



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: 25-January-2023

EXAMINATION CELL
Meeting No. EXAM/04/2022-23
MINUTES

Minutes of the meeting of Examination Cell Committee Members held in JSKB Board Room on
Wednesday, 25-January-2023 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. Dr. Apurva Yadav- Member
11. Prof. Akshata Nayak- Member
12. Prof. P. S. Kadam- Member
13. Prof. Pooja Kamble – Member
14. Dr. S. B. Sonawale – PG Sub-Committee Member
15. Dr. D. S. Manwar – PG Sub-Committee Member
16. Dr. Jyoti Mundhe - PG Sub-Committee Member
17. Prof. Janhavi Kolte-PG Sub-Committee Member

Apology for the absence of Prof. Nitin Kharat, Prof. M. V. Dhapre has been recorded.



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The meeting was presided over by Vice Principal, Dr. R. B. Kawde. Meeting commenced with welcome address by Coordinator, Dr. P. C. Thomas. After that the agenda of the meeting as per the notice dated 22/01/2023 was taken for consideration as detailed under:

Agenda:

1. To present, discuss and approve the tentative Examination Planner for the Second Term of the Academic Year 2022-23.

REGULAR SECOND YEAR TENTATIVE DATES

No.	Tentative Scheduled Dates	Exams	Class
1	16-JAN-2023 TO 20-JAN-2023	SY First CIE [2 nd TERM] – ONLINE	SYBA, SYBCOM, SYBSC, SYCS, SYIT, SYBT, SYBAF, SYBMS, SYBAMMC
2	14-FEB-2023 TO 17-FEB-2023	SY SF-Internal Exams [25 Marks] – Second CIE - OFFLINE	SYCS, SYIT, SYBT, SYBAF, SYBMS, SYBAMMC
3	14-FEB-2023 TO 17-FEB-2023	SYBSC [Mathematics - Internals] - Second CIE – OFFLINE	SYBSC [Mathematics]
4	14-FEB-2023 TO 17-FEB-2023	SY Second CIE [2 nd TERM] – ONLINE	SYBA, SYBCOM, SYBSC
5	21-FEB-2023 TO 28-FEB-2023	SY FC Projects Submissions	SYBA, SYBCOM, SYBSC
6	01-MAR-2023 TO 13-MAR-2023	Practical (Regular SEM IV)	SYBSC, SYCS, SYIT, SYBT
7	14-MAR-2023 TO 28-MAR-2023	Theory (Regular SEM IV)	SYBA, SYBCOM, SYBSC, SYCS, SYIT, SYBT, SYBAF, SYBMS, SYBAMMC

REGULAR THIRD YEAR TENTATIVE DATES

No.	Tentative Scheduled Dates	Exams	Class
1	16-JAN-2023 TO 20-JAN-2023	TY First CIE [2 nd TERM] - ONLINE	TYBA, TYBCOM, TYBSC, TYCS, TYIT, TYBT, TYBAF, TYBMS, TYBAMMC



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2	14-FEB-2023 TO 17-FEB-2023	TY SF-Internal Exams [25 Marks] - Second CIE – OFFLINE	TYCS, TYIT, TYBT, TYBAF, TYBMS, TYBAMMC
3	14-FEB-2023 TO 17-FEB-2023	TYBSC [Mathematics - Internals] - Second CIE – OFFLINE	TYBSC [Mathematics]
4	14-FEB-2023 TO 17-FEB-2023	TY Second CIE [2 nd TERM] – ONLINE	TYBCOM, TYBSC
6	15-MAR-2023 TO 25-MAR-2023	TYBA PAPER 6 & 9 Projects	TYBA
7	14-MAR-2023 TO 24-MAR-2023	Practical (Regular SEM VI)	TYBCOM , TYBSC, TYCS, TYIT, TYBT
8	29-MAR-2023 TO 11-APR-2023	Theory (Regular SEM VI)	TYBA, TYBCOM, TYBSC, TYCS, TYIT, TYBT, TYBAF, TYBMS, TYBAMMC

