

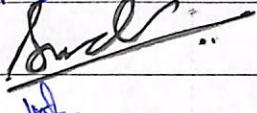
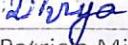
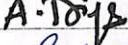
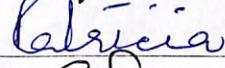
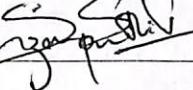
MINUTES OF THE MEETING OF EXAMINATION COMMITTEE 2024-25

Date: 19-06-2024

Time: 10.00 – 10.30

Venue: Examination Branch

Members Present:

S. No	Name	S.No Signature
1	Dr. Alice Esther Controller of Examinations	
2	Dr. Anita Thomas Addtnl. Controller of Examinations	
3	Ms. Manisha Dept. of Commerce	
4	Ms. Swetha Rachel Dept. of French	
5	Ms. Karuna Dept. of Chemistry	
6	Ms.  Divya	
7	Ms. Patricia Michael Dept. of Nutrition	
8	Ms. Suzan Raj Dept. of Mass Communication	

Points Discussed

1. The controller thanked all the committee members for the cooperation and support extended the last academic year
2. The Internal Assessment dates 5th -7th August with extra papers on 8th August
3. The PG Semester 3 IA will be held on the same days and 2 faculty per stream will be assigned duty.
4. The IA seating and invigilation duties to be assigned manually
5. Time table to be completed by 10th July.
6. It was informed both IA's are compulsory for students to write

MINUTES OF THE MEETING OF EXAMINATION COMMITTEE 2024-2025

Date: 18-07-2024

Time: 10.00 – 10.30

Venue: Examination Branch

Members Present:

S. No	Name	S.No Signature
1	Dr. Alice Esther Controller of Examinations	<i>Alice</i>
2	Dr. Anita Thomas Addtnl. Controller of Examinations	<i>Anita</i>
3	Ms. Manisha Dept. of Commerce	<i>Manisha</i>
4	Ms. Swetha Rachel Dept. of French	<i>Swetha</i>
5	Ms. Karuna Dept. of Chemistry	<i>Karuna</i>
6	Ms. <i>Aranya</i>	<i>Aranya</i>
7	Ms. Patricia Michael Dept. of Nutrition	<i>Patricia</i>
8	Ms. Suzan Raj Dept. of Mass Communication	<i>Suzan Raj</i>

Points Discussed

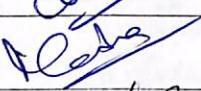
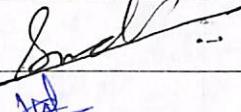
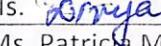
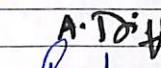
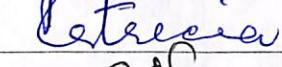
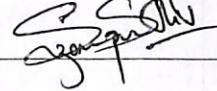
1. I.A. timings for exam were finalized with 4 slots 9.30-10.30, 11.00-12.00, 12.30-1.30 and 2.00-3.00.
2. In the first slot the final year and first years and the second slot the second years
3. PG class rooms will not be used for exam, as the PG first year will have regular classes.
4. HPP and MPC also rooms need to be allotted for classes to be taken.
5. Minimum turns were decided as 4 and maximum 8
6. Seating arrangements to be completed by 20th July
7. Seating arrangement for second language will be different from rest of the exams
8. It was also decided to keep buffer on all sessions on all days
9. Department wise duty list will be made by the committee members and shared with the HODs.
10. The CoE has also asked the faculty to cross check with the HODs the titles of the papers

MINUTES OF THE MEETING OF EXAMINATION COMMITTEE 2024-25

Date: 20-08-2024

Time: 10.00 – 10.30

Venue: Examination Branch

S. No	Name	S.No Signature
1	Dr. Alice Esther Controller of Examinations	
2	Dr. Anita Thomas Addtnl. Controller of Examinations	
3	Ms. Manisha Dept. of Commerce	
4	Ms. Swetha Rachel Dept. of French	
5	Ms. Karuna Dept. of Chemistry	
6	Ms. 	
7	Ms. Patricia Michael Dept. of Nutrition	
8	Ms. Suzan Raj Dept. of Mass Communication	

