



SADHUBELLA EDUCATION SOCIETY'S  
(Minority Institute)  
**J. WATUMULL SADHUBELLA GIRLS COLLEGE,**  
Near Government Dispensary, Ulhasnagar-421001  
NAAC Accredited B+ ISO 9001:2015 Certified

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10<sup>th</sup> July, 2023.

**NOTICE**

The meeting of the examination committee is schedule on 21<sup>st</sup> July, 2023 at 1.00pm in the principal office. All the members are requested to attend the same. The agenda for the meeting is: -

- Appointment of New member in place of Ms. Karuna Udhani.
- Schedule for class test.
- Schedule for ATKT examinations.
- Schedule for term end examination for first/second year.
- Any other matter with the permission of the chair.

Heenal. D. Wadhwa  
(Chairperson)

Dr. Vasant. P. Mali  
(Principal)

  
S. S. Kulkarni





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**Attendance Sheet**

**For the examination committee meeting held on 21<sup>st</sup> July, 2023.**

Sr No	Name of the Staff/Committee Members	Signature
1	Dr. Vasant P. Mali	
2	Ms. Heenal D. Wadhwa	
3	Mr. Rajesh Kumar Singh	
4	Ms. Sharmila Karve	
5	Ms. Siya Hassija	
6	Ms. Muskan Hinduja	

Heenal. D. Wadhwa

(Chairperson)

Dr. Vasant. P. Mali

(Principal)





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22<sup>nd</sup> July, 2023.

Minutes

The meeting of examination committee was held on 21<sup>st</sup> July, 2023 at 1.00pm in the principal office. Chairperson welcomed all the members and acknowledge the efforts initiated by all staff members for the declaration of results in time. Principal Dr. Vasant P. Mali also appreciated the efforts initiated by the examination committee. The meeting started as per the agenda: -

- Principal informed the committee members that BMS/BBi coordinator Ms. Karuna Udhani had submitted her resignation letter. On the basis of seniority Ms. Siya Hassija is appointed as BMS/BBi coordinator/ examination committee member in her place. All the committee members congratulated and welcomed Ms. Siya Hassija for her appointment as the member of the examination committee member.
- Circulars issued by University of Mumbai for the commencement of first term along with mid-term break and Diwali vacation were discussed in the meeting. After, discussion and calculation of working days, it was decided to take two class tests for all the students. First test will be conducted from 21<sup>st</sup> August to 23<sup>rd</sup> August 2023 and second test from 7<sup>th</sup> September to 9<sup>th</sup> September 2023.
- It was decided to conduct the ATKT examination for semester II and IV before the mid-term break i.e. in the third week of September from 11<sup>th</sup> to 18<sup>th</sup> September, 2023. College office was directed to issue the forms in the second week of August and complete the procedure by the end of August.
- It was decided to commence the term end examination for the second year of all courses in the mid of October. First year term examination for all the courses will commence after Diwali vacation i.e. in the last week of November since the term start from 15<sup>th</sup> July 2023.
- Since, there was no other matter, the meeting ended with vote of thanks by assistant professor Mr. Rajesh Kumar Singh.

Heenal. D. Wadhwa  
(Chairperson)

  
Dr. Vasant. P. Mali

(Principal)





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25<sup>th</sup> October 2023.

**NOTICE**

The meeting of the examination committee is scheduled on 31<sup>st</sup> October, 2023 at 1.00pm in the principal office. All the members are requested to attend the same. The agenda for the meeting is: -

- Guidelines for setting of question papers.
- Preparation of supervision charts.
- Letter for appointments of supervisors.
- Any other matter with the permission of the chair.

Heenal. D. Wadhwa

(Chairperson)

  
S. D. Kulkarni

Dr. Vasant. P. Mali

(Principal)





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Attendance Sheet

For the examination committee meeting held on 31<sup>st</sup> October, 2023.

Sr No	Name of the Staff/Committee Members	Signature
1	Dr. Vasant P. Mali	
2	Ms. Heenal D. Wadhwa	
3	Mr. Rajesh Kumar Singh	
4	Ms. Sharmila Karve	
5	Ms. Siya Hassija	
6	Ms. Muskan Hinduja	

Heenal. D. Wadhwa  
(Chairperson)

Dr. Vasant. P. Mali  
(Principal)





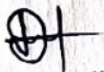
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4<sup>th</sup> Novembr,2023.

