

25.2.3

Continuous Internal Evaluation Grievance Redressal Form

Name :
Batch :
Roll Number :
Subject (for which the grievance is addressed) :
Details of the Internal Evaluation
 Name of the Exam (Formative/Notified) :
 Date of conduct of the Exam :

Grievance to be addressed

Signature of the Student

For Office Use only

Grievance redressal

Signature of the Faculty
 Dr. KAGNE. R.N
 DEAN
 SRI MANAKULA VINAYAGAR
 MEDICAL COLLEGE & HOSPITAL
 KALITHEERTHALKUPPAM,
 PUDUCHERRY-605107.

Signature of the HOD

Exam Committee
SOP
updated

Sri
MANAKULA



VINAYAGAR

Medical college and Hospital

Meeting Title	Examination committee Meeting
Date of meeting	23 October 2019
Meeting Venue	College Council Hall
Meeting Agenda	Revival of executive members of the Committee
Key meeting outcomes : Newly elected executive members of Committee	

Sl.No	Name	Designation
1	Dr. K. Karthikeyan	Dean (Academic), Sri Manakula Vinayagar Medical College & Hospital, Pondicherry
2	Dr. Shivayogiappa	Co- chairman
3	Dr. Sunil Shivekar	Secretary
4	Dr. Kalaiselvan	NAAC- Coordinator
5	Dr. Soundariya	MEU – Coordinator
6	Dr. Shanthi	Member
7	Dr. Manoharan	Member
8	Dr. Girija	Member
9	Miss. Maragathapriya (II year Student)	Member

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SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE & HOSPITAL
KALITHEERTHALKUPPAM,
MADAGADIPET, PUDUCHERRY-605 107.

Dr. K.KARTHIKEYAN, M.D.
DEAN (ACADEMIC)
Sri Manakula Vinayagar Medical College and Hospital
Kalitheerthalkuppam. Madagadipet.
Puducherry 605 107

Internal Assessment Examination Committee (IAEC)

DRAFT

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1) Purpose

The purpose of this manual is to provide uniform guidelines to all the departments to ensure smooth and transparent conduction of all UG/PG internal assessment examinations (Theory & Practical) held in Sri Manakula Vinayagar Medical College and Hospital.

2) Scope

The scope of this manual is to upgrade, maintain, and improve the quality of medical UG/PG (Theory and Practical) internal assessment examinations conducted at Sri Manakula Vinayagar Medical College and Hospital.

3) Structure and function of the Internal Assessment Examination Committee (IAEC)**A) General rules**

- a) The Committee will consist of 11 members (6 executive members & 5 members)
- b) Members will serve a term not to exceed 3 years which will be renewed based on the requirements
- c) Committee meeting happens twice in a year preferably at the start of a semester
- d) Attendance in the committee meetings is mandatory for all the members

B) Functions of the Committee

- a) The IAEC shall ensure proper performance of the various duties in conducting theory examination viz. paper setting, examination time table preparation, evaluation and declaration of results.
- b) The IAEC shall recommend reforms in internal assessment examination pattern (Theory and Practical) keeping Pondicherry University guidelines in mind and shall implement them after approval of institution curriculum committee.
- c) The IAEC shall select invigilation committee for strict vigilance during the conduct of examination.
- d) The IAEC shall perform such duties and responsibilities that are assigned by curriculum committee of the institute from time to time.

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4) Role of Committee members

No	Committee member	Name of member	Role & responsibility
1	Chairperson		Will act as advisory to examination committee
2	Co- chairperson		Will act as advisory to examination committee
3/4	Secretary/ Joint-Secretary		<ul style="list-style-type: none"> a. Prepare the rules & regulations of internal examination as per NMC guidelines b. Monitor the question paper pattern and practical assessment pattern as per SMVMCH and Pondicherry University guidelines c. Selection of flying squad on regular basis in concern with department HODs d. Will prepare the duty schedule for flying squad e. Receive the grievances related to examination conduction from faculty, staff or students and forward it to Grievance Redressal Committee (GRC) f. Receive the cases of misbehaviour & malpractices reported during Examination and report it to GRC g. Conduction of committee meeting twice in a year preferably at the start of a semester h. Take feedback from committee members for further improvement of conduction of internal examination i. Keep the record of all the meeting (minutes of meeting) j. Supervise the smooth conduction of all theory internal assessment examination k. Will have overall control on the IAEC office

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4	Members	MEU coordinator	
		NAAC coordinator	
		Faculties from clinical & pre & para Clinical dept.	

