

JSPM UNIVERSITY PUNE
MINUTES OF THE
FIRST (1st) MEETING OF BOARD OF EXAMINATIONS
HELD ON 4th DECEMBER 2023

The First (1st) Board of Examination meeting of the JSPM University Pune was held on Monday, 4th December 2023 at 10.00 am in the Conference room, Second Floor, Main University Building, and the following members were present.

Prof. Dr. B.B. Ahuja

Chairman,
Vice-Chancellor JSPM University Pune

Members

- | | |
|-------------------------------|----------------------------------------------------------------------------------------|
| 1. Prof. Dr. Vahida Attar | Evaluation Expert,
Former Controller of Examinations,
COEP Technical University. |
| 2. Dr. Pratima Suryawanshi | Controller of Examinations,
Convenor |
| 3. Dr. Ajit Thete | Eminent Educationist |
| 4. Vishal Choudhary | Member |
| 5. Dr. Sagar Wankhede | Member |
| 6. Dr. Rajkumar Deshpande | Member |
| 7. Dr. Karuna Gole | Member |
| 8. Dr. Prabha Singh | Member |
| 9. Dr. Anuradha Deshpande | Member |
| 10. Mr. Amol Shirsath | Member |
| 11. Ms. Pallavi Jaiswal | Member |
| 12. Dr. Shriprakash Soni | Member |
| 13. Mr. Mrunal Patnekar | Member |
| 14. Dr. Bhushan Patil | Member |
| 15. Dr. Sanjay Gowre | Member |
| 16. Dr. Srinivas Nagaballi | Member |
| 17. Dr. D. S. Rao | Member |
| 18. Dr. Shrigan Malikarjun | Member |
| 19. Dr. Amaravati Ramakrishna | Member |
| 20. Dr. Agawane Ganesh | Member |
| 21. Dr. Kadam Nikhil | Member |
| 22. Dr. Nithya M | Member |
| 23. Mr. Sangram Kakade | Member |
| 24. Dr. Ikram Ali | Member |
| 25. Mr. Saurabh Londhe | Member |

At the outset, Prof. Dr. B.B. Ahuja extended a warm welcome to all the members present. Having satisfied himself of the quorum, he asked Dr. Pratima Suryawanshi, Convener to present the agenda, item by item.



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Item 1.1: Welcoming the Hon'ble Members on the Board of Examinations of the JSPM University Pune.

Dr. Pratima Suryawanshi, Controller of Examinations opened the meeting, welcoming all attendees, and expressed gratitude for their presence. Each member of the board introduced themselves, stating their name, designation, and affiliation with the school or University.

R-BOE/1.1/2023: The Board of Examination **RESOLVED to Welcome** all the esteemed members and expressed their gratitude for their time and support to the University.

Item 1.2: To discuss examination & evaluation reforms.

The documents referred above as a part of First Ordinance Clause nos. O.14, O.15 & O.21 are attached as Annexure I on page nos. 3 to 11

- (i) The board extensively discussed the examination mode, Continuous In-semester Evaluation (CIE) 50%, End Semester Evaluation (ESE) 50%, and grading system. It was determined that a relative grading system, utilizing letter grades O, A+, B+, B, C, D, F, would be adopted for each course. Additionally, for classes with fewer than twenty students, an absolute grading system will be implemented.

The table below illustrates the letter system to be adhered to for the grading system, along with the corresponding scores for absolute grading.

A) Letter Grades and Grade Points for absolute grading

Grade	Range of Marks	Grade Points	Description
O	96-100	10	Outstanding
A+	86-95	9	Excellent
A	76-85	8	Very Good
B+	66-75	7	Good
B	56-65	6	Above average
C	46-55	5	Average
D	40-45	4	Pass
F	<40	0	Fail
Ab	--	0	Absent
P	--		Passed
NP	--		Not Passed
AU (Audit Course)	--	4-10 / 0	P / NP
I	--	--	Transitional Grade
R	--	--	Insufficient Attendance / Detained



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B) Letter Grades and Grade Points for relative grading

Grade	Grade Points	Description
O	10	Outstanding
A+	9	Excellent
A	8	Very Good
B+	7	Good
B	6	Above average
C	5	Average
D	4	Pass
F	0	Fail
Ab	0	Absent
P		Passed
NP		Not Passed
AU (Audit Course)	4-10 / 0	P / NP
I	--	Transitional Grade
R	--	Insufficient Attendance / Detained

“Letter grade - I”: The transitional grade ‘I’ shall be awarded if a student has satisfactory attendance in the classes, have satisfactory performance in all components of the Continuous In-semester Evaluations (CIE), but absent in End Semester Examinations due to **convincing genuine reasons**.

