

MINUTES OF THE MEETING
Examination Grievance Redressal Committee
Academic Session 2026–27

A meeting of the **Examination Grievance Redressal Committee** of Sri Guru Tag Bahadur Khalsa College, Sri Anandpur Sahib, was held on **01st September 2026** at 4.00 pm under the guidance of Dr. Jasvir Singh Principal of the college. The following members are present in the meeting.

MEMBERS PRESENT

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|---------------------------|---------------------------------|---|
| 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. Daljit Kaur: | Superintendent, Examination | |

AGENDA OF THE MEETING

The following agenda items were placed before the Examination Grievance Redressal Committee for discussion and necessary action:

1. Approval and Submission of Syllabus for the Academic Session 2026–27
2. Orientation Programme for Newly Admitted Students
3. Awareness Regarding Examination Scheme
4. Maintenance of Academic Records
5. Attendance and Examination Eligibility Requirements
6. Handling of Official Documents and Examination Marks
7. Handover/Takeover of Examination Superintendent's Charge
8. Complaints/Issues Related to Students, University Documents and Marks
Confidentiality, Accuracy and Proper Documentation

Proceeding of the meetings

The Examination Grievance Redressal Committee discussed the following matters and took the necessary decisions:

1. Approval and Submission of Syllabus

The Committee discussed the syllabus for the academic session **2026–27**. It was resolved that the syllabus, as approved by the respective Boards of Studies, be duly verified and submitted to the examination branch within the prescribed time.

2. Orientation Programme for Newly Admitted Students

The Committee decided to organize an orientation programme for newly admitted students to familiarize them with the college, academic system, examination procedures, rules and regulations, and other relevant academic requirements.

3. Awareness Regarding Examination Scheme

The Committee emphasized the need to create awareness among students regarding the examination scheme, internal assessment, continuous evaluation, and related academic requirements. Departments were advised to communicate the relevant information to students in a timely manner.

4. Academic Record Keeping

The importance of proper and systematic maintenance of academic records, including internal assessment marks, attendance records and other examination-related documents, was discussed. It was decided that all records should be updated regularly and kept safely for future reference.

5. Attendance and Eligibility Requirement

The Committee reviewed the requirements relating to students' attendance and examination eligibility. It was decided that attendance and eligibility should be monitored periodically, and students falling short of the prescribed requirements should be informed well in advance.

6. Handling of Official Documents and Marks

The Committee stressed that all student documents and examination marks should be handled carefully, maintained confidentially, and submitted to the concerned authorities within the prescribed deadlines.

7. Handover/Takeover of Charge

The Committee discussed the proper handover and takeover of the charge of the Examination Superintendent. It was decided that all examination records, documents, registers and other relevant materials should be formally handed over and received to ensure continuity and accountability.

8. Complaints and Issues Related to Students/University Documents and Marks

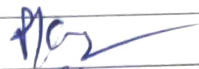
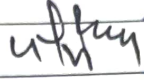
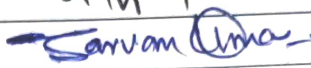
The Committee discussed the procedure for dealing with any complaint, discrepancy, or issue relating to students, university documents, examination records, or marks.

It was decided that any such matter should be brought to the notice of the concerned person/official through the proper channel. No changes or corrective action regarding examination records, documents, or marks should be undertaken without proper verification and approval from the competent authority.

All concerned were advised to maintain confidentiality, accuracy, and proper documentation while dealing with such matters.

The Committee resolved to ensure timely, transparent and systematic implementation of all examination-related procedures in the academic session

SIGNATURES

Name	Designation	Signature
Dr. Jasvir Singh	Principal	
Dr. Paramjit Kaur	Convener	
Dr. Gurpreet Kaur	Deputy Registrar (Confidential)	
Dr. Parampreet Singh	Deputy Registrar (Secrecy)	
Dr. Sarvan Kumar	Deputy Registrar (Conduct)	
Daljit Kaur	Superintendent, Examination	