



MEENAKSHI CHANDRASEKARAN COLLEGE OF ARTS & SCIENCE

**Thanjavur Main Road, Karambayam,
Pattukkottai, Thanjavur-614 626, Tamil Nadu**

Governance, Leadership and Management (Examination Cell-Report)



Submitted by:

**IQAC
MEENAKSHI CHANDRASEKARAN COLLEGE OF ARTS AND SCIENCE
PATTUKOTTAI-614 626, THANJAVUR (DT)**



MEENAKSHI CHANDRASEKARAN COLLEGE OF ARTS AND SCIENCE

(Affiliated to Bharathidasan University, Tiruchirappalli)

EXAMINATION CELL REPORT

Examination Committee

The college's Examination Committee is in charge of overseeing, among other things, the efficient administration of all tests and the upkeep of student records. The college principal serves as the Convener of Examinations. The HOD of mathematics of the College is assisting the Chief Superintendent of the Examinations. All tasks pertaining to the exams will be assisted by all of the Heads and the office staffs.

Instructions to Invigilators

- i. The invigilators are required to be present in the examination cell at least 30 minutes before actual start of the examination or as informed by the Chief Superintendent.
- ii. The invigilators are required to count the main answer scripts and make sure that the serial number and chief superintendent's facsimile on the main answer script are present.
- iii. The invigilator is required to check the hall tickets before a candidate enters the examination hall.
- iv. No candidate shall be allowed to enter the examination hall without the hall ticket.
- v. The invigilators must instruct the students not to keep any printed or written material with them and not to write anything on the question paper which leads to malpractice.
- vi. The students must be asked to hand over their belongings, not required for the examination.
- vii. No invigilator shall leave the examination hall unless a reserve occupies his place on the instructions of the chief superintendent.
- viii. A reserve will be sent only for attending some important work.
- ix. The invigilators are required to sign on the main answer scripts in the space provided with date.
- x. The number on the main answer script is to be mentioned in the candidates' attendance sheet and the candidate's signature to be taken on the attendance sheet.



Thanjavur Main Road, Karambayam Post, Pattukkottai - 614 626, Thanjavur Dt.
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- xi. The invigilators are required to instruct the candidates not to write their Register No. i.e. hall ticket number, anywhere except in the space provided in the first page of main answer script.
- xii. The invigilators are required not to allow the candidates into the examination hall after 30 minutes from the commencement of the examination.
- xiii. The invigilators are required to handover the answer scripts after the completion of the examination in the Examination Control Room.
- xiv. The invigilator is required to distribute and collect the answer scripts personally.
- xv. The invigilator should not ask the candidate to take (in the beginning) or keep (at the end) the answer scripts on the table.
- xvi. The invigilator will be held responsible for any loss of the answer scripts.
- xvii. In case of any discrepancies, the matter may be brought to the notice of the chief superintendent immediately.
- xviii. The invigilators are required not to carry cell phones etc. in the examination halls.
- xix. The invigilators are required to watch carefully in the examination hall to prevent malpractice.
- xx. Invigilators are advised to maintain silence in the examination hall, so as to provide conducive environment for the smooth conduct of examination.
- xxi. Staff members who are not having examination duties should strictly not enter into the examination halls.

Instructions to Students

In case of damaged answer book, the defective answer book may be returned to the invigilator and ask for a blank Answer Sheet. Candidates are prohibited from:

- i. Writing their Register Nos. in any part of the answer booklet.
- ii. Writing their names in any part of the answer booklet. If they do so, their answer scripts will not be valued.
- iii. Bringing Cell Phones / Mobile phones and Electronic Gadgets.
- iv. Before beginning to answer any question, the candidates should write the correct number of that Question.

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- v. They should complete the answer for any question and commence writing answer for the next question.
- vi. Answers should be written on both sides of the paper.
- vii. No loose sheets of paper will be allowed in the examination room; no paper must be detached from or attached to the answer booklets.
- viii. Answers must be legibly written and figures must be neatly drawn.
- ix. Candidates should write not less than 25 lines in each page.
- x. It is not necessary to begin each answer in a fresh page.
- xi. This answer booklet should be returned to the Invigilator before leaving the examination hall.
- xii. Students are not allowed outside during the examinations.
- xiii. No Additional Answer Booklets will be supplied.

Non -Teaching Supporting Staff

The examination being solemn activity the office bearers are required to perform their duties with complete sincerity upholding the highest principles so that all examinees are provided with an equal and fair opportunity of performance.

- i. The support staff should report thirty minutes before the start of the exam.
- ii. The rooms should be opened 20 minutes before the start of the exam.
- iii. Carry out duty as assigned by the Exam in-charge
- iv. Do not leave the exam venue without intimating and without the permission of the Exam In-charge.
- v. Assist the exam department staff members in the preparation of the blocks. (Shifting and rearranging furniture, cleanliness).
- vi. Promptness in case of urgent exam-based needs.
- vii. They should be present at the respective rooms, venue, or task assigned by the Exam in-charge.
- viii. Even after completion of the exam do not leave without the permission of the Exam In charge.



