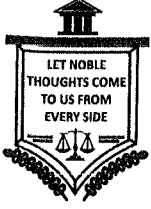


Estd: 2017



चेंबूर कर्नाटका संघा  
CHEMBUR KARNATAKA SANGHA'S

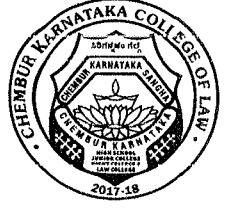
## CHEMBUR KARNATAKA COLLEGE OF LAW

(Affiliated to University of Mumbai & Approved by Bar Council of India)

4th Floor, Vidyasagar, Ghatla, Chembur, Mumbai 400 071 M: 9136026806

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### OFFICE ORDER

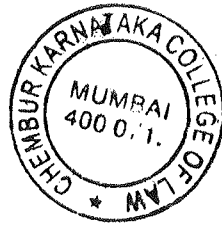
1st October 2018

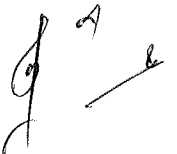
As per the Guidelines of University of Mumbai, an Exam Cell is hereby constituted. The committee shall deal with conducting exams smoothly as per university timetable, seating arrangements, invigilation, conducting internal exams and timely assessments.

Following is the list of Faculty as members of the Cell:

Sr. No.	Name	Designation
1.	Dr. Dinkar pawar	Chief Examination Officer
2.	Prof. Sandeep Shravan Sawalkar	Member
3.	Ms. Supriha Moolya	Member

The committee should conduct meetings as per requirements and maintain records accordingly. All concerned are requested to take note and act accordingly.



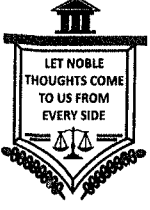
  
Principal

CC:-

1. All the concerned members
2. Office Copy

  
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Chembur, Mumbai - 400 071.

Estd: 2017



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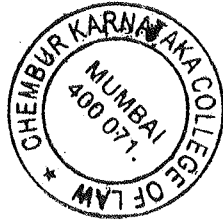
## NOTICE


1<sup>st</sup> October 2018

This is to notify that the meeting of Examination cell is scheduled on 13<sup>th</sup> October 2018 at 1pm in the Principal's office.

### Agenda for the meeting:

1. Formation of Examination Cell
2. Discussing arrangements for seating plans
3. Addressing measures to prevent cheating or malpractice during exams, such as implementing invigilation procedures
4. Allotment of Supervision (invigilation duty sheet)
5. Planning durations for upcoming assessments.



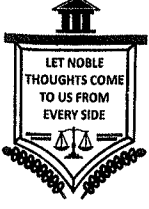
  
Principal



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## EXAMINATION CELL

### Minutes of the Meeting

The meeting was convened in the Principal's Office by welcoming teaching and non-teaching staff on 13<sup>th</sup> October 2018 at 1pm and ended at 2.15pm. Dr. Dinkar instructed Mrs. Supritha to note the minutes of the meeting.


Resolutions on the agendas are as follows:

1. The Examination Cell is constituted with Dr. Dinkar Pawar as the Chief Examination officer, Prof. Sandeep and Mrs. Suprita as members.
2. Block Nos. 01, 02, 03 and 04 will be assigned as classrooms for conducting Regular Exams and block nos. 05 and 06 will be assigned as classroom for conducting ATKT Exams.
3. To prevent cheating or malpractice during exams one junior supervisor will be allotted each classroom and senior supervisor will be on rounds on regular intervals on all the classrooms.
4. Invigilation duty sheet will be prepared and submitted by Prof. Sandeep on basis of number of exams in each day and availability of teachers within 4 days of this meeting.
5. The time allotted to the examiners for assessing the answer-books is 20days per subject.

