

JINDAL FIRST GRADE COLLEGE FOR WOMEN



EXAMINATION COMMITTEE

ANNUAL REPORT

2017-18



EXAMINATION COMMITTEE ODD SEMESTER 2017-18

Meetings were held on 28/07/2017, 29/8/2017, 4/10/2017 and 27/11/2017 to discuss about the dates, timings, rules and regulations of internals, preparatory examination and final examination.

1. 28/07/2017 – Meeting was held to discuss about the 1st Internal, conducted from 05/08/2017 to 12/08/2017. The following points were discussed and implemented.

- Internals for 25 marks
- Question paper submission to committee from subject teachers.
- Test conducted in respective classes.
- Retest for absentees.
- Absentee’s record.
- Question paper maintenance.
- Maintenance of Consolidated marks statement.

	I year		II year		III year	
	B.COM	BBA	B.COM	BBA	B.COM	BBA
5/8/2017	-	-	PRCC	HRM	-	-
7/8/2017	FA	FA	FM	BR	AA/IFM	IM
8/8/2017	MSM	MP	CA	SSB	EDP	MA
9/8/2017	IFS	BOE	KAN/HIN	KAN/HIN	GST/GST	EM
10/8/2017	KAN/HIN	KAN/HIN	BE	CA	IFRS	CAB
11/8/2017	MATHS/CA	QMB	ENG	CE	CM	AFM/SHRM
12/8/2017	ENG	ENG	QABD	BE	IT	FMS/EWSSB

Date	I year		II year		III year
	B.SC	BCA	B.SC	BCA	BCA
5/8/2017	PHYSICS	KAN/HIN	CHEMISTRY	KAN/HIN	MP
7/8/2017	MATHS	DM	MATHS	OS	JAVA
8/8/2017	KAN/HIN	C	ENGLISH	ENGLISH	COA
9/8/2017	ENGLISH	ENGLISH	PHYSICS	FA&M	SE
10/8/2017	EPH	DE	KAN/HIN	C++	DCCN
11/8/2017	CHEMISTRY	-	CD	-	-



2. 29/8/2017 - Meeting was held to discuss about the 2nd Internal, conducted from 18/09/2017 to 26/09/2017.

- Internals for 25 marks
- Question paper submission to committee from subject teachers.
- Test conducted in respective classes.
- Retest for absentees
- Absentees record
- Question paper maintenance
- Maintenance of Consolidated marks statement

Date	I year		II year		III year	
	B.COM	BBA	B.COM	BBA	B.COM	BBA
18/9/2017	-	-	PRCC	HRM	-	-
20/9/2017	FA	FA	FM	BR	AA/IFM	IM
21/9/2017	MSM	MP	CA	SSB	EDP	MA
22/9/2017	IFS	BOE	KAN/HIN	KAN/HIN	GST/GST	EM
23/9/2017	KAN/HIN	KAN/HIN	BE	CA	IFRS	CAB
25/9/2017	MATHS/CA	QMB	ENG	CE	CM	AFM/SHRM
26/9/2017	ENG	ENG	QABD	BE	IT	FMS/EWSSB

Date	I year		II year		III year
	B.SC	BCA	B.SC	BCA	BCA
18/9/2017	CHEMISTRY	KAN/HIN	PHYSICS	KAN/HIN	MP
20/9/2017	PHYSICS	C	MATHS	OS	JAVA
21/9/2017	KAN/HIN	DM	ENGLISH	ENGLISH	COA
22/9/2017	ENGLISH	ENGLISH	CHEMISTRY	FA&M	SE
23/9/2017	MATHS	DE	KAN/HIN	C++	DCCN

3. 4/10/2017 - Meeting was held to discuss about the Preparatory Examination conducted from 25/10/2017 to 02/11/2017.

- Preparatory for 70 marks
- Question paper submission to committee from subject teachers.
- Preparatory examination was conducted like final examination.
- Question paper maintenance.



Date	I year		II year		III year	
	B.COM	BBA	B.COM	BBA	B.COM	BBA
25/10/2017	FA	FA	FM	BR	AA/IFM	IM
26/10/2017	MSM	MP	CA	SSB	EDP	MA
27/10/2017	IFS	BOE	KAN/HIN	KAN/HIN	GST/GST	EM
28/10/2017	KAN/HIN	KAN/HIN	BE	CA	IFRS	CAB
30/10/2017	MATHS/CA	QMB	ENG	CE	CM	AFM/SHRM
31/10/2017	ENG	ENG	QABD	BE	IT	FMS/EWSSB
02/11/2017			PRCC	HRM		

Date	I year		II year		III year
	B.SC	BCA	B.SC	BCA	BCA
25/10/2017	ENGLISH	ENGLISH	KAN/HIN	KAN/HIN	JAVA
26/10/2017	KAN/HIN	KAN/HIN	ENGLISH	ENGLISH	SE
27/10/2017	PHYSICS	C	MATHS	C++	COA
28/10/2017	MATHS	DM	CHEMISTRY	FA&M	MP
30/10/2017	CHEMISTRY	DE	PHYSICS	OS	DCCN

4. 24/11/2017 – This meeting exclusively for the members of examination committee regarding the assignment of roles and responsibilities to the members.

