

**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: June 25th , 2022

Time: 11.30 A.M

Venue: Principal's Room

Agenda

1. Review and suggestion of term II final examination conducted in the month of May 2022.
2. To discuss the Reevaluation process of papers.
3. Any other matter pertaining to examination.

Following Members were present in the meeting:

1. Dr. Leena Raje (Principal)
2. Mrs. Archana Patki (Vice Principal)
3. Mr. Vasant Pansare (Deputy COE)
4. Mrs. Darshana Buch (Faculty In-charge)
5. Dr. Sarita Kasaralkar (Member)
6. Dr. Jyotsana Lal (Member)
7. Ms. Vaishnavi Kamat (Member)
8. Ms. Shagufta Memon (Member)
9. Ms. Rajani Kanojia (Technical In-charge)
10. Mrs. Jayshree Bhalbar (Non-Teaching staff)
11. Mrs. Sushma Talawadekar (Member)

12. Ms. Bharati Dalvi (Member)

13. Mrs. Pinky Makwana (Member)

Mr. Ravindra Warik (Member) was granted Leave of Absence

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

Agenda Item No.1

Review and suggestion of term II final examination conducted in the month of May 2022.

1. Madam Principal Dr Leena Raje congratulated the examination committee for smooth conduction of term II final examination held in the month of May 2022. She appreciated the timely and successful moderation of examination papers and thereby result declaration on the website portal.
2. Mrs. Darshana Buch (Faculty In-charge) expressed that External moderators appreciated the examination work done by our college under the status of autonomy.
3. Madam Principal suggested Mr. Ravi More to guide Mr. Ravi Warik regarding examinations related to all the tasks.
4. It was suggested to conduct a meeting with all the staff members before term examination. For the next term exam meeting should be held in the month of September 2022.
5. It was also recommended that paper setters and moderators will be external and the same expert will be appointed for both the tasks.
6. Vice Principal madam suggested hiding the name of students in the result sheet declared on the portal. She suggested that marks along with their seat number and PRN number can be displayed on the portal.

Agenda Item No.2

To discuss the Re-evaluation process of papers.

1. It was decided that Ms. Vaishnavi Kamat will design the re-evaluation form for students. It was suggested to fix the fees structure for the re-evaluation process.

Agenda Item No.3

Any other matter pertaining to examination.

1. Madam Principal suggested to follow the academic calendar for scheduling the term I examination of academic year 2022-23. Academic calendar will be provided by Ms. Vaishnavi.
2. Madam Principal acknowledged that the examination work should be primarily handled by the Non teaching staff. She requested Mrs Jayashree Balbur to take charge of this duty.

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