



Shri Laxminarayan Shaikshanik Bahu-Uddeshiya Gramvikas Sanstha Hingana's

COLLEGE OF MANAGEMENT KHAMGAON

College Code : 353

Shri Tejendrasingh Chauhan
President

Ref. No.

Date : / /

EXAMINATION COMMITTEE




Principal
College of Management
Khamgaon Dist. Buldana



Shri Laxminarayan Shaikshanik Bahu-Uddeshiya Gramvikas Sanstha Hingana's

COLLEGE OF MANAGEMENT KHAMGAON

College Code : 353

Shri Tejendrasingh Chauhan
President

Ref. No.

Date : / /

Ref: E.C / 2022-24/01

Dt. 13-07-2022

CIRCULAR

All the members of the Examinations committee are informed to attend a meeting in the Exam Branch at 3.00 PM on 16-07-2022

Agenda of the meeting:

1. Result Analysis
2. Attendance
3. Academic Regulations

PRINCIPAL

Copy to: 1. IQAC Coordinator
2. Examination Branch
3. All HODs
4. Administrative Officer
5. Accounts Officer
6. Accounts Office
7. Concerned faculty members
8. Notice Board




Principal
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Khamgaon Dist. Buldana



Ref. No.

Date : / /

Date: 16-07-2022

MINUTES OF THE MEETING

The following points have been discussed in the meeting conducted by the coordinator on 16-07-2022

1. Reviewed the Minutes of the meeting held on 26-03-2022.
2. College Schedule as per the Academic Calendar to be finalized. This should include the Date of Submission of Question Papers, Mid Marks, Dates for Conduction Seminars, PRC's and Comprehensive Viva-Voce.
3. All class time tables to be prepared and placed in notice board and portal, All subjects mappings should be done to concern faculty for daily attendance purpose.
4. Result Analysis of – Comprehensive Analysis at Minute Level – Department Wise and Class Wise.
5. Attendance to be updated every fortnight to upload to Portal.
6. Complete data of the students to be maintained
7. Elective Subjects should be monitored
8. Attendance Norms as per the Regulations to be monitored
9. Responsibilities of the Department In-charge should include allocation of Invigilators for the Mid and Final Exams, Submission of Internal Marks – Theory and Practical, Monitoring the Conduction of Lab External Examinations, Collection of Mid Exam Question Papers etc.
10. Results are uploaded in portal after Theory and Practical in Internal and External Examinations.
11. It is discussed to see that by that the internal marks to be verified by consult faculty and HOD
12. After Verified by faculty the marks sheets are displayed in notice board for reconciliation of students

| Sr.no | Name | Designation | Contact No. |
|-------|------------------------------|---------------------|-------------|
| 1. | Mr. Tejendrasingh K. Chouhan | Principal | 9423445566 |
| 2. | Mr. Shivprasad Chavhan | Associate Professor | 8446144457 |
| 3. | Mr. Waseem Khan | Lecturer | 7276697915 |
| 4. | Ms. Monali Marathe | Assistant Professor | 9881039644 |




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College Code : 353

Shri Tejendrasingh Chauhan
President

Ref. No.

Date : / /

| | | | |
|----|--------------------------|---------------------|------------|
| | | | |
| 5. | Miss. Sulochana Ganorkar | Associate Professor | 9403700596 |
| 6. | Mr. Sudam Jadhao | O.S. | 9960965566 |
| 7. | Mr. Shivaji Waghmare | Associate Professor | 9604649002 |

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COLLEGE OF MANAGEMENT KHAMGAON

College Code : 353

Shri Tejendrasingh Chauhan
President

Ref. No.

Date : / /

Ref: E.C / 2022-24/02

Dt. 24-08-2022

CIRCULAR

All the members of the Examinations committee are informed to attend a meeting in the Exam Branch at 3.00 PM on 27-08-2022.

Agenda of the meeting:

1. Result Analysis
2. Attendance
3. Academic Regulations

PRINCIPAL

- Copy to:
1. IQAC Coordinator
 2. Examination Branch
 3. All HODs
 4. Administrative Officer
 5. Accnts Officer
 6. Accnts Office
 7. Concerned faculty members
 8. Notice Board




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Ref. No.

