



SAKET GYANPEETH

NURTURING POTENTIAL

SAKET COLLEGE OF ARTS, SCIENCE & COMMERCE

(Un-Aided, Hindi Linguistic Minority Institution)

(Permanently Affiliated to University of Mumbai)

(NAAC Accredited)

Examination Committee

Sr. No	Faculty Name	Designation	Department
1	Dr. Praseena Biju	Chief- Conductor	
2	Dr. Shahaji Kamble	Examination Chairperson	B.A
3	Rajeshree Mundhe	Academic Coordinator	IT/CS
4	Pranali Bhosale	Member	B.A
5	Sneha Menon	Member	IT/CS
6	Agnus Idicula	Member	IT/CS
7	Minakshi Dhande	Member	IT/CS
8	Manjula Pillai	Member	BAF
09	Padamja Nair	Member	BAF
10	Sumit Sawant	Member	B.Com
11	Heer Bolakani	Member	B.Com
12	Ankita Gaikwad	Member	B.Com (M.S)
13	Mohini Singh	Member	B.Com (M.S)
14	Pushpa Prajapati	Member	BIM
15	Rajeshwari Bhandari	Member	BBI
16	Ritu Singh	Member	BFM



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The Examination Committee is an apex body of the Institute which is headed by Examination In-charge), and is facilitated by three sections: Examination, Record Maintenance and Administration.

Objective:-

To help and ensure smooth and orderly conduct of examinations in the institute as per guidelines issued by the University of Mumbai from time to time.

Responsibilities:-

- After conduct of examination all the unfair –mean cases to be cleared within 15 days from the last date of Examination. Report to be prepared and documented in unfair- mean Committee file.
- After assessments of answer -book.
 1. In a mark sheet first-absentee numbers to cross verified by teacher/HOD/ Co-ordinator of respective subjects.
 2. After the entry of marks first verification to be done by Examination clerk, second verification by H.O.D/ Coordinators of respective subject, followed by authentication of Examination Chairperson.
- At the time of submission of marks on university portal,
 1. Verification by clerk & Teacher.
 2. Verification by HOD/ Co- coordinator.
 3. Verification by O.S. & Examination Chairperson.
 4. Before submission once again absentee number to be cross verified O.S./Examination Chairperson.