



GOVERNMENT COLLEGE OF ENGINEERING, KARAD

(An autonomous institute of Govt. of Maharashtra)

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MINUTES OF 2nd MEETING EXAMINATION COMMITTEE held on 26.10.2016

The second meeting of Examination Committee of Government College of Engineering, Karad was held on 26th October 2016 at 10.00 pm in Meeting Hall at Govt. College of Engineering, Karad.

Following members were present for the meeting.

1	Prof. (Dr) P. M. Khodke	Principal and Chairman
2	Prof. Mahesh A. Kakade	Member, Controller of Examination Shivaji University, Kolhapur
3	Dr. S. S. Damhare	Member, Professor and Head of Electrical Engineering, College of Engineering, Pune.
4	Mr. G. R. Kadukar	Director, Altech Alloys India Pvt. Ltd, Kagal, Kolhapur
5	Prof. (Dr) P. M. Joshi	Member, Dean Academics
6	Mr. B. S. Patil	Member, Coordinator, Paper Setting
7	Mr. L. L. Kumarwad	Member, Coordinator, Paper Assessment
8	Dr. M. N. Hedao	Member Secretary, Controller of Examination

The leave of absence was granted to Dr. B. N. Choudhari, Member, and Professor of Electrical Engineering, College of Engineering, Pune.

Member Secretary welcomed all the members and requested Hon. Chairman to offer opening remarks. Hon. Chairman, Dr. P. M. Khodke, also welcomed the members and explained the examination process under autonomy to the members who are attending first time.

After opening remarks by Hon. Chairman, Member Secretary initiated the proceeding with the permission of chair. The following business was transacted in the meeting.

Item No. 2.1 To confirm the minutes of First Meeting of Examination Committee held on 15.09.2015.

Member Secretary read out the minutes of first meeting of Examination committee held on 15.09.2015.

- Prof Kakade appreciated the entire process of preparing agenda for Examination Committee, the different reports submitted by coordinators and Controller of Examination.
- Prof. Kakade insisted to conduct at least the number of meetings equal to the number of examinations held during the year. As the institute is conducting three exams i.e. Winter, Summer and Summer Term examination, at least three meetings should be arranged. The results should not be declared unless they are approved in Examination Committee meeting. Prof. Damhare informed the house that College of Engineering, Pune declares the result only with the approval of Senate. It was finally resolved to declare the result only after the meeting of Examination Committee.
- Member Secretary informed the house that II year exam is scheduled during November, 18 – 30, 2016 and the results are to be declared on 19th December 2016. While First year exam is scheduled during December 13 -23 for which the results are to be declared on 11th January 2016. As both the examinations are scheduled separately, the house resolved to empower Hon. Chairman of Examination Committee to declare the result and next Examination Committee meeting may be scheduled on or before 11th January 2017, in which the results of II Year shall also be discussed.
- While discussing item no 1.6, Hon. Chairman suggested to upload the document of remuneration rate on website of institute.

With the above suggestions, the house confirmed the minutes of First Meeting of Examination Committee held on 15.09.2015.

Item No. 2.2 To report action taken report on the minutes of first meeting of Examination Committee held on 15/09/2015.

Member Secretary presented the action taken report on the minutes of first meeting of Examination Committee. The house gave following suggestions.

- Prof. Dambhare suggested to obtain report of committee appointed for duration of End Semester Examination and put before next Examination Committee. Hon. Chairman advised the committee to discuss the entire pattern of End Semester Examination question papers with duration and submit the report before next meeting.
- Prof. Kakade suggested that the question paper may be set for 100 marks with 3.00 hrs duration and then convert to 60 marks. Member Secretary informed the house that the present system of 60 marks paper is working fine.

With the above suggestions, the house noted the action taken report on the minutes of first meeting of Examination Committee held on 15.09.2015.

Item No. 2.3 To note and guide about the results of Winter-2015, Summer 2016 and Summer Term- 2016 examination.

Member Secretary presented the result of first year B.Tech/M.Tech and MCA programs for Winter-2015, Summer-2016 and Summer Term-2016 Examination.

The house offered following suggestions.

