

**Minutes of the 6<sup>th</sup> Meeting of the Examination Committee held on March 1,  
2018**

**Venue: Board room; Date: 01.03.2018; Time: 03.30 pm onwards**

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Meeting Number 6 of the Examination committee, St Xavier's College (Autonomous), Ahmedabad was held on March 1, 2018 in the board room of St Xavier's College. All the members were present, except Dr Pinky Desai. Dr Nirmal Desai, CoE conducted the meeting.

- 1.0. Dr Nirmal Desai welcomed the members to the meeting and informed that Fr Johnson Kuruvilla has been newly appointed to the examination committee as Management representative.
- 2.0. With regard to examination reformations, the following points were discussed.
  - 2.1. Internal Gracing: Currently a total of 6 marks is given as internal gracing and up to 10 marks for soft skill, foundation and in electives in order to pass students. This was decided last year by the passing board based on the suggestion given by the Examination committee. The examination committee felt that further increase in grace marks may bring down standard of education. However, left to the passing board to decide in every year depending on the result of a particular year.
  - 2.2. CoE informed that gracing is executed even in practical papers.
  - 2.3. Gracing policy applies only to those students who will pass with grace marks.
  - 2.4. Looking at the dismal situation in soft skill, foundation and electives, it was suggested that these term may be replaced by the paper name.
  - 2.5. Rules for project work/ dissertation was laid down
    - 2.5.1. MSc Biochemistry has currently 150 internal and 150 external marks for 12 credits. BSc BT has a 4 credit project work with 30 marks internal and 70 marks external format. The distribution of the marks is given as an appendix to the minutes. However, it was suggested that a six month project is too short a duration for any innovative work with a positive result. Therefore, there was a recommendation that project work should be initiated probably from semester 3 onwards.
    - 2.5.2. There is a need to maintain attendance sheet during project presentation (both internal and external) and this attendance sheet should be submitted to CoE office. Moreover, hard copy of their presentation should be maintained with the department for record purpose.
  - 2.6. There was a suggestion to conduct 'on call' examination to cater to the need of those students who would wish to have examination at any time of the year. After due discussion, it was felt that currently SXCA is not prepared to offer this facility to students on account of lack of staff, data management and inappropriate time for submitting OR to GU. Therefore, college will continue to offer ATKT examination of odd semesters in odd semesters and even semesters in even semesters.

- 2.7. With regard to the suggestion of inviting external examiners for conducting FY and SY external practical examination, the committee felt that at present, college will stick to inviting external examiners only for Semester 5 and 6 and for Project work in final semester.
- 2.8. With regard to detaining of students: It was observed that college is following up with attendance of students and informing students and parents at the end of every month in an attempt to achieve zero% detention. Currently it appears to be working.
- 2.9. There was a suggestion to enter practical attendance in the ERP. This was discussed in the context of many students not completing the required 75% practicals. The following suggestions were made:
  - 2.9.1. The lab assistants should be involved in entering the practical attendance of every department.
  - 2.9.2. Cut off for practical examination is 75% attendance or 75% of the practicals. Head of the department should be taking a decision in consultation with Principal regarding allowing a student to appear or not to appear for the practical examination/certify the journal.
- 2.10. With regard to systematising the final practical examination, the committee suggested the following format:
  - 2.10.1. For semester 1 and 2: 1 day practical; semester 3 and 4: 1 or 1.5 days practicals, semester 5 and 6: 2 days of practicals.
  - 2.10.2. Batch size of FY is 30, SY is 25 and TY is 20 per final practical examination
  - 2.10.3. In the case of Electronics, there was a request to keep batch size 12 due to less number of instruments. The committee recommended to write to Head, Dept of Electronic for justification for the same. Based on the justification, decision can be taken.
  - 2.10.4. With regard to remuneration, it was suggested that remuneration should be based on number of days and as much as possible, fix the batch size as per 2.10.2.
- 3.0. The committee was informed about the two new courses that will be initiated from next academic year.
  - 3.1. MSc Analytical Chemistry will follow 30: 70 pattern and MSc Biotechnology will follow 40:60 pattern of marking in examinations.
  - 3.2. With regard to offering General biology in BSc BT, the committee felt that it is Ok. With regard offering basic mathematics, the suggestion was to offer it as an elective to avoid a bridge course.
- 4.0. With regard to syllabus revision:
  - 4.1. The committee suggested that as much as possible, retain the paper code and the title.
  - 4.2. If change is made, kindly shorten the title of the paper which is currently creating technical issues in printing transcript.
- 5.0. With regard to initiating academic prizes, the following suggestions were made:
  - 5.1. Every subject should be given a gold medal at the time of graduation day.

- 5.2. Gold medal is given to the student who scores highest all the papers taken together (Core, practical, foundation, soft skill, electives)
- 5.3. No student with ATKT in any of the semester is eligible for gold medal even if she/he is the top scorer.
- 5.4. In case if there are more students scoring the highest marks, then total marks in semester 5 and 6, along with subject elective (excluding practical) will be the criteria.
- 5.5. If this fails, the third criteria can be to include the practical marks of semester 5 and 6 to decide the toper.
- 5.6. The second top scorer will be getting a certificate of recognition.
- 5.7. CoE informed that CGPA is calculated considering internal marks in all semesters, and not just semester 6 marks.
- 6.0. It was informed that an examination wing will be set on the ground floor of XICA building to facilitate examination related work
- 7.0. It was decided that graduation day will be held on first Saturday of September on every year. Consolidated mark sheet can be given on this day.
- 8.0. With regard to manuscript preparation of Sanskrit, the committee agreed to address this issue.
- 9.0. It was suggested that supervision block should be of 35 and as much as possible minimize the combinations of subjects in a particular block.
- 10.0. Another suggestion was that the total number of staff needed for handling self financed courses should be represented separately so that no supervisors should feel that they are unduly asked to supervise self financed courses.

Principal thanked the members

C.C. to

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