



Examination Committee

(Functional Committee as per UGC, University Examination Ordinances, and Institutional Academic Policy)

Examination Committee – As a Functional Committee

The Examination Committee is a core administrative body formed to ensure the smooth, fair, and timely conduct of all internal and external examinations in accordance with university regulations and institutional academic calendars. It plays a critical role in maintaining the integrity and quality of the evaluation process within the institution.

Regulatory Basis:

- **UGC Guidelines:** Promote a structured, transparent, and accountable assessment process.
- **University Examination Rules/Ordinances:** Mandate formation of a committee to conduct and monitor examinations.
- **NAAC and AICTE Recommendations:** Emphasize proper documentation, fairness, and evaluation reforms.

Objectives of the Examination Committee:

- To ensure the fair and systematic conduct of internal and external examinations.
 - To maintain confidentiality and integrity in exam-related procedures.
 - To co-ordinate with the affiliating university on examination schedules, question papers, and results.
 - To ensure timely communication of exam-related instructions to students and faculty.
 - To facilitate a stress-free, disciplined examination environment.
-



Composition of the Examination Committee:

The Examination Committee shall consist of the following members:

- **Chairperson** – Principal or In-Charge Principal of the institution
 - **Convener/Controller of Examinations** – Senior faculty member appointed to manage examination processes
 - **Faculty Members** – Representatives from various departments to assist in conduct and supervision
 - **Administrative Representative** – Staff member to handle documentation, scheduling, and record-keeping
 - **Support Staff Member** – To assist with logistics, hall arrangements, and stationery
-

Functions of the Examination Committee:

- Prepare and publish internal and university exam schedules.
 - Co-ordinate the setting, printing, and secure storage of question papers.
 - Appoint and brief invigilators and ensure smooth invigilation.
 - Organize practical and viva examinations in co-ordination with departments.
 - Handle receipt, storage, and dispatch of answer books and other exam materials.
 - Address cases of unfair means in co-ordination with the Unfair Means Committee.
 - Maintain exam-related documentation and submit reports to the university.
 - Co-ordinate timely declaration of results and issuance of mark sheets.
-

Rules and Regulations:

- Maintain strict confidentiality of question papers and student records.
 - Ensure adherence to university-prescribed exam formats and schedules.
 - Display exam instructions and seating plans clearly.
 - Address student grievances or queries related to examinations.
 - Archive answer books and related documents as per university guidelines.
-



New Heritage Education Trust's

R. R. INTERNATIONAL

SCHOOL AND COLLEGE

"FOR PROMOTION OF HUMAN VALUES AND ACADEMIC EXCELLENCE"

(ISO 9001:2000 Certified Institute)

Notice

Date: 10/01/2025

A meeting of the Examination Committee is hereby scheduled to be held on 25/01/2025 at 1:30 p.m. in the Principal's Office, R.R. International College.

All members are cordially invited to attend the meeting.

Agenda

1. Opening Remarks and Welcome Address
2. Planning and Co-ordination for Final Semester Examinations
3. Optimizing Grading and Result Declaration Frameworks
4. Strengthening Examination Integrity and Ethical Practices
5. Implementation of NEP 2020 Guidelines in Evaluations
6. Faculty Development on Advanced Assessment Strategies
7. Discussion on Student Concerns and Feedback Mechanisms
8. Other Matters

Secretary



New Heritage Education Trust's





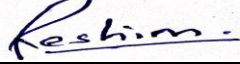
R. R. INTERNATIONAL

SCHOOL AND COLLEGE

"FOR PROMOTION OF HUMAN VALUES AND ACADEMIC EXCELLENCE"

(ISO 9001:2000 Certified Institute)

Circulate to:

Sr. No.	Designation	Name	Acknowledgement
1	Principal – Chairperson	Dr. Snehal Pardeshi	
2	Exam In-Charge – Convener	Mr. Harshl Rajput	
3	Faculty Member – Representative	Asst. Prof. Mayuri Lokhande	
4	Administrative Staff	Mrs. Archana Vaity	
5	Support Staff Member	Miss. Nikita Reshim	



Minutes of Meeting Held On 25th January 2025

Following members were present

Sr. No.	Designation	Name
1	Principal – Chairperson	Dr. Snehal Pardeshi
2	Exam In-Charge – Convener	Mr. Harshl Rajput
3	Faculty Member – Representative	Asst. Prof. Mayuri Lokhande
4	Administrative Staff	Mrs. Archana Vaity
5	Support Staff Member	Miss.Nikita Reshim

