Minutes of Meeting - Board of Examination

Academic Year: 2026-27 **Date:31/10/2026**

A meeting of the Board of Examination Committee was convened on 31st October 2027 at 11:00 AM in the Mechanical Engineering Department, B1-09, 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. R. S. Talware	Director BoE, SPPU, Pune.
3	Special Invitee	Prof. S. M. Godase	Campus Head, ZCOER Off Campus, Induri
4	Member	Dr. K. Sujatha	Head – Artificial Intelligence & Data Science
5	Member	Dr. P. P. Walvekar	Head – Civil Engineering
6	Member	Prof. S. M. Dudhani	Head – Computer Engineering
7	Member	Dr. D. A. Shahakar	Head – Electrical Engineering
8	Member	Prof. S. P. Kurlekar	Head – Electronics & Telecommunication
9	Member	Prof. B. A. Chougule	Head – Information Technology
10	Member	Prof. A. R. Suryavanshi	Head – IQAC & Mechanical Engineering
11	Member	Prof. Y. R. Ingole	Head – Robotics & Automation Engineering
12	Member	Dr. D. K. Shende	Head – Artificial Intelligence & Machine Learning
13	Member	Dr. M. S. Navale	Head – Electronics and Computer Engineering
14	Member secretary	Prof. S. S. Borade	Controller of Examination
15	Member	Prof. S. S. Adewar	Deputy Controller of Examination
16	Member	Prof. N. V. Bhalerao	Assistant Controller of Examination



The agenda for the meeting was as under

Sr. No.	Event		Action Required
1.	Welcome		Information
2.	Introduction to Program- by the Assistant CoE.		
3.	Welcome Speech by the Principal, ZCOER.		
4.	Felicitation of Guests.		
4.	Presentation & Open Discussion – Prof. S. S. Borade (Controller of Examination (CoE) ZCOER)		
	Point 1	To consider changes in BoE members list.	Consideration and Approval
	Point 2	Confirmation of MOM's of last BOE meetings.	Consideration and Approval
	Point 3	Approval for RR V2.1 AY 2026-2027, Incorporation of inputs **as per SPPU Circular No.26/2026** a) Separate Passing-UG & PG b) Examination Structure - 25 Marks-1 Credits c) Assessment - Internal /External **Other Points** a) CIE - II Re-exam. b) Introduction of Special Examination System.	Consideration and Approval
	Point 4	Central Audit of Question Papers AY 2026-2027 onwards.	Discussion and Approval
	Point 5	Information of new committee formation – DUPC.	Discussion and Approval
	Point 6	Declaration of blood relation with students.	Discussion and Approval
	Point 7	Discussion on EVEN SEM Examination Result for the AY 2025-26.	Discussion and Approval
	Point 8	Extension of Committee for Implementation of Ordinance 163	Discussion and Approval
	Point 9	Proposal for Revision in remuneration rates AY 2026-2027 onwards.	Discussion and Approval
	Point 10	Approval of for tentative exam time table for the ODD SEM AY 2026-2027.	Discussion and Approval
5.	Vote of thanks by the Deputy Controller		

Following are the discussion recorded as per the agenda mentioned:

Meeting proceedings: The meeting commenced with a welcome address, followed by the introduction to the programme by Prof. N. V. Bhalerao, Assistant Controller of Examinations, the welcome address by the Principal, and felicitation of the guests. Prof. S. S. Borade, Controller of Examinations, presented the agenda items for discussion.

1. Changes in the BoE Members List

Discussion: The proposed composition of the Board of Examinations for AY 2026–2027 was placed before the members. The list includes the Chairman, SPPU representative, campus and department representatives, Controller of Examinations, Deputy Controller of Examinations and Assistant Controller of Examinations.

Decision / Action: The revised BoE member list was placed for consideration and approval. The Director BoE, SPPU, Pune, approved the proposed composition of the Board of Examinations for AY 2026–2027.

2. Confirmation of Minutes of Previous BoE Meetings

Discussion: The action-taken status of the previous BoE meeting minutes was reviewed. Items reported as completed/approved included the unfair-means guidelines, barcode system, high-speed answer-sheet scanning, official communication channel, grade-card approval, SGPA/CGPA-to-percentage conversion and examination-result approval.

Decision / Action: The Director BoE, SPPU, Pune, confirmed the MOM and the action-taken report.

3. Approval of Rules and Regulations (R&R) Version 2.1 for AY 2026–2027

The proposed R&R V2.1 incorporates SPPU Circular No. 26/2026, including

a. Separate passing criteria for UG and PG programmes for students admitted from AY 2026–2027 onwards
b. An examination structure of 25 marks equivalent to 1 credit wherever applicable
c. Internal/External assessment as approved by the respective BoS and Academic Council.
d. Additional proposals relating to grade penalty for re-examination, CIE-II re-examination and a Special Examination System were discussed.

Discussion: The Director BoE, SPPU, Pune emphasized that no grade penalty should be imposed for re-examination instead the question papers for re-examination may have a higher difficulty level. Also, he recommended to conduct re-examination before declaration of final results. Regarding CIE-II re-examination and a Special Examination he strongly denied to conduct re-examination for the CIE head; and recommended for removal/scrapping of the proposed Special Examination component to avoid future consequences.

Decision / Action: The above inputs are recorded as deliberations for incorporation/revision of the draft R&R. The CIE-II re-examination proposal and Special Examination component should be revised in

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line with the recorded comments. The final approved wording and applicability must be confirmed by the BoE before issue.

