



SRI BHARATHI ARTS AND SCIENCE COLLEGE FOR WOMEN

G.O.NO 226(Per) 18.07.2005
(Affiliated to Bharathidasan University)
Kaikurichi, Pudukkottai - 622 303.



EXAM COMMITTEE

2017- 2018

Submitted by

IQAC

SRI BHARATHI ARTS AND SCIENCE COLLEGE FOR WOMEN

Kaikurichi, Pudukkottai - 622 303.



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**SRI BHARATHI
ARTS & SCIENCE COLLEGE FOR WOMEN**

G.O.No. 226 (Per) 18.7.2006
[Affiliated to Bharathidasan University]

KAIKKURICHI, PUDUKKOTTAI - 622 303.

EXAM COMMITTEE

MINUTES OF THE MODEL EXAMINATION, NOVEMBER - 2017

DATE: 28.08.2017

TIME: 2.00 P.M.

VENUE: CONFERENCE HALL

MEETING MINUTES:

- i. It is resolved to conduct Model Examination 2017.
- ii. It is resolved to finalizing the date of Model Examination.
- iii. It is resolved to prepare and announce Examination time table.
- iv. It is resolved to prepare question paper.
- v. It is resolved to make proper seating arrangement.
- vi. It is resolved to assign invigilators duties for faculty members as per as required ratio and to communicate the same to the faculty.
- vii. It is resolved to create guidelines for examiners invigilators and student.
- viii. It is resolved to impose penalties for malpractices.
- ix. It is resolved to inventory control of various materials required for exam section.
- x. It is resolved to solve student grievances regarding Examinations.
- xi. It is resolved to maintain of all records related to examination.





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SRI BHARATHI ARTS & SCIENCE COLLEGE FOR WOMEN

G.O.No. 226 (Per) 18.7.2005
[Affiliated to Bharathidasan University]

KAIKKURICHI, PUDUKKOTTAI - 622 303.

EXAM COMMITTEE

MINUTES OF THE UNIVERSITY EXAMINATION, NOVEMBER - 2017

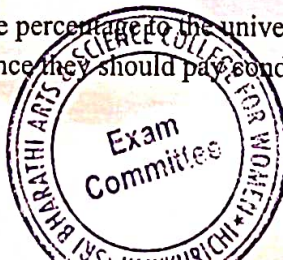
DATE: 25.09.2017

TIME: 2.00 P.M.

VENUE: CONFERENCE HALL

MEETING MINUTES:

- I. Institutional examination committee comprises of chairman, exam incharge and member.
- ii. Initially all the admitted students' data were collected for this academic session.
- iii. Distribution of the student in their respective batches.
- iv. Display of exam schedule on notice boards for students and faculty.
- v. Inventory control of the various items required (like main answer sheet and supplements) for the academic session.
- vi. Display of exam notices followed by time table well before commencement of exam.
- vii. Collection of question paper by examiners and maintained it confidentially.
- viii. Seating charts with due care are prepared and display on notice board one day before exam.
- ix. Appointment of invigilators considering various factors like number of students in exam hall.
- x. On the day of examination, invigilators are required to collect the necessary things like question papers, answer sheets, register no list and other required materials for smooth conduct.
- xi. Solving grievances, if any, with respect to examination work.
- xii. Appointment of internal Examiners for Practical Exams.
- xiii. Maintenance of all records related to examination.
- xiv. Submission of internal marks to the university before University exam.
- xv. Ensure the uploading of internal mark in the university web portal before the commencement of exams.
- xvi. Submission of attendance percentage to the university before University exam. If any students have lack of attendance they should pay condonation fee.



xvii. The examination hall is opened only 20 minutes before the commencement of the examination. The students are instructed to occupy their seats at least 15 minutes before the commencement of the examination.

09.15 a.m. - Candidates enter the examination hall

09.25 a.m. - Distribution of answer books

09.30 a.m. - Distribution of question papers

10.30 a.m. - 1 hour of examination is over

11.30 a.m. - 2 hours of examination are over

12.20 p.m. - Warning Bell for the candidates

12.30 p.m. - Examination is over similar timings shall be followed for examination in A.N session.

The above schedule of timings shall be appropriately modified for A.N examination.

01.45 p.m. - Candidates enter the examination hall

01.50 p.m. - Distribution of answer books

02.00 p.m. - Distribution of question papers

03.00 p.m. - 1 hour examination is over

04.00 p.m. - 2 hours of examination are over

04.55p.m. - Warning Bell for the candidates

05.00 p.m. - Examination is over

The following members were present in the Meeting

| S.NO | NAME | DESIGNATION | SIGNATURE |
|------|-----------------|----------------------|-------------|
| 1 | Dr.K.Thilakam | Principal | K. Thilakam |
| 2 | Ms.M.Kumudha | Chief Superintendent | |
| 3 | Dr.P.Suresh | Member | |
| 4 | Dr.P.Lakshmi | Member | |
| 5 | Dr.K.Ushakumari | Member | |
| 6 | Dr.S.Rajasekar | Member | |
| 7 | Dr.N.Sumathi | Member | |



K. Thilakam
Principal
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SRI BHARATHI
ARTS & SCIENCE COLLEGE FOR WOMEN
G.O.No. 220 (Per) 10.7.2006
[Affiliated to Bharathidasan University]
KAIKKURICHI, PUDUKKOTTAI - 622 303.

