

Notice

For conducting exam committee meeting

This is to inform all the exam committee members of AMICHM that meeting shall be held on 04/03/2024 at 4:30 pm on the Microsoft Teams (AMICHM).

AGENDA

- 1.1.To discuss and prepare Second half 2024 SEM 2 & 1 ATKT responsibilities
- 1.2. To discuss and finalize who will take the technical requirements exam responsibilities
- 1.3.To discuss and finalize the teaching staff duty Rota
- 1.4. To maintain requirement of the Question Papers.
- 1.5.To finalize one exam committee member to maintain the exam records.
- 1.6. Failure students grace marks.





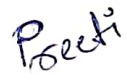

(PRAJAKTA DHURI)
Examination In charge

For,

Arun Muchhala International
College of Hotel Management, Thane.



Exam committee members

Sr. No.	Name	Designation	Sign
1	Mr. Bipin Jadhav.	Principal	
2	Mrs. Prajakta Dhuri	In charge	
3	Mrs. Preeti Kapoor	Assistant In charge	
4	Mr. Ajaykumar Pandhre	Member	







Minutes of the meeting of the exam committee.

Meeting held on 4/03/2024

At 4:30 pm on Microsoft Teams (AMICHM)

Following members were present

Sr. No.	Name	Designation	Sign
1	Mr. Bipin Jadhav.	Principal	
2	Mrs. Prajakta Dhuri	In charge	
3	Mrs. Preeti Kapoor	Assistant In charge	
4	Mr. Ajaykumar Pandhre	Member	

None of the members were absent for the meeting



At the onset, the exam in charge welcomed the principal and other members the meeting of the exam committee.

The following points were taken up for consideration.

1.1. 1.1 To discuss and prepare Second half 2024 SEM 2 & 1 ATKT & CLASS TEST PRACTICAL ATKT responsibilities

As per the agenda 1.1 Mrs.Prajakta Dhuri, exam in charge presented the agenda with permission of the Principal and started with discussion

1.2. To discuss and finalize who will check the **technical requirements**

As per the agenda 1.1 the exam committee members proposed Mrs.Prajakta Dhuri the exam in charge name to take the technical requirements responsibilities which was accepted and finalized by the Principal.

Exam in charge Mrs. Prajakta Dhuri proposed rescheduling of Sem end exam due to NAAC Committee visit.

NAAC Committee visit on 17th May 2024 successfully conducted by IQAC & Exam team.

1.3. To discuss and finalize teaching staff duty Rota.

As per agenda 1.3 the exam in charge Mrs.Prajakta Dhuri suggested that Sem end ATKT exams invigilation duty will be done by one staff in each channel room i.e. subject teacher will be supervisor which was accepted by all members. It was also finalized by the Principal. the exam in charge Mrs.Prajakta Dhuri also proposed that Mrs. Preeti Kapoor will prepare the teaching staff duty

1.4 To maintain requirement of the Question Papers.

As per agenda Mrs.Prajakta Dhuri proposed Mrs. Preeti Kapoor To maintain requirement of the Question Papers (3 sets for Sem end) i.e (50 questions x 3 sets) .

for class test Project based questions (5 X 5) will be given the the students. which was accepted by all members. It was also finalized by the Principal. The questions will be given by the subject teachers this was proposed by Mrs.Prajakta Dhuri & was also accepted by the Principal.

for Practical's exams Viva questions will be asked and 5 questions will be asked as per the subject.

1.5. To finalize one exam committee member to maintain exam records

As per agenda 1.5 Mr. Ajaykumar pandhre proposed his name with one non-teaching staff i.e. Mr. Hemant to maintain the exam files formats (collection issuing and distribution) and it was agreed by agreed by the Principal

1.6 Failure students grace marks.

As per agenda Mrs.Prajakta Dhuri proposed that failure students grace marks should not be exceeding 10%. It will be the maximum marks to be given if the students fail in any exam and it was agreed by Principal.



The meeting ended with vote of thanks to the hon. Principal

Sai Shiva Educational trust,

ARUN MUCHHALA INTERNATIONAL COLLEGE OF HOTEL
MANAGEMENT

NON -TEACHING STAFF MEMBERS

SR. NO	STAFF	RESPONSIBILITIES
1	MR. HEMANT	MAINTAINING EXAMINATION RECORDS AND MAKING OF ALL THE FILES & FORMATS OF EXAMINATION



Sai Shiva Educational Trust's
**ARUN MUCHHALA INTERNATIONAL COLLEGE OF HOTEL
MANAGEMENT**

Notice

For Conducting Exam Committee Meeting

This is to inform all the exam committee members of AMICHM that meeting shall be held on 01/01/2024 at 4:30 pm in the college premises for the following agendas.