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Question paper pattern:

| | | |
|--------|--|-------------------|
| Part A | Ten Questions (No choice) Two Questions from each Unit | 10 x 2 = 20 marks |
| Part B | Five Questions (EITHER-OR-type) One Question from each Unit | 5 x 5 = 25 marks |
| Part C | Three Questions out of five One Question from each unit | 3 x 10 = 30 marks |

Internal Assessment:

| | Under Graduate | Post Graduate | M. Phil., |
|----------------------|----------------|---------------|-----------|
| Assignments | 5 | 5 | 5 |
| CIA Test | 15 | 15 | 10 |
| Quiz/ group activity | 5 | - | - |
| Seminar | - | 5 | 5 |
| Attendance | - | - | 5 |
| Total | 25 Marks | 25 Marks | 25Marks |

Continuous Internal Assessment in the practical (for both UG & PG):

| | |
|------------------------|----------|
| Continuous performance | 20 Marks |
| Model Practical | 10 Marks |
| Record | 5 Marks |
| Viva | 5 Marks |
| Total | 40 Marks |



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The end semester practical Examination:

Practical -60 Marks

Oral -10 Marks

2 programs – 50 Marks

Under Graduate Program

For the constant internal assessment and examination, a minimum score of 40% is required, both individually and collectively.

Post Graduate Program

A candidate shall be declared to have passed in each course if he/she secures not less than 40% marks in the University Examinations and 40% marks in the CIA and not less than 50% in the aggregate, including CIA and University Examinations marks.

M. Phil

A candidate shall be declared to have secured not less than 40% of the marks in both CIA and the University Examination and 50% of the marks in the aggregate (i.e. continuous internal assessment and the written Examination taken together). The candidate is eligible to submit the dissertation only on completion of theory paper successfully

Supplementary Exams

If a student is in arrears in just one course, supplemental tests are given to them at the end of their final semester within 15 days of the results being announced.

Grading System

| RANGE OF MARKS | CORRESPONDING GRADE | GRADE POINT |
|----------------------|---------------------|-------------|
| 90 and above | O | 10 |
| 80-90 | A+ | 9 |
| 70-80 | A | 8 |
| 60 -70 | B+ | 7 |
| 50 - 60 | B | 6 |
| 40 - 50(UG ONLY) | C | 5 |
| Below 40(UG ONLY) | RA | 0 |
| Below 50(PG, M.Phil) | | |



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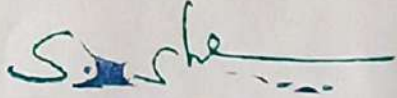


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| CGPA | CORRESPONDING GRADE | CLASSIFICATION OF FINAL RESULT |
|-------------------------|------------------------|-----------------------------------|
| 9.00 and above | O | Outstanding |
| 8.00 to 8.99 | A+ | Excellent |
| 7.00 to 7.99 | A | Very Good |
| 6.00 to 6.99 | B+ | Good |
| 5.00 to 5.99 | B | Above Average |
| 4.00 to 4.99 | C | Average |
| below 4.00(UG only) | R.A. | Re-appear |
| below 5.00 (PG, M.Phil) | R.A. | Re-appear |




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MINUTES OF THE MODEL EXAMINATION NOVEMBER 2017

DATE: 30.08.2017

TIME: 2.00 PM

VENUE: CONFERENCE HALL

MEETING MINUTES:

- i. It is resolved to conduct internal examination 2017.
- ii. It is resolved to finalizing the date of internal 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 invigilator duties for faculty members as per as required ratio and to communicate the same to the faculty.
- vii. It is resolved to creating guidelines for examiners invigilators and students.
- viii. It is resolved to imposing penalties for malpractices.
- ix. It is resolved to inventory control of various materials required for exam section.
- x. It is resolved to grievances of students related to examination.
- xi. It is resolved to maintenance of all records related to examination.



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MINUTES OF THE UNIVEASITY EXAMINATION NOVEMBER 2017

DATE: 27.09.2017

TIME: 2.00 PM

VENUE: CONFERENCE HALL

MEETING MINUTES:

- i. Institutional Examination committee comprises of chairman, exam in charge and member.
- ii. At the start of session, collection of the data of admitted students in all the classes for current academic session.
- iii. Distribution of the students 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 papers by examiners and maintaining confidentiality of it.
- viii. Seating charts with due care are prepared and displayed 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, answers sheets, register no list and other required material 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. Ensures the uploading of internal marks in the university web portal before the commencement of exams.



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- xvi. Submission of attendance percentage to the university before university exam .If any students have lake of attendance they should pay condo nation 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 am - Candidates enter the examination hall

09.25 am - Distribution of answer books

09.30 am - Distribution of question 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

12.30 pm - Examination is over Similar timings shall be followed for examinations in AN session.

The above schedule of timings shall be appropriately modified for AN examinations.

