

Meeting Schedule Time:		03:00 p.m.		Starting Time:	03:00 p.m.
Meeting of	Exam Cell	Meeting No.:	01	Held on:	July 30, 2021

Faculty Members Present: Principal Dr. Rohini K., Vice Principal Asif R., Vice Principal Vijay G., Asst. Prof. Ujwala S., Dr. Kimaya S., Asst. Prof. Abhijit R., Asst. Prof. Leena J., Asst. Prof. Harish N., Asst. Prof. Santosh G., Asst. Prof. Hrishikesh T., Asst. Prof. Geeta S., Asst. Prof. Bhavesh S.

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

Sr. No.	Minutes of Meeting	Responsibility	Target Date
1	Results declared for Semester I-IV for all courses for Regular and ATKT exams. Printing of marksheets is going on. Activities to complete: a. Marksheet Printing to be completed - Ujwala S b. Checking and get it signed – Hrishikesh T c. Combining and arranging marksheets student-wise for all courses - Harish N. d. Preparing course-wise schedule for marksheet distribution - Bhavesh S.	All (take help of non-teaching office staff for arranging and combining marksheets)	2-3 weeks
2	Complete pending signatures for Semester 5 and Semester 6 marksheets for all Undergraduate courses of Summer 2021 examination and sent it to university.	Ujwala S	07-08-2021
3	RLE / RPV cases for B. Sc.IT and BMS completed. Awaiting data for other courses from the university. Report to be maintained for RLE and RPV cases.	Harish N	06-08-2021
4	Exams for PG courses – M. Sc.IT and M.Com. Semester 2 and 4, completed, Marks for Semester 4 uploaded to the University Portal, Semester 2 remaining. Hardcopy of marksheets to be sent to university.	Hrishikesh T	06-08-2021
5	Allocation of non-teaching office staff to exam cell for duty, when only one exam cell non-teaching staff is available in the exam cell for assistance.	Ujwala S	02-08-2021
6	Requirement for stationery and folders for exam cell	Santosh G	06-08-2021
7	Data from exam cell computers to be moved to cloud	Geeta S.	10-08-2021
8	Upgrade RAM in all computers of exam cell. Report possibility of upgradation.	Bhavesh S.	7-08-2021
9	Remuneration for paper setting for all courses to be prepared.	Hrishikesh T. Santosh G.	07-08-2021
10	Mid Term Exam a. B.ScIT starts August 02, 2021 b. CMA starts August 23, 2021 1. Timetables to be prepared. - Geeta S 2. Attendance and Seating Arrangement – Harish N	Geeta S Harish N	10-08-2021

11	Exam Cell Meeting to be conducted once in two weeks	Ujwala S	-
12	Reconciliation Statement for exam fees to be prepared and verified for Nov. 2020 and May 2021 university share payment.	Ujwala S	5-8-2021
13	Decision related for ATKT notice and exam fees to be postponed till the next meeting	Ujwala S	-
14	Prepare and Check result entry for Sem 1, 2, 3, and 4 in university given excel format. Result Entry to be done on university portal. (Teaching and Non-Teaching staff)	Exam Cell	5-8-2021

Meeting Schedule Time:		03:15 p.m.		Starting Time:	03:15 p.m.
Meeting of	Exam Cell	Meeting No.	02	Held on	August 24, 2021

Faculty Members Present: Principal Dr. Rohini K., Vice Principal Asif R., Vice Principal Vijay G., Asst. Prof. Ujwala S., Asst. Prof. Harish N., Asst. Prof. Santosh G., Asst. Prof. Hrishikesh T., Asst. Prof. Geeta S., Asst. Prof. Bhavesh S.

Summary			
	Last Meeting Item Nos.: 14	Weekly Item Nos.	Total
Details	Meeting No.: 01 Total No. of Items: 14		Report for week ending
Not Started	13		
In progress	2, 6, 9, 12, 14		
Done	1, 3, 4, 5, 7, 8, 10, 11		
Drop	-		
Standard Item			
LMC Date			
GB Dates			

