

# University of Mumbai



Appointments Unit,  
Examinations Section,  
Vidyanagar,  
Mumbai - 400 098.

No.AU/ECD/2023-24/66.

## CIRCULAR :

The Principals of affiliated Colleges conducting B.M.S., B.Com.(Banking & Insurance) and B. Com. (Financial Markets), B. Com. (Financial Management), B.Com. (Investment Management), B.Com.(Transport Management), B. Com. (Environmental Management & Economics) are hereby informed that External Examiner for Viva-Voce of Project work/ Practical Examination be appointed by the respective Principal on behalf of the University.

They are, further requested to follow the eligibility criteria for appointment of external examiner with regard to minimum **Five** years of teaching experience in the same subject. In case of further information lead College Principals may be contacted. The **Viva-Voce** to be held in the **First Half (Summer)** of the year **2024** examination be conducted as follows.

No.	Examination	Commencement Date of Theory Examination Declared	Date of Project-viva to be conducted	Date of Marklist Submission on or Before
1	B.Com. (Fin. Market)(SEM VI)	15/04/2024	25 <sup>th</sup> March, 2024 TO 10 <sup>th</sup> April, 2024	30 <sup>th</sup> April, 2024
2	B.Com. (Bank. & Ins.)(SEM VI)	15/04/2024		
3	B.M.S. (SEM VI)	15/04/2024		
4	B.Com. (Fin. Mgmt.) (SEM VI)	15/04/2024		
5	B.Com. (Inv. Mgmt.) (SEM VI)	15/04/2024		
6	B.Com. (Tran. Mgmt.) (SEM VI)	15/04/2024		
7	B. Com. (Environmental Management & Economics SEMESTER - VI)	15/04/2024		
8	B.Com. (Accounting & Finance) SEM VI)	15/04/2024		

A list of external examiners (subject wise) appointed by the college be sent to the Director, Board of Examinations and Evaluation, E-mail: coe4you@exam.mu.ac.in and Principal of the respective lead college. Principals are reminded that no referee for viva-voce be permitted to evaluate more than 40 students per day.

Mumbai - 400 098.

*L. Raundale*

**DIRECTOR**

**BOARD OF EXAMINATIONS AND EVALUATION**

To,

# University of Mumbai



Appointments Unit,  
Examinations Section,  
Vidyanagari, Santacruz (East),  
Mumbai - 400 098.

Tel. 022-26533289.

No. AU/ICD/2024-25/9

## CIRCULAR :-

In Continuation of circular no. AU/ICC/2023-24/18 dated 7<sup>th</sup> March, 2024, All the Principals of the affiliated Colleges, Directors of the Recognized Institutions and the Head University Departments in Science faculties are hereby informed that the Practical/Oral/Viva-Voce examinations of **T.Y.B.Sc. Sem. VI** to be held in the **FIRST HALF (SUMMER)** of the year 2024 **will be conducted before 15<sup>th</sup> May, 2024.**

The detailed practical programmes will be displayed on the website of the University of Mumbai. (Website: [www.mu.ac.in](http://www.mu.ac.in))

They are, therefore, requested to bring the content of this circular to the notice of the candidates appearing for the Practical/Oral/Viva-Voce examinations to be held in the **FIRST HALF (SUMMER)** of the year 2024 and also to make available their Laboratories and necessary staff required for smooth conduct of the practical examinations.

*Pooja Raundale*

**Dr. Pooja Raundale**  
Director,  
Board of Examinations & Evaluation

Mumbai - 400 098  
15<sup>th</sup> April, 2024

To,

The all Principals of the affiliated Colleges, Directors of the Recognized Institutions, the Head, University Departments in Science faculties and the Chairman/Chairperson in the respective subjects of practical examinations and Director, C.C.F. and Dy. Registrar (Results) M. J. Phule Bhavan, Mumbai - 400 098.

# University of Mumbai



Imp. Circular  
Summer 2024  
Examination Section  
SSM Building,  
Vidyanagari, Kalina,  
Santacruz (East),  
Mumbai - 400 098.

No. Exam./Sc./S/Imp. Circular 02 of 2024

## CIRCULAR-

A reference is invited to various examination of Summer 2024 and the Director, Institute of Distance & Open Learning, The Head, University of Various Department, the Co-ordinator of all sub-center, the Principal/Directors of the affiliated college/Institutes in Arts, Commerce & Management and Science & Technology concerned are hereby informed that the papers which are scheduled to be held on **1<sup>st</sup> June, 2024** are rescheduled due to **mega-block**. The rescheduled papers will be held on **8<sup>th</sup> June 2024**.

