Meeting Schedule Time :		4.00 p.m.		Starting Time :	5.00 p.m.
Meeting of	Exam Cell	Meeting No.	9	Held on	4th Aug, 2020

Faculty Members Present: Principal Dr.Rohini Kelkar, Vice Principal Prof. Asif R, Vice Principal Prof. Vijay G, Prof. Ujwala Sav, Prof. Kimaya S, Prof. Abhijit Rane, Prof.Snehal Tandale & Prof. Leena Jadhav,Prof. Hrishikesh Tendulkar ,Mr. Girish Gokhale

Summary				
	Last Meeting Item Nos.		Weekly Item Nos.	Total
Details	Meeting No. : Total No. of. Items :		Report for week ending	
Not Started				
In progress				
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Standard Item				
LMC Date				
GB Dates				

Sr. No.	Minutes of Meeting	Resp.	Target Date
1	Sem 2 and Sem 4 Regular enrollment and ERP result to be processed.	Exam cell	20th August
2	Separate component to be created for ATKT students for Enrollment of Sem 2 and Sem 4 ATKT examination.	Ujwala S	30th August
3	Sem 5and 6 ATKT university share	Ujwala S	6th August
4	Send the M.Com. university share note to principal mam	Ujwala S	4th August
5	M,Sc, IT note to be prepared	Ujwala S	14th August
6	Verification of a student done on basis of marksheet	Yogita A	8th August
7	Provisional Certificate is provided to Abhijit Jahagirdar parent	Ujwala S	8th August
8	One student issue to be solved	Gokhale sir	11th August
9	Lower Examination grade data again to be circulated to students and attend and get it done student enquires.	Kimaya,Leena, Abhijeet, Snehal	16th August
10	BScIT Sem 3 ATKT result issue to be solved	Kimaya Shelar	10th August
11	Final Year Internal marks Hard copy to be sent with the its two Students marks (whose marks are not seen in the final mark sheet). Prepare separate letter and send it to the university.	Kimaya, Abhijeet, Leena, Snehal	16th August

Criteria I : Curricular Aspects

Meeting Schedule Time :		04.00 PM		Starting Time :	04.00 PM
Meeting of	Exam Cell	Meeting No.	03	Held on	5th June 2020

Faculty Members Present: Principal Dr.Rohini Kelkar, Vice Principal Prof. Asif R, Vice Principal Prof. Vijay G, Prof. Ujwala Sav, Prof. Kimaya Shelar, Prof. Abhijit Rane, Prof. Snehal Tandale , Prof. Leena Jadhav, Prof. Hrishikesh Tendulkar & Mr. Gokhale.

Summary				
	Last Meeting Item Nos.		Weekly Item Nos.		Total
Details	Meeting No. : Total No. of. Items :			Report for week ending	
Not Started					
In progress					
Done					
Drop					
Standard Item					
LMC Date					
GB Dates					

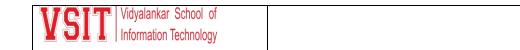| Sr. No.	Minutes of Meeting	Resp.	Target Date
1	University circular to be post on College Website.	Exam Cell	16-6-2020
2	Repeat Midterm Exam to be conducted between 8th June to 14th June. After that respective HOD send Internal marksheet to exam cell Email ID	HOD	16-6-2020
3	Prepare a gazette format with average of previous semester for All course as per the rules declared by University of Mumbai.	Exam Cell	20-6-2020
4	BSc IT and MSc IT & other course practical subject consider practical marks if we conduct that subject practical and if we do not conduct one of the subject practical then take average considering all other subjects.	All	16-6-2020
5	MSc IT student Jayshree internal marks updating process done and further communication done after lockdown is open	Gokhale Sir	30-06-2020
6	Announcement to all students about promoted next semester and give notification about pending subjects in previous semester.	Exam Cell	16-06-2020
7	All previous gazette uploaded into OneDrive and share to hey exam cell in charge for verification of Alumni Students	Hrishikesh T	10-06-2020

Criteria I : Curricular Aspects

Meeting Schedule Time :			5.00 P.M.		Starting Time :	5.00 P.M.
Meeting of	Exam Cell		Meeting No.	Dec-01	Held on	09th December,2020

Faculty Members Present: Principal Rohini Kelkar,Vice Principal Asdif R, Vice Principal Mr. Vijay Gawde, Prof. Ujwala Sav,Prof. Leena Jadhav, Prof. Kimaya Shelar, Prof. Abhijit Rane, Prof Hrishikesh T.

