

EXAMINATION COMMITTEE MINUTES

Minutes of Examination committee meeting

Date : 24th Jan 2014

Venue : conference room

Time : 10.30 am

A meeting of examination committee was called for to discuss certain pending issues relating to examinations. Under which the following matters were discussed :

1. Registrar was requested to follow up and send the bills for conduct of TYBcom computer practicals to the University, since the computer department had reported that bills were not forwarded on time due to which payments were delayed. A similar request was also made to Registrar to check pending bills related to Taxation VIVAs conducted almost 3 yrs back for which payment is not yet received. Registrar agreed to look into both the issues at earliest.

2. Registrar was requested to clear the bill of non teaching staff which is very actively aids the examination work right from paper printing to moderation. Their dues for current examination were not yet paid to them, so the committee requested the Registrar to clear their dues at earliest to which Registrar agreed.

3. Currently for the purpose of home assignments the writing material is sold through DRs & Asst. DRs, in each semester. This process is tedious since students don't turn up on time to collect the assignment material plus there is element of finance involved. Hence a suggestion was given by Chairman that this material can be given to the students at the time of admission and the amount for the same can be collected along with fees. This suggestion was approved by all and it was decided that such material will be ordered in March and packed in sets of 14 booklets and distributed at time of admission to students.

4. Currently for all examinations the Chairman- Exam Committee functions as Senior Supervisor along with one more senior supervisor (in case of internals member of Exam Committee & in case of regular exams normally HOD or senior teacher). A suggestion was made by chairman that instead of only chairman being the senior supervisor these responsibility can be shared by all members of Exam Committee which will help all members get exposure to the process of conducting examinations. The Chairman also added that he will be available to work as junior supervisor during this period. The committee members agreed to the above suggestion and it was decided to share the responsibility of examination as below :

A. FYBcom ATKT (60& 100 marks) and SYBcom ATKT (100 marks) in Feb 2014 - Dr. Abbas Rizvi

B. FYBcom Regular (60 marks) in Mar 2014 - Prof. KirtiMenghani& Dr. Anzar (alternate days)

C. SYBcom Regular (60 marks) in Mar 2014 - Prof. Hemanth Kumar & Prof. Shakeel Ahmed (alternate days)

D. FYBcom (sem 1) &SYBcom (sem3) Additional Exam in Mar 2014 - Prof. Waseem Sheikh

E. TYBcom (sem 6) University exam in Mar 2014 - Prof. Sameer Naik

F. TYBcom (sem 5 additional) University exam in Apr 2014 - Prof. KirtikumarPimpliskar

G. FYBcom (sem 2) &SYBcom (sem4)Additional Exam in Apr 2014 - Prof. Rajesh BhoiteBhoite

The senior supervisor will be responsible for question papers printing, duty allocation to junior supervisors & managing the conduct of examination on day to day basis.

5. The meeting ended with a vote of thanks to the Chair.

MINUTES OF EXAMINATION COMMITTEE

Date – 10th Feb 2014

Time – 11.30 am

Venue – Principal's Chamber.

The meeting was called for by the principal , after the adjournment of the last meeting held on 24th Jan 2014.The Principal informed the members present that the proceeding of the last meeting were reported to him and that the Chairman , Examination committee has submitted his resignation after the said meeting.

1. The Principal stressed that the members have a right to mention their qualification or dissent on any decision taken during the meeting but cannot stop the chairman / secretary from recording or minuting of any particular point discussed in the meeting.
2. The Principal, also stated that regarding the issue related to nonpayment of dues to Prof.MohdTahir, a letter was issued to him asking for details of amount payable to him for second half of 2013.But instead of giving the details he has given an reply asking for which examination etc, even though the letter issued by office is self explanatory. Principal remarked that this show a tendency to drag unnecessary issues even thought the principal, office & committee is ready to clear the payments immediately.
3. The Principal praised the functioning of the examination committee and appreciated the efforts taken to smoothen the tedious process of examination under CBGS. He asked Prof. Sameer Naik to continue as chairman and take back his resignation letter. On which Prof. Sameer Naik said that in the exam committee all members are working as a team and giving result. But if the committee is unnecessary dragged into issues not related to

their tenure it affects the morale, especially of the youngster. Prof. Sameer Naik also stressed that taking the matter to higher levels will unnecessary create a hindrances to the career advancement of the members at no fault of theirs, this should be avoided. He also stated some members of committee are objecting to steps taken to protect interest of everyone, which is affecting the team spirit. He stressed that the issue of nonpayment related to tenure of earlier chairman and his name is unnecessary being dragged into the issue. On providing further evidence that the issue relates to tenure of earlier chairman and that the issue was only raised after Prof. Sameer Naik taking over as chairman ,the dissent expressed by some members in earlier meeting was withdraw by those members in presence of the Principal.

