

MINUTES OF MEETING

The first meeting of Examination Committee of Government College of Engineering, Karad was held on 15th September 2015 at 2.00 pm in Meeting Hall at Govt. College of Engineering, Karad.

Following members were present for the meeting,

Sr. No.	Name	Designation
1	Prof. (Dr) P. M. Khodke	Principal and Chairman
2	Prof. Mahesh. Kakade	Member, Controller of Examination Shivaji University, Kolhapur
3	Prof. (Dr) P. M. Joshi	Member, Dean Academics
4	Mr. B. S. Patil	Member, Coordinator, Paper Setting
5	Mr. L. L. Kumarwad	Member, Coordinator, Paper Assessment
6	Dr. M. N. Hedao	Member Secretary, Controller of Examination

The leave of absence was granted to the following members,

1. Dr. B. N. Choudhari, Member, Professor, Electrical Engineering and Deputy Director College of Engineering, Pune.
2. Dr. S. S. Damhare, Member, Professor and Head of Electrical Engineering, College of Engineering, Pune.
3. Mr. G. R. Kadukar, Director, Altech Alloys India Pvt. Ltd, Kagal, Kolhapur

Member Secretary welcomed all the members for the first meeting of Examination Committee and requested Hon. Chairman to offer opening remarks. Dr. P. M. Khodke, Hon. Chairman also welcomed the members and informed the objectives of Examination Committee to the members. Hon. Chairman instructed Member Secretary to proceed with the agenda.

The minutes of meeting are as follows.

Item No. 1.1 To note award of autonomy to the institute

House noted Govt. Resolution No. Meeting/2010/ (170/10)/TE-2, Dated 23rd October 2012, the letter issued by UGC dated 29th July 2015 and Shivaji University, Kolhapur notification dated 26th August 2015 for conferring the autonomous status to Govt. College of Engineering, Karad for the period of six years from academic year 2015-2016 to 2020-2021.

Item No. 1.2 To note the constitution and the powers and duties of Examination Committee.

House noted the constitution and the powers and duties of Examination Committee.

Item No. 1.3 To approve the Rules and Regulation for Examinations and Evaluations of UG and PG Programs.

- Member Secretary presented the Rules and Regulation for Examinations and Evaluations of UG and PG Programs. Prof. Mahesh Kakade enquired about the reasons for allotment of 2.30 hrs for end semester theory examination. Member Secretary informed the house that the question paper is supposed to be set for five questions. Comparing with question paper of Shivaji University which consists of six questions for three hours duration, the duration for ESE question paper is decided. However, Prof. Kakade suggested to compare the duration with other autonomous institutes in the University area. It was resolved to request to Academic Council to compare the same.
- Prof. Kakade suggested to make provision for appointment of substitute examiner for paper setter in case experience teacher is not available. Member Secretary informed that the provision is already made in the Rule 2.1.2. He further suggested to define the meaning of close relative in the eligibility criteria for paper setter as it is mentioned in the Form No E-03. House resolved to add Rule No. 2.1.8 for defining close relative and the circumstances where it will be applicable.
- Prof. Kakade also suggested to add the clause in the Rules and Regulation mentioning the authority to modify any rule as and when required. He further suggested to bring flexibility and ease of procedure for paper setting and related work using latest technology. He also suggested to refer Rajesh Agrawal committee report for examination reforms in future.

With the above suggestions the committee approved the Rules and Regulation for Examinations and Evaluations of UG and PG Programs.

Item No. 1.4 To approve the formats for Answer sheet / Supplement sheet for Class Test and End Semester Examination.

- Member Secretary presented the formats for Class Test main answer book (CM), supplement (CS), End Semester Examination main answer book (M) and supplement (S). Member Secretary also informed the committee that the answer book for Class Test shall contain 12 pages and End Semester Examination contains 36 pages. While supplement shall contain 4 and 8 pages for respective examinations.
- Prof. Mahesh Kakade suggested to arrange the front page of ESE answer book to accommodate masking sticker which comes in standard size of 3.5" X 3.5". He further suggested to think about bar coding of answer book as a reform in the system. It was decided to study the various masking sticker and accordingly redesign the format.

With the above suggestion the committee approved the formats for Answer sheet / Supplement sheet for Class Test and End Semester Examination.

Item No. 1.5 To discuss and approve the Rules for recognition of faculty as P.G teacher.

The committee approved the Rules for recognition of faculty as P.G teacher.

Item No. 1.6 To discuss and approve the rates for remuneration and honorarium for examination.

Member Secretary presented the proposed remuneration rates for various tasks related to examination work.

Prof. Mahesh Kakade observed that the proposed remuneration rates are higher than Shivaji University which may not be affordable when institute is just introducing autonomy. He further suggested to keep remuneration rates as low as possible so that it would not be required to increase the examination fee immediately. In view of this, the committee resolved to recommend following remuneration rates to Finance Committee.