01.45 pm - Candidates enter the examination hall

01.55 pm - Distribution of answer books

02.00 pm - Distribution of question papers

03.00 pm -1 hour of examination is over

04.00 am - 2 hours of examination are over

04.55 pm - Warning bell for the candidates

05.00 pm - Examination is over





MEENAKSHI CHANDRASEKARAN COLLEGE OF ARTS AND SCIENCE

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The following members are attended by

| S.NO | NAME | DESIGNATION | SIGNATURE |
|------|--------------------------|------------------------------------|-----------|
| 1 | Dr. S.SHEELA | PRINCIPAL, CHIEF SUPERINTENDENT | |
| 2 | Dr. P. SURESH KUMAR | MEMBER | |
| 3 | Dr. P. DEEPA | MEMBER | |
| 4 | Dr. S. PRADEEP GNANAM | MEMBER | |
| 5 | Ms. R. ARULMOZHI | MEMBER | |
| 6 | Ms. A. ABIRAMI | MEMBER | |



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MINUTES OF THE MODEL EXAMINATION APRIL 2018

DATE: 02.03.2018

TIME: 2.00 PM

VENUE: CONFERENCE HALL

MEETING MINUTES:

- i. It has been decided to perform an internal audit in 2018 .
- ii. It has been decided to decide on a date for the internal 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, invigilators, and examiners.
- viii. It has been decided to impose fines for infractions.
- ix. It has been decided to keep track of the numerous materials needed for the exam segment.
- x. The complaints of students regarding exams have been addressed.



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MINUTES OF THE UNIVERSITY EXAMINATION APRIL 2018

DATE: 09.04.2018

TIME: 2.00 PM

VENUE: CONFERENCE HALL

MEETING MINUTES:

- i. The chairperson, exam coordinator, and members make up the institutional examination committee.
- ii. Data on accepted 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 timetable prior to the start of the exam.
- vii. Examiners' collection of question papers and protection of their confidentiality.
- viii. One day prior to the exam, seating charts are 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 are expected to gather all necessary materials for a successful exam, including question papers, response sheets, register no lists, and other materials.
- xi. Resolving any complaints you may have regarding the exam work.
- xii. Internal Examiners are appointed for Practical Exams.
- xiii. Upkeep of all examination-related records.
- xiv. Internal grades must be submitted to the institution before exams.
- xv. Ensures that internal marks are uploaded to the university web portal prior to the start of exams.
- xvi. The university must have your attendance % before your final exam.

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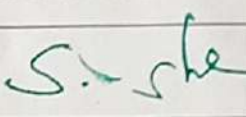
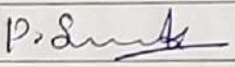
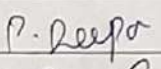
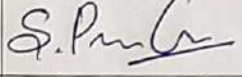
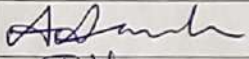
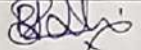


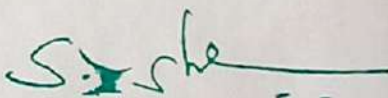


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MINUTES OF THE MODEL EXAMINATION NOVEMBER 2018

DATE: 24.08.2018

TIME: 2.00 PM

VENUE: CONFERENCE HALL

MEETING MINUTES:

- i. It has been decided to perform an internal audit in 2018 .
- ii. It has been decided to decide on a date for the internal 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, invigilators, and examiners.
- viii. It has been decided to impose fines for infractions.
- ix. It has been decided to keep track of the numerous materials needed for the exam segment.
- x. The complaints of students regarding exams have been addressed.

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| 3 | Dr.S.THIRUPATHI | MEMBER | |
| 4 | Dr.N.SHANMUGAPRIYA | MEMBER | |
| 5 | Mrs L.KAVITHA | MEMBER | |
| 6 | Mrs.P.NIRMALA | MEMBER | |

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MINUTES OF THE UNIVERSITY EXAMINATION NOVEMBER 2018

DATE: 27.09.2018

TIME: 2.00 PM

VENUE: CONFERENCE HALL

MEETING MINUTES:

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- ii. At the start of session, collection of the data of admitted students in all the classes for current academic session.
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MINUTES OF THE MODEL EXAMINATION APRIL 2019

DATE: 21.02.2019

TIME: 2.00 PM

VENUE: CONFERENCE HALL

MEETING MINUTES:

- i. The College Academic Calendar indicates the tentative examination schedule for model examinations.
- ii. Exact schedules are fixed by the HODs and Principal.
- iii. These are informed to staff and student through circulars.
- iv. In any unexpected circumstance, the department postpones the test schedule of a particular Degree/Branch or a particular subject and the department has to arrange to conduct it.
- v. The coordinator of concerned year of examinations shall be responsible for the smooth conduct of the session examinations with the support of the office staff and the faculty.
- vi. As per the common schedule of sessional examinations, all the concerned faculty shall submit the question papers to the coordinator in a printed form for the required number of students.
- vii. The valuation shall be completed and the marks shall be displayed within one week time after the conduct of every examination.
- viii. Answer scripts will be shown to the students and any discrepancies/ errors will be attended by the faculty before submission of the final marks to the department.



