

DNYANSAGAR ARTS & COMMERCE COLLEGE

| Affiliated to Savitribai Phule Pune University |

(AISHE Code : C - 41459, PUN Code : CAAP013650)



MINTUES OF EXAMINATION COMMITTEE MEETING

A meeting was conducted on 19/10/2023 at 12.30 pm. Under the presence & guidance of Principal Dr. Sajid Alvi had welcomed all teaching Staff members and discussed Internal Examination duties and responsibility.

The following members were present: Examination Committee

Sr. No.	Name of the Member	Designation	Contact
1	Dr. Sajid Alvi	Chairman	9823355284
2	Prof.Sudhir Bhalerao	CEO	9763575140
3	Prof.Ranjana Manungade	Member	9130441541
4	Prof.Chaitrali Katkar	Member	7028245551
5	Prof.Sarita Sardesai	Member	9766831361

Agenda discussed:

- Finalizing the Dates for College Internal Exams of Semester II, IV & VI
- Time table and Exam paper submission of internal examination
- Classes allotment
- Duties divided by the Teaching staff and Non-Teaching Staff.

Responsibility allotted to the Teaching staff and Non-Teaching Staff as:

1. It is decided that the examination department to prepare a time table.
2. It is decided the classroom availability.
3. It is decided that the examination department prepare the duty chart of junior supervisor.
4. It is decided that the Non-Teaching Staff will help to the Examination Department.

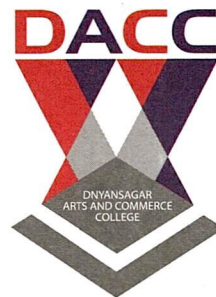
The Meeting was concluded with a formal Vote of Thanks.


Principal

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MINTUES OF EXAMINATION COMMITTEE MEETING

A meeting was conducted on 17/11/2023 at 12.30 pm. Under the presence & guidance of Principal Dr. Sajid Alvi had welcomed all teaching Staff members and discussed External Examination duties and responsibility.

The following members were present: Examination Committee

Sr. No.	Name of the Member	Designation	Contact
1	Dr. Sajid Alvi	Chairman	9823355284
2	Prof.Ranjana Manungade	CEO	9763575140
3	Prof.Sudhir Bhalerao	Member	9130441541
4	Prof.Chaitrali Katkar	Member	7028245551
5	Prof.Sarita Sardesai	Member	9766831361

Agenda discussed:

- University Exams starting from 20th November to 22th December 2023 accordingly pre preparation such as Seating Arrangement, Displaying Exam Rules on notice board, Hall Ticket Distribution etc. work distributing chart prepared.
- Practical Exam/Viva as per University Schedule Date

Responsibility allotted to the Teaching staff and Non-Teaching Staff as:

1. It is decided the classroom availability and Seating arrangement.
2. It is decided that the examination department prepare the duty chart of junior supervisor and Displaying Exam Rules on notice board.
3. It is decided that the Non-Teaching Staff will help to the Examination Department.
4. It is decided to take practical Exam/Viva as per university scheduled date

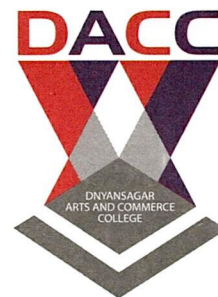
The Meeting was concluded with a formal Vote of Thanks.


Principal

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MINTUES OF EXAMINATION COMMITTEE MEETING

A meeting was conducted on 14/03/2024 at 12.30 pm. Under the presence & guidance of Principal Dr. Sajid Alvi had welcomed all teaching Staff members and discussed Internal Examination duties and responsibility.

The following members were present: Examination Committee

Sr. No.	Name of the Member	Designation	Contact
1	Dr. Sajid Alvi	Chairman	9823355284
2	Prof.Sudhir Bhalerao	CEO	9763575140
3	Prof.Ranjana Manungade	Member	9130441541
4	Prof.Chaitrali Katkar	Member	7028245551
5	Prof.Sarita Sardesai	Member	9766831361

Agenda discussed:

- Finalizing the Dates for College Internal Exams of Semester II, IV & VI
- Time table and Exam paper submission of internal examination
- Classes allotment
- Duties divided by the Teaching staff and Non-Teaching Staff.

Responsibility allotted to the Teaching staff and Non-Teaching Staff as:

1. It is decided that the examination department to prepare a time table.
2. It is decided the classroom availability.
3. It is decided that the examination department prepare the duty chart of junior supervisor.
4. It is decided that the Non-Teaching Staff will help to the Examination Department.

The Meeting was concluded with a formal Vote of Thanks.


Principal

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MINTUES OF EXAMINATION COMMITTEE MEETING

A meeting was conducted on 15/04/2024 at 12.30 pm. Under the presence & guidance of Principal Dr. Sajid Alvi had welcomed all teaching Staff members and discussed External Examination duties and responsibility.

The following members were present: Examination Committee

Sr. No.	Name of the Member	Designation	Contact
1	Dr. Sajid Alvi	Chairman	9823355284
2	Prof.Ranjana Manungade	CEO	9763575140
3	Prof.Sudhir Bhalerao	Member	9130441541
4	Prof.Chaitrali Katkar	Member	7028245551
5	Prof.Sarita Sardesai	Member	9766831361

Agenda discussed:

- University Exams starting from 20th April to 27th May 2024 accordingly pre preparation such as Seating Arrangement, Displaying Exam Rules on notice board, Hall Ticket Distribution etc. work distributing chart prepared.
- Practical Exam/Viva as per University Schedule Date

Responsibility allotted to the Teaching staff and Non-Teaching Staff as:

1. It is decided the classroom availability and Seating arrangement.
2. It is decided that the examination department prepare the duty chart of junior supervisor and Displaying Exam Rules on notice board.
3. It is decided that the Non-Teaching Staff will help to the Examination Department
4. It is decided to take practical Exam/Viva as per university scheduled date.

The Meeting was concluded with a formal Vote of Thanks.


Principal