No. GCOEJ/EC/2021/703   Date: 13/12/2021

To,
Hon'ble Members,
Examination Committee
Govt. College of Engineering, Jalgaon.

Subject: Minutes of Meeting of the Fourteenth Examination Committee meeting held on Thursday, December 10, 2021 in online mode.

Dear Sir/Madam,

The Fourteenth Examination Committee meeting was held on Thursday, December 10, 2021 in online mode. Following members were present for the online meeting-

Dr. G. M. Malwatkar (Chairman EC), Dr. S. P. Mohani (Dean Academics and Member), Shri V. L. Maheshwari, Shri. Deepak Chaudhari, Dr. S. A. Patil , Dr. Mukund P. Bhusari, Dr. M. S. Sonpimpale, Prof. Dr. D. S. Chaudhari, Dr. P. J. Gaidhane, Dr. S. S. Dhamse, Shri. D. V. Chaudhari, Shri. V. T. Patil, Dr. S. C. Kulkarni, Smt V. N. Mahajan, Shri. Shirish G. Adam (Member Secretary, EC).
Following members were absent - Dr. Sanjay B. Chikalthankar, Mrs. Manjusha R. Bachawad and Prof. K. F. Pawar.

Meeting started with welcome of all Hon. Members by chairman. Following points of the agenda notes were discussed at length and some suggestions and conclusions were drawn unanimously which are given below

Item No 01:
To read and confirm the minutes of thirteenth meeting of Examination Committee of institute held on 10th May, 2021

Minutes of thirteenth meeting of Examination Committee were confirmed and approved.

Item No. 02:
To discuss and approve the action taken by the institute on the agenda points discussed and resolved in the earlier meeting of Examination Committee

Examination Committee was satisfied with the action taken by the Institute and all the actions taken were approved.

Item No. 03:

To discuss and approve the schedule of examinations AY 2021-22 for all students including promoted as per university guidelines.

EC noted and approved the following revised schedule of Examinations for AY 2021-22

Sr. No.	Exam	Mode of Exam	As per old schedule	As per revised schedule
1	PR-ESE Winter-2021 [AY 2021-22]	Online Mode	2-8 Dec 2021	10-15 Jan 2022 02-06 Feb 2022 (DSE)
2	TH-ESE Winter-2021 [AY 2021-22]	Proctored conventional descriptive pattern online	10-18 Dec 2021	18-25 Jan 2022
3	PR-ESE Reexamination Winter-2021 [AY 2021-22]	Online Mode	17-20 Jan 2022	21-23 Feb 2022
4	TH-ESE Reexamination Winter-2021 [AY 2021-22]	Proctored conventional descriptive pattern online	10-15 Jan 2022	14-19 Feb 2022

Examination schedule for newly admitted AY2021-22 First Year can be finalized at Institute level.

Item No. 04: To discuss and suggest changes in punishment rules for online examination

SrNo	Allegation	Earlier rule for online exam, which was approved in emergent EC meeting during COVID-19 Pandemic	Revised and approved for online exams from Winter-2021 session
(1)	(2)	(3)	(4)
1	Objectionable material found with the examinee and also found using it for answering the question paper during the examination	Cancellation of the performance of concerned course in the examination which he/she is appearing	Cancellation of the performance of concerned course in the examination which he/she is appearing and debarred from appearing for the same course in subsequent one examination

EC discussed and approved the revised punishment rule as per column-4 details in above table for online examinations. It is also suggested that Discipline and Redress committee should convey/discuss with concerned students' parents telephonically so that concerned students can be mentored.

Item No. 05: To discuss and suggest answer book deletion from examination portal cloud space

EC approved and proposed following changes as per column 4, in document retention policy at Institute level.

Sr. No.	Title of records	Period of retention as per current policy	Proposed Period of retention
(1)	(2)	(3)	(4)
9	All ESE/ISE/MSE question papers in the form of booklet	Ten Years	Four Years
11	Specimen question papers and sample answer books of ISE/MSE/ISA	Five Years	One Year
34	ESE answer papers for which court case is not pending	Three Years	One Year
35	ESE answer papers for which court case is pending	Three years or till court decision	One Year

EC approved and recommended to increase the cloud space/memory from 300 GB to 500 GB so that Winter-2021 examination can be conducted smoothly.

