

Minutes of Cluster 7 Colleges meeting

Date: 10th March 2022

Time: 11 am

Venue: Akbar Peerbhoy College of Comm. & Eco.

Members Present: 09 from 05 cluster colleges.

1. Prof. Hemanthkumar (I/c Principal of lead college) welcomed all the members to the first offline meeting (post Covid) of the cluster colleges.
2. After discussion and deliberation amongst the members present the following points were resolved:
 - a. Sem. 1 & 3 ATKT online exams to be scheduled from 25th March 2022 to 1st April 2022 with a common time table.
 - b. Regarding Sem. 5 ATKT exams clarification has to be sort from University of Mumbai whether the same can be conducted by Cluster colleges or a common time table will be given by UoM. Similarly clarification was also required on the conduct of ATKT exams for 75:25 and old 100 marks pattern students. Lead college Principal assured that the same will be conveyed to cluster colleges as soon as possible.
 - c. Sem. 4 Regular & ATKT online exams to be conducted from 4th April 2022 with a common cluster time table.
 - d. Sem. 6 Regular & ATKT online exams to be conducted from the dates of commencement given by UoM. But clarification was to be sort if the Time table will be given by UoM or to be decided by cluster. Similarly information was also required on whether for traditional courses Question bank will be provided by UoM on the day of papers as has been the practice in Unaided courses. Lead college Principal assured that the same will be conveyed to cluster colleges as soon as possible.
 - e. Sem. 2 Regular & ATKT offline exam to be conducted from 5th May 2022 (taking into consideration the 90 days rule) with a common cluster time table. The paper format to be followed for 50% MCQs and 50% descriptive questions was also discussed.
 - f. Regarding ATKT exams of Masters Sem. 1 & 3 it was decided to finalise dates in next meeting.
 - g. In case of Hotel Management College, since it is one off in the cluster, liberty has been given to draft their schedules of exams & practical and convey to lead college.
 - h. All B.Com. and unaided courses (BMS, BMM, etc.) common time tables for cluster will be drafted by Akbar Peerbhoy College, where as Siddharth College of Arts, Sci & Comm. has taken the responsibility of preparing time tables of B.Sc. and B.A. exams.



Minutes of Chairpersons of Exam Committee of Cluster 7

Date – Tuesday 8th Dec. 2020

Time- 4:15 pm

Members present – 10

The meeting started at scheduled time. Principal Mohd. Tahir presided over as Principal of lead college.

1. Prof. Mohd. Tahir informed that the meeting was to take review of the preparations for the Dec. 2020 examination. He has informed the members present about the new circular regarding completion of Semester 1 examination by 9th Jan. 2021.
2. The following dates for commencement of examination were decided after discussion :
 - a. Semester 5 – 75: 25 marks pattern – 19th Dec. 2020 (11 am to 12 noon)
 - b. Semester 5 – 100 marks pattern – 21st Dec. 2020 (11 am to 12 noon)
 - c. Semester 3 – Regular & ATKT 100 marks – 19th Dec. 2020 (3 pm to 4 pm)
 - d. Semester 1 – Regular 100 marks – 2nd Jan. 2021 (11 am to 12 noon)
 - e. Regarding Sem. 1, 2 & 4 ATKT colleges will decide their own dates.
3. On the issue of preparation of question bank the following was decided:
 - a. By 9th Dec. 2020, colleges will share details of teachers of FY, SY & TY to be shared amongst other colleges teachers /HODs.
 - b. By 14th Dec. 2020 the group of teachers will submit the question banks for Sem 3 & 5 to the cluster head.
 - c. As per previous practice question bank will be of 250 MCQs, contributed by colleges.
 - d. Sydenham College & Elphinstone College will not be a part of Question Bank preparation of Sem. 1 & 3
4. The meeting ended with a vote of thanks to the Chair.



Minutes of Chairpersons of Exam Committee of Cluster 7

Date – Tuesday 24th Nov. 2020

Time- 4:15 pm

Members present – 10

The meeting started at scheduled time. Principal Mohd. Tahir presided over as Principal of lead college.

1. Prof. Mohd. Tahir welcomed all the members and congratulated all the members for successful completion of examination & result declaration of Oct. 2020 examinations. He then informed them about the new circular for the University about the conduct of examinations of 1st half of 2020-21 before 31st Dec. 2020. He informed them about the change in pattern of online examination, where now 50 MCQs will be asked (out of which students have to attempt minimum 40) instead of 25.
2. About the First Year examination, Prof. Mohd. Tahir informed that there was discussion in meeting with University authorities that it should be delayed since in some colleges admission was still in progress and it would be difficult to complete the syllabus by Dec. 2020 deadline. He informed the members present that the date for First Year examination the date will be communicated soon.
3. Prof. Mohd. Tahir also informed that the circular was only for UG section examinations and for conduct of PG examinations a new circular will be issued in due course of time.
4. Regarding the cluster colleges the following points were discussed and decided:
 - a. Colleges to collect database of their regular SY & TY students for conduct of examinations on similar lines as done in Oct. 2020.
 - b. Practical examination schedules can be announced and conducted online over Zoom/Meet or other platforms. The marks of the same to be forwarded to University before 24th Dec. 2020.
 - c. Colleges can frame their time-tables for conduct of FY & SY ATKTs and SY Regular Sem.3 examinations. The time-table for conduct of TY examinations will be prepared common for all cluster colleges as done in Oct. 2020.
 - d. For preparation of Question banks it was decided to follow the same method & combination of teachers from cluster colleges as was done for Oct. 2020 examinations.
 - e. It was agreed to share contact details of teachers for FY & SY subjects amongst cluster colleges for creation of question banks of respective subjects .
5. The meeting ended with a vote of thanks to the Chair.