Members Present:

Points Discussed

1. HPP/MPC semester 1 first IA to be conducted Sep 2nd to 4th and second IA along with all students
2. the management has taken a decision to conduct a second IA for all the students and it is compulsory for all students to write the IA The dates were finalized from 25th September to 27th September
3. Second IA of BCom IPP exam to be conducted on different dates due to clash in timetable with CA exams
4. IA timings for exam were finalized with 4 slots 9.30-10.30, 11.00-12.00, 12.30-1.30 and 2.00-3.00.
5. In the first slot the final year and first years and the second slot the second years along with PG 3 Semester
6. Seating arrangement and invigilation turns to be made manually

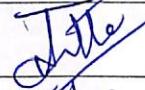
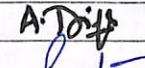
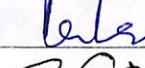
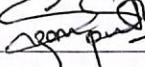
MINUTES OF THE MEETING OF EXAMINATION COMMITTEE 2024-25

Date: 20-09-2024

Time: 10.00 – 10.30

Venue: Examination Branch

Members Present:

S. No	Name	S.No Signature
1	Dr. Alice Esther Controller of Examinations	
2	Dr. Anita Thomas Addtnl. Controller of Examinations	
3	Ms. Manisha Dept. of Commerce	
4	Ms. Swetha Rachel Dept. of French	
5	Ms. Karuna Dept. of Chemistry	
6	Ms. Dranya	
7	Ms. Patricia Michael Dept. of Nutrition	
8	Ms. Suzan Raj Dept. of Mass Communication	

Points Discussed

1. Dates for the odd semester exam beginning on 19th October was finalized .the practical exams to be conducted from 9th Oct to 16th October
2. The timings decided were 10.00an to 12.00 pm and 1.00 pm to 3.00 pm for UG and 10.00am to 12.30 pm for PG
3. Pg. first year first IA Dates were decided as 30th September- 3rd October, second IA 26-28th November , last teaching day as 30th November , final exams from 6th December to 16th December
4. The PG seating, and invigilation duty to be done manually and it was decided that only 2 faculty from each stream in PG will be taken for PG turns, rest all will do UG Turns.
5. The faculty invigilation for PG semester, will also invigilate for semester 1 PG exam.
6. The Final year will write the exam in the morning followed by the first year in the afternoon on the same day. The following day the second years will write the exam
7. All practical exams to be held from 9th October to 16th October in a centralized manner and timetable to be prepared and shared with the departments for checking and then final timetable will be released.
8. Human values there will be no exam, students will only submit assignment.
9. The room allotment and duties will be generated on line

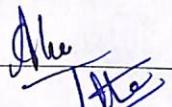
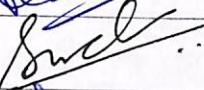
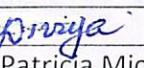
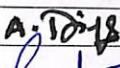
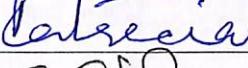
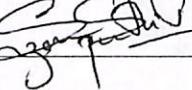
MINUTES OF THE MEETING OF EXAMINATION COMMITTEE 2024-25

Date: 16-10-2024

Time: 10.00 – 10.30

Venue: Examination Branch

Members Present:-

S. No	Name	S.No Signature
1	Dr. Alice Esther Controller of Examinations	
2	Dr. Anita Thomas Addtnl. Controller of Examinations	
3	Ms. Manisha Dept. of Commerce	
4	Ms. Swetha Rachel Dept. of French	
5	Ms. Karuna Dept. of Chemistry	
6	Ms. 	
7	Ms. Patricia Michael Dept. of Nutrition	
8	Ms. Suzan Raj Dept. of Mass Communication	

Points Discussed

1. Exam Turns were finalized and the minimum number of turns for UG was 4 and maximum was 8, PG faculty got 2 turns and the same set of faculty will invigilate even for semester 1 examination
2. Squad duty turns were also finalized as 4
3. All invigilation turns to will be online and PG seating and turns done manually
4. The CoE informed the committee to check thoroughly the student strength in all combination and also the faculty list to add the new joiners and the part timers
5. Exam committee members to report for 10 turns each.
6. GE, EVS and BCS seating arrangement and invigilation duties was done manually
7. The committee was informed that the faculty cannot swap their duties and if there any urgency they need to take permission from the VP and inform the CoE/ Addtl CoE.