5) Role of Individual Department

A) HOD

- a) Preparation of Blue print of Question paper and Answer key as per SMVMCH pattern
- b) Submission of question paper and answer key to Dean Academic for final approval 10 days before of examination.
- c) Keeping the confidentiality of question paper
- d) Assigning the Exam duties to departmental staff
- e) Reporting any changes in examination schedule to the IAEC
- f) Address any grievances regarding examination conduction, paper setting, malpractice, and evaluation-related complaint by students
- g) Should maintain a file of internal assessment mark.
- h) Nominate one faculty from department as registrar
- i) Make arrangements in the department to provide regular feedback to students after formative assessments
- j) Make arrangements in the department to conduct remedial measure for slow learners after summative assessments

B) Faculty/SR

- a) Conduction of examination in-time and seating arrangement of Examination hall
- b) Issue question papers and collect answer booklets according to exam timings
- c) Strict supervision during examination to avoid malpractice
- d) Ask the students to keep their books, note books, mobile phones and their written materials at the front of the hall/outside the hall
- e) Any malpractice during examination should be reported to HOD

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C) Non-teaching Staff (Technicians & Attenders)

- a) Assist in seating arrangement, writing roll numbers on tables, and any other related works before internal exams
- b) Arrange answer booklets on the writing table 10 min prior to exam timings
- c) Return answer booklets to IAEC after written tests and get acknowledgement sign from the custodian
- d) Collect answer books from the custodian after evaluation and keep in the department for students' reflection and feedback
- e) Issue question papers and collect answer booklets according to exam timings

D) Invigilation Team

- a) All the Department staff on examination duty will constitute "Invigilation Team."

6) Role of Flying Squad

- a) The Flying Squad members will be selected in the committee meeting
- b) Supervise the theory internal examination conducted by all the departments
- c) Keep the attendance records of all the respective departmental staff and the students (as per Annexure-I enclosed)
- d) Will strictly follow the entry and exit timings during the examination
- e) Report the exam related grievances and cases of malpractice (discussion, exchanging papers, using mobile phones) during exam to IAEC (as per Annexure-II enclosed)
- f) Attend all the meetings and give feedback (as per Annexure-III enclosed)

7) Guidelines for conducting theory internal assessment exams

- a) All internal exams conducted in the morning hours start sharp by 08:45 am
- b) On exam day, the concerned department staff (Invigilation Team) will arrive 15 min earlier to the exam hall.
- c) Invigilation team will instruct the students to keep their belongings, books, note books, mobile phones, and any written materials at the front of the hall/outside the hall at their own risk
- d) Check whether the students have occupied their seats as per the seating arrangement.
- e) The Flying Squad members will also report to the exam-hall 5 minutes early.
- f) No student will be allowed inside the exam hall after 08:45 am.

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g) In case student is late, he/she will be allowed to write the exams only after getting written permission from Director/Dean (A)

h) If students are involved in malpractice, the nature of punishment will be as follows:

S.No	Unfair practice/Malpractice	Nature of Punishment
1	<ul style="list-style-type: none"> Talking to another candidate inside the examination hall during the examination hours. Reading out the answer to the questions or communicating in any manner answers or information in the Examination Hall so as to benefit the other candidates taking the examination. Passing on or attempting to pass on a solution to a question or a part thereof, to any other candidate during the examination hours 	<p><u>Minor Malpractice/use of unfair Means by the students</u></p> <ul style="list-style-type: none"> Strict warning and reported to HOD If repeated, expelled from exam hall and reported to GRC
2	<ul style="list-style-type: none"> Possession of books, notes, paper or any other material, whether written, inscribed or engraved which could be of help or assistance to him/her in answering any part of the question paper. Possession of electronic or other devices like cell phone or pager or digital diary or other Electronic gadgets which could of help or assistance to him in answering any part of the question paper Found copying with bits of papers or leaves of text books or any other source or from the answer book of the any other candidate. 	<p><u>Major Malpractice/use of unfair Means by the students</u></p> <ul style="list-style-type: none"> Expelled from exam hall and reported to GRC Possessed materials seized and submitted to Director office by Invigilation team/flying squad Informed to parents Reported to college disciplinary committee Results will be withheld Not allowed to write university exams

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	<ul style="list-style-type: none"> Attempting to interfere directly or indirectly the discharge of the duties of the invigilators, other examination officials/ personnel Abusing /Insulting/ Intimidating/ Assaulting/Manhandling/injuring the Invigilator and other Examination officials/personnel 	<u>Severe Malpractice/use of unfair Means by the students</u>
3	<ul style="list-style-type: none"> Helping the candidates to copy by any means. 	<u>Malpractice/use of unfair means by the invigilator/staff/supervisor</u>

8) Guidelines for conducting practical internal assessment exams

- All the practical internal examinations should be planned according to SMVMCH guidelines
- The department should get the approval for chosen practical pattern from the institution curriculum committee which is authorized to suggest, modify or change the pattern keeping NMC/PU guidelines in mind.
- The concerned department will send a copy of the practical results within 5 days of examination to the custodian of IAEC