- Prof. Kakade offered satisfactory remarks on the overall result of 1st year B.Tech/M.Tech and MCA programs (2015-16)
- Prof. Kakade suggested to offer/award Gold medal or prize money to the topper students from each programs for UG. He further suggested to search sponsors for such awards. Hon. Chairman suggested to appeal alumni of the institute for sponsorship. Member Secretary assured the house to present the concern item in the next meeting.

- Prof. Dambhare enquired about the criteria/conditions for conducting summer term for the students. Dr. P. M. Joshi explained the meaning, importance and benefits of summer term for students. Prof. Dambhare appreciated the efforts by faculty for conducting Summer Term for the benefits of the students in full spirit.
- Hon. Chairman enquired as to what information about the result of each such examination needs to be submitted to Shivaji University, Kolhapur. Prof. Kakade informed the house that the institute may not submit hard copy of result of each exam to University. However, the institute may submit soft copy of result after each End Semester Examination to the University in CD as well as by mail. The house resolved to submit CD entitled with Result of ESE and year containing (R-08) of all previous exams and also forthcoming exams from time to time.

With the above discussion the house noted the results of Winter-2015, Summer 2016 and Summer Term- 2016 examination.

Item No. 2.4 To note the reports regarding Question Paper setting for Winter-2015, Summer 2016 and Summer Term- 2016 examinations.

Prof. B. S. Patil, coordinator paper setter presented the paper setting report to the house. Prof. Kakade appreciated the response of external paper setters.

The house noted the results of Winter-2015, Summer 2016 and Summer Term- 2016 examination.

Item No. 2.5 To note the reports regarding Question Paper printing for Winter-2015, Summer 2016 and Summer Term- 2016 examinations.

Member secretary presented the question paper printing report to the house.

The members offered following suggestions.

- Prof. Kakade suggested avoiding the excess printing of question paper so that the printing cost can be reduced. Member Secretary informed the house that only 10 % of required question papers are printed in excess and also entire record of question paper printing is kept in printing section.
- Prof. Kakade also suggested to destroy the excess/ misprinted question papers by using paper shredder machine. Hon Chairman instructed Member Secretary to convey paper printing coordinator to procure said machine.
- Prof. Damhare suggested to get the question papers audited for quality. Hon. Chairman instructed Paper Setting Coordinator to initiate the process immediately after Summer 2017 examination.
- Prof. P. M. Joshi, Dean Academics informed the house that the question paper of End Semester Examination (Winter 2015 and Summer-2016 and Summer Term-2016) are available on website of institute. Member Secretary informed the house that the question papers of Winter-2016 shall be uploaded immediately after forthcoming end semester examination. Assessment Coordinator is requested to send one copy of question paper of each course to system analyst immediately after assessment process is over.

With the above suggestions, the house noted the reports regarding Question Paper printing for Winter-2015, Summer 2016 and Summer Term- 2016 examinations.

Item No. 2.6 To note the reports regarding Answer Book Assessment for Winter-2015, Summer 2016 and Summer Term- 2016 examinations.

Member secretary presented the assessment report for Winter-2016, Summer-2016 and Summer Term-2016 to the house.

The house noted the reports regarding Answer Book Assessment for Winter-2015, Summer 2016 and Summer Term- 2016 examinations.

Item No. 2.7 To note the reports of Controller of Examination for Winter-2015, Summer 2016 and Summer Term- 2016 examinations.

Member Secretary presented the report of Controller of Examination regarding various activity conducted related to examination.

- Shri. Kadukar observed typographical errors in Annexure 2.7.1 regarding the number of students appeared and suggested to take due precautions in future.

With the above suggestion the house noted the reports of Controller of Examination for Winter-2015, Summer- 2016 and Summer Term- 2016 examinations.

Item No. 2.8 To discuss and approve Draft Time Table for End Semester Examination of 1st and 3rd Semester B.Tech, M.Tech and MCA program.

The house approved draft time table for End Semester Examination of 1st and 3rd Semester B.Tech, M.Tech and MCA program.

Item No. 2.9 To accord post facto approval to the academic calendar for first year and Second year courses under autonomy for 2016-17.

Member Secretary presented the Academic Calendar for First year and Second year courses under autonomy 2016 -17. Prof. Kakade suggested to incorporate the meeting of Examination Committee also in the calendar.

