

**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 SNTD Women's University

**Minutes
Meeting of Examination Committee**

Date: March 6, 2025

Time: 12.00 P.M

Venue: Exam Cell

Agenda

1. Confirmation of eligibility criteria for gold medal awardee.
2. Discussion of Degree award ceremony function updates.
3. Discussion about forthcoming exams.

Following Members of Exam Committee 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)

Dr. Darshana Buch (COE) welcomed all the members present for the meeting.

Agenda No.1

Confirmation of eligibility criteria for gold medal awardee:

The committee reviewed and discussed the eligibility criteria for the Gold Medal award. After deliberation, it was resolved that Gold Medal will be awarded as per guidelines decided upon by Seva Mandal Education Society (SMES).

Following are the criteria for Eligibility to obtain Gold medal and Merit Certificate:

Gold Medal will be awarded in four categories:

Merit Certificate will be awarded in six categories:

- a) **Bachelor of Arts:** The College will declare the list of Five Merit Holders. First Topper with the highest Aggregate GPA (Grade Point Average) will be awarded Gold Medal and remaining four Toppers will get Merit List Certificate.
- b) **Bachelor of Commerce:** The College will declare the list of Five Merit Holders. First Topper with the highest Aggregate GPA (Grade Point Average) will be awarded Gold Medal and remaining four Toppers will get Merit List Certificate.
- c) **UG Self – Finance Programmes:**
Student scoring highest Aggregate GPA (Grade Point Average) will be awarded Gold Medal amongst all UG Self – Finance Programmes
 - 1. **Bachelor of Management Studies:** The College will declare the list of Three Merit Holders other than the Gold Medalist.
 - 2. **Bachelor of Mass Media:** The College will declare the list of Three Merit Holders other than the Gold Medalist.
 - 3. **Bachelor of Commerce in Accountancy, Finance & Insurance:** The College will declare the list of Five Merit Holders other than the Gold Medalist.
- d) **PG Self – Finance Programmes:** Student scoring highest Aggregate GPA (Grade Point Average) will be awarded Gold Medal amongst all PG Self – Finance Programmes and the College will declare the list of Merit Holders who are the Toppers in each PG Degree Programs (Psychology, Hindi, Commerce and Mass Media).
- e) Gold Medals and Toppers Merit List will be calculated on the basis of Highest Aggregate GPA (Grade Point Average).
- f) For getting Gold Medal a student has to secure aggregate percentage of above 60% in Arts faculty and above 70% in Commerce faculty in 5th and 6th Semester of Under-Graduate Program and in 3rd and 4th Semester of Post-Graduation Program.

Agenda No.2

Discussion of Degree award ceremony function updates.

The committee discussed the preparations for the upcoming Degree Award Ceremony.

The following updates were provided:

- Coordination with the administration for logistics and seating arrangements.
- Printing and distribution of degree certificates.
- Arrangements for refreshments, decoration, scarf distribution, invitation and student participation.

The committee emphasized the importance of a well-organized event and assigned specific responsibilities to designated members.

Agenda No.3

Discussion about Forthcoming Exams

The committee discussed the schedule and arrangements for the upcoming Regular and ATKT examinations to be held in the month of March and April 2025.

The meeting concluded with a vote of thanks to the chair.

Resolution

Confirmation of eligibility criteria for gold medal awardee:

Gold Medal will be awarded as per revised guidelines decided upon by Seva Mandal Education Society (SMES). Guidelines copy is attached for reference.