

Examination Committee

Academic Year 2021-22

Minutes of the meeting

The Examination Committee meeting was held on Thursday, 30th September 2021 at 11.30 am in Room 102, College building.

The meeting was chaired by Asst Prof Rajeshree Mundhe

In attendance

1. Asst.Prof Rajeshree Mundhe(Chairperson-Exam Committee) *Rmundhe*
2. Asst.Prof Priya Nerelekar *PN*
3. Asst.Prof Prakash Jadhav *PJ*
4. Asst.Prof.Athira M K *AMK*
5. Asst.Prof. Grishma Nair *GN*
6. Asst.Prof. Suvitha Sukumaran *SS*
7. Asst Prof Pooja Pandey *PP*
8. Asst Prof Deepika Singh *DS*
9. Asst Prof Kadambari Khairnar *KK*
10. Asst Prof Namita Bagwe *NB*
11. Asst Prof Reshma Nair *RN*
12. Asst Prof Bhakti Mulchandani *BM*
13. Asst Prof Pradnya Mahajan *PM*
14. Asst Prof Shraddha Pandey *SP*
15. Asst Prof Pratibha Chaudhary *PC*
16. Asst Prof Dr. Shahaji Kamble *SK*
17. Asst Prof Shalaka Chavan *SC*
18. Asst Prof Manisha Kulakarni *MK*



Agenda

1. To discuss regarding the commencement of ATKT Examinations from semester I TO IV and Regular Examinations of Semester III.
2. To read, approve and sign the minutes of last meeting
3. To discuss regarding the mode of conduct of Online ATKT and Regular Examination
4. To discuss regarding the conduct of Online Technical exam for Internal Regular Examination
5. To discuss regarding the preparation of marksheet of ATKT and Regular Examinations
6. To discuss regarding the grievances received during the examination
7. To discuss regarding regular examinations for Semester V.

The Meeting was opened by Asst Prof Rajeshree Mundhe and gave an overview and purpose of the meeting to all members.

The agenda was taken for discussion item wise

Item 1: To discuss regarding the commencement of ATKT Examinations from semester I TO IV and Regular Examinations of Semester III.

It was discussed that the timetable for ATKT Examination of Semester I to IV and Regular Semester III is prepared and will be displayed on the website of the college

Resolution:

It was resolved that the ATKTK Examinations of Semester I to IV will commence from Tuesday, 12th October 2021 and Regular Semester III examinations will commence from Monday, 18th October 2021. Further it was resolved to prepare the paper setter of ATKTK examinations and Regular Exam of Semester III

Item 2: To read, approve and sign the minutes of last meeting

The minutes of the last meeting were read, approved and signed by the Chairperson

Item 3: To discuss regarding the mode of conduct of Online ATKTK and Regular Examination

It was discussed that the paper pattern of ATKTK and regular examinations will be consisting of 50 compulsory MCQS with 4 options consisting of 1 mark each and the examinations will be conducted online through Microsoft Teams Application. Further it was discussed that the Teams Application Username and Password will be blocked during the Regular Examination of Semester III and V Examination and the same shall be issued to the fees paid students two days prior to their respective examination.

RESOLUTION:

It was resolved that the Examination of ATKTK and SEMESTER III and V Examination will be conducted online through Microsoft Teams Application consisting of 50 MCQS with 4 options each consisting of 1 mark each.

Further it was Resolved that the Microsoft Teams username and Password of students appearing for Semester III Examinations will be blocked and will be issued two days prior to their examination only to those students whose atleast two installment fees is cleared.

Further it was resolved that the students for ATKTK Examination without username and password will be join as Guest to the meeting and the settings of the paper would be anyone can respond.

Item 4: To discuss regarding the conduct of Online Technical exam for Internal Regular Examination

It was discussed that those students who were unable to attend the Regular Semester III and Semester V Internal Examination ,an additional Technical Exam will be conducted

Resolution:

It was resolved that the Online Technical Ground Examination will be conducted on Saturday, 9th October 2021

Item 5: To discuss regarding the preparation of marksheet of ATKTK and Regular Examinations

It was discussed regarding the preparation of marksheet of ATKTK and Regular Examinations. The respective coordinators will collect responses from the subject teacher and consolidate the subjects and send the same to the exam committee chairperson along with the responses received and attendance of the class.

