

## **MINTUES OF EXAMINATION COMMITTEE MEETING**

A meeting of the examination Committee of Smt. Maniben M P Shah Women's College of Arts & Commerce was held on 30/06/2015 at 11.30 am in the Principal's Chamber.

### **The following members were present:**

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|----------------------------|---|
| 1. Mrs. Archana Patki      | – Principal                                   |
| 2. Mrs. Renuka Prajapati   | – Arts Faculty Incharge & Exam Superintendent |
| 3. Mrs. Prabha Nair        | – BMM Co-ordinator                            |
| 4. Mrs. Sujata Agarwal     | – BMS Co-ordinator                            |
| 5. Mrs. Shubhangi Kulkarni | – PG Co-ordinator                             |
| 6. Mrs. Bharati Narvekar   | – Registrar                                   |
| 7. Mr. Manohar Yadav       | – Office Superintendent                       |

### **Leave of absence was granted to -**

- |                    |                 |
|--------------------|-----------------|
| 1. Dr. Hina Shah   | – Exam Incharge |
| 2. Dr. Seema Gosar | – Exam Incharge |

### **Agenda discussed:** Finalizing the Dates for College and University Exams of Semester I, III & V

- Mrs. Archana Patki Welcomed & congratulated the previous committee for successful exam conducted in March – April 2015.
- It was reported by exam incharge that as online Question papers comes half an hour before exam we found that printing , counting & distribution timing is too less.
- 19<sup>th</sup> to 25<sup>th</sup> August 2015 decided for Internal Exams for semester I,III & V.
- Project Submission date for all regular students is 9<sup>th</sup> September 2015.
- Internal Marks submission date decided as 12<sup>th</sup> October 2015.
- Tentative exam for Sem I Regular & ATKT will be in last week of October 2015.
- It was decided that one committee should work for all exams for that academic year.
- Mrs. Radhika Soman and Dr. Anubha Mehta appointed as University Exams Incharge for the Academic year 2015-16.
- Dr. Hina Shah & Dr. Seema Gosar appointed as college exam incharge.
- The meeting ended with thanks to the chair.

## **MINTUES OF EXAMINATION COMMITTEE MEETING**

A meeting of the examination Committee of Smt. Maniben M P Shah Women's College of Arts & Commerce was held on 12/10/2015 at 11.30 am in the Principal's Chamber.

### **The following members were present:**

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|---------------------------|---|
| 1. Mrs. Archana Patki     | – Principal                                   |
| 2. Mrs. Renuka Prajapati  | – Arts Faculty Incharge & Exam Superintendent |
| 3. Mrs. Prabha Nair       | – BMM Co-ordinator                            |
| 4. Mrs. Sujata Agarwal    | – BMS Co-ordinator                            |
| 5. Dr. Hina Shah          | – Exam Incharge                               |
| 6. Dr. Seema Gosar        | – Exam Incharge                               |
| 7. Dr. Shubhangi Kulkarni | – PG Co-ordinator                             |
| 8. Mrs. Bharati Narvekar  | – Registrar                                   |
| 9. Mr. Manohar Yadav      | – Office Superintendent                       |

### **Leave of absence was granted to – Nil**

**Agenda discussed:** Pre and Post Preparation for Final Exam of Semester I, III , V & ATKT II ,IV & VI.

- The Principal welcomed all for the meeting.
- Sem I Regular & ATKT exam schedule was finalized as 23<sup>rd</sup> to 29<sup>th</sup> October 2015.
- Faculty member will be requested to set their Papers and submit duly typed hard copy to Dr. Seema Gosar by 13<sup>th</sup> October 2015.
- It was decided that results for Sem I, Regular & ATKT should be declared within 45 days tentatively in first week of December 2015.
- Along with the Sem I result declaration notice to be put up regarding rechecking and reverification application to be filled by the students within the 7 days.
- University Exams starting from 13<sup>th</sup> October to 10<sup>th</sup> November 2015 accordingly pre preparation such as Seating Arrangement, Displaying Exam Rules on notice board, Hall Ticket Distribution etc. work distributing chart prepared.
- The meeting was then terminated with vote of thanks.

## **MINTUES OF EXAMINATION COMMITTEE MEETING**

A meeting of the examination Committee of Smt. Maniben M P Shah Women's College of Arts & Commerce was held on 14/12/2015 at 11.30 am in the Principal's Chamber.