“Letter grade - R”: Students not having the mandatory requirement of minimum 75% attendance in any course(s), shall be detained and not be permitted to appear for the end semester examination in that particular course(s) and will be awarded ‘R’ Grade in that course(s).

- (ii) Dr. Vahida Attar, an evaluation expert proposed organizing Ph.D. courses such as "Writing Literature Review" and "Seminar" in collaboration with external experts. The evaluation pattern permits the inclusion of marks obtained by students through NPTEL courses as a part of their course work examination.

Dr. Prabha Singh, the I/c Dean FBC, proposed including review-based research proposal.

Dr. R. S. Deshpande, the I/c Dean FST, proposed that student should publish at least one research paper.



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R-BOE/1.2(a)/2023: The Board of Examinations **NOTED** and **APPROVED** the examination and evaluation reforms along with the grading system.

R-BOE/1.2(b)/2023: Members of Board of Examinations **RESOLVED** to **APPROVE** the evaluation pattern for Ph. D Course work. Annexure-I (Page No. 03 to 11)

Item 1.3: **Discuss modalities of strict vigilance of duty during the conduct of examination.**

The document referring to the above point is attached as Annexure II on page no.12 to 20

Dr. Pratima Suryawanshi provided updates on the regulations/instructions related to conduct of examinations, including the formulation of question papers and the responsibilities of invigilators. It was decided to incorporate and adhere to the following guidelines:

- (i) Sending invitation letters to external examiners and paper setters with a two-month notice period.
- (ii) Prohibiting the display of question papers to internal moderators.
- (iii) Subjecting question papers set by external paper setters to external audit.
- (iv) Creating a checklist for course code, course name, and total marks.
- (iv) Opening the question paper in the exam hall with the signatures of two witnesses.
- (v) Enforcing a strict prohibition on mobile phones in the examination hall.

Dr. Vahida Attar, an evaluation expert, proposed disseminating the teaching methodology utilized by course instructors to the question paper setters. Additionally, she emphasized the importance of students being informed and prepared for question papers from external examiners. Furthermore, it was suggested that course instructors should engage in discussions with external examiners regarding the answer key and evaluation scheme before the assessment process.

R-BOE/1.3/2023: The Board of Examinations **RESOLVED** to **APPROVE** the instructions for question paper setters, course instructors, invigilators, and students along with suggestions made by the expert members as appended at Annexure-II (Page No. 12 to 20)



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Item 1.4: Apprise each member of unfair means / malpractices in examination by students and Malpractices used or Lapses Committed by any Paper-setters, Examiners, Referees, Teachers, or any other person connected with the Conduct of the Examination.

The document referring above point as per Clause O.34 to O.43 as Unfair Means resorted by the candidate is given in the First Ordinance is attached as Annexure-III on page no.21 to 33

Dr. Pratima Suryawanshi elaborated on the composition of unfair means committee and various proposed actions such as quantum of punishment, malpractice, procedure for investigation, to be taken for any unfair means resorted by students and malpractices used or lapses committed by any paper-setters, examiners, referees, teachers, or any other person connected with the Conduct of the Examination.

Dr. Vahida Attar, an evaluation expert, proposed to

- (i) Unfair means/malpractices and the corresponding punishment should be displayed on A3 sheets for students.
- (ii) Ensure that disability norms and rules are communicated to the students.
- (iii) Mobile phones or any electronic gadgets are strictly prohibited during the examination.

R-BOE/1.4/2023: The Board of Examination **NOTED** and **APPROVED** the set of actions proposed for the unfair means / malpractices in examination by students or faculty with the Conduct of the Examination. Annexure – III (Page No. 21 to 33)

Item 1.5: Subcommittee to be formed to propose rate for paper setters / examiners for paper setting, Supporting staff remuneration for conduction end semester examination, practical & oral exam assessment of answer sheets, Project work, Field Project, Thesis of all UG, PG & Ph. D. Courses respectively.

As a part of sub committee examination committee has been formed representing one or two members from each school to propose and set rates for remuneration for paper setters for all UG, PG & Ph,D, Courses The document representing proposed rates is attached as Annexure IV on page no 34 to 36



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Dr. Pratima Suryawanshi presented a comparison of the rates for various examination activities at Savitribai Phule Pune University, Mumbai University Pune and proposed the rates for JSPM University Pune. It was decided to increase the exam fee for the students in the next academic year. The minimum remuneration for external examiner was discussed and finalized at Rs. 2000 per candidate.