Date : / /

Date: 27-08-2022

MINUTES OF THE MEETING

The following points have been discussed in the meeting conducted by the coordinator

1. Reviewed the Minutes of the meeting held on 16-07-2022.
2. As per the new regulation are required for the promotion of student to 2nd year. This information is to be clearly informed to all HOD, faculty and students thrgh circular, mails and SMS.
3. Stationary required for the conduction of mid – 1 examination is to be verified.
4. Information related to question paper template, last date for the submission of question papers, valuated answer scripts, mid marks is to be circulated to the HODs and faculty.
5. Question papers should be as per Blooms Taxonomy and Crse tcomes.
6. Status of Attendance updates every fortnight are discussed.
7. Maintenance of Complete data of the students is discussed.
8. Attendance Norms as per the Regulations are being monitored.
9. Complete Invigilation reports are made online and available on the server only for the Examination Branch and the Department Examination Coordinators.
10. The seating allotment of Mid –I Exams is being generated as floor wise and branch wise to look after the discipline of the students by the concerned HOD and Dept Coordinator.
11. It has been decided to maintain “Google Drive” data concerned to subject wise attainment sheets.




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College Code : 353

Shri Tejendrasingh Chauhan
President

Ref. No.

Date : / /

| Sr.no | Name | Designation | Contact No. |
|-------|------------------------------|---------------------|-------------|
| 1. | Mr. Tejendrasingh K. Chouhan | Principal | 9423445566 |
| 2. | Mr. Shivprasad Chavhan | Associate Professor | 8446144457 |
| 3. | Mr. Waseem Khan | Lecturer | 7276697915 |
| 4. | Ms. Monali Marathe | Assistant Professor | 9881039644 |
| 5. | Miss. Sulochana Ganorkar | Associate Professor | 9403700596 |
| 6. | Mr. Sudam Jadhao | O.S. | 9960965566 |
| 7. | Mr. Shivaji Waghmare | Associate Professor | 9604649002 |

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College Code : 353

Shri Tejendrasingh Chauhan
President

Ref. No.

Date : / /

Ref: E C/ 2022-24/03

Dt. 30-10-2022

CIRCULAR

All the members of the Examinations committee are informed to attend a meeting in the Exam Branch at 3.00 PM on 02-11-2022.

Agenda of the meeting:

1. Result Analysis
2. Attendance
3. Academic Regulations
4. Question paper should be as per Blooms Taxonomy and Crse tcomes

PRINCIPAL

- Copy to:
1. IQAC Coordinator
 2. Examination Branch
 3. All HODs
 4. Administrative Officer
 5. Accnts Officer
 6. Accnts Office
 7. Concerned faculty members
 8. Notice Board




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Ref. No.

Date : / /

Date: 02-11-2022

MINUTES OF THE MEETING

The following points have been discussed in the meeting conducted by the coordinator.

1. Reviewed the Minutes of the meeting held on 27-08-2022.
2. Stationary required for the conduction of mid – II examination is to be verified.
3. MID -1 result analysis forwarded to HODs and faculty is re-forwarded to identify weak areas and to improve the results.
4. Information related to question paper template, last date for the submission of question papers, valuated answer scripts, mid marks is to be circulated to the HODs and faculty.
5. Question papers should be as per Blooms Taxonomy and Crse tcomes.
6. Status of Attendance updates every fortnight are discussed.
7. Maintenance of Complete data of the students is discussed.
8. Attendance Norms as per the Regulations are being monitored.
9. Complete Invigilation reports are made online and available on the server only for the Examination Branch and the Department Examination Coordinators.
10. The seating allotment of Mid –II Exams is being generated as floor wise and to look after the discipline of the students by the concerned HOD and Dept Coordinator.
11. Drafting of the lab external examiners within the cluster of colleges is discussed.
12. Time tables for the lab external examinations are to be finalized and circulated to HODs, Faculty and students.
13. Issuing appointment and reliving orders for lab externals, Hospitality to external examiners, Remuneration details as per Annexure 1 and Annexure 2 are discussed with the concerned HODs for lab externals of Pharmacy.
14. Deputations of faculty for conducting lab externals in other college. Reliving orders and OD forms for concern deputation faculty.
15. Stationary required for the conduction of lab examination is to be verified.

| Sr.no | Name | Designation | Contact No. |
|-------|------------------------------|---------------------|-------------|
| 1. | Mr. Tejendrasingh K. Chouhan | Principal | 9423445566 |
| 2. | Mr. Shivprasad Chavhan | Associate Professor | 8446144457 |
| 3. | Mr. Waseem Khan | Lecturer | 7276697915 |




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College Code : 353

Shri Tejendrasingh Chauhan
President

Ref. No.

Date : / /

| | | | |
|----|--------------------------|---------------------|------------|
| 4. | Ms. Monali Marathe | Assistant Professor | 9881039644 |
| 5. | Miss. Sulochana Ganorkar | Associate Professor | 9403700596 |
| 6. | Mr. Sudam Jadhao | O.S. | 9960965566 |
| 7. | Mr. Shivaji Waghmare | Associate Professor | 9604649002 |

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COLLEGE OF MANAGEMENT KHAMGAON

College Code : 353

Shri Tejendrasingh Chauhan
President

Ref. No.