RESOLUTION:

It was resolved that the coordinators would follow up with the subject teachers for the responses on the same day and enter the same on the same day or next day and after completion of entering marks, the same is to be sent to the committee chairperson alongwith the responses received and attendance of each class



Further it was resolved that the exam committee chairperson would in consultation with the higher authorities allot the resolution for each class.

Item 6: To discuss regarding the grievances received during the examination

It was discussed that the coordinators should prepare a record of technical issue faced by the students and forward the same to the committee chairperson on the completion of all examinations.

RESOLUTION:

It was resolved that the coordinators will forward the Technical Issue students after the completion of the exam to the committee chairperson and the chairperson will discuss with the authorities about the conduct of the Technical Ground examination of Semester III regular and ATKT examinations of Semester I to IV

Item 7: To discuss regarding TY Semester V Examination

It was discussed that the TY examinations will be conducted as per the University of Mumbai Norms.

RESOLUTION:

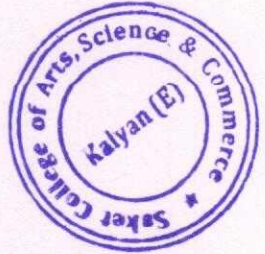
It was resolved that the TY examination will be conducted as per the Timetable and other instructions received from the University of Mumbai.



Examinations committee

Action Taken Report

Action Taken Report on the minutes of the meeting of the Examinations Committee held on Thursday, 30th September 2021 in the Examinations Room

Item	Resolution	Action Taken
To discuss regarding the commencement of ATKT Examinations from semester I TO IV and Regular Examinations of Semester III.	<p>ATKT Examinations of Semester I to IV will commence from Tuesday, 12th October 2021 and Regular Semester III examinations will commence from Monday, 18th October 2021.</p> <p>Prepare the paper setter of ATKT examinations and Regular Examinations of semester III</p>	<p>Timetable of ATKT and Regular Semester III examinations were displayed on the website.</p> <p>Paper Setter of ATKT Examinations and Regular examinations of semester III examinations were received</p>
	<p>Academic calendar would be prepared soon.</p> <p>Timetable would be prepared by the end of this week.</p> <p>Class teachers for SY and TY were decided on. FY will be allocated with a class teacher as and when the lectures start.</p> <p>Class teacher allocation was done FY, SY and TY.</p>	<p>Academic calendar and lesson plans were successfully prepared. Class teachers were allocated for different classes. Time table was prepared for the semester.</p>
To discuss regarding the mode of conduct of Online ATKT and Regular Examinations	<p>The Examinations of ATKT and semester III and V Examinations will be conducted online through Microsoft Teams Application consisting of 50 MCQS with 4 options each consisting of 1 mark each.</p> <p>The Microsoft Teams username and Password of students appearing for Semester III Examinations will be blocked and will be issued two days prior to their examinations only to those students whose atleast two installment fees is cleared</p>	<p>The Examinations of ATKT and regular were conducted as per the schedule</p> 
To discuss regarding the conduct of Online Technical examinations for Internal Regular Examinations	<p>Online Technical Ground Examinations will be conducted on Saturday, 9th October 2021</p>	<p>The Examinations was conducted on the said date</p>
To discuss regarding the preparation of marksheet of ATKT and Regular Examinations	<p>The coordinators would follow up with the subject teachers for the responses on the same day and enter</p>	<p>The marksheet of ATKT and regular semester 3 was prepared and had sent the same</p>

	<p>the same on the same day or next day and after completion of entering marks, the same is to be sent to the committee chairperson along with the responses received and attendance of each class.</p> <p>The examinations committee chairperson would in consultation with the higher authorities allot the resolution for each class.</p>	<p>to the committee chairperson The resolutions were given in consultation with the higher authorities</p>
<p>To discuss regarding the grievances received during the examinations</p>	<p>The coordinators will forward the Technical Issue students after the completion of the examinations to the committee chairperson and the chairperson will discuss with the authorities about the conduct of the Technical Ground examinations of Semester III regular and ATKT examinations of Semester I to IV</p>	<p>The technical examinations was conducted for ATKT and SY SEMESTER III Regular examinations</p>

Rmunde
Prepared by
Chairperson,
Examination Committee

Poo
Endorsed by
Chief Coordinator

V. Prasad
Approved by
Principal



Examination Committee

Academic Year 2021-22

Minutes of the meeting

The examination committee meeting was held on Saturday, 30th October 2021 in examination room at 11.30 am.