Dr. Vahida Attar, an evaluation expert, suggested:

- (i) Fees for re-exams will be collected per course.
- (ii) For summer term work, a fee of Rs. 2000 per credit will be charged to students, which will also cover the examination fee. Additionally, teachers instructing these courses will receive Rs. 10,000/- per credit.
- (iii) Registration and application for the Academic Bank of Credits and Digi Locker are required.

R.BOE/1.5/2023: Proposed rates for various examination activities were **APPROVED** and **ADOPTED** by all the members of the Board of Examination. No remuneration to internal teachers was decided. Annexure-IV (Page No. 34 to 36)

Item 1.6: Prepare budget for exam cell to be proposed to finance & Accounts committee of the University.

The income & expenditure statement is generated as on today with special reference to the examination section while conducting online & offline examination.

The document representing the same is attached as Annexure-V on page No 37 to 42

Dr. Pratima Suryawanshi presented the income and expenditure statement generated as of today, with a special focus on the examination section, particularly concerning the conduct of both online and offline examinations.

R-BOE/1.6/2023: The Board of Examination **RESOLVED** to **APPROVE** the budget for exam cell. Annexure-V (Page No. 37 to 42)

Item 1.7: Course-wise analysis of Test-1 & Test-2 results for each programme.

We have conducted Test-1 & Test-2 (as applicable) for all UG & PG courses within four different faculties.

The document representing the same is attached as an Annexure-VI-on page No 43 to 45



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The discussion extensively covered Unit Test-1 and Test-2 (as applicable) for all undergraduate and postgraduate courses across four different faculties. Dr. Vahida Attar, an evaluation expert, suggested considering the better score between the two-unit tests. After thorough deliberation, it was agreed to take into account the scores of both unit tests to ensure continuous internal assessment.

R-BOE/1.7/2023: The Board of Examination **NOTED and APPROVED** Course-wise analysis of Test-1 & Test-2 results for each programme. Annexure-VI (Page No. 43 to 36)

Item 1.8: **Seeking approval for implementing timetable for conducting End Semester Examination of Sem-1 AY. 2023-24.**

As per the academic calendar we adhere to conduct End Semester Examination for all UG & PG Courses, the timetable of all UG & MBA courses (Practical/ Oral, Theory Examinations) is put forward for the kind approval.

The document representing the same is attached as Annexure-VII on page No 46 to 66

The timetable, following the academic calendar of all undergraduate and MBA courses, including practical/oral and theory examinations, is elaborated for kind approval. The proposal to include a one-day gap between the End Semester Examinations was discussed and rejected. It was decided that no End Semester Examination would be scheduled on Sundays during the conduct of any competitive examination (such as GATE, UPSC, MPSC, or any relevant government exams),

R-BOE/1.8/2023: The Board of Examination **RESOLVED to ADOPT** the timetable for conducting End Semester Examination of Sem-1 AY. 2023-24. Annexure-VII (Page No. 46 to 66)

Item 1.9: **Seeking approval for list of external examiners for respective courses from all faculties.**

Panel of external examiners for each course will be presented at meeting, The document representing the same is attached as Annexure-VIII on page No 67 to 72

Dr. Pratima Suryawanshi presented the panel of external examiners for each course. It was decided to select faculty members from reputed institutes, possessing experience and notable achievements, as the



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examiners and question paper setters for the End Semester Examination.

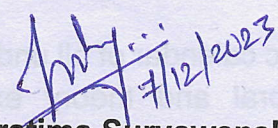
R-BOE/1.9/2023: The Board of Examination **RESOLVED** to **APPROVE** the panel of external examiners for each course. Annexure-VIII (Page No. 67 to 72)

Item 1.10: Conclusion:

Any other matter with the permission of the chair.

All the agenda points were discussed at length and approved unanimously by all the members. The meeting ended with a vote of thanks to the Chair and the Chairperson in turn expressed his sincere gratitude to the learned members and external experts for their valuable inputs and suggestions.

R-BOE/1.10/2023: The Board of Examination meeting was **CONCLUDED** by noting the points discussed during the meeting.


Dr. Pratima Suryawanshi
Controller of Examinations
JSPM University Pune

Controller of Examination
JSPM University
Pune




Prof. (Dr.) B. B. Ahuja
Vice Chancellor
JSPM University Pune
Vice Chancellor
JSPM University
Pune