

Minutes of the Examination committee Meeting No. 1, held on August 8, 2014

Venue: Board room

Time: 3.00pm to 6.00pm

Members attended: Dr Robert Arockiasamy (Principal), Dr Nirmal Desai (CoE), Fr Vincent Saldanha SJ, Dr Arun Patel, Dr TC Pandya, Dr Sarvar Sherry Chand (4 senior faculty), and Dr Sebastian Vadakan (IQAC Coordinator). Dr Nirmal Desai Conducted the meeting.

This was the first meeting of the Examination committee of St Xavier's College under the autonomous system. The meeting mainly focused on setting up systems and procedures.

Agenda 1: Coding the subject under the new autonomous system

Dr Nirmal Desai proposed for a two letter coding system for theory and a three letter coding system for practicals. The advantage of this system is:

- a) It avoids ambiguity while revising the syllabus after 3 years
- b) Clarity in transcript
- c) Each subject can be differentiated

It was suggested that in order to make the course more dynamic, terms such as allied required, allied optional should be introduced in the course structure at a later stage.

Dr Nirmal Desai will generate codes for all subjects and circulate.

Agenda 2: Marking methods and CIA for UG and PG

It was proposed that St Xavier's College will follow a 70:30 system (70 external and 30 internal).

Out of the 30% assigned for internal marks, 5% is allotted for regularity in the class (>75%). The remaining 25% is to be earned through a minimum of 4 different components. They are 5% for a mid-semester, 10% for an end semester, 5% for assignment, 5% for class test, quiz, viva-voce, seminar, comprehension (listening and reading), problem solving, group discussion, field visit, essay writing, library record, open book exam, case study, online test etc. A teacher is free to introduce any creative methods to assess a student.

With regard to assignment, online assignment system will be introduced at a later stage with no plagiarism in those subjects where it is applicable.

Two written examinations will be conducted as part of CIA, a mid-semester (conducted after 7-8 weeks of teaching) and an end-semester (conducted after 15th week of teaching). The mid semester will be of 1hr duration for 50 marks and end semester will be of 3hrs duration for 100 marks. The end semester examination will cover the entire syllabus.

Question pattern for the first examination: Two questions of 20 marks each comprising of Paragraphs/ essay type/ annotations/ short answer type/ case studies to evaluate learning. One

question of 10 marks comprising of objective type, fill in the blank, match the following, true or false etc.

Question pattern for end semester examination: Four questions of 20 marks each with internal options and one question from the entire syllabus which can be objective type, fill in the blank, match the following, true or false etc.

The evaluated theory answer sheets have to be returned to students within 15 days from the date of the conduct of the examination and marks to be displayed on notice boards. Irregularity to be brought into the notice of the departmental head/ CoE/ or Principal for correction.

Agenda 3: External Examination for UG and PG

External examination will be of 70 marks and 3 hours duration. Two sets of question papers will be set by examiners (one internal and one external) in the format adopted in the end semester examination of the college. Principal will decide the final question paper from one of the two papers as final. The BoS will give a list of examiners who will set and assess external papers. Each paper will be centrally assessed twice and average marks will be given to student. If there is a greater variation in both assessments, a third evaluation will be conducted. This decision is taken by CoE.

Malpractices will be dealt by the disciplinary committee set by the CoE once the examination is over.

Remuneration for paper setting is Rs 300/ UG and 350/ PG. For paper correction, it is Rs 10/ paper and TA of Rs. 100/ 40 papers assessed.

Once the results are ready, a meeting of the 'Passing Board' will be convened by CoE under the supervision of the Principal and resolution will be passed 'subject wise'. Results will be declared by CoE in December and in May under normal circumstances.

Agenda 4: Practical examinations

There is a minimum requirement of 75% attendance to take both internal and external examination. Marks will be assigned as follows: 5% for Viva, 5% for regularity, 5% for Journal, 15% for practical examination.

Agenda 5; Soft skill, foundation, elective, subject electives

Dean will coordinate the above subjects.

Agenda 6: Rules regarding Arrears in CIA and Semester end examination

Every semester, three weeks prior to the end of a semester internal examination for the failed students will be held. Semester 1,3,5 will be held in odd semester and 1,3,5,6 will be held for even semesters.

Agenda 7: Examination fees

Examination fees will be as per GU guidelines. Remuneration will be as per decision made under agenda 3. With regard to Practical examinations and Functional English, GU guidelines will be

implemented. Honorarium to examination supervisors should be increased. This will be presented to the finance committee.

Agenda 8: Other matters

Hall ticket will be issued by CoE office

The CoE thanked the members

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Dr Nirmal Desai (CoE),

Fr Vincent Saldanha SJ,

Dr Arun Patel,

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