Item No. 06: Result Analysis Report of AY 2020-21

EC noted the result analysis reports and also suggested that all faculty members should check these result analysis reports available in MIS logins of all Course Coordinators.

Item No. 07: Approval to decision/punishment recommended by GRC (Grievance Redress Committee) for unfair means cases reported for online Examinations.

Mode of Exam: Proctored conventional descriptive pattern

Sr. No.	Exam	Examination Dates	Number of students punished
1	Complementary-Summer-2020 [AY 2019-20]	06 Jan- 18 Jan 2021	51
2	Winter-2020 [AY 2020-21]	23 Feb- 01 Mar 2021	02
3	Re-examination Winter-2020 [AY 2020-21]	26 Mar- 03 Apr 2021	05
4	FY-Winter-2020 for newly admitted [AY 2020-21]	22 Apr- 27 Apr 2021	16
5	Summer 2021 [AY 2020-21]	20 May – 07 June 2021	01
6	FY-Re-examination Winter-2020 [AY 2020-21]	20 May – 07 June 2021	04
7	Re-examination Summer-2021 [AY 2020-21]	28 June- 05 July 2021	Nil
8	FY-Summer-2021 Complementary-Summer-2021 [AY 2020-21]	26 July- 10 Aug 2021	03
9	ReExam-FY-Summer-2021 [AY 2020-21]	07 Sep- 09 Sep 2021	Nil
10	FY-Complementary-2021 [AY 2020-21]	27 Sep-28 Sep 2021	Nil

EC noted and approved the decision/punishment recommended by GRC (Grievance Redress Committee) for unfair means cases reported for online Examinations.

Item No. 08: Approval to the appointment of Course Teacher (Visiting Faculty) as a Course Coordinator and paper setter/Evaluator for TH-ESE/PR-ESE Examination.

EC approved to the appointment of Course Teacher (Visiting Faculty) as a paper setter/Evaluator for TH-ESE/PR-ESE examination subject to approval by Chairperson of respective BoS.

Item No. 09: Approval to Paper setters and Evaluators Panel for AY 2021-22.

EC approved the paper setters and evaluators panel list submitted by all BoS (Board of Studies) and also approved to include the additional names received as per approval of above item no-08.

Item No. 10: Question Paper setting reform and change in remuneration for question paper setting in the view of revised question paper format

EC noted and approved the new change/reform in Question paper format of including CO (Course Outcomes) and Bloom's Taxonomy levels.

EC suggested that, the change in remuneration for question paper setting, in the view of revised question paper format should be finalized by already constituted Institute level committee for review of honorarium of all exam related activities.

Item No. 11: To discuss about online assessment process of answer books post-COVID examinations

EC recommended and approved the online assessment process of answer books for in-person and in-campus examination.

Regarding this assessment process of answer books, EC suggested that committee should be appointed at Institute level for deciding the method and process flow for scanning the answer books of students immediately after ESE examination. The required changes should be carried out in software to upload the scanned answer books.

For all this work and if the scanning work is outsourced, the costing and security aspects also need to be finalized by the Institute level committee appointed by EC Chairman.

Item No. 12: Any other point

a. Grade card Security features

   EC recommended and approved to initiate and finalize inclusion of security features in stationary used for grade card printing. Grade cards having RFID/QR-code features for online document verification should also be incorporated for easy online document verification by third party. Grade card distribution through Digilocker should be explored.

b. Shifting to new Academic and Examination Management Software-MIS

   EC approved switching over to new advanced Academic and Management software-MIS. For the same, Institute level committee should be formed.

Meeting concluded with vote of thanks by Shirish Adam.

13/12/21

(Shirish Adam)   (Dr. G. M. Malwatkar)
Member Secretary, Examination Committee   Chairman, Examination Committee
Government College of Engineering, Jalgaon   Government College of Engineering, Jalgaon

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Copy To: 1.   Honourable Chairman Academic council.
            2.   Dean, Academics.
            3.   All Hon. Members.