

SRI GIVI VISALAKSHI COLLEGE FOR WOMEN (AUTONOMOUS)

UDUMALPET

EXAMINATION COMMITTEE - 2022-2023 (EVEN SEMESTER)

CONVENOR:-

1. Dr. R. Parameswari
Associate Professor of Commerce.

MEMBERS:-

2. Dr. V. Vasumathi
Associate Professor of Tamil
3. Dr. M. Indrani
Assistant Professor of Chemistry
4. Dr. C. Susela
Assistant Professor of English
5. Dr. M. Karpagadevi
Assistant Professor of Mathematics.
6. Mrs. J. P. Thempavai
Assistant Professor of Mathematics.
7. Mrs. K. Ushadevi
Assistant Professor of BBA (CA)
8. Dr. V. Yasothamani
Assistant Professor of Zoology.
9. Mrs. C. Sathyapriya,
Assistant Professor of Computer Science.
10. Ms. R. Aswitha
Assistant Professor of Economics with Logistics & Freight Management.

06.01.2023

The members of the Examination Committee met on 06.01.2023 at 10.30 am in the Botany Lab.

AGENDA:

- To plan for the conduct of the T CIA for I UG, II UG, III UG, I PG & II PG and PGDCA
- To check the available stock
- To finalize the requirements for the semester
- To finalize the list of physically and visually challenged students.

MINUTES:-

- The conduct of T CIA Test and plan for the hall arrangement was discussed.
- It was decided to check the available stock in the exam committee and place order for the needed requirements.
- The requirements for the semester to conduct was finalized.
- The alternative class allotment for the classes in the Exam block was discussed.
- It was planned to complete all the above discussed work before 23.01.2023 and decided to meet on 25.01.2023 to proceed further for the CIA Test.

For
CONVENOR

Rajiswari
PRINCIPAL

MEMBERS :-

Dr. V. Vasumathi

- S. Suresh

Dr. H. Indrani

- M. Leha

Dr. C. Susila

- C. Sil.

Dr. M. Karpagadevi

- M. Karp f.d.

Mrs. J. P. Thempavai

- J.P. Thempavai

Mrs. K. Ushadevi

- K. Ushadevi

Dr. V. Yasothamani

- V. Vij.

Mrs. C. Sathyapriya

- C. Sathyapriya

Ms. R. Aswitha

- R. Vij.

25.01.2023.

A meeting was convened on 25.01.2023 by the Examination Committee in library at 10.30 am

AGENDA:-

- To discuss the work allotment for I CIA.
- To receive Timetable and other requirements from the controller's office.
- To discuss the hall arrangement for I CIA.

MINUTES:-

- The work arrangement was finalized as follows.

Question paper covers and Hall Arrangements for IUG:

Dr. M. Karpagadevi

Mrs. K. Ushadevi

Question paper covers & and Hall Arrangements for IIUG

Dr. M. Indrani

Mrs. C. Sathyapriya

Question Paper covers and Hall Arrangements for

III UG: Dr. R. Parameswari

Mrs. J. P. Thempavai & Ms. R. Aswitha.

Question paper covers and Hall Arrangements

for I PG & II PG: Dr. C. Susila &

Dr. V. Yasothamani.

Attendance sheet verification & paper count and

Question Papers to receive from COE Section:-

Dr. R. Parameswari

Dr. V. Vasumathi

Absentees Note: Dr. M. Karpagadevi

Answer Scripts: All members

→ Minutes Notes- Dr. R. Parameswari

Dr. C. Susila

→ Invigilation Duty List : Dr. V. Vasumathi

Dr. M. Indrani

→ The capacity of the classrooms for Hall arrangement was checked and finalized and decided to allot accordingly.

→ The requirements for the conduct of CIA tests were reported to the COE's office.

→ The Timetable for I CIA was perused and the practical exams and exams for rejoining students and PG/DCA exams were noted.

→ It was decided to send the hall arrangements to the departments on 01.02.2023 and finalize the invigilation schedule.