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Minutes of Chairpersons of Exam Committee of Cluster 7

Date – Sunday, 13th Sept 2020

Time- 4 pm

Members present – 19

The meeting started at scheduled time. Principal Mohd. Tahir presided over as Principal of lead college.

He first clarified about the message on group regarding reduction of number of questions in question banks. On which he stated that he had spoken to authorities of the University but there was no such decision taken. He specified that even though the circular doesn't specify the number, 250 MCQs were stated in all University level meetings held for cluster college Principal.

Time Table of Final semester examination:

It was decided to schedule the final semester examination for Arts, Commerce & science faculty from 7th Oct. 2020, timing of papers was fixed as 11 am to 12 noon. The responsibility of drafting the time table was fixed as under:

Arts- Siddharth College

Science – Siddharth College

Commerce – Akbar Peerbhoy College

Hotel Management Institute will commence their exams from 5th Oct. 2020 and College of Home Science would commence their examination from 6th Oct. 2020. These colleges were given the liberty to draft their own time-table.

Coordinators for Question Bank:

It was decided to appoint coordinators for every subject to distribute work amongst teachers of preparing the question bank for final semester examination. This would help in reduction of load on teachers and help in better coordination. It was decided that every college Exam. Chairperson would send list of faculty of each department along with their contact numbers and optional subjects offered. The teachers from following colleges were appointed as coordinators for subjects of TYBCom – Sem. 6 :

Accounts & Tax – Akbar Peerbhoy College

Commerce- Sydenham College

Economics – Siddharth College

Computer systems – Akbar Peerbhoy College

It was decided that if a particular optional subject was available in only one college, that college would take the responsibility of preparing question bank.

For Arts faculty – Siddarth College

For Science faculty – Siddarth College & Elphinstone College.

For Professional/unaided courses responsibility was fixed as under:

BBI – Sydenham College

BMS, BSc (IT), BMM, BSc(CS) – Akbar Peerbhoy College & Siddharth College

Platform for Conducting Online Exam

There was discussion on which platform like Google form etc. to be used for conducting online examination. Various advantages and disadvantages of different platforms were discussed. It was decided that each college can select its own platform as per their requirements.

The meeting ended with a vote of thanks of Chair.



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- i. It was also agreed upon to use same question banks prepared by cluster in earlier exams (since there was no change in syllabus) and adopt the same gracing pattern which was resolved earlier by the cluster colleges.
 3. The meeting ended with a Vote of Thanks proposed by Prof. Sameer Naik.
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- Prof. Hemanth Kumar J.
I/c Principal (Lead College – Cluster 7)



Minutes of Cluster 7 Colleges meeting

Date: Friday, 3rd April 2021

Time: 5 pm

The meeting was presided over by lead college Principal Mohd. Tahir, he informed the members present about the points discussed in meeting conducted by Hon. Vice Chancellor:

- a. For Post Graduate courses Sem. 2 and Sem. 4 examinations will be conducted as per a common time-table to be given by the University. For the above examinations a common question bank will also be issued by the University from which the paper has to be set by the colleges. Colleges have to inform in writing to the Director, BOEE (directly or through the lead college) about their choice between Excel or PDF format for receiving the question bank.
- b. All other examinations to be conducted by cluster colleges as done in Dec. 2020.
- c. A special gracing committee has to be formed in each cluster with representatives from all cluster colleges to take decisions regarding grace marks allocations for the examinations to be conducted.

The following matters were discussed and decisions taken relating to cluster colleges:

- a. The same groups of teachers (as formed in Dec. 2020) to be given responsibility of preparation of question banks for Sem. 2 & 4 examinations. The questions banks for Sem. 1, 3, 5 & 6 prepared in earlier examinations (Oct. & Dec. 2020) to be used in this session.
- b. The common Time Tables for various Regular examinations will be forwarded by the lead college. Colleges can make alterations if required as per optional subjects available in their colleges. Time table for conduct of ATKT examinations of Sem. 1 & 3 to be decided by respective colleges.
- c. The dates for conduct of additional examination for students who are absent or face technical issues during Regular/ATKT exams will be decided after the completion of the said exams.
- d. Principal Mohd. Tahir assured representatives of Home Science and Hotel Management Colleges to take up their issues with Director, BOEE and obtain a solution at the earliest.

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

Minutes approved by Principal Mohd. Tahir (Lead College Principal)