9) Guidelines for Evaluation in the Central evaluation hall

- Theory paper evaluation of all the Internal Assessment exams will be done in the Central evaluation hall by respective department faculties. Whereas, all the formative assessment exams will be conducted and evaluated at the department level.
- Custodian will prepare the list of evaluators and communicate it to the concerned departments
- All evaluations should be completed within 7 days of completion of exams
- Custodian will arrange the answer sheets for evaluation according to instructions given by IAEC

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- e) All the evaluators will be provided with question papers and answer key before the evaluation
- f) After the completion of evaluation, the concerned department clerks should prepare the mark list in the evaluation hall and dispatch a copy to concerned HOD, Dean academic & Director office
- g) If students have any grievances related to their results, they can fill Annexure-II mentioning the specific queries (Annexure-II available at custodian) within 7 days of declaration of results. Such grievances will be addressed by concerned departments within next 7 days.
- h) The custodian will prepare the final results and display it on the notice board after approval from the HOD, Dean academic & Director office
- i) The librarian should submit a copy of question paper blue print and answer key to MEU in charge for record purpose
- j) Any faculty who fails to attend the evaluation duty should intimate the same to the concerned HOD and Dean academic

10) Role of Custodian

- a) Assist secretary/joint secretary of IAEC in smooth conduction of all IA exams
- b) Prepare a list of paper evaluators by consulting concerned HODs and Dean (A) and communicate it to the departments immediately after the exams.
- c) Make arrangements for paper evaluation in the central evaluation hall
- d) Inform the department clerks/technicians to prepare the mark list after first evaluation and also after re-evaluation to rectify any changes in the marks
- e) Maintain Annexure-II (Grievance redressal form) and give it to students for filing any exam-related grievances within 7 days of declaration of results.
- f) Inform the department HOD about the grievances and get it addressed by concerned departments within next 7 days.
- g) Inform the department clerks/technicians to rectify the marks after re-evaluation
- h) Declaration of the results within 30 days of the internal exams after approval from HOD and Dean (A)

i) Maintain the attendance of evaluators

j) Cooperate with evaluators

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- k) Keep the answer booklets safely in the evaluation hall
- l) Receive answer booklets from the department after IA exams and keep in safe custody.

11) Grievance Redressal Committee

- a) Grievance Redressal Committee (GRC) shall be an independent committee appointed by the Chairperson to deal with the complaints related to the IA examinations.
- b) The GRC can recommend appropriate disciplinary actions in the concerned matter to the Director
- c) If students have any grievances related to their results, they can fill Annexure-II mentioning the specific queries (Annexure-II available at custodian) within 7 days of declaration of results. Such grievances will be addressed by concerned departments within next 7 days.
- d) Any changes in the marks after re-evaluation should be informed to the custodian for rectification
- e) Any complaints related to examination conduction, seating arrangement, Exam Hall preparation etc..... should be informed to IAEC (Annexure-II)

12) Future recommendations

- a) Decoding of answer booklets to avoid evaluation bias
- b) OMR scanner
- c) Online correction
- d) Installing AC in exam hall

13) Requirements

14) References

- o Pondicherry
- o MGR university Tamil Nadu
- o RGUHS, Karnataka

15) Annexure

- a) Annexure-I (Attendance form)
- b) Annexure-II (Grievance Redressal form)
- c) Annexure-III (IAEC - Feedback form)

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Sri Manakula Vinayagar Medical College and Hospital
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Puducherry - 605 107

Examination Committee

Date: 01.02.2017

Minutes of meeting

The exam committee meeting was held on 1st February 2017 in the Library of Department of Physiology. Dr Shivayogappa welcomed all the members and initiated the discussion.

Agenda of Meeting

1. To discuss the duties of committee during model exams
2. To prepare monthly schedule
3. To discuss a standard attendance format for students and faculties during exams
4. To discuss the steps to prevent malpractice during exams
5. To discuss on SOP
6. Any other issues

Salient features of Meeting

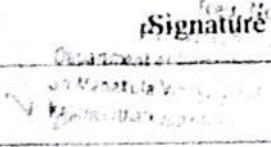

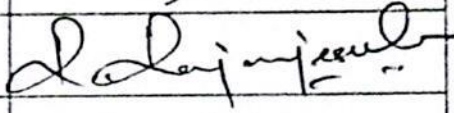


1. Committee members will help the concerned departments in conducting model exams. Model exams will be of 3hrs duration and each member will monitor exams for an hour.
2. Monthly schedule prepared by the coordinator was discussed and finalized.
3. A common attendance format for all exams was discussed and will be finalized with the approval of Dean sir
4. If any student is involved in malpractice of any kind, he/she will be sent out of exam hall and has to report to Director Sir.
5. A standard format for committee SOP was discussed and finalized. Dr Sunil will prepare the final draft and submit to Director
6. A proposal for installation of CCTV camera, Clock, Notice board and Speakers for announcement was discussed.
7. Members have raised the concern that few clinical department faculties are coming late for exam hall and exams started late.
8. Next meeting will be on 1st August 2017

The minutes of meeting will be submitted to Director Sir for further suggestions and approval.

