

**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: February 27, 2025

Time: 1.00 PM

Venue: Examination Room

Agenda

1. To discuss the Regular term 1 Examination process for the academic year 2024-25.
2. Any other matter pertaining to examination.

Following Members were present in the meeting:

1. Dr. 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)

Mrs. Darshana Buch (COE) welcomed all the present members of the Examination Committee.

Agenda Item No.1

To discuss the Regular term 1 Examination process for the academic year 2024-25.

1. It was decided that the regular/repeater examinations for semester II, IV and VI will be held in the month of October. Examination is scheduled from **24th March to 17th April, 2025**
2. Semester IV time table will be prepared as per NEP Structure

3. Ms. Rajani Kanojia will be preparing the Time table for Regular/repeater examinations.
4. Question papers of all the subjects will be printed by 20th March, 2025. Mrs. Darshana Buch and Rajani Kanojia
5. Hall tickets will be distributed from 20th March, 2025 Semester VI, 31st March, 2025 Semester IV and 5th April, 2025 Semester II.
6. Dr Jyotsana Lal will prepare the supervisors chart for conducting the examination.
7. Stationery stock will be checked by Dr. Sarita Kasaralkar and Ms. Shagufta Memon.
8. Seating arrangement will be taken care of by Rajani Kanojia
9. Mr. Ravindra Warik will prepare daily attendance and hall ticket

Agenda Item No.2

Any other matter pertaining to examination.

1. Semester IV examination will be conducted as per NEP structure
2. Moderation will be after 1 week of the examination completion
3. Results should be declared within the time frame
4. Semester VI marksheets and passing Certificate to be prepared by the end of April, 2025

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