Agenda with Resolutions for January 2025 Meeting

- 1. Opening Remarks and Welcome Address**
 - The Chairperson extended greetings and outlined the key objectives of the session.
- 2. Planning and Coordination for Final Semester Examinations**
 - Reviewing the exam schedule, room allocation, and faculty assignments.
 - Resolution:** The finalized timetable will be officially released to ensure smooth execution of examinations.
- 3. Optimizing Grading and Result Declaration Frameworks**
 - Discussing efficient result processing, deadlines, and student access protocols.
 - Resolution:** All grading procedures will follow strict evaluation guidelines, with results being published . A post-result query window will be opened for student concerns.
- 4. Strengthening Examination Integrity and Ethical Practices**
 - Examining measures to uphold academic honesty and prevent misconduct.
 - Resolution:** New invigilation policies, digital monitoring strategies, and strict enforcement of guidelines will be implemented to prevent unfair practices during exams.



New Heritage Education Trust's

R. R. INTERNATIONAL

SCHOOL AND COLLEGE

"FOR PROMOTION OF HUMAN VALUES AND ACADEMIC EXCELLENCE"

(ISO 9001:2000 Certified Institute)

5. Implementation of NEP 2020 Guidelines in Evaluations

- Exploring competency-based assessments, open-book exams, and flexible evaluation methods.
- **Resolution:** The gradual adoption of project-based evaluations and skill-oriented assessments will be piloted in selected courses before broader implementation.

6. Faculty Development on Advanced Assessment Strategies

- Training faculty in modern evaluation practices and grading methodologies.
- **Resolution:** Faculty workshops on NEP-compliant assessment structures and digital grading techniques will be scheduled before semester-end evaluations.

7. Discussion on Student Concerns and Feedback Mechanisms

- Reviewing student suggestions related to exam formats, accessibility, and transparency.
- **Resolution:** A structured feedback mechanism will be introduced, allowing students to share concerns that will be addressed in future assessment planning.

8. Other Matters

- Addressing additional points raised by committee members.
- **Resolution:** Follow-up reviews will be scheduled to assess the effectiveness of implemented changes and introduce further improvements where necessary.



PRINCIPAL
New Heritage Education Trust's
R. R. INTERNATIONAL
SCHOOL & COLLEGE
I.C. COLONY, BORIVALI (W),
MUMBAI-400103



New Heritage Education Trust's

R. R. INTERNATIONAL

SCHOOL AND COLLEGE

"FOR PROMOTION OF HUMAN VALUES AND ACADEMIC EXCELLENCE"

(ISO 9001:2000 Certified Institute)

Notice

Date: 01/10/2024

A meeting of the Examination Committee is hereby scheduled to be held on 16/10/2024 at 1:30 p.m. in the Principal's Office, R.R. International College.

All members are cordially invited to attend the meeting.

Agenda

1. Opening Remarks and Greetings
2. Assessment of Ongoing Semester Examination Process
3. Incorporation of NEP 2020 Guidelines in Academic Evaluations
4. Enhancement of Student Evaluation and Feedback Mechanisms
5. Revisions to Existing Examination Policies and Regulations
6. Faculty Orientation for Advanced Assessment Techniques
7. Additional Discussions and Proposals

Secretary



New Heritage Education Trust's





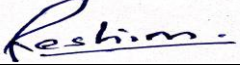
R. R. INTERNATIONAL

SCHOOL AND COLLEGE

"FOR PROMOTION OF HUMAN VALUES AND ACADEMIC EXCELLENCE"

(ISO 9001:2000 Certified Institute)

Circulate to:

Sr. No.	Designation	Name	Acknowledgement
1	Principal – Chairperson	Dr. Snehal Pardeshi	
2	Exam In-Charge – Convener	Mr. Harshl Rajput	
3	Faculty Member – Representative	Asst. Prof. Mayuri Lokhande	
4	Administrative Staff	Mrs. Archana Vaity	
5	Support Staff Member	Miss.Nikita Reshim	



Minutes of Meeting Held On 16th October 2024

Following members were present

Sr. No.	Designation	Name
1	Principal – Chairperson	Dr. Snehal Pardeshi
2	Exam In-Charge – Convener	Mr. Harshl Rajput
3	Faculty Member – Representative	Asst. Prof. Mayuri Lokhande
4	Administrative Staff	Mrs. Archana Vaity
5	Support Staff Member	Miss.Nikita Reshim

Agenda with Resolutions for October 2024 Meeting

1. Opening Remarks and Greetings

- The Chairperson welcomed all committee members and highlighted the key discussion points for the session.

