

**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: August 21st, 2023

Time: 12 P.M

Venue: Exam room

Agenda

1. ATKT exams modalities
2. Exam orientation to 1st year students
3. New codes finalised for papers under NEP

Following Members were present in the meeting:

1. Ms. Darshana Buch (COE)
2. Dr. Sarita Kasaralkar (Member)
3. Ms. Vaishnavi Kamat (Member)
4. Dr. Jyotsana Lal (Member)
5. Ms. Shagufta Memon (Member)
6. Ms. Rajani Kanojia (Technical In-charge)

Ms. Darshana Buch (COE) welcomed all the members present for the meeting of academic year 2023-24.

Agenda Item No.1

ATKT exams modalities

- a) 1st term ATKKT exams schedule was discussed and finalised. ATKKT exam is scheduled from 11th September to 16th September 2023. It was decided that sem 1 & sem 4 UG & PG will be held in the afternoon while sem 2 UG/PG & sem 6 UG will be held in the morning session.
- b) Dr. Jyotsana Lal will be Incharge of ATKKT all the exams of both shifts-Morning and Afternoon.
- c) 3 classrooms for morning and 2 classrooms for afternoon examinations will be taken.
- d) Following duties allotted for smooth conduction of examination: Ms. Rajani along with Mr. Ravi Warik will take care of Attendance sheet. Ms. Shagufta will prepare for the Supervision duty chart. Question paper collection and printing will be done by Ms. Darshana Buch. Black Board writing of seating arrangement will be taken care of by Ms. Vaishnavi Kamat. Stationary will be arranged by Dr. Sarita. Ms Darshani peon is assigned for the work.

Agenda Item No.2

Exam orientation to 1st year students

Powerpoint presentation for Orientation of examination system under NEP structure will be prepared by ms. darshana Buch, ms. vaishnavi Kamat and Ms. Rajani. Dr. Jyotsana Lal will orient to Commerce students. Ms. Sarita and Vaishnavi will orient Arts students. Self Finance students will be oriented by Ms. Shagufta and Ms. Rajani will orient BAFI students.

Agenda Item No.3

New codes finalised for papers under NEP

New codes for all the papers of 1st semester under NEP were formulated by Ms. Vaishnavi kamat.

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