Summary				
	Last Meeting Item Nos.		Weekly Item Nos.	Total
Details	Meeting No. : Total No. of. Items :		Report for week ending	
Not Started				
In progress				
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Standard Item				
LMC Date				
GB Dates				

Sr. No.	Minutes of Meeting	Resp.	Target Date
1	Commencement of Regular/ATKT Sem 3 and Sem 5 Exams from 23rd December to 31st December	Exam Cell	23rd Dec- 31st Dec
2	Timings of exams for Sem 5 9.00 a.m. – 10.00 a.m. and 11.00 a.m. to 12.00 noon Timings of exams for Sem 3 1.00 p.m. – 2.00 p.m. and 3.00 p.m. to 4.00 p.m. Morning Slot courses- BScIT and BAF Afternoon Slot courses – BMS/BBI/BFM/BMMC	Exam Cell	
3	Commencement of ATKT exam of Sem 2 and 4 from 19th December onwards	Exam Cell	19th Dec
4	Sem 1 , 3 and 5 form filling note to be prepared	Ujwala S.	
5	BAF syllabus issue to be mailed to Devendra P	Ujwala S.	
6	BMS and BMM PRN number entry in Marksheet	Kimaya S.	
7	Common Notice to be prepared with all instructions regarding the review and uploading of marksheet	Ujwala S.	
8	Inward all students of F division on university portal	Leena J	
9	Remuneration note to be prepared	Ujwala S.	

Criteria I : Curricular Aspects

10	Old Gazettes reduction and Xerox to be done	Exam Cell	
11	First Year midterm Commerce/Management- Class test to be taken BScIT- Will decide and inform	Ujwala S, Vijay G, Asif R	
12	Marksheet should be given to the student only when he/she comes to college	Exam Cell	
13	Gazettes to be uploaded on website	Exam Cell	

Criteria I : Curricular Aspects

Meeting Schedule Time :	3.00 PM		Starting Time :	4.00 PM
Meeting of	Exam Cell	Meeting No.	05	Held on	14th February, 2020

Faculty Members Present: Principal Rohini Kelkar,Vice Principal Asif R, Vice Principal Mr. Vijay Gawde, Prof. Ujwala Sav,Prof. Leena J, Prof. Kimaya S, Prof. Abhijit Rane, Prof Snehal T

Summary				
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Details	Meeting No. : Total No. of. Items :		Report for week ending	
Not Started				
In progress				
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Standard Item				
LMC Date				
GB Dates				

Sr. No.	Minutes of Meeting	Resp.	Target Date
1	BMS ordinance issue pending-Condonation Case	Abhijit R	20/02/2020
2	OTP based login on DU portal – Send username and password to Asif Sir	Ujwala S	20/02/2020
3	Note prepared and signed for Master's course and now waiting for cheque	Ujwala S	22/02/2020
4	Inward all the students of Sem V & VI of all courses	Ujwala S	
5	Do not inward students of Sem II who have not paid fees	Exam Dept	
6	Midterm answer papers of all courses submission to Exam Cell	Exam Dept	29/02/2020
7	Commencement of Repeat Midterm exam will be held during regular semester end exams	Exam Dept	16/03/2020
8	Commencement of First Year exam for BMS/BAF/BBI/BFM/BMM	Abhijit R,Leena J,Snehal T	16/03/2020
9	Commencement of Second Year exam for BMS/BAF/BBI/BFM/BMM	Abhijit R,Leena J,Snehal T	17/03/2020
10	Commencement of First Year exam for BScIT	Kimaya S	20/03/2020
11	Commencement of Second Year exam for BScIT	Kimaya S	21/03/2020