Sr. No.	Minutes of Meeting	Responsibility	Target Date
1	Reporting of previously allocated tasks as per the last meeting held on July 30, 2021	Exam Cell	3 rd Sept. 2021
2	Schedule for marksheet distribution for semester 5 & semester 6 to be prepared and merging with older marksheets to be done.	Bhavesh S Santosh G	3 rd Sept. 2021
3	Draft for remuneration for paper setting to be completed for semester 5, semester 6 and M.Com. Data for M.Sc.IT. to be taken from Beena K. ma'am.	Hrishikesh T. Santosh G.	3 rd Sept. 2021
4	Note for upgrading computers of exam cell to 8 GB RAM computers to be prepared. Help for note preparing to be taken from Asif R. Sir	Bhavesh S.	4 th Sept. 2021
5	ATKT Exam for Odd Semester 2021 i. Form filling for semester 5 and semester 6 to be undertaken ii. Contact University Cluster Incharge to find out exam dates iii. Schedule for exam for semester 1 to semester 4 to be made and sent to Principal ma'am for approval.	Ujwala S.	6 th Sept. 2021
6	Some items are not available in stationery, and they do not reply to emails. Suggestion to reply to them on email about receiving the stationery and to ask them to reply on email.	Harish N	3 rd Sept. 2021
7	Mid Term Exam for CMA has started. Some modifications need to be made in supervision duty.	Harish N Geeta S	28 th Aug. 2021
8	Appreciation of exam cell non-teaching staff Shreya Gole for commendable work done for resolving all exam related issues at Mumbai University for VSIT students and seat number entry on University Portal in coordination with Ujwala Sav, Gokhale Sir and Akshay Parab..	Exam Cell	-
9	Non-teaching staff doing result entry of marks on University Portal to be made aware about the fines charged by Mumbai University for any mistakes related to marks made.	Ujwala S.	28 th Aug. 2021
10	Communication and Coordination to be done for each allocated task and follow up is a must till each allocated task is completed.	Exam Cell Member	-
11	Coordination for Blank grade card sheet with PC. Communicated with Shashikant Poskar.	Ujwala S	28 th Aug. 2021

Meeting Schedule Time:		03:00 p.m.		Starting Time:	03:15 p.m.
Meeting of	Exam Cell	Meeting No.	03	Held on	October 06, 2021

Faculty Members Present: Principal Dr. Rohini K., Vice Principal Asif R., Vice Principal Vijay G., Asst. Prof. Ujwala S., Asst. Prof. Harish N., Asst. Prof. Santosh G., Asst. Prof. Hrishikesh T., Asst. Prof. Geeta S., Asst. Prof. Bhavesh S.

Summary			
	Last Meeting Item Nos.: 11	Weekly Item Nos.	Total
Details	Meeting No.: 02 Total No. of Items: 11		Report for week ending
Not Started	4		
In progress	2, 5		
Done	1, 3, 6, 7, 8, 9, 10, 11		
Drop			
Standard Item			
LMC Date			
GB Dates			

Sr. No.	Minutes of Meeting	Responsibility	Target Date
1	ATKT Exam Semester 1, 2 and 4 from Oct 08, 2021, to Oct 16, 2021 @ 03:00 p.m. – 04:00 p.m. Timetable shared with HoD's, informed students and uploaded on website.	Harish N. Bhavesh S.	25 th Oct 2021
2	Regular and ATKT Exam for Semester 3 to be conducted from October 23, 2021, to October 30, 2021. Time slots to be like previous exam 10:00 a.m. – 11:00 a.m. and 12:00 p.m. to 01:00 p.m.	Exam cell	10-10-2021
3	Internal Marks Submission for Semester 3 & 5 to be submitted by October 23, 2021. HoD's to be informed.	Ujwala S.	07-10-2021
4	Form Filling for Semester 5 & 6 has started. Not many students have filled the form. Notice to be shared again among student groups.	Ujwala S.	07-10-2021
5	University share document to be prepared .	Ujwala S.	16-10-2021
6	Question Paper downloading process will be implemented for UG Semester 5 Exam (similar to PG exam). Demo to be shown to all concerned faculties and process to be explained.	Ujwala S.	10-11-2021
7	UG Students survey form ready and to be shared with HoD's. Same form will be circulated next week for PG students. Student Data collection process for UG Students Survey to be completed by October 12, 2021, and report to be prepared	Hrishikesh T. Bhavesh S.	16-10-2021
8	SY pending admission cases to be sorted out.	Ujwala S./Geeta S./Santosh G	13-10-2021
9	TY pending admission cases to be sorted out.	Ujwala S	13-10=2021
9	Remuneration data to be prepared and kept ready immediately for ATKT Exam for Oct 2021.	Hrishikesh T. Geeta S.	22-10-2021
10	Cost for Binding of gazettes discussed. Note for the same to be prepared and contact details to be shared.	Hrishikesh T.	20-10-2021

Meeting Schedule Time:		02:00 p.m.		Starting Time:	02:05 p.m.
Meeting of	CMA	Meeting No.	01	Held on	November 13, 2021