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MADAGADIPET, PUDUCHERRY-605 107.

Dr. K. KARTHIKEYAN, M.D.

S.No	Exam committee Member	Signature
1	Dr. K. KARTHIKEYAN	
2	R. SUDHA	
3	Dr. N. A. Priyadharsini	N. A. Priyadharsini
4	N. Suman	N. Suman
5	D. DATARATESWARI	
6	Balakrishna Puri R.	R. B. Puri
7	Dr. Shivayogappa S. Teli	
8	Dr. G. Ganja	G. Ganja
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11	DR. DEEPIKA	
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Date: 01.08.2017

Minutes of meeting

The exam committee meeting was held on 1st August 2017 in the Library of Department of Physiology. Dr Shivayogappa welcomed all the members and initiated the discussion.

Agenda of Meeting

1. To discuss the duties of committee during model exams
2. To prepare monthly schedule
3. To discuss the steps to prevent malpractice during exams
4. Any other issues

Salient features of Meeting

1. Committee members will help the concerned departments in conducting model exams. Model exams will be of 3hrs duration and each member will monitor exams for an hour.
2. Monthly schedule prepared by the coordinator was discussed and finalized.
3. A common attendance format for all exams was discussed and will be finalized with the approval of Dean sir
4. If any student is involved in malpractice of any kind, committee members will mark as 'Malpractice' on the answer sheet and sign. Further actions will be taken by HODs of concerned department
5. Appointing new members was discussed with Dean Sir.
6. Members have raised the concern that few clinical department faculties are coming late for exam hall and exams started late. A meeting will be held with the clerks of all departments to sensitize about exam committee role, discipline during exam, seat numbering, distribution of question papers and answer sheets etc

The minutes of meeting will be submitted to Dean Sir for further suggestions and approval.

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Dr. K. KARTHIKEYAN, M.D.,

S.No	Exam committee Member	Signature Reg. No: 57769 DEAN Department of Postgraduate Studies Sr. Manakula Vinayagar Medical College & Hospital Kalitheerthalkuppam, Madagadipet, Puducherry-605107.
1	Dr. K. KARTHIKEYAN	
2	P. SODHA	
3	Dr. N. A. Prasadharshini	N. A. Prasadharshini
4	N. Suresh	N. Suresh
5	P. P. ASARAJESWARI	P. P. Asarajeswari
6	Balakrishna Priya R.	R. B. Priya
7	Dr. K. SUNDARIMA	K. Sundarima
8	Dr. DEEPIKA	Dr. Deepika
9	Dr. Shivayogappa. S. Teli	Dr. Shivayogappa S. Teli
10	Dr. G. Ganesh	G. Ganesh
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Examination committee

Date: 4/3/2018

Minutes of meeting

The exam committee meeting was held on 4th March 2018 in Physiology Library, and all the members were presented for meeting

Dr. Sunil has welcomed all the members and initiated the discussion on

Agenda of Meeting

1. Permanent seat numbering system on table or floor
2. Department staff not coming on time for Examination
3. Inclusion and exclusion of members
4. PG Examination - Question papers and seating arrangement

Silent Features of meeting

The following points were suggested by the members

1. After the discussion the Dean has suggested that the permanent numbering can be given on tables for the convenience of student
2. The departmental staff, coming late for conducting Examination, should be reported to HOD of concern Department to take a necessary action
3. Dr Deepa has suggested few names of faculties be included in the Committee list
4. For PG examination seating arrangement, Dr. Karthikeyan has suggested a random seating arrangement in between departments
5. Sir has also suggested not to allow late comers to sit for examination

The meeting was ended with the vote of thanks by Dr Sunil

The minute of this meeting will be submitted to Director for the further approval for the issue and suggestions given by the members

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S. No	Exam Committee member	Signature
	Dr. K. KARTHIGEYAN	
	S. SODHA	
	Dr. N. A. Piyadherhini	N. A. Piyadherhini
	N. Suresh	N. Suresh
	Dr. RAJARAJESWARI	Dr. Rajarajeswari
	Balakrishna Puri R	R. B. Puri
	V. Suresh	V. Suresh
	Dr. DEEPIKA	Dr. Deepika
	Dr. K. SOUNDARYA	K. Soundarya
	Dr. S. HANGANI MANGALAYALI	S. Hangani Mangalayali
	Dr. Shirayegappa. S. TEL	S. Shirayegappa

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Examination committee

Date: 10/8/2018

Minutes of meeting

The exam committee meeting was held on 10th August 2018 in Physiology Library, and all the members were presented for meeting

