



**Don Bosco Institute of Technology, Mumbai**  
**EXAM COMMITTEE (Academic Year 2019-20)**

**Committee Members:**

1. Ms. Pratibha Dumane. (CoE)(EXTC)
2. Dr. S. S. Mande (EXTC)
3. Dr. Shashikant Pawar (Convener)(Mech.)
4. Mr. Sandeep Sabnis (Mech.)
5. Mr. Aruna Khubalkar. (IT)
6. Ms. Shainila Mulla. (Comp.)
7. Mr. Sameer Hadkar (BSH)
8. Mr. Sanjay (BSH)

**Objectives of the Committee:**

1. To put in place a robust system for all forms of assessment.
2. To prepare a set of guidelines to be followed by faculty regarding good assessment practices.
3. To ensure timely communication to faculty and students regarding all formal assessment.
4. To provide guidance regarding eligibility, re-evaluation process, exam related grievances.
5. To ensure fair and timely assessment and display of results.
6. To analyse results and recommend action to be taken.
7. To prepare guidelines for handling malpractices and use of unfair means.
8. To ensure smooth and timely conduct of all assessment.
9. To conduct exam audit and submit results to Management.
10. To ensure compliance with university requirements.
11. To work closely with CoE and Exam section to uphold the integrity of the examination process.

**Action Plan:**

1. Ensure smooth and timely conduct of all internal as well as end semester exam assessment.
2. Decide suitable platform for the online conduction of both internal and end semester exams (open source Moodle was decided for DBIT).
3. Decide suitable means of proctoring during all the exams (Zoom platform was decided for ESE while proctoring of internal assessment exams can be done using Zoom or Google meet)
4. Ensure compliance with university exam requirements as per the circulars received from MU (Preparing question banks, participation in the paper setting etc. as decided by the cluster colleges)
5. Set deadlines for the timely assessment and display of results.

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