Faculty Members Present: 2

Faculty Member Absent : Mangal Singh Rawat

Summary			
Details	Weekly Item Nos.	Report for week ending	Total
Not Started			
In progress			
Done			
Drop			
Standard Item			
LMC Date			
GB Dates			

Sr. No	Minutes of Meeting	Responsibility	Target Date
1	SEM 5 Exam Paper setting on the day of exam, Question bank will be given by University. Faculty have to choose 50 questions as per the instruction provided. 1 question will be of 1 mark (University marking scheme), while submitting the marksheet faculty have to convert it into 1.5 marks Timing to be kept on Ms Form is 3:00pm to 4:10pm for students In Ms Form faculty have to ask Roll No. as required, Seat No. and PRN as not required question (as some students seat no is not yet received by university)		
2	Question paper will be made on Ms Form, Faculty have to send Response link (student link) to HOD and keep Vijay Sir and Dr.Lakshmi Kavitha Madam in CC. HOD will send the response link respective block supervisors Add HOD, Vijay Sir and Dr.Lakshmi Kavitha Madam in Collaborator.		
3	SEM 5 Exam Time is 3pm to 4pm Faculty whose paper is there have to report to college at 9:30am on that day HOD will inform to visiting faculties.		
4	After the exam send the response list name in students group and not eligible students name will be removed		
5	Faculties have to prepare the question paper in the room which is informed by Exam cell. BAMMC visiting faculty can send word file of question paper to HOD if required		
6	FY Midterm Exam time will be 9am to 10am		
7	SEM 3 Internal Marks received by all the Departments SEM 3 External marks submission deadline is 13 Nov 2021. If any technical issue is there regarding response submission of the student is there mark as technical issue and send the marksheet	HOD	
8	SEM 5 Internal marks to be submission deadline is 15 Nov 2021 All the SEM internal and external will go through Vijay Sir to Exam cell		

Meeting Schedule Time:		09:00 a.m.		Starting Time:		09:05 p.m.	
Meeting of	Exam Cell	Meeting No.	04	Held on	January 08, 2022		

Faculty Members Present: Principal Dr. Rohini K., Vice Principal Asif R., Vice Principal Vijay G., Asst. Prof. Ujwala S., Asst. Prof. Harish N., Asst. Prof. Santosh G., Asst. Prof. Hrishikesh T., Asst. Prof. Geeta S., Asst. Prof. Bhavesh S.

Summary			
	Last Meeting Item Nos.: 10	Weekly Item Nos.	Total
Details	Meeting No.: 03 Total No. of Items: 10		Report for week ending
Not Started	-		
In progress	-		
Done	All 1 to 10		
Drop			
Standard Item			
LMC Date			
GB Dates			

Sr. No.	Minutes of Meeting	Responsibility	Target Date
1	Semester 1 End Semester Examination January 2022 - Result Declaration within 10 days after the exam is over	Ujwala S	Feb 2022
2	Submission of audited Internal marks by 15 th Jan 2022 and audited external marks by 29 th Jan 2022 to Exam In-charge	Vice Principal	15 th Jan & 29 th Jan 2022
3	Internal and Practical Marks Entry and Validation to be completed.	Exam Cell.	20-01-2022
4	Paper Setter Duty Letters to be given for sem-1,3 Regular & Sem-2,4,6 ATKT & MSc.IT/MCOM exam June 2021-Jan 2022	Geeta S and Santosh G	15 th Jan 2022
5	IT Mid Term test Sem 4 & Sem 6 to start from 24 th Jan to 29 th Jan 2022. CMA Mid-term test Sem 4 & Sem 6 to start from 14 th Feb to 19 th Feb 2022.	Exam Cell.	24-01-2022 14/02/2022
6	M.Sc., M. Com & MAEMA Sem-I Exam from 14 th Jan to 21 st Jan. 2022. Coordination and Reporting with HOD/subject teacher and university. Exam pre and post preparation.	Ujwala S. Hrishikesh T. Harish N.	14-01-2022
7	Sem 1 all course examination supervision chart, students notices & Links to be prepared	Harish N Geeta S	12 th Jan 2022
8	M.Sc., M. Com & MAMMC Sem-I audited Internal Marks and External Marks submission to Exam In-charge.	Vice Principal	15 th Jan 2022 24 th Jan 2022
9	Remuneration for all end semester examination conducted June 2021- Jan 2022	Hrishikesh T Geeta S	22 nd Jan 2022
10	Remuneration entry in ERP	Ujwala S	Jan 2022
11	M. Com. And M.Sc. IT Sem 3 audited marks submission to Exam Incharge	Vice Principal	At the earliest
12	M.Com./M.Sc. IT Sem 3 Marks uploading.	Hrishikesh T	15 th Jan 2022