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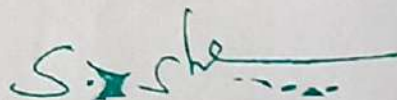


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| S.NO | NAME | DESIGNATION | SIGNATURE |
|------|--------------------|------------------------------------|--|
| 1 | Dr. S.SHEELA | PRINCIPAL, CHIEF SUPERINTENDENT |  |
| 2 | Dr.V.SATHISH KUMAR | MEMBER |  |
| 3 | Dr.S.THIRUPATHI | MEMBER |  |
| 4 | Dr.N.SHANMUGAPRIYA | MEMBER |  |
| 5 | Mrs L. KAVITHA | MEMBER |  |
| 6 | Mrs.P.NIRMALA | MEMBER |  |



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College of Arts and Science
Karambayam, Pattukkottai-614 626
Thanjavur-District



MEENAKSHI CHANDRASEKARAN COLLEGE OF ARTS AND SCIENCE

(Affiliated to Bharathidasan University, Tiruchirappalli)

MINUTES OF THE UNIVERSITY EXAMINATION APRIL 2019

DATE: 29.03.2019

TIME: 2.00 PM

VENUE: CONFERENCE HALL

MEETING MINUTES:

- i. There shall be one semester end examination in each semester for every theory course and shall be conducted centrally 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 schedule.
- 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 an 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 seating arrangement, check whether





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students have correctly filled the details on front page of answer books and then shall sign on the answer books of the students.

- xiii. He shall then obtain the signature of the students on the attendance Performa 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, misbehavior 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 20 minutes after commencement of examinations.

The following members are attended by

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|------|--------------------|--------------------------------|--|
| 1 | Dr. S.SHEELA | PRINCIPAL,CHIEF SUPERINTENDENT |  |
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MEENAKSHI CHANDRASEKARAN COLLEGE OF ARTS AND SCIENCE

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MINUTES OF THE MODEL EXAMINATION NOVEMBER 2019

DATE: 26.08.2019

TIME: 2.00 PM

VENUE: CONFERENCE HALL

MEETING MINUTES:

- The tentative examination timetable for model exams is shown on the college academic calendar.
- The Principal and HODs set the exact schedules.
- Staff and students are notified of these through circulars.
- In the event of an unforeseen event, the department postpones the exam schedule for a certain degree/branch or subject and must make arrangements to hold it.
- With the assistance of the office staff and the faculty, the coordinator of the relevant examination year is in charge of ensuring the smooth operation of the sessional examinations.
- In accordance with the standard schedule for sessional exams, every involved faculty must provide the coordinator with the printed question papers for the necessary number of students.
- Within a week of the completion of each examination, the valuation must be finished and the results must be made public.

The following members are attended by

| S.NO | NAME | DESIGNATION | SIGNATURE |
|------|-----------------------|--------------------------------|-----------|
| 1 | Dr. M.V.SUBRAMANIYAM | PRINCIPAL,CHIEF SUPERINTENDENT | |
| 2 | Dr. P. SURESH KUMAR | MEMBER | |
| 3 | Dr .P. DEEPA | MEMBER | |
| 4 | Dr. S. PRADEEP GNANAM | MEMBER | |
| 5 | Mr.V.MAHENDRAN | MEMBER | |
| 6 | Mr.C.VENKATESHWARAN | MEMBER | |



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MINUTES OF THE UNIVERSITY EXAMINATION NOVEMBER 2019

DATE: 29.09.2019

TIME: 2.00 PM

VENUE: CONFERENCE HALL

MEETING MINUTES:

- i. Each theory course must have one semester-ending test, which will be held centrally according to the schedule laid out in the academic calendar.
- ii. The examination cell will centrally prepare 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. The presence of the course faculty during the exam for the relevant course is required.
- 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 the test starts.
- viii. He or she must sign their attendance and choose a chit 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.

He or she must also write down the code numbers on the response books that the Examination Section has given him or her.

The question papers and answer booklets must be handed out by the invigilators to the students at least 10 minutes before the test begins.

He or she must verify the students' identity cards, ensure that they are seated in the proper seats in accordance with the seating plan, and verify that the students have correctly filled out the information on the front page of their response books before signing the books.

He must then get each student's signature on the attendance Performa and keep a record of who has missed class 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 indiscipline, inappropriate behavior, or copying to the controller of examinations for further necessary action.

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At the conclusion of the exam, the invigilator is responsible for collecting the students' answer booklets, placing them sequentially according to the students' exam seat numbers, one for each course, and handing them over to the examination section.

Students may enter the examination room up to 20 minutes after the start of the test.