EXAM COMMITTEE

MINUTES OF THE MODEL EXAMINATION, APRIL - 2018

DATE: 05.03.2018

TIME: 2.00 P.M.

VENUE: CONFERENCE HALL

MEETING MINUTES:

- i. It has been decided to perform and Model Examination in 2018
- ii. It has been decided to fix a date for the Model Examination.
- iii. It has been decided to create and publish an examination schedule.
- iv. It has been decided to create a test.
- v. It has been decided to arrange the chairs properly.
- vi. It has been decided to notify to the faculty the assignment of invigilator responsibilities for
faculty members in accordance with the necessary ratio.
- vii. It has been decided to develop rules for students, and examiners.
- viii. It has been decided to keep track of the numerous materials needed for the exam segment.
- ix. The complaints of students regarding exams have been addressed.





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SRI BHARATHI ARTS & SCIENCE COLLEGE FOR WOMEN

G.O.No. 225 (Per) 18.7.2005
(Affiliated to Bharathidasan University)

KAIKKURICHI, PUDUKKOTTAI - 622 303.

EXAM COMMITTEE

MINUTES OF THE UNIVERSITY EXAMINATION, APRIL - 2018

DATE: 11.04.2018

TIME: 2.00 P.M.

VENUE: CONFERENCE HALL

MEETING MINUTES:

- i. The chairperson, exam coordinator, and member's makeup the institutional examination committee.
- ii. Data of students for the current academic session are gathered at the beginning of each class period.
- iii. The division of the class into various batches.
- iv. Exam schedules are posted on notice boards for instructors and students.
- v. Control of the numerous supplies needed for the academic session, such as the primary answer sheet and supplements.
- vi. Display of exam notices and a time table period to the start of the exam.
- vii. Examiners collect of question papers and product them confidentially.
- viii. One day prior to the exam, seating charts or meticulously made and posted on the notice board.
- ix. Appointment of examiners while taking into account other criteria including the quantity of pupils present.
- x. Invigilators or expected to gather all necessary materials for a successful exam, including question papers, response seats, register no lists, and other materials.
- xi. Decided to resolve any complaints you may have regarding the exam work.
- xii. Internal examiners are appointed for Practical Exams.
- xiii. Keep up all records related examination.
- xiv. Internal grades must be submitted to the institution before exams.
- xv. Ensure that internal marks or uploaded to the university web portal prior to the Exam.



The following members were present in the Meeting

| S.NO | NAME | DESIGNATION | SIGNATURE |
|------|-------------------|----------------------|-------------|
| 1 | Dr. K. Thilakam | Principal | K. Thilakam |
| 2 | Ms. M. Kumudha | Chief Superintendent | [Signature] |
| 3 | Dr. P. Lakshmi | Member | [Signature] |
| 4 | Dr. K. Ushakumari | Member | [Signature] |
| 5 | Dr. B. Rajasekar | Member | [Signature] |
| 6 | Dr. P. Suresh | Member | [Signature] |
| 7 | Dr. B. Sathakumar | Member | [Signature] |



K. Thilakam
Principal
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EXAM COMMITTEE

MINUTES OF THE MODEL EXAMINATION, NOVEMBER - 2018

DATE: 22.08.2018

TIME: 2.00 P.M.

VENUE: CONFERENCE HALL

MEETING MINUTES:

- i. It has been decided to perform and Model Examination in 2018
- ii. It has been decided to decide on a date for the Model Examination.
- iii. It has been decided to create and publish an examination schedule.
- iv. It has been decided to create a test.
- v. It has been decided to arrange the chairs properly.
- vi. It has been decided to notify to the faculty the assignment of invigilator responsibilities for faculty members in accordance with the necessary ratio.
- vii. It has been decided to develop rules for students, and examiners.
- viii. It has been decided to keep track of the numerous materials needed for the exam segment.
- ix. The complaints of students regarding exams have been addressed.





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EXAM COMMITTEE

MINUTES OF THE UNIVERSITY EXAMINATION, NOVEMBER - 2018

DATE: 26.09.2018

TIME: 2.00 P.M.