Meeting Schedule Time:		3:00 p.m.		Starting Time:	04:00 p.m.
Meeting of	Non-Teaching	Meeting No.	01	Held on	11 th Jan 2022

Members Present: 5

Ujwala Sav, Yogita A, Sakshi V, Shreya G, Shruti C

Sr. No.	Minutes of Meeting	Responsibility	Target Date
1	ERP- Result Entry and Validation related all work Education Verification Supervision duty, Students applications	Yogita A	15 th Jan 2022
2	ERP- Result Entry and Validation related all work Duplicate Marksheets print Exam E-mail Checking Supervision duty, Students applications	Sakshi V	15 th Jan 2022
3	University -University related all Work Sem -6 exam form inward (all Courses) University share payment data and Note calculation	Shreya G	15 th Jan 2022
4	University Gazettes Scanning Result Analysis B.Sc.IT, BMS,BAF Sem I to V	Shruti C	15 th Jan 2022

Meeting Schedule Time:		09:00 a.m.		Starting Time:	09:05 p.m.
Meeting of	Exam Cell	Meeting No.	05	Held on	January 22, 2022

Faculty Members Present: Principal Dr. Rohini K., Vice Principal Vijay G., Asst. Prof. Ujwala S., Asst. Prof. Harish N., Asst. Prof. Santosh G., Asst. Prof. Hrishikesh T., Asst. Prof. Geeta S., Asst. Prof. Bhavesh S.

Summary			
	Last Meeting Item Nos.: 12	Weekly Item Nos.	Total
Details	Meeting No.: 04 Total No. of. Items: 12		Report for week ending
Not Started	-		
In progress	1, 2, 3, 4, 5,8,9,10,11,12		
Done	6,7		
Drop			
Standard Item			
LMC Date			
GB Dates			

Sr. No.	Minutes of Meeting	Responsibility	Target Date
1	Completion of M.Sc., M. Com & MAEMA Sem-I and Sem-III Exam.		
2	Marks inwarding to be completed for M.Com and MAEMA Sem-I and Sem-III		25 th Jan 2022
3	M.Sc.IT Marks will be received by Thursday (27 th Jan 2022), data entry for same to be completed by 29 th Jan 2022		29 th Jan 2022
4	Form to be created for verification of student's name and lower exam (Semesters I-IV) marks/grade. Form to be shared with IT students during their midterm, for CMA students the link of the form has to be shared with HODs.		
5	IT Mid Term exam for Sem 4 & Sem 6 to start from 24 th Jan to 29 th Jan 2022. Harish Sir to discuss supervision chart with Asif Sir.		
6	M. Com. And M.Sc. IT Sem 3 marks to be checked and verified (post uploading)		

Meeting Schedule Time:		10:00 a.m.		Starting Time:	10:10 a.m.
Meeting of	Exam Cell	Meeting No.	07	Held on	Saturday, 05 th February, 2022

Faculty Members Present: Vice Principal Asif R, Asst. Prof. Ujwala S., Asst. Prof. Harish N., Asst. Prof. Santosh G., Asst. Prof. Geeta S., Asst Prof. Hrishikesh T, Asst Prof. Bhavesh S.

Summary			
	Last Meeting Item Nos.: 06	Weekly Item Nos.	Total
Details	Meeting No.: 06 Total No. of. Items: 06		Report for week ending
Not Started	-		
In progress	5,6		
Done	1,2,3,4		
Drop			
Standard Item			
LMC Date			
GB Dates			

Sr. No.	Minutes of Meeting	Responsibility	Target Date
1	All courses- IT & CMA form filling almost done except few cases pending & trying to get it resolved asap. Statistics (data) of changes needed from the form/responses are: "Students Name", "Mother's Name" & "Name in Vernacular Language" is prepared in excel sheet & mailed to all the members of Exam cell.	Geeta S, Ujwala S	05 th Feb 2022
2	For "Students Name" document of HSC/12 th Std. Marksheet/ Certificate needs to be collected/submitted/uploaded by the student. Or Check from ERP of admitted students' batch of 2019. Or MS Teams form needs to be prepared with document uploading & circulated to only those students whose "Students Name" change request is given.	BMS: Prof. Harish Noula BBI: Prof. Bhavesh Shah BFM: Prof. Santosh Gupta BAF: Prof. Hrishikesh Tendulkar BAMMC: Prof. Geeta Sahu.	08 th Feb 2022
3	CMA Sem 4 & 6 Mid Term Exam starting from 14 th Feb, Timetable with the no of blocks allocations, ready. After higher authority signatures will pass on to students.	Geeta S, Harish S	07 th Feb 2022
4	M.Com Sem 1, first stage of marksheet uploading on university portal is done. MSc.IT Sem 1 Roll No, PRN mapping is done. MAEMC Sem 1 updated marksheet not received from university.	Hrishikesh T	09 th Feb 2022
5	FY Data Science Sem-1 Theory & Practical Marks Pending Internal Marks received; entry & validation done	Ujwala S	09 th Feb 2022
6	Convocation to be planned	-	12 th Feb 2022