With the above suggestion the house accorded post facto approval to the academic calendar for First year and Second year courses under autonomy for 2016-17.

Item No. 2.10 To accord post facto approval for the panel of paper setters and evaluators for Summer and Summer Term 2016 examination.

The house approved the panel of paper setter and evaluators for summer and summer term 2016 .

Item No. 2.11 To approve the panels of paper setters, examiners for theory and practical examination, Winter-2016.

The house approved the panels of paper setters, examiners for theory and practical Examination, Winter-2016.

Item No. 2.12. To accord post facto approval to the rates for honorarium to external experts invited for approval of dissertation topic.

Member Secretary presented the proposal for rates of honorarium to be paid to external expert invited for approval of dissertation topics.

- Prof. Kakade suggested to mention minimum remuneration so that the sizable amount shall be paid to experts, if number of students is less.
- Prof. Dr. P. M. Joshi suggested to keep Rs-300/-as minimum remuneration.

With the above suggestion the house approved the rates for honorarium to external experts invited for approval of dissertation topic.

Item No. 2.13. To discuss and approve Rule No. 1.1.11 and 2.1.8 of the Examination Rules and Regulations.

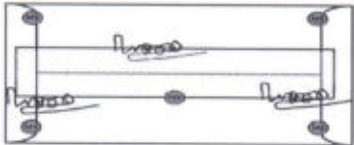
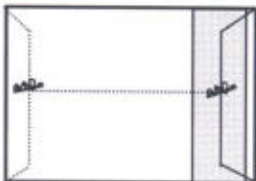
Member Secretary presented the rule no,1.1.11 and 2.1.8 of the examination Rules and Regulation.

Sr. No.	Present Rule	Proposed Rule	Justification
1.1.11	-	Any addition / modification / deletion of any Rule in Rules and Regulation of Examination, the proposed matter shall be put before Examination Committee. After approval the said matter shall be submitted to Academic Council or Finance Committee depending on its nature. After their approval the proposed addition shall be submitted to the Board of Management for approval. However, in case of emergency and the meeting of appropriate authority not scheduled in near future, Hon. Chairman can take decision and shall then be put before examination committee for discussion and post facto approval.	As the point is not elaborated in present rules and regulations.
2.1.8	--	Close relative means: mother, father, wife, Husband, son, daughter, real brother/sister.	The definition of close relative is coined in such a way that the person should not be appointed as examiner if his/her blood relative appears for the examination. Simultaneously it has also been ensured that the institute shall get sufficient options for examiners.

The house approved the rule 1.1.11 and 2.1.8. and suggested to insert in the booklet of examination rules and regulation at appropriate place.

Item No. 2.14. To discuss and approve the revision in Rules no. 2.3.3(6).

Member secretary presented the proposed modification in Rules for exam Rules and regulation as under.

Sr. No.	Present Rule	Proposed Rule	Justification
2.3.3(6)	<ul style="list-style-type: none"> Subsequently packets shall be sealed using sealing wax with the personal metal seal of the CoE as shown in the Figure 1 by letters MS encircled. 	<ul style="list-style-type: none"> Subsequently packets shall be sealed using Transparent / brown packing PVC tape. as shown in the Figure 1 	<ul style="list-style-type: none"> While supplying printed question papers to officer-in-charge of different programs, the printing coordinator has to seal the bundles of question papers and only such sealed bundles are handover by printing coordinators to officer in-charge. Present system of sealing is explained in Rule No 2.3.3.(6). As per rule , the packets are sealed using sealing wax and metal seal affixed. In order to simplify the procedure, it is proposed seal the packets using PVC tape.

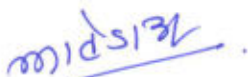
The house approved the rule 2.3.3(6) and suggested to insert in the booklet of examination rules and regulation at appropriate place.

Item No. 2.15. To approve the Cancellation of Grade Cards No. 000001 to 000405.

- The house approved the cancellation of grade cards No. 000001 to 000405

Item No. 2.16. Any other item with the permission of chair.

As there was no item with permission of Chair, the meeting was concluded with the vote of thanks by Member Secretary.



(Dr. M. N. Hedao)
Member Secretary



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