VENUE: CONFERENCE HALL

MEETING MINUTES:

- i. Institutional examination committee comprises of chairman, exam in charge and member.
- ii. At the start session, collection of the data of admitted students in all the classes for current academic session.
- iii. Distribution of the student in their respective batches.
- iv. Display of exam schedule on notice boards for students and faculty.
- v. Inventory control of the various items required (like main answer sheet and supplements) for the academic session.
- vi. Display of exam notices followed by time table well before commencement of exam.
- vii. Collection of question paper by examiners and maintaining confidentiality of it.
- viii. Seating charts with due care are prepared and display on notice board one day before exam.
- ix. Appointment of invigilators considering various factors like number of students in exam hall.
- x. On the day of examination, invigilators are required to collect the necessary things like question papers, answer sheets, register no list and other required materials for smooth conduct.
- xi. Solving grievances, if any, with respect to examination work.
- xii. Appointment of internal Examiners for Practical Exams.
- xiii. Maintenance of all records related to examination.
- xiv. Submission of internal marks to the university before University exam.



xv. Ensure the uploading of an internal mark in the university web portal before the commencement of exams.

xvi. Submission of attendance percentage to the university before University exam. If any students have lack of attendance they should pay condonation fee.

The following members were present in the Meeting

| S.NO | NAME | DESIGNATION | SIGNATURE |
|------|------------------|----------------------|----------------|
| 1 | Dr.K.Dhanam | Principal | K. Dhane |
| 2 | Dr.M.Kumudha | Chief Superintendent | M. Kumudha |
| 3 | Dr.S.Kavitha | Member | S. Kavitha |
| 4 | Dr.S.Gajalakshmi | Member | S. Gajalakshmi |
| 5 | Dr.P.Bamalini | Member | P. Bamalini |
| 6 | Dr.P.Suresh | Member | P. Suresh |
| 7 | Dr.S.Sellakumar | Member | S. Sellakumar |



K. Dhane
Principal

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Pudukkottai District



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KAIKKURICHI, PUDUKKOTTAI - 622 303.

EXAM COMMITTEE

MINUTES OF THE MODEL EXAMINATION, NOVEMBER - 2019

DATE: 28.08.2019

TIME: 2.00 P.M.

VENUE: CONFERENCE HALL

MEETING MINUTES:

- i. The tentative examination time table for model exams is shown on the college academic calendar.
- ii. The principle and HODs set the exact schedules.
- iii. Staff and students are made to notify of these through circulars.
- iv. In case of an unforeseen event, the department postpones the exam schedule for a certain degree / branch or subject and must make arrangements to hold it.
- v. With the assistants of the office staff and the faculty, the coordinator of the relevant examination for the year is in charge of ensuring the smooth conduct of the seasonal examinations.
- vi. In accordance with the standard schedule for seasonal exams, the respective faculty must provide printed question papers to the coordinator as per the present number of students.
- vii. Within a week of the completion of each examination the valuation must be finished and the results must be published.





SRI BHARATHI
ARTS & SCIENCE COLLEGE FOR WOMEN

(Autonomous for Arts and Science) (A & S) (U) (W)

BAIKURUPICHI, PUDUKKOTTAI - 622 606.

MINUTES OF THE UNIVERSITY EXAMINATION, NOVEMBER - 2019

DATE: 26.09.2019

TIME: 2.00 P.M.

VENUE: CONFERENCE HALL.







MEETING MINUTES:

- i. Each theory course must have one semester - ending test, which will be held generally according to the schedule laid out in the academic calendar.
- ii. The examination cell generally prepares the seating arrangement, taking into account the total number of students sitting the exam as well as the available infrastructure.
- iii. According to the exam schedule, the necessary number of invigilators will be appointed.
- iv. The invigilators must be faculty members.
- v. Faculty should be present during their relevant exam is mandatory.
- vi. The Chief Superintendent is required to bring the set of question papers on the exam day.
- vii. The invigilators assigned to a particular exam must report to the examination section 30 minutes before that test starts.
- viii. He / She must sign their attendance and choose a slot for the examination block that will be assigned at random.
- ix. The examiner must tally the number of delivered answer books and compare it to the number of pupils allotted to the block.
- x. He/ She must also write down the code numbers on the response books that the examination section has given to him or her.
- xi. The question papers and answer booklets must be handed over by the invigilators to the students at least 10 minutes before the test begins.
- xii. He or She must verify the student's identity cards, ensure that they are seated in the proper seats in accordance with the seating plan, and verify that the students have currently filled out the information on the front page of their response books before signing the books.
- xiii. He must then get each student's signature on the attendance Proforma and keep a record of who has been absent in his or her block.
- xiv. The invigilator is responsible for monitoring the overall level of order in the examination block and reporting any instances of discipline, inappropriate behaviour, or copying to the controller of examinations for further disciplinary action.



- xv. At the conclusion of the exam, the invigilator is responsible for collecting the students answer booklets, placing them sequentially according to the student's exam seat numbers, one for each course, and handing them over to the examination section.
- xvi. Students may enter the examination room up to 20 minutes after the commencement of the exam.