The following members are attended by

| S.NO | NAME | DESIGNATION | SIGNATURE |
|------|-----------------------|---------------------------------|-----------|
| 1 | Dr. M.V.SUBRAMANIAM | PRINCIPAL, CHIEF SUPERINTENDENT | |
| 2 | Dr. P. SURESH KUMAR | MEMBER | |
| 3 | Dr. P. DEEPA | MEMBER | |
| 4 | Dr. S. PRADEEP GNANAM | MEMBER | |
| 5 | Mr. V. MAHENDRAN | MEMBER | |
| 6 | Mr. C. VENKATESHWARAN | MEMBER | |



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| 3 | Dr .P. DEEPA | MEMBER | |
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| 5 | Ms. R. ARULMOZHI | MEMBER | |
| 6 | Ms. A. ABIRAMI | MEMBER | |



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MINUTES OF THE MODEL EXAMINATION APRIL 2020

DATE: 10.02.2020

TIME: 2.00 PM

VENUE: CONFERENCE HALL

MEETING MINUTES:

- i. It is resolved to conduct internal examination 2017.
- ii. It is resolved to finalizing the date of internal 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 invigilator duties for faculty members as per as required ratio and to communicate the same to the faculty.
- vii. It is resolved to creating guidelines for examiners invigilators and students.
- viii. It is resolved to imposing penalties for malpractices.
- ix. It is resolved to inventory control of various materials required for exam section.
- x. It is resolved to grievances of students related to examination.
- xi. It is resolved to maintenance of all records related to examination.



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MEENAKSHI CHANDRASEKARAN COLLEGE OF ARTS AND SCIENCE

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MINUTES OF THE UNIVERSITY EXAMINATION APRIL 2020

DATE: 16.03.2020

TIME: 2.00 PM

VENUE: CONFERENCE HALL

MEETING MINUTES:

- i. Online testing is the method of choice.
- ii. According to the directions on the question paper, the test would last three hours.
 - a. Exams will only be given daily during the morning session (10:00 a.m. to 1:00 p.m.).
 - b. One hour prior to the exam, students must download the question papers from the university's website using their registration number as the user ID and the corresponding password (their date of birth as recorded in the university's records).
 - c. The examinations will be as per the existing scheme of the question paper. 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 / Centers or upload the answer script or to submit the answer scripts as PDF by e-mail (2 hours). An hour extra time is permissible for differently abled persons.
 - d. Students may turn in their response scripts to the respective college principals or the centre coordinators after writing their exams (all sheets must be secured with twine).
 - e. It is optional for candidates who have uploaded a scanned copy of their answer script to the university portal to turn in their answer script to the colleges or testing centre.
 - f. The students' answer scripts cannot be modified once they have been published to the university website.
 - g. Therefore, it is imperative that students verify their answer scripts carefully before posting them.
 - h. The students are instructed to write their exams after downloading the question paper on their own stationery (A4 size un ruled white papers). They are not permitted to type their answers or to copy and paste information from the text book or Google photos into their answer scripts.

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- i. Students should write their registration number, centre or college code, paper title, subject code, exam date, and time on the top portion of each page of their answer scripts. They should also sign and date each sheet.
 - ii. After turning in their answer scripts, the appropriate students may request an acknowledgement from the college's principal or the centre coordinators. • The front page of the answer script should include a note about the total number of pages produced.
 - iii. Students who email a scan of their answer script or upload it to the portal will receive an automated acknowledgement receipt.
 - iv. Students should get in touch with the principal or centre coordinator if they have any problems downloading the question papers or uploading the response scripts.
 - v. Students should sign and date all of the answer script pages.
- i. Students have the option to take a practice exam on September 19, 2020, at 11:00 a.m.
 - i. On September 19, 2020, at 9:00 A.M., the university website will post the link.
 - ii. Only papers from the sixth semester (for UG students) and fourth semester (for PG students) may be written by ex-students who paid the exam fee and enrolled for the exam. Students must not engage in any academic dishonesty, and those who do so will be subject to appropriate sanctions in accordance with current University policies.



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| 2 | Dr. P. SURESH KUMAR | MEMBER | |
| 3 | Dr .P. DEEPA | MEMBER | |
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MEENAKSHI CHANDRASEKARAN COLLEGE OF ARTS AND SCIENCE

(Affiliated to Bharathidasan University, Tiruchirappalli)
(UGC Recognized 2(f) & 12(B) Institution)

MINUTES OF THE MODEL EXAMINATION NOVEMBER 2020

DATE: 16.09.2020

TIME: 2.00 PM

VENUE : GOOGLE MEET

MEETING MINUTES:

Mode of examination is through online.

- The examination duration is 3 hours as per the instructions in the question paper.
- Examinations shall be conducted every day in the morning session only (10.00 a.m. to 01.00 p.m.)
- Question papers have to be downloaded from the college website by the students.
- After writing the examinations, students may submit the answer scripts to the respective department.
- Students should write their Registration Number, Centre Code/College Code, Title of the Paper, Subject Code, Date and Time of the examination in the top portion of all pages and also put their signature with date at the bottom of all pages of the answer scripts.
- The total number of pages written should be mentioned in the front page of answer script.
- Students should not attempt any malpractices and if any such malpractice is detected students are liable for appropriate action.