Criteria I : Curricular Aspects

12	Internal Marksheet Blank to be given to HOD	Exam Dept	
13	Commencement of Paper printing for End Semester Exam by DPEDS by Rupesh for Sem II and IV	Ujwala S	24/02/2020 onwards
14	Commencement of ATKT Exam for Sem I &III for all courses	Exam Dept	22/02/2020

Criteria I : Curricular Aspects

Meeting Schedule Time :		2.30 P.M		Starting Time :		2.30 PM
Meeting of	Exam Cell	Meeting No.	13	Held on		15th Jan, 2020

Faculty Members Present: Principal Dr.Rohini Kelkar, Vice Principal Prof. Asif R, Vice Principal Prof. Vijay G, Prof. Ujwala Sav, Prof. Kimaya S, Prof. Abhijit Rane, Prof.Snehal Tandale & Prof. Leena Jadhav.

Summary				
	Last Meeting Item Nos.		Weekly Item Nos.	Total
Details	Meeting No. : Total No. of. Items :		Report for week ending	
Not Started				
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Standard Item				
LMC Date				
GB Dates				

Sr. No.	Minutes of Meeting	Resp.	Target Date
1	Midterm Examination for BMM(Sem VI) & BFM (Sem IV)will start from 8th February 2020	Leena J	16/1/2020
2	For BMS and BSc IT Midterm examination ,Paper setter has to set 4 sets of paper (20 questions in each set)	Kimaya S,Abhijeet R.	20/1/2020
3	Sem I and Sem III ATKT Examination will start from 22nd February 2020.Sem I Examination will be in the Morning session and Sem III will be in the afternoon session.	ALL	
4	BSc IT Practical Examination for Sem II and Sem IV will start from 16th March 2020.	ALL	
5	Tentative date for regular Examination of all courses will be 20th March 2020.There will be alternate paper for Sem II and Sem IV theory Examination. Timing will be 10.30 A.M. to 1P.M.	ALL	
6	Paper Setting will be done in Midterm Week, i.e. 10th Feb 2020 to 15th Feb 2020	ALL	15/2/2020
7	Course and semester wise appointment letter to be sent to all paper setters.	Ujwala S.	8/2/2020
8	Soft copy of question paper to be collected for Account subject from faculty for End semester examination.	Ujwala Sav	15/2/2020
9	Sem I and Sem III Marksheet distribution will be in Midterm week i.e. 10th Feb 2020 to 15th Feb 2020	Exam Cell	15/2/2020

Criteria I : Curricular Aspects

Meeting Schedule Time :		04.00 PM		Starting Time :	04.00 PM
Meeting of	Exam Cell	Meeting No.		Held on	15th July 2020

Faculty Members Present: Vice Principal Prof. Asif R, Vice Principal Prof. Vijay G, Prof. Ujwala Sav, Prof. Abhijit Rane, Prof.Snehal Tandale , Prof. Leena Jadhav, Prof. Hrishikesh Tendulkar & Mr. Gokhale.

Summary					
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Details	Meeting No. : Total No. of. Items :			Report for week ending	
Not Started					
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Standard Item					
LMC Date					
GB Dates					

Sr. No.	Minutes of Meeting	Resp.	Target Date
1	BBI Sem 4 result processed on ERP		Done
2	Result Declaration to be done on Website for the students who have been Promoted Following are the details of result declaration: - BBI/ BAMMC/ BMM 20/07/2020 BFM 21/07/2020 BMS 22/07/2020 BAF 23/07/2020 BScIT 24/07/2020	Respective faculty	
3	Results of students those who were Absent or Failed is to be reserved and their result will be displayed after ATKT result declaration	Respective faculty	
4	Marks entry of Sem 2 and Sem 4 for remaining course in ERP	Respective faculty	
5	Third year internal marksheet uploading on University portal	Respective faculty	29/07/2020
6	Inward issues solving	Respective faculty	28/07/2020

Criteria I : Curricular Aspects

Meeting Schedule Time :		04.00 PM		Starting Time :	04.00 PM
Meeting of	Exam Cell	Meeting No.		Held on	15th July 2020

Faculty Members Present: Vice Principal Prof. Asif R, Vice Principal Prof. Vijay G, Prof. Ujwala Sav, Prof. Abhijit Rane, Prof.Snehal Tandale , Prof. Leena Jadhav, Prof. Hrishikesh Tendulkar & Mr. Gokhale.