REGULAR FIRST YEAR TENTATIVE DATES [AUTONOMOUS]

No.	Tentative Scheduled Dates	Exams	Class
1	16-JAN-2023 TO 20-JAN-2023	FY First CIA [2 nd TERM] ASSIGNMENT ALLOCATION	FYBA, FYBCOM, FYBSC, FYCS, FYIT, FYBT, FYBAF, FYBMS, FYBAMMC
2	21-FEB-2023 TO 24-FEB-2023	FY Second CIA [2 nd TERM] CLASS TEST - OFFLINE	FYBA, FYBCOM, FYBSC, FYCS, FYIT, FYBT, FYBAF, FYBMS, FYBAMMC
3	21-MAR-2023 TO 28-MAR-2023	FY First CIA [2 nd TERM] ASSIGNMENT SUBMISSION	FYBA, FYBCOM, FYBSC, FYCS, FYIT, FYBT, FYBAF, FYBMS, FYBAMMC
4	29-MAR-2023 TO 11-APR-2023	Practical (Regular SEM II)	FYBSC, FYCS, FYIT, FYBT
5	12-APR-2023 TO 21-APR-2023	Theory (Regular SEM II)	FYBA, FYBCOM, FYBSC, FYCS, FYIT, FYBT, FYBAF, FYBMS, FYBAMMC

2022-23 & PREVIOUS BATCHES ATKT EXAM TENTATIVE DATES

No.	Tentative Scheduled Dates	Exams	Class
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1	01-FEB-2023 TO 10-FEB-2023	Theory + Practical – ATKT FORM FILLING [SEM I, II, III, IV, V, VI] [100 marks pattern (CURRENT) + 7525 marks pattern (OLD) + 6040 Autonomy Pattern (SEM I)]	FIRST YEAR KT Students SECOND YEAR KT Students THIRD YEAR KT Students [2022-23 batch & previous batches]
2	21-FEB-2023 TO 28-FEB-2023	Theory (ATKT SEM V) 2:45PM TO 5:45PM	TYBA, TYBCOM, TYBSC, TYCS, TYIT, TYBT, TYBAF, TYBMS, TYBAMMC
3	01-MAR-2023 TO 13-MAR-2023	Theory (ATKT SEM III) 2:45PM TO 5:45PM	SYBA, SYBCOM, SYBSC, SYCS, SYIT, SYBT, SYBAF, SYBMS, SYBAMMC
4	14-MAR-2023 TO 28-MAR-2023	Theory (ATKT SEM I) 11:30AM TO 01:30PM	FYBA, FYBCOM, FYBSC, FYCS, FYIT, FYBT, FYBAF, FYBMS, FYBAMMC
<p>[NOTE: Timetable will be prepared ONLY for SUBJECTS applied by students in ATKT Exam FORM [100 marks pattern (CURRENT) + 7525 marks pattern (OLD) + 6040 Autonomy Pattern (SEM I)]</p>			
5	14-MAR-2023 TO 28-MAR-2023	Theory (ATKT SEM IV) [with current batch Regular SEM IV Students]	FIRST YEAR KT Students SECOND YEAR KT Students THIRD YEAR KT Students [2022-23 batch & previous batches]
	12-APR-2023 TO 21-APR-2023	Theory (ATKT SEM II) [with current batch Regular SEM II Students]	
6	24-APR-2023 TO 28-APR-2023	ATKT Practical Exams [SEM I TO V]	ALL ATKT STUDENTS

POST GRADUATE TENTATIVE DATES

No.	Tentative Scheduled Dates	Exams	Class
1	06-FEB-2023 TO 10-FEB-2023	PART I + II CIA [FIRST TERM] PROJECT ALLOCATION	MA[ENG, ECO, POL. SC.] MSC[CHEM, ZOO, CS, IT, DATA SC.]
2	01-MAR-2023 TO 04-MAR-2023	PART I + II [FIRST TERM] CLASS TEST - ONLINE	MA[ENG, ECO, POL. SC.] MSC[CHEM, ZOO, CS, IT, DATA SC.]
3	24-APR-2023 TO 28-APR-2023	PART I + II First CIA [FIRST TERM] PROJECT SUBMISSION	MA[ENG, ECO, POL. SC.] MSC[CHEM, ZOO, CS, IT, DATA SC.]



