

MINTUES OF EXAMINATION COMMITTEE MEETING

A meeting of the examination Committee of Smt. Maniben M P Shah Women's College of Arts & Commerce was held on 12/07/2018 at 11.30 am in the Principal's Chamber.

The following members were present:

- | | |
|----------------------------|------------------------------|
| 1. Dr. Leena Raje | – Principal |
| 2. Mrs. Renuka Prajapati | – Officiating Vice-Principal |
| 3. Mrs. Sujata Agarwal | – BMS Co-ordinator |
| 4. Mr. Vasant Pansare | – Exam Incharge |
| 5. Mrs. Shubhangi Kulkarni | – PG Co-ordinator |
| 6. Mr. Manohar Yadav | – Office Superintendent |
| 7. Mrs. Neeta Naik | – Sr. Clerk |

Leave of absence was granted to - Nil

Agenda discussed: Finalizing the Dates for College and University Exams of Semester I, III & V

- Dr. Leena Raje suggested all exam related notices should be displayed on the notice board well in advance for the smooth exam throughout the year.
- Mr. Vasant Pansare suggested 4th week of August 2018 for Internal Exams for semester I, III & V.
- Project Submission date for all regular students is August 3rd week 2018.
- Last week of September 2018 decided for Internal Marks submission.
- Tentative exam for Sem I Regular & ATKT will be in 1st week of October 2018.
- Internal Exams for commerce faculty 27th September to 29th September 2018.
- Internal exam for all faculties from 28th Jan to 31st Jan. 2019.
- 2nd Internal Assessment Examination for Bcom is schedule from 25th Feb to 28th Feb 2019.
- University examination last week of March 2019.
- It was decided that Mr. Vasant Pansare and Mrs. Renuka Prajapati will look after all the exams for that academic year 2018-19.
- It was reported that three students from BMS Department were caught coping during the Sem IV University Exams held on 6th April 2018 in subject Entrepreneurship Development & Rural Marketing Code 4061. The action taken against this unfair means was the case was reported to the university and their answersheets were dispatched separately. The university issued a show course notice and the students were inquired based on their statements. The following actions were taken- 1. annulment of performance in part in the above mentioned paper.
- The meeting ended with thanks to the chair.

MINTUES OF EXAMINATION COMMITTEE & GRIVANCE **COMMITTEE MEETING**

A meeting of the examination Committee of Smt. Maniben M P Shah Women's College of Arts & Commerce was held on 19/10/2018 at 11.30 am in the Principal's Chamber.

The following members were present:

- | | |
|----------------------------|------------------------------|
| 1. Dr. Leena Raje | – Principal |
| 2. Mrs. Renuka Prajapati | – Officiating Vice-Principal |
| 3. Mrs. Sujata Agarwal | – BMS Co-ordinator |
| 4. Mrs. Madhavi Sathe | – IQAC Co-ordinator |
| 5. Mr. Vasant Pansare | – Exam Incharge |
| 6. Mrs. Shubhangi Kulkarni | – PG Co-ordinator |
| 7. Mr. Manohar Yadav | – Office Superintendent |
| 8. Mrs. Neeta Naik | – Sr. Clerk |

Leave of absence was granted to – Nil

Agenda discussed: Pre and Post Preparation for Final Exam of Semester I, III, V & ATKT II, IV & VI.

- It was decided that seating arrangement for the exam should be more conducive.
- Supervision should be more vigilance.
- One senior teacher & one junior teacher appointed class wise for supervision to control unfair by students.
- The Principal suggested Regular & ATKT Exam for all Faculties should be conducted together and time table should be common for all exams and accordingly setting arrangement.
- Decided to have Common paper setting for all the departments.
- In last exam March 2018 minor grievance like students talking with each other, keeping mobile with them were caught but did not found any proof so their mobiles was deposited in exam control room and warning was given for not brining mobile in exam hall.
- Sem I & II black listed students were not permitted to appear their final exam.
- Students should be given three days study leave before all the final exams.
- Sem I Regular & ATKT exam schedule was finalized as 29th October to 3rd November 2018.
- Sem II ATKT 27th November to 3rd December 2018.
- Faculty member will be requested to set their Papers and submit soft copy to office by 10th October 2018.
- It was decided that results for Sem I, Regular & ATKT should be declared within 45 days tentatively in first week of December 2018.
- Along with the Sem I result declaration notice to be put up regarding rechecking and reverification application to be filled by the students within the 7 days.