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(UGC Recognized 2(f) & 12(B) Institution)

The following members are attended by

| S.NO | NAME | DESIGNATION | SIGNATURE |
|------|----------------------------|------------------------------------|------------------------|
| 1 | Dr. MUTHUSAMY RAJENDRAN | PRINCIPAL, CHIEF SUPERINTENDENT | <i>M.R.</i> |
| 2 | Dr.S.SATHEES KUMAR | MEMBER | <i>S.S.</i> |
| 3 | Dr .P. PADMAPRIYA | MEMBER | <i>P.P.</i> |
| 4 | Dr. P.SELVAKUMAR | MEMBER | <i>P.S.</i> |
| 5 | MRS.K. UMAMAHESWARI | MEMBER | <i>K. Umamaheswari</i> |
| 6 | Dr.S.VIJAYASARATHI | MEMBER | <i>V.S.</i> |



M.R.
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MINUTES OF THE UNIVERSITY EXAMINATION NOVEMBER 2020

DATE: 27.08.2020

TIME: 2.00 PM

VENUE: GOOGLE MEET

MEETING MINUTES:

- Mode of examination is through online.
- The examination duration is 3 hours as per the instructions in the question paper.
- Examinations shall be conducted every day in the morning session only (10.00 a.m. to 01.00 p.m.).
- Question 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.
- The examinations will be as per the existing scheme of the question paper. 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 / Centres or upload the answer script or to submit the answer scripts as PDF by e-mail (2 hours). An hour extra time is permissible for differently abled persons.
- After writing the examinations, students may submit the answer scripts (all the papers have to be tied using twine) to the respective college Principals or to the Centre Co-ordinators.
- Handing over the answer script to the colleges / centre for the candidates who have uploaded the scanned copy of the answer script in to the University portal is optional.
- Once the students uploaded the answer scripts in the University website, it cannot be changed.
- Hence, it is strictly instructed to the students to check thoroughly before uploading of answer scripts.
- After downloading the question paper, the students are asked to write the examinations on their own stationery (A4 size unruled white papers)





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- The students must write the examination on their own hand writing in blue or black pen and not allowed to type answer papers and also copy & paste the text book or Google images in their answer scripts.
- Students should write their Registration Number, Centre Code/College Code, Title of the Paper, Subject Code, Date and Time of the examination in the top portion of all pages and also put their signature with date at the bottom of all pages of the answer scripts.
- The total number of pages written should be mentioned in the front page of answer script.
- An acknowledgement from the Principal of the College / Centre Coordinators may be obtained by the respective students after handing over the answers scripts.
- 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 to the portal.
- For issues related to downloading question papers and uploading the answer scripts, the students shall contact the Principal/Centre Co-ordinator.
- The Mock test link will be uploaded in the University website
- Outgone students who paid and registered for examinations are permitted to write sixth semester (for UG) and fourth semester (for PG) papers only.
- Students should not attempt any malpractices and if any such malpractice is detected students are liable for appropriate action as per existing University norms.



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The following members are attended by

| S.NO | NAME | DESIGNATION | SIGNATURE |
|------|----------------------------|------------------------------------|------------------------|
| 1 | Dr. MUTHUSAMY RAJENDRAN | PRINCIPAL, CHIEF SUPERINTENDENT | <i>mm</i> |
| 2 | Dr.S.SATHEES KUMAR | MEMBER | <i>S. S.</i> |
| 3 | Dr .P. PADMAPRIYA | MEMBER | <i>P. P.</i> |
| 4 | Dr. P.SELVAKUMAR | MEMBER | <i>P. S.</i> |
| 5 | MRS.K. UMAMAHESWARI | MEMBER | <i>K. Umamaheswari</i> |
| 6 | Dr.S.VIJAYASARATHI | MEMBER | <i>S. V.</i> |



mm
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(UGC Recognized 2(f) & 12(B) Institution)

MINUTES OF THE MODEL EXAMINATION APRIL 2021

DATE: 22.02.2021

TIME: 2.00 PM

VENUE: GOOGLE MEET

MEETING MINUTES:

1. Online testing is the mode of examination.
2. As stated in the question paper's instructions, the exam will last three hours.
3. Exams must be taken only during the morning session each day (10:00 a.m. to 1:00 p.m.).
4. Students are required to download question papers from the college website.
5. Students who have completed their exams may turn in their answer sheets to the appropriate department to be examined.
6. Students should write their registration number, centre or college code, paper title, subject code, exam date, and time on the top portion of each page of the answer scripts. They should also sign and date each sheet.
7. The front page of the answer script should include the total number of pages written.
8. Students are responsible for taking the proper steps if any malpractice is found and should not attempt it.



