

**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: February 14th, 2023

Time: 12 P.M

Venue: Director's Room

Agenda

1. To discuss the forthcoming ATKT examination
2. To discuss the Degree award ceremony function

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 forthcoming ATKT examination

- 1) It was declared that a total of 492 students will be appearing in the ATKT February 2023 examination.
- 2) Semester 1,3,5 and PG 1 ATKT examination will be conducted from 21st to 27th February 2023.
- 3) Stationary stock for examination will be checked.
- 4) Shagufta Memon along with Dr. Sarita K. will take care of this examination.
- 5) It was decided to conduct all the ATKT examinations on the 2nd floor of the new building and a control room was also allotted in the same building for smooth functioning of examination.
- 6) It was also decided to attach the green marksheet and attendance sheets along with the bundle of answer sheets to be assessed.

Agenda Item No.2

To discuss the Degree award ceremony function

It was instructed that the Degree Award ceremony function 2021-22 will be organized by the examination committee. Tentative date for the function will be 11th March 2023. It was decided to meet with the principal regarding the function related work.

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