



Rayat Shikshan Sanstha's  
SADGURU GADGE MAHARAJ COLLEGE, KARAD.  
(Empowered Autonomous)  
Affiliated to Shivaji University, Kolhapur

**EXAMINATION COMMITTEE  
PROCEEDINGS OF THE SECOND MEETING**

**(2025-26)**

Date: 2<sup>nd</sup> February 2026

Time: 03.30 p.m.

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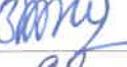
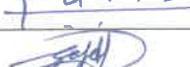
Examination Committee (2025-26)

**Meeting No. 2**

**Proceedings**

The 2<sup>nd</sup> Meeting of the members of Examination committee was held on 2<sup>nd</sup> February, 2026 at 03.30 p.m.

The following members were present.

| Sr. No. | Name of the Person     | Designation                      | Signature   |
|---------|------------------------|----------------------------------|---|
| 1       | Dr. C. J. Khilare      | Chief Controller of examinations |  |
| 2       | Mr. S.A. Shinde        | Controller of examinations       |  |
| 3       | Dr. V. L. Jawan        | Deputy COE                       |  |
| 4       | Prof. (Dr.) U. B. More | Member                           |  |
| 5       | Prof. G.S. Bansode     | Member                           |  |
| 6       | Dr. S. V. Mahamuni     | Member                           |  |
| 7       | Prof. S. V. Mahajan    | Member                           |  |
| 8       | De. S. E. Jadhav       | Member                           |  |
| 9       | Mr. A. B. Patil        | Member                           |  |
| 10      | Ms. N.S. Thorat        | Member                           |  |
| 11      | Mr. A. S. Mahabari     | Member                           |  |



Following was the Agenda of the meeting

- 2.1 To confirm the proceedings of last meeting
- 2.2 To Prepare Examination Calendar for the second term (2025-26)
- 2.3 To revise Lapses Committee
- 2.4. To maintain discipline during Examinations
- 2.5. Regarding Examination Reforms
- 2.6 To identify best practices
- 2.7 Regarding Stationary required for Examination
- 2.8 Any other issue

#### **Proceedings of Second meeting of Examination Committee held on 2<sup>nd</sup> Feb.2026**

The Chairperson, Principal Dr. Chandrakant khilare, welcomed all members and commenced the meeting at 03.30 PM. The agenda items as circulated were taken up for discussion.

#### **2.1 To confirm the proceedings of last meeting**

Controller of Examination Mr.S.A.Shinde proposed the proceedings of last meeting held on 2<sup>nd</sup> February 2026. He read out agenda and minutes of meeting.

**All the members approved the proceedings of last meeting unanimously.**

#### **2.2 To Prepare Examination Calendar for the second term (2025-26)**

Controller of Examinations, Mr. S. A. Shinde, emphasized the need to prepare an examination calendar aligned with academic requirements for the second semester. It was unanimously agreed that the calendar should incorporate Continuous Comprehensive Evaluation (CCE), practical examinations, and Semester End Examinations (SEE). Further, it was resolved that the proposed examination calendar be placed before the Academic Council for approval.

**All the members approved the issue.**

**The same is approved and resolved.**



### **2.3 To revise Lapses Committee**

Controller of Examinations Mr. S. A. Shinde proposed the agenda to revise the Lapses Committee, including monitoring irregularities and recommending corrective action. After discussion the structure of lapses committee finalized and it was decided that one member should be added from university.

**All the members approved the issue.**

**The same is approved and resolved.**

### **2.4. To maintain discipline during Examinations**

Controller of Examinations Mr. S. A. Shinde proposed the issue to maintain discipline during examination. The committee members discussed the various aspects of discipline such as strict adherence to examination rules and regulations is essential. Adequate invigilation arrangements should be ensured in all examination halls. Students must be clearly informed about prohibited activities and unfair means. Any instance of malpractice should be dealt with firmly as per prescribed norms. Maintaining a calm, fair, and transparent examination environment is crucial for the credibility of the assessment process. It was also discussed to make compulsion of uniform alongwith college ID and hall ticket.

**All the members approved the issue.**

**The same is approved and resolved.**

### **2.5. Regarding Examination Reforms**

Controller of Examinations Mr. S. A. Shinde proposed the issue regarding examination reforms. The committee members discussed the various reforms such as

1. Reduce the margin of answer book
2. Onscreen marking,
3. Reduce the number of pages of answer book,
4. Using thread for binding of answer book
5. Recycle of used answer books
6. CCE should be conducted in various methods such as online test, open book test, group discussion, assignments, seminars, quizzes

**All the members approved the issue.**

**The same is approved and resolved.**



## 2.6 To identify best practices

Controller of Examinations Mr. S. A. Shinde proposed the issue to identify best practices. The committee discussed about displaying best answer books from various subjects on college website and also made available in central library of college.

**All the members approved the issue.**

**The same is approved and resolved.**

## 2.7 Regarding Stationary required for Examination

Controller of Examinations Mr. S. A. Shinde proposed the issue regarding requirement of stationary for the upcoming examinations.

**All the members approved the issue.**

**The same is approved and resolved.**

## 2.8 Any other issue: Nil

Since there was no other matter left, the meeting was concluded with the proposal of vote of thanks by Dr. V.L.Jawan

  
Controller of Examinations  
S.G.M. College, Karad



  
Principal  
S.G.M. College, Karad