Minutes of Meeting - Board of Examination

Academic Year: 2025-26   **Date:29/01/2026**

A meeting of the Board of Examination Committee was convened on 28 January 2026 at 10:00 AM in the Mechanical Conference Hall, B Building, ZCOER.

The following members were present:

Sr. No.	Category	Name	Designation
1	Chairmen	Dr. A. M. Kate	Director, ZCOER, Pune
2	Member of SPPU	Dr. Prabhakar Desai	Director BEE, SPPU, Pune
3	Special Invitee	Dr. Pramod S. Purandare	COE, MMCOE, Pune
4	Member	Dr. M. D. Pawar	Head – Artificial Intelligence & Data Science
5	Member	Dr. P. P. Walvekar	Head – Civil Engineering
6	Member	Dr. A. R. Soman	Head – Electrical Engineering
7	Member	Dr. V. A. Mane	Head – Electronics & Telecommunication
8	Member	Prof. B. A. Chougule	Head – Information Technology
9	Member	Prof. S. M. Godase	Head – Mechanical Engineering
10	Member	Prof. Y. R. Ingole	Head – Robotics & Automation Engineering
11	Member	Dr. P. S. Kamble	Head – Artificial Intelligence & Machine Learning
12	Member	Dr. M. S. Navale	Head – Electronics and Computer Engineering
13	Member	Dr. S. S. Chavan	Head – Master of Business Administrations
14	Member	Prof. S. S. Borade	Controller of Examination
15	Member secretary	Prof.S.S.Adewar	Deputy Controller of Examination
16	Member	Prof. G. N. Wakchaure	Exam ERP Coordinator

Agenda for the meeting was as under

Sr. No	Description	Action required
1	Introduction of board of examination (BoE)	Information
2	Briefing about evaluation and grading system	Discussion and suggestions from members
3	Briefing about examination rules and regulations	Discussion and suggestions from members
4	To review results of AY 2024-25 ODD and EVEN SEM. 1.Ordinaces Applied 2. Copy Case 3.Grade card Printing	Approvals and suggestions
5	Proposed reforms and initiative	Discussion

Following are the discussion recorded as per the agenda mentioned

1. Introduction of Board of Examination Members

The meeting was formally opened by Prof. S. S. Borade, Controller of Examinations, who welcomed all the invited members and guests. Prof. Borade introduced each member of the Board of Examinations and briefed them on the agenda of the meeting.

2. Two-Minute Silence

The Board observed a two-minute silence as a mark of respect for the demise of Hon. Deputy Chief Minister Shri Ajit Pawar.

3. Introduction of Institute

Dr. A. M. Kate, Principal, ZCOER, presented a brief introduction of the institute. He highlighted the academic structure, examination practices, and institutional achievements. The Board members noted and appreciated the presentation.

4. Presentation by Controller of Examinations

Prof. S. S. Borade delivered a detailed presentation on examination planning and evaluation procedures. The presentation covered assessment methods, result processing, and compliance with academic regulations. Suggestions received from the Board members were discussed in detail.

5. Evaluation Criteria (UG & PG)

The Board discussed the evaluation criteria applicable to examinations. The following evaluation patterns were deliberated:

- **Undergraduate (UG) Programs:** CIE – 40%, ETE – 60%
- **Postgraduate (PG) Programs:** CIE – 50%, ETE – 50%

The discussion emphasized the need to maintain academic standards, transparency, and fairness in evaluation.

6. Conduct of CIE-I Examination at Department Level

The Board suggested that, if feasible, the conduct and evaluation of the CIE-I examination may be delegated to the respective departments, subject to appropriate institutional policies and monitoring mechanisms.

7. Re-examination Passing Requirement with Grade Penalty

The Board deliberated on the passing requirements for re-examinations conducted with a grade penalty. It was resolved that:

- The Board resolved that the **minimum passing requirement shall not exceed 40%**, even in cases involving a grade penalty.
- At present, due to the application of a grade penalty, students securing marks in the range of **50–100** are awarded a **minimum of C Grade**, whereas students obtaining marks in the range of **40–49** are declared **failed**, despite meeting the minimum passing percentage.
- To address this anomaly and ensure fairness in evaluation, the Board **recommended the introduction of an additional grade for re-examinations**, namely:
- **Pass Grade** with **04 Grade Points** for students securing marks in the range of **40–49**

This recommendation aims to ensure uniformity, fairness, and consistency across all examinations.