- University Exams starting from 3rd October to 16th October 2018 accordingly pre preparation such as Seating Arrangement, Displaying Exam Rules on notice board, Hall Ticket Distribution etc. work distributing chart prepared.
- The meeting was then terminated with vote of thanks.

MINTUES OF EXAMINATION COMMITTEE MEETING

A meeting of the examination Committee of Smt. Maniben M P Shah Women's College of Arts & Commerce was held on 22/01/2019 at 11.30 am in the Principal's Chamber.

The following members were present:

- | | |
|----------------------------|------------------------------|
| 1. Dr. Leena Raje | – Principal |
| 2. Mrs. Renuka Prajapati | – Officiating Vice-Principal |
| 3. Mrs. Sujata Agarwal | – BMS Co-ordinator |
| 4. Mr. Vasant Pansare | – Exam Incharge |
| 5. Mrs. Shubhangi Kulkarni | – PG Co-ordinator |
| 6. Mr. Manohar Yadav | – Office Superintendent |
| 7. Mrs. Neeta Naik | – Sr. Clerk |

Leave of absence was granted to – Nil

Agenda discussed: Finalizing the Dates for College and University Exams of Semester II, IV & VI.

- It was reported that 15 students from TYBAMM were not allow to seat for sem V Research Methodology Exam for poor attendance and they did not answer single internal exam, or not even submitted any assignments.
- To improve students attendance in class parents of black listed students should be called separately for the meeting.
- Projects submission and Internal Exams tentative week given to Academic Calendar Committee will be 2nd week of February 2019.
- Tentative exam schedule for Sem II Regular and ATKT will be declared by the university.
- It was decided that Mr. Vasant Pansare and Mrs. Renuka Prajapati will look after all the exams of Sem II, IV & VI regular, ATKT and also PG exams.
- Result finalization meeting sem II regular & ATKT in April 2019.
- Result declaration date for sem II regular & ATKT will be as per University guide lines
- The meeting ended with thanks to the chair.

MINTUES OF EXAMINATION COMMITTEE MEETING

A meeting of the examination Committee of Smt. Maniben M P Shah Women's College of Arts & Commerce was held on 11/03/2019 at 11.30 am in the Principal's Chamber.

The following members were present:

- | | |
|----------------------------|------------------------------|
| 1. Dr. Leena Raje | – Principal |
| 2. Mrs. Renuka Prajapati | – Officiating Vice-Principal |
| 3. Mrs. Sujata Agarwal | – BMS Co-ordinator |
| 4. Mr. Vasant Pansare | – Exam Incharge |
| 5. Mrs. Shubhangi Kulkarni | – PG Co-ordinator |
| 6. Mr. Manohar Yadav | – Office Superintendent |
| 7. Mrs. Neeta Naik | – Sr. Clerk |

Leave of absence was granted to – Nil

Agenda discussed: Pre and Post Preparation for Final Exam of Semester II , IV & VI.

and ATKT I, III , V

- All exam related notices and time tables are displayed on the notice board for the College and University Exams March/ April 2019.
- Students attendance improved after meeting the parents of black listed students since January 2019.
- Sem II Regular & ATKT exam schedule was finalized as 22nd to 27th April 2019.
- Faculty member requested to set their Papers and submit soft copy to office by 12th April 2019.
- It was decided that results for Sem II Regular & ATKT should be declared within 45 days the date was finalized in May 2019.
- Along with the Sem II result declaration notice to be put up regarding rechecking and reverification application to be filled by the students within the 7 days.
- University Exams starting from 22nd March to 5th April 2019 accordingly pre preparation such as Seating Arrangement, Displaying Exam Rules on notice board, Hall Ticket Distribution etc. work distributing chart prepared.
- No leave will be permitted to any teaching and non-teaching staff during examination.
- The meeting was then terminated with vote of thanks.