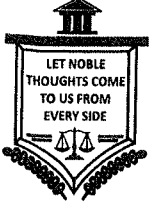
Following members were present for the meeting:

Sr. No.	Name	Designation
1.	Dr. Dinkar pawar	Chief Examination Officer
2.	Prof. Sandeep Shravan Sawalkar	Member
3.	M <sup>s</sup> . Supritha Moolya	Member



  
M<sup>s</sup>. Supritha Moolya  
Clerk

Estd: 2017



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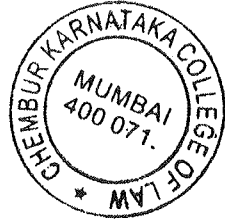
## NOTICE

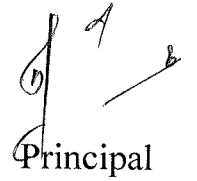
2<sup>nd</sup> March 2019

This is to notify that the meeting of Examination cell is scheduled on 16<sup>th</sup> March 2019 at 12.40pm in the Principal's office.

### Agenda for the meeting:

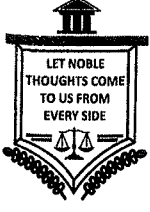
1. Discussing arrangements for seating plans
2. Addressing measures to prevent cheating or malpractice during exams, such as implementing invigilation procedures
3. Allotment of Supervision (invigilation duty sheet)
4. Planning durations for upcoming assessments.



  
Principal

  
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Estd: 2017



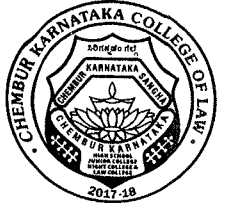
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## EXAMINATION CELL

### Minutes of the Meeting

The meeting was convened in the Principal's Office by welcoming teaching and non-teaching staff on 16<sup>th</sup> March 2019 at 12.40pm and ended at 2.00pm. Dr. Dinkar instructed Mrs. Supritha to note the minutes of the meeting.

Resolutions on the agendas are as follows:

1. Block Nos. 01, 02, 04 and 05 will be assigned as classrooms for conducting Regular Exams and block nos. 03 and 06 will be assigned as classroom for conducting ATKT Exams.
2. To prevent cheating or malpractice during exams one junior supervisor will be allotted each classroom and senior supervisor will be on rounds on regular intervals on all the classrooms.
3. Invigilation duty sheet will be prepared and submitted by Prof. Sandeep on basis of number of exams in each day and availability of teachers within 4 days of this meeting.
4. The time allotted to the examiners for assessing the answer-books is 10days per subject.

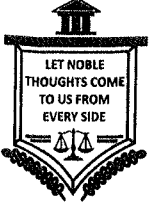
Following members were present for the meeting:

Sr. No.	Name	Designation
1.	Dr. Dinkar pawar	Chief Examination Officer
2.	Prof. Sandeep Shravan Sawalkar	Member
3.	MS. Supritha Moolya	Member



*Supritha*  
MS. Supritha Moolya  
Clerk

Estd: 2017



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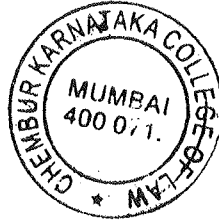
## NOTICE


30<sup>th</sup> September 2019


This is to notify that the meeting of Examination cell is scheduled on 12<sup>th</sup> October 2019 at 12pm in the Principal's office.

### Agenda for the meeting:

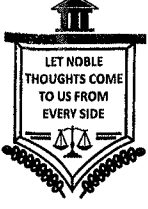
1. Discussing arrangements for seating plans
2. Addressing measures to prevent cheating or malpractice during exams, such as implementing invigilation procedures
3. Allotment of Supervision (invigilation duty sheet)
4. Planning durations for upcoming assessments.



  
Principal

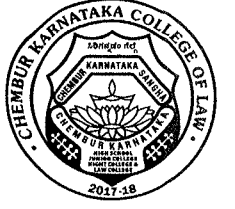
  
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**EXAMINATION CELL**

**Minutes of the Meeting**

Chief Examination Officer convened the meeting in the Principal's Office by welcoming teaching and non-teaching staff on 12<sup>th</sup> October 2019 at 12pm and ended at 1.15pm. Dr. Dinkar instructed Prof. Priya to note the minutes of the meeting.