The time and the venue of the examination will remain the same  
They are requested to inform the concerned candidates accordingly.

*Pooja Raundale*

Dr. Pooja Raundale  
Director  
Board of Examinations & Evaluation

Mumbai - 400 098  
31<sup>st</sup> May, 2024

To,

The Director, Institute of Distance & Open Learning, The Head, University of Various Department, the Co-ordinator of all sub-center, the Principal/Directors of the affiliated college/Institutes in Arts, Commerce & Management and Science & Technology concerned.

# University of Mumbai



## 1S00426

Summer 2024

### EXAMINATION TIME TABLE PROGRAMME - BACHELOR OF SCIENCE (HOSPITALITY STUDIES) (Choice Based) SEMESTER - VI

Days and Dates	Time	Paper Code	Paper
Tuesday, 28 May, 2024	10.30 a.m. to 01.00 p.m.	87701	Organizational Behaviour
Wednesday, 29 May, 2024	10.30 a.m. to 01.00 p.m.	87702	Strategic Management
Thursday, 30 May, 2024	10.30 a.m. to 01.00 p.m.	87703	Advanced Food Production
Friday, 31 May, 2024	10.30 a.m. to 01.00 p.m.	87704	Advanced Food & Beverage Operations Management
Monday, 3 June, 2024	10.30 a.m. to 01.00 p.m.	87705	Advanced Housekeeping
Tuesday, 4 June, 2024	10.30 a.m. to 01.00 p.m.	87706	Advanced Front Office
Wednesday, 5 June, 2024	10.30 a.m. to 01.00 p.m.	87707	Advanced Bakery & Confectionary
Thursday, 6 June, 2024	10.30 a.m. to 01.00 p.m.	87708	Revenue Management
Thursday, 6 June, 2024	10.30 a.m. to 01.00 p.m.	87709	Foreign Language
Thursday, 6 June, 2024	10.30 a.m. to 01.00 p.m.	87710	Services Marketing
Thursday, 6 June, 2024	10.30 a.m. to 01.00 p.m.	87711	Financial Management
Thursday, 6 June, 2024	10.30 a.m. to 01.00 p.m.	87712	Strategic Human Resource Management

- Important Note: •The candidates appearing for the examination should report 20 minutes before the start of examination.  
•Mobile phones and other electronic gadgets are prohibited in the examination hall.  
• Change if any, in the time table shall be communicated on the university web site.

Mumbai - 400 098  
16<sup>th</sup> April, 2024.

ST-67

*Pooja Raundale*

Dr. Pooja Raundale  
Director  
Board of Examinations & Evaluation

## UNIVERSITY OF MUMBAI

## TIME TABLE FOR THE THIRD YEAR B. SC. (HOSPITALITY STUDIES) SEM. VI PRACTICAL EXAMINATION MAY-JUNE 2024

CENTRE : ARUN MUCHHALA COLLEGE OF HOTEL MANAGEMENT

COLLEGE CODE: 519

Date	Time	Total No. of Students	Seat Nos.	Subject
13-06-2024	9.00 am - 1.00 pm	38	1094673 1094675 1094677 1094679 1094680 1094682 1094684 1094687 1094688 1094691 1094692 1094693 1094694 1094695 1094696 1094697 1094703 1094704 1094705 1094706 1094707 1094711 1094713 1094715 1094717 1094722 1094723 1094726 1094727 1094728 1094729 1094731 1094732 1094738 1094739 1094752 1094753 1094754	Event Planning, Marketing & Management
14-06-2024	8.30 am - 1.00 pm	20	1094673 1094675 1094677 1094679 1094680 1094682 1094684 1094687 1094688 1094691 1094692 1094693 1094694 1094695 1094696 1094697 1094703 1094704 1094752 1094753	Advanced Food Production
14-06-2024	9.00 am - 1.00 pm	18	1094722 1094723 1094726 1094727 1094728 1094729 1094731 1094732 1094738 1094739 1094754	Advanced Front Office
14-06-2024	9.00 am - 1.00 pm	1	1096035	Advanced Bakery & Confectionery.
15-06-2024	9.00 am - 1.00 pm	38	1094673 1094675 1094677 1094679 1094680 1094682 1094684 1094687 1094688 1094691 1094692 1094693 1094694 1094695 1094696 1094697 1094703 1094704 1094705 1094706 1094707 1094711 1094713 1094715 1094717 1094722 1094723 1094726 1094727 1094728 1094729 1094731 1094732 1094738 1094739 1094752 1094753 1094754	Advanced Food & Beverage Operations Management

Sai Shiva Education Trust's

ARUN MUCHHALA INTERNATIONAL COLLEGE OF HOTEL MANAGEMENT

Date: 24-05-2024

To  
Mrs. Preeti Madam  
Asst. Professor

Dear Madam,

You are being appointed as Exam Supervisor for **First Half 2024 Sem VI Sem End (TY B.Sc. Hs.)** academic year 2023-24. You are responsible for the smooth functioning of supervising the examination as per Mumbai University norms. You are accountable for any discrepancies arising during your supervision.

