



## ODD SEMESTER - MINUTES OF THE MEETING

THIRUTHANGAL NADAR COLLEGE

EXAMINATION CELL

MEETING MINUTES

DATE:01-08-2023

VENUE: Examination Cell

TIME: 2.00 PM

On August 1, 2023, the Examination Cell held a meeting with all members of the Exam Committee to discuss the following agenda for the Mid Examination.

Agenda:

1. Date Schedule and timetable
2. Question Paper submission and answer key
3. Duty Allocation
4. Answer Sheet Collection
5. Rules & Regulation



**1. Date Schedule and timetable**

- The exam committee prepared the timetable to conduct the mid examination.
- The Exam is scheduled from 07-08-2023 to 11-08-2023 as per the academic calendar.
- The timetable circulated in all the departments.

**2. Question Paper submission and answer key**

- All the departments should submit the question papers to the Examination cell on or before 05-08-2023.
- The question papers should be in bloom taxonomy format.

**3. Duty Allocation**

- The Exam cell coordinator allocates the invigilators duty list and circulates to the staff members.

**4. Answer Sheet Collection**

- The committee collect the answer sheet and submit back to the concerned departments.

**5. Rules & Regulation**

- The committee circulate the rules and regulations to the staff members.

1. Dr.S.B.Ninu
2. Mrs.C.Vijayalakshmi
3. Dr.P.Balusamy
4. Dr.V.Govindarajan
5. Mr.K.Prabhakaran
6. Mrs.T.S.Suchita



**THIRUTHANGAL NADAR COLLEGE**

**EXAMINATION CELL**

**MEETING MINUTES**

**DATE: 04-10-2023**

**VENUE: Examination Cell**

**TIME: 2.00 PM**

On 4<sup>th</sup> Oct 2023, the Examination Cell held a meeting with all members of the Exam Committee to discuss the following agenda for the Model Examination.

**Agenda:**

- 1. Date Schedule and timetable**
- 2. Question Paper submission and answer key**
- 3. Seating Plan**
- 4. Duty Allocation**
- 5. Answer Sheet Collection**
- 6. Rules & Regulation**



**1. Date Schedule and timetable**

- The exam committee prepared the timetable to conduct the model examination.
- The Exam is scheduled from 16-10-2023 to 20-10-2023 as per the academic calendar.
- The timetable circulated in all the departments.

**2. Question Paper submission and answer key**

- All the departments should submit the question papers to the Examination cell on or before 12-10-2023.
- The question papers should be in bloom taxonomy format.

**3. Seating Plan**

- The examination cell made the seating plan arrangements for the students to attend the examination.

**4. Duty Allocation**

- The Exam cell coordinator allocates the invigilators duty list and circulates to the staff members.

**5. Answer Sheet Collection**

- The committee collect the answer sheet and submit back to the concerned departments.

**6. Rules & Regulation**


- The committee circulate the rules and regulations to the staff members.

1. Dr.S.B.Ninu 

2. Mrs.C.Vijayalakshmi 

3. Dr.P.Balusamy

4. Dr.V.Govindarajan

5. Mr.K.Prabhakaran 

6. Mrs.T.S.Suchita 



**THIRUTHANGAL NADAR COLLEGE**

**EXAMINATION CELL**

**MEETING MINUTES**

**DATE:16-10-2023**

**VENUE: Examination Cell**

**TIME: 2.00 PM**

On 16<sup>th</sup> Oct 2023, the Examination Cell held a meeting with all members of the Exam Committee to discuss the following agenda for the University Practical Examination.







**Agenda**

**Practical Examination Schedule (November 2023) - Odd Semester**

- 1. Confirmation of Practical Examination Dates**
- 2. Review of Examination Schedule**
- 3. Allocation of Examination Venues and Invigilators**
- 4. Soft Skills Examination (II Years) - Date and Arrangements**
- 5. Value Education Examination (III Years) - Date and Arrangements**
- 6. Claim sheet preparation (Theory)**



1. The Practical Examination Schedule for the Odd semester was confirmed as follows:
  - Practical Examination Dates: 2nd, 3rd, 4th, 6th, 7th, and 8th November 2023
  - Soft Skills Examination (II Years): 9th November 2023
  - Value Education Examination (III Years): 10th November 2023
2. The examination schedule was reviewed, and the allocation of examination venues and invigilators was discussed.
3. The Soft Skills Examination (II Years) on 9th November 2023 will be conducted.
4. The Value Education Examination (III Years) on 10th November 2023 will be conducted.
5. Claim sheet preparation (Practical)
  - After completing the examination according to the UNOM protocol, the coordinator prepares the claim sheet and submits it to the principal.
  - The Head of the institution then submits the claim to the university.

