

SRI GIVGI VISALAKSHI COLLEGE FOR WOMEN, (AUTONOMOUS)

UDUMALPET

EXAMINATION COMMITTEE - 2021-2022 (ODD SEMESTER)

MEMBERS:

CONVENER

Dr. S. Renukadevi
Assistant Professor in History

Dr. M. Radha
Head of the Department
Department of Economics.

Mrs. B. Uma Maheswari
HOD of BBA (CA)

Mrs. S. Hemalatha
Assistant Professor in B. Com (CA)

Ms. S. Gnanasofia
Assistant Professor in B. Com (E. Com)

Ms. M. Ramya
Department of Tamil (SF)

Dr. A. Vadivukarasi
Assistant Professor in English (Aided)

Dr. M. Rajapriya
Assistant Professor in Commerce (Aided)

Dr. V. Simi
Assistant Professor of B. Com (SF)

Mrs. M. Prayadharshini
Assistant Professor in Computer Science

Ms. V. Dhilabai
Assistant Professor in English (SF)

Ms. K. Saranya
Assistant Professor in Mathematics (SF)

15.09.2021

A meeting was called for on 15.09.2021 at 1.30 pm in the library.

AGENDA :

- To discuss the action plan for the conduct of the CIA and KSE examinations.
- 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 Covid19 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 17.09.2021.
- It was also decided to meet on 20.09.2021 to plan for the arrangements required for I CIA for I UG, II UG and II PG students.

M. Raju
Convener

Rajiswari:10
16-9-21
Principal

Members	Signature
Dr. S. Renukadevi	S. Renukadevi
Mrs. D. Uma Maheswari	D. Umadevi
Mrs. S. Hemalatha	S. Hemalatha
Ms. S. Gnanasofia	S. Gnanasofia
Ms. M. Ramya	M. Ramya
Dr. A. Vadivekarasi	A. Vadivekarasi
Dr. M. Rajapriya	M. Rajapriya
Dr. V. Simi	V. Simi
Mrs. M. Priyadharsini	M. Priyadharsini
Ms. V. Ahilabai	V. Ahilabai
Ms. K. Saranya	K. Saranya

20.09.2021.

The members of the Examination Committee met at 11.30am in the Economic Department.

AGENDA:

- To discuss the Work Allotment for I CIA
- To check the hall arrangements for I CIA
- To receive the requirements from the Controller's Office.
- To finalise the list of physically and visually challenged students.

MINUTES:

- The work allotment was finalised and work allotted as follows:

Hall arrangement

III UG - Mrs. S. Hemalatha
 II UG, II PG - Dr. A. Vadivelkarani
 Question Paper Covers - Ms. S. Gnanasofia
 Covers for Halls - Dr. M. Rajapriya
 Answer Scripts - Ms. M. Remya & Ms. V. Ahilabai
 Attendance sheets - Dr. S. Renukadevi
 Log books, maps etc - Ms. K. Saranya & Dr. V. Simi
 Invigilation schedule - Mrs. Uma Maheswari
 & Mrs. M. Priyadharsini.

- The capacity of the classrooms for Hall arrangement, according to the Covid Protocol was checked and allotted.
- The requirements for the conduct of I CIA was reported to the Controller's Office and the Timetable for I CIA was perused. The practical exams and holidays for Programmes in the absence of Examinations was intimated.
- It was decided to send the Hall arrangements

to the Department on 22.09.2021 and finalize the invigilation schedule on the same day.

→ It was planned to conduct CIA for 1 visually challenged and 2 physically challenged students in the Botany laboratory.

M. Ravi
Convener

Rajivaraman P
22/9/21
Principal.

Members

Dr. S. Renukadevi
Mrs. B. Umapaheswari
Mrs. S. Hemalatha
Ms. S. Gnanasofija
Ms. M. Ramya
Dr. A. Vadivukarasi
Dr. M. Rajapriya
Dr. V. Simi
Mrs. N. Priyadharshini
Ms. V. Ahilabai
Ms. K. Saranya.

