

**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 26th, 2024

Time: 12.30 P.M

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. Mrs. 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)
6. Mr. Ravindra Warik

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 III and V and VI will be held in the month of October. Examination is scheduled from **14th October to 19th October 2024**.
2. Semester III time table will be prepared as per NEP Structure
3. Question papers of all the subjects will be printed by 1st week of October. Mrs. Darshana Buch and Rajani Kanojia
4. Hall tickets will be distributed from 9th of October 2024.
5. Ms. Rajani Kanojia will be preparing the Time table for Regular/repeater examinations.
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 III examination will be conducted as per NEP structure
2. Moderation will be done after Diwali vacation
3. Results should be declared within the time frame

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