AGENDA

1. To discuss and finalize the conduction of examination of SEMESTER V.
2. To finalize the way of conduction of examination as per the decision taken in Agenda 1.
3. To upload the Sem V examination marks on university portal.
4. To distribute mark sheet whenever received from university.



(PRAJKATA DHURI)
Examination Incharge

For,

Arun Muchhala International
College of Hotel Management, Thane.







Minutes of the meeting of the exam committee

Meeting held on 01/01/2024

At 4:30 pm in AMICHM

Following members were present

<i>Sr. No.</i>	<i>Name</i>	<i>Designation</i>	<i>Sign</i>
1	Mr. Bipin Jadhav	Principal	
2	Mrs. Prajkata Dhuri	In charge	
3	Mrs. Preeti Sharma	Member	
4	Mr. Ajay Pandhare	Member	

None of the members were absent for the meeting.

The exam in charge welcomed the principal and other members for the meeting.

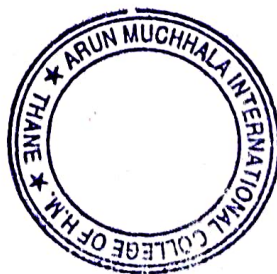
The following points were taken up for consideration.

1. To discuss and finalize the conduction of examination of SEMESTER V

As per the agenda 1. Mrs. Prajakta Dhuri, Exam in charge presented the agenda of the meeting with permission of the principal.

1.1) Semester V Practical exams will be conducted in offline mode.

1.2) Theory examination should be conducted in offline mode as per the set university guidelines.



2. To finalize the way of conduction of examination as per the decision taken in Agenda 1

2.1) Following mechanism will be followed for Practical's examination.

- a) Mrs. Preeti Sharma & Mr. Ajay Pandhare will prepare the time-table for practical and get it duly approved from exam in charge & Principal and display it by 03-01-2024.
- b) The Marking scheme for practical's should be prepared by the respective subject faculties and to be submitted to examination department after approval from H.O.D. & Principal by 05-01-2024.
- c) The marking schemes/ attendance formats will be prepared & forwarded to the respective subject faculties by examination clerk Mr. Hemant Gavit two days prior to the examination.
- d) After the conduction of practical's, the practical written documents and the filled formats should be submitted by the respective subject faculties to the examination department immediately after the completion of examination.
- e) The subject teachers will fill the practical's marks in the blank marksheet which is provided by university and submit it to the exam department.

2.2) Following mechanism will be followed for University Theory Exams.

- a) The time-table for theory will be received from University for Sem-V examination.
- b) Mrs. Preeti Sharma will prepare supervisor duty work order as per the university timetable and get it duly approved from Examination in charge and Principal and distribute it to concern faculties.
- c) The question paper will be received from the University.
- d) Duration of examination will be 2.5 hours.
- e) The block supervisor should collect the bundles from the exam room and should be there in the exam room at least 20 minutes prior to the start of exam.
- f) The students should present in the exam room at least 15 mins prior to examination and no student will be allowed in exam hall after 1 hour.
- g) On completion of the exam the block Supervisor will submit the bundles in the exam room.

2.3) Following mechanism will be followed for Internal Examination.

- a) Mrs. Preeti Sharma will prepare the time-table for theory and get it duly approved from Exam in charge & Principal and display it by 05/01/2024.



b) Mrs. Preeti Sharma will prepare supervisor duty and Mr. Hemant Gavit made work order and get it duly approved from Exam in charge and Principal and distribute it to concern supervisors by 05/01/2024.

c) 3 Sets of Class test question papers will be set by the respective subject faculties and forwarded to the principal by 00/00/2024.

d) Out of 3 Sets Principal will select 1 Set for the Class test exams.

e) Class test will be of 20 marks.

f) Question paper pattern will be as follows:

Q1 of 5 marks with Sub question

Q(A) will be Fill in the blanks or Multiple-choice questions , 5 questions for 2.5 marks½ mark each

Q(B) will be Match the column , 5 questions for 2.5 marks ½ mark each

Q2 will be Answer in one sentence , with 5 questions , 1 mark each.

Q3 will be Answer in detail , with 3 questions , 2 to be attempted , 5 marks each

g) Duration of examination will be 1 hour.

h) The supervisor should collect the bundles from the exam room and should be there in the exam room at least 15 minutes prior to the start of exam.

i) After the Exam Supervisor will submit the bundle in the exam room.

j) The subject faculties will fill the practical's marks in the blank marksheets which is provided by university and submit it to the exam department.

3) To upload the Sem V Examination marks on University Portal.

a) The marks filled by the Subject Faculties in the university marksheet will be uploaded on university portal by Mr. Hemant Gavit.

4) To distribute the marksheets to the students.

a) The marksheets will be distributed to the students once they are received from the university.

The meeting ended with vote of thanks to the honorable Principal sir.