Dr. Sunil has welcomed all the members and initiated the discussion on

Meeting Agenda

1. Change of Examination time
2. Late commers file and action to be taken
3. Instruction to Department Technicians for smooth functioning of examination
4. Next batch PG Exam seating arrangement

Action to be taken


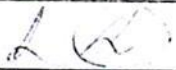
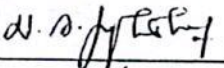
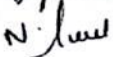
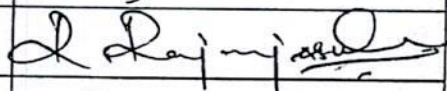
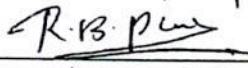
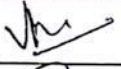

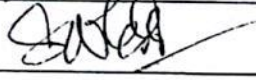

1. Dean Academic Dr Karthikeyan has suggested to change the examination time from 8.30 to 8.45
2. He also suggested that no student will be allowed after 8.45
3. Sir has instructed to all, committee members to be strict during examination
4. All the late student's attendance should be maintained and those, who are repeatedly coming late should be sent to Director sir for necessary action
5. Dean academic also suggested to take a step to improve the seating arrangement for next PG examination

The minute of this meeting will be submitted to Director for the further approval for the issue and suggestions given by the members

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MADABADIPET, PUDUCHERRY-605 107.

Dr. K. KARUNESIGAN M.D.

S. No	Exam Committee member	Signature
	Dr. B. BARTHIBEYAN	
	R. SOLHA	
	Dr. N.A. Priyadharshini	
	N. Suman	
	D. RATARAJESWARI	
	Balakrishna pri R.	
	V. Surescum	
	DR. DEEPIKA	
	Dr. Shivayegappa, S. Tili	
	DR. S. MANGANI MANGALAVALLI	

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MADRAS 605 007, PUDUCHERI-605 107.



Examination committee

Date: - 4/3/2019

Minutes of meeting

The exam committee meeting was held on 4th March, 2019 in Physiology Library, and all the members were presented for meeting

Dr. Sunil has welcomed all the members and initiated the discussion on

Meeting Agenda

1. Change of committee coordinators
2. Conversion of lecture hall 4 into exam hall
3. Painting of exam hall benches
4. Shifting of Friday internal assessment exams on Monday


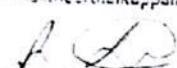
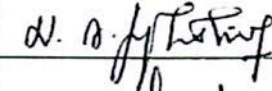
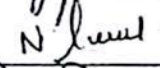
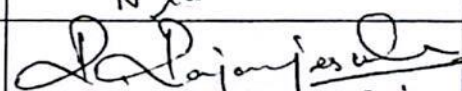
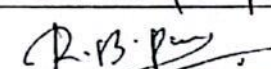

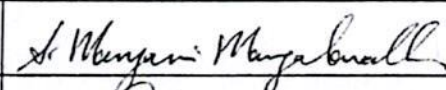

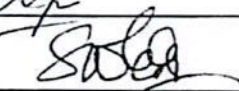
Action to be taken

1. Director and deputy director suggested name of Dr Karthikeyan, Dean (Academic) & Dr Sunil Shivekar Associate professor Microbiology Department for the Coordinator and Co- coordinator for the committee
2. Deputy Director also told to relieve the faculties who got promoted as Professor and Associate professor from the committee
3. All the members recommended to paint benches kept in lecture hall 5
4. All the members were agreed to shift all Friday exams on Monday

The meeting was ended with the vote of thanks by Dr Sunil

The minute of this meeting will be submitted to Director for the further approval for the issue and suggestions given by the members

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S. No	Exam Committee member	Signature
	D. K. HARTHIKEYAN	
	F. SUDHA	
	Dr. N. A. Priyadharshini	
	N. Suman	
	R. P. ATARAJESWARI	
	Balekrishna pri K.	
	V. SURESH	
	S. MANGANI MANGALAVALLI	
	DR. DEEPIKA	
	Dr. Shivayogappa. S. Teli	

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Examination Committee

Minutes of meeting

The exam committee meeting was held on 1st October 2019 in Physiology Library, and all the members were presented for meeting.

Dr. Sunil welcomed all the members and initiated the discussion.

Agenda of Meeting

1. To discuss about Examination hall allotment
2. To discuss on Replacement of answer papers to Note books
3. Recruitment of new committee members
4. To discuss on the steps to prevent malpractice during exams (Student find with Mobile phone during examination time)
5. Any other issues related to Functioning of the committee and suggestions to improve

Salient features of Meeting





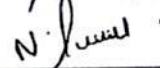
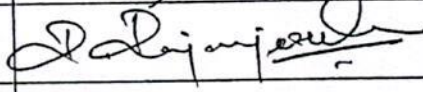
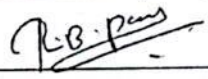


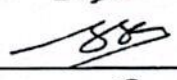

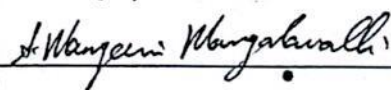
The following points were suggested by the members.