The following members were present in the Meeting

| S.NO | NAME | DESIGNATION | SIGNATURE |
|------|------------------|----------------------|--|
| 1 | Dr M Kumudha | Chief Superintendent |  |
| 2 | Dr S Kavitha | Member |  |
| 3 | Dr S Gajalakshmi | Member |  |
| 4 | Dr I Saritha | Member |  |
| 5 | Dr P Suresh | Member |  |
| 6 | Dr S Sellakumar | Member |  |




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KAIKKURICHI, PUDUKKOTTAI - 622 303.

EXAM COMMITTEE

MINUTES OF THE MODEL EXAMINATION, APRIL - 2019

DATE: 19.02.2019

TIME: 2.00 P.M.

VENUE: CONFERENCE HALL

MEETING MINUTES:

- i. It has been decided to perform and Model Examination in 2019.
- ii. It has been decided to decide on a date for the Model Examination.
- iii. It has been decided to create and publish an examination schedule.
- iv. It has been decided to create a test.
- v. It has been decided to arrange the chairs properly.
- vi. It has been decided to notify to the faculty the assignment of invigilator responsibilities for faculty members in accordance with the necessary ratio.
- vii. It has been decided to develop rules for students, and examiners.
- viii. It has been decided to keep track of the numerous materials needed for the exam segment.
- ix. The complaints of students regarding exams have been addressed.





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SRI BHARATHI ARTS & SCIENCE COLLEGE FOR WOMEN

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KAIKKURICHI, PUDUKKOTTAI - 622 303.

EXAM COMMITTEE

MINUTES OF THE UNIVERSITY EXAMINATION, APRIL - 2019

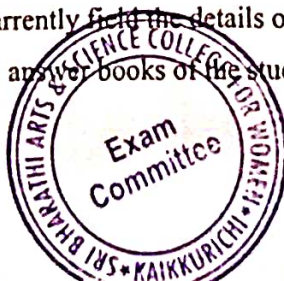
DATE: 27.03.2019

TIME: 2.00 P.M.

VENUE: CONFERENCE HALL

MEETING MINUTES:

- i. Examination will be conducted at the end of each semester for all the courses generally as per the schedule indicated in the academic calendar.
- ii. Seating arrangement shall be prepared centrally by examination cell taking into considerations the total number of students appearing for the examination and infrastructure available.
- iii. The appointment of the required number of invigilators shall be done by examination cell.
- iv. The invigilators shall be from among the faculty.
- v. It is mandatory for the course faculty to be available for invigilation during the exam of concerned course.
- vi. On the day of examination, the Chief Superintendent shall bring the set of question papers.
- vii. The invigilators assigned duty for examination shall report to the Examination section 30 minutes prior to the commencement of the examination.
- viii. He / She shall sign their attendance, and pick a chit for random allotment of examination block.
- ix. The invigilator shall count the number of answer books provided and check against number of students allotted to the block.
- x. He / She shall also note down the code numbers of answer books provided to him / her by the Examination section.
- xi. Invigilators shall distribute the answer books to the students at least 10 minutes before the start of the examination, and question papers at beginning of the examination.
- xii. He / She shall check the identity Cards of the students, check whether the students have occupied their right seats as per the sitting arrangement, check whether students have currently filled the details on front page of answer books and then shall sign on the answer books of the students.



- xiii. She shall then obtain the signature of the students on the attendance Form and maintain the record of the absent students of his / her block.
- xiv. Invigilator shall check the general discipline in the block during the conduct of examination and report the cases of indiscipline, misbehaviour and copying to the controller of Examinations for further necessary action.
- xv. At the end of the examination invigilator shall collect the answer books from the students and arrange them sequentially as per examination seat numbers of the students, separately for each course and hand it over to examination section.
- xvi. Students are allowed in examination hall up to 30 minutes after commencement of examinations.

The following members were present in the Meeting

| S.NO | NAME | DESIGNATION | SIGNATURE |
|------|--------------------|----------------------|-----------|
| 1 | Dr. M. Kumudha | Chief Superintendent | |
| 2 | Dr. S. Kayitha | Member | |
| 3 | Dr. S. Gajalakshmi | Member | |
| 4 | Dr. P. Suresh | Member | |
| 5 | Dr. S. Sellakumar | Member | |
| 6 | Dr. P. Banalini | Member | |
| 7 | Dr. T. Saritha | Member | |




Principal
Sri Bhanu Arts & Science College for Women
KAIKKURICHHI - 622 303,
Pudukkottai District



**SRI BHARATHI
ARTS & SCIENCE COLLEGE FOR WOMEN**

ESTD: 2001 (1st) 10.7.2008
(Affiliated to Bharathidasan University)

KAIKURUICHIL, PUDUKOTTAI - 622 303.

