

**SEVA MANDAL EDUCATION SOCIETY'S SMT MMP SHAH WOMEN'S COLLEGE OF ARTS AND COMMERCE
(AUTONOMOUS)**

Smt. Parmeshwari Devi Gordhandas Garodia Educational Complex 338, RA Kidwai Road, Matunga, Mumbai 400019

***NAAC Re Accredited ***

UGC Status: College with Potential for Excellence (2016-2021)

Adjudged 'Best College (2017-18)' by SNDT Women's University

**Minutes
Meeting of Examination Committee**

Date: April 27th , 2022

Time: 12.30 P.M

Venue: Strong Room

Agenda

1. To discuss the preparation for term II final examination.
2. Any other matter pertaining to examination.

Following Members were present in the meeting:

1. Mr. Vasant Pansare (Deputy COE)
2. Mrs. Darshana Buch (Faculty In-charge)
3. Dr. Sarita Kasaralkar (Member)
4. Dr. Jyotsana Lal (Member)
5. Ms. Vaishnavi Kamat (Member)
6. Ms. Shagufta Memon (Member)
7. Ms. Rajani Kanojia (Technical In-charge)
8. Mrs. Jayshree Bhalbar (Non-Teaching staff)
9. Mrs. Sushma Talawadekar (Member)
10. Ms. Bharati
11. Mrs. Pinky Makwana (Member)

Following members were granted Leave of Absence:

1. Mr. Ravi More (Member)
2. Mr. Ravindra Warik (Member)

Mrs. Darshana Buch (Faculty In-charge) welcomed all the present members of the Examination Committee.

Agenda Item No.1

Preparation for Term II final Examination:

1. Stationary required for examination was discussed with Mr. Vasant Pansare, Deputy COE. List for required stationary was prepared for UG semester IV, VI, II and PG semester II examinations which are scheduled from 5th May 2022.
2. Mr. Vasant Pansare will take care of seating arrangement for examination.
3. It was decided that Ms. Sushma Talawadekar will verify the collected answer sheets, attendance sheets and supervisor's report of BCOM examination.
4. Mrs. Jayshree Bhalbar will verify the collected answer sheets, attendance sheets and supervisor's report of BA examination.
5. Ms. Bharati will cross check the collected answer sheets, attendance sheets and supervisor's report of Self- Finance examinations.
6. Dr. Jyotsana Lal will prepare the main file of examination to be referred during examination. The file will contain Examination Time table, Supervision duty chart, seating arrangement and question papers.
7. Dr. Sarita Kasaralkar will take care of classification of cupboards for storing different documents, files and box files related to examinations.

Agenda Item No.2

Any other matter pertaining to examination.

It was suggested to use the Strong Room for all the examination related work since it is fully equipped with required infrastructure.

The meeting ended with the vote of thanks to the chair.

