

Minutes of the online meeting held on 10th May 2021 at 5pm to finalize the schedule and discuss the conduct of final Semester University examinations to be held in month of May 2021 of MMS/MMM/MFM/MHRDM/MIM courses for the Mumbai University's academic year 2020-21 and their various backlog exams.

Attended by:

- 1) Dr. Vijay Page – Director General, MET's Institute of Management (**Lead college**)
- 2) Dr. Dinesh Harsolekar – Director, IESMCRC
- 3) Dr. Kalim Khan – Director, Rizvi Institute of Management Studies & Research
- 4) Dr. Jayashree Bhakey – Director, Chetana's Ramprasad Khandelwal Institute of Management
- 5) Dr. Vijay Wagh – Director, Sheila Raheja School of Business Management & Research
- 6) Prof. Shraddha Luniya – Zagdu Singh Charitable trust's Thakur Institute of Management Studies & Research
- 7) Dr. Smrutirajan Mohanty – Director – Yashwantrao Chavan Shikshan Prasarak Mandal's Sinhgad Institute of Business Management
- 8) Prof Deepak Ganachari - IESMCRC
- 9) Prof Khadse - Chetana's Ramprasad Khandelwal Institute of Management
- 10) Prof Vivek - Sheila Raheja School of Business Management & Research
- 11) Prof Rajesh Chouksey - Sheila Raheja School of Business Management & Research
- 12) Dr. Nitin Kulkarni – Course Coordinator (MMS) MET's Institute of Management
- 13) Dr. Sandeep Chopde – Course Coordinator (MMM/MFM/MHRDM/MIM) MET's Institute of Management

Minutes

Prof Dr. Vijay Page welcomed all the participants and mentioned the points discussed in the meeting held with University of Mumbai- Associate Dean Dr. Kavita Lagate, Controller of Examination, deans and cluster heads on 7th May 2021. The points discussed were as follows:

- a) Collection of student information through survey
- b) Conduct of Mockdrill on MUapp of University of Mumbai
- c) Formation of online question bank for MMM/MFM/MHRDM/MIM courses
- d) Conduct of final semester exam for MMS/MMM/MFM/MHRDM/MIM courses
- e) Process of proctoring for online exam

1) Google forms survey of students of MMS/MMM/MFM/MHRDM/MIM courses to be done in order to collect information related to devices, location, internet services required for smooth conduct of online exam (as required by University of Mumbai). The summary data of which to be sent to the lead institute in the format provided. It will further be forwarded by lead institute to University of Mumbai. It was explained that all cluster institutes have done their Google form survey.

- 2) Data of handicapped and differently enabled students to be collected and forwarded to the lead institute, so that the lead institute can submit it to Mumbai University. All necessary help to be given to those students to facilitate exam completion and after the exam is completed such student's data be shared with Mumbai University.
- 3) As per the University of Mumbai circular no: EX/ICC/2021-22/60 dated 19/04/2021 each member institute has to conduct a Mock drill for the final semester examination to be held in May 2021 for MMS course. It was apprised that all member institutes have conducted the Mock drill process successfully on MUapp.
- 4) It was suggested that MMS course examination for 2nd year semester IV (regular), Project Management subject to be conducted on 15th May 2021 as per the time table given by University of Mumbai. The University of Mumbai will send the question bank for the same on MUapp on 15th May 2021 at 9am. Each institute has to download the question bank provided by University of Mumbai from MUapp as per the process done during Mock drill. From the given question bank the institute has to set question paper for conduct of exam comprising of 50 questions of 1.5marks each, out of which 40 questions attempted by student with highest marks will be considered for evaluation. Thus, this exam will carry 60 marks and time to solve the exam will be 60 minutes.
- 5) The set question paper from the question bank provided on MUapp at 9am on 15th May 2021 by University of Mumbai for MMS course will be uploaded on the Moodle platform / ERP / appropriate platform by respective Member Institutions and exam will be conducted on 15th May 2021 from 4pm to 5pm. As per University guidelines the appropriate platform of the respective institute for conduct of online exam should generate student wise random test for the question paper uploaded.
- 6) It was discussed that each member institute will individually conduct Mock test before final exam and inform the dates of Mock Test to the lead college of cluster.
- 7) It was apprised that University of Mumbai has notified the dates to conduct MMM/MFM/MHRDM/MIM courses exams for 3rd Semester II on 21st, 22nd and 23rd May 2021 from 7pm to 8pm. It has to be conducted on cluster basis similar to the online University exams conducted in December 2020.
- 8) It was suggested that for MMM/MFM/MHRDM/MIM courses examination for 3rd year semester II (regular), every institute should contribute with one set of 60 MCQs along with answer key for building the common question bank. Each question in the question bank will have four answer choices out of which one will be correct answer. It is to be submitted by 15th May 2021. The email id for submitting the set of question bank is examinations_iom@met.edu. The question bank is to be submitted as per the sample question bank in excel format provided.