Resolutions on the agendas are as follows:

1. Block Nos. 01, 02, 03 and 06 will be assigned as classrooms for conducting Regular Exams and block nos. 04 and 05 will be assigned as classroom for conducting ATKT Exams.
2. To prevent cheating or malpractice during exams one junior supervisor will be allotted each classroom and senior supervisor will be on rounds on regular intervals on all the classrooms.
3. Invigilation duty sheet will be prepared and submitted by Dr. Prabhu on basis of number of exams in each day and availability of teachers within 5 days of this meeting.
4. The time allotted to the examiners for assessing the answer-books is 15 days per subject.

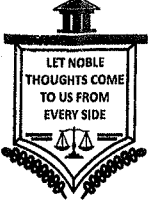
Following members were present for the meeting:

Sr. No.	Name	Designation
1.	Dr. Dinkar pawar	Chief Examination Officer
2.	Prof. Sandeep Sawalkar	Member
3.	Dr. Priya Prabhu	Member
4.	Prof. Nachiket Kurhe	Member
5.	M s. Supritha Moolya	Member



  
Dr.. Priya Prabhu  
Assistant Professor

Estd: 2017



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**NOTICE**

**5<sup>th</sup> August 2020**

**This is to notify that the meeting of Examination cell is scheduled on 19<sup>th</sup> August 2020 at 11.30am in the Principal's office.**

**Agenda for the meeting:**

1. Equipping the institution and students for virtual examinations.
2. Readying the digital platform and imparting guidance to students accordingly.
3. Navigating the assessment procedures amidst the COVID-19 era and providing comprehensive training to faculty members.
4. Facilitating the administration of internal assessments.
5. Orchestrating simulated examinations for graduating students.
6. Online publication of examination outcomes.

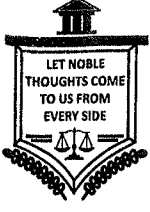


**Dr. Rashmi Oza**  
Principal

**HC PRINCIPAL**  
**CHEMBUR KARNATAKA COLLEGE OF LAW**  
Vidyasagar, 4th Floor, Ghatla,  
Chembur, Mumbai - 400 071.



Estd: 2017



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## EXAMINATION CELL

### Minutes of the Meeting

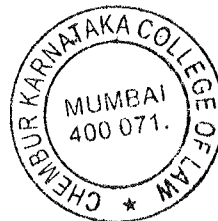
Prof. Sandeep Sawalkar convened the meeting in the Principal's Office by welcoming Dr. Rashmi Oza as Chief Examination Officer, teaching and non-teaching staff on 19<sup>th</sup> August 2020 at 11.30am and ended at 12.45pm. Dr. Rashmi instructed Dr. Priya Prabhu to note the minutes of the meeting.


Resolutions on the agendas are as follows:

1. It was resolved that college will try the software "Auto-Proctor" for proctoring the exam online.
2. Dr. Oza made it mandatory for all the Teaching and Non-teaching Staff along with the students to attend the training session conducted by University of Mumbai and other colleges to aid the smooth examination.
3. Dr. Oza and all members unanimously agreed to make google form for examinations out of question bank provided and as guided by University of Mumbai.
4. Regarding internal examination it was unanimously decided that topics for assignments will be shared on the respective WhatsApp groups and vivas will be conducted on Zoom platform.
5. For the final year students of 5 Years BLS. LL.B. and 3 Years LL.B. the Moot Court under Practical Training will be conducted via Zoom Platform and Memorials will be submitted by students on their respective Google Classroom.
6. The results for the exams will be declared via WhatsApp on their respective groups.

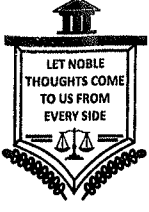
Following members were present for the meeting:

Sr. No.	Name	Designation
1.	Dr. Rashmi Oza	Chief Examination Officer
2.	Prof. Sandeep Sawalkar	Member
3.	Dr. Priya Prabhu	Member
4.	Prof. Nachiket Kurhe	Member
5.	M <sup>s</sup> . Supriha Moolya	Member



  
Dr. Priya Prabhu  
Assistant Professor

Estd: 2017



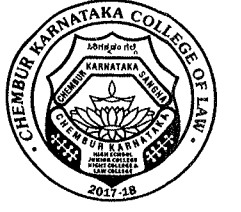
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**NOTICE**