Principal has assigned the following responsibilities to conduct the UG semester examination which will be held from 04/12/2017 to 29/12/2017.

- Dr. C. Sevithaya – Chief Superintendent
- Mr. Nagappa S Angadi – Deputy Superintendent
- Mr. Xavier P – Question paper custodian
- Mrs. Varsha Sharma – Answer paper custodian
- Mrs. Bhagyavathi – Sitting Squad(External)
- Mrs. Latha – Computer operator
- Ms. Shubha - Computer operator
- Mr. Srinivas P R – FDA
- Mrs. Kodhai P – SDA
- Mrs. Shashikala G – SDA

- Mrs. Smitha – Office superintendent

5. 30/11/2017 – The staff meeting was held at 3:30 PM in IQAC, where the rules and regulations of the examination were briefed to all the faculty members.

EXAMINATION COMMITTEE EVEN SEMESTER 2017-18

Meetings were held on 02/02/2018, 20/3/2018,14/5/2018 and 16/05/2018 to discuss about the dates, timings, rules and regulations of internals and final examination.

1.02/02/2018 – Meeting was held to discuss about the 1st Internal, conducted from 22/02/2018 to 26/02/2018. The following points were discussed and implemented.

- Internals for 25 marks
- Each day 2 sessions- 1st session 9.30 to 10.30 and 2nd session 11.30 to 12.30.
- Question paper submission to committee from subject teachers.
- Absentee’s record.
- Question paper maintenance.
- Maintenance of Consolidated marks statement.

	I year				II year				III year			
	B.COM		BBA		B.COM		BBA		B.COM		BBA	
22/2/2018	K/H	ENG	K/H	ENG	K/H	ENG	K/H	BRM	PPA	MA	IB	IT
23/2/2018	AFA	RM	FA	OB	PEM	EBA	MM	FM	BT/IAA	CM/PM	IF/OCD	SCM/CM
24/2/2018	BLO	QABD	POM	QMB	CA	SCM	BRO	CA	BR	IT	EB	SM
26/2/2018					ACA		SM					

Date	I year				II year				III year	
	BCA		B.SC		BCA		B.SC		BCA	
22/2/2018	DS	ENG	MAT	ENG	OR	K/H	PHY	K/H	TOC	WP
23/2/2018	DBMS	K/H	CHE	K/H	UNIX	ENG	CHE	ENG	SP	CNS
24/2/2018	NASM		PHY		VP		MAT			



2. 20/3/2018 - Meeting was held to discuss about the 2nd Internal, conducted from

09/04/2018 to 12/04/2018.

- Internals for 25 marks
- Each day 2 sessions- 1st session 9.30 to 10.30 and 2nd session 11.30 to 12.30.
- Question paper submission to committee from subject teachers.
- Absentees record
- Question paper maintenance
- Maintenance of Consolidated marks statement

	I year				II year				III year			
	B.COM		BBA		B.COM		BBA		B.COM		BBA	
09/4/2018	K/H	ENG	K/H	ENG	K/H	ENG	K/H	BRM	PPA	MA	IB	IT
10/4/2018	AFA	RM	FA	OB	PEM	EBA	MM	FM	BT/IAA	CM/PM	IF/OCD	SCM/CM
11/4/2018	BLO	QABD	POM	QMB	CA	SCM	BRO	CA	BR	IT	EB	SM
12/4/2018					ACA		SM					

Date	I year				II year				III year	
	BCA		B.SC		BCA		B.SC		BCA	
09/4/2018	DS	ENG	MAT	ENG	OR	K/H	PHY	K/H	TOC	WP
10/4/2018	DBMS	K/H	CHE	K/H	UNIX	ENG	CHE	ENG	SP	CNS
11/4/2018	NASM		PHY		VP		MAT			

3. 14/05/2018 – meeting was held to the members of examination committee to discuss

The roles and responsibilities of members during the even semester.

- Dr. C. Sevithaya – Chief Superintendent



- Mr. Nagappa S Angadi – Deputy Superintendent
- Mr. Xavier P – Question paper custodian
- Mrs. Varsha Sharma – Answer paper custodian
- Mrs. Bhagyavathi – Sitting Squad(External)
- Mrs. Latha – Computer operator
- Mr. Srinivas P R – FDA
- Mrs. Kodhai P – SDA
- Mrs. Shashikala G – SDA
- Mrs. Smitha – Office superintendent
- Mrs. Shoba - Office superintendent

➤ Necessary arrangements to be done for smooth conduct of examination.

4. 16/105/2018 – The staff meeting was held at 2:45 PM in IQAC, where the rules and regulations of the examination from 18/5/2018 to 14/06/2018 were briefed to all the faculty members.