1. Dr.S.B.Ninu 
2. Mrs.C.Vijayalakshmi 
3. Dr.P.Balusamy 
4. Dr.V.Govindarajan 
5. Mr.K.Prabhakaran 
6. Mrs.T.S.Suchita 



**THIRUTHANGAL NADAR COLLEGE**

**EXAMINATION CELL**

**MEETING MINUTES**

**DATE:10-11-2023**

**VENUE: Examination Cell**

**TIME: 2.00 PM**

On 10<sup>th</sup> Nov 2023, the Examination Cell held a meeting with all members of the Exam Committee to discuss the following agenda for the University Theory Examination.

**Agenda:**

- 1. Issuing Hall Tickets**
- 2. Exam Schedule**
- 3. Seating Plan**
- 4. Room allotment**
- 5. Duty allocation**
- 6. Fine collection**
- 7. Attendance collection**
- 8. Online attendance entry**
- 9. Bundle segregation**
- 10. Rules & Regulation**
- 11. Claim sheet preparation (Theory)**





**1. Issuing Hall Ticket**

- The exam committee download the hall tickets from the UNOM website.
- The hall tickets issued to the concerned HoDs.

**2. Exam Schedule**

- The college received the UNOM exam schedule.
- Based on the UNOM timetable, the Exam Cell has scheduled the examinations.
- The examinations will commence from November 22, 2023, and continue until January 4, 2024.

**3. Seating Plan**

- As per the UNOM timetable the committee schedules the seating plan for the students to write the examination.

**4. Room Allotment**

- The rooms were allocated to the students by the exam committee.

**5. Duty Allocation**

- The coordinator prepared the invigilators list to engage the students for writing the examinations.

**6. Fine Collection**

- The committee collected the fine for the hall ticket and I'd card missing cases.
- The bill amount is submitted to the office.

**7. Attendance Collection**

- The committee collect the students attendance sheets from each room.
- Maintain 02 copies of attendance sheet.(One for the University and the other for college record)

**8. Online Attendance entry**

- The coordinator entered the attendance entry on daily basis in online mode.

**9. Bundle Segregation**

- The committee members segregate the answer sheets into bundles as per UNOM instructions.
- The bundles are submitted to UNOM on a weekly basis.

**10. Rules & Regulation**


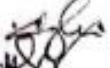




- The committee circulate the rules and regulations to the staff members.





### 11. Claim sheet preparation (Theory)

- After completing the examination according to the UNOM protocol, the coordinator prepares the claim sheet and submits it to the principal.
- The Head of the institution then submits the claim to the university.

1. Dr.S.B.Ninu 
2. Mrs.C.Vijayalakshmi 
3. Dr.P.Balusamy 
4. Dr.V.Govindarajan 
5. Mr.K.Prabhakaran 
6. Mrs.T.S.Suchita 



## EVEN SEMESTER - MINUTES OF THE MEETING

### THIRUTHANGAL NADAR COLLEGE SELAVAYAL, CHENNAI - 51

#### Examination Cell

#### CIRCULAR

Tomorrow (20.01.2024) meeting for all the exam committee members is to be held at examination cell by 2.00pm. All must attend the meeting without fail on time. Following points are to be discussed in the meeting.

#### Agenda:

1. Internal Assessment – I & II Time Table & Model Timetable
2. Question Paper and Answer Key
3. Work Allotment
4. Answer Sheet Collection
5. Seating Plan

V. Devi  
PRINCIPAL

S.No	Name of the Member	Signature
1	Dr.R.Kuttimani	
2	Dr.P.Balusamy	
3	Mrs.Jayasutha . S	
4	Mrs.K.Anitha	
5	Mr.Jothi Rishi Vigneshvar	



## MINUTES OF THE MEETING

1. All departments should submit the Hardcopy of Internal Assessment – I & II and Model Examination Time Table with respective department seal for all years as per schedule.
2. Hod's asked to submit the Hard copy of Question Paper and Answer Key for the Internal Assessment I to Examination Cell and also share the Softcopy to [examcell@thiruthangalnadarcollege.edu.in](mailto:examcell@thiruthangalnadarcollege.edu.in).
3. Work Allotment :

S.No	Name of the Member	Work Allotment
1	Dr.R.Kuttimani	To verify the Question Paper and Answer key submission Status
2	Dr.P.Balusamy	Seating Plan for Model Examination
3	Mrs.Jayasutha	Invigilation Duty Allotment and Communication
4	Mrs.K.Anitha	Answer Paper Collection and Maintenance
5	Mr.Jothi Rishi Vigneshvar	Day wise Question Paper Distribution & Attendance Maintenance

4. To distribute the Answer Sheet to the respective departments and also collect the unused answer sheet same day itself.