Meeting Schedule Time:		10:00 a.m.		Starting Time:	10:10 a.m.
Meeting of	Exam Cell	Meeting No.	08	Held on	Saturday, 12 th February, 2022

Faculty Members Present: Principal Rohini K, Vice Principal Asif R, Vice Principal Vijay G, Asst. Prof. Ujwala S., Asst. Prof. Harish N., Asst. Prof. Santosh G., Asst. Prof. Geeta S., Asst Prof. Bhavesh S, and Girish G Sir.

Summary			
	Last Meeting Item Nos.: 06	Weekly Item Nos.	Total
Details	Meeting No.: 07 Total No. of. Items: 06		Report for week ending
Not Started	-		
In progress	1,2,6		
Done	3,4,5		
Drop			
Standard Item			
LMC Date			
GB Dates			

Sr. No.	Minutes of Meeting	Responsibility	Target Date
1	Convocation Distribution for students passed in Academic Year 2020-2021. 15 th Feb- BBI & BFM 16 th Feb – BMS, BAMMC 17 th Feb- BAF 26 th Feb- BSc.IT (Div-A, B, C, D, E), MSc.IT, M.Com.	Bhavesh S, Harish N	15 th , 16 th , 17 th & 26 th Feb 2022
2	Sem 1 Mid Term Examination of CMA & IT to be planned in coordination with Principal Ma'am.	Asif R Vijay G	15 th Feb 2022
3	Internal Assessment (IA2) Examination starting from 28 th Feb 2022 for Sem 4 & 6 (IT only). Time Table, Supervision chart, block allocation, notices to be prepared	Geeta S, Harish N	18 th Feb 2022
4	M.A (EMA) Semester 1 mark sheet to be uploaded.	Hrishikesh T	18 th Feb 2022
5	FY Data Science Sem-1 Internal Marks Pending for students taken late admission	Ujwala S	18 th Feb 2022
6	Semester 3 Mark sheet distribution to be planned after the convocation distribution	Bhavesh S, Harish N	--
7	Semester 1 Mark sheet printing	Ujwala S	21 st Feb 2022
8	Note to be prepared for University Gazette Scanning & Binding	Ujwala S	18 th Feb 2022
9	Exam Form Verification pending cases of students to inward	Ujwala S	14 th Feb 2022
10	Paper Setter letters to be mailed to the respective faculty members.	Geeta S Santosh G	16 th Feb 2022

Meeting Schedule Time:		11:30 a.m.		Starting Time:	11:35 a.m.
Meeting of	Exam Cell	Meeting No.	09	Held on	Monday, 21 st February, 2022

Faculty Members Present: Principal Rohini K, Vice Principal Vijay G, Asst. Prof. Ujwala S., Asst. Prof. Harish N., Asst. Prof. Santosh G., Asst. Prof. Geeta S., Asst. Prof. Hrishikesh T

Summary			
	Last Meeting Item Nos.: 10	Weekly Item Nos.	Total
Details	Meeting No.: 08 Total No. of. Items: 10		Report for week ending
Not Started	-		
In progress	1,2,3,6,7,8		
Done	4,5,9,10		
Drop			
Standard Item			
LMC Date			
GB Dates			