S. Renukadevi
Sunder
S. Indu
S. Gnanasofija
M. Ramya
Vadivukarasi
M. Rajapriya
Simi
N. Priyadharshini
V. Ahilabai
K. Saranya.

02-11-2021

The members of the Examination Committee met at the library at 3.30 pm.

AGIENDA :

- To plan for Hall Arrangement for I CIA for IUG and I PG.
- To discuss the invigilation schedule and pattern.
- To discuss the examination timings and alternative arrangement for II UG and III UG.
- Answer script issue for UG and PG.
- To make arrangements for visually challenged student

MINUTES :

- After receiving the timetable from the Controller section, the hall arrangement was planned. It was decided to utilize the classrooms in the Mainblock for the examination after seeking permission from madam Principal.
- The Hall arrangement has to be sent to the departments before 07-11-2021 and request the departments to provide attendance sheets on 08-11-2021.
- It was decided to finalize the Invigilation schedule and place it for faculty perusal on 08-11-2021.
- The timings of examinations and classes for II & III UG was discussed and also the changes in classrooms was considered. It was decided to discuss this with madam Principal and plan accordingly.
- The Answer scripts with 22 pages will be issued for PG and 12 pages for UG. Changes in code for UG and PG will be

intimated to the invigilators.

→ The scribe and the visually challenged candidate in I English literature Aided was noted and arrangements planned.

M. Raju

Convenor

Rajawasin

2.11.21

Principal

Members:

Dr. S. Renukadevi

Mrs. B. Uma Maheswari

Mrs. S. Hemalatha

Ms. S. Gnanasofia

Ms. M. Ramya

Dr. A. Vadivukarasi

Dr. M. Rajapriya

Dr. V. Simi

Mrs. N. Priyadharsini

Ms. V. Ahilabai

Ms. K. Saranya

S. Renuki

~~S. Renuki~~

B. Indu

S. Gnanasofia

M. M. R.

Vadivukarasi

M. Rajapriya

Simi

N. P. A.

V. Ahilabai

K. Saranya

15.11.2021.

A meeting was arranged at the library at 1.15 pm.

AGIENDA :

- To plan for the conduct of PG/DCA exam
- To finalize the hall arrangement and invigilation schedule for II VGT, III VGT and II PGT
- To arrange for the answer script code for distribution for II VGT, III VGT and II PGT.
- To discuss the class schedule for II VGT & PGT.
- To discuss the arrangements for scribe and physically challenged students.

MINUTES :

- The arrangement of halls and invigilation, and issue of answer scripts and question papers for PG/DCA examination was discussed.
- It was decided to hand over the question paper and Main answer script to the invigilator before 30 minutes of the examination.
- The hall arrangement for II VGT, II PGT and III VGT, for II CIA, SEC and NMEC was verified.
- The invigilation schedule was also scrutinized and it was decided to be sent for signature.
- The answer scripts and codes available and the requirements like maps, graph and tables was also discussed and verified.
- It was decided to discuss with Principal and alter the class rooms for those

classes, which are allotted as Exam halls.

→ The visually and physically challenged candidates were informed to write CIA in Botany laboratory

M. Rave

Convener

Rajasekari
16/11/21
Principal

Members:

Dr. S. Renukadevi

Mrs. B. Uma Maheswari

Mrs. S. Hemalatha

Ms. S. Gnanasofiga

Ms. M. Ramya

Dr. A. Vadivukarasi

Dr. M. Rajapriya

Dr. V. Simi

Mrs. N. Priyadharsini

Ms. V. Akilabai

Ms. K. Saranya

S. Renukadevi

Gnanasofiga

S. Hemalatha

S. Gnanasofiga

M. Ramya

Dr. A. Vadivukarasi

M. Rajapriya

Dr. V. Simi

N. Priyadharsini

V. Akilabai

K. Saranya

27.12.2021

The members of the Examination Committee met at 3.30 pm in the library.