Remuneration Rates for Examinations Cell

Sr. No.	Activity/Post	Proposed Remuneration Rates
1	Dean Academic	Rs.7000/- per Sem
2	Controller of Examination	Rs.6500/- per Sem
Paper Setting		
3	Co-ordinator Paper Setting	Rs.6000/- per Semester
4	Paper Setter: Camera Ready Soft copy and Hardcopy with solution and scheme of marking for B.Tech & M.Tech exam	Rs. 1000/- per set
5	Paper Setter: Camera Ready Soft copy and Hardcopy with out solution and scheme of marking for B.Tech & M.Tech exam	Rs.600/- per set
6	Only Solution and scheme of marking for B.Tech & M.Tech exam	Rs. 400/- per set
7	Clerk / Supporting Staff	Rs.1000/- per sem
8	Class IV	Rs.500/- per Sem
Paper Printing		
9	Co-ordinator Paper Printing	Rs.6000/- per sem
10	DTP Operator for Printing if required	Rs.150/- per day
11	Class IV	Rs. 100/- per day
Conduction of Examination		
12	Officer In-charge (Head of Department or his Nominee)	Rs. 120/- per shift
13	Invigilator/ Reliever/ Additional Invigilator	Rs. 60/- per shift
14	Clerk for assisting officer I/C (01 per dept)	Rs. 100/- per day
15	Sealing/Masking Assistant: 01 per dept.	Rs. 60/- per shift
16	Exam Peon: 01 per Department For Ist year exam: 01 per 100 students	Rs.40/- per shift
17	Waterman: : 01 per 60 students	Rs. 30/- per shift
18	Internal/ External Examiner:	Rs.8/- per student (min Rs. 200/-)
19	B.Tech Project	Rs. 50/- per student ((Minimum Rs. 200/-)
20	M.Tech /MCA Dissertation	Rs.150/- per student
21	Laboratory Assistant	Rs. 80/- per day
22	Laboratory Attendant	Rs.40/- per day
23	Foreman	Rs.50/- per day
24	Class IV 01 per exam	Rs.17/- per batch
Assessment		
25	Coordinator Assessment	Rs.6000/- per Semester
26	Associate /Co-coordinator	Rs.3000/- per Semester

27	Valuer	UG: Rs.8/- per Answer book (Minimum Rs.200/-) PG: Rs.8/- per Answer book (Minimum Rs.200/-)
28	Revaluation	UG: Rs. 10/- per Answer book PG: Rs.12/- per Answer book
29	Retotaler	Rs.0.60/- per Answerbook (Minimum Rs.40/- per day)
30	Clerk/ Supporting Staff	Rs. 120/- per day
31	Tabulation/masking assistant	Rs. 80/- per day
32	Class IV	Rs.70/- per day
33	Evaluation of Question Paper by External Experts	Rs. 100/- per paper
34	Moderation of Question paper	Rs.150/- per paper
Refreshment		
35	Theory Examination (ESE) at Department level	Rs. 800/-- per exam
36	First Year Theory Examination (ESE) at	Rs. 1500/- per exam
37	B.Tech Practical Exam/oral exam/ Project	Rs. 800/-- per Semester exam
38	Examiner Lunch	As per Hostel Mess per meal charges
Conveyance Allowance/ Travelling Allowance		
39	Conveyance Allowance for Local external examiner for Practical/Valuation /other examination related work	Rs.75/- per day
40	II-AC /III AC class railway fair to and fro , As per Government Norms	As per actual Ticket fare
41	Travel by own Vehicle/Hired vehicle	Rs.9/- per km (Registration certificate and Watchman entry noting required)
42	D.A	Rs. 130/- per day

Item No. 1.7 To accord post facto approval to the academic calendar for first year courses under autonomy for 2015-16.

The committee accorded post facto approval to the academic calendar for first year courses under autonomy for 2015-16.

Item No. 1.8 To discuss and approve Draft Time Table for End Semester Examination of 1st Semester B.Tech, M.Tech and MCA program.

The committee approved Time Table for End Semester Examination of 1st Semester B.Tech, M.Tech and MCA program.

Item No. 1.9 To approve the panels of paper setters, examiners for theory and practical examinations in academic year 2015-16.

- Member Secretary presented the panels of paper setters, examiners for theory and practical examinations in academic year 2015-16.
- Prof. Mahesh Kakade suggested to collect at-least three sets of each paper. He further agreed to extend the help regarding sharing data base of faculty affiliated to Shivaji University to enrich the paper setter panel and examiners panel of this institute.

The committee approved the panels of paper setters, examiners for theory and practical examinations in academic year 2015-16.

**Item No. 1.10 To note Ordinances and Regulations for UG and PG programs
(Any other item with the permission of chair)**

- The Member Secretary presented the Ordinance and Regulations for UG and PG programs. He further informed the Committee that they are already approved by the Academic Council and BoM.

The committee noted the Ordinance and Regulations for UG and PG programs.

The meeting was concluded after vote of thanks proposed by Member Secretary.



(Dr. M. N. Hedao)
Member Secretary



(Prof. (Dr) P. M. Khodke)
Principal and Chairman