



Deccan Education Society's
Kirti M. Doongursee College
of Arts, Science and Commerce (AUTONOMOUS)
Kashinath Dhuru Marg, Dadar(W), Mumbai-400 028

Tel No. (022)-62764509 Website: kirticollege.edu.in Email: principal@kirticollege.edu.in

DATE: 01-October-2022

EXAMINATION CELL
Meeting No. EXAM/02/2022-23
MINUTES

Minutes of the meeting of Examination Cell (committee) Members held in JSKB Board Room on Thursday, 01-October-2022 at 11:00 AM.

Following Members were present:

1. Dr. P. C. Thomas – Coordinator
2. Prof. Siddhesh. R. Kadam – Joint Coordinator
3. Dr. R. B. Kawde - Member
4. Dr. M. S. Jog-Member
5. Prof. Y. S. Bhorkade- Member
6. Prof. M. V. Dhapre – Member
7. Dr. S. B. Donde- Member
8. Prof. N. V. Kharat- Member
9. Prof. Deepesh More – Member
10. Prof. A. A. Nimbekar – Member
11. Dr. Apurva Yadav- Member
12. Prof. Akshata Nayak- Member
13. Prof. P. S. Kadam- Member
14. Prof. Pooja Kamble – Member
15. Dr. S. B. Sonawale – PG Sub-Committee Member
16. Dr. D. S. Manwar – PG Sub-Committee Member
17. Dr. Jyoti Mundhe - PG Sub-Committee Member

Apology for the absence of Dr. S. B. Sonawale and Dr. Jyoti Mundhe has been recorded.

The meeting was presided over by Chairman and Principal, Dr. D. V. Pawar. Meeting commenced with welcome address by Coordinator, Dr. P. C. Thomas, followed by introductory remarks of Chairman. After Chairman's brief address, the agenda of the meeting as per the notice dated 28/09/2022 was taken for consideration as detailed under:



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Agenda:

1. To consider and approve the schedule of UG Semester-I CIA-2 Additional Examination.

The UG Semester-I Regular Unit Test (CIA-2) was held from 23rd August to 26th August 2022. Since the admission of new students to the U G Semester-I was permitted till 30th September 2022 even after the conduct of regular CIA-2; it was decided to provide the facility of Additional CIA-2 to those students who took admission after 13th August 2022. In accordance with same decision, it was proposed to schedule the **Additional CIA-2 from 17th October to 20th October 2022**. After due deliberation and discussion the same was approved. The detailed time table as given below:

2. To consider and approve the tentative Examination Schedule of PG courses for the academic year 2022-23.

The tentative Examination Schedule of PG course was incorporated in the tentative schedule of the college examinations to be held during June 2022 -December 2022. However there was a delay in the admission process to the PG Semester-I courses that caused Examination Cell to publish a revised tentative schedule of the same as detailed under:

POST GRADUATE TENTATIVE DATES

No.	Tentative Scheduled Dates	Exams	Class
1	26-SEPT-2022 TO 30-SEPT-2022	PART I + II CIA [FIRST TERM] PROJECT ALLOCATION	MA[ENG, ECO, POL. SC.] MSC[CHEM, ZOO, CS, IT, DATA SC.]
2	26-SEPT-2022 TO 30-SEPT-2022	PART I + II [FIRST TERM] CLASS TEST - ONLINE	MA[ENG, ECO, POL. SC.] MSC[CHEM, ZOO, CS, IT, DATA SC.]
3	17-OCT-2022 TO 20-OCT-2022	PART I + II First CIA [FIRST TERM] PROJECT SUBMISSION	MA[ENG, ECO, POL. SC.] MSC[CHEM, ZOO, CS, IT, DATA SC.]
4	07-DEC-2022 TO 10-DEC-2022	PART II Practical (Regular SEM III)	MSC[CHEM, ZOO, CS, IT, DATA SC.]
5	12-DEC-2022 TO 15-DEC-2022	PART I Practical (Regular SEM I)	MSC[CHEM, ZOO, CS, IT, DATA SC.]



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6	04-JAN-2023 TO 07-JAN-2023	PART II Theory (Regular SEM III)	MA[ENG, ECO, POL. SC.] MSC[CHEM, ZOO, CS, IT, DATA SC.]
7	09-JAN-2023 TO 12-JAN-2023	PART I Theory (Regular SEM I)	MA[ENG, ECO, POL. SC.] MSC[CHEM, ZOO, CS, IT, DATA SC.]

3. To consider and finalize the Duties and Responsibilities pertaining to the Examinations to be held during the academic year 2022-23.

The Duties and Responsibilities of Examination Cell Members and the Support staff pertaining to the Examinations to be held during the academic year 2022-23 were taken up for discussion as detailed under. The same has been approved after due deliberations.