EXAM COMMITTEE

MINUTES OF THE MODEL EXAMINATION, NOVEMBER - 2020 (ONLINE)

DATE: 17.08.2020

TIME: 2.00 P.M.

VENUE: GOOGLE MEET

MEETING MINUTES:

Mode of examination is through online.

- i. Examination duration is 3 hours as per the instruction in the question paper.
- ii. Examination shall be conducted every day in the morning session only (10.00 a.m. to 1.00 p.m.)
- iii. Question papers have to be downloaded from the university college website or from their E-mail id by the students.
- iv. After writing the examination, students may submit the answer script to the respective department in person or by post
- v. Students should write their registration numbers, centre code/ college code, title of the paper, subject code, date and time of the examinations in the top portion of all pages and also put their signature with date at the bottom of all pages of the answer script.
- vi. Total number of pages written should be mentioned in the front page of answer script.
- vii. Students should not attempt any malpractice and if any such malpractice detected students are liable for appropriate action.





SRI BHARATHI ARTS & SCIENCE COLLEGE FOR WOMEN

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MINUTES OF THE UNIVERSITY EXAMINATION, NOVEMBER -2020

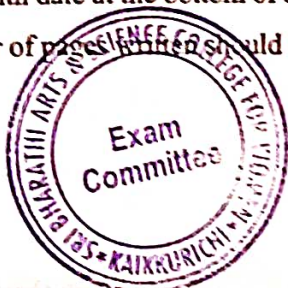
DATE: 16.09.2020

TIME: 2.00 P.M.

VENUE: GOOGLE MEET

MEETING MINUTES:

- i. University Examination is through online.
- ii. The examination Duration is 3 hours as per the instructions in the question paper.
- iii. Examination shall be conducted every day in the morning session only (10.00 a.m. to 1.00 p.m.)
- iv. Questions papers have to be downloaded from the university web portal by the students using their registration number as user ID and respective password (Date of birth as per university records) one hour before the examination.
- v. The examination will be as per the existing scheme of the question papers. students would have a time period of 6 hours to complete the process of downloading the question paper (1 hour), writing the examination (3 hours) and hand over to the respective colleges/ centre or upload answer script or to submit the answer script as PDF by e- mail (2hour). An hour extra time is permissible for differently able person.
- vi. After writing the examination, students may submit the answer script (all the papers have to be tied using twine) to the respective college Principals or to the centre coordinators.
- vii. Handing over the answer script to the colleges/centre for the candidates who have uploaded scanned copy of the answer script into the university portal is optional.
- viii. Once the students uploaded the answer script in the university website it cannot be changed.
- ix. Hence, it is strictly instructed to the student to check thoroughly uploading of answer scripts.
- x. After downloading the question papers the students are asked to write the examination on their own stationery. (A4 size unruled white papers)
- xi. The student must write the examination on their own hand writing in blue or black pen and not allowed to type answer paper and also copy & paste the textbook or Google image in their answer scripts.
- xii. Students should write their registration number, centre code/ college code, title of the paper, subject code, Date and time of the examinations in the top portion of all pages and also put their signature with date at the bottom of all pages of the answer script.
- xiii. The total number of pages written should be mentioned in the front page of answer scripts.



- xi. An acknowledgement from the Principal of the college/ centre coordinator may be obtained by the respective students after handing over the answer scripts.
- xii. A receipt of automatic acknowledgement will be issued to the students who submit the scan copy of the answer script by e-mail by uploaded in the portal.
- xiii. For issues related to downloading question papers and uploading the answer scripts, the students shall contact the Principal/centre coordinators.
- xiv. The mock test link will be uploaded in the university website.
- xv. Out gone students who paid and registered for examinations are permitted to write sixth semester (for UG) and fourth semester (for PG) papers only.
- xvi. Students should not attempt any malpractice and if any such malpractice is detected students are liable for appropriate action as per existing university norms.

The following members were present in the Meeting

| S.NO | NAME | DESIGNATION | SIGNATURE |
|------|---------------------|----------------------|--|
| 1 | Dr. M. Kumudha | Chief Superintendent |  |
| 2 | Dr. S. Gajalakshmi | Member |  |
| 3 | Dr. T. Saritha | Member |  |
| 4 | Dr. N. Sumathi | Member |  |
| 5 | Dr. S. Sellakumar | Member |  |
| 6 | Dr. N. Poornima | Member |  |
| 7 | Dr. M. Parimaladevi | Member |  |




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KAIKURICHI, PUDUKKOTTAI - 622 303.

MINUTES OF THE MODEL EXAMINATION, APRIL - 2020

DATE: 21.02.2020

TIME: 2.00 P.M.