**10<sup>th</sup> March 2021**

**This is to notify that the meeting of Examination cell is scheduled on 19<sup>th</sup> March 2021 at 12pm in the Principal's office.**

**Agenda for the meeting:**

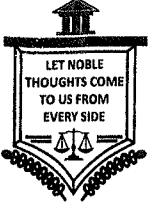
1. Equipping the institution and students for virtual examinations.
2. Readying the digital platform and imparting guidance to students accordingly.
3. Navigating the assessment procedures amidst the COVID-19 era and providing comprehensive training to faculty members.
4. Facilitating the administration of internal assessments.
5. Orchestrating simulated examinations for graduating students.
6. Online publication of examination outcomes.

**Dr. Rashmi Oza**  
Principal



**I/C PRINCIPAL**  
CHEMBUR KARNATAKA COLLEGE OF LAW  
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Estd: 2017



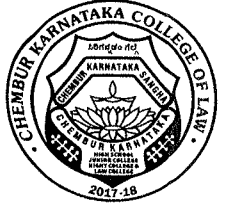
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Estd:1955



**EXAMINATION CELL**

**Minutes of the Meeting**

Prof. Sandeep Sawalkar convened the meeting in the Principal's Office by welcoming Dr. Rashmi Oza as Chief Examination Officer, teaching and non-teaching staff on 19th March 2021 at 12pm and ended at 1.15pm. Dr. Rashmi instructed Mrs. Supriha to note the minutes of the meeting.

Resolutions on the agendas are as follows:

1. It was resolved that college will again try the software "Auto-Proctor" for proctoring the exam online.
2. Dr. Oza made it mandatory for all the Teaching and Non-teaching Staff along with the students to attend the training session conducted by University of Mumbai and other colleges to aid the smooth examination.
3. Dr. Oza and all members unanimously agreed to make google form for examinations out of question bank provided and as guided by University of Mumbai.
4. Regarding internal examination it was unanimously decided that topics for assignments will be shared on the respective WhatsApp groups and vivas will be conducted on Zoom platform.
5. For the final year students of 5 Years BLS. LL.B. and 3 Years LL.B. the Moot Court under Practical Training will be conducted via Zoom Platform and Memorials will be submitted by students on their respective Google Classroom.
6. The results for the exams will be declared via WhatsApp on their respective groups.

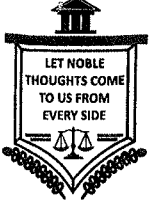
Following members were present for the meeting:

Sr. No.	Name	Designation
1.	Dr. Rashmi Oza	Chief Examination Officer
2.	Prof. Sandeep Sawalkar	Member
3.	Dr. Priya Prabhu	Member
4.	Prof. Nachiket Kurhe	Member
5.	M <sup>rs</sup> . Supriha Moolya	Member



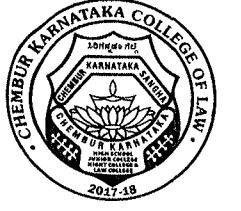
*Supriha*  
M: Supriha Moolya  
Senior Clerk

Estd: 2017



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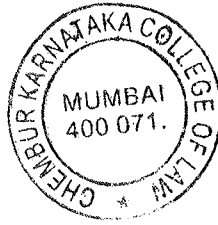
## NOTICE

25<sup>th</sup> October 2021

This is to notify that the meeting of Examination cell is scheduled on 30<sup>th</sup> October 2021 at 1pm in the Principal's office.

### Agenda for the meeting:

1. Discussing arrangements for seating plans
2. Addressing measures to prevent cheating or malpractice during exams, such as implementing invigilation procedures
3. Allotment of Supervision (invigilation duty sheet)
4. Planning durations for upcoming assessments.

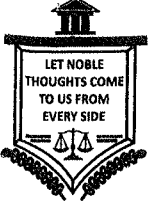


Dr. Rashmi Oza

Principal

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CHEMBUR KARNATAKA COLLEGE OF LAW  
Vidyasagar, 4th Floor, Ghatla,  
Chembur, Mumbai - 400 071.

