

Examination Committee

Academic Year 2022-23

Minutes of the meeting

The Examination Committee meeting was held on Thursday, 16th September 2021 at 11.30 am in Room 102, College building.

The meeting was chaired by Asst Prof Rajeshree Mundhe.

Following Members were present for the meeting.

Sr.No	Name Of Faculty	Designation
1.	Asst.Prof Rajeshree Mundhe	Chairperson
2.	Asst.Prof Priya Nerelekar	Member
3.	Asst.Prof Prakash Jadhav	Member
4.	Asst.Prof.Athira M K	Member
5.	Asst.Prof. Suvitha Sukumaran	Member
6.	Asst. Prof. Jyoti	Member

Agenda

1. To read and approve the minutes of last meeting.
2. To discuss regarding Additional Internal Examination for absentees and failure of Semester III and V.
3. To discuss regarding Internal Examination to be conducted for first year.
4. To discuss regarding the question paper setting of ATKT (External and Internal) Examination.
5. To discuss the mechanism for Internal Examination related to grievances.
6. To discuss Syllabus Completion report for Sem III.

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

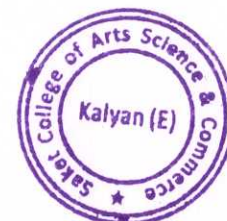
Item 1: To read and approve the minutes of last meeting.

Description:

The minutes of the last meeting were read by the Chairperson.

Resolution:

The minutes of last meeting were approved by all the members.



Item 2: To discuss regarding Additional Internal Examination for absentees and failure of Semester III and V.

Description:

It was discussed that Additional Internal Examination to be conducted for absentees and failure students of semester III and V. Parents of these students will be called by the respective co-ordinators and warned about their performance regarding the upcoming Internal examination to be held in the month of October 2022.

Resolution:

It was resolved that the Parents will be called till 22nd September 2022 and additional internal examination will be conducted for the low performing students on 26th and 27th September 2022.

Item 3: To discuss regarding Internal Examination to be conducted for first year.

Description:

It was discussed that the internal examination to be conducted for first year Semester I in the month of October, 2022. For internal examination two sets of question paper to be prepared by subject teachers as per the pattern prescribed by University of Mumbai and to be submitted to co-ordinator atleast 10 days before the commencement of said examination.

Resolution:

It was resolved that the Internal Examination for first year semester I will be conducted on 7th, 8th and 10th of October, 2022.

Item 4: To discuss regarding the question paper setting pf ATKT (External and Internal) Examination.

Description:

It was discussed that two sets of question papers of ATKT External and Internal examination to be prepared by subject teachers and submitted to co-ordinator atleast 10 days before the commencement of said examination.

Resolution:

It was resolved that the co-ordinators will collect the question papers from subject teachers on or before 10th September for the upcoming ATKT External and Internal Examination to be held from 12th September 2022.

Item 5: To discuss the mechanism for Internal Examination related to grievances.

Description:

Chairperson suggested that evaluated answer book of internal examination to be shown to student on request for transparency in the results of Internal Examination. This will help to address the grievances regarding evaluation process of internal examination and accordingly grievances issued raised by the student resolved. If required Xerox copy of answer book of internal examination to be provided to student as per evaluation rules and regulations of University of Mumbai. Student should give their grievance request within Seven Days from the declaration of internal examination result.



Resolution:

All the members agreed and approved the suggestion given by chairperson regarding mechanism for internal examination related grievance.

Item 6: To discuss Syllabus Completion report for Sem III.

Description:

It was discussed that syllabus completing report will be filled by all subject teachers of sem III to update about their lecture requirement after 1st October 2022.

Resolution:

It was resolved that syllabus completing report will be filled by all subject teachers of sem III to update about their lecture requirement after 1st October 2022. All the co-ordinator will update the timetable committee about the same and lectures will be allotted accordingly.

R. Mundhe

Prepared By Examination Chairperson
Asst.Prof.Rajeshree Mundhe

V. Barhate

Approved By Principal
Prof.(Dr.) Vasant D. Barhate



Examinations committee

Action Taken Report

Action Taken Report on the minutes of the meeting of the Examinations Committee held on Thursday, 16th September 2022 in the Examinations Room.

Sr. No.	Item	Resolution	Action Taken
1.	To read and approve the minutes of last meeting.	The minutes of last meeting were approved by all the members.	
2.	To discuss regarding Additional Internal Examination for absentees and failure of Semester III and V.	It was resolved that the Parents will be called till 22 nd September 2022 and additional internal examination will be conducted for the low performing students on 26 th and 27 th September 2022.	Parents were called and co-ordinators discussed about their wards performances. Undertaking letters were collected by the co-ordinators and students were informed about their additional internal exam
3.	To discuss regarding Internal Examination to be conducted for first year.	It was resolved that the Internal Examination for first year semester I will be conducted on 7 th , 8 th and 10 th of October.2022.	Time table for internal examination for the first year semester I was prepared and intimated to Student,
4.	To discuss regarding the question paper setting of ATKT (External and Internal) Examination.	It was resolved that the co-ordinators will collect the question papers from subject teachers on or before 10 th September for the upcoming ATKT External and Internal Examination to be held from 12 th September 2022.	Subject teachers submitted their question papers (two sets) to exam committee with in the stipulated time period and same was used for ATKT (External and Internal) Examination.
5.	To discuss the mechanism for Internal Examination related to grievances.	All the members agreed and approved the suggestion given by chairperson regarding mechanism for internal examination related grievance.	Mechanism for Internal Examination related to grievances were communicated to student.
6.	To discuss Syllabus Completion report for Sem III.	It was resolved that syllabus completing report will be filled by all subject teachers of sem III to update about their lecture requirement after 1st October 2022. All the co-ordinators will update the timetable committee about the same and lectures will be allotted accordingly.	All the subject teachers submitted Syllabus Completion report.

Rmudole

Prepared by
Chairperson,
Examination Committee



V. Banhade

Approved by
Principal