→ The alternative class arrangements for the classes in the Exam block was made.

→ It was planned to arrange scribe for the visually challenged students and to conduct CIA Tests for the students in the Board room and it was also decided to allot seating for physically challenged students.

→ It was decided to conduct I CIA Test for sports students [I BBA (CA)] through online. It was decided to upload the Question paper in Camu portal and conduct test through Google Meet Link by the respective course in-charges.

for
CONVENOR

Rajiswari D.
PRINCIPAL

MEMBERS :-

Dr. V. Vasumathi

- V. Vasumathi

Dr. M. Indrani

- M. Indrani

Dr. C. Susila

- C. Susila

Dr. M. Karpagadevi

- M. Karpagadevi

Mrs. J. P. Thempavai

- J. P. Thempavai

Mrs. K. Ushadevi

- K. Ushadevi

Dr. V. Yasothamani

- V. Yasothamani

Mrs. C. Satyapriya

- C. Satyapriya

Ms. R. Aswatha

- R. Aswatha

22.02.2023

The members of the Examination Committee met on 22.02.2023 at 3.30 pm in the Botany Lab.

AGENDA :-

- To plan for the conduct of the II CIA Tests for I UG, II UG, I PG & II PG.
- To plan for the conduct of the II CIA Test for PGDCA.
- To discuss the hall arrangements.
- To plan alternative class arrangements for III UG
- To finalize the Invigilation Duty List
- To make arrangements for physically and visually challenged students.
- To look into the Online Test for sports students

Minutes :-

- The timetable for II UG, II UG, I PG & II PG was perused, the practical courses were noted, the courses for rejoining students were noted and planned accordingly.
- The II CIA Test for PGDCA was checked in the timetable and it was planned to conduct the test in the Botany Lab on 02.03.2023 and 03.03.2023 (both FN & AN in both days).
- The hall arrangements has to be sent to the departments before 24.02.2023 and get the attendance sheets on 25.02.2023.
- The Invigilation Duty List was finalized.
- The alternative class arrangements for III UG was made.
- It was decided to arrange scribe for visually challenged students and also allot seating for Physically Challenged students.
- It was decided to conduct the II CIA Test

for sports students [I BBA (ca)] through online. It was also decided to upload the Question Paper in CAMU Portal and conduct the test through Google Meet link by the respective course incharges.

→ It was decided to collect the requirements lists (Maps, graphs, log Books) from the departments.

R. Parameswari
CONVENOR

Rajiswari P
22.2.23
PRINCIPAL.

MEMBERS :-

Dr. V. Vasumathi

Dr. M. Indrani

Dr. C. Susila

Dr. M. Karpagadevi

Mrs. J. P. Thempavai

Mrs. K. Ushadevi

Dr. V. Yasothamani

Mrs. C. Sathya Priya

Ms. R. Aswitha

A. Sathya

M. Laha

C. Sil

Ms. Raju P. D.

T. P. P. P.

A. Sathya

V. Sathya

C. Sathya

R. Arif

25.02.2023

The Members of the Examination Committee met on 25.02.2023 at 3.30 pm in the Botany Lab.

AGENDA :-

- * To discuss the postponement of II CIA Test for I UG, II UG, I PG, II PG & PGIDCA.
- * To make arrangements for II CIA test to the rescheduled dates.

MINUTES :-

- As per the government directions, the school students visit the college campus on 27.02.2023 as "Exposure Trip". Hence the II CIA Test for I UG, II UG, I PG & II PG are postponed and rescheduled to 06.03.2023, 07.03.2023 and 08.03.2023 by the concerned authorities.
- The II CIA Tests for PGIDCA are rescheduled to 09.03.2023 and 10.03.2023.
- Hence it was decided by the exam committee to follow the same hall arrangements and Invigilation Duty List according to the rescheduled dates.