VENUE: CONFERENCE HALL

MEETING MINUTES:

- i. It is resolved to conduct Model Examination 2020.
- ii. It is resolved to finalizing the date of Model Examination.
- iii. It is resolved to prepare and announce Examination time table.
- iv. It is resolved to prepare question paper.
- v. It is resolved to make proper seating arrangement.
- vi. It is resolved to assign invigilators duties for faculty members as per as required ratio and to communicate the same to the faculty.
- vii. It is resolved to create guidelines for examiners invigilators and student.
- viii. It is resolved to impose penalties for malpractices.
- ix. It is resolved to inventory control of various materials required for exam section.
- x. It is resolved to solve student grievances regarding Examinations.
- xi. It is resolved to maintain of all records related to examination.





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SRI BHARATHI ARTS & SCIENCE COLLEGE FOR WOMEN

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KAIKURICHI, PUDUKKOTTAI - 622 303.

EXAM COMMITTEE

MINUTES OF THE UNIVERSITY EXAMINATION, APRIL - 2020

DATE: 27.06.2020

TIME: 2.00 P.M.

VENUE: CONFERENCE HALL

MEETING MINUTES:

- i. Student should write the registration numbers, centre or college code, paper title, subject code, exam date, and time on the top of each page of the answer script. Each page should be signed and dated.
- ii. After turning in their answer script the appropriate students may request an acknowledgement from the college's principle or the centre coordinators. The front page of the answer script should include a note about the total numbers of pages produced.
- iii. Students who email a scan of their answer script are uploaded it to the portal will receive an automated acknowledgement receipt.
- iv. Students should keep in touch with the principal or centre coordinator if they have any problems downloading the questions papers or uploading the response script.
- v. Students should sign with date all of the answer script pages.
- vi. Students have the Option to take a practice exam on September 19, 2020 at 11:00 AM.
- vii. On September 19, 2020 at 9:00 A.M. the university website posts the link.
- viii. Only paper from the sixth semester for (UG students) and fourth semester (for PG students) May be written by the students there who have engage in any misbehaviour will be subject to appropriate punishments according University norms.

The following members were present in the Meeting

| S.NO | NAME | DESIGNATION | SIGNATURE |
|------|---------------------|----------------------|-----------|
| 1 | Dr. M. Kumudha | Chief Superintendent | |
| 2 | Dr. S. Kavitha | Member | |
| 3 | Dr. S. Ganjalekshmi | Member | |
| 4 | Dr. T. Saritha | Member | |
| 5 | Dr. N. Sumathi | Member | |
| 6 | Dr. S. Selvakumar | Member | |



Principal

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**SRI BHARATHI
ARTS & SCIENCE COLLEGE FOR WOMEN**

G.O.No. 226 (Per) 18.7.2005
[Affiliated to Bharathidasan University]

KAIKKURICHI, PUDUKKOTTAI - 622 303.

EXAM COMMITTEE

MINUTES OF THE MODEL EXAMINATION, SEPTEMBER - 2021

DATE: 24.08.2021

TIME: 2.00 P.M.

VENUE: CONFERENCE HALL

MEETING MINUTES:

Mode of examination is through online.

- viii. Examination duration in 3 hours as per the instruction in the question paper.
- ix. Examination shall be conducted every day in the morning session only (10.00 a.m. to 1.00 p.m.)
- x. Question papers have to be downloaded from the university college website or from their email id by the students.
- xi. After writing the examination, students may submit the answer script to the respective department in person or by post
- xii. Students should write their registration numbers, centre code/ college code, title of the paper, subject code, date and time of the examinations in the top portion of all pages and also put their signature with date at the bottom of all pages of the answer script.
- xiii. Total number of pages written should be mentioned in the front page of answer script.
- xiv. Students should not attempt any malpractice and if any such malpractice deducted students are liable for appropriate action.





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EXAM COMMITTEE

MINUTES OF THE UNIVERSITY EXAMINATION, SEPTEMBER - 2021

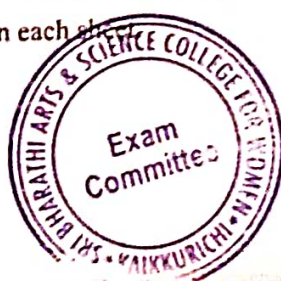
DATE: 30.08.2021

TIME: 2.00 P.M.

VENUE: CONFERENCE HALL

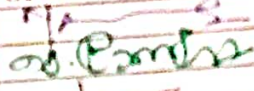


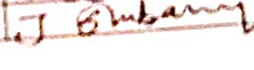



MEETING MINUTES:

