



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: 27-February-2023

EXAMINATION CELL
Meeting No. EXAM/05/2022-23
MINUTES

Minutes of the Special meeting of Examination Cell Committee Members held in Examination Cell (Office) on Monday, 27-February-2023 at 10:00 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. Dr. S. B. Donde- Member
7. Prof. N. V. Kharat- Member
8. Prof. Deepesh More – Member
9. Prof. Akshata Nayak- Member
10. Prof. P. S. Kadam- Member
11. Prof. Pooja Kamble – Member
12. Dr. S. B. Sonawale – PG Sub-Committee Member
13. Dr. Jyoti Mundhe - PG Sub-Committee Member
14. Prof. Janhavi Kolte-PG Sub-Committee Member

Apology for the absence of Prof. Apurva Yadav and Prof. M. V. Dhapre has been recorded.

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 24/02/2023 was taken for consideration as detailed under:



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Agenda:

1. To consider the serious misconduct of Examination duties by Prof. M. B. Chavan during the Examinations held in October-November 2022.

Following facts have been brought to the notice of Examination Cell pertaining to the First Year BA & BCOM Semester-I and Second Year BA Semester-III Examinations held in Oct and Nov 2022 by Head, Department of English:

1) SYBA-SEM-III Examination:

As per the record, Prof. M. B. Chavan has collected SYBA paper-III (SEM-III) answer books for assessment from CAP centre on 22/10/2022 and later on collected the mark list of the same as well. The last date for submission of the mark list was 2nd December 2022. Through two emails, dated 1st and 10th December she was intimated of the same by the HOD, Dr. J. S. Mundhe. But both emails were not replied by her. She also kept the Head of English department and Examination Cell clueless about her leave of absence as well as the status of assessment.

Hence, HOD Dr J. S. Mundhe collected the bundle of answer sheets from the departmental cupboard. With the consent of Examination Cell, a new mark list was generated from the ERP section as the mark list wasn't available with the answer books. While HOD was trying to prepare a mark list with the help of Prof. S. S. Bamane, four answer books were found missing and the same was duly reported to the exam cell. On 24th December she informed the CAP center that those 4 papers were with her but didn't hand them over on the same day. She handed over those 4 answer sheets to CAP centre on 2nd Jan, 2023.

In the meeting held with office bears of the College on 8th February 2023, she stated that those 4 answer books were left at the top of the cupboard as she had forgotten the keys of the departmental cupboard. It's been more than a month that the answer sheets were left unattended and unreported which amounts to serious negligence. As a responsible faculty, either the said answer books should have been kept in her personal locker or handed over to the CAP centre in due course.

2) FYBA & FYBCOM Semester-I Examinations:

Prof. M. B. Chavan was the tutorial teacher of Communication Skills in English for FYBA, B3 B4, C3, C4, and FYBCOM C3, C4 batches and all the students of English optional paper. Hence, she was supposed to collect assignments from those students and conduct Viva. The last date for the submission of the mark list was 5th December 2022. Since she failed to enter the marks of her students, HOD along with Prof. Gauri Sarda and Prof. S. S. Bamane prepared the final mark list. They searched in the departmental



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cupboard but found only unit test papers and no hard copy of assignments collected by her. All mark lists were kept with Ms. Sujata Kharat in ERP centre. Later when she entered the marks of internal (assignments), many students were shown to be absent.

After the results were declared few students approached HOD and gave applications stating that though they appeared for the Unit test, and submitted assignments to her, they have failed in internals. When enquired about it in the meeting held on 8th February 2023, her answer was- "I had kept all assignments in the departmental cupboard and how come only four assignments missing from that". But surprisingly she didn't report this whole matter to the Principal or Exam chairperson before the meeting.

In the meeting held on 8th February 2023, she was asked to give an explanation to the Principal in writing regarding the above mentioned laxity and irresponsibility towards the examination duties assigned to her. In her reply of e-mail to the Principal dated 8th February 2023, she not only failed to give any convincing reason for her laxity, but levelled inappropriate allegations. In case of SYBA Sem III examination, the missing answer books and their reappearance amounting to intentional mischief so as to trouble the concerned authority. Whereas, in case of FYBA & FYBCOM Semester-I Examinations, the intensity of misconduct had reached a higher level wherein she marked the students absent even after they submitted their assignments in time. On the top of that their submitted assignments remain untraceable.

The above listed findings reflect serious faults in doing the examination duties assigned to her. As per the provision made in the Maharashtra Public University Act, 2016 u/s 48 (4), it shall be obligatory on every teacher of the affiliated Autonomous colleges to render necessary assistance and service in respect of examination and evaluation of students as prescribed by statutes. If any teacher fails to comply with order of the college in this respect, it shall be treated as misconduct and liable for disciplinary action. The concerned authority shall have the power to take an appropriate action against her.

The said imprudence from her end compelled the Examination Cell to take disciplinary action against her. Therefore, it was proposed in the meeting to pass a resolution so as to authorize concerned authority to blacklist Prof. M. B. Chavan from all the works pertaining to the conduct of examinations except Junior Supervision duties with immediate effect till further review and intimation.



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Resolution:

In view of the above stated facts, it is resolved that Prof. M B Chavan shall be blacklisted from all the works pertaining to the conduct of examinations, except Junior Supervision duties with immediate effect till further review and intimation.

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

No issue was raised under any other matter with the permission of chair.

Therefore, the meeting concluded at 11.30 AM with vote of thanks proposed by Dr. P. C. Thomas.

Dr. P. C. Thomas

Coordinator, EXAMINATION CELL