

SRI GIVGI VISALAKSHI COLLEGE FOR WOMEN, (AUTONOMOUS)

UDUMALPET

EXAM COMMITTEE - 2021-2022 (EVEN SEMESTER)

MEMBERS

Dr. S. Maheswari
Assistant Professor in Tamil

Dr. G. Karthiga
Assistant Professor in History

Dr. C. Brindha Devi
Assistant Professor in Commerce

Dr. K. Sathya Priya
Assistant Professor in English

Mrs. V. Vadivu
Assistant Professor in Information Technology

Dr. J. Rajeshwari
Assistant Professor in B.Sc CS (AI)

Dr. J. Nimala
Assistant Professor in B.Com (BA)

Mrs. S. Deepika
Assistant Professor in Physics

Ms. P. Tamilselvi
Assistant Professor in English (SF)

Dr. A. Elakkiya
Assistant Professor in Computer Science

Ms. M. Revathy
Assistant Professor in Mathematics (SF)

CONVENOR

Dr. D. Sujatha
Head of the Department
Department of English

A meeting was called for on 23.03.2022 in the library.

AGENDA :

- To discuss the action plan for the conduct of the CIA and ESE Examination.
- To finalize the requirements for the semester.
- To check the existing stock.

MINUTES :

- The conduct of I CIA Examinations and plans for the hall arrangement in accordance with the Covid 19 Protocol was discussed. It was decided to follow the maximum social distancing in each hall.
- The timings for the arrival and exit of students for CIA tests has to be finalized with the discussion with madam Principal.
- 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 complete all the above discussed tasks before
- It was also decided to meet on 28.03.2022 to plan for the arrangements required for I CIA for I UG, I PG students

P Syall
CONVENOR

Rajivani D
PRINCIPAL

MEMBERS

SIGNATURE

Dr. S. Maheswari

S. Maheswari

Dr. A. Karthiga

A. Karthiga

Dr. C. Brindha Devi

C. Brindha Devi

Dr. K. Sathya Priya

K. Sathya Priya

Mrs. V. Radini

V. Radini

Dr. J. Rajeshwari

J. Rajeshwari

Dr. J. Nimala

J. Nimala

Mrs. S. Deepika

S. Deepika

Ms. P. Tamilselvi

P. Tamilselvi

Dr. A. Flakkiya

A. Flakkiya

Ms. M. Revathy

M. Revathy

A meeting was called for on 04.04.2022 in the English Department.

AGENDA:

- To discuss the action plan for the Conduct of the ICIA for II UG, III UG, II PG.
- To finalize the requirements for the Semester
- To check the existing stock.

MINUTES:

- The Conduct of I CIA Examinations and plans for the hall arrangement in accordance with the Covid 19 protocol was discussed. It was decided to follow the maximum social distancing in each hall
- The timings for the arrival and exit of students for CIA tests has to be finalised with the discussion with madam Principal.
- The requirements for the conduct of I CIA was discussed and finalised
- 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 complete all the above discussed tasks before
- It was also decided to meet on 06.04.2022 to plan for the arrangements required for I CIA for II UG, III UG, II PG students

Prasanna
CONVENOR

Rajwani R.
PRINCIPAL

MEMBERS

Signature

Dr. S. Maheswari

S. Maheswari

Dr. G. Karthiga

G. Karthiga

Dr. C. Brindha Devi

C. Brindha Devi

Dr. K. Sathya Priya

K. Sathya Priya

Mrs. V. Nadira

V. Nadira

Dr. J. Rajeshwari

J. Rajeshwari

Dr. J. Nimala

J. Nimala

Mrs. S. Deepika

S. Deepika

Ms. P. Tamilselvi

P. Tamilselvi

Dr. A. Flakkiya

A. Flakkiya

Ms. M. Revathy

M. Revathy

A meeting was called for on 02.05.2022 in the library

AGENDA:

- To discuss the action plan for the conduct the II CIA for IUG and IPG
- To finalize the requirements for the Semester
- To check the existing stock

MINUTES:

- The conduct of II CIA examinations and plans for the hall arrangements in accordance with the covid 19 protocol was discussed. It was decided to follow the maximum social distancing in each hall
- The timings for the arrival and exit of students for CIA tests has to be finalised with the discussion with madam principal.
- The requirements for the conduct of II CIA was discussed and finalised.
- 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 complete all the above discussed tasks before
- It was also decided to meet on 07.05.2022 to plan for the arrangements required for II CIA for IUG, IPG students