AGENDA:

- To finalize the hall arrangements for model examination
- To discuss ^{about} the requirements for the model examination
- To deliberate on the number of invigilators required.
- To arrange the answer sheets and also the scribes and physically challenged students for the model examination.
- To follow Covid protocols strictly

MINUTES:

- The duty list for model examination was prepared:
 1. II UG, I PG, II PG Hall arrangements - ~~Dr.~~
- Dr. S. Renugadevi & Dr. A. Vadivukarasi
 2. II UG, I UG Hall arrangements -
- Mrs. B. Uma Maheswari & Ms. S. Gnanasofia
 3. Paper Accounts & Answer script Receipt -
Dr. M. Rajapruba, Ms. V. Ahilabai, Mrs. N. Priyadarshini
 4. Requirements, Circular - Ms. M. Ramya & Dr. V. Semi.
 5. Halls, checking, Despatch & QP filing - Mrs. S. Hemalatha & Ms. K. Saranya
 6. Attendance Notebook - Mrs. B. Uma Maheswari & Ms. S. Gnanasofia
 7. Cover preparation for Halls - All.
 8. Attendance sheet checking - All.

→ The requirements for students like graph,

log books, maps, statistical tables was analyzed and noted down

- It was decided to plan for invigilation after the completion of hall arrangements.
- The attenders were asked to plan for the arrangements of the answer scripts. The answer script codes for all the sessions was looked upon and instructed to the faculty in-charge.
- The information regarding the arrangement of halls for scribes and physically challenged students was noted to be informed later: Board Room;

visually challenged students - S. Swetha (I Eng)

- Kavipriya - (II History)

Physically challenged students

- Abisha Ebenezer (II BCom)

- Mounika (II MCom)

- The invigilators to be instructed to follow Covid protocol.

M. Rave

Convener

Rajawani R

Principal

PRINCIPAL

SRI GVG VISALAKSHI COLLEGE

FOR WOMEN (AUTONOMOUS)

VENKATESA MILLS POST,

UDUMALPET - 642 128

Members

Dr. S. Renukadevi

Mrs. B. Uma Maheswari

Mrs. S. Hemalatha

Ms. S. Gnanasofia

Ms. M. Ramya

Dr. A. Vadivakarasi

Dr. M. Rajapriya

Dr. V. Simi

Mrs. N. Priyadarshini

Ms. V. Ahilabai

Ms. K. Saranya

S. Renuki

S. Renuki

S. Renuki

S. Renuki

R. Renuki

Vadivakarasi

M. Rajapriya

Simi V

N. Priyadarshini

V. Ahilabai

K. Saranya

08, January 2022

The members of the exam committee met at 2.00 pm in the library and the following were discussed:

AGENDA:

- Online Model examinations for exams postponed from 06.01.2022.
- Uploading of QP in camu
- Invigilation and Attendance records
- Receiving answer scripts from students.
- Covid protocols to be followed.

MINUTES:

- Since the Model examination conducted offline was postponed from 06.01.2022, owing to the Government's Covid measures, and also as holiday was declared from 06.01.2022, it was decided to conduct the remaining tests online from 10.01.2022.
- The timings will remain the same and no change in Question Paper pattern also.
- The Course Teacher has to upload the Question Paper in CAMU and schedule assessment as per the timings of the course, given in the time table.
- The Course teacher has to forward Google Meet Link to the students, invigilate the session and forward the Attendance in the format that will be forwarded to the E-Mail.
- The Answer scripts can be received from the students when they come to receive

their Hall tickets.

→ Strict covid protocols including social distancing, use of masks, sanitizers to be followed.

H. Raje

Convenor

Members

Dr. S. Renukadevi

Mrs. B. Uma Maheswari

Mrs. S. Hemalatha

Ms. S. Genanaefia

Ms. M. Ramya

Dr. A. Vadivukarasi

Dr. M. Rajapriya

Dr. V. Simi

Mrs. N. Priyadarshini

Ms. V. Ahilabai

Ms. K. Saranya.

Rajiswari S.
8.1.22

Principal
SRI OVG VISALAKSHI COLLEGE
FOR WOMEN (AUTONOMOUS)
VENKATESA MILLS POST,
UDUMALPET - 642 128

S. Renukadevi

Mrs. B. Uma Maheswari

Mrs. S. Hemalatha

Ms. S. Genanaefia

Ms. M. Ramya

Dr. A. Vadivukarasi

Dr. M. Rajapriya

Dr. V. Simi

Mrs. N. Priyadarshini

Ms. V. Ahilabai

Ms. K. Saranya.