R. Parameswari
CONVENOR

Rajeswari D
25.2.23.
PRINCIPAL

MEMBERS :-

Dr. V. Vasumathi

V. Vasumathi

Dr. M. Indrani

M. Indrani

Dr. C. Susila

C. Susila

Dr. M. Karpagadevi

Dr. M. Karpagadevi

Mrs. J. P. Thempavai

J. P. Thempavai

Mrs. K. Ushadevi

K. Ushadevi

Dr. V. Yasothamani

V. Yasothamani

Mrs. C. Sathya Priya

C. Sathya Priya

Ms. R. Aswitha

R. Aswitha

20.03.2023

The members of the Examination Committee met on 20.03.2023 at 3.30 pm in the Botany Lab.

AGENDA :-

- To plan for the conduct of II Continuous Internal Assessment Test for III UG and Model Examination for I UG, II UG, I PG & II PG.
- To plan for the conduct of Model Examination for PGDCA.
- To discuss the hall arrangements
- To discuss and finalize the Invigilation Duty
- To plan for Model Examination for sports students through online mode.
- To check and finalize the physically and visually challenged students and make necessary arrangements.

MINUTES :-

- The timetable for II CIA Test for III UG and Model Examination for I UG, II UG, I PG & 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 21.03.2023 and get the attendance sheets on time.
- 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 Model Examination for sports students from I BBA (CA) 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 incharges.

→ The timetable for Model Examinations for PGDCA was checked and it was decided to conduct the PGDCA Test in Botany Lab on 03.04.23, 05.04.23, and 06.04.23. (FN)

R. Parameswari
CONVENOR

Rajuswari D
20.3.23
PRINCIPAL

MEMBERS :

Dr. V. Vasumathi

Dr. M. Indrani

Dr. C. Susila

Dr. M. Karpagadevi

Mrs. J. P. Thempavai

Mrs. K. Ushadevi

Dr. V. Yasothamani

Mrs. C. Sathyapriya

Ms. R. Aswitha

A. Anil

M. Laha

C. Sil

Ms. Karp. Pd.

J. P. Themp.

K. Ushadevi

V. Vij

C. Sathyapriya

R. Aswitha

01.04.2023

The members of the Examination Committee met on 01.04.2023 at 3.30 pm in the Botany Lab.

AGENDA:

- To plan for the conduct of Continuous Internal Assessment Test for Part IV for I UG, II UG, III UG and I PG.
- To discuss the hall arrangements
- To finalize the Invigilation Duty List
- To peruse the theory and practical courses.
- To check the physically and visually challenged students.
- To check and plan for Part IV Supplementary Examinations.

MINUTES:

- The timetable for Continuous Internal Assessment Test for Part IV courses for I UG, II UG, III UG and I PG was checked and the practical courses and courses with project and viva voce / Internship were noted.
- It was decided to allot New Building for Part IV Theory Examinations and the practical courses / viva voce / internship courses will be conducted by the respective departments / labs.
- Convenient seating was allotted for physically challenged students and scribe was arranged for visually challenged students.
- The part IV Supplementary Examinations were planned to be conducted in Botany Lab.

R. Rameswari
CONVENOR

Rajswari D
1.4.23
PRINCIPAL

MEMBERS :

Dr. V. Vasumathi

Dr. M. Indrani

Dr. C. Susila

Dr. M. Karpagadevi

Mrs. J. P. Thempavai

Mrs. K. Ushadevi

Dr. V. Yasothamani

Mrs. C. Sathyapriya

Ms. R. Aswatha

Dr. Vasu

M. Indrani

C. Susila

M. Karpagadevi

J.P. Thempavai

K. Ushadevi

V. Yasu

C. Sathyapriya

R. Aswatha

19.04.2023

The members of the Examination Committee met in the Botany Lab at 3.30 pm

AGIENDA:-

- To plan for the End Semester Examinations April 2023.
- To check the requirements for End Semester Examinations.
- To discuss the hall arrangements.
- To check the physically and usually 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 finalized work allotment for the members of the Examination Committee is as follows:-
 1. Requirements - Dr. R. Parameswari & Mrs. J. P. Thempavai
 2. Invigilation Duty - Dr. R. Parameswari & Mrs. J. P. Thempavai
 3. III UG - Dr. M. Karpagadevi & Ms. R. Aswitha
 4. II UG - Dr. M. Indrani & Mrs. C. Sathyapriya
 5. I UG - Dr. C. Susila & Dr. V. Vasothamani
 6. I & II PG, & Arrear & Rejoining - Dr. V. Vasumathi
 7. Paper Account - Dr. M. Indrani
 8. Absentees & Despatch Note - Dr. R. Parameswari & Mrs. K. Ushadevi