### **The following members were present:**

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|---------------------------|---|
| 1. Mrs. Archana Patki     | – Principal                                   |
| 2. Mrs. Renuka Prajapati  | – Arts Faculty Incharge & Exam Superintendent |
| 3. Mrs. Prabha Nair       | – BAMM Co-ordinator                           |
| 4. Mrs. Sujata Agarwal    | – BMS Co-ordinator                            |
| 5. Dr. Hina Shah          | – Exam Incharge                               |
| 6. Dr. Seem Gosar         | – Exam Incharge                               |
| 7. Dr. Shubhangi Kulkarni | – PG Co-ordinator                             |
| 8. Mrs. Bharati Narvekar  | – Registrar                                   |
| 9. Mr. Manohar Yadav      | – Office Superintendent                       |

### **Leave of absence was granted to – Nil**

**Agenda discussed:** Finalizing the Dates for College and University Exams of Semester II, IV & VI.

- Mrs. Archana Patki welcomed and congratulated the previous committee for successful exam conducted in October 2015.
- Projects submission and Internal Exams tentative week given to Academic Calendar Committee will be 3rd week of January 2016.
- Tentative exam schedule for Sem II Regular and ATKT will be in last week of March 2016.
- It was decided that one committee should work for all exams for that academic year.
- Result finalization meeting date 12<sup>th</sup> April 2016.
- Tentative result declaration date was decided as 20<sup>th</sup> April 2016.
- The meeting ended with thanks to the chair.

## **MINTUES OF EXAMINATION COMMITTEE MEETING**

A meeting of the examination Committee of Smt. Maniben M P Shah Women's College of Arts & Commerce was held on 23/03/2016 at 10.30 am in the Principal's Chamber.

### **The following members were present:**

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|---------------------------|---|
| 1. Mrs. Archana Patki     | – Principal                                   |
| 2. Mrs. Renuka Prajapati  | – Arts Faculty Incharge & Exam Superintendent |
| 3. Dr. Kaveri Pal         | – Commence Faculty Incharge                   |
| 4. Mrs. Sujata Agarwal    | – BMS Co-ordinator                            |
| 5. Mrs. Radhika Soman     | – Asso. Lecturer                              |
| 6. Dr. Seema Gosar        | – Exam Incharge                               |
| 7. Dr. Shubhangi Kulkarni | – PG Co-ordinator                             |
| 8. Mr. Svneesh Bhatt      | – Asso. Lecturer                              |
| 9. Mr. Manohar Yadav      | – Office Superintendent                       |
| 10. Mrs. Jayshree B.      | – Clerk                                       |

### **Leave of absence was granted to –**

Dr. Hina Shah, – Exam Incharge

**Agenda discussed:** Pre and Post Preparation for Final Exam of Semester II , IV & VI.

and ATKT I, III , V

- Mrs. Renuka P. suggested one committee should work the whole year. All exams should be conducted in old building and the timing will be 8.00 am to 10.30 am.
- It was decided that supervisor's chart should be made with help of Mr. Pansare in the presence of all other exam incharges.
- Mrs. Radhika Madam inform about her unavailability in afternoon exam.
- Dr. Kaveri Pal suggested that all exams should to be by Registrar , OS and Teachers should be involve for supervision only.
- Dr. Seema Gosar suggested to call former students or PG's for supervision.
- Mrs. Prajapati suggested that to prepared a data base of students willing to do supervision.
- Dr. Shubhangi Kulkarni said many students are willing to do supervision but they must be trained before hand.
- Mr. Aveesh suggested that students should be paid remuneration immediately.
- Mrs. Archana Madam suggested that students should not be used for supervision, teachers must do.
- College duplo machine should be used for the photocopies of Question Papers.
- It was decided that Mrs. Sarita K. will look after the afternoon exams..
- Sem II Regular & ATKT exam schedule was finalized as 28<sup>th</sup> March to 2<sup>nd</sup> April 2016.

- Faculty member will be requested to set their Papers and submit duly typed hard copy to Dr. Seema Gosar by 18<sup>th</sup> March 2016.
- It was decided that results for Sem II Regular & ATKT should be declared within 45 days the date was finalized as 25<sup>th</sup> April 2016.
- Along with the Sem II result declaration notice to be put up regarding rechecking and reverification application to be filled by the students within the 7 days.
- University Exams starting from 6<sup>th</sup> April to 2<sup>nd</sup> Mayl 2016 accordingly pre preparation such as Seating Arrangement, Displaying Exam Rules on notice board, Hall Ticket Distribution etc. work distributing chart prepared.
- The meeting was then terminated with vote of thanks.