27th January 2022

10:00 am.

A meeting was called for on the 27th of January 2022 at 10.00 am. in the library to plan for Online ESE as per orders received from DCE and Bharathiar University.

AGENDA:

- Conduct of Semester Examinations Online
- Instructions for Invigilators and Students
- Arrangements for Scribes.
- Facility to accommodate students to write Examinations in the campus.
- Receipt of hard copy of answer scripts
- Conduct of practical examinations.
- Conduct mock online test.

MINUTES:

- As End Semester Examinations and Areas Examinations were planned to be conducted online, the list of invigilators, number of students for each invigilator, mode of receiving the absentee list and students list, format of Attendance sheet, number of students writing arrears 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. Sivetha - I.B.A. English Aided
 - T. Kavipriya - II B.A. History.

- It was also planned to accommodate the students requiring help (eg) in case of difficulty in uploading answer scripts, poor network coverage, in the computer laboratory in the campus.
- It was also decided to instruct the faculty through Google Meet on the 29th of January 2022 at 2.30 pm. The following was planned to be conveyed:
- * Forming groups for Invigilators
 - * Creating groups for Invigilators and students
 - * Format of Attendance sheets to be submitted in hard and soft copies
 - * Google Meet link to be forwarded to the Email ID's and timings.
 - * Entering of absentees in the Google drive
 - * Uploading of answer scripts in CAMU
 - * Issues arising on the day of the Examinations and redressal.
 - * Submission of answer scripts for students in local area and long distance either in person or by post.
 - * Conduct of practical examinations.
- It was decided to instruct the students to hasten the submission of hard copies of their answer scripts.
- The following is the portfolio of the members of the Exam committee:
- Daly book Register - Mrs. B. Umamaheswari
Ms. S. Binana Sofiya

Monitoring

→ Dr. M. Radha

Dr. S. Renukadevi

Dr. A. Vadivukarasi

Dr. M. Rajapriya

Daily Exam Schedule and

status

Dr. M. Radha

Dr. S. Renukadevi

Absentees list and

Consolidation

Dr. A. Vadivukarasi

Ms. M. Ramya

Absentees Note

→ Dr. M. Rajapriya

Ms. V. Ahilabai

Despatch Note

→ All members.

B.Com (Aid), Eng (SF), Tamil (SF)

→ Dr. M. Rajapriya

Ms. N. Priyadharseni

History, IT, Maths (Aid)

→ Mrs. S. Hemalatha

Ms. K. Saranya

Economics, Logistics, CS, BSc(AI)

→ Dr. S. Renukadevi,

Dr. V. Simi

Zoology, B.Com (CF), BCA, B.Com (BA)

→ Mrs. B. Ilmamaheswari

Ms. V. Ahilabai

Chemistry, English (Aid), B.Com (CA)

BBA (CA)

→ Dr. A. Vadivukarasi

Ms. M. Ramya

Physics, B.Com (E-Com), Maths (CF)

Statistics

→ Dr. M. Radha,

Ms. S. Girana Sofiya

→ In order to familiarize students with online exams, a mock test is to be conducted by ERP co-ordinators.

M. Rajae

Convener

Rajawari D

Principal

Members:

Dr. S. Renukadevi
 Mrs. B. Uma Maheswari
 Mrs. S. Hemalatha
 Ms. S. Gnanasofia
 Ms. M. Ramya
 Dr. A. Vadivukarasi
 Dr. M. Rajapriya
 Dr. V. Simi
 Mrs. N. Prujadarshini
 Ms. V. Ahilabai.
 Ms. K. Saranya

Signature.

S. Renukadevi
 B. Uma Maheswari

S. Hemalatha

S. Gnanasofia

M. Ramya

A. Vadivukarasi

M. Rajapriya

V. Simi

N. Prujadarshini

V. Ahilabai

K. Saranya