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4	30-MAY-2023 TO 02-JUN-2023	ATKT MA + MSC [SEM III + SEM I]	MA[ENG, ECO, POL. SC.] MSC[CHEM, ZOO, CS, IT, DATA SC.]
5	06-JUN-2023 TO 09-JUN-2023	PART II Theory (Regular SEM IV)	MA[ENG, ECO, POL. SC.] MSC[CHEM, ZOO, CS, IT, DATA SC.]
6	06-JUN-2023 TO 09-JUN-2023	PART I Theory (Regular SEM II)	MA[ENG, ECO, POL. SC.] MSC[CHEM, ZOO, CS, IT, DATA SC.]
7	12-JUN-2023 TO 15-JUN-2023	PART II Practical (Regular SEM IV)	MSC[CHEM, ZOO, CS, IT, DATA SC.]
8	16-JUN-2023 TO 20-JUN-2023	PART I Practical (Regular SEM II)	MSC[CHEM, ZOO, CS, IT, DATA SC.]

After due deliberation and discussions, the tentative Examination Planner for the Second Term of the Academic Year 2022-23 was approved unanimously.

2. To present, discuss and finalize the schedule of upcoming UG- Examinations.

SEM 1 TO SEM 6 - REGULAR & ATKT - FEB + MAR + APR 2023 - TENTATIVE PLAN

21st Feb to 28th Feb	ATKT SEM 5	0245pm to 0545 pm (2.1 to 2.12)
1st Mar to 13th Mar	ATKT SEM 3	0245pm to 0545 pm (2.1 to 2.12)
14th Mar to 28th Mar	REG SEM 4	0800am to 1100 am (2nd flr + 3rd flr)
14th Mar to 28th Mar	ATKT SEM 1	1130am to 0130 pm (2.1 to 2.12)
29th Mar to 11th Apr	REG SEM 6	0800am to 1100 am (AIDED 2nd + 3rd flr)
29th Mar to 11th Apr	REG SEM 6	1130am to 0200 pm (SFC 2nd + 3rd flr)
12th Apr to 21st Apr	REG SEM 2	0800am to 1000 am (AIDED 2nd + 3rd flr)
12th Apr to 21st Apr	REG SEM 2	1030am to 1230 am (SFC 2nd + 3rd flr)

After due deliberation and discussions, the schedule of upcoming UG- Examinations was approved unanimously.

3. To present, discuss and approve the Examination Ordinances.

Refer to the annexure for details.

4. To consider and finalize the Duties and Responsibilities pertaining the Examinations to be held during the Second Term of the Academic Year 2022-23.