The meeting was chaired by Examination Committee Chairperson Asst Prof .Rajeshree Mundhe

The following members were present:

1. Asst.Prof. Rajeshree Mundhe *Rmundhe*
2. Asst. Prof. Dr. Shahaji Kamble *SY21/01/10*
3. Assr Prof.Priya Nerlekar *prerel*
4. Asst Prof.Jadhav Prakash *Jadhav*
5. Asst Prof Pooja Pandey *Pooja*
6. Asst.Prof Grishma Nair *Grishma*
7. Asst.Prof.Athira M K *Athira*
8. Asst Prof Suvitha Sukumaran *Suvitha*
9. Asst.Prof Namita Bagwe *Namita*
10. Asst.Prof Bhakti Mulchandani *Bhakti*
11. Asst.Prof Kadambari Khairnar *Kadambari*
12. Asst.Prof.Shalaka Chavan *Shalaka*
13. Asst.Prof Manisha Kulkarni *Manisha*
14. Asst.Prof.Bhagayashri Agarwal *Bhagayashri*
15. Asst.Prof Reshma Nair *Reshma*
16. Asst.Prof.Pratibha Choudhari *Pratibha*
17. Asst.Prof Shraddha Pandey *Shraddha*



Agenda of the meeting:

- 1.Approval of the minutes of the previous meeting
- 2.Discussion regarding TY Semester V examinations.
- 2.Discussion regarding TY semester V Technical issue examinations.
- 3.Discussion regarding SY technical issue examinations.

The meeting was opened by Asst.Prof. Rajeshree Mundhe and the overview and purpose of the meeting was communicated to all members

The minutes of last meeting held on 30th September was read and approved.

The agenda was taken for discussion item wise.

Item 1: Discussion regarding TY Semester V examinations.

Discussion regarding regarding TY semester V examinations.

Time table was received from the University of Mumbai of Mumbai.

Discussion regarding the mode of conduct and question paper was discussed upon.

Resolution:

TY semester V examinations would starts from 15th November 2021.

Subject teachers were asked to prepared the question papers for their respective subjects as per the question bank received the University of Mumbai.

It was decided to conduct the examinations through MS Teams.

Responses and duly filled marksheets for the subjects were collected from the respective subject teachers and resolution were decided by the Exam section chairperson in consultation with the higher authorities.

Item 2: Discussion regarding TY semester V Technical issue examinations

Discussion regarding the technical issue examinations was done.

Resolution

TY Semsester V Technical issue examinations would start from 2nd December 2021.

Time table was prepared and circulated .

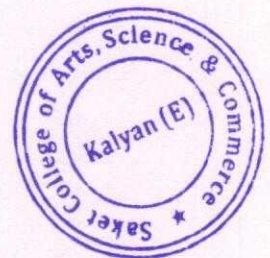
Item 3: Discussion regarding SY technical issue examinations.

Discussion regarding SY technical issue examinations as done.

Resolution

SY technical examinations would start from 17th November 2021.

Time table was prepared and circulated.

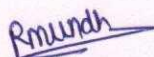


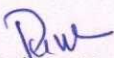
Examination Committee

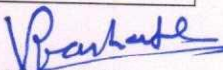
Action Taken Report

Action Taken Report on the minutes of the meeting of the Exam Department held on Saturday, 30th October 2021.

Item	Resolution	Action Taken
Discussion regarding TY Semester V examinations.	<p>TY semester V examinations would start from 15th November 2021.</p> <p>Subject teachers were asked to prepare the question papers for their respective subjects as per the question bank received from the University of Mumbai.</p> <p>It was decided to conduct the examinations through MS Teams.</p>	<p>TY Semester V examinations commenced on 15th November 2021.</p> <p>Question papers banks were sent from the University of Mumbai according to which respective subject teachers prepared the question papers. Exam was successfully conducted through MS Teams.</p>
Discussion regarding TY semester V Technical issue examinations	<p>TY Semester V Technical issue examinations would start from 2nd December 2021.</p> <p>Time table was prepared and circulated</p>	<p>List of students who faced technical issue during regular examinations was prepared and exam was conducted from 2nd December 2021.</p>
Discussion regarding SY technical issue examinations	<p>SY technical examinations would start from 17th November 2021.</p> <p>Time table was prepared and circulated</p>	<p>List of students who faced technical issue during regular examinations was prepared and exam was conducted from 17th November 2021.</p>


Prepared by
Chairperson,
Examination Committee


Endorsed by
Chief Coordinator


Approved by
Principal

