

MINUTES OF THE MEETING
EXAMINATION GRIEVANCE REDRESSAL COMMITTEE
Academic Session 2025–26

The Examination Grievance Redressal Committee of Sri Guru Teg Bahadur Khalsa College, Sri Anandpur Sahib, convened a meeting on **06th April 2026**. Under the leadership of Dr. Jasvir Singh, Principal of the College.

AGENDA OF THE MEETING

1. Awareness regarding examination schemes, internal assessment and continuous evaluation.
2. Circulation of examination-related notices, instructions and examination forms to students.
3. Examination form submission, eligibility verification, attendance and fee-related requirements.
4. Preparation and publication of examination date sheets.
5. Question paper setting, moderation, printing, confidentiality and safe custody.
6. Conduct of theory, practical, project and viva-voce examinations.
7. Evaluation/valuation, marks submission and result preparation.
8. Examination discipline and prevention of unfair means.
9. Revaluation/rechecking, supplementary/backlog/improvement examinations, wherever applicable.
10. Maintenance of examination records and digital examination data.
11. Coordination with the affiliating University and compliance with applicable UGC/University/NEP provisions.
12. Any other matter with the permission of the College Principal

PROCEEDINGS OF THE MEETING

1. Awareness regarding examination schemes, internal assessment and continuous evaluation

The Committee discussed the need to create awareness among students regarding examination schemes, internal assessment criteria and continuous evaluation. Faculty members were advised to ensure that relevant information is communicated to students in a timely manner.

2. Circulation of examination-related notices, instructions and forms

It was decided that all examination notices, instructions and examination forms should be circulated to students through appropriate college channels to ensure timely compliance.

3. Examination forms, eligibility, attendance and fee requirements

The Committee reviewed the procedures relating to examination form submission, eligibility verification, attendance requirements and examination fee payment. It was emphasized that students should be informed well in advance about any deficiencies.

4. Preparation and publication of examination schedules/date sheets

The Committee discussed the preparation and timely publication of examination schedules/date sheets. Necessary coordination with the concerned departments and University authorities was emphasized.

5. Question paper setting, moderation, printing and confidentiality

The Committee emphasized strict adherence to prescribed procedures for question paper setting, moderation, printing, confidentiality and safe custody to maintain the integrity and security of examinations.

6. Conduct of examinations

The arrangements for the smooth and fair conduct of theory, practical, project and viva-voce examinations were discussed. Faculty members were advised to follow the prescribed examination rules and procedures.

7. Evaluation, marks submission and result preparation

The Committee discussed timely evaluation, submission of marks and preparation of results. It was resolved that all concerned staff should adhere to the prescribed timelines and maintain accuracy in the evaluation process.

8. Examination discipline and prevention of unfair means

The Committee stressed the importance of maintaining examination discipline and preventing the use of unfair means. Invigilators were advised to remain vigilant and follow the prescribed rules in case of any violation.

9. Revaluation/rechecking and other examinations

The Committee discussed the procedures for revaluation/rechecking, supplementary, backlog and improvement examinations, wherever applicable. Students should be provided with clear information regarding the relevant procedures and deadlines.

10. Maintenance of examination records and digital data

It was decided that examination records, registers, documents and digital examination data should be maintained systematically and securely for future reference and verification.

11. Coordination with University and compliance with regulations

The Committee emphasized regular coordination with the affiliating University and compliance with applicable University, UGC and NEP provisions relating to examinations and academic evaluation.

12. Any other matter

No other matter was raised for discussion. The Committee agreed to continue monitoring examination-related matters and to address students' grievances promptly and fairly.

The meeting concluded with a commitment to ensure transparent, fair, efficient and student-friendly examination practices and timely redressal of examination-related grievances.

1. Dr. Jasvir Singh:

Principal

2. Dr. Paramjit Kaur :

Convener

3. Dr. Gurpreet Kaur :

Deputy Registrar (Confidential)

4. Dr. Parampreet Singh :

Deputy Registrar (Secrecy)

5. Dr. Sarvan Kumar:

Deputy Registrar (Conduct)

6. Sohan Singh:

Superintendent, Examination