

KOLHAPUR INSITUTE OF TECHNOLOGY'S  
INSTITUTE OF MANAGEMENT EDUCATION & RESEARCH.,  
GOKUL SHIRGAON, KOLHAPUR  
(An Autonomous Institute)

Date : 02/08/2024

**Notice**

A meeting of Board of Examination will be held on 9<sup>th</sup> August 2024 (Friday) at 12:00 pm at KIT's IMER, Gokul shirgaon Kolhapur.

You are requested to make it convenient to attend the meeting.

**Agenda for the meeting**

Item No. 1: Welcome address by chairperson and introduction of the members

Item No. 2: To Discuss the structure of examination.

Item No. 3: To take suggestion regarding handbook of Exam.

Item No. 4: To Discuss rules and regulations of examination.

Item No. 5: Any other point with the permission of Chair.

With regards.



*S.M. Khadiikar*  
Yours Sincerely,  
(Dr. S. M. Khadiikar)  
Chairman Examination Committee

## Minutes of the First Meeting

**Board of Examination**

**Date: 9<sup>th</sup> August 2024**

**Time: 12:00 Noon**

**Venue: Board Room, KIT's Institute of Management Education and Research, Kolhapur**

The First Meeting of Board of Examination was scheduled on 09/08/2024 at 12:00 Noon, under the chairmanship of Dr. S. M. Khadilkar. Following members were present for the meeting:

Sr. No.	Name	Designation	Category
1	Dr. Sujay. M. Khadilkar	Chairperson	Chief Controller of Examination
2	Dr. Ajitsinh D. Jadhav	Member	Nominated by Vice- Chancellor Director, Board of Examination and Evaluation, Shivaji University, Kolhapur
3	Mr. Rajendra Thorat	Member	COE – CSIBER, Kolhapur
4	Dr. Ranjana P. Shinde	Member	Dean Academics
5	Mrs. Navni N. Patil	Member	Teacher Representative
6	Mrs. Seema R. Bhosale	Member	
7	Mr. Sudarshan D. Jadhav	Member	
8	Dr. Sujata Jagatap	Member	
9	Mrs. Soniya P. Shah	Member	Finance Officer
10	Mr. Vinod C. Yadav	Member	Technical Expert
11	Mr. Nitin V. Kamble	Member	Exam Clerk
12	Mr. Sunil. S. Patil	Member Secretary	Controller of Examination (COE)

Detailed discussion as per the agenda given and resolutions passed in the meeting are as follows:

### **Point No. 1: Welcome address & Introduction of Members**

Member Secretary, Mr. S. S. Patil welcomed all the members for the first meeting of Examination Committee and requested Hon. Chairman Dr. S. M. Khadilkar to offer opening remarks. Dr. S. M. Khadilkar, Hon. Chairman also welcomed the members and informed the

objectives of Meeting to the members. Hon. Chairman instructed Member Secretary to proceed with the agenda

## **Point No 2: Discussion on the Structure of Examination**

### **Discussion:**

Mr. S. S. Patil, Member Secretary (COE), presented detailed information on the Examination covering

1. Types of Examinations such as Internal Assessments: Regular class tests, quizzes, assignments to track continuous learning. Mid-Semester Examinations and End-Semester Examinations with its weightage and mark distribution - Internal Assessment: 10% – 10% - 10%, Mid-Semester: 10%, End-Semester: 60%, Assignments and practical's should also contribute to the final grade, especially in technical subjects.

Dr. R. P. Shinde informed regarding the Open Book examination of MBA Mid Semester Examination (MSE), Dr. A. N. Jadhav suggested to use case study-based question papers for Open Book Exam.

2. Format and Pattern of Question Papers – It was decided to follow As per the syllabus given by BOS. Mr. Mr. Rajendra Thorat suggested to ensure question papers alignment with Bloom's Taxonomy (remembering, understanding, applying, analyzing, evaluating, creating)

3. Practical Examinations : Should include both- Hands-on execution of practical tasks and Viva voce to evaluate understanding Students must submit lab records or project files as part of evaluation.

4. Use of Technology - Exploration of online or hybrid examination methods, ERP will be used to Secure question paper handling and Option for auto-evaluated online quizzes in internal assessments.

5. Time Allocation - Standard examination duration to remain 2:30 hours

6. Moderation and Review – discussion regarding Question papers must undergo moderation by a subject expert panel, Evaluation criteria should be transparent and rubric-based where applicable.

Dr. A. N. Jadhav emphasized the need to strictly follow the University Ordinance and instructed the preparation of rules for rankers. He also directed the establishment of a secure strong room for storing Question Papers and Answer Books.

### **Resolution:**

The resolution passed to establish to adopt a uniform examination structure across both MBA and MCA departments and circulate updated guidelines on paper-setting and evaluation to faculty. Train new faculty members on institutional examination policies.



