



KOLHAPUR INSTITUTE
OF TECHNOLOGY'S
INSTITUTE OF
MANAGEMENT
EDUCATION &
RESEARCH
(AUTONOMOUS)

Kolhapur Institute of Technology's,
**INSTITUTE OF MANAGEMENT EDUCATION &
RESEARCH (AUTONOMOUS), KOLHAPUR**

KIT / IMER / **1331**

EXAMINATION CELL

Date :-

5 APR 2025

NOTICE

A Second meeting of the Board of Examination will be held on **Saturday 12th April 2025** at 11:00 AM at KIT's IMER, Gokul Shirgaon, Kolhapur.

You are requested to make it convenient to attend the meeting online or offline.

Agenda for the meeting :-

Point No. 1 :- To Confirm the minutes of last meeting held on 09th August 2024.

Point No. 2:- To Finalized the Schedule of MBA & MCA Examination to be held on May 2025.

Point No. 3 :- To Review Result Analysis of 1st Term MBA & MCA Examination Dec. 2024.

Point No. 4 :- Any other point with the permission of Chair.

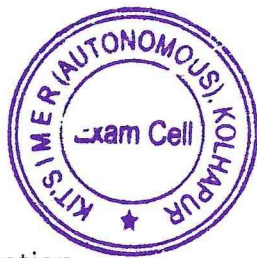
With Regards,

Yours Sincerely,


Mr. Sunil S. Patil

Controller of Examination

KIT IMER Kolhapur





Meeting No. :- 2

EXAMINATION CELL

Date :- 12/04/2025

LIST OF MEMBER'S EXAMINATION COMMITTEE

No.	Name	Designation	Signature
1	Dr. Sujay M. Khadilkar	Chairperson	
2	Dr. Ajitsinh N. Jadhav	Member	12/4/25
3	Dr. Rajendra T. Thorat	Member	online
4	Dr. Ranjana P. Shinde	Member	
5	Mrs. Navani N. Patil	Member	online
6	Mrs. Seema R. Bhosale	Member	12/4/25
7	Mr. Sudarshan D. Jadhav	Member	12.4.25
8	Mrs. Reena A. Joshi	Member	Ab
9	Mrs. Soniya P. Shah	Member	Ab
10	Mr. Vinod C. Yadav	Member	
11	Mr. Pranav M. Jadhav	Member	
12	Mr. Sunil S. Patil	Member Secretary	12/4/25

Minutes of the Board of Examination Meeting

Date: 12 April 2025

Time: 11:00 AM

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

Members Present:

- **Online:** Mr. Rajendra Thorat
- **Physically Present:** Dr. Ajit Jadhav, Dr. R. P. Shinde (Dean Academics), Mr. S. S. Patil (Controller of Examinations), Mrs. Seema Bhosale, Mr. Sudarshan Jadhav

Opening Remarks

Dr. S. M. Khadilkar welcomed all members to the Board of Examination meeting.

Point No. 1: To finalize the minutes of the last meeting

Discussion:

Mr. S. S. Patil (COE) read the minutes of the previous meeting. Discussions included the Internal Semester Evaluation (ISE) pattern, practicals, and the question paper format. Dr. A. N. Jadhav recommended including case studies for ISE. Mr. Rajendra Thorat emphasized designing ISE based on Bloom's Taxonomy. The BOS had earlier shared a standardized question paper pattern.

Resolution:

The minutes of the previous meeting were approved unanimously. Recommendations for implementing case studies, Bloom's Taxonomy in assessments, and BOS guidelines for paper patterns were noted and accepted.

Point No. 2: To finalize the exam schedule of Even Semester

Discussion:

The End Semester Examination (ESE) for Semester II was proposed to be held on **13 May 2025**, and both Dr. Ajit Jadhav and Mr. Rajendra Thorat agreed. It was suggested that re-examinations for backlog students (Odd & Even Semesters) be conducted **15–20 days after declaration of results**.

Dr. Ajit Jadhav proposed forming an **Examination Scheduling Committee** consisting of the **Dean Academics, Director, HODs, and COE**. He also emphasized the importance of

The Board approved the proposed ESE date and the re-exam schedule. It was resolved to constitute the suggested committee for scheduling exams and to have the Dean Academics prepare the academic calendar. Awareness on exam rules will be ensured through appropriate communication.

Point No. 3: To discuss the result analysis and exam handbook

Discussion:

Dr. Ajit Jadhav proposed that a comprehensive **Examination Handbook** be developed, detailing:

- Roles & responsibilities
- Guidelines for students and faculty
- Passing criteria
- CGPA & SGPA calculation
- Exam form submission process
- Exam fee structure

Further, a **comparative result analysis** with Shivaji University and KIT IMER must be conducted. For fair evaluation:

- **Question paper** structure: Easy (30%), Moderate (40%), Difficult (30%)
- **External paper setters:** 4–5 members required
- All externally set papers must be **reviewed by the Subject Chairman** to align with Course Outcomes and Bloom's Taxonomy

Result analysis should be broken down **by gender and category**. Faculty members are expected to conduct **10-day remedial lectures** for students who fail in specific subjects.

Resolution:

The proposal for an Examination Handbook was accepted. The Board agreed on implementing structured paper design, using external paper setters with internal validation, and categorizing result analysis. Remedial lectures were also approved as a standard practice.

Point No. 4: Any other issue

Discussion:

Several important operational suggestions were made:

- Include "**Action Taken**" **report** in future meeting minutes
- **Rules and regulations** to be uploaded on the Institute's website
- Form a **Lapses Committee** to define penalties for late paper submissions by faculty

- **Revaluation rules** to be set clearly
- COE must send **minutes to all members within 10 days** of the meeting
- A clear **assessment plan** must be prepared – all assessments should be completed **within 10 days** of the examination's end

Resolution:

All suggestions were approved for implementation. It was resolved that a Lapses Committee will be formed, revaluation and assessment timelines will be formalized, and transparency will be ensured by uploading exam rules on the website. Timely communication of minutes and accountability through action reports will be maintained.

Conclusion:

The meeting was concluded with a **vote of thanks** by Mr. S. S. Patil (COE).