2. Assessment of Ongoing Semester Examination Process

- Evaluating the effectiveness of the current examination system and identifying areas for enhancement.
- **Resolution:** Necessary refinements will be made to ensure seamless execution of upcoming exams, with changes officially being communicated .

3. Incorporation of NEP 2020 Guidelines in Academic Evaluations

- Discussing innovative assessment methods as prescribed by the National Education Policy 2020.
- **Resolution:** Competency-driven evaluations, skill-based assessments, and flexible exam structures will be introduced gradually, beginning with select courses.

4. Enhancement of Student Evaluation and Feedback Mechanisms

- Exploring strategies to improve student engagement and ensure continuous academic progress tracking.



New Heritage Education Trust's

R. R. INTERNATIONAL

SCHOOL AND COLLEGE

"FOR PROMOTION OF HUMAN VALUES AND ACADEMIC EXCELLENCE"

(ISO 9001:2000 Certified Institute)

- **Resolution:** A structured feedback system will be implemented where students can review exam formats and suggest improvements to faculty.

5. Revisions to Existing Examination Policies and Regulations

- Examining modifications to policies governing exam security, invigilation, and result processing.
- **Resolution:** Updated regulations, including academic integrity guidelines and monitoring mechanisms, will be adopted to strengthen the examination process.

6. Faculty Orientation for Advanced Assessment Techniques

- Training faculty members on contemporary evaluation methods, including technology-driven grading systems.
- **Resolution:** Workshops will be conducted on AI-assisted grading, case-based question structuring, and adaptive assessments, ensuring alignment with modern evaluation trends.

7. Additional Discussions and Proposals

- Addressing concerns raised by committee members and reviewing suggestions for improving examination processes.
- **Resolution:** A follow-up review session will be scheduled to assess the implementation of proposed changes and gather feedback for future modifications.



PRINCIPAL
New Heritage Education Trust's
R.R. INTERNATIONAL
SCHOOL & COLLEGE
I.C. COLONY, BORIVALI (W),
MUMBAI-400103



New Heritage Education Trust's

R. R. INTERNATIONAL

SCHOOL AND COLLEGE

"FOR PROMOTION OF HUMAN VALUES AND ACADEMIC EXCELLENCE"

(ISO 9001:2000 Certified Institute)

Notice

Date: 02/08/2024

A meeting of the Examination Committee is hereby scheduled to be held on 17/08/2024 at 1:30 p.m. in the Principal's Office, R.R. International College, to discuss and finalize the semester exam schedule and other related matters.

Agenda

1. **Introduction and Welcome**
2. **Preparation for the Upcoming Semester Exams**
3. **Implementation of NEP 2020 in Assessment and Examination Reforms**
4. **Introduction of Continuous Assessment Methods**
5. **Review and Update of Examination Guidelines**
6. **Faculty Training on Examination Procedures**
7. **Other Matters**

Secretary



New Heritage Education Trust's


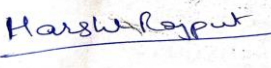


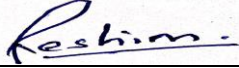
R. R. INTERNATIONAL

SCHOOL AND COLLEGE

"FOR PROMOTION OF HUMAN VALUES AND ACADEMIC EXCELLENCE"

(ISO 9001:2000 Certified Institute)

Circulate to:

Sr. No.	Designation	Name	Acknowledgement
1	Principal – Chairperson	Dr. Snehal Pardeshi	
2	Exam In-Charge – Convener	Mr. Harshl Rajput	
3	Faculty Member – Representative	Asst. Prof. Mayuri Lokhande	
4	Administrative Staff	Mrs. Archana Vaity	
5	Support Staff Member	Miss. Nikita Reshim	



Minutes of Meeting Held On 17th August 2024

Following members were present

Sr. No.	Designation	Name
1	Principal – Chairperson	Dr. Snehal Pardeshi
2	Exam In-Charge – Convener	Mr. Harshl Rajput
3	Faculty Member – Representative	Asst. Prof. Mayuri Lokhande
4	Administrative Staff	Mrs. Archana Vaity
5	Support Staff Member	Miss.Nikita Reshim

Agenda with Resolutions for August 2024 Meeting

1. Introduction and Welcome

- Chairperson's opening remarks and welcome to committee members.

