

# MINUTES OF THE MEETING

## EXAMINATION GRIEVANCE REDRESSAL COMMITTEE Academic Session 2024–25

A meeting of the **Examination Grievance Redressal Committee** of Sri Guru Tag Bahadur Khalsa College, Sri Anandpur Sahib, was held on 18 October 2024 under the guidance of Dr. Jasvir Singh Principal of the college. The following members are present in the meeting.

### Members Present

- |                       |                                  |                                                                                     |
|-----------------------|----------------------------------|-------------------------------------------------------------------------------------|
| 1. Dr. Jasvir Singh   | (Principal)                      |   |
| 2. Dr. Paramjit kaur  | (Convener)                       |                                                                                     |
| 3. Dr. Darpan Sood    | (Deputy Registrar Confidential ) |                                                                                     |
| 4. Dr. Amrit Singh    | (Deputy Registrar Secrecy )      |  |
| 5. Dr. Amandeep Saroa | (Deputy Registrar Conduct )      |                                                                                     |
| 6. Sh. Sohan Singh    | (Supendentent Examination)       |                                                                                     |

### AGENDA OF THE MEETING

1. Implementation of the **National Education Policy (NEP) 2020** in the examination and evaluation system for the academic session 2024–25.
2. Orientation programme for newly admitted students regarding the college, academic system, examination rules and NEP 2020.
3. Awareness regarding the examination scheme, internal assessment and continuous evaluation.
4. Academic record keeping, attendance and eligibility requirements.
5. Examination discipline and prevention of unfair means.
6. Any other matter with the permission of the Chair.

### PROCEEDINGS OF THE MEETING

The agenda items were discussed in detail and the following decisions were taken:

#### 1. Implementation of NEP 2020

The Committee discussed the implementation of the National Education Policy (NEP) 2020 in the academic and examination system of the college.

It was decided that the examination and evaluation process should be aligned with the applicable university/UGC/State Government guidelines for NEP 2020. The Committee emphasized:

- Adoption of a student-centric and multidisciplinary approach.

- Proper implementation of the prescribed credit-based academic structure.
- Awareness among students regarding Academic Bank of Credits (ABC)/APAAR ID, wherever applicable.
- Promotion of continuous and comprehensive assessment as prescribed by the affiliating university.
- Appropriate weightage to internal assessment, assignments, presentations, practical work, projects, tutorials and other prescribed components.
- Encouragement of experiential, skill-based and application-oriented learning.
- Providing students with clear information regarding courses, credits, examination pattern, assessment methods and progression requirements.
- Maintenance of proper examination and academic records as per university and institutional rules.

The Committee resolved that all departments would follow the examination and evaluation guidelines issued by the affiliating university and competent authorities from time to time.

## **2. Orientation Programme for Newly Admitted Students**

The Committee decided to organize an Orientation Programme for newly admitted students at the beginning of the academic session.

The orientation programme shall provide students with information regarding:

- History, vision, mission and objectives of the college.
- Academic departments, programmes and available facilities.
- Introduction to faculty members and administrative staff.
- Academic calendar and timetable.
- Course structure and credit system under NEP 2020.
- Examination pattern and evaluation system.
- Internal assessment and end-semester/university examinations.
- Minimum attendance and examination eligibility requirements.
- Assignment, practical, project and presentation requirements.
- Rules and regulations relating to examinations.
- Procedure for filling examination forms and obtaining admit cards.
- Examination schedule and important notices.
- Rules regarding unfair means and examination misconduct.
- Grievance redressal mechanism.
- Library, laboratory, ICT and other student-support facilities.

- Scholarships, student welfare schemes and other support services.
- Anti-ragging policy, discipline and code of conduct.
- Career guidance, skill development and co-curricular opportunities.

The Committee further decided that an Examination Committee coordinator would brief newly admitted students specifically about examination rules and the evaluation process.

### **3. Internal Assessment and Continuous Evaluation**

The Committee emphasized that internal assessment should be conducted in a transparent, fair and systematic manner.

It was decided that:

- Students should be informed in advance about the criteria and schedule of internal assessment.
- Marks should be recorded and maintained properly by the concerned teachers of the departments.
- Students should be given reasonable opportunities to complete prescribed academic activities.
- Internal assessment records should be submitted to the concerned authority within the prescribed time.
- Any discrepancy in marks should be addressed through the approved college procedure.

### **4. Attendance and Examination Eligibility**

The Committee discussed the importance of maintaining proper attendance records.

It was resolved that:

- Attendance shall be maintained regularly by the concerned teachers.
- Students shall be informed about the prescribed minimum attendance requirement.
- Students falling short of the required attendance shall be dealt with according to college rules.
- Eligibility for appearing in examinations shall be verified before submission of examination forms.

### **5. Examination Discipline and Unfair Means**

The Committee reiterated that strict discipline must be maintained during all examinations.

Students shall be instructed:

- To report to the examination venue before the prescribed reporting time.
- To carry the valid admit card/identity card as required.
- Not to carry prohibited electronic devices, written material or unauthorized items into the examination hall.

- To follow the instructions of the invigilator.
- Not to communicate with other candidates during the examination.
- To maintain silence and proper discipline.
- That any case of unfair means shall be dealt with strictly according to applicable college regulations.

## **6. Examination Committee Responsibilities**

The Committee decided that the Examination Committee shall:

1. Prepare and communicate the examination-related schedule in accordance with the academic calendar.
2. Coordinate internal and university examinations as applicable.
3. Ensure confidentiality and proper custody of examination-related documents.
4. Maintain examination records systematically.
5. Communicate examination instructions to students and faculty members.
6. Coordinate with the affiliating university regarding examination-related matters.
7. Address examination-related grievances according to the prescribed procedure.
8. Ensure that examination-related activities are conducted fairly and transparently.

## **7. Any Other Matter**

With the permission of the Principal, the members discussed other examination-related matters. The Principal directed all concerned staff members and departments to ensure timely compliance with the decisions of the Committee.

## **RESOLUTIONS**

After detailed discussion, the Examination Committee unanimously resolved that:

1. The examination and evaluation system for 2024–25 shall be implemented in accordance with applicable NEP 2020 and affiliating university guidelines.
2. An orientation programme shall be conducted for all newly admitted students.
3. Students shall be properly informed about the academic and examination system before commencement of the examination process.
4. Internal assessment and attendance records shall be maintained accurately and transparently.
5. Examination rules and instructions shall be communicated to students through appropriate notices/orientation programmes.
6. Strict action shall be taken in cases of examination misconduct or unfair means as per applicable rules.



7. All departments shall extend necessary cooperation to the Examination Committee for smooth conduct of examinations.

## SIGNATURES

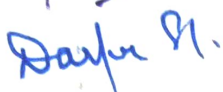
1. Dr. Jasvir Singh



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