Your duties are as follows

Sr. No	Date	Time	Subject	Block	Duty	Junior Supervisor
1	28/05/2024	10:30 AM TO 01:00 PM	Organizational Behavior	503	SENIOR SUPERVISOR	Arvind Sir
2	29/05/2024	10:30 AM TO 01:00 PM	Strategic Management	503	SENIOR SUPERVISOR	Arvind Sir
3	30/05/2024	10:30 AM TO 01:00 PM	Advanced Food Production	503	SENIOR SUPERVISOR	Arvind Sir
4	31/05/2024	10:30 AM TO 01:00 PM	Advanced Food & Beverage Operations Management	503	SENIOR SUPERVISOR	Arvind Sir
5	03/06/2024	10:30 AM TO 01:00 PM	Advance Housekeeping	503	SENIOR SUPERVISOR	Arvind Sir
	04/06/2024	10:30 AM TO 01:00 PM	Advance Front office	503	SENIOR SUPERVISOR	Arvind Sir
7	05/06/2024	10:30 AM TO 01:00 PM	Advance Bakery & Confectionary	503	SENIOR SUPERVISOR	Arvind Sir
8	06/06/2024	10:30 AM TO 01:00 PM	Service Marketing / Strategic Human Resource Management	503	SENIOR SUPERVISOR	Arvind Sir

- Substitute supervisor will do the invigilation in case of any absenteeism.

office copy

Preeti  
27/05/24

Receivers Name and Dated Signature

P. Dhuri

Prajakta Dhuri  
Exam In charge

Bipin Jadhav

Bipin Jadhav  
Principal

Sai Shiva Education Trust's

ARUN MUCHHALA INTERNATIONAL COLLEGE OF HOTEL MANAGEMENT

Date: 24-05-2024

To  
Mr. Arvind Sir  
Asst. Professor

Dear Sir,


You are being appointed as Exam Supervisor for **First Half 2024 Sem VI Sem End (TY B.Sc. Hs.)** academic year 2023-24. You are responsible for the smooth functioning of supervising the examination as per Mumbai University norms. You are accountable for any discrepancies arising during your supervision.

Your duties are as follows

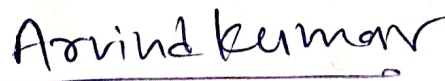
Sr. No	Date	Time	Subject	Block	Duty	Junior Supervisor
1	28/05/2024	10:30 AM TO 01:00 PM	Organizational Behavior	503	SENIOR SUPERVISOR	Arvind Sir
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3	30/05/2024	10:30 AM TO 01:00 PM	Advanced Food Production	503	SENIOR SUPERVISOR	Arvind Sir
4	31/05/2024	10:30 AM TO 01:00 PM	Advanced Food & Beverage Operations Management	503	SENIOR SUPERVISOR	Arvind Sir
5	03/06/2024	10:30 AM TO 01:00 PM	Advance Housekeeping	503	SENIOR SUPERVISOR	Arvind Sir
6	04/06/2024	10:30 AM TO 01:00 PM	Advance Front office	503	SENIOR SUPERVISOR	Arvind Sir
7	05/06/2024	10:30 AM TO 01:00 PM	Advance Bakery & Confectionary	503	SENIOR SUPERVISOR	Arvind Sir
8	06/06/2024	10:30 AM TO 01:00 PM	Service Marketing / Strategic Human Resource Management	503	SENIOR SUPERVISOR	Arvind Sir

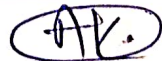
- Substitute supervisor will do the invigilation in case of any absenteeism.

Office copy


  
Prajakta Dhuri  
Exam In charge

Receivers Name and Dated Signature





24.05.2024

  
Bipin Jadhav  
Principal

Sai Shiva Education Trust's

ARUN MUCHHALA INTERNATIONAL COLLEGE OF HOTEL MANAGEMENT

Date: 24-05-2024

To  
Mrs. Prajakta Madam  
Asst. Professor

Dear Madam,


You are being appointed as Exam Supervisor for **First Half 2024 Sem VI Sem End (TY B.Sc. Hs.)** academic year 2023-24. You are responsible for the smooth functioning of supervising the examination as per Mumbai University norms. You are accountable for any discrepancies arising during your supervision.