2. Preparation for the Upcoming Semester Exams

- Discussion on exam schedules, faculty responsibilities, and logistics.
- **Resolution:** The finalized exam timetable will be published and communicated to all departments. Seating arrangements and invigilation schedules will be planned accordingly.

3. Implementation of NEP 2020 in Assessment and Examination Reforms

- Discussion on competency-based assessments and flexible examination formats as per the guidelines of NEP 2020.
- **Resolution:** Implement open-book exams, case-based questions, and project-based assessments in select courses to align with NEP principles. Faculty training will be scheduled to facilitate smooth execution.

4. Introduction of Continuous Assessment Methods

- Exploring alternative assessment strategies to ensure regular evaluation of students.
- **Resolution:** Adopt formative assessments such as quizzes, presentations, and assignments throughout the semester to complement final exams.



New Heritage Education Trust's

R. R. INTERNATIONAL

SCHOOL AND COLLEGE

"FOR PROMOTION OF HUMAN VALUES AND ACADEMIC EXCELLENCE"

(ISO 9001:2000 Certified Institute)

5. Review and Update of Examination Guidelines

- Evaluation of existing exam policies to accommodate new assessment approaches.
- **Resolution:** A revised examination policy document incorporating blended learning assessments will be circulated to faculty and students .

6. Faculty Training on Examination Procedures

- Providing faculty members with updated training on assessment strategies, invigilation duties, and digital exam methods.
- **Resolution:** A mandatory workshop on modern assessment techniques and NEP-compliant examination reforms will be conducted .

7. Other Matters

- Addressing faculty and student concerns regarding exam procedures and improvements.
- **Resolution:** Feedback surveys will be distributed to students and faculty after exams to evaluate exam reforms and suggest necessary improvements.



PRINCIPAL
New Heritage Education Trust's
R.R. INTERNATIONAL
SCHOOL & COLLEGE
I.C. COLONY, BORIVALI (W),
MUMBAI-400103



New Heritage Education Trust's

R. R. INTERNATIONAL

SCHOOL AND COLLEGE

"FOR PROMOTION OF HUMAN VALUES AND ACADEMIC EXCELLENCE"

(ISO 9001:2000 Certified Institute)

Notice

Date: 01/01/2024

A meeting of the Examination Committee is hereby scheduled to be held on 16/01/2024 at 1:30 p.m. in the Principal's Office, R.R. International College, to discuss and finalize the exam schedule and other related matters.

Agenda

1. **Introduction and Welcome**
2. **Final Semester Exam Planning**
3. **Exam Security and Integrity Measures**
4. **Results Processing and Declaration**
5. **Other Matters**

Secretary



New Heritage Education Trust's


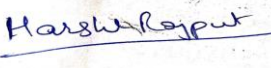


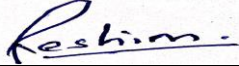
R. R. INTERNATIONAL

SCHOOL AND COLLEGE

"FOR PROMOTION OF HUMAN VALUES AND ACADEMIC EXCELLENCE"

(ISO 9001:2000 Certified Institute)

Circulate to:

Sr. No.	Designation	Name	Acknowledgement
1	Principal – Chairperson	Dr. Snehal Pardeshi	
2	Exam In-Charge – Convener	Mr. Harshl Rajput	
3	Faculty Member – Representative	Asst. Prof. Mayuri Lokhande	
4	Administrative Staff	Mrs. Archana Vaity	
5	Support Staff Member	Miss. Nikita Reshim	



Minutes of Meeting Held On 16th January 2024

Following members were present

Sr. No.	Designation	Name
1	Principal – Chairperson	Dr. Snehal Pardeshi
2	Exam In-Charge – Convener	Mr. Harshl Rajput
3	Faculty Member – Representative	Asst. Prof. Mayuri Lokhande
4	Administrative Staff	Mrs. Archana Vaity
5	Support Staff Member	Miss.Nikita Reshim

Agenda with Resolutions for January Meeting

1. Introduction and Welcome

- Welcome address by the Principal and overview of the meeting objectives.