Estd: 2017



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**EXAMINATION CELL**

**Minutes of the Meeting**

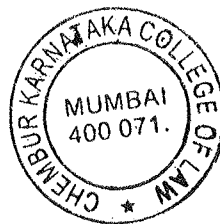
Chief Examination Officer convened the meeting in the Principal's Office by welcoming teaching and non-teaching staff on 30<sup>th</sup> October 2021 at 1pm and ended at 2.15pm. Dr. Rashmi instructed Prof. Jyoti to note the minutes of the meetings.

Resolutions on the agendas are as follows:

1. Block Nos. 01, 02, 03 and 06 will be assigned as classrooms for conducting Regular Exams and block nos. 04 and 05 will be assigned as classroom for conducting ATKT Exams.
2. To prevent cheating or malpractice during exams one junior supervisor will be allotted each classroom and senior supervisor will be on rounds on regular intervals on all the classrooms.
3. Invigilation duty sheet will be prepared and submitted by Dr. Prabhu on basis of number of exams in each day and availability of teachers within 4 days of this meeting.
4. The time allotted to the examiners for assessing the answer-books is 25 days per subject.

Following members were present for the meeting:

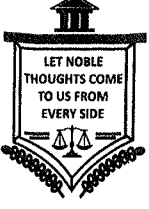
Sr. No.	Name	Designation
1.	Dr. Rashmi M. Oza	Chief Examination Officer
2.	Prof. Sandeep Sawalkar	Member
3.	Dr. Priya Prabhu	Member
4.	Prof. Jyoti Minocha	Member
5.	Prof. Nachiket Kurhe	Member
6.	Prof. Gopal Jetley	Member
7.	M. Supritha Moolya	Member



*Jyoti Minocha*

Prof. Jyoti Minocha  
Assistant Professor

Estd: 2017



चेंबूर कर्नाटका संघा  
CHEMBUR KARNATAKA SANGHA'S  
**CHEMBUR KARNATAKA COLLEGE OF LAW**

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**NOTICE**

**19<sup>th</sup> March 2022**

**This is to notify that the meeting of Examination cell is scheduled on 25<sup>th</sup> March 2022 at 1pm in the Principal's office.**

**Agenda for the meeting:**

1. Discussing arrangements for seating plans
2. Addressing measures to prevent cheating or malpractice during exams, such as implementing invigilation procedures
3. Allotment of Supervision (invigilation duty sheet)
4. Planning durations for upcoming assessments.

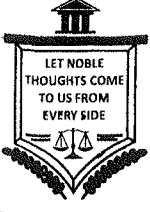


Dr. Rashmi Oza

Principal

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Chembur, Mumbai - 400 071.

Estd: 2017



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**EXAMINATION CELL**

**Minutes of the Meeting**

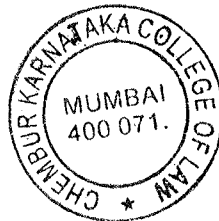
Chief Examination Officer convened the meeting in the Principal's Office by welcoming teaching and non-teaching staff on 25<sup>th</sup> March 2022 at 1pm and ended at 2.10pm. Dr. Oza instructed Prof. Sandeep to note the minutes of the meeting.


Resolutions on the agendas are as follows:

1. Block Nos. 01, 02, 03 and 06 will be assigned as classrooms for conducting Regular Exams and block nos. 04 and 05 will be assigned as classroom for conducting ATKT Exams.
2. To prevent cheating or malpractice during exams one junior supervisor will be allotted each classroom and senior supervisor will be on rounds on regular intervals on all the classrooms.
3. Invigilation duty sheet will be prepared and submitted by Dr. Prabhu on basis of number of exams in each day and availability of teachers within 4 days of this meeting.
4. The time allotted to the examiners for assessing the answer-books is 25 days per subject.