- i. Online testing is the most used testing method.
- ii. According to the directions on the questions paper, the exam would last three hours
- iii. Exam or only for scheduled to be given in the morning section each day (10:00 a.m. to 1:00 p.m.)
- iv. Using their registration number as the user ID and the corresponding password (their date of birth as it is recorded in the university's records). Student mechanist downloads the exam questions from the university's website an hour before to the exam.
- v. The exam will use the standard question- and- answers style. Six hours will be given to student to complete the process of getting the question paper (1 hour), writing the exam (3 hours), turning it in to the proper institution or centres, uploading the solution script, or emailing the answer scripts as PDF (2 hours). There is an additional hour available for people with different abilities.
- vi. Students can turn in their response script to the various college administrations or the centre coordinators after completing their exams (all sheets must be secured with twin).
- vii. If candidates have uploaded a scanned copy of their response script to the university sites, they are not required to submit it to the college or testing centre.
- viii. Student cannot make changes to their answer scripts after they have been published on the university website.
- ix. As a result, before uploading the answer script, student must carefully review them.
- x. After downloading the question paper, the students are instructed to complete their assessment on their own stationery (A4 size and ruled white papers). They are not permitted to the type their answers, copy passages from a book, or include Google photos to their scripts for the questions.
- xi. Students should write their registration number, centre or college code, paper title, subject code, exam date, and time at the top of each page of their response scripts. Their signature and the date should appear on each sheet.



- xii. The relevant students may request an acknowledgement from the college's principal or the centre coordinators after submitting their answer scripts, and this information should be noted on the first page of the document.
- xiii. At the beginning of each page of their response scripts, students should include their registration number, centre or college code, paper title, topic code, exam date, and time. Each sheet should bear their signature and the date.
- xiv. A Statement stating how many pages in total were produced should be included in the response script and the first page. The concerned student may ask the college's principal centre coordinators for an acknowledgement after submitting their answer script.

The following members were present in the Meeting

| S.NO | NAME | DESIGNATION | SIGNATURE |
|------|---------------------|--------------------------------|--|
| 1 | Dr. M. Kumudha | Director, Chief Superintendent |  |
| 2 | Dr. S. Kavitha | Principal |  |
| 3 | Dr. P. Suresh | Member |  |
| 4 | Dr. N. Poornima | Member |  |
| 5 | Dr. M. Parimaladevi | Member |  |
| 6 | Dr. T. Saritha | Member |  |
| 7 | Dr. J. Subasri | Member |  |




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KAIKKURICHI, PUDUKKOTTAI - 622 303.

EXAM COMMITTEE

MINUTES OF THE MODEL EXAMINATION, APRIL- 2021 (ONLINE)

DATE: 24.02.2021

TIME: 2.00 P.M.

VENUE: GOOGLE MEET

MEETING MINUTES:

Mode of examination is through online.

- i. Online testing is the mode of examination.
- ii. As started in the question papers instructions the exam will last 3 hours.
- iii. Exams must be taken only during the morning session each day (10:00 AM to 1:00 PM)
- iv. Students are required to download question papers from the college website.
- v. Students who have completed their exam may return answers to the appropriate department to be examined.
- vi. Students should write their register number Centre or college code paper title subject code exam date and time on the top position of each page of answer script they should also sign with date in each sheet.
- vii. The front page of the answer script should include the total number of pages written.
- viii. Student responsible for taking the proper step should not attempt any malpractice.
- ix. On the top of each page of the response scripts to students should write their Response scripts student should write their registration number Centre or college code paper title subject code exam date and time is seat should have their signature with date.
- x. The front page of answer script should include a note about the total number of pages written the appropriate student may ask for acknowledgement from the college's principal or the Centre coordinators after submitting their answer scripts.





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EXAM COMMITTEE

MINUTES OF THE UNIVERSITY EXAMINATION, APRIL - 2021

DATE: 31.03.2021

TIME: 2.00 P.M.

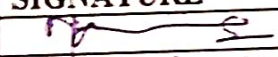
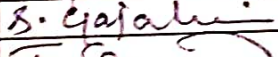


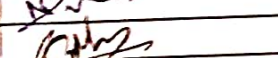
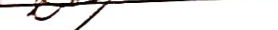

VENUE:GOOGLE MEET

MEETING MINUTES:

- 1.The prepared testing approach is online.
2. They would last 3 hours, per the instructions on the question paper.
3. Exams are only scheduled to be delivered everyday in the morning session (10:00 AM to 1:00 PM).
- 4.Student must download the exam question from the university's website one hour prior to the exam using their registration number as the user ID and the corresponding password (their date of birth as it is listed in the universities records).
- 5.The test bill follows the current question -papers format. Student will have six hours to finish the procedure of obtaining the question paper(1 hour), writing the exam (3 hours), and handing it into the appropriate colleges or centres, uploading the answer scripts, or e-mailing the answer script as PDF (2 hours). For those with various abilities, and additional hours is allowed.
- 6.After finishing their tests, student can submit in their response script to the different college administrators or the centre coordinator (all seats must be secured with twine).
- 7.It is optional for candidate to submit their answer script to their colleges or net centre if they have uploaded a scanned copy of it to the university portal.
- 8.Once they have been posted on the university website, the student's answer script cannot be changed.
- 9.Student must therefore thoroughly check their answer script before posting them.
- 10.The pupils are told complete their tests on their own stationary after downloading the question paper (A4 size unruled white papers). They are not allowed to type their responses, copy text from the book, or insert Google images into their answer script.