2. Final Semester Exam Planning

- Discussion on the exam timetable and logical arrangements.
- **Resolution:** Finalize and publish the semester-end exam schedule .

3. Exam Security and Integrity Measures

- Strategies to prevent academic misconduct and ensure fair assessment.
- **Resolution:** Implement stricter invigilation policies and digital monitoring where applicable.

4. Results Processing and Declaration

- Timeline for grading, result publication, and student queries.
- **Resolution:** Ensure results are processed and declared on time.



New Heritage Education Trust's

R. R. INTERNATIONAL

SCHOOL AND COLLEGE

"FOR PROMOTION OF HUMAN VALUES AND ACADEMIC EXCELLENCE"

(ISO 9001:2000 Certified Institute)

5. Other Matters

- Open discussion on challenges faced during the previous exams.
- **Resolution:** Gather faculty and student feedback to refine future exam protocols.



PRINCIPAL
New Heritage Education Trust's
R.R. INTERNATIONAL
SCHOOL & COLLEGE
I.C. COLONY, BORIVALI (W),
MUMBAI-400103



New Heritage Education Trust's

R. R. INTERNATIONAL

SCHOOL AND COLLEGE

"FOR PROMOTION OF HUMAN VALUES AND ACADEMIC EXCELLENCE"

(ISO 9001:2000 Certified Institute)

Notice

Date: 06/10/2023

A meeting of the Examination Committee is hereby scheduled to be held on 21/10/2023 at 1:30 p.m. in the Principal's Office, R.R. International College, to discuss and finalize the exam schedule and other related matters.

Agenda

1. **Introduction and Welcome**
2. **Mid-Semester Exam Preparation**
3. **Student Performance Review**
4. **Implementation of New Exam Guidelines**
5. **Other Matters**

Secretary



New Heritage Education Trust's


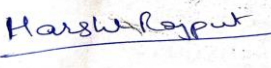


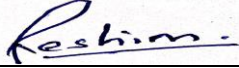
R. R. INTERNATIONAL

SCHOOL AND COLLEGE

"FOR PROMOTION OF HUMAN VALUES AND ACADEMIC EXCELLENCE"

(ISO 9001:2000 Certified Institute)

Circulate to:

Sr. No.	Designation	Name	Acknowledgement
1	Principal – Chairperson	Dr. Snehal Pardeshi	
2	Exam In-Charge – Convener	Mr. Harshl Rajput	
3	Faculty Member – Representative	Asst. Prof. Mayuri Lokhande	
4	Administrative Staff	Mrs. Archana Vaity	
5	Support Staff Member	Miss. Nikita Reshim	



Minutes of Meeting Held On 21st October 2023

Following members were present

Sr. No.	Designation	Name
1	Principal – Chairperson	Dr. Snehal Pardeshi
2	Exam In-Charge – Convener	Mr. Harshl Rajput
3	Faculty Member – Representative	Asst. Prof. Mayuri Lokhande
4	Administrative Staff	Mrs. Archana Vaity
5	Support Staff Member	Miss.Nikita Reshim

Agenda with Resolutions for October Meeting

1. Introduction and Welcome

- Opening remarks by the Chairperson and welcome to members.

2. Mid-Semester Exam Preparation

- Discussion on exam logistics and faculty responsibilities.
- **Resolution:** Ensure all exam-related materials are distributed to faculty .

3. Student Performance Review

- Review of mid-semester academic progress and remedial measures.
- **Resolution:** Organize special tutoring sessions for underperforming students.

4. Implementation of New Exam Guidelines

- Introduction of updated exam protocols and invigilation processes.
- **Resolution:** Faculty training will be conducted before implementation.



New Heritage Education Trust's

R. R. INTERNATIONAL

SCHOOL AND COLLEGE

"FOR PROMOTION OF HUMAN VALUES AND ACADEMIC EXCELLENCE"

(ISO 9001:2000 Certified Institute)

5. Other Matters

- Miscellaneous topics raised by committee members.
- **Resolution:** Feedback collection from faculty and students to improve exam processes.



