

**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 Reaccredited ***

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: February 12th 2022

Time: 11.30 A.M

Venue: Principal's Office

Agenda

1. To discuss the Upcoming regular and ATKT examinations mode and procedure.
2. To discuss the Unfair Means Preventive Measures.
3. Any other matter pertaining to examination.

Following Members were Present in the meeting:

1. Dr. Leena Raje (Principal)
2. Mr. Vasant Pansare (Deputy COE)
3. Mrs. Darshana Buch (Faculty In-charge)
4. Dr. Sarita Kasaralkar (Member)
5. Ms. Vaishnavi Kamat (Member)
6. Ms. Shagufta Memon (Member)
7. Ms. Rajani Kanojia (Technical In-charge)

Following members were granted Leave of Absence

1. Dr. Jyotsana Lal (Member)
2. Mrs. Pinky Makwana (Member)

3. Mrs. Jayshree Bhalbar (Non-Teaching staff)
4. Mr. Ravi More (Member)
5. Mr. RavindraWarik (Member)
6. Mrs. Sushma Talawadekar (Member)
7. Mrs. Bharti Dalvi (Non-Teaching staff)

Agenda Item No.1

Upcoming Examinations:

After 2 years of consecutive online examinations, it was decided to conduct all examination now in physical format. For this it is necessary that all the students should be fully vaccinated. For smooth functioning of the assessment work, it was suggested that the entire department should prepare the list of examiners and moderators. It was decided to collect three names of examiners and moderators from each department. It was suggested that internal marks for 2nd, 4th and 6th semester should be ready by 15th of April 2022. NP list should be ready one week prior to the final examination to be conducted. Invigilator data bank should be maintained for smooth functioning of examination process.

It was recommended to complete the formalities of ATKT examinations and finish this examination before the commencement of regular examination to be held in the month of May 2022.

Agenda Item No.2

Unfair Means Preventive Measures:

To control the malpractices during the examination, appropriate preventive measures should be followed. Unfair Means Preventive Committee will work in this direction and will formulate rules and regulations for the same.

Agenda Item No.3

SOP & Transcript preparation:

It was discussed to prepare the procedure of transcript needed by students for further study in abroad and Mr. Ravi More will help Ms. Sushma Talawadekar in importing required data for the same. It was also discussed to draft SOP for name change, duplicate marksheet, re-evaluation and other issues pertaining to examination.

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