The following members were present in the Meeting

| S.NO | NAME | DESIGNATION | SIGNATURE |
|------|-------------------|----------------------|---|
| 1 | Dr.M.Kumudha | Chief Superintendent |  |
| 2 | Dr.S.Gajalakshmi | Member |  |
| 3 | Dr.T.Saritha | Member |  |
| 4 | Dr.N.Sumathi | Member |  |
| 5 | Dr.S.Sellakumar | Member |  |
| 6 | Dr.N.Poornima | Member |  |
| 7 | Dr.M.Parimaladevi | Member |  |




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SRI MAHARATHI
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[Affiliated to Bharathidasan University])
KAIKKURICHI, PUDUKKOTAI - 622 303.

EXAM COMMITTEE
MINUTES OF THE MODEL EXAMINATION, APRIL - 2022

DATE: 25.02.2022

TIME: 2.00 P.M.

VENUE: CONFERENCE HALL

MEETING MINUTES:

- i. A Model Examination will be conducted in 2022 as planned.
- ii. A date for the Model inspection has been decided upon.
- iii. A Schedule for the exam will be made and published.
- iv. It has been decided to conduct prior test.
- v. The seats will be correctly arranged, it has been determined.
- vi. It has been determined to inform the faculty about the allocation of the duties in accordance with the necessary ratio.
- vii. Examiner's will collect of question papers and maintain them confidentially.
- viii. One day prior to the exam, carefully crafted seating charts are created and posted on the notice board.
- ix. On the day of the exam, invigilators are expected to gather the appropriate material, such as questions papers, response sheets, register no list, and their things needed for a successful conduct of exam.





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EXAM COMMITTEE

MINUTES OF THE UNIVERSITY EXAMINATION, APRIL - 2022

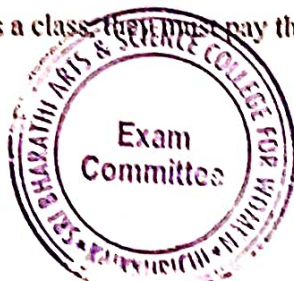
DATE: 28.03.2022

TIME: 2.00 P.M.

VENUE: CONFERENCE HALL

MEETING MINUTES:

- i) The Chairman Exam coordinator and member makeup the institutional examination committee.
- ii) Data unaccepted students in all classes for their current academic session are gathered at the beginning of the semester.
- iii) Students are distributed among their respective heads and members.
- iv) Posting the Exam timetable for faculty and students on notice boards.
- v) Keeping track of the many objects that are needed for the academic session, such as the primary answer sheet and supplements.
- vi) Display of exam notice and a time table well in advance of the start of the exam.
- vii) The collection of exam papers by the examiners and the protection of them confidentiality.
- viii) One day prior to the exam, seating chart meticulously made and posted on the notice board.
- ix) The appointment of examiners taking into account numerous parameters, such as the number of pupils in the test room.
- x) On the day of the exam, invigilators are expected to gather the materials needed for a successful administration, including questions papers, answer sheets, register no lists, and other relevant item.
- xi) Resolving any complaints you may have regarding the exam work.
- xii) Internal examiners for practical exams or appointed.
- xiii) Upkeep of all examination- related records.
- xiv) Prior to the university exam, internal marks must be submitted to the university.
- xv) Assures that internal marks are uploaded to the university portal prior to the start of exams.
- xvi) The university must receive your attendance % before your final exam.
- xvii) If any students miss a class, they must pay the condonation charge.



xviii) Only 20 minutes before to the start of the exam. The examination room is opened. The pupils are told to be in their seats at least 15 minutes prior to the start of the test.

- 9.15 am - Candidates enter the examination hall
- 9.25 am- Distribution of answer books.
- 9.30 am - Distribution of questions papers.
- 10.30 am - 1 hour of Examination is over
- 11.30 am - 2 hours of examination are over
- 12.20 pm - Warning Bell for the candidates
- 2.30 pm - Examination is over similar timing shall we followed for examination in A.N session.

The above scheduled timing shall be appropriately modified for A.N examination.

- 1.45 pm- Candidates enter the examination hall
- 1.55 pm - Distribution of answer books
- 2.00 pm- Distribution of question papers
- 3.00 pm -1 hour of examination is over
- 4.00 pm -2 hour of examination are over
- 4.55 pm -Warning bell for the candidates
- 5.00 pm - Examination is over

The following members were present in the Meeting

| S.NO | NAME | DESIGNATION | SIGNATURE |
|------|-------------------|--------------------------------|-----------|
| 1 | Dr.M.Kumudha | Director, Chief Superintendent | |
| 2 | Dr.S.Kavitha | Principal | |
| 3 | Dr.N.Poornima | Member | |
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