

SRI GVG VISALAKSHI COLLEGE FOR WOMEN (AUTONOMOUS)

UDUMALPET

EXAMINATION COMMITTEE - 2023-2024 (ODD SEMESTER)

MEMBERS:

CONVENOR

1. Dr. D. Abirami
Assistant Professor in Zoology
2. Mrs. M.C. Kavitha
Assistant Professor in English (A)
3. Dr. V. Pankajam
Assistant Professor in Mathematics (A)
4. Dr. S. Geetha
Assistant Professor in English (A)
5. Dr. E. Vaishnavi
Assistant Professor in Chemistry
6. Dr. M. Rajapriya
Assistant Professor in Commerce (A)
7. Mrs. V. Kavithamani
Assistant Professor in English (SF)
8. Mrs. N. Udayarani
Assistant Professor in Maths (SF)
9. Mrs. A. Thirupurasundari
Assistant Professor in Computer Science
10. Mrs. T. Nithya
Assistant Professor in BCA

18.07.2023

The members of the Examination Committee met on 18.7.2023 at 1:30pm in the Board room

AGENDA:

- * To discuss the work allotment for the Conduct of the CIA Examinations for the Odd Semester.
- * To receive the requirements from the Controller's office.
- * To check the existing stock.

MINUTES:

- The Conduct of I CIA Examinations and plan for the hall arrangement was discussed.
- The requirements for the Conduct of I CIA was discussed and finalized.
- The existing stock in the examination Committee Room was perused and the inadequacies have to be reported and orders have to be placed.
- It was decided to meet on 2.08.23 to plan for the arrangements required for I CIA for II UG, III UG and II PG students.

Convener

S. Umad

Dr. S. UMADREVI

Rajiswari D.
Principal

Members:

Dr. D. Abirani	old
Mrs. M.C. Kavitha	M.C. List
Dr. V. Pankajam	M.R.K.
Dr. S. Geetha	X. Group
Dr. E. Vaishnavi	Wausara
Dr. M. Rajapriya	M. Rajan
Mrs. V. Karithamani	Dr. Rajan
Mrs. N. Udhayarani	N. Udhayarani
Mrs. A. Thirupurasundari	A.P.
Mrs. T. Nithya	Nithya

02.08.2023

The Members of the Examination Committee met at 11:30 am in the Board room

AGENDA:

- * To discuss the work allotment for ICIA
- * To Check the hall arrangement for ICIA
- * To receive the requirements from the Controller's office.
- * To finalise the list of Physically and Visually Challenged students.

MINUTES:

The work allotment was finalized and work allotted as follows:

Hall Arrangement: Dr. V. Pankajam, Dr. S. Geetha

III UG: Mrs. N. Udhayarani

II UG: Dr. E. Vaishnavi, Mrs. T. Nithya

I PG: Mrs. M. C. Kavitha, Dr. V. Kavithan

Question Paper Covers: Mrs. M. C. Kavitha, Dr. Kavithan

Covers for Hall:

Answer Scripts: All members

Jurisdiction Schedule: Dr. S. Umadevi, Dr. D. Abirani

Dr. V. Pankajam

Minutes Notes: Dr. S. Umadevi

Dr. S. Geetha

Paper Count and

Malpractice Note: Dr. M. Rajapriya

Report: Dr. S. Geetha

Dr. V. Kavithamani

Visually Challenged

Scribe, Sports Students

Mrs. M. C. Kavitha

Physically Challenged Strength: Dr. M. Rajapriya

Alternative Arrangements for: Dr. S. Umadevi

Classes in the Exam block: Dr. D. Abirani

S. Unad
CONVENOR

Rajiswari N.
PRINCIPAL

MEMBERS:

Dr. D. Abirami

Mrs. M.C. Kavitta

Dr. V. Parkajam

Dr. S. Geetha

Dr. E. Vaishnavi

Dr. M. Rajapriya

Mrs. V. Kavithamani

Mrs. N. Udhayarani

Mrs. A. Thirupurasundari

Mrs. T. Nithya

dd →

M.C. Kavitta

VP →

B. Geetha

Vaishnavi

M. Rajapriya

Mrs. V. Kavithamani

N. Udhayarani

A. Thirupurasundari

T. Nithya

07.08.2023

The members of the Examination Committee met on 07.08.2023 at 10:30 am in the Board room.