Sr. No.	Minutes of Meeting	Responsibility	Target Date
1	Statistics to be prepared for convocation distribution done of the following courses- BBI, BFM, BMS, BAMMC, BAF	Bhavesh S, Harish N	21 st Feb 2022
2	Convocation Distribution to be done for students passed in Academic Year 2020-2021. Sem 5 BSc.IT (Group 1 - Div-A, B, C) (Group 2 Div , D, E). MSc.IT, M.Com.	Bhavesh S, Harish N	Bsc.IT 25 th & 26 th Feb 2022 MSc.IT/MCOM 05 th March 2022
3	Sem II Mid Term Examination of FY CMA to be conducted on 3 days having 2 exams/papers on each day. Preferably same timing as per last Mid Term Examination of SY & TY Time Table, Supervision Chart, Block Allocation etc.	Geeta Sahu Harish N	17 th , 19 th , & 21 st March 2022 (3 rd week of March)
4	Internal Assessment (IA2) Examination starting from 28 th Feb 2022 for Sem 4 & 6 (IT only). Time Table, Supervision chart, block allocation, notices to be prepared. Preferably same timing as per last Mid Term Exam (IA1) TYIT (9:00 am-10:00 am) SYIT (11:00 am-12:00 pm)	Geeta S, Harish N	22 nd Feb 2022
5	CMA & IT Semester 3 Mark sheet distribution to be planned	Bhavesh S Harish N	CMA 28 th Feb to 05 th March 2022 IT 07 th March to 12 th March 2022
6	CMA Semester 1 Mark sheet printing	Ujwala S	26 th Feb 2022
7	Note to be prepared for University Gazette Scanning & Binding	Ujwala S	26 th Feb 2022
8	IT & DS Sem 1 Results declaration Pending	Ujwala S	26 th Feb 2022
9	Sem 5 & 6, ATKT Form Filling to be completed Notice to be prepared for Sem-1,2,3,4 ATKT Examination	Ujwala S	28 th Feb 2022

Meeting Schedule Time:		11:30 a.m.		Starting Time:	11:35 a.m.
Meeting of	Exam Cell	Meeting No.	10	Held on	Monday, 28 th February, 2022

Faculty Members Present: Principal Rohini K, Vice Principal Vijay G, Asst. Prof. Ujwala S., Asst. Prof. Harish N., Asst. Prof. Santosh G., Asst. Prof. Geeta S., Asst. Prof. Hrishikesh T, Asst. Prof. Bhavesh S.

Summary			
	Last Meeting Item Nos.: 10	Weekly Item Nos.	Total
Details	Meeting No.: 09 Total No. of. Items: 10		Report for week ending
Not Started	-		
In progress	3,4,5,8		
Done	1,2,6,7,8,9		
Drop			
Standard Item			
LMC Date			
GB Dates			

Sr. No.	Minutes of Meeting	Responsibility	Target Date
1	Statistics to be prepared for convocation distribution done for the course-BSc.IT	Bhavesh S, Harish N	28 th Feb 2022
2	Convocation Distribution to be done for students passed in Academic Year 2020-2021. MSc.IT, M.Com.	Bhavesh S, Harish N	MSc.IT/MCOM 05 th March 2022
3	Sem II Mid Term Examination (IA1) of FY CMA to be conducted on 3 days (17 th ,19 th , & 21 st March 2022) having 2 exams/papers on each day. Timetable, Supervision Chart, Block Allocation etc. Timings BAMMC/BBI/BAF- 2:00 pm to 4:00 pm BFM/BMS- 9:30 am to 11:30 am	Geeta Sahu Harish N	12 th March 2022
4	SY.BSc.IT Sem 4 Internal Assessment (IA2) Examination starting from 07 th March 2022 in online mode only. Timetable, Supervision chart, block allocation, notices to be prepared. Pattern – 30 MCQs of 01 marks each Timing -12:00 noon to 1:00 pm	Geeta S, Harish N	05 th March 2022
5	SY - CMA & IT Semester 3 Mark sheet distribution. Notice to be prepared.	Bhavesh S Harish N	BAF/BBI/BAMMC/BSC.IT03 rd March BFM/BMS-04 th March 2022
6	FY BSc. (DS) Semester 1 results processing done; results need to be displayed on college website.	Bhavesh S	03 rd March 2022
7	Student - Ankita Mohite, readmission process needs to be done	Ujwala S	03 rd March 2022
8	SY- MCom/MSc.IT Marksheet Distribution MCom/MSc.IT Convocation Distribution to be done If arrears pending remove the marksheet in exam cell. For such cases no convocation/mark sheets to be distributed.	Bhavesh S Harish N	05 th March 2022
9	CMA Term End SY – 11 th March 2022 and TY – 16 th March 2022	-	-