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Standard Item					
LMC Date					
GB Dates					

Sr. No.	Minutes of Meeting	Resp.	Target Date
1	BBI Sem 4 result processed on ERP		
2	Result Declaration to be done on Website for the students who have been Promoted	ALL	
3	Marks entry of Sem 2 and Sem 4 for remaining course		
4	Third year internal marksheet uploading on University portal	ALL	
5	Inward issues soved	ALL	

Criteria I : Curricular Aspects

Meeting Schedule Time :		04.00 PM		Starting Time :	04.00 PM
Meeting of	Exam Cell	Meeting No.	04	Held on	16th June 2020

Faculty Members Present: Vice Principal Prof. Asif R, Vice Principal Prof. Vijay G, Prof. Ujwala Sav, Prof. Kimaya Shelar, Prof. Abhijit Rane, Prof. Snehal Tandale , Prof. Leena Jadhav, Prof. Hrishikesh Tendulkar & Mr. Gokhale.

Summary					
	Last Meeting Item Nos.		Weekly Item Nos.		Total
Details	Meeting No. : Total No. of. Items :			Report for week ending	
Not Started					
In progress	3,4,5				
Done	2,6,7				
Drop					
Standard Item					
LMC Date					
GB Dates					

Sr. No.	Minutes of Meeting	Resp.	Target Date
1	Plan of Action prepared for Result processing	Exam Cell	
2	Reminder mail to HOD's for the submission of IA	Exam Cell	17th June 2020
3	Courses which have received its IA marksheet should prepared even semester gazettes of FY and SY	Exam Cell	
4	Prepare Result in Excel sheet for Sem II and Sem IV	Exam Cell	
5	Once the result is prepared Ordinance marks will be applied in the final marksheet	Exam Cell	
6	MCom Marksheets to be filled after solving few student's issues.	Prathama N	
7	MCom/MScIT ATKT form filling for Sem 1,2,3 and 4	Exam Cell	
8	ATKT payment of MCom/MScIT students to be done	Exam Cell	

Criteria I : Curricular Aspects

Meeting Schedule Time :		12.00 Noon		Starting Time :	12.00 Noon
Meeting of	Exam Cell	Meeting No.		Held on	24th Jan, 2020

Faculty Members Present: Principal Dr.Rohini Kelkar, Vice Principal Prof. Asif R, Vice Principal Prof. Vijay G, Prof. Ujwala Sav, Prof. Abhijit Rane, Prof.Snehal Tandale & Prof. Leena Jadhav.

Summary					
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Standard Item					
LMC Date					
GB Dates					

Sr. No.	Minutes of Meeting	Resp.	Target Date
1	Exam Form Filling		25/1/2020
2	Different Question Paper and Separate sitting arrangement for BMS & BScIT F Division		
3	Mid Term Paper Printing		01/02/2020
4	Requirement of Stationary(Answer Sheet)	Ujwala Sav	
5	Requirement of Marksheet	All	
6	Diploma Sem 1 and Sem 2 CGPA verification	Abhijit Rane	
7	List of Solution defaulters	All	

Criteria I : Curricular Aspects

Meeting Schedule Time :		04.00 PM		Starting Time :	04.00 PM
Meeting of	Exam Cell	Meeting No.		Held on	25th May 2020

Faculty Members Present: Principal Dr.Rohini Kelkar, Vice Principal Prof. Asif R, Vice Principal Prof. Vijay G, Prof. Ujwala Sav, Prof. Abhijit Rane, Prof.Snehal Tandale , Prof. Leena Jadhav, Prof. Hrishikesh Tendulkar & Mr. Gokhale.