AGENDA:

- * To finalize the Students Strength
- * To finalize the invigilation duty list
- * To finalize the hall arrangements.

MINUTES:

→ It was Decided to allot Govindammal Block and New building to Conduct the I CIA Examination.

→ The Hall arrangement has to be sent to the departments on or before 10.08.2023 and to finalize the invigilation duty list.

→ It was decided to arrange scribe for the Visually Challenged student and also to allot seating for the Physically Challenged students.

→ It was decided to Conduct I CIA test for Sports Students (II yr, III, II PG) through online.

S. Umad
CONVENOR

Dr. S. UMADEVI

Rajivani D.
PRINCIPAL

MEMBERS:

Dr. D. Abirami
Mrs. M. C. Kavitha
Dr. V. Pankajam
Dr. S. Geetha
Dr. K. Vaishnavi

Dr. J. L. L. L.
M. C. Kavitha
Dr. S. Geetha
Dr. K. Vaishnavi

Dr. M. Rajapriya
Mrs. V. Kavithamani
Mrs. N. Udhayarani
Mrs. A. Thirupurasundari
Mrs. T. Nithya

H. Rajaraj
A. Rajaraj
N. Rajaraj
A. Rajaraj
A. Rajaraj

24.08.2023

The members of the examination Committee met on 24.08.2023 at 2:00pm in the Board Room.

AGENDA:

- To plan for the Conduct of the ICA for I UG, I PG and PGDCA.
- To discuss the Hall Arrangements
- To plan alternative Class allotment for II UG, III UG and II PG students.
- To finalize the invigilation duty list.
- To check the physically and visually challenged students.
- To plan for Conducting ICA test (for IUG, I PG) through online for sports students.

MINUTES:

- * The Timetable for IUG and I PG was Verified
- * It was decided to allot New Block to Conduct ICA examination for IUG and I PG Students.
- * The Hall arrangements has to be sent to the departments for on 24.08.2023 before 3:30 pm and to finalize the invigilation duty list.
- * It was finalized to provide answer scripts with 24 pages for IUG and I PG Students.
- * The alternative class arrangements for II UG, III UG and II PG was made.
- * It was decided to arrange scribe for the visually challenged students and also allot seating arrangement

for physically Challenged Students.

S. Umad
CONVENOR

Dr. S. UMADEVI

Rajivani N.
PRINCIPAL

MEMBERS:

Dr. D. Abirani

Mrs. M. C. Kavitha

Dr. V. Pankajam

Dr. S. Geetha

Dr. K. Vaishnavi

Dr. M. Rajapriya

Dr. V. Kavithamani

Mrs. N. Udayarani

Mrs. A. Thirupurasundari

Mrs. T. Nithya

M. C. S. S. S.

V. K. S. S.

B. G. S. S.

S. S. S. S.

H. S. S. S.

D. S. S. S.

N. S. S. S.

A. S. S. S.

T. S. S. S.

29.09.2023

The members of the Examination Committee met On 29.09.2023 at 2:30 pm in the Boardroom.

AGENDA:

- To plan for the Conduct of II Continuous Internal Assessment Test for I, II, III UG and I, II PG Students.
- To plan for the Conduct of II CIA for PGDCA.
- To discuss and finalise the Invigilation Duty.
- To plan for the Conduct of Examination for sports students through online mode.
- To check and finalise the physically and Visually Challenged Students and make necessary arrangement.

MINUTES:

- The timetable for II CIA Test for I, II, III UG and I, II PG was perused, the practical Courses and exam for Rejoining Students were noted and planned accordingly.
- The hall arrangements for FN and AN exams were discussed and it was decided to send the hall arrangements to the departments on 03.10.2023 and get the Requirements and the Attendance sheets on 04.10.2023.
- The Physically and Visually Challenged Students list was checked and scribe was arranged for them and

Seating was arranged for Physically Challenged students.

→ It was resolved to conduct II CIA Examination for Sports Students from I UG, II UG, III UG through online mode. It is decided to upload the question paper in CAMU and conduct the test through Google meet application by the respective course in charges.

→ The timetable for II CIA Examination for PGDCA was checked and it was decided to conduct the PGDCA Test is

on 9.10.2023, 10.10.2023, 11.10.2023

(FN)

→ To send the invigilation duty list on 05.10.2023.