No.	Exam Duty/Responsibility	Assignee
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1	<ul style="list-style-type: none"> Preparing & Displaying Exam Time Tables 	<ol style="list-style-type: none"> Prof. Siddhesh Kadam Dr. R. B. Kawde
2	<ul style="list-style-type: none"> Preparing & Displaying Senior/Junior Supervisors Charts. Maintaining the daily attendance sheets. 	<ol style="list-style-type: none"> Dr. Akshata Nayak Mr. Deepesh More Ms. Janhavi Kolte
3	<ul style="list-style-type: none"> Preparation and distribution of appointment letters for Jr. & Sr. Supervisors. 	<ol style="list-style-type: none"> Dr. P. C. Thomas Dr. Apurva Yadav All /as required
4	<ul style="list-style-type: none"> Collection of manuscripts [Hard Copy] in given template. Times New Roman for English/ Unicode for Devnagri, SIZE: 12 SPACING: 1pt Labelling. Arranging them day wise. Handing them over for taking required copies. Filing original Q. Papers. 	<p style="text-align: center;">U G COURSES</p> <ol style="list-style-type: none"> Prof. Medha Dhapre. Prof. Nitin Kharat. Prof. Y. S. Bhorkade. Prof. Deepesh More. Dr. S. B. Donde (CBZ). Dr. M. S. Jog (PSM). Dr. P. S. Kadam (CS, IT & BAF). Prof. Pooja Kamble (Biotech & BMS).
5	<ul style="list-style-type: none"> Collection of manuscripts [Hard Copy] in given template. Times New Roman for English/ Unicode for Devnagri, SIZE: 12 SPACING: 1pt Labelling. Arranging them day wise. Handing them over for taking required copies. Filing original Q. Papers. 	<p style="text-align: center;">P G COURSES</p> <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 Falke Mr. Akshay Palekar
7	<ul style="list-style-type: none"> Q. Paper Stapling & Sorting 	<ol style="list-style-type: none"> Mr. Praful Parab Mr. Bala Falke Mr. Akshay Palekar
8	<ul style="list-style-type: none"> Preparation of folders for exam blocks Counting the Q. paper copies Segregating 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 blocks Ensuring their order. 	<ol style="list-style-type: none"> Mr. Prakash Kijbile Mr. Harish Rathod Mr. Amit Vast



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		4. Mr. Sagar Tambe
11	<ul style="list-style-type: none">• Arranging Stationary.• Coordinating Supporting Staff.• Maintaining the record of answer books.	1. Mr. Prakash Kijbile 2. Mr. Amit Vast
12	<ul style="list-style-type: none">• Sorting of answer books in staff room.• Carrying them to CAP centre.	1. Mr. Rupwate, 2. Mr. Rupesh More 3. Mr. Raju Wadekar 4. Mr. Aniket Bhavari 5. Mr. Praful Parab 6. Mr. Rajesh Nakashe 7. Mr. Vijay Kamble
13	<ul style="list-style-type: none">• Support staff on floor duty on the day of exam	1. 1.7= 1 2. 2 nd Floor = 4 3. 3 rd Floor = 4 4. E3+E4= Mr. Prash 5. JSKB1-5= Mr. Manoj S. + Mr. Rohit Gabale
14	<ul style="list-style-type: none">• Maintaining the attendance record of students	1. Mr. Amit Vast 2. Mr. Harish Rathod
15	<ul style="list-style-type: none">• Distribution of answer books for assessment from CAP centre	1. Mr. Tushar Jadhav 2. Mr. Bala Falke. 3. Ms. Karuna Worlikar 4. Mr. Sandesh Sawant
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.
17	<ul style="list-style-type: none">• Generating all notices of EXAM CELL & sending them to departments, displaying the hard copy on notice board & filing them in folders.• Receiving the documents submitted by the departments and keeping their records.• Verification of Theory and Practical Exam time tables, sending to departments, displaying the hard copy on notice board & filing them in folder.• Preparing block wise charts for seating arrangement of Theory Examinations.• CAP centre- Distribution of answer books and record keeping (AIDED & SFC) of Regular, additional & ATKT exams. (Mr. Bala & Ms. Karuna will assist).• Preparation of Examination Bills-Theory and Practical exams (including verification of assessed	1. Mr. Tushar Jadhav.



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	<p>papers).</p> <ul style="list-style-type: none">• Preparation of Letters and Bills (TA&DA) for External Moderators.• Preparation Mark sheets with conversion of Marks (7 point to 10 point & Grade to Marks).• OFFLINE ATKT- preparation of notice, forms, mark sheets & final result preparation.	
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5. Any other matter/s with the permission of chair.

A) Additional Exam Norms (Medical Application):

At present, the additional exam facility given to the students on account of medical ground is without charging any fee. Since college bears the expenses for the same, a proposal has come to amend the rule so as to levy a reasonable fee against this facility. However, members have unanimously decided not to amend the present criterion.

The meeting concluded at 12.30 PM.

Dr. P. C. Thomas

Coordinator, EXAMINATION CELL