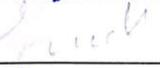
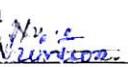
MINUTES OF THE MEETING OF EXAMINATION COMMITTEE 2024-25

Date: 3rd January, 2025

Time: 10.00 – 10.30

Venue: Examination Branch

Members Present:

S. No	Name	Signature
1	Dr. Alice Esther Controller of Examinations	
2	Dr. Anita Thomas Addtnl. Controller of Examinations	
3	Ms. Manisha Dept. of Commerce	
4	Ms. Shweta Rachel Dept. of French	
5	Ms. Karuna Dept. of Chemistry	
6	MsDivya Dept. of Mathematics	
7	Ms. Patricia Dept. of 	
8	Ms. Suzan Dept. of Mass Communication	

Points discussed

1. IA Dates - 22,23,24 January
2. 1,3rd years UG 9.30-10.30 1st Session 12:30-1:30..- 2nd Session
3. 2nd UG , PG sem4- 11:00-12:00 1st Session 2:00-3:00 2nd Session
4. Seating arrangements

BA + BSC life sciences

Audi & 2nd floor UG

3rd floor + PG block except 5 rooms

Gerosa hall

5. Combination of classes seating together

BCom + physical sciences

BCom + BVoc

BCom + BMS

6. English & second language

English 1st year 22th- 12:30-1:30

2nd year 23th 2:00-3:00

SL-1st year 23th -12:30-1:30

2nd year 222:00-3:00

Science extra papers on 21st January

7. It was decided that PG Sem 4 exams will be held in their respective rooms and PG first year classes rooms not be used for invigilation
8. 2 PG Staff will manage both IA and End semester Invigilation

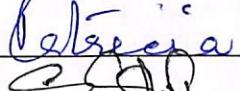
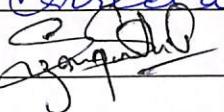
MINUTES OF THE MEETING OF EXAMINATION COMMITTEE 2024-25

Date: 4th February, 2025

Time: 10.00 – 10.30

Venue: Examination Branch

Members Present:

S. No	Name	Signature
1	Dr. Alice Esther Controller of Examinations	
2	Dr. Anita Thomas Addtnl. Controller of Examinations	
3	Ms. Manisha Dept. of Commerce	
4	Ms. Shweta Rachel Dept. of French	
5	Ms. Karuna Dept. of Chemistry	
6	Ms. Divya Dept. of Mathematics	
7	Ms. Patricia Dept. of Mathematics	
8	Ms. Suzan Dept. of Mass Communication	

Points discussed

1. Preparation for the 2nd IA Exams scheduled on 28th February to 3rd March
2. Seating capacity to be checked and chairs to be arranged in some PG Block rooms
3. Timetable to be ready 6th February and shared in the drive
4. Finalizing invigilation duties
5. Department wise duties to be shared for both UG and PG semester4
6. It was also decided that PG Semester 2, first IA will be held on February 17th to 20th February and 2nd IA on 7th to 10th April 2, 2025.
7. The principal also informed that a HODs meeting will be held in which feedback from the heads will be taken regarding the performance of the students.