Summary					
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Not Started					
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Standard Item					
LMC Date					
GB Dates					

Sr. No.	Minutes of Meeting	Resp.	Target Date
1	Discussion of points from University Circular for Result Declaration	All	
2	Prepare list of subjects to be mapped Sem I to Sem II Sem III to Sem IV	HOD	27-05-2020
3	Excel format to be prepared with formula for conversion of marks based on 50-50 conversion		
4	Submission of internal marks after repeat midterm	HOD	
5	List of NSS/Sports/LLE students to be submitted	Vijay G, Sandip K, Sanjay G	
6	Collection of Gazettes and uploading on OneDrive	Hrishikesh T	26-05-2020
7	Repeat Midterm Exam to be held in 1st Week of June	HOD	06-06-2020

Criteria I : Curricular Aspects

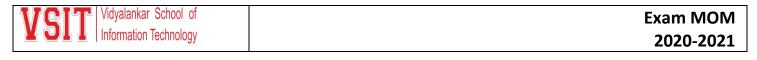| Meeting Schedule Time :	9.00 a.m.		Starting Time :	10.00 a.m.
Meeting of	Exam Cell	Meeting No.	5	Held on	27th June, 2020

Faculty Members Present: Principal Dr.Rohini Kelkar, Vice Principal Prof. Asif R, Vice Principal Prof. Vijay G, Prof. Ujwala Sav, Prof. Kimaya S, Prof. Abhijit Rane, Prof.Snehal Tandale & Prof. Leena Jadhav,Prof. Hrishikesh Tendulkar ,Mr. Girish Gokhale

Summary				
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Standard Item				
LMC Date				
GB Dates				

Sr. No.	Minutes of Meeting	Resp.	Target Date
1	Discussion on result declaration status of all courses.	Exam Cell Members	
2	Prepare the list of students , who require grace marks for clearing sem II and sem IV.	Exam Cell Members	29/6/2020
3	MCom ATKT Form filling Sem 1,2,3,4	Hrishikesh T	4/7/2020
4	MSc ATKT form filling Sem 1,2,3,4	Ujwala S	4/7/2020
5	For ATKT exam we will prepare office365 form for students and tell the students to pay online in COSMOS bank or add details of NEFT .Will inward these students on university website	Ujwala S	4/7/2020
6	Course wise inward students list to be displayed in their class group to verify that whether student name is available in that list ,whether they have filled exam form or not .Also mail the list to class incharges. Those students who want to fill the exam form they can mail their details to exam@vsit.edu.in	Ujwala S	29/6/2020
7	Discussion on lower examination marks entry will be in next meeting.	Ujwala S	3/7/2020
8	Students lower examination GPA to be displayed in students group to verify whether it is updated or not.	Ujwala S	15/7/2020
9	TY Internal Marks entry done for the course BBI,BMM.	Exam Cell Members	27/6/2020
10	For BFM course elective subject issue ,mailed to university.	Mr. Girish G	26/6/2020

Criteria I : Curricular Aspects

11	TY Internal Marks Checking will be done by Exam cell members.						6/7/2020
	S,N,	Course	Marks Entry	Marks Entry Checking	Marks Entry Rechecking		
	1,	B.Sc. IT (303x5)	Sakshi	Yogita	Kimaya		
	2,	BMS (200x6)	Sakshi	Yogita	Abhijeet	Exam Cell Members	
	3.	BAF (200x6)	Yogita	Sakshi	Snehal		
	4	BBI (70x6)	Yogita	Sakshi	Leena		
	5.	BFM(60x6)	Yogita	Sakshi	Leena		
	6	BMM (60 x 6)	Yogita	Sakshi	Leena		
	7.	M.Com.	Yogita	Sakshi	Hrishikesh		

Criteria I : Curricular Aspects

Meeting Schedule Time :		04.00 PM		Starting Time :	04.00 PM
Meeting of	Exam Cell	Meeting No.		Held on	27th May 2020

Faculty Members Present: Principal Dr.Rohini Kelkar, Vice Principal Prof. Asif R, Vice Principal Prof. Vijay G, Prof. Ujwala Sav, Prof. Abhijit Rane, Prof.Snehal Tandale , Prof. Leena Jadhav, Prof. Hrishikesh Tendulkar & Mr. Gokhale.