PRINCIPAL
New Heritage Education Trust's
R.R. INTERNATIONAL
SCHOOL & COLLEGE
I.C. COLONY, BORIVALI (W),
MUMBAI-400103



New Heritage Education Trust's

R. R. INTERNATIONAL

SCHOOL AND COLLEGE

"FOR PROMOTION OF HUMAN VALUES AND ACADEMIC EXCELLENCE"

(ISO 9001:2000 Certified Institute)

Notice

Date: 01/08/2023

A meeting of the Examination Committee is hereby scheduled to be held on 16/08/2023 at 1:30 p.m. in the Principal's Office, R.R. International College, to discuss and finalize the exam schedule and other related matters.

Agenda

1. Introduction and Welcome
2. Review of Exam Policy
3. Exam Schedule
4. Other Matters

Secretary



New Heritage Education Trust's


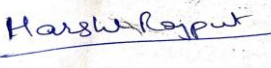


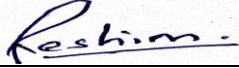
R. R. INTERNATIONAL

SCHOOL AND COLLEGE

"FOR PROMOTION OF HUMAN VALUES AND ACADEMIC EXCELLENCE"

(ISO 9001:2000 Certified Institute)

Circulate to:

Sr. No.	Designation	Name	Acknowledgement
1	Principal – Chairperson	Dr. Snehal Pardeshi	
2	Exam In-Charge – Convener	Mr. Harshl Rajput	
3	Faculty Member – Representative	Asst. Prof. Mayuri Lokhande	
4	Administrative Staff	Mrs. Archana Vaity	
5	Support Staff Member	Miss. Nikita Reshim	



Minutes of Meeting Held On 16th August 2023

Following members were present

Sr. No.	Designation	Name
1	Principal – Chairperson	Dr. Snehal Pardeshi
2	Exam In-Charge – Convener	Mr. Harshl Rajput
3	Faculty Member – Representative	Asst. Prof. Mayuri Lokhande
4	Administrative Staff	Mrs. Archana Vaity
5	Support Staff Member	Miss.Nikita Reshim

Agenda with Resolutions for August Meeting

1. Introduction and Welcome

- Introduction by the Convener and welcome to members.

2. Review of Exam Policy

- The exam policy was reviewed and updated to include the use of technology in exams.
- **Resolution:** The updated exam policy will be communicated to all students and faculty members.

3. Exam Schedule

- The exam schedule for the first semester was finalized.
- **Resolution:** The exam schedule will be communicated to all students and faculty members.



New Heritage Education Trust's

R. R. INTERNATIONAL

SCHOOL AND COLLEGE

"FOR PROMOTION OF HUMAN VALUES AND ACADEMIC EXCELLENCE"

(ISO 9001:2000 Certified Institute)

4. Other Matters

- The committee discussed and resolved to conduct a workshop on exam-related matters for faculty members.
- **Resolution:** The workshop will be conducted on August 20, 2023.



PRINCIPAL
New Heritage Education Trust's
R.R. INTERNATIONAL
SCHOOL & COLLEGE
I.C. COLONY, BORIVALI (W),
MUMBAI-400103



New Heritage Education Trust's

R. R. INTERNATIONAL

SCHOOL AND COLLEGE

"FOR PROMOTION OF HUMAN VALUES AND ACADEMIC EXCELLENCE"

(ISO 9001:2000 Certified Institute)

Notice

Date: 02/01/2023

A meeting of the Examination Committee is hereby scheduled to be held on 16/01/2023 at 1:30 p.m. in the Principal's Office, R.R. International College, to discuss and finalize the exam schedule and other related matters.

Agenda

1. **Introduction and Welcome**
2. **Final Semester Exam Planning and Scheduling**
3. **Grading and Result Declaration Procedures**
4. **Measures to Improve Exam Integrity and Security**
5. **Other Matters**

Secretary



New Heritage Education Trust's


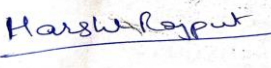


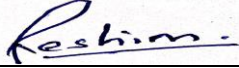
R. R. INTERNATIONAL

SCHOOL AND COLLEGE

"FOR PROMOTION OF HUMAN VALUES AND ACADEMIC EXCELLENCE"

(ISO 9001:2000 Certified Institute)

Circulate to:

Sr. No.	Designation	Name	Acknowledgement
1	Principal – Chairperson	Dr. Snehal Pardeshi	
2	Exam In-Charge – Convener	Mr. Harshl Rajput	
3	Faculty Member – Representative	Asst. Prof. Mayuri Lokhande	
4	Administrative Staff	Mrs. Archana Vaity	
5	Support Staff Member	Miss. Nikita Reshim	



