

College Examination Committee Report

For Academic Year 2020-21

College examination committee has conducted number of meetings in academic year 2020-21 for smooth conduction of online/ offline examination and evaluation work. The committee has decided following roles and functions.

Roles and functions of Exam Committee:

Roles:

- To follow the rules and regulations laid by the Savitribai Phule University of Pune related to examination work.
- To deliver a high quality examination and assessment system i.e. efficient, fair and accessible.
- To ensure that the system is operated in an environment of openness, transparency and accountability.
- Orientation program for students about rules and regulation of examination laid by the Savitribai Phule University of Pune.

Functions:

- The committee is responsible for conducting all internal, term end and university examinations as prescribed by the Savitribai Phule University of Pune.
- To set the examination question papers and provide examination materials for college level examination.
- To determine procedures for the conduct and supervision of examinations.
- To designate responsibilities to all college staff for examination work.
- To allot the assessment work to the respective teachers.
- To Prepare and issue the results of first year examinations.
- To inform the university about unfair means cases in examination.
- To determine procedures to enable the review and appeal for the results of examinations at the request of candidates.
- To charge and collect fees for examinations.

Committee Meetings Summary:

Due to pandemic situation in academic year most of meetings are **online** conducted. Summary of these meetings as follow:

Sr. No.	Date	Time	Agenda of Meeting	Participant	Remark
1	05/07/2020	3 pm	Discussion on how to finalized even semester results of pre-final year students as per SPPU guidelines of academic year 2019-20	Staff members of B.Voc. and Exam Committee members	
2	13/09/2020	11 am	Discussion on final year student examination and conduct exam as per SPPU guidelines	Staff members of B.Voc. and Exam Committee members	
3	13/09/2020	1.30 pm	Discussion on online and offline examination of final year student conducted by SPPU. Principal sir given guidelines to inform students about these mode of examination.	All Staff	
4	29/10/2020	4 pm	Discussion on internal assessment of students for academic year 2020-21. It is decided to conduct online internal examination on LMS.	All Staff	
5	06/11/2020	5 pm	Discussion on how to conduct online internal exam and faculty wise allotment of LMS coordinators	LMS and Exam Committee members.	
6	29/11/2020	11 pm	Discussion on how to conduct FY 2013 pattern backlog final examination and it is decided to conduct online exam as per SPPU guidelines on LMS	Exam Committee members.	
7	4/12/2020	12.00 noon	Guidelines are given to set 60 MCQ QB and upload on LMS	All paper setter	Offline in Seminar Hall
8	4/4/2021	11.30 am	Discussion on first semester online internal exam	All staff members	
9	10/04/2021	3.00 pm	Discussion on conduction of online practical's and practical examination	BBA(CA) and commerce Staff	

10	10/04/2021	4.30 pm	Discussion on conduction of online practical's and practical examination	Science Staff	
11	30/04/2021	11.45 am	Review of internal mark entry on SPPU portal	All staff members	
12	18/05/2021	2.00	Review of mark entry remaining subject wise	HODs and Exam committee members	

Following activity are conducted in college in academic year 2020-21:

- 1) First year Backlog (2013 pattern) online examination conducted on SPPU LMS 13/12/2020 to 27/12/2020.
- 2) Final examination of all B.Voc. Conducted in offline mode by taking all precautions of covid_19 and as per guidelines of SPPU.
- 3) Online Internal Exam first semester FY,SY,TY B.Sc./B.Sc.(CS) conducted between 9/11/2020 to 12/11/2020
- 4) Term end exam for FY,SY,TY B.Com./B.A. conducted between 23/11/2020 to 27/11/2020.
- 5) FY(2013 pattern) Backlog examination conducted between 14/12/2020 to 18/12/2020
- 6) Internal Exam first and third semester all PG courses between 15/02/2021 to 18/02/2021
- 7) Internal Exam second semester UG courses between 01/06/2021 to 06/06/2021.
- 8) University theory exam for even semester and backlog started from 10/04/2020.
- 9) Final practical exam of FY/SY/TY B.Sc. And B.Sc. (CS) Conducted between 15/06/2019 to 30/06/2019.
- 10) University theory exam for even semester and backlog started from 12/07/2020.

All offline examinations are smoothly conducted under the vigilance of Principal Sir and internal squad.

Reforms:

- 1) Internal examination conducted in online mode.
- 2) Practical evaluation completed using zoom app.
- 3) Continuous internal assessment of student is done through seminars, assignment, tutorial, Group discussions for first and second year UG students and all PG and students.

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