D Syal
CONVENOR

Rajawarini
2.5.22
PRINCIPAL

MEMBERS

SIGNATURE

Dr S. Maheswari

S. Maheswari

Dr G. Karthiga

G. Karthiga

Dr C. Brindha Devi

C. Brindha

Dr K. Sathyapriya

K. Sathyapriya

Mrs. V. Kadini

V. Kadini

Dr J. Rajeshwari

J. Rajeshwari

Dr J. Nimala

J. Nimala

Mrs S. Deepika

S. Deepika

Ms P. Tamilselvi

P. Tamilselvi

Dr. A. Elakkiya

A. Elakkiya

Ms. M. Revathy

M. Revathy

A meeting was called on 23.05.2022 in the library

AGENDA:

- To discuss the action plan for the conduct the II CIA and ESSE Examination.
- To finalise the requirements for the Semester
- To check the existing stock.

MINUTES:

- The conduct of II CIA and Model Examinations, plans for the hall arrangements in accordance with the Covid 19 protocol was discussed. It was decided to follow the maximum social distancing in each hall.
- The timings for the arrival and exit of students for CIA and Model tests has to be finalised with the discussion with madam Principal.
- The requirements for the conduct of II CIA and Model Examinations was discussed and finalised.
- The existing stock in the Examination Committee room was perused and the inadequacies have to be reported and order have to be placed
- It was decided to complete all the above discussed tasks before.
- It was also decided to meet on 27.05.2022 to plan for the arrangements required for I CIA for II UG, III UG and II PG and Model Examinations for I UG and I PG students

D. S. Pillai
CONVENOR

Rajivani D
23.5.22
PRINCIPAL

MEMBERS:

Dr S. Maheswari
 Dr G. Karthiga
 Dr C. Brindha Devi
 Dr K. Sathya Priya
 Mrs. V. Vadivu
 Dr J. Rajeshwari
 Dr J. Nimala
 Mrs. S. Deepika
 Ms P. Tamilselvi
 Dr A. Elakkia
 Ms M. Rexathy

SIGNATURE

S. Maheswari
 G. Karthiga
 C. Brindha
 K. Sathya Priya
 V. Vadivu
 J. Rajeshwari
 J. Nimala
 S. Deepika
 P. Tamilselvi
 A. Elakkia
 M. Rexathy

6th June 2022

A meeting was called for on the 6th June 2022 at 10.00 AM in the library to plan for ESE

AGENDA:-

- Conduct of Semester Examinations
- Instructions for Invigilators and students
- Arrangements for Scribes
- Facility to accommodate students to write Examinations
- Conduct of practical examinations.

MINUTES:-

- As End Semester Examinations and Arrear Examinations were planned to be conducted offline, the list of invigilators, number of students for each invigilator, mode of receiving the absentees list and students list, format of Attendance Sheet, number of students writing arrear Examinations, students writing Hindi/French in Part I Exams, Rejoining students writing regular papers and additional courses were discussed.
- It was decided to finalize the strength of the students writing examinations daily after receiving the nominal roll.
- It was decided to ask the visually challenged students to write their exams in the campus, The following are the students:
 - S. Suseetha - I BA English (Aided)
 - T. kavipriya - II BA History

→ The following in the portfolio of the members of the Exam Committee:

Day Book Register - Dr. C. Brindha Devi
Ms. M. Lexathy

Monitoring → Dr. D. Sujatha
Dr. V. Sedipoun
Dr. S. Maheswari
Dr. G. Karthiga.

Daily Exam Schedule and Status } Dr. D. Sujatha
Dr. V. Sedipoun

Absentees list and consolidation: Dr. S. Maheswari
Ms. P. Tamilselvi

Absentees Note → Mrs. V. Vadivu
Dr. A. Elakkiya

Despatch Note → All members.

I Under graduate → Dr. S. Maheswari
Mrs. S. Deepika.

II Under graduate → Dr. G. Karthiga
Dr. A. Elakkiya

III Under graduate → Dr. K. Sathya Priya
Mrs. V. Vadivu

D. Syal
CONVENOR

Rajawari D
PRINCIPAL 6.6.22

Members

Dr. V. Sedipoun
 Dr. S. Maheswari
 Dr. G. Kaathiga
 Dr. C. Brindhaderi
 Dr. K. Sathyapriya
 Mrs. V. Vadivu
 Mrs. S. Deepika
 Ms. P. Tamilselvi
 Dr. A. Elakkuya
 Dr. V. Vijayalakshmi
 Ms. M. Revathy

Signature

V. Sedipoun
 S. Maheswari
 G. Kaathiga
 C. Brindhaderi
 K. Sathyapriya
 V. Vadivu
 S. Deepika
 P. Tamilselvi
 A. Elakkuya
 V. Vijayalakshmi
 M. Revathy