Minutes of Meeting Held On 16th January 2023

Following members were present

Sr. No.	Designation	Name
1	Principal – Chairperson	Dr. Snehal Pardeshi
2	Exam In-Charge – Convener	Mr. Harshl Rajput
3	Faculty Member – Representative	Asst. Prof. Mayuri Lokhande
4	Administrative Staff	Mrs. Archana Vaity
5	Support Staff Member	Miss.Nikita Reshim

Agenda with Resolutions for January 2023 Meeting

1. Introduction and Welcome

- Chairperson's address and objectives for the meeting.

2. Final Semester Exam Planning and Scheduling

- Approval of final semester exam timetable.
- **Resolution:** Publish the exam schedule on time to ensure clarity and smooth execution.

3. Grading and Result Declaration Procedures

- Strategies for timely result processing and student queries.
- **Resolution:** Ensure grading transparency and result declaration, with a system for student inquiries.

4. Measures to Improve Exam Integrity and Security

- Discussing strategies to prevent academic misconduct and improve examination fairness.
- **Resolution:** Strengthen invigilation methods and introduce AI-based monitoring for select exams to enhance security.



New Heritage Education Trust's

R. R. INTERNATIONAL

SCHOOL AND COLLEGE

"FOR PROMOTION OF HUMAN VALUES AND ACADEMIC EXCELLENCE"

(ISO 9001:2000 Certified Institute)

5. Other Matters

- Addressing challenges faced in previous exams and collecting feedback for improvements.
- **Resolution:** Gather faculty and student feedback to refine future exam protocols and streamline processes for efficiency.



PRINCIPAL
New Heritage Education Trust's
R.R. INTERNATIONAL
SCHOOL & COLLEGE
I.C. COLONY, BORIVALI (W),
MUMBAI-400103



New Heritage Education Trust's

R. R. INTERNATIONAL

SCHOOL AND COLLEGE

"FOR PROMOTION OF HUMAN VALUES AND ACADEMIC EXCELLENCE"

(ISO 9001:2000 Certified Institute)

Notice

Date: 01/10/2022

A meeting of the Examination Committee is hereby scheduled to be held on 17/10/2022 at 1:30 p.m. in the Principal's Office, R.R. International College, to discuss and finalize the mid-semester exam schedule and other related matters.

Agenda

1. **Introduction and Welcome**
2. **Mid-Semester Exam Review and Planning**
3. **Implementation of Digital Assessment Methods**
4. **Special Arrangements for Differently-Abled Students**
5. **Other Matters**

Secretary



New Heritage Education Trust's


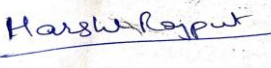


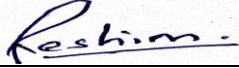
R. R. INTERNATIONAL

SCHOOL AND COLLEGE

"FOR PROMOTION OF HUMAN VALUES AND ACADEMIC EXCELLENCE"

(ISO 9001:2000 Certified Institute)

Circulate to:

Sr. No.	Designation	Name	Acknowledgement
1	Principal – Chairperson	Dr. Snehal Pardeshi	
2	Exam In-Charge – Convener	Mr. Harshl Rajput	
3	Faculty Member – Representative	Asst. Prof. Mayuri Lokhande	
4	Administrative Staff	Mrs. Archana Vaity	
5	Support Staff Member	Miss. Nikita Reshim	



Minutes of Meeting Held On 17th October 2022

Following members were present

Sr. No.	Designation	Name
1	Principal – Chairperson	Dr. Snehal Pardeshi
2	Exam In-Charge – Convener	Mr. Harshl Rajput
3	Faculty Member – Representative	Asst. Prof. Mayuri Lokhande
4	Administrative Staff	Mrs. Archana Vaity
5	Support Staff Member	Miss.Nikita Reshim

Agenda with Resolutions for October 2022 Meeting

1. Introduction and Welcome

- Chairperson's address and objectives for the meeting.

2. Mid-Semester Exam Review and Planning

- Review of student performance in ongoing exams and adjustments in the schedule.
- **Resolution:** Necessary remedial sessions will be scheduled for students struggling with mid-semester performance .

3. Implementation of Digital Assessment Methods

- Discussing the transition to online assessments for select subjects.
- **Resolution:** A pilot test for digital assessments in selected courses will be conducted to evaluate effectiveness before full implementation.

