

**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: September 28th, 2022

Time: 12 P.M

Venue: Examination Room

Agenda

1. To discuss the Regular term 1 and Repeater Examination process for the academic year 2022-23.
2. Any other matter pertaining to examination.

Following Members were present in the meeting:

1. Mr. Vasant Pansare (Deputy COE)
2. Mrs. Darshana Buch (Faculty In-charge)
3. Dr. Sarita Kasaralkar (Member)
4. Ms. Vaishnavi Kamat (Member)
5. Dr. Jyotsana Lal (Member)
6. Ms. Shagufta Memon (Member)
7. Mrs. Pinky Makwana (Member)

Ms. Rajani Kanojia (Technical In-charge) was granted Leave of Absence.

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

Agenda Item No.1

To discuss the Regular term 1 and repeater Examination process for the academic year 2022-23.

1. It was decided that the regular/repeater examinations for semester III and V and VI will be held in the month of October. Examination is scheduled from **12th October to 18th October 2022.**
2. Question papers of all the subjects will be printed by 3rd October 2022.
3. Hall tickets will be distributed from 6th of October 2022.
4. Ms. Rajani Kanojia will be preparing the Time table for Regular/repeater examinations.
5. Ms. Vaishnavi Kamat will prepare the supervisors chart for conducting the examination.
6. Stationery stock will be checked by Dr. Sarita Kasaralkar, Dr. Jyotsana Lal and Ms. Shagufta Memon.
7. Seating arrangement will be taken care of by Mr.Vasant Pansare.

Agenda Item No.2

Any other matter pertaining to examination.

1. Marksheet of ATKT examinations of III and V semester will be handed over to Ms. Pooja Makwana. She will follow up with Ravi Warik for exam related technicalities.
2. Unanimously it was decided that by 11th November 2022, corrected answer books of both the examinations (Semester III & Semester V) should be submitted by all the examiners.
3. It was decided that the moderation will be conducted from 13th of october to 15th of October 2022.

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