### **Point No 3: Suggestion regarding the Handbook of Examination**

#### **Discussion:**

Mr. S. S. Patil, Member Secretary (COE), presented the Examination Handbook to all meeting attendees. The Examination Committee recommends revising and updating the Handbook of Examination to reflect the evolving academic policies, technologies, and quality assurance requirements. The following suggestions were proposed:

1. Clear and Updated Structure- Organize the handbook into clearly defined sections like Examination Types and Schedules, Roles and Responsibilities, Guidelines for Students, Guidelines for Faculty, Rules for Conduct and Malpractice , Evaluation and Grading , Revaluation and Redressal , Mechanism.
- 2 Inclusion of Examination Types - Clearly define the different types of assessments: Internal Assessment (ISE), Mid-Term Examinations, End-Term Examinations, Practical and Viva Voce Exams , Project/Thesis Evaluation, Online and Hybrid Exams
3. Standardized Paper Format - templates or guidelines for Question paper pattern (Section-wise), Marking scheme, Bloom's Taxonomy alignment
4. Roles and Responsibilities - List responsibilities for Controller of Examinations, Exam Cell Members, Invigilators and Evaluators, Subject Teachers and Students
5. Academic Integrity & Disciplinary Action - Types of examination malpractice, Penalties and disciplinary procedures, Student code of conduct during exams, Role of the Unfair Means Committee (if applicable)
6. Evaluation and Grading Policy which Clearly defines Continuous Internal Evaluation policy, End-term evaluation process, Grade Point Average (CGPA) calculation, Minimum passing marks and grace policy and Moderation rules.
7. Revaluation and Result Process - Define timelines and procedures for: Result publication, Application for revaluation or recounting, Grievance redressal and appeals
8. Practical Examinations: Internal and external examiner duties, Practical file/lab record submissions, Viva-voce format and evaluation rubrics
9. Appendices and Templates: Attach useful formats such as: Examiner remuneration claim forms, Answer script evaluation sheet, format for student grievances.

Mr. Rajendra Thorat emphasized the necessity of forming various committees, such as the Exam Lapses Committee, Exam Grievance Committee, Squad, Exam Ad Hoc Committee, and Exam Audit Committee, to ensure the smooth conduct of examinations.

#### **Resolution:**

The resolution passed to establish the aforementioned committees promptly to enhance examination management and address related issues effectively.

#### **Point No. 4: Discussion on Rules and Regulations of Examination**

##### **Discussion:**

Mr. S. S. Patil addressed the committee on critical aspects of examination protocols, including the Code of Ethics, policies regarding examination malpractices, guidelines for the evaluation of answer books, rechecking and revaluation procedures, and the roles and responsibilities of paper setters and moderators. He emphasized the need for strict adherence to these policies to ensure academic fairness and consistency.

Dr. A. N. Jadhav further stressed the importance of the timely submission of examination forms by students and staff coordination. He also highlighted the necessity of collecting examination fees in strict accordance with university norms, thereby ensuring financial and procedural compliance.

##### **Resolution:**

It was unanimously resolved to implement the discussed rules and regulations to reinforce academic integrity and enhance the efficiency of examination operations. The committee approved the enforcement of the university's prescribed timelines for examination form submissions. These measures will help maintain transparency, consistency, and regulatory compliance in the examination process.

#### **Point No 5: Any other point with the permission of Chair**

##### **Discussion:**

The committee discussed the need to maintain Inward and Outward registers, proper records of exam stationery, and to prepare the Exam Department budget. The implementation of a Two-Fold Evaluation System from next year was also considered. Additionally, the preparation of the exam calendar and arrangements for the strong room and data processing room were discussed.

Discussion regarding examination fee and remuneration was done. Dr. A.N. Jadhav suggested to follow official university guidelines for remuneration rates and examination fee.


##### **Resolution:**

Resolution was passed to maintain all necessary registers and records, prepare the department budget, and implement the Two-Fold Evaluation System from next year. The exam calendar will be finalized, and required arrangements for the strong room and data processing room will be

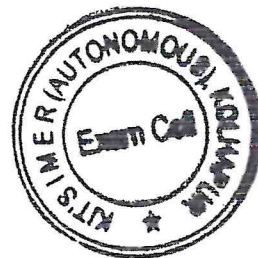
made. It was decided to put-up the remuneration and Examination fee before the BOS, Academic council and finance committee.

**Vote of Thanks and Conclusion:**

Mr. S. S. Patil presented the Vote of Thanks, expressing gratitude to all members for their active participation and valuable inputs. With this, the meeting of the Examination Department was formally concluded.



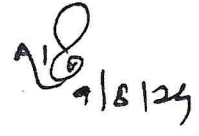
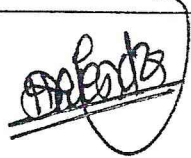




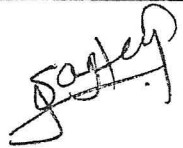
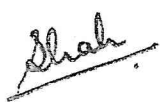



  
Mr. Sunil S. Patil  
Controller of Examination  
KIT IMER Kolhapur

Director  
KIT IMER Kolhapur





## List of Members - Examination Committee

Sr. No.	Name	Designation	Signature
1	Dr. Sujay. M. Khadilkar	Chairperson	
2	Dr. Ajit Jadhav 	Member	 9/8/24
3	Mr. Rajendra Thorat	Member	
4	Dr. Ranjana P. Shinde	Member	 9/8/24
5	Mrs. Navni N. Patil	Member	
6	Mrs. Seema R. Bhosale	Member	 9/8/24
7	Mr. Sudarshan D. Jadhav	Member	 9.8.24
8	Dr. Sujata D. Jagtap	Member	
9	Mrs. Soniya P. Shah	Member	
10	Mr. Vinod C. Yadav	Member	 9.8.24
11	Mr. Nitin V. Kamble	Member	
12	Mr. Sunil. S. Patil	Member Secretary	 5/8/2024