4. Special Arrangements for Differently-Abled Students

- Discussion on improving exam accessibility for students requiring special accommodations.
- **Resolution:** Introduce flexible exam durations, assistive tools, and specialized invigilators to ensure inclusivity in the examination process.



New Heritage Education Trust's

R. R. INTERNATIONAL

SCHOOL AND COLLEGE

"FOR PROMOTION OF HUMAN VALUES AND ACADEMIC EXCELLENCE"

(ISO 9001:2000 Certified Institute)

5. Other Matters

- Addressing concerns raised by faculty and students regarding examination procedures.
- **Resolution:** A committee will be formed to handle grievances related to exam administration and implement necessary reforms based on feedback.



PRINCIPAL
New Heritage Education Trust's
R.R. INTERNATIONAL
SCHOOL & COLLEGE
I.C. COLONY, BORIVALI (W),
MUMBAI-400103



New Heritage Education Trust's

R. R. INTERNATIONAL

SCHOOL AND COLLEGE

"FOR PROMOTION OF HUMAN VALUES AND ACADEMIC EXCELLENCE"

(ISO 9001:2000 Certified Institute)

Notice

Date: 02/08/2022

A meeting of the Examination Committee is hereby scheduled to be held on 17/08/2022 at 1:30 p.m. in the Principal's Office, R.R. International College, to discuss and finalize the semester exam schedule and other related matters.

Agenda

1. **Preparation for the Upcoming Semester Exams**
2. **Review and Update of Examination Guidelines**
3. **Faculty Training on Examination Procedures**
4. **Other Matters**

Secretary



New Heritage Education Trust's


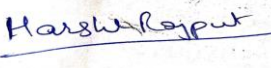


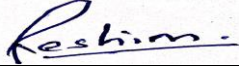
R. R. INTERNATIONAL

SCHOOL AND COLLEGE

"FOR PROMOTION OF HUMAN VALUES AND ACADEMIC EXCELLENCE"

(ISO 9001:2000 Certified Institute)

Circulate to:

Sr. No.	Designation	Name	Acknowledgement
1	Principal – Chairperson	Dr. Snehal Pardeshi	
2	Exam In-Charge – Convener	Mr. Harshl Rajput	
3	Faculty Member – Representative	Asst. Prof. Mayuri Lokhande	
4	Administrative Staff	Mrs. Archana Vaity	
5	Support Staff Member	Miss. Nikita Reshim	



Minutes of Meeting Held On 17th August 2022

Following members were present

Sr. No.	Designation	Name
1	Principal – Chairperson	Dr. Snehal Pardeshi
2	Exam In-Charge – Convener	Mr. Harshl Rajput
3	Faculty Member – Representative	Asst. Prof. Mayuri Lokhande
4	Administrative Staff	Mrs. Archana Vaity
5	Support Staff Member	Miss. Nikita Reshim

Agenda with Resolutions for August 2022 Meeting

1. Introduction and Welcome

- Chairperson's opening remarks and welcome to committee members.

2. Preparation for the Upcoming Semester Exams

- Discussion on exam schedules, faculty responsibilities, and logistics.
- **Resolution:** The finalized exam timetable will be shared with all departments. Exam centers and seating arrangements will be prepared in advance.

3. Review and Update of Examination Guidelines

- Evaluation of current examination policies and implementation of necessary changes.
- **Resolution:** A revised version of the exam guidelines will be circulated to faculty and students before the commencement of exams.

4. Faculty Training on Examination Procedures

- Training sessions for faculty members on invigilation duties, grading systems, and security measures.
- **Resolution:** A workshop on examination procedures will be conducted to ensure standardization across departments.



New Heritage Education Trust's

R. R. INTERNATIONAL

SCHOOL AND COLLEGE

"FOR PROMOTION OF HUMAN VALUES AND ACADEMIC EXCELLENCE"

(ISO 9001:2000 Certified Institute)

5. Other Matters

- Open discussion on previous exam challenges and future improvements.
- **Resolution:** A dedicated committee will be set up to gather feedback and address concerns raised by faculty and students.



PRINCIPAL
New Heritage Education Trust's
R.R. INTERNATIONAL
SCHOOL & COLLEGE
I.C. COLONY, BORIVALI (W),
MUMBAI-400103