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| 1 | Dr. MUTHUSAMY RAJENDRAN | PRINCIPAL, CHIEF SUPERINTENDENT | <i>M. Rajendran</i> |
| 2 | Dr. S. SATHEES KUMAR | MEMBER | <i>S. S. Kumar</i> |
| 3 | Dr. P. PADMAPRIYA | MEMBER | <i>P. Padmapriya</i> |
| 4 | Dr. P. SELVAKUMAR | MEMBER | <i>P. Selvakumar</i> |
| 5 | MRS. K. UMAMAHESWARI | MEMBER | <i>K. Umamaheswari</i> |
| 6 | Dr. S. VIJAYASARATHI | MEMBER | <i>S. Vijayarathi</i> |



M. Rajendran
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MINUTES OF THE UNIVERSITY EXAMINATION APRIL 2021

DATE: 30.03.2021

TIME: 2.00 PM

VENUE: GOOGLE MEET

MEETING MINUTES:

1. The preferred testing approach is online.
2. The test would last three hours, per the instructions on the question paper.
3. Exams are only scheduled to be delivered every day in the morning session (10:00 a.m. to 1:00 p.m.).
4. Students must download the exam questions 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 university's records).
5. The tests will follow the current question-paper format. Students will have six hours to finish the procedure of obtaining the question paper (1 hour), writing the exam (3 hours), and handing it in to the appropriate colleges or centers, uploading the answer script, or emailing the answer scripts as PDF (2 hours). For those with various abilities, an additional hour is allowed.
6. After finishing their tests, students can submit in their response scripts to the different college administrators or the centre coordinators (all sheets must be secured with twine).
7. It is optional for candidates to submit in their response script to the colleges or testing 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 students' answer scripts cannot be changed.
9. Students must therefore thoroughly check their answer scripts before posting them.
10. The pupils are told to complete their tests on their own stationery after downloading the question paper (A4 size un ruled white papers). They are not allowed to type their responses, copy text from a book, or insert Google images into their answer scripts.



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11. On the top of each page of their response scripts, students should write their registration number, centre or college code, paper title, subject code, exam date, and time. Each sheet should have their signature and the date.

12. The front page of the answer script should include a note about the total number of pages created. • The appropriate students may ask for an acknowledgement from the college's principal or the centre coordinators after submitting their answer scripts.

13. 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.

14. The response script should have a note on the first page indicating how many pages were produced in total. After submitting their answer scripts, the relevant students may request an acknowledgement from the college's principal or the centre coordinators.

The following members are attended by

| S.NO | NAME | DESIGNATION | SIGNATURE |
|------|----------------------------|------------------------------------|-------------------------|
| 1 | Dr. MUTHUSAMY RAJENDRAN | PRINCIPAL, CHIEF SUPERINTENDENT | <i>M. Rajendran</i> |
| 2 | Dr. S. SATHEES KUMAR | MEMBER | <i>S. Sathees Kumar</i> |
| 3 | Dr. P. PADMAPRIYA | MEMBER | <i>P. Padmapriya</i> |
| 4 | Dr. P. SELVAKUMAR | MEMBER | <i>P. Selvakumar</i> |
| 5 | MRS. K. UMAMAHESWARI | MEMBER | <i>K. Umamaheswari</i> |
| 6 | Dr. S. VIJAYASARATHI | MEMBER | <i>S. Vijayasarithi</i> |



M. Rajendran
PRINCIPAL
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Karambayam, Pattukkottai-614 626
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**MEENAKSHI CHANDRASEKARAN
COLLEGE OF ARTS AND SCIENCE**
(Affiliated to Bharathidasan University, Tiruchirappalli)
(UGC Recognized 2(f) & 12(B) Institution)

MINUTES OF THE MODEL EXAMINATION SEPTEMBER 2021

DATE: 25.08.2021

TIME: 2.00 PM

VENUE: CONFERENCE HALL

MEETING MINUTES:

- i. The manner of examination is online.
- ii. The exam will last three hours, per the instructions on the question paper.
- iii. Exams can only be taken each day in the morning session (10:00 a.m. to 1:00 p.m.).
- iv. Question papers must be downloaded by students from the college website.
- v. After finishing their exams, students can submit their answer sheets to the relevant department for review.
- vi. On the top of each page of the response scripts, students should write their registration number, centre or college code, paper title, topic code, exam date, and time.
- vii. Each sheet should have their signature and the date.
- viii. The number of pages written should be listed on the front page of the answer script.
- ix. If there is any malpractice, students are accountable for taking the appropriate actions.