10	CMA SY & TY Internal Marks submission	-	By Faculty – 17 th March 2022 By Incharges-21 st March 2022 Submission to Exam cell- 25 th March 2022
11	UG- ATKT Semester -1,3,5, Starting from 25 th March 2022. Timetable, Question Paper Link collection, Paper setting Letters, Notice, Supervision chart, Block allocation, Attendance, Marksheet etc. need to be prepared.	Geeta Sahu Harish N	18 th March 2022
12	MSc.IT Mid Term Exam starting from 8 th to 11 th March MCom. Mid Term Exam Timetable need to be prepared. Date to be decided by respective HoD.	Geeta Sahu Harish N	2 nd week of March 2022
13	SYIT Sem 4 Final Practical Examination in online mode	-	21 st to 26 th March 2022
14	For all courses students survey on ITC facilities for online examination	Hrishikesh T	05 th March 2022
15	TYIT Sem-6 Internal Assessment-2 exam to be conducted in offline mode	-	-
16	FY(DS) Sem-2 Internal Assessment -1/Mid Term exam to be conducted in offline mode Pattern -30Marks, Descriptive	-	21 st March 2022 to 26 th March 2022
17	End Semester Final Examination starting from 04 th April 2022	-	-

Meeting Schedule Time:		11:30 a.m.		Starting Time:	11:30 a.m.
Meeting of	Exam Cell	Meeting No.	11	Held on	Monday, 7 th March, 2022

Faculty Members Present: Principal Rohini K, Vice Principal Vijay G, Asst. Prof. Ujwala S., Asst. Prof. Harish N., Asst. Prof. Geeta S., Asst. Prof. Hrishikesh T, Asst. Prof. Bhavesh S.

Faculty Member Absent : Asst. Prof. Santosh G

Summary			
	Last Meeting Item Nos.: 17	Weekly Item Nos.	Total
Details	Meeting No.: 10 Total No. of. Items: 10		Report for week ending
Not Started	8,		
In progress	3,5,10,11,12,13,16,17		
Done	1,2,4,6,7,9,14,15		
Drop			
Standard Item			
LMC Date			
GB Dates			

Sr. No.	Minutes of Meeting	Responsibility	Target Date
1	<p>Sem II Mid Term Examination (IA1) :</p> <ul style="list-style-type: none"> FY CMA to be conducted on 3 days (17th,19th, & 21st March 2022) having 2 exams/papers on each day. Timings:BAMMC/BBI/BAF/ BFM/BMS - 10:30 am to 12:30 pm FYIT & DS Sem-2 Internal Assessment -1/Mid Term exam to be conducted in offline mode (21st March 2022 to 26th March 2022) Time : 11am to 12:30pm Pattern -30Marks, Descriptive <p>i) Timetable to be prepared – Geeta Sahu ii) Supervision Chart, Block Allocation, Attendance, Marksheet – Harish</p>	Exam Cell	12 th March 2022
2	<p>Marksheet distribution : SY - CMA & IT Semester 3 Marksheet distribution Done. But again distribution will be done as many students have not collected it. Notice to be prepared. BAF/BBI/BAMMC/BFM /BMS – 10th March BSc IT -12th March 2022</p> <p>Distribution of pending convocation certificates for all courses to be scheduled on 12th March 2022. Notices to be prepared and circulated on - 12th March 2022</p>	Harish N Bhavesh S	8 th March 2022
3	<p>SY- MCom/MSc.IT Marksheet Distribution will be done once received from university If arrears pending remove the marksheet in exam cell. For such cases no mark sheets to be distributed.</p>	Harish N Bhavesh S	Awaiting from University
4	<p>CMA SY & TY Internal Marks submission Email to be send Internal Mark sheets to be prepared for Sem 4 and Sem 6</p>	Ujwala S Santosh G	By Faculty – 17 th March 2022 By Incharges-21 st March 2022 Submission to Exam cell- 25 th March 2022
5	<p>UG- ATKT Semester -1,3,5 Starting from 26th March 2022.</p> <ol style="list-style-type: none"> Exam form filling, Inward, Note preparation University Share Payment, Exam Announcement in ERP, ERP Enrolment Timetable, Question Paper Link collection, Paper setting Letters, Notice, Supervision chart, Block allocation Coordination with students, Attendance, Marksheet collection, Marks uploading on university portal for Sem 5 	Ujwala S Geeta Sahu Harish N Bhavesh S	18 th March 2022 18 th March 2022 18 th March 2022 7 th April 2022

6	M.Com. Mid Term Exam Timetable need to be prepared. Date: 12 April 2022	Geeta Sahu	1st April 2022
7	SEM 6 Question paper discussion with cluster college	Ujwala S	14th March 2022
8	End Semester Final Examination of Sem 4 Preparation for all UG courses starting from 04th April 2022	Exam Cell	25 th March 2022
9	Semester 4 exam form inward, note to be prepared for University share payment.	Ujwala S	15th March 2022
10	College and University Answer-book stock current status report preparation	Santosh G	12 th March 2022
11	CMA Term End SY – 11th March 2022 and TY – 16th March 2022 IT Term End SY – 17th March 2022 and TY – 25th March 2022		

