

**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: November 27th 2021

Time: 11.30 A.M

Venue: Principal's Office

Agenda

1. To discuss the Admission Fee Payment status
2. To discuss the upcoming Regular and ATKT examination
3. To discuss the Mode of Examination and paper submission
4. Formation of Prevention of unfair means committee
5. to discuss the Result preparation and declaration
6. Any other matter

The first offline meeting of the Examination committee was conducted on 27th November 2021 at 11.30 AM in the Principal's office.

Following Members were 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. Dr. Jyotsana Lal (Member)
6. Ms. Vaisnavi Kamat (Member)

7. Ms. Shagufta Memon (Member)
8. Mr. Ravi More (Member)
9. Mr. Ravindra Warik (Member)
10. Mrs. Sushma Talawadekar (Member)
11. Mrs. Bharti Dalvi (Non-Teaching staff)

Following members were granted Leave of Absence

1. Ms. Rajani Kanojia (Technical In-charge)
2. Ms. Pinky Makwana (Member)
3. Mrs. Jayshree Bhalbar (Non-Teaching staff)

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

Following points were discussed in the meeting:

1. Admission Fee Payment status:

Admission and fee payment status of SY and TY students (Academic Year 2021-22) of all the streams listed out by the Principal Madam. Madam suggested for immediate steps to be taken by departments to solve the pending fee payment problem by 30th November 2021 as students' data were to be sent to Bhawin Shah by 2nd December for online examination conduction.

2. Regular and ATKT examination:

Discussion held for 3rd and 5th semester regular and ATKT examinations. Unanimously decided to start 3rd and 5th semester regular and ATKT exams from 22nd of December and finish it by 29th December 2021. Time Table for the same will be prepared by the committee. PG second year examination will be held from 4th to 7th January 2022.

3. Mode of Examination and paper submission:

It was decided that Current semester examination will be conducted through online mode and 30 MCQs will be asked per paper. Last date for MCQ question paper submission and internal marks feeding on portal is decided as 6th December and 15th December respectively. Utmost care should be taken of regarding Paper code and title of the papers while paper submission. The list of paper codes with titles will be circulated to the faculties prior to the examination for approval.

4. Prevention of unfair means:

Prevention of Unfair Means Committee will prepare a report after every examination. Rules and regulations to prevent copy case need to be formulated.

5. Result preparation and declaration:

Principal Madam stressed upon the deadline of result declaration. It should be declared one month after completion of examination. Ms. Rajani, Mr. Ravi More, Ms. Bharati Dalvi and Ms. Pinky Makwana have been given the responsibility of result preparation. Proof reading to be done before printing the final result copy and should be approved by In-charges. It was decided that marks of CBCS or Add on program will be reflected in the mark-sheet of students from next semester.

Any other matter:

6. Effective Examination System & Policies:

Principal Madam emphasized the importance of the examination system as the backbone of a college under the Autonomy. Her genuine concern was to make us follow all the norms effectively with proper documentation to conduct smooth and fair examinations.

Meeting ended with thanksgiving.