Minutes

The meeting of examination committee was held on 31<sup>st</sup> October,2023 at 1.00pm in the principal office. Chairperson welcomed all the members. Minutes of last meeting were read and confirmed by the committee members. The meeting started as per the items listed in the agenda: -

- Principal Dr. Vasant P. Mali inquired from the chairperson the details of unused manuscripts. After discussion it was decided that all staff members be asked to set three sets of questions papers in their respective subject/s, as per the university guidelines and the unused manuscripts be used for ATKT examinations.
- Principal asked the chairperson to prepare the supervision chart for all the examinations scheduled in the month of October and communicate the same to all staff members.
- Chairperson was directed to prepare the supervisor letters for all the examination and issue the same to all staff members.

  
Heenal. D. Wadhwa  
(Chairperson)

  
Dr. Vasant. P. Mali  
(Principal)





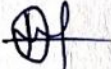
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4<sup>th</sup> December, 2023.


**NOTICE**

The meeting of the examination committee is schedule on 11<sup>th</sup> December, 2023 at 11.00am in the principal office. All the members are requested to attend the same. The agenda for the meeting is: -

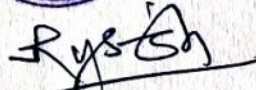

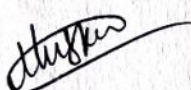
- Status of first year examination schedule for BCOM/BBI.
- Schedule for class test and internal examination.
- Schedule for ATKT examination for semester I/II/III/IV.
- Schedule for FY/SY BCom/BMS/BBI Regular and ATKT examinations.
- Any other matter with the permission of the chair.

  
Heenal. D. Wadhwa  
(Chairperson)



  
Dr. Vasant. P. Mali  
(Principal)

i) Rajesh Kumar Singh  
ii) Ms. Sharmila Kanve  
iii) Ms. Muskan Hindur





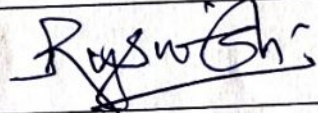

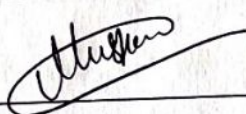


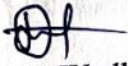
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**Attendance Sheet**

**For the examination committee meeting held on 11<sup>th</sup> December, 2023.**

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3	Mr. Rajesh Kumar Singh	
4	Ms. Sharmila Karve	
6	Ms. Muskan Hinduja	



Heenal. D. Wadhwa  
(Chairperson)



Dr. Vasant. P. Mali  
(Principal)





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11<sup>th</sup> December, 2023.

**Minutes**

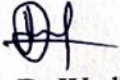
The meeting of examination committee was held on 11<sup>th</sup> December, 2023, at 11.00am in the principal office. Chairperson welcomed all the members. Minutes of last meeting were read and confirmed by the committee members. Before starting the meeting, it was brought to the notice of all members by Principal Dr. Vasant P. Mali that parents of first year and second year BCom had inquired about the schedule of the examination to be held in the first half of 2024 to enable them to book their tickets for native places to attend marriage ceremony function of their relatives. The meeting started as per the items listed in the agenda: -

- Chairperson informed that first year examinations for BCOM/BBI were completed. The assessment is started by all staff members. Application are received from students and Chairperson Sports Committee for re-examination to be conducted on medical grounds. The notice for the same is being circulated on the last day of paper i.e. 9<sup>th</sup> December, 2023. It was decided to conduct the same from 16<sup>th</sup> December to 23<sup>rd</sup> Decemebr, 2023 and prepare the schedule accordingly.
- After discussing the tentative schedule for semester VI by University of Mumbai and counting number of working days available for 2<sup>nd</sup> and 4<sup>th</sup> semester it was decided by all members that final term end examinations be conducted in the second week of April so that the assessment and moderation process will be completed before the end of second term.



- It was decided to conduct two class tests for all the courses i.e. one in the month of February and second in the month of March.
- ATKT examinations for semester I and III will be conducted in the end of march. Office was directed to circulate the notice in the month of January and issue the ATKT forms to the concerned students.

Since, there was no other matter, meeting ended with vote of thanks to all committee members by Ms. Sharmila Karve.



Heenal. D. Wadhwa  
(Chairperson)



Dr. Vasant. P. Mal  
(Principal)