9) It was agreed that this common question bank would be shared with member institutes. The shared common question bank then will be uploaded on the Moodle platform / ERP / appropriate platform by respective Member Institutions. On the day of exam, student wise random test would be generated by Moodle platform / ERP / appropriate platform. This exam for every subject will have 50 MCQ's of 1.5 marks each out of which 40 questions attempted by student with highest marks will be considered for evaluation. Thus, this exam will carry 60 marks and time to solve the exam will be 60 minutes. This will be uniform for all the final exam papers wherein the member institutes students would be taking their 3rd year Semester II exams for MMM/MFM/MHRDM/MIM courses.

10) Proctoring of online exams to be done by using suitable video meeting modes such as Zoom / Google meet / any other by creating a link and each student asked to appear for the exam in front of camera, this to be supervised by faculty members of respective institutes. Respective institutes to maintain the record of proctoring for inspection purpose in future (if any).

11) All institutes in the cluster should display the Task force and helpline numbers on the website, so that students can access them for help or guidance.

The meeting ended with a vote of thanks.

Minutes drafted by

- 1) Dr. Vijay Page - Director General, MET's Institute of Management (**Lead college**)
- 2) Dr. Sandeep Chopde – Course Coordinator (MMM/MFM/MHRDM/MIM) MET's Institute of Management

Schedule of University Examinations (UE), May 2021 for MMM/MFM/MHRDM/MIM courses

MMM - Third Year [Semester II] Choice Base - Examination May 2021				
Exam Code:				
Sr. No.	Paper Code	Name of the subject	Date	Time
1		Strategic Management (UE)	21/05/2021	7.00 pm to 8.00 pm
2		Strategic Marketing Management (UE)	22/05/2021	7.00 pm to 8.00 pm
3		Integrated Marketing Communication & Digital Marketing (UE)	23/05/2021	7.00 pm to 8.00 pm

MFM - Third Year [Semester II] Choice Base - Examination May 2021				
Exam Code:				
Sr. No.	Paper Code	Name of the subject	Date	Time
1		Strategic Management (UE)	21/05/2021	7.00 pm to 8.00 pm
2		Project Finance (UE)	22/05/2021	7.00 pm to 8.00 pm
3		Treasury Management (UE)	23/05/2021	7.00 pm to 8.00 pm

MHRDM - Third Year [Semester II] Choice Base - Examination May 2021				
Exam Code:				
Sr. No.	Paper Code	Name of the subject	Date	Time
1		Strategic Management (UE)	21/05/2021	7.00 pm to 8.00 pm
2		Strategic HRM (UE)	22/05/2021	7.00 pm to 8.00 pm
3		Management of Change (UE)	23/05/2021	7.00 pm to 8.00 pm

MIM - Third Year [Semester II] Choice Base - Examination May 2021				
Exam Code:				
Sr. No.	Paper Code	Name of the subject	Date	Time
1		Strategic Management (UE)	21/05/2021	7.00 pm to 8.00 pm
2		Project Management (UE)	22/05/2021	7.00 pm to 8.00 pm
3		Technology Competition and Strategy (UE)	23/05/2021	7.00 pm to 8.00 pm

Important dates for submission of set of MCQ's by the member Institutes to lead college for University Exams May 2021

Sr. No	Course	Exam type	MCQ set	Date
1	MMM/MFM/MHRDM/MIM	Regular	1 set of 60 questions per subject per institute to be mailed to lead institute	15/05/2021
2	Common question Bank consolidated by lead college and to be shared with member institutes	Regular		18/05/2021