No.	Exam Duty/Responsibility	Assignee
1	<ul style="list-style-type: none">Preparing & Displaying Exam Time Tables	1. Prof. Siddhesh Kadam 2. Dr. R.B. Kawde
2	<ul style="list-style-type: none">Preparing & Displaying Senior/Junior Supervisors Charts.Maintaining the daily attendance sheets.	1. Dr. M. S. Jog 2. Prof. Akshata Nayak
3	<ul style="list-style-type: none">Preparation and distribution of appointment letters for Jr. & Sr. Supervisors.	1. Dr. P. C. Thomas 2. Prof. Apurva Yadav 3. All /as required
4	<ul style="list-style-type: none">Collection of manuscripts.Downloading the PDF.Taking final printout.Labelling.Arranging them day wise.Handing them over for taking required copies.Filing original Q. Papers.	U G COURSES 1. Prof. Medha Dhapre. 2. Prof. Nitin Kharat. 3. Prof. Y. S. Bhorkade. 4. Prof. Deepesh More. 5. Dr. S. B. Donde (CBZ). 6. Prof. A. A. Nimbekar (PSM). 7. Dr. P. S. Kadam. 8. Prof. Pooja Kamble.



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		P G COURSES
5	<ul style="list-style-type: none">Collection of manuscripts.Downloading the PDF.Taking final printout.Labelling.Arranging them day wise.Handing them over for taking required copies.Filing original Q. Papers.	<ol style="list-style-type: none">Dr. Apurva Yadav (CS & IT)Prof. M. V. Dhapre (Pol. Sc.)Dr. S. B. Donde (Zoology)Dr.S. B. Sonawale (Chemistry)Dr. D. S. Manwar (Economics)Dr. Jyoti Mundhe (English).
6	<ul style="list-style-type: none">Printing Machine Operation	<ol style="list-style-type: none">Mr. Bala FalkeMr. Akshay Palekar
7	<ul style="list-style-type: none">Q. Paper Stapling & Sorting	<ol style="list-style-type: none">Mr. Rupwate,Mr. Rupesh MoreMr. Raju WadekarMr. Aniket BhavariMr. Praful Parab
8	<ul style="list-style-type: none">Preparation of folders for exam blocksCounting the Q. paper copiesSegregating them block wise on previous day.	<ol style="list-style-type: none">All / as requirement.
9	<ul style="list-style-type: none">Supervision of class room cleanliness	<ol style="list-style-type: none">Mr. Sopan More.
10	<ul style="list-style-type: none">Numbering on the desks of exam blocksEnsuring their order.	<ol style="list-style-type: none">Mr. Prakash KijbileMr. Harish RathodMr. Amit VastMr. Sagar Tambe
11	<ul style="list-style-type: none">Arranging Stationary.Coordinating Supporting Staff.Maintaining the record of answer books.	<ol style="list-style-type: none">Mr. Prakash KijbileMr. Amit Vast
12	<ul style="list-style-type: none">Sorting of answer books in staff room.Carrying them to CAP centre.	<ol style="list-style-type: none">Mr. Rupwate,Mr. Rupesh MoreMr. Raju WadekarMr. Aniket BhavariMr. Praful Parab
13	<ul style="list-style-type: none">Support staff on floor duty on the day of exam	<ol style="list-style-type: none">1.7= 12nd Floor = 43rd Floor = 4E3+E4= Mr. PrashJSKB1-5= Mr.Manoj S. + Mr. Rohit Gabale
14	<ul style="list-style-type: none">Maintaining the attendance record of students	<ol style="list-style-type: none">Mr. Amit Vast



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		2. Mr. Harish Rathod
15	<ul style="list-style-type: none">Distribution of answer books for assessment from CAP centre	1. Mr. Bala Falke. 2. Ms. Karuna Worlikar
16	<ul style="list-style-type: none">Monitoring the Assessment & Moderation Works of SFS	1. Prof. Siddhesh Kadam
	<ul style="list-style-type: none">Monitoring the Assessment & Moderation Works of Aided section.	2. Dr. R. B. Kawde. 3. Dr. P. C. Thomas.

4. Any other matter/s with the permission of chair.

(A) STAFF ORIENTATION: It was proposed to organize an orientation session w.r.t. conduct of upcoming Sem-III & Sem-V (BCOM) examinations for both teaching and support staff. The same would be organized on Tuesday, 4th October 2022 at 12 Noon for teaching staff and thereafter for support staff in Auditorium (0.8)
The meeting concluded at 1.00 PM.

Dr. P. C. Thomas
Coordinator, EXAMINATION CELL