

22rd January, 2022

NOTICE

A Meeting of the Examination Committee Smt. M.M.P. Shah Women's College of Arts & Commerce (Autonomous), Matunga is scheduled on **Monday, 24th January, 2022 at 11.30 am** in the staff room. All the members are requested to make it convenient to attend the same.

AGENDA:

1. To discuss the schedule for PG semester 1 examination.
2. To assign the duty related to examination work to members of examination committee.
3. Any other matter pertaining to examination.

Yours faithfully,
Ms. Darshana Buch
Faculty In-charge of Examination Committee
Smt. M. M. P. Shah Women's College (Autonomous), Matunga

Examination Committee: Meeting-24th January 2022

The second offline meeting of Examination committee was conducted on 24th January 2022 at 11.30 AM in Staff room.

Following Members were present:

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)

Following members were granted Leave of Absence

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

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

Following points were discussed in the meeting:

1. PG Exam:

Ms. Shagufta Memon was appointed unanimously as PG Exam Coordinator.
PG semester 1 exam will commence from 7th February 22. Schedule for the same is to be finalized.

2. Paper setting record:

It was decided that the list of paper setters of UG and PG examination and their billing records will be maintained by Ms. Shagufta Menon and Ms. Pinky Makwana immediately after the examination gets over.

3. Course Detail record:

Department wise course details record from 2019-20 will be maintained by Ms. Vaishnavi Kamat for all the references related to exam and result preparation.

4. Exam record:

Dr. Sarita Kasalkar, Dr. Jyotsana Lal and Ms. Pinky Makwana will maintain the record of all the examinations conducted since 2019-20.

5. Strong Room:

Room number 1 is declared as the examination control room. Process to make it fully equipped with all the required infrastructure is going on.

Meeting ended with thanksgiving.