



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

Academic Year 2026-27

Sr. No	Faculty Name	Designation	Department	Signature
1	Dr. Praseena Biju	Chief- Conductor		
2	Dr. Shahaji Kamble	Examination Chairperson	B.A	
3	Ms. Rajeshree Mundhe	Academic Coordinator	IT&CS	
4	Ms. Hrutuja More	Member	B.A	
5	Ms. Sneha Menon	Member	IT&CS	
6	Ms. Gauri Daud	Member	IT&CS	
7	Ms. Minakshi Dhande	Member	IT&CS	
8	Ms. Manjula Pillai	Member	BAF	
09	Ms. Padamja Nair	Member	BAF	
10	Mr. Sumit Sawant	Member	B.Com	
11	Dr. Sheeba E.	Member	B.Com	
12	Ms. Mohini Singh	Member	B.Com (M.S)	
13	Ms. Mannat Sohanda	Member	B.Com (M.S)	
14	Ms. Pushpa Prajapati	Member	BIM	
15	Ms. Ritu Singh	Member	BFM	
16	Ms. Kiran Murpana	Member	BFM	
17	Ms. Heer Bolakani	Member	BBI	
18	Ms. Pratibha Dwivedi	Member	BBI	



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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.

Principal