Meeting Schedule Time:		11:15 a.m.		Starting Time:	11:20 a.m.
Meeting of	Exam Cell	Meeting No.	12	Held on	Monday, 11 th March, 2022

Faculty Members Present: Principal Rohini K, Vice Principal Vijay G, Asst. Prof. Ujwala S., Asst. Prof. Harish N., Asst. Prof. Geeta S., Asst. Prof. Hrishikesh T, Asst. Prof. Bhavesh S, Asst. Prof. Santosh G

Faculty Member Absent :

Summary			
	Last Meeting Item Nos.: 11	Weekly Item Nos.	Total
Details	Meeting No.: 11 Total No. of. Items: 11		Report for week ending
Not Started	3,6		
In progress	1,4, 5,7,8,11		
Done	2, 9, 10		
Drop			
Standard Item			
LMC Date			
GB Dates			

Sr. No.	Minutes of Meeting	Responsibility	Target Date
1	<p>Sem II Mid Term Examination (IA1) :</p> <ul style="list-style-type: none"> FY CMA to be conducted online for 3 days (17th,19th, & 21st March 2022) having 2 exams/papers on each day. Timings: BAMMC/BBI/BAF/ BFM/BMS - 10:30 am to 12:30 pm FYIT & DS Sem-2 Internal Assessment -1/Mid Term exam to be conducted in offline mode (21st March 2022 to 26th March 2022) Time : 11am to 12:30pm Pattern - 30 Marks, Descriptive iii) Timetable to be prepared – Geeta Sahu iv) Supervision Chart, Block Allocation, Attendance, Mark sheet – Harish v) FY IT and DS question paper printing by Bhavesh, Communicate with Bhavesh for paper printing – Ujwala S 	Exam Cell	12th March 2022
2.	M.Com. / M.Sc. IT Sem 1,2,3 and 4 ATKT notice to be prepared and exam form fees to be calculated and update in form and notice. Send the notices to coordinators.	Ujwala S	12 th March 2022
3	SY- MCom/MSc.IT Marksheet Distribution will be done once received from university If arrears pending remove the marksheet in exam cell. For such cases no mark sheets to be distributed.	Harish N Bhavesh S	Awaiting from University
4	CMA SY & TY Internal Marks submission Email to be send Internal Mark sheets to be prepared for Sem 4 and Sem 6	Ujwala S Santosh G	By Faculty – 17th March 2022 By Incharges-21st March 2022 Submission to Exam cell- 25th March 2022
5	UG- ATKT Semester -1,3,5 Starting from 25th March 2022. 5. Exam form filling, Inward, Note preparation University Share Payment, Exam Announcement in ERP, ERP Enrolment 6. Timing 10 am to 11 am 7. CMA exam starting from 25 th March and IT from 26th March 2022 Online mode 8. ATKT Practical will be taken on the same day 11:30am onwards 9. Timetable, Question Paper Link collection, Paper setting Letters, 10. Notice, Supervision chart, Block allocation	Ujwala S Geeta Sahu Hrishikesh T Harish N Bhavesh S	18th March 2022 18th March 2022 18th March 2022 19 th March 2022 7th April 2022

	<p>11. Coordination with students, Attendance, Mark sheet collection, Marks uploading on university portal for Sem 5</p> <p>12. Paper will be objective 50 marks, old course if needed that paper will be prepared</p>		
6	<p>M.Com. Mid Term Exam Timetable need to be prepared. Date: 12 April 2022</p>	Geeta Sahu	1st April 2022
7	SEM 6 Question paper discussion with cluster college	Ujwala S	14th March 2022
8	<p>End Semester Final Examination of Sem 4 Preparation for all UG courses starting from 04th April 2022 Paper setting list from Vijay Sir and Asif Sir</p>	Exam Cell	25 th March 2022
9	<p>College and University Answer-book stock current status report preparation College Stationary – Main Booklet 20,200 and Supplement 21,000 University Stationary – Main Booklet 5,250 and Supplement 300</p>	Santosh G	12 th March 2022
10	<p>Question Paper printing in DEPDS Allocate 1 Non-Teaching and 1 Teaching for printing</p>	Ujwala S	14 th March 2022
11	Vigilance Squad name has to be given to University	Ujwala S	12 th March 2022
12	<p>Result Distribution of FY Sem 1 Result distribution of CMA during lectures Result distribution of FT IT and DS will be on 24th or 25th March 2022 during offline exam Remove arrears students result before distribution</p>	<p>Harish N Bhavesh S</p>	30 th March 2022