4. Prof. Sameer Naik, also started that for issue relating to college work; unnecessary humiliating comments were passed against Exam committee members and chairman. The Principal expressed his stern views against this practice and emphasized that such behaviors will not be accepted and he assured the members that strict action will be taken against anyone who repeats such things in future.
5. Regarding the issue related to nonpayment of dues , raised by Prof. MohdTahir ,it was unanimously resolved and accepted by the Principal that:

“The onus of any action/process initiated in this matter at higher levels will not be borne by the current examination committee chairman and members. Since the payment of Mar/Apr 2013relates to tenure of earlier chairman and regarding Oct 2013 payment the committee has taken all possible measures to request Prof. MohdTahir to submit his bills which he has not submitted till date. Hence the chairman and members of exam committee will not be responsible for this issue in future and the issue should be resolved between the Principal and Prof. MohdTahir.”

6. At the request of all members and support shown by the Principal, Prof Sameer Naik agreed to take back his resignation and will continue as chairman examination committee.
7. The meeting ended with vote of thanks to the Principal & all the members’ presents.

MINUTES OF EXAMINATION COMMITTEE MEETING

Date : 30th April 2014

Time : 10.30 am

Venue : Computer Lab

1. The meeting was called on the last working day of the A.Y. 2013-14.
The Chairman thanked all the members present for attending the meeting at such short notice.
2. The Chairman, stated that he would like to place on record appreciation and thanks to all the members for their wholehearted & spirited support in functioning of the committee. He mentioned that without all their support it would have been impossible to achieve the mammoth tasks set before the committee due to CBGS.
Special mention was made about the efforts taken by Prof. Waseem Sheikh and the Chairman appreciated the keen interest shown by him.

The Chairman also thanked the non teaching staff headed by Mr. IqbalThanawala, without whose support the conduct of examinations wouldn't have been so smooth.

The Chairman thanked the office staff for their support to the functioning of the committee.

The Chairman conveyed his best wishes to the entire team and expected the same level of zeal and enthusiasm in future too.

3. The members present appreciated the work done by the chairman and expressed their pleasure to work with him and hoped to continue doing so in the future.
4. The meeting ended with a vote of thanks to the Chair and distribution of letter of thanks to the members by the Chairman.

9th Feb. 2016

EXAMINATION COMMITTEE

A meeting of the Examination Committee was held on Monday, 8th Feb. 2016 in Staff Room at 11.00 am, wherein the following points were discussed and agreed upon :

1. The ATKT Exam for SYBcom Old Course (100 marks) last chance as per University circular have started from 8th Feb. 2016. It was decided to complete the assessment of the same to be done on priority basis so that results can be declared at the earliest.
2. The ATKT Exam for FYBcom (Sem 1) and SYBcom (Sem 3) will commence from Monday, 15th Feb. 2016 and will go upto 23rd Feb. 2016 . Since the number of students appearing for the exam is more than 300 everyday it will be necessary to utilize all classrooms, hence the lectures will be suspended for the period. The loss will be recovered by extending one week of lecturing in March 2016 before commencement of Regular Semester end Exam.

During the period of ATKT exams, teachers will be given exam duty on rotational basis and other teachers can utilize the time in assessment of internal papers, setting of

question papers, collection of ATKT projects etc.(Duty chart will be put up in due course of time.)

3. It was decided to commence the Semester end examination of **FYBcom (Sem 2) and SYBcom (Sem 4) from Thursday, 10th Mar. 2016 onwards**. The **ATKT examination for FYBcom (Sem 2) and SYBcom (Sem 4) will also be held simultaneously** along with Regular examination from 10th Mar. 2016 . Papers will be held on alternate days for FYBcom&SYBcom.
 4. The Moderation for FYBcom (Sem2) and SYBcom (Sem 4) will be held on 16th& 18th April 2016.
 5. The meeting ended with a vote of thanks to the Chair.
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MINUTES OF STAFF MEETING.

Date : 15th June 2016

Time : 12.15 pm

Venue : Staff room

The meeting was called by the Principal to abreast the staff members about various changes in the examination system as announced by the Hon. Vice Chancellor in a meeting on 8th June 2016 at Convocation Hall, University of Mumbai. The meeting was attended by Prof. Sameer Naik and Prof. B. Karbhari.