S. Umad
CONVENOR

Rajiswari D
PRINCIPAL

MEMBERS:

Dr. D. Abirani

Mrs. M.C. Kavitha

Dr. V. Pankajam

Dr. S. Geetha

Dr. E. Vaishnavi

Dr. M. Rajasriya

Dr. V. Kavithamani

Mrs. A. Thiriyurasundari

Mrs. T. Nithya

Mrs. N. Udayarani

allu →

M.C. Latha

VR →

S. G. →

Waistband →

M. Rajasriya →

Dr. →

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→

N. Udayarani →

10.10.2023

The members of the Examination Committee met on 10.10.2023 at 2:30pm in the Botany Lab

AGENDA:

- To plan for the Conduct of Part IV Examinations for I, II, III UG students.
- To finalise the invigilation duty list.
- To peruse the theory and practical Courses.
- To check the physically and visually Challenged students.

MINUTES:

- The timetable for the Part IV Examinations for I, II, III UG students was checked and the practical Courses with project and viva voce internship were noted.
- Convenient seating was allotted for physically and visually Challenged students.
- It was decided to Conduct Part IV Theory and Practical examinations / Viva voce and internship Courses will be Conducted by the respective departments / Labs.

S. Unad
CONVENOR

Rajiswari W
PRINCIPAL

MEMBERS:

Dr. D. Abisami
Mrs. M.C. Kavitha

M.C. L.H.

Dr. V. Pankajam	VR #j
Dr. S. Geetha	B. G. #j
Dr. E. Vaishnavi	Swain #j
Dr. M. Rajapriya	M. Rajat #j
Dr. V. Kavithamani	Dr. #j
Mrs. A. Thirupurasundari	#j
Mrs. T. Nithya	#j
Mrs. N. Udhayarani	N. Udhayarani

25.10.2023

The members of the Examination Committee met in the Botany Lab at 2:30 pm

AGENDA:

- To plan for the Conduct of End semester Examinations November 2023.
- To check the requirements for End Semester Examinations.
- To discuss the hall arrangements.
- To check the physically and visually Challenged Students.
- To finalize the duty for the members of the Examination Committee for ESE.
- To Calculate the number of invigilators required.

MINUTES:

- It was decided to Collect the timetable and needed requirements from the Controller's office.
- The work allotment for the members of the Examination Committee is as follows.

1. Requirements - Dr. S. Umadevi, Mrs. M.C. Kavitha, Dr. E. Vaishu
2. Invigilation Duty - Dr. S. Umadevi, Dr. V. Pankajam, Dr. S. Geeta
3. III UG - Dr. V. Pankajam, Dr. S. Geeta, Dr. V. Kavithamani
4. II UG & II PG - Dr. E. Vaishnavi, N. Nithya
5. I UG & I PG - Dr. M. Rajapriya, M.C. Kavitha, Thiripurasundari
6. Paper Account - Ms. Thiripurasundari, Dr. S. Umadevi
7. Day Book - Ms. Udayarani, Dr. S. Umadevi
8. Absentees & Despatch Note: Dr. V. Kavithamani
Dr. S. Umadevi

Malpractice & Despatch Note: } Dr. M. Rajapriya
 Procedures, Scribe, Physically Challenged } Mrs. M. C. Kavitha
 Visually Challenged

→ It was decided that Answer Scripts, Covers, hall allotments, Hall details in the Notice board should be taken care by respective exam in-charges.

→ It was suggested to check the timetable for rejoining and arrear students Carefully

→ The instructions to be given for lab assistants and attenders to be followed during the End Semester Examinations was discussed.

S. Unad
 CONVENOR

Rajiswari N
 PRINCIPAL

MEMBERS:

~~Dr. A. Abirami~~

Mrs. M. C. Kavitha

M. C. Latha

Dr. V. Pankajam

M. R.

Dr. S. Geetha

S. G. Srinivasan

Dr. E. Vaishnavi

S. M.

Dr. M. Rajapriya

M. Rajapriya

Dr. V. Kavittamani

Dr. V. Kavittamani

Mrs. A. Thiripurasundari

A. Thiripurasundari

Mrs. T. Nitya

T. Nitya

Mrs. N. Uthayarani

N. Uthayarani