

MINUTES OF THE EXAM BOARD MEETING HELD ON 6TH DECEMBER , 2022

Date: 6th DECEMBER, 2022

Time: 2:30 p.m.

Venue: Conference Hall

Members Present:

- Dr. Prasad Karande, I/C Director, Board of Examinations and Evaluation
- Prof. Dr. Vini Sebastian, I/C Principal, SXIE (Autonomous) Chief Controller of Examinations
- Prof. Dr. Geeta Shetty, Controller of Examinations
- Dr. Elvina Pereira, Deputy Controller of Examinations
- Fr. Blaise D'Souza s.j. Manager , SXIE(Autonomous) Special Invitee

Dr. Andrea Coutinho, Associate Professor, Sophia College (Autonomous) Mumbai- Excused

Welcome & Introduction of members

Prof. Vini Sebastian In-charge- Principal formally welcomed Dr. Prasad Karande I/C Director, Board of Examinations and Evaluation and all the committee members for the first Exam Board meeting under the Autonomous Status.

Dr. Karande said since all the resolution and recommendations are approved and passed for the academic year 2022-2023 by the Board of Studies, Academic Council and the Governing Body, he will only discuss it in the meeting and it will not be proposed and seconded.

Presenting the Examination Policy:

It was informed that the Examination Policy has followed the University Pattern/norms. The examination policy was presented with 89 credits, 6 mandatory credits, assessment for the 6 units in all the courses for the purpose of CO/PO Matrix, Project Based Courses.

It was informed for the Question Paper Setting External Moderators and Paper Setter will be appointed.

Sir informed that the institutions association with the University with respect to exam related work will be there till the last student of the Two-Year B.Ed. Program 2021-2023. Sir Karande expressed his views that University should have association with autonomous colleges in future.

Regarding the study leave for the examination, Sir mentioned that there is no need as the admissions are already delayed also students are expected to assimilate the knowledge and prepare for the examination.

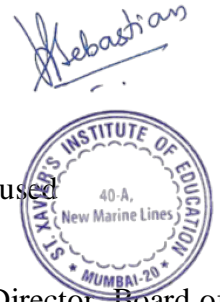
Fr. Blaise mentioned the need of understanding the socio- cultural background of the students and forming the students accordingly.

It was informed that the College has got the permission to use the University of Mumbai Logo and it will be used only on the answer sheets.

Presenting the Semester Plan for teaching and examination:

The plan was presented by Prof. Dr. Geeta Shetty

The planning of the term for the first batch under Autonomous status was presented and it was informed that the University of Mumbai pattern was followed while preparing the same.



Sir Karande said Autonomy also gives the scope to change the schedule of the academic terms. With this regard even the vacation can be revised or shifted as best helpful to the students. It was told that take teachers' opinion about shifting the vacation and find the administrative rules about it from the University and accordingly the decision can be taken.

Regarding academic calendar it was informed that it is prepared as per the admission therefore with the permission of academic council the necessary changes could be made.

Approval of the templates prepared for the Examination:

All templates regarding examination documents and Master Marksheet were presented by Prof. Dr. Geeta Shetty. The question was asked about who will give the marks for the assessment so it was informed that the faculty will do it.

The discussion regarding the difference between the assignment and the open book assignment was explained. Also, the question was asked by Sir Karande if really MCQs are required after getting training as a future teacher. So, the necessary explanation was provided why they are included in the internal examination. Regarding MCQs it was explained that higher order MCQs will be framed. The 10 marks could be increased to 20 marks and the marks could be reduced to out of 10 marks. This could be aligned to CO/PO.

Sir mentioned if the college is using the same Ordinances and abbreviations which are used in University gazettes then it needs to be indicated in the consolidated marksheet. Whatever abbreviations are used should be printed on the reverse page of the marksheet. Regarding Examination form it was told not to use the university logo everywhere it should be only on the marksheet and provisional passing. Regarding PRN number the college must contact Mahadik Madam from Eligibility Section Ambedkar Bhavan.

Regarding providing facilities to the differently abled students sir advised to check the GR of 4th March 2017 which is very important with respect to providing scribes and other exemption given to them.

Information about the software – Qualsoft.

Dr. Vini Sebastian presented the information about the software- Qualsoft. It was said that with several features college can use whatever software but will give support. These are all customised software upload data is required to upgrade the data into software. The Director approved the same.

Presenting the Budget for Examination: The UGC budget for the examination was presented by Dr. Geeta Shetty. The University's share of 75% of the Examination fees to the college and 25% to the University was emphasised. Budget was prepared as prepared as per the rules of the University. It was told regarding exam fees and e-savidha college can check with Ms. Mahadik.

Discussion of Grievance, Unfair means committee and Vigilance Squad : The suggestions for the structure of this committee was sought from the members. It was said that the college need to appoint vigilance squad. The examination audit can be conducted once a year and for more information college can get in touch with Ms. Mahadik.

Procedures of University of Mumbai for autonomous colleges:

It was informed that before the convocation of the students the college will have to submit the marks to in the university Gazette copy then the University will print the marksheet. The charges will be Rs. 250/- per student

Any other matter with the permission of the chair.

Regarding the queries about Ph.D. centre sir said to contact Mr. Talawadekar and also present it to Academic Council and Board of Studies.

At the end it was told that if Autonomy is granted then try and exercise it in the right manner.

The meeting formally ended with the vote of thanks.

Prof. Dr. Vini Sebastian
Chief Controller of Examinations

Prof. Dr. Geeta Shetty
Controller of Examinations

Dr. Elvina Pereira
Deputy Controller of Examinations