The Principal requested the Chairman, Exam Committee to discuss various points about the examination changes. Prof. Sameer Naik elaborated the following points :

1. The new pattern of 100 marks semester exam will be applicable to First Year Under graduate (FYBcom) and First Year Post graduate (MCom part 1) only in the current academic year. For SYBcom, TYBcom&Mcom Part 2 the old system of 75-25 and 60-40 will be followed respectively.
2. The system will be implemented for SYBcom in the next year and Tybcom in the year after.
3. In the current year the syllabus of FYBcom will be revised and conveyed to the colleges most likely before the procedure for FYBcom admissions is over.
4. In the current year there will be no internals for FYBcom.
5. In the Current year the Sem. 1 and Sem. 2 question papers will be common for all colleges prepared at university level which will be sent electronically to colleges. All colleges will have a common examination time table.
6. The Additional (only on medical grounds) exam and ATKT exams will be conducted by the colleges at their level following University paper format.

7. The assessment and result declaration for Sem. 1 & 2 will be done at college level only.
8. Project work will be introduced only in the last semester in TYBcom, details of which will be finalized as system progresses.
9. The remuneration for paper assessment was likely to be increased from this Academic Year.
10. The university is planning to implement a new system wherein answer books after university exams will be delivered to exam house by the colleges instead of University appointed staff collecting it from the centres.
11. The **internals for SY & TYBcom** will be held in **Aug 2016**
12. Various **ATKT exams** will be held in **Aug. 2016** before the commencement of short break in Sept. 2016.
13. **SYbcom semester end exam** will be held in **last week of Sept. 2016**.
FYBcom&TYBCom exams as per University time table.

In addition to the above the Chairman, Exam committee also reminded the Principal that various payment especially to teaching staff were not yet cleared by the office. The assessment remuneration for Feb. & Mar 2016 exam are still unpaid inspite of the bill being submitted in Apr. 2016. Similarly even though amount is received from the University the TA/DA amount is not yet paid to the teachers for TYBcom University CAP conducted in April & May 2016. The Principal assured quick disbursement of amount due.

The meeting ended with a vote of thanks to the Chair.

Minutes of Examination Committee Meeting

Date : Wed, 13th July 2016

Time : 11.00 am

Venue : Sports Incharge Cabin

The meeting commenced and was conducted as per the agenda :

1. The Committee members agreed upon the dates for conducting of various examination in this term as follows :
 - a. All **ATKT exams** for Sem 1, 2, 3 & 4 will be held from **1st Aug. 2016 to 3rd Sept. 2016** to avoid clash of papers of students appearing for 2 or more semester ATKTs.

- b. The **Internal exams for SYBcom&TYBcom** will be held from **26th Aug 2016 to 30th Aug 2016.**(Before commencement of mid term break, so that teachers can complete assessment during the break if they wish to.)
 - c. The dates for SYBcom Semester 3 Regular exam will be decided after receiving intimation about FYBcom Semester 1 Exam which is to be conducted as per University schedule.
 - d. FYBcom (Sem. 1) and TYBcom (Sem. 5) exams to be conducted as per University schedule.
2. Regarding the change in the answer books pattern the following points were discussed and approved :
 - a. The front page format as designed by Mr. Farid(in accordance to University answer books) was approved with minor changes. (copy attached)
 - b. To avoid use of supplements it was decided to increase the no of sides in the answer books from **16 to 28**, since henceforth the papers will be of 100 marks.
 - c. The answer books to be printed in 4 colors as practiced earlier.
 - d. If possible the logo of Anjuman-i-Islam along with college name to be printed as watermark on each side.
 - e. The Registrar is requested to arrange a meeting of the Committee members with the printer to explain the requirements.
3. From the point of secrecy to be maintained in the assessment process, it was decided to try out the mechanism of either **barcoding or masking of answer books before evaluation**. A decision will be taken after discussing with printer and Mr. Gadgil(who processes result). But it will be implemented for SYBcom Semester End Exam on trial basis in this term and then from next term implemented for all college level exams after overcoming glitches observed.
4. In light of recent incidents related to the examination matters the committee members strongly process the following :
 - a. The Committee has still not received the laptop which was promised in Mar 2016, exclusively meant for exam related work like typing of question papers etc.
 - b. The Committee members are of the opinion that the present Sports Incharge cabin on first floor can be converted into Examination Committee Room. The examination cupboards along with copier and other material can be placed under lock-n-key in the room. Similarly space can be provided for conduct of exam related tasks like paper typing, printing etc. It will help in restricting entry of unauthorized persons into the room during printing of question papers etc.
 - c. Peons appointed on adhoc or temporary basis should not be assigned for exam related work.

- d. Like in other colleges, one member of the non teaching staff must be assigned only for exam related tasks without assigning any other work to that person specially during exam period. The current system of appointing understudy, typist and CAP assistant as per availability should be avoided. A single person can be given all responsibilities on yearly basis.
- e. The structure and chairman of the Examination Committee must be changed every year to enable cross check and transparency of work done amongst staff members.
- f. If the new software has to be used for processing of results the college should arrange for training of teaching and non teaching members of the committee to enable them to use the software independently.

The meeting ended with a vote of thanks to the Chair.