8. Evaluation Pattern – Compulsory Passing Criteria

The Board discussed and approved the evaluation pattern requiring **40% compulsory passing** separately in:

- Continuous Internal Evaluation (CIE)
- End-Term Examination (ETE)
- Aggregate of CIE + ETE

The Board agreed that this evaluation pattern ensures a balanced assessment of students' performance. It was resolved that this proposal shall be **submitted to the Academic Council for approval**, and upon approval, the same will be communicated to all concerned departments.
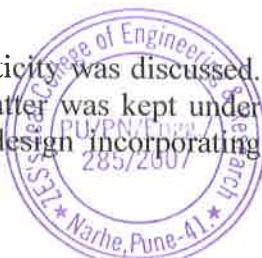
Further, the Board suggested revising the **promotion criteria to the next academic year** from **60% credits earned to 50% credits earned**. The decision regarding the timeline for adoption of this change was left to the discretion of the College.

9. Grade Card Approval

The proposed format of the Grade Card was presented before the Board. The security features incorporated in the Grade Card were discussed in detail. The Board approved the Grade Card format. Necessary administrative actions, including printing, will be initiated accordingly.

10. Inclusion of Student Photograph on Grade Card

The inclusion of student photographs on the Grade Card to enhance authenticity was discussed. Various viewpoints regarding feasibility and implementation were shared. The matter was kept under consideration. It was resolved that, upon finalization of a revised Grade Card design incorporating

student photographs, the new format will be implemented in subsequent years.

11. FY B.Tech Semester I Grade Card

The format of the FY B.Tech Semester I Grade Card was reviewed. It was resolved to **remove CGPA from the FY B.Tech Semester I Grade Card**, as CGPA is not applicable for the first semester. This decision aims to simplify and standardize the Grade Card format.

12. CGPA to Percentage Conversion (Backside of Grade Card)

The proposal to print the CGPA-to-percentage conversion formula on the reverse side of the Grade Card was discussed. The Board agreed that this would be beneficial for students. The proposal was accepted in principle and will be implemented in the **new Grade Card design in subsequent years**.

13. Approval of SGPA/CGPA to Percentage Conversion Formula

The SGPA and CGPA to percentage conversion formula prepared by a college-level committee was presented before the Board. After detailed deliberations, the formula was approved. The approved formula will be officially adopted by the institution.

14. Result Approval

The examination results for **Odd Semester AY 2024–25** and **Even Semester AY 2024–25** were placed before the Board. After due verification, the Board approved the results. This approval permits further processing and official declaration of the results.

15. Copy Case Actions

The Board reviewed the actions taken in cases related to the use of unfair means during examinations. The members appreciated the measures taken and emphasized the need for adopting stricter disciplinary actions. It was agreed to enforce more stringent measures to prevent examination malpractice.

16. Copy Case Documentation and Communication

The need for a comprehensive guideline document for handling copy cases was discussed. It was resolved that:

- A detailed and standardized guideline document shall be prepared to ensure uniformity and transparency.
- Information regarding actions taken and policies related to unfair means shall be communicated periodically to students and parents through appropriate channels such as the institute website.
- The Board also suggested obtaining undertakings from students and parents, wherever feasible, prior to the commencement of examinations.

17. Reforms Proposed in Examination Process

The Board discussed and noted the following reforms proposed to enhance efficiency, accuracy, and transparency in the examination process:

- **Secure Answer Books:**
  It was proposed to introduce **QR code–enabled answer books** with **unique identification and page-wise numbering**. This will facilitate partial cutting of answer sheets for **high-speed scanning** while ensuring security and traceability.

- **Barcode System on Answer Sheets:**
  To eliminate manual entry of **Seat Number / ZPRN** and to minimize human errors, it was proposed to **affix barcode labels on answer sheets** for seamless identification and processing.

- **High-Speed Scanning of Answer Sheets:**
  The Board proposed shifting from the existing **photo scanning method** to **high-speed scanning** of answer sheets. This transition is expected to significantly reduce the time required for scanning and enable faster availability of answer sheets in evaluator logins for assessment.

- **Official Communication Channel:**
  It was proposed to establish a **dedicated Telegram channel for the ZCOER Examination Department** to ensure timely, authentic, and centralized communication with students and faculty.

18. Any Other Point with the Permission of the Chair
The following points were discussed with the permission of the Chair:

i. **Year Down Students from SPPU Pattern Admitted to Autonomous Pattern**
   - The Academic Council shall decide the bridge courses, along with their evaluation pattern and criteria, as required.
   - The Academic Council shall also decide whether to permit **N + 3 or more duration** for course completion, considering that under the SPPU pattern, course completion was mandatory within **N + 2 years**.

ii. **Exit Policy as per NEP**
   - Exit policy guidelines as per NEP shall be defined by each Board of Studies (BoS – Departments).
   - A consolidated proposal shall be submitted to the Academic Council by the Examination Department.

iii. **Credit Transfer Cases**
   - Guidelines for handling credit transfer cases shall be obtained from the Academic Council.

Conclusion
The meeting was concluded with a vote of thanks proposed by Prof. S. S. Borade, Controller of Examinations.

Minutes Prepared By: Prof. Adewar S. S.

Director, ZCOER, Pune
Chairmen of Board of Examination, ZCOER