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GB Dates					

Sr. No.	Minutes of Meeting	Resp.	Target Date
1	Discussion on points from BSc IT and MSc IT meeting held in Mumbai University	All	27-5-2020
1	Course wise circular to be prepared for the declaration of result.	Kimaya S.,Leena J,Abhijit R,Snehal T	2-6-2020
2	Repeat Midterm Exam to be conducted between 8th June to 14th June.	HOD	8-6-2020
3	Internal marks to be submitted immediately after repeat Midterm .	HOD	16-6-2020
4	Prepare a result for the small course like BMM/BFM as per the rules declared by University Of Mumbai.	Exam Cell	20-6-2020
5			
6			
7			

Criteria I : Curricular Aspects

Meeting Schedule Time :		3.00 PM		Starting Time :	3.00 PM
Meeting of	Exam Cell	Meeting No.		Held on	4th Feb 2021

Faculty Members Present: Vice Principal Prof. Asif R, Vice Principal Prof. Vijay G, Prof. Ujwala Sav, Prof. Leena Jadhav, Prof. Hrishikesh Tendulkar.

Summary					
	Last Meeting Item Nos.		Weekly Item Nos.		Total
Details	Meeting No.　　　: Total No. of. Items :			Report for week ending	
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In progress					
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Standard Item					
LMC Date					
GB Dates					

Sr. No.	Minutes of Meeting	Resp.	Target Date
1	SYBFM and SYBAMMC results are ready and will be declared after the review.	Leena J ,Kimaya S.	8/2/2021
2	Extension students SGPA to be updated in ERP as well as on University portal.	Exam Cell	20/2/2021
3	Finalized Midterm exam timing for the for the Commerce and Management course.	Leena J	5/2/2021
4	Exam fees to be collected from the students for Sem II, Sem IV and Sem VI Examination before the Midterm Examination.	Office	15/2/2021
5	Exam for filling for Sem II, Sem IV and Sem VI will be starting after the Result declaration of Sem I and Sem III.	Exam Cell	27/2/2021
6	Refund of Student's Exam Fees will be done as per University Circular.	Office	27/2/2021
7			
8			
9			

Criteria I : Curricular Aspects

VSIT Vidyalankar School of Information Technology		Exam MOM 2020-2021

Meeting Schedule Time :	11.30 AM		Starting Time :	12.00 PM
Meeting of	Exam Cell	Meeting No.		Held on	07th Nov 2020

Faculty Members Present: Principal Dr. Rohini Kelkar, Vice Principal Prof. Asif R, Vice Principal Prof. Vijay G, Prof. Ujwala Sav, Prof. Abhijit Rane, Prof. Snehal Tandale , Prof. Leena Jadhav, Prof. Hrishikesh Tendulkar.

Summary				
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Not Started				
In progress				
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Standard Item				
LMC Date				
GB Dates				

Sr. No.	Minutes of Meeting	Resp.	Target Date
1	Marks Uploading of All Courses (Internal, Theory, Practical, Project) of Under Graduate done on University Portal	All	
2	Hardcopy Sending to University		
3	MSc. IT Project marks uploading pending on University Portal	Hrishikesh T	07-11-2020
4	Results of Sem 2 and Sem 4 March 2020- Regular Students June 2020- Final Year Students	All	
5	Exam Notice to be prepared for Sem 2 and Sem 4		09-11-2020
6	BSc. IT Oral Practical Examination of Sem 2 and Sem 4		
7	Gazette Printing of March 2020 and June 2020 (Sem 2 and Sem 4) completed		
8	Printing of Marksheet		
9	Sem 2 and Sem 4 Remuneration of Paper Setting		

Criteria I : Curricular Aspects