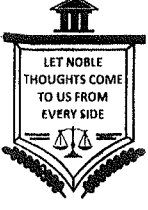
Following members were present for the meeting:

Sr. No.	Name	Designation
1.	Dr. Rashmi M. Oza	Chief Examination Officer
2.	Prof. Sandeep Sawalkar	Member
3.	Dr. Priya Prabhu	Member
4.	Prof. Jyoti Minocha	Member
5.	Prof. Nachiket Kurhe	Member
6.	Prof. Gopal Jetley	Member
7.	M <sup>s</sup> Supritha Moolya	Member



  
Prof. Sandeep Sawalkar  
Assistant Professor

Estd: 2017



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**NOTICE**

**8<sup>th</sup> October 2022**

This is to notify that the meeting of Examination cell is scheduled on 15<sup>th</sup> October 2022 at 12.45pm in the Principal's office.

**Agenda for the meeting:**

1. Discussing arrangements for seating plans
2. Addressing measures to prevent cheating or malpractice during exams, such as implementing invigilation procedures
3. Allotment of Supervision (invigilation duty sheet)
4. Planning durations for upcoming assessments.



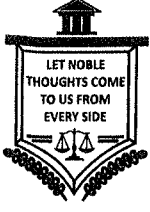
Dr. Priya Prabhu

Principal

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Chembur, Mumbai - 400 071.



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**EXAMINATION CELL**

**Minutes of the Meeting**

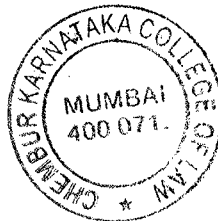
Dr. Jyoti Minocha convened the meeting in the Principal's Office by welcoming Dr. Priya Veeresh Prabhu as the Chief Examination Officer, teaching and non-teaching staff on 15<sup>th</sup> October 2022 at 12pm and ended at 1.15pm. Dr. Priya instructed Prof. Najuka to note the minutes of the meeting.


Resolutions on the agendas are as follows:

1. Block Nos. 01, 02, 03 and 04 will be assigned as classrooms for conducting Regular Exams and block nos. 05 and 06 will be assigned as classroom for conducting ATKT Exams.
2. To prevent cheating or malpractice during exams one junior supervisor will be allotted each classroom and senior supervisor will be on rounds on regular intervals on all the classrooms.
3. Invigilation duty sheet will be prepared and submitted by Prof. Jyoti on basis of number of exams in each day and availability of teachers within 4 days of this meeting.
4. The time allotted to the examiners for assessing the answer-books is 12 days per subject.

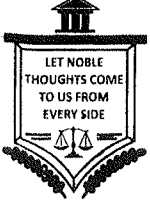
Following members were present for the meeting:

Sr. No.	Name	Designation
1.	Dr. Priya Veeresh Prabhu	Chief Examination Officer
2.	Prof. Sandeep Shravan Sawalkar	Member
3.	Prof. Jyoti Samir Minocha	Member
4.	Prof. Nachiket Kurhe	Member
5.	Prof. Najuka Sawant	Member
6.	Prof. Gopal Jetley	Member
7.	M <sup>s</sup> . Supriha Moolya	Member



  
Prof. Jyoti Minocha  
Assistant Professor

Estd: 2017



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**NOTICE**

**10<sup>th</sup> March 2023**

**This is to notify that the meeting of Examination cell is scheduled on 18<sup>th</sup> March 2023 at 12.45pm in the Principal's office.**


**Agenda for the meeting:**

1. Discussing arrangements for seating plans
2. Addressing measures to prevent cheating or malpractice during exams, such as implementing invigilation procedures
3. Allotment of Supervision (invigilation duty sheet)
4. Planning durations for upcoming assessments.

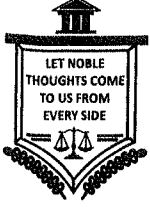


  
Dr. Priya Prabhu

Principal

  
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## EXAMINATION CELL

### Minutes of the Meeting

The meeting was convened by the Chief Examination Officer, Dr. Priya Prabhu in Principal's Cabin. Teaching and non-teaching staff were welcomed on 18<sup>th</sup> March 2023 at 12pm and ended at 1.15pm. Dr. Jyoti Minocha was instructed to note the minutes of the meeting.