The following members are attended by

| S.NO | NAME | DESIGNATION | SIGNATURE |
|------|----------------------------|------------------------------------|-----------|
| 1 | Dr. MUTHUSAMY RAJENDRAN | PRINCIPAL, CHIEF SUPERINTENDENT | |
| 2 | Dr. S. PRADEEP GNANAM | MEMBER | |
| 3 | Dr. P. PADMAPRIYA | MEMBER | |
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MINUTES OF THE UNIVERSITY EXAMINATION SEPTEMBER 2021

DATE: 25.08.2021

TIME: 2.00 PM

VENUE: CONFERENCE HALL

MEETING MINUTES:

1. Online testing is the most used testing method.
2. According to the directions on the question paper, the exam would last three hours.
3. Exams are only ever scheduled to be given in the morning session each day (10:00 a.m. to 1:00 p.m.).
4. 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), students must download the exam questions from the university's website an hour before to the exam.
5. The exams will use the standard question-and-answer style. Six hours will be given to students to complete the process of getting the question paper (1 hour), writing the exam (3 hours), turning it in to the proper institutions or centre's, uploading the solution script, or emailing the answer scripts as PDF (2 hours). There is an additional hour available for people with different abilities.
6. Students can turn in their response scripts to the various college administrations or the centre coordinators after completing their exams (all sheets must be secured with twine).
7. If candidates have uploaded a scanned copy of their response script to the university site, they are not required to submit it to the colleges or testing centre.
8. Students cannot make changes to their answer scripts after they have been published on the university website.
9. As a result, before uploading their answer scripts, students must carefully review them.
10. After downloading the question paper, the students are instructed to complete their assessments on their own stationery (A4 size un ruled white papers). They are not permitted to type their answers, copy passages from a book, or include Google photos to their scripts for the questions.
11. 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.





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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.

13. 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.

14. A statement stating how many pages in total were produced should be included in the response script on the first page. The concerned students may ask the college's principal or the centre coordinators for an acknowledgement after submitting their answer scripts.

The following members are attended by

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| 1 | Dr. MUTHUSAMY RAJENDRAN | PRINCIPAL, CHIEF SUPERINTENDENT | <i>man</i> |
| 2 | Dr. S. PRADEEP GNANAM | MEMBER | <i>S. Pradeep</i> |
| 3 | Dr. P. PADMAPRIYA | MEMBER | <i>P. Pr</i> |
| 4 | Dr. P. SELVAKUMAR | MEMBER | <i>P. Selvakumar</i> |
| 5 | Mrs. V. HEMA | MEMBER | <i>V. Hema</i> |
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MINUTES OF THE MODEL EXAMINATION APRIL 2022

DATE: 28.02.2022

TIME: 2.00 PM

VENUE: CONFERENCE HALL

MEETING MINUTES:

- i. An internal audit will be conducted in 2022 as planned.
- ii. A date for the internal inspection has been decided upon.
- iii. A schedule for the exams will be made and published.
- iv. A test will be developed, it has been decided.
- v. The seats will be correctly arranged, it has been determined.
- vi. It has been determined to inform the faculty about the delegation of invigilator duties to faculty members in accordance with the necessary ratio.
- vii. Examiners' collection of question papers and their maintenance of their confidentially.
- viii. One day prior to the exam, carefully crafted seating charts are created and posted on the notice board.
- viii. Selection of exam invigilators taking into account numerous aspects, such as the number of students present.
- x. On the day of the exam, invigilators are expected to gather the appropriate materials, such as question papers, responses sheets, register no lists, and other things needed for a successful exam.



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| 3 | Dr. P. PADMAPRIYA | MEMBER | <i>P. Padmapriya</i> |
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MINUTES OF THE UNIVERSITY EXAMINATION APRIL 2022

DATE: 24.03.2022

TIME: 2.00 PM

VENUE: CONFERENCE HALL

MEETING MINUTES:

i. The chairman, exam coordinator, and member make up the institutional examination committee.

ii. Data on accepted students in all classes for the current academic session are gathered at the beginning of the semester.

Students are distributed among their respective cohorts under item number

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.

display of exam notices and a timetable well in advance of the start of the exam.

vii. The collection of exam papers by the examiners and the protection of their confidentiality.

viii. One day prior to the exam, seating charts are meticulously made and posted on the notice board.

viii. The appointment of examiners taking into account numerous parameters, such as the number of pupils in the test room.

xi. On the day of the exam, invigilators are expected to gather the materials needed for a successful administration, including question papers, answer sheets, register no lists, and other relevant items.

xii. Resolving any complaints you may have regarding the exam work.

xiii. Internal Examiners for Practical Exams are appointed.

xiv. Upkeep of all examination-related records.

xv. Prior to the university exam, internal marks must be submitted to the university.

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- xvi. xv. Assures that internal marks are uploaded to the university web portal prior to the start of exams.
- xvii. The university must receive your attendance % before your final exam.
- xviii. If any students miss a class, they must pay the condonation charge.
- xix. 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.
- 09.15 am - Candidates enter the examination hall
 - 09.25 am - Distribution of answer books
 - 09.30 am - Distribution of question 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 timings shall be followed for examinations in AN session.

The above schedule of timings shall be appropriately modified for AN examinations.

- 01.45 pm - Candidates enter the examination hall
- 01.55 pm - Distribution of answer books
- 02.00 pm - Distribution of question papers
- 03.00 pm - 1 hour of examination is over
- 04.00 am - 2 hours of examination are over
- 04.55 pm - Warning bell for the candidates
- 05.00 pm - Examination is over



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| 4 | Dr. P. SELVAKUMAR | MEMBER | <i>P. Selvakumar</i> |
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