

**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: March 21st, 2023

Time: 11.30 P.M

Venue: Examination Room

Agenda

1. To discuss the modalities of forthcoming March-April examinations
2. Any other matter

Following Members were present in the meeting:

1. Mr. Vasant Pansare (Deputy COE)
2. Mrs. Darshana Buch (Faculty In-charge)
3. Dr. Jyotsana Lal (Member)
4. Ms. Shagufta Memon (Member)
5. Ms. Rajani Kanojia (Technical In-charge)

Following Members were granted leave of Absence:

1. Dr. Sarita Kasaralkar (Member)
2. Ms. Vaishnavi Kamat (Member)

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

Agenda Item No.1

To discuss the modalities of forthcoming March-April examinations

1. UG Semester IV, semester VI Regular and ATKT examinations will be commencing from 28th March 2023.
2. UG Semester II and PG semester IV will be conducted from 15th April 2023.
3. Supervision chart will be prepared by Shagufta M.
4. Examination will be handled by Dr. Sarita K. , Vaishnavi K., Jyotsana L.(in rotation)
5. Seating Arrangement will be taken care of by Pansare sir and Ravi Warik.
6. Classroom seats numbering will be done by Vimlesh.
7. Attendance sheet will be prepared by Rajani and Ravi Warik.
8. QP Blueprint will be done by Rajani.
9. Examination Stationary taken care of by Vaishnavi.
10. Cyclostyle- Pansare sir, Darshana B., Sarta K.
11. Remuneration data collection will be done by Vaishnavi via Google drive. (Format ready with Pooja.)
12. RTGS, statement, invitation & thank you letter will be prepared by Pradeep (Pooja will handover the format to Pradeep).
13. Moderators' detail on Drive will be done by Vaishnavi. She will hand it over to pradeep and supervise it.
14. NP list to be prepared and added in hall tickets by Sarita K., Darshana B., Pansare sir
15. It was discussed that Moderation for UG semester IV and semester VI will be conducted from 19th to 22nd April 2023 while PG moderation will be done between 2nd May to 4th May 2023.
16. **Guidelines to Submit the Assessed Answer Sheets:**
Answer Sheet along with green marksheet, answer key (if required), and 2 copies of Question paper will be submitted by each faculty by the given deadlines ie a) UG sem IV, Sem VI 15th April
b) UG sem II & PG semIV

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