Your duties are as follows

Sr. No	Date	Time	Subject	Block	Duty
1	28/05/2024	10:30 AM TO 01:00 PM	Organizational Behaviour	503	VIGILANCE
2	29/05/2024	10:30 AM TO 01:00 PM	Strategic Management	503	VIGILANCE
3	30/05/2024	10:30 AM TO 01:00 PM	Advanced Food Production	503	VIGILANCE
4	31/05/2024	10:30 AM TO 01:00 PM	Advanced Food & Beverage Operations Management	503	VIGILANCE
5	03/06/2024	10:30 AM TO 01:00 PM	Advance Housekeeping	503	VIGILANCE
6	04/06/2024	10:30 AM TO 01:00 PM	Advance Front office	503	VIGILANCE
7	05/06/2024	10:30 AM TO 01:00 PM	Advance Bakery & Confectionary	503	VIGILANCE
8	06/06/2024	10:30 AM TO 01:00 PM	Service Marketing / Strategic Human Resource Management	503	VIGILANCE

- Substitute supervisor will do the invigilation in case of any absenteeism.

Receivers Name and Dated Signature

  
Prajakta Dhuri  
Exam In charge

  
Bipin Jadhav  
Principal

Office copy



# University of Mumbai



No. Exam./Sc./S/ST/01 of 2024

(Science & Tech. - 01)  
Winter -2024  
Examinations Section  
Vidyanagari, Kalina,  
Mumbai- 400 098

## CIRCULAR

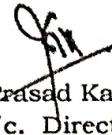
The Deans of the various faculties, Directors/Heads of the University Departments, Principals of the affiliated colleges, Heads / Directors of the Recognised institutions, Professor-cum Director, Institute of Distance & Open Learning (IDOL) Principals of the University conducted Colleges and the Co-ordinators / Assistant Registrars, University Sub-Centre at Ratnagiri and Thane are hereby informed that the **dates of commencement** of the examinations indicated below which are to be held in the **Summer 2024** are as shown against them.

They are, therefore, requested to bring this to the notice of the concerned students by displaying the same on Notice Board:-

Sr. No	Exam Code	Examinations	Date of Commencement
1	1P00137	Fourth Year B. of Pharmacy (Sem VII)(Choice Based)	26-03-2024
2	1P00147	Fourth Year B. of Pharmacy (Sem VII)(Choice Based) (R-2019)	26-03-2024
3	1P00133	S.Y. B. of Pharmacy (Sem III)(Choice Based)	28-03-2024
4	1P00143	S.Y. B. of Pharmacy (Sem III)(Choice Based) (R-2019)	28-03-2024
5	1P00131	F.Y. B. of Pharmacy (Sem I)(Choice Based)	01-04-2024
6	1P00135	T.Y. B. of Pharmacy (Sem V)(Choice Based)	01-04-2024
7	1P00141	F.Y. B. of Pharmacy (Sem I)(Choice Based) (R-2019)	01-04-2024
8	1P00145	T.Y. B. of Pharmacy (Sem V)(Choice Based) (R-2019)	01-04-2024
9	1P00241	M. Pharm. (Sem I)(Choice Based) (R-2019)	01-04-2024
10	1S00815	T.Y. B.Sc. In Forensic Sciences (Sem. V)	01-04-2024
11	1S00816	T.Y. B.Sc. In Forensic Science (Sem. VI)	01-04-2024
12	1S01421	M.Sc. (Forensic Sciences ) (Sem. I) (Choice Based)	01-04-2024
13	1S01423	M.Sc. (Forensic Sciences ) (Sem. III) (Choice Based)	01-04-2024
14	1S01915	T.Y.B.Voc. in Medical Lab Technology(Sem. V)	01-04-2024
15	1S01422	M.Sc. (Forensic Sciences ) (Sem. II) (Choice Based)	02-04-2024
16	1S01424	M.Sc. (Forensic Sciences ) (Sem. IV) (Choice Based)	02-04-2024
17	1S00136	T.Y. B.Sc.(Sem.VI)(CBSGS) (75:25)	03-04-2024
18	1S00146	T.Y. B.Sc.(Sem. VI )(Choice Based) (R-2018-19)	03-04-2024
19	1S00155	B.Sc. (Computer Science) (Sem. V) (Choice Based)	03-04-2024
20	1S00165	B.Sc. (Biotechnology) (Sem. V) (Choice Based)	03-04-2024
21	1S00245	B.Sc. (I.T.) (Sem.. V) (CBSGS) (75:25)	03-04-2024
22	1S00255	B.Sc. (I.T) (Sem. V) (Choice Base) (R-2018-19)	03-04-2024
23	1S00326	B.Sc. (Home Science ) (Sem.VI) (Choice Based)	08-04-2024

