

**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: March 21st, 2022

Time: 12 P.M

Venue: Principal's Office

Agenda

1. Approval of the minutes of previous meeting.
2. To discuss the Result declaration and distribution.
3. Deciding the deadline for syllabus completion.
4. To discuss about GR maintenance and Examination documentation record.
5. Any other matter pertaining to examination.

Member Present

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)
8. Mrs. Jayshree Bhalbar (Non-Teaching staff)
9. Mr. Ravi More (Member)
10. Mr. Ravindra Warik (Member)
11. Mrs. Sushma Talawadekar (Member)

Leave of Absence

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

Agenda Item No.1

Minutes of the previous meeting held on 12th February 2022 were approved by all the present members.

Agenda Item No.2

Result Distribution: It was suggested to distribute the final result of semester III & V to students. It was decided that result of semester 1 will be displayed on portal on 25th March, while the final printed copy of result will be ready by 30th March.

Agenda Item No.3

Syllabus Completion: It was discussed that syllabus of IV & VI semester should be completed by 30th April 2022 as their final examination to be commenced in the month of May 2022. While last date to complete the syllabus of 2nd semester decided as 10th May 2022. NP list of IV and VI semester should be ready by 15th April while NP list of 2nd semester should be ready by 30th April.

Agenda Item No.4

G.R Maintenance & Documentation:

To maintain student's GR, it was suggested to collect the copy of Admission form, Aadhar card, 12th LC, marksheets and other relevant data from all the students.

It was also recommended to keep Documentation ready of all the examinations conducted from year 2019 onwards. Documents will be given by Ms. Rajani, Mr. Ravi More and Ms. Shagufta Memon.

Agenda Item No.5

Any Other matter:

- i) ATKT exam will be conducted in offline mode for all the semesters from 18th April to 23rd march 2022.
- ii) It was suggested to use Examination Room for all the examination related work since it is fully equipped with required infrastructure.

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