Date : / /

Ref: E C / 2022-24/04

Dt. 29-12-2022

CIRCULAR

All the members of the Examinations committee are informed to attend a meeting in the Exam Branch at 3.00 PM on 02-01-2024.

Agenda of the meeting:

1. Result Analysis
2. Attendance
3. Academic Regulations

PRINCIPAL

- Copy to:
1. IQAC Coordinator
 2. Examination Branch
 3. All HODs
 4. Administrative Officer
 5. Accnts Officer
 6. Accnts Office
 7. Concerned faculty members
 8. Notice Board




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Ref. No.

Date : / /

Date: 02-01-2024

MINUTES OF THE MEETING

The following points have been discussed in the meeting conducted by the coordinator

1. Reviewed the Minutes of the meeting held on 02-11-2022.
2. College Schedule as per the Academic Calendar to be finalized. This should include the Date of Submission of Question Papers, Mid Marks for Pharmacy, Dates for Conduction Seminars, PRC's and Comprehensive Viva-Voce.
3. All class time tables to be prepared and placed in notice board and portal, All subjects mappings should be done to concern faculty for daily attendance purpose.
4. Result Analysis of and I Comprehensive Analysis at Minute Level – Department Wise and Class Wise.
5. Attendance to be updated every fortnight to upload to Portal.
6. Complete data of the students to be maintained
7. Elective Subjects should be monitored
8. Attendance Norms as per the Regulations to be monitored
9. Results are uploaded in portal after Theory and Practical in Internal and External Examinations.
10. It is discussed to see that by that the internal marks to be verified by consult faculty and HOD.

| Sr.no | Name | Designation | Contact No. |
|-------|------------------------------|---------------------|-------------|
| 1. | Mr. Tejendrasingh K. Chouhan | Principal | 9423445566 |
| 2. | Mr. Shivprasad Chavhan | Associate Professor | 8446144457 |
| 3. | Mr. Waseem Khan | Lecturer | 7276697915 |
| 4. | Ms. Monali Marathe | Assistant Professor | 9881039644 |




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College Code : 353

Shri Tejendrasingh Chauhan
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Ref. No.

Date : / /

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|----|--------------------------|---------------------|------------|
| | | | |
| 5. | Miss. Sulochana Ganorkar | Associate Professor | 9403700596 |
| 6. | Mr. Sudam Jadhao | O.S. | 9960965566 |
| 7. | Mr. Shivaji Waghmare | Associate Professor | 9604649002 |

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COLLEGE OF MANAGEMENT KHAMGAON

College Code : 353

Shri Tejendrasingh Chauhan
President

Ref. No.

Date : / /

Ref: E C / 2022-24/05

Dt. 08-02-2024

CIRCULAR

All the members of the Examinations committee are informed to attend a meeting in the Exam Branch at 3 PM on 11-02-2024.

Agenda of the meeting:

1. Result Analysis
2. Attendance
3. Academic Regulations
4. Question paper should be as per Blooms Taxonomy and Crse tcomes

PRINCIPAL

Copy to: 1. IQAC Coordinator
2. Examination Branch
3. All HODs
4. Administrative Officer
5. Accnts Officer
6. Accnts Office
7. Concerned faculty members
8. Notice Board




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Khamgaon Dist. Buldana



Ref. No.

Date : / /

Date: 11-02-2024

MINUTES OF THE MEETING

The following points have been discussed in the meeting conducted by the coordinator

1. Reviewed the Minutes of the meeting held on 02-01-2024.
2. Stationary required for the conduction of mid – 1 examination is to be verified.
3. Information related to question paper template, last date for the submission of question papers, valuated answer scripts, mid marks is to be circulated to the HODs and faculty.
4. Question papers should be as per Blooms Taxonomy and Crse tcomes.
5. Status of Attendance updates every fortnight are discussed.
6. Maintenance of Complete data of the students is discusse d.
7. Attendance Norms as per the Regulations are being monitored.
8. Complete Invigilation reports are made online and available on the server only for the Examination Branch and the Department Examination Coordinators.
9. The seating allotment of Mid –I Exams is being generated as floor wise and branch wise to look after the discipline of the students by the concerned HOD and Dept Coordinator.
10. It has been decided to maintain “Google Drive” data concerned to subject wise attainment sheets.