56	1A00322	M. Arch. (by Research) (Sem. II) (Choice Based)	06-05-2024
57	1A00422	M. Arch. (Sem II) (Project Management) (Choice Based)	06-05-2024
58	1A00522	M. Arch. (Sem II) (Urban Conservation) (Choice Based)	06-05-2024
59	1A00622	M. Arch. (Sem. II) (Urban Design) (Choice Based)	06-05-2024
60	1P00132	F.Y. B. of Pharmacy (Sem II) (Choice Based)	07-05-2024
61	1P00142	F.Y. B. of Pharmacy (Sem II) (Choice Based) (R-2019)	07-05-2024
62	1P00242	M. Pharm (Sem II) (Choice Based) (R-2019)	07-05-2024
63	1S01331	M.Sc. (Home Science) (Sem. I) (CBSGS)	07-05-2024
64	1S01333	M.Sc. (Home Science) (Sem. III) (R-2017)	08-05-2024
65	1T00162	M.C.A. (Sem. II) (Choice Based) (R-2020-21)	08-05-2024
66	1S00416	B.Sc. (Hospitality Studies) (Sem. VI) (CBSGS)	28-05-2024
67	1S00426	B.Sc. (Hospitality Studies) (Sem. VI) (Choice Base) (R-2018-19)	28-05-2024
68	1S01111	M.Sc. and M.Sc. Research (Theory) (Sem. I) (CBSGS)	11-06-2024
69	1S01121	M.Sc. and M.Sc. Research (Theory) (Sem. I) (Choice Base)	11-06-2024
70	1S01113	M.Sc. and M.Sc. Research (Theory) (Sem. III) (CBSGS)	12-06-2024
71	1S01123	M.Sc. and M.Sc. Research (Theory) (Sem. III) (Choice Base)	12-06-2024
72	1S01112	M.Sc. and M.Sc. Research (Theory) (Sem. II) (CBSGS)	01-07-2024
73	1S01122	M.Sc. and M.Sc. Research (Theory) (Sem. II) (Choice Base)	01-07-2024
74	1S01114	M.Sc. and M.Sc. Research (Theory) (Sem. IV) (CBSGS)	02-07-2024
75	1S01124	M.Sc. and M.Sc. Research (Theory) (Sem. IV) (Choice Base)	02-07-2024

Mumbai- 400  
8<sup>th</sup> February, 2024

  
Dr. Prasad Karande  
I/c. Director  
Board of Examinations & Evaluation

To,  
The Deans of the various faculties, Directors/Heads of the University Departments ,  
Principals of the affiliated colleges, Heads/Directors of the Recognised institutions,  
Professor-cum-Director, Institute of Distance & Open Learning (IDOL) Principals  
of the University conducted Colleges and the Co-ordinators/Assistant Registrars,  
University Sub-Centre at Ratnagiri and Thane.

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

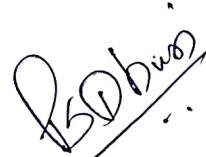
# Notice

## For Conducting Exam Committee Meeting

This is to inform all the exam committee members of AMICHM that meeting shall be held on 00/00/2024 at 3:30 pm in the college premises for the following agendas.

### AGENDA

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



(PRAJKATA DHURI)  
Examination Incharge  
For,

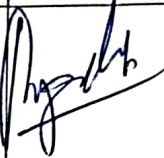


Arun Muchhala International  
College of Hotel Management, Thane.

## Minutes of the meeting of the exam committee.

Meeting held on 09/05/2024

At 3:30 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. Prajakta Dhuri	In charge	
3	Mrs. Preeti Sharma	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 VI

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 VI 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 will prepare the time-table for practical and get it duly approved from exam in charge & Principal and display it by 02-05-2024.
- 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 07-05-2024.
- 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-VI 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 /05/2024.
- b) Mrs. Preeti Sharma will prepare supervisor duty and Mr. Hemant Gavit will prepare work order and get it duly approved from Exam in charge and Principal and distribute it to concern supervisors by /05/2024.
- c) 3 Sets of Class test question papers will be set by the respective subject faculties and forwarded to the principal by /04/2024.

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 marks  $\frac{1}{2}$  mark each

Q(B) will be Match the column , 5 questions for 2.5 marks  $\frac{1}{2}$  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 VI 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.**