4. Central Question Paper Audit Committee

Discussion: The proposed Central Question Paper Audit Committee, chaired by the Dean–Academic and comprising the respective HoD, Academic Coordinator and a senior faculty member, was discussed. Its scope includes syllabus coverage, CO–BTL mapping, examination pattern, difficulty level, technical accuracy and overall quality of question papers.

The Director BoE, SPPU, Pune advised to include some external paper setters. Also, the committee should be consisting of least one external member (Other Department), to oversee the audit.

Decision / Action: The Director BoE, SPPU, Pune considered the committee proposal along with the suggestion for external representation and centralized oversight. The final committee composition guidelines will be confirmed and circulated.

5. Information of Department Undergraduate Programme Committee (DUPC)

Discussion: The proposed DUPC structure and responsibilities were discussed. The presentation proposed the respective HoD as Chairperson, Department Academic Coordinator as Secretary and Department Examination Coordinator as Member. Reforming/reconstituting the committee with representation from approximately three to four HoDs from different branches.

Decision / Action: The Director BoE, SPPU, Pune, suggested that the DUPC composition is to be reviewed in accordance with the cross-department representation suggested during the meeting. The final constitution, membership and terms of reference should be issued separately.

6. Declaration of Blood Relation with Students

Discussion: The requirement for staff members whose wards (son, daughter or immediate dependent) are appearing for college examinations to submit a written declaration to the Principal and CoE was discussed. The proposed restrictions cover question-paper handling, invigilation in the ward's examination room, paper setting, moderation and assessment of answer scripts for the concerned subject/batch.

Decision / Action: The declaration and conflict-of-interest safeguards were placed for consideration. The Director BoE, SPPU, Pune approved the process.

7. Review of EVEN Semester Examination Results for AY 2025–2026

Discussion: The semester-wise results for F.Y. and S.Y. B. Tech., F.Y. and S.Y. MBA, and F.Y. and S.Y. M. Tech. were presented. Members discussed the result trends and the need for improvement. The result distribution is right-skewed and that the pattern may not be desirable in the long run.

The Director BoE, SPPU, Pune, suggested reviewing question-paper difficulty levels and conducting an analysis of students affected by grade penalties before implementation of the relevant rule.

Decision / Action: Departments and the Examination Department should analyse the result trends and identify measures for improvement. Question-paper difficulty levels and assessment practices may be reviewed while maintaining the prescribed academic standards.

8. Extension of Committee for Implementation of Ordinance 163

Discussion: The proposal to extend the tenure of the committee responsible for implementation of Ordinance 163, relating to additional marks for eligible extracurricular activities, was discussed. The Director BoE, SPPU, Pune suggested that Appropriate activities should be restricted/clarified with reference to AICTE, Government or public-body activities, IEEE conferences and NSS. They also refer to recognition of activities such as Republic Day Parade. The precise eligibility categories require confirmation against the applicable ordinance and institutional guidelines.

Decision / Action: The committee extension was placed for consideration. The eligibility list and documentary requirements for additional marks should be clearly defined and verified against Ordinance 163 before implementation.

9. Revision in Examination Remuneration Rates for AY 2026–2027 Onwards

Discussion: The proposal for an approximately 50% increase over the previously prescribed SPPU examination remuneration rates was presented. The Director BoE, SPPU, Pune emphasized to disburse remuneration within a period of 15 days after receiving the claim form.

Decision / Action: The proposed revision and payment timeline were discussed. The revised rates, effective date, eligible activities and the payment timeline should be confirmed and communicated.

10. Approval of Tentative Examination Timetable for ODD Semester AY 2026–2027

Discussion: The tentative ODD Semester examination timetable for AY 2026–2027 was placed before the committee members.

Decision / Action: The timetable was presented for consideration.

Conclusion

The meeting concluded with the vote of thanks by the Prof. S. S. Adewar, Deputy Controller of Examinations. The members' suggestions and action points were noted for necessary examination-system improvements. The meeting was followed by a visit to the ZCOER Examination Department.

Minutes Prepared by: Prof. Adewar S. S.

Principal, ZCOER, Pune
Chairmen of Board of Examination, ZCOER

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Board of Examination Meeting (AY 2025-26 EVEN Semester)

(31st October 2026, 11.00 AM)

Attendance

Sr. No.	Name	Designation	Signature
1	Dr. A. M. Kate	Director, ZCOER, Pune.	
2	Dr. R. S. Talware	Director BoE, SPPU, Pune.	
3	Prof. S. M. Godase	Campus Head, ZCOER Off Campus, Induri	
4	Dr. K. Sujatha	Head – Artificial Intelligence & Data Science	
5	Dr. P. P. Walvekar	Head – Civil Engineering	
6	Prof. S. M. Dudhani	Head – Computer Engineering	
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12	Dr. D. K. Shende	Head – Artificial Intelligence & Machine Learning	
13	Dr. M. S. Navale	Head – Electronics and Computer Engineering	
14	Dr. S. S. Chavan	Head – Master of Business Administrations	AB
15	Prof. S. S. Borade	Controller of Examination	
16	Prof. S. S. Adewar	Deputy Controller of Examination	
17	Prof. T. D. Sutar	Deputy Controller of Examination, ZCOER Off Campus, Induri	AB
18	Prof. N. V. Bhalerao	Assistant Controller of Examination	