9. Malpractice procedures - Dr. R. Parameswari
10. Daybook - Dr. R. Parameswari & Mrs. J.P. Thempavai
11. Minutes & Report - Dr. R. Parameswari
Dr. C. Susila.

- > 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 arrears students carefully.
- > The instructions to be given for lab assistants and attenders to be followed during the End Semester Examinations was discussed.

R. Parameswari
CONVENOR

Rajeswari N
19.4.23
PRINCIPAL

MEMBERS :-

Dr. V. Vasumathi
Dr. M. Indrani
Dr. C. Susila
Dr. M. Karpagadevi
Mrs. J.P. Thempavai
Mrs. K. Ushadevi
Dr. V. Yaetharani
Mrs. C. Sathyapriya
Ms. R. Aswitha.

Dr. M. Indrani
M. Indrani
C. Susila
N. Karpagadevi
J.P. Thempavai
K. Ushadevi
V. Yaetharani
C. Sathyapriya
R. Aswitha

Certificate Course in Communicative English & PGDCA
End Semester Examination - April / May 2023

- The timetable and the other needed requirements were received from the Controller's Office for the End Semester Examination for PGDCA and Certificate Course in Communicative English.
- The End Semester Examination for PGDCA was conducted from 11.05.2023 to 13.05.2023
- 6 students appeared for the examination.
- The End Semester Examination for Certificate Course in Communicative English was conducted on 12.05.2023.
- 6 students appeared for the examination.
- The Question papers were received from the Principal's office.
- Day book, Absentees Note and Despatch note were updated.

R. Sarameswari
CONVENOR

Rajiswari S.
PRINCIPAL

MEMBERS :-

Dr. V. Vasumathi

Dr. Vasumathi

Dr. M. Indrani

M. Indrani

Dr. C. Susila

C. Susila

Dr. M. Karpagadevi

Dr. Karpagadevi

Mrs. J.P. Thempavai

J.P. Thempavai

Mrs. K. Ushadevi

K. Ushadevi

Dr. V. Yasothamani

V. Yasothamani

Mrs. C. Sathiyapriya

C. Sathiyapriya

Ms. R. Aswitha

R. Aswitha

19.06.2023

The members of the Examination Committee met on 19.06.2023 at 10.30 am in the Botany Lab.

AGENDA:-

- To discuss the conduct of Supplementary End Semester Examinations - June 2023 and its work allotment.
- To receive the requirements from Controller's office.

Minutes:-

- The conduct of Supplementary ESE (21.06.2023, 22.06.2023, and 23.06.2023) and plan for the hall arrangement was discussed.
- The requirements for the Supplementary ESE were finalized.

The work allotment was finalized as follows:-

Hall allotment - Mrs. C. Sathyapriya
 Invigilation Duty & Despatch Note - Dr. V. Vasumathi
 Absentee Note & List - Mrs. K. Ushadevi
 Daybook Register - Ms. R. Aswitha

R Parameswari
 CONVENER

Rajiswari N.
 PRINCIPAL

MEMBERS :-

Dr. V. Vasumathi

Dr. Vasumathi

Dr. M. Indrani

M. Indrani

Dr. C. Suciela

C. Suciela

Dr. M. Karpagadevi

Dr. M. Karpagadevi

Mrs. J. P. Thempaarai

Relieved

Mrs. K. Ushadevi

K. Ushadevi

Dr. V. Yasothamani

Relieved

Mrs. C. Sathyapriya

C. Sathyapriya

Ms. R. Aswitha

R. Aswitha