The Committee is intended to meet on 08-04-2024 for the conduction of mid – II, external lab and theory examinations.

| Sr.no | Name | Designation | Contact No. |
|-------|------------------------------|---------------------|-------------|
| 1. | Mr. Tejendrasingh K. Chouhan | Principal | 9423445566 |
| 2. | Mr. Shivprasad Chavhan | Associate Professor | 8446144457 |
| 3. | Mr. Waseem Khan | Lecturer | 7276697915 |
| 4. | Ms. Monali Marathe | Assistant Professor | 9881039644 |




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College Code : 353

Shri Tejendrasingh Chauhan
President

Ref. No.

Date : / /

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|----|--------------------------|---------------------|------------|
| 5. | Miss. Sulochana Ganorkar | Associate Professor | 9403700596 |
| 6. | Mr. Sudam Jadhao | O.S. | 9960965566 |
| 7. | Mr. Shivaji Waghmare | Associate Professor | 9604649002 |

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College Code : 353

Shri Tejendrasingh Chauhan
President

Ref. No.

Date : / /

Ref: E C / 2022-24/06

Dt. 05-04-2024

CIRCULAR

All the members of the Examinations committee are informed to attend a meeting in the Exam Branch at 3 PM on 08-04-2024.

Agenda of the meeting:

1. Result Analysis
2. Attendance
3. Academic Regulations
4. Question paper should be as per Blooms Taxonomy and Crse tcomes
5. Subject Experts list to be prepared by each Department for sending to the University

PRINCIPAL

- Copy to:
1. IQAC Coordinator
 2. Examination Branch
 3. All HODs
 4. Administrative Officer
 5. Accnts Officer
 6. Accnts Office
 7. Concerned faculty members
 8. Notice Board




Principal
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Ref. No.

Date : / /

Date: 08-04-2024

MINUTES OF THE MEETING

The following points have been discussed in the meeting conducted by the coordinator

1. Reviewed the Minutes of the meeting held on 11-02-2024.
2. The seating allotment of Mid –II Exams is being generated as floor wise and branch wise to look after the discipline of the students by the concerned HOD and Dept Coordinator.
3. Monthly wise attendance to be submitted before 05th of every month which is to be uploaded to Portal.
4. Subject experts List to be prepared by each Department for sending to the University
5. Responsibilities of the Department In-charges including allocation of Invigilators for the Mid , Submission of Internal Marks, Collection of Mid Exam Question Papers etc.
6. Stationary required for the conduction of mid – II examination is to be verified.
7. MID -1 result analysis forwarded to HODs and faculty is re-forwarded to identify weak areas and to improve the results.
8. Information related to question paper template, last date for the submission of question papers, valuated answer scripts, mid marks is to be circulated to the HODs and faculty.
9. Question papers should be as per Blooms Taxonomy and Crse tcomes.
10. Status of Attendance updates every fortnight are discussed.
11. Maintenance of Complete data of the students is discussed.
12. Attendance Norms as per the Regulations are being monitored.
13. Complete Invigilation reports are made online and available on the server only for the Examination Branch and the Department Examination Coordinators.
14. It has been decided to maintain “Google Drive” data concerned to subject wise attainment sheets.
15. At the end of semester i.e. after finished the uploading process, sheets will be given to concerned HOD for further process.
16. Drafting of the lab external examiners and projects panel within the cluster of colleges is discussed.
17. Project panel to be uploaded to university are to be finalized by HODs
18. Time tables for the lab external examinations are to be finalized and circulated to HODs, Faculty and students.
19. Issuing appointment and reliving orders for lab externals, Hospitality to external examiners, Remuneration details as per Annexure 1 and Annexure 2 are discussed with the concerned HODs for lab externals of Pharmacy.




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President

Ref. No.

Date : / /

20. Deputations of faculty for conducting lab externals and projects in other college. Reliving orders and OD forms for concern deputation faculty.
21. Stationary required for the conduction of lab examination and projects is to be verified.
22. Information related to question paper template, last date for the submission of question papers, valued answer scripts, marks of lab internal and external is to be circulated to the HODs and faculty.

| Sr.no | Name | Designation | Contact No. |
|-------|------------------------------|---------------------|-------------|
| 1. | Mr. Tejendrasingh K. Chouhan | Principal | 9423445566 |
| 2. | Mr. Shivprasad Chavhan | Associate Professor | 8446144457 |
| 3. | Mr. Waseem Khan | Lecturer | 7276697915 |
| 4. | Ms. Monali Marathe | Assistant Professor | 9881039644 |
| 5. | Miss. Sulochana Ganorkar | Associate Professor | 9403700596 |
| 6. | Mr. Sudam Jadhao | O.S. | 9960965566 |
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