

DATE: 14/05/2022

TIME: 3 P.M

VENUE: BOARD ROOM

Examination and Equipment Committee met on 14th May 2022 to discuss the internal and external exam related matters at 3 P.M in the board room.

The members of the Committee are as follows:

1. Dr. R. Parvathi, chairperson
2. MR. Narayan Swamy, vice-Principal
3. Ms. Bharathi P.S, Head
4. Ms. Shilpa R, Asst. Prof / B.Sc-FAD
5. Ms. Gowri Hebbal, HoD / Commerce
6. Ms. Febina K.S, Co-ordinator / BCA
7. Ms. Rammya B, IQAC Co-ordinator

Agenda

- Welcome
- Result analysis
- Finalisation of Dates for unit test.
- Evaluation and Internal Assessment criteria
- Dates for Unit Test.
- Student Internships and evaluation.
- Introducing the students (I Sem) to exam related programmes.
- Any other topic.
- Vote of thanks.

Proceedings:

- Mrs. Bharathi P.S, Head of the Committee welcomed the chairperson and all the members to the meeting.
- A detailed Result analysis of the Semester results was done to know the student's performance in the university examinations. Subject wise result analysis was done to know the staff contribution.
- Chairperson Dr. R. parvathi directed the Committee to finalise the dates for the internals. Unit test marks, evaluation criteria were discussed in the meeting.
- It was directed by the Chair to prepare the time table and announce it to the students well in advance. Subject teachers were to prepare the question papers well in time and submit it to the respective HOD'S and Co-ordinators.
- BCA and B.Sc-FAD Internship/Projects, its evaluation and allotment of Internal marks for Project was discussed.
- It was proposed by Mrs. Shilpa-R to conduct an exclusive meeting with students of I Sem and lateral entry to brief them about the exam related


to make matters and issues; Students aware of the semester examinations and the way of furnishing all the details while paying their examination fees. A help desk was created to help students regarding the examination issues which included Mr. Murali, technical support staff.

→ Staff were directed to follow the exam related notifications sent by the university.

→ Meeting concluded with vote of thanks by Mrs. Shilpa. R, Asst. Prof B.Sc - TAD.

Bhathi P. S

HEAD OF COMMITTEE

 CHAIRPERSON

PRINCIPAL
V.E.T. FIRST GRADE COLLEGE
J.R. Nagar, Bangalore - 560 078.

DATE: 18/11/2022

TIME: 3.30 P.M

VENUE: BOARD ROOM

The examination and equipment Committee met the second time during the term and the date for the meeting was 18/11/2022 at 3.30 pm in the Board Room.

Following is the list of the members present in the meeting:

1. Dr. R. Parvathi, Principal *P. Parvathi*
2. Mr. Narayan Swamy. S.G, Vice-Principal *N.S.G.*
3. Ms. Bharathi. P.S, Head *Bharathi P.S.*
4. Ms. Rammya. B, IQAC Co-ordinator *Rammya B.*
5. Ms. Shilpa, Asst. Prof / B.Sc-FAD *Shilpa R.*
6. Ms. Gowri Hebbal, HOD/Commerce *Gowri Hebbal*
7. Ms. FEBINA. K.S, Co-ordinator/BCA *Febina K.S.*

AGENDA

- Welcome
- Conducting Internal Tests.
- Evaluation and entry of marks
- Finalisation of IA marks
- IA marks submission to university.
- Conducting of end semester examinations
- Any other topic
- Vote of thanks.

Proceedings:

→ Meeting of examination Committee began with a welcome by Mrs. Bharathi, P. Head of the Committee. Dr. R. Parvathi chaired the meeting.

→ The Committee was directed to conduct the unit test on time and record the marks in the respective record books maintained by Mrs. Vijaya Kumari, office in-charge.

→ The members were educated regarding the calculation of IA marks as per CIE, considering the assignments, records, seminars, workshops etc.

→ Vice-Principal Mr. Narayan Swamy S.G. stressed on finalisation of IA marks and uploading of the same in the BCU portal.

Principal Dr. R. Parvathi told the members to follow the University notifications and work according to upload the IA marks after thorough verification by mentors and respective HOD'S.

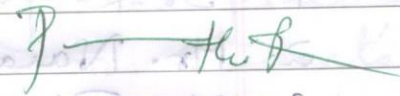
→ Principal and chairperson Dr. R. Parvathi highlighted on the tentative dates for theory and practical exams and the efforts to be put by staff for its smooth conduction.

Vice-Principal Mr. Narayan Swamy was given charge of collecting question papers from the university. The Committee was made responsible for conducting the end semester examinations very smoothly.

Vote of thanks by Mrs. Shilpa R and the meeting ended around 4.30 PM.

Bhathi P.S

HEAD OF COMMITTEE



CHAIRPERSON

PRINCIPAL
VET. RES. COLLEGE
J.R. Nagar, Bangalore-560 078.

DATE : 19/04/2023

TIME : 3 P.M

VENUE : BOARD ROOM

Examination and Equipment Committee meeting was held on 19/04/2023 at 3.P.M in VET FGC Board Room.

Following members were present for the meeting:

1. Dr. R. Parvathi - PRINCIPAL *P. Parvathi*
2. Mr. Narayan Swamy. S.G - VICE PRINCIPAL *NS*
3. Ms. Bharathi. P.S, Head IB *Bharathi P.S*
4. Dr. Ramya. B - IQAC Co-ordinator *Ramya B*
5. Ms. Gowri HEBBAR - HOD, B.Com *Gowri HEBBAR*
6. Ms. SHILPA. R, Asst. Prof. B.Sc-FAD *Shilpa R*
7. Ms. FEBINA. K.S, Co-ordinator BCA *Febina K.S*

AGENDA :

- WELCOME
- Curriculum discussion of all Streams.
- purchase of equipments for BCA and B.Sc-FAD.
- Unit test and preparatory examination.
- Result analysis of all Streams.
- Any other topic.
- Vote of thanks.

Proceedings:

- Meeting Commenced at 3 P.M. with a welcome address by Ms. Bharathi.P.S, Head of the Committee. Head welcomed the Chair and the members for its Committee meeting.
- Curriculum of IV and V semester of all Streams was discussed to understand the syllabus, Credits for theory and practical, evaluation scheme, CIE based on student's performance in Assessment tests, assignments, Seminars, lab records etc.
- The outline for CIE was discussed and as usual two tests and a preparatory exam (only for B.Com, BBA) and practical internal exams for B.Sc-FAD and BCA was announced. Principal Dr. R. Parvathi stressed on conducting seminars, quizzes and other student's activity for Internal assessment along with two tests.
- The Committee was told to prepare time table for the internal exam (Tests) well in advance and inform the students about the same. To ensure that all question papers are prepared well in advance. It was directed to conduct the internals in the first week of June, 2023.

→ Result analysis of all streams (odd sem) was done. Staff wise and Subject wise analysis was done to ^{know} the student's performance in their semester examination. Staff members who had given good results were appreciated in the meeting.

→ BCA and B.Sc-FAD heads were told to submit the list of equipments if needed for the upcoming semester; as per the new syllabus.

→ The Committee was also directed to look into the grievances/complaints of the students regarding reevaluation and other exam related issues.

→ Meeting concluded at 4.10 PM and Vote of thanks was proposed by Ms. Febina K.S Co-ordinator, BCA.

Bhathi P.S

Head of Committee

CHAIRPERSON
VET. FIRST GRADE COLLEGE
J.P. Nagar, Bangalore-560 078.