1. After discussion, all the members came to conclusion that the invigilation done by exam committee members is not necessary for 2nd year internal examination. The Committee members will assist for invigilation only for initial 1 hour.
2. The members also suggested that for 3rd and 4th year examination, concerned department should take major role in conducting the exam.
3. Dr. Karthikeyan, Dean (Academic) suggested to replace Answer papers provided by the department with Notebooks for all semester students.
4. Dean also suggested the allotments of Exam halls as follows
 - a. Main Exam Hall -- Final year and first year
 - b. Lecture hall 4 - third year
 - c. Lecture hall II & III – second year
5. All the members also suggested that mobile phones should be sealed and submitted in Director's office for further action

The minute of this meeting will be submitted to Director for further approval for the issue and suggestions given by the members

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S.No	Exam committee Member	Signature
1.	Dr. K. Kaulki kyan	
2.	Dr. Deepa Sarnadth	
3.	SUDHA R.	
4.	Dr. N.A. Piyedhanthar	
5.	Dr. Suresh	
6.	RASARAJESWARI	
7.	Balakrishna pari R.	
8.	V. Srisam	
9.	Dr. Shivayogappa. S. Teli	
10.	Dr. Srid Shinde	
11.	DR. DEEPIKA	
12.	DR. S. MANGANI MANGALAVALLI	

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Minutes of Meeting

Meeting Title	Examination Committee Meeting
Date of meeting	17.3.2020
Meeting Venue	College Council Hall
Meeting Agenda	<ol style="list-style-type: none">1. To discuss the additional roles & responsibilities of Examination Committee.2. To discuss the functioning status of Examination Committee3. To discuss the addition of new invigilation team members4. To discuss the measures to prevent malpractice5. To discuss the action plan against the students coming late for examination6. Any other issue7. To discuss the minutes of last meeting
Key meeting outcomes: The exam committee meeting was held on 17/3/2020 in college council hall at 9.30am. Dean (Academic) welcomed all the members and initiated the discussion.	
1	The meeting was opened by Dr. Sunil with the discussion of the minutes of last meeting,
2	Dean Sir has suggested expanding the role of exam committee from invigilation, evaluation process to feedback. He told Dr. Sunil & Dr. Shivayogiappa. to prepare the road map for same and present it in the next meeting
3	Dean academic has suggested all members to take active participation in the functioning of committee and also requested all members to attend all meetings regularly
4	Dean academic recommended including clinical faculties from medicine, ENT and Dental department in exam committee
5	The members have suggested to divide the invigilation duty time among two faculty members instead of a single faculty for two hours
6	Dean Sir has instructed that students should not carry mobile phones in exam hall. Any student found guilty, his mobile should be sealed and submitted to director sir for further

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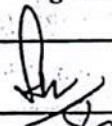
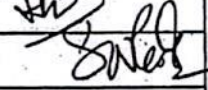
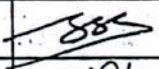
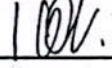

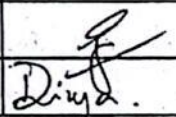
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	action. Dr. Kalaiselvan also suggested about the use of digital watch for the same and should be prohibited
6	Dean academic instructed all committee members to not allow any student coming late more than 5min. however any student with a valid reason for late coming should obtain permission from director sir. He also told to keep the record of chronic late comers to take necessary action

Future Plans:

1	To arrange separate lockers for students in front of exam hall to keep their belongings.
2	Installation of water purifier for exam students in front of examination hall
3	Addition of more faculty names in invigilator list
4	New attendance format will be prepare for students and faculty involved in examination activity

Members attended

Sl.No	Name	Designation	Signature
1	Dr. K. Karthikeyan	Dean (Academic), Sri Manakula Vinayagar Medical College & Hospital, Pondicherry	
2	Dr. Shivayogiappa	Co- chairman	
3	Dr. Sunil Shivekar	Secretary	
4	Dr. Kalaiselvan	NAAC- Coordinator	
5	Dr. Soundariya	MEU – Coordinator	
6	Dr. Shanthi	Member	
7	Dr. Manoharan	Member	
8	Dr. Girija	Member	
9	Miss. Divya	Member	