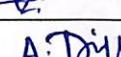
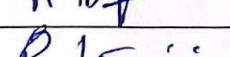
MINUTES OF THE MEETING OF EXAMINATION COMMITTEE 2024-25

Date: 20th February, 2024

Time: 10.00 – 10.30

Venue: Examination Branch

Members Present:

S. No	Name	Signature
1	Dr. Alice Esther Controller of Examinations	
2	Dr. Anita Thomas Addtnl. Controller of Examinations	
3	Ms. Manisha Dept. of Commerce	
4	Ms. Shweta Rachel Dept. of French	
5	Ms. Karuna Dept. of Chemistry	
6	Ms. Divya Dept. of Mathematics	
7	Ms. Patricia Dept. of Nutrition	
8	Ms. Suzan Dept. of Mass Communication	

Points discussed

1. The dates of the external exams theory and practical to be finalized
 2. The project dates for PG and Sciences was decided as 17th March- 21st March.
 3. BA, BCOM BMS and BVOC project to be completed between march 24th -29th March
 4. Practical exams to be conducted between March 24th -29th
 5. One hour exams to be conducted April 2nd – EVS, BCS and GE Supplementary.
 6. Theory exams both supplementary and regular , to begin from April 2st both for UG 2, 4 and 6 and PG Semester 4
 7. The semester 6 and semester 2 regular exams will be in the morning. Supplementary of Sem 2 in the afternoon
 8. Semester 4 regular and supplementary and semester5 supplementary exams will be conducted morning and afternoon
 9. After the completion of the even semester regular exam on 25th April, semester 3& 1 will be held.
 10. PG semester 4 regular and supplementary exams to be conducted from April 4th and Semester 3 supplementary alternatively
 11. The Timings for the exam were decided as 9.30-11.30 for UG and 9.30-12.00 for PG
 12. The last Supplementary exam scheduled for UG is 3rd May and PG is 6th May
 13. Practical exam time table to be ready by March 5th
 14. PG. semester 2 last teaching day April 15, second IA on March 7TH -10 , Followed by practical exams from 21st -24th April.
 15. Final PG Sem 2 exams to be held from April 28th – May 6 along with it supplementary semester 1 exams

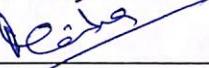
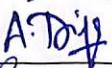
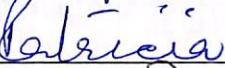
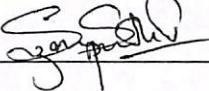
MINUTES OF THE MEETING OF EXAMINATION COMMITTEE 2024-25

Date: 17TH March, 2025

Time: 10.00 – 10.30

Venue: Examination Branch

Members Present:

S. No	Name	S.No Signature
1	Dr. Alice Esther Controller of Examinations	
2	Dr. Anita Thomas Addtnl. Controller of Examinations	
3	Ms. Manisha Dept. of Commerce	
4	Ms. Shweta Rachel Dept. of French	
5	Ms. Karuna Dept. of Chemistry	
6	Ms. Divya Dept. of Mathematics	
7	Ms. Patricia Dept. of Microbiology Nutrition	
8	Ms. Suzan Dept. of Mass Communication	

Points Discussed

1. Invigilation duties will be generated online and supplementary turns will be given manually
2. Seating arrangement to be verified and exam committee to check for missing names in the faculty list
3. It was decided according to the instruction of the Principal no swaps are allowed and all faculty will report to college till April 25th from 9am -11.30 am.
4. The minimum number of turns was decided as 6 and maximum turns as 9
5. Only supplementary exams will be held in the afternoon
6. We will be using both the UG and PG block for exam except rooms allotted for PG Classes
7. It was decided that one member from the exam committee will stay back in the afternoon for smooth conduct Supplementary exam,
8. Floor duties were assigned to the exam committee members.
9. The PG regular and supplementary seating arrangement and Invigilation duties will be done manually by the PG Committee members.
10. EVS, BCS and GE supplementary exam seating and invigilation turns to be done manually.
11. For supplementary for Sem 6 we will use room U 205&206, Sem 2 – U 207,208,209&203, sem 4- Audi A,B,C,D
12. Sem V- U203,207,208&209, SEM 3- 208,209,2215,216 AND 203, SEM 1- U 203,207,208&209
13. PG rooms U312-316