

**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 19th , 2023

Time: 11.30 A.M

Venue: Exam Room

Agenda

1. To plan the modalities for forthcoming exams
2. Updates on pending marksheets
3. Any other matter pertaining to examination.

Following Members were present in the meeting:

1. Ms. Darshana Buch (COE)
2. Dr. Sarita Kasaralkar (Member)
3. Dr. Jyotsana Lal (Member)
4. Ms. Shagufta Memon (Member)
5. Ms. Rajani Kanojia (Technical In-charge)
6. MrRavi Warik (Non-Teaching staff)

Ms. Vaishnavi Kamat (Member) was granted Leave of Absence.

Ms. Darshana Buch (COE) welcomed all the members present for the 1st meeting of academic year 2023-24. All the members congratulated Ms. Darshana Buch for becoming controller of Examination. She replaced Mr. Vasant Pansare whose term was completed.

Agenda Item No.1

To plan the modalities for forthcoming exams

1. It was suggested to prepare for the Examination Manual.
2. Fresh Answersheet to be designed for Degree College examinations. Ms. Darshana Buch is taking care of this task.
3. Ms. Rajani K. will provide the schedule of all the examinations to be conducted in the academic year 2023-24.
4. It was decided to conduct the ATKT examination from 12th September to 18th September 2023.

Agenda Item No.2

Updates on pending marksheets

1. It was confirmed that all the marksheets including ATKT exams of the previous term are ready to be distributed.

Agenda Item No.3

Any other matter pertaining to examination.

1. Dr. Jyotsana L. will compile all the rules and regulations pertaining to examination and will hand it over to Dr. Sarita K. for filing.
2. Ms. Rajani will redesign the revaluation form for students.
3. University exam pending marksheet issues to be resolved as earliest as possible.
4. Dr. Sarita K. will complete the exam documentation work.

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