

**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: December 23rd, 2022

Time: 12 P.M

Venue: Examination Room

Agenda

1. To discuss the Format of new answer sheet
2. To discuss the Documentation collection from 2019 onwards

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. Ms. Vaishnavi Kamat (Member)
5. Dr. Jyotsana Lal (Member)
6. Ms. Shagufta Memon (Member)
7. Ms. Rajani Kanojia (Technical In-charge)

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

Agenda Item No.1

To discuss the Format of new answer sheet

Format of new answer sheet for term examination prepared. The Moderator's column was included in the answer sheet.

Agenda Item No.2

To discuss the Documentation collection from 2019 onwards

1. To collect the examination related documents from 2019, duty allotted to all the members of the examination committee.
2. Ms. Darshana Buch, Dr. Sarita K and Shagufta M. will arrange the following documents and submit by 5th January 2023:
 - i) Supervision chart
 - ii) Time table
 - iii) paper assessment process
 - iv) ATKT details
 - v) Notices
 - vi) Bills and statements
 - v) stationary
3. Ms. Rajani will take care of all the documents related to vendor's details, result declaration, data of total number of students appearing in the examinations since 2019.
4. Dr. Jyotsana will prepare the flowchart of examinations conducted online and offline. She will prepare the Organogram of the exam committee required for AQAR. Minutes of the examination committee and unfair means committee for year 2021-22 will be provided to the concerned criterion head. Minutes of 2019-20 will be provided by Sarita K. and Vaishnavi K.

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