Resolutions on the agendas are as follows:

1. Block Nos. 01, 02, 03 and 04 will be assigned as classrooms for conducting Regular Exams and block nos. 05 and 06 will be assigned as classroom for conducting ATKT Exams.
2. To prevent cheating or malpractice during exams one junior supervisor will be allotted each classroom and senior supervisor will be on rounds on regular intervals on all the classrooms.
3. Invigilation duty sheet will be prepared and submitted by Prof. Sandeep on basis of number of exams in each day and availability of teachers within 4 days of this meeting.
4. The time allotted to the examiners for assessing the answer-books is 12 days per subject.

Following members were present for the meeting:

Sr. No.	Name	Designation
1.	Dr. Priya Veeresh Prabhu	Chief Examination Officer
2.	Prof. Sandeep Shravan Sawalkar	Member
3.	Prof. Jyoti Samir Minocha	Member
4.	Prof. Nachiket Kurhe	Member
5.	Prof. Najuka Sawant	Member
6.	Prof. Gopal Jetley	Member
7.	Ms. Supriha Moolya	Member

Prof. Jyoti Minocha  
Assistant Professor

Estd: 2017



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### UNFAIR MEANS INQUIRY COMMITTEE

The committee is set up to inquire about the alleged unfair means and practices by the students during any examinations (Internal/External/ Practical) in accordance with the procedures and guidelines issued by the University of Mumbai under Ordinance 5050.

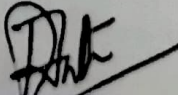
#### Objectives:

1. To investigate the cases of students involved in unfair means during examinations and reported by the Examination committee
2. To recommend action(s) (if any) to the Principal regarding unfair practices
3. To conduct transparent and unbiased investigation against any unfair means case
4. To counsel the student(s) indulging in unfair means to avoid any drastic step being taken
5. To act as the investigative body for any complaints of alleged unfair practices against Junior Supervisor/ Paper Setter and any other person involved directly or indirectly in the examination work.

#### Flow of the Process

1. Reporting of the Unfair Means by the Junior supervisor during the examination.
2. Handover of the Unfair Means Cases occurred during examinations by the Examination Committee to the UMIC.
3. Issuing letters to the students regarding the meeting of the Unfair Means.
4. Inquiry of the students in the meeting.
5. Making recommendations as per the provisions of the Ordinance 5050 of University of Mumbai.
6. Intimating the Principal about the recommendations taken for further course of action.
7. Intimating the same to the students as well as examination committee via letters





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**List of Members of the Unfair Means Inquiry Committee**

**2018-2019**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>
1.	Dr. Dinkar pawar	Chairperson
2.	Prof. Sandeep Shravan Sawalkar	Member
3.	Mrs. Supritha Moolya	Member

**List of Members of the Unfair Means Inquiry Committee**

**2019-2020**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>
1.	Dr. Dinkar pawar	Chairperson
2.	Prof. Sandeep Sawalkar	Member
3.	Dr. Priya Prabhu	Member
4.	Prof. Nachiket Kurhe	Member
5.	Mrs. Supritha Moolya	Member

**List of Members of the Unfair Means Inquiry Committee**

**2020-2021**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>
1.	Dr. Rashmi Oza	Chairperson
2.	Prof. Sandeep Sawalkar	Member
3.	Dr. Priya Prabhu	Member
4.	Prof. Nachiket Kurhe	Member
5.	Mrs. Supritha Moolya	Member

**List of Members of the Unfair Means Inquiry Committee**

**2021-2022**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>
1.	Dr. Rashmi M. Oza	Chairperson
2.	Prof. Sandeep Sawalkar	Member
3.	Dr. Priya Prabhu	Member
4.	Prof. Jyoti Minocha	Member
5.	Prof. Nachiket Kurhe	Member
6.	Prof. Gopal Jetley	Member
7.	Mrs. Supritha Moolya	Member



  
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**List of Members of the Unfair Means Inquiry Committee**

**2022-2023**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>
1.	Dr. Priya Prabhu	Chairperson
2.	Prof. Sandeep Sawalkar	Member
3.	Dr. Jyoti Minocha	Member
4.	Prof. Nachiket Kurhe	Member
5.	Prof. Najuka Sawant	Member
6.	Prof. Gopal Jetley	Member
7.	Mrs. Supritha Moolya	Member



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