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Minutes of Meeting

Meeting Title	Examination Committee Meeting
Date of meeting	15.10.2020
Meeting Venue	College Council Hall
Meeting Agenda	<ol style="list-style-type: none"> 1. To discuss the pasting of permanent roll number on examination table 2. To discuss the installation of CCTV camera in Exam hall 3. To discuss the type of punishment against malpractice during examination 4. Preparation of SOP for examination process in SMVMCH 5. To discuss the addition of new invigilation members 6. Any other issue 7. To discuss the minutes of last meeting
Key meeting outcomes: The exam committee meeting was held on 15/10/2020 in college council hall at 11.30am. Dr. Shivayogiappa welcomed all the members and initiated the discussion.	
1	The meeting was opened by Dr. Sunil with the discussion of the minutes of last meeting
2	Dean academic has suggested giving numerical numbers starting from 1 instead of student registration number on examination table. The same number can be used for different semester students.
3	Dr. Soundariya advised secretary of examination committee to enquire about CCTV came with EDP department. He also suggested asking for quotations from various companies.
4	Dean sir has suggested names of few other faculties to be included in invigilation member list
5	Dean sir have asked Dr. Shivayogiappa to check the university guidelines for punishment for malpractice during theory examination. They also told him to enquire about the same

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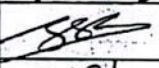

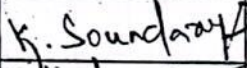

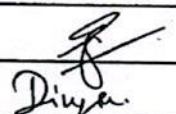
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	other medical institutes
6	The members of committee have raised the issue with old SOP and suggested that it should be updated and explained to all members in details
7	Many members have raised the issue regarding the absence of clinical faculties for invigilation

Future Plans:

1	Purchase of additional tables and chairs for examination hall
2	Pasting of numbers on examination tables
3	Purchase of new clock for examination hall

Members attended

Sl.No	Name	Designation	Signature
1	Dr. K. Karthikeyan	Dean (Academic), Sri Manakula Vinayagar Medical College & Hospital, Pondicherry	
2	Dr. Shivayogiappa	Co- chairman	
3	Dr. Sunil Shivekar	Secretary	
4	Dr. Kalaiselvan	NAAC- Coordinator	
5	Dr. Soundariya	MEU – Coordinator	
6	Dr. Shanthi	Member	
7	Dr. Manoharan	Member	
8	Dr. Girija	Member	
9	Miss. Divya	Member	

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Minutes of Meeting

Meeting Title	Examination Committee Meeting
Date of meeting	5.3.2021
Meeting Venue	College Council Hall
Meeting Agenda	<ol style="list-style-type: none"> 1. To discuss the omission of senior invigilation members and addition of new members 2. To discusses the inclusion of new executive committee members 3. To discuss the preparation of sop for central evaluation process 4. To discuss the role and responsibility of committee members in central evaluation process 5. To discuss the repairing of examination tables, chairs & window 6. Any other issue 7. To discuss the minutes of last meeting
<p>Key meeting outcomes: The exam committee meeting was held on 5/3/2021 in college council hall at 2.30mm. Dr. Shivayogiappa welcomed all the members and initiated the discussion.</p>	
1	The meeting was opened by Dr. Sunil with the discussion of the minutes of last meeting
2	Dean sir has suggested to relieve the invigilator members who have been promoted as associate professor and include the name of new faculties for the same work
3	Dean sir has suggested to included the name of MEU coordinator and NAAC coordinator in Exam committee members list
4	Dean sir has suggested to initiate the work for implementation of central evaluation process. So that students can get their performance card as early as possible. He also told Dr.Shivayogiappa to prepare the SOP for the same
4	Dr. Kalaiselvan suggested to define the role of newly elected members and include it in SOP

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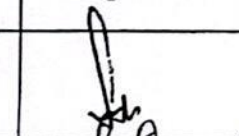
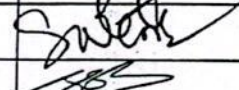
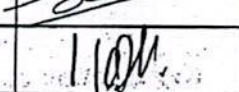
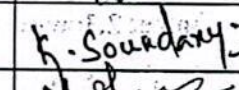
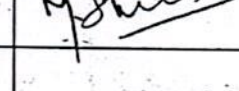
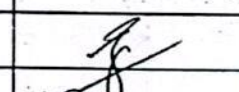
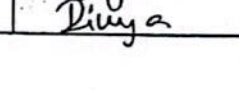
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5	Dean Sir has instructed all committee members to be strict during invigilation. He also suggested to keep record of students appearing 5min late in exam hall,
6	Dean sir has told Dr. Sunil to inform Mr. Bala to take necessary action for arrangement of Examination hall for PG examination

Future Plans:

1	Preparation of central evaluation hall
2	Preparation of SOP for the central evaluation process
3	Inclusion of new members in committee

Members attended

Sl.No	Name	Designation	Signature
1	Dr. K. Karthikeyan	Dean (Academic), Sri Manakula Vinayagar Medical College & Hospital, Pondicherry	
2	Dr. Shivayogiappa	Co- chairman	
3	Dr. Sunil Shivekar	Secretary	
4	Dr. Kalaiselvan	NAAC- Coordinator	
5	Dr. Soundariya	MEU – Coordinator	
6	Dr. Shanti	Member	
7	Dr. Manoharan	Member	
8	Dr. Girija	Member	
9	Miss. Divya	Member	

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Minutes of Meeting


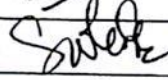


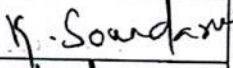
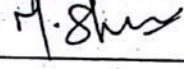
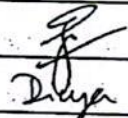
Meeting Title	Examination Committee Meeting
Date of meeting	21.9.2021
Meeting Venue	College Council Hall
Meeting Agenda	<ol style="list-style-type: none">1. To discuss the function of Examination committee2. To discuss the installation of new alarm bell in exam hall3. To discuss the replacement of answer paper with answer book4. To discuss implementation of new university theory & practical examination pattern in internal assessment.5. To discuss the minutes of last meeting6. Any other issue

Key meeting outcomes : The exam committee meeting was held on 21/9/2021 in college council hall at 11.30am. Dr. Shivayogiappa welcomed all the members and initiated the discussion.

1	The meeting was opened by Dr. Sunil with the discussion of the minutes of last meeting
2	Dean academic Sir has appreciated the efforts of examination committee members for strict invigilation, discipline and timely conduction of examination and requested same efforts for the future too.
3	Dr. Shivayogiappa has conveyed the non functional status of alarm bell installed in exam hall. Deputy Director Sir has suggested to get quotations for the new alarm bell and forward it to purchase department after director's approval.
4	Dean Sir has instructed the secretary of examination committee to prepare a circular regarding the replacement of answer papers with 200 pages answer book. He also told to circulate it to all departments and students notice board in college and hostel block
5	Dr. Soundariya has told Dr. Sunil to collect the revised guidelines for UG/PG theory and practical examination from Pondicherry University. He also suggested that MCQ should be included in theory assessment.

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6	Dr. Soundariya has suggested that the term ending & model exam practical exam should be conducted as per university pattern		
Future Plans:			
1	Purchase for new alarm bell will be initiated		
2	Inclusion of MCQ in theory examination will be implemented from next examination		
Members attended			
Sl.No	Name	Designation	Signature
1	Dr. K. Karthikeyan	Dean (Academic), Sri Manakula Vinayagar Medical College & Hospital, Pondicherry	
2	Dr. Shivayogiappa	Co- chairman	
3	Dr. Sunil Shivekar	Secretary	
4	Dr. Kalaiselvan	NAAC- Coordinator	
5	Dr. Soundariya	MEU – Coordinator	
6	Dr. Shanthi	Member	
7	Dr. Manoharan	Member	
8	Dr. Girija	Member	
9	Miss. Divya	Member	

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Minutes of Meeting

Meeting Title	Examination Committee Meeting
Date of meeting	17.3.2022
Meeting Venue	College Council Hall
Meeting Agenda	<ol style="list-style-type: none">1. Preparation of new SOP for Evaluation process2. Fix the exam evaluation venue3. To discuss the role of Librarian as custodian of answer book4. To discuss the submission of Question paper blue print to dean academic for approval5. To prepare the guidelines for examination evaluation feedback session for students6. To discuss the minutes of last meeting7. Any other issue
Key meeting outcomes : The exam committee meeting was held on 17/3/2022 in college council hall at 11.30am. Dr. Shivayogiappa welcomed all the members and initiated the discussion.	
1	The meeting was opened by Dr. Sunil with the discussion of the minutes of last meeting
2	Dean sir told Dr Sunil & Dr. Shivayogiappa to prepare a detailed draft for theory answer book evaluation procedure and present it to the executive committee members for suggestion and approval in next committee meeting
3	Dr. Soundariya has suggested reading hall opposite to library can be acquired and arrangement can be made for evaluation after discussion with librarian in charge. Sir also suggested to arrange multiple tables and chairs for different departments.
4	Dean academic has suggested Chief librarian as custodian of answer books. He will also maintain the movement register for the same. He will also be responsible for the transportation of answer books from exam hall to evaluation room and vice- versa.
5	Dr. Shivayogiappa has told that student feedback regarding examination should be taken

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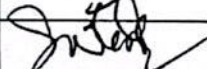
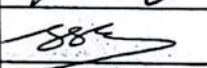

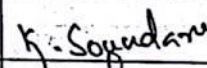
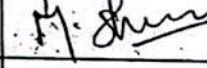
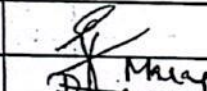
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	by the concern departmental faculty. Students can obtain their answer book regarding evaluation issues from the librarian and take it to departmental faculty for clarification.
6	Dr. Kalaiselvan has suggested that all Head of department should submit the blue print of question paper 10 days prior to examination for the approval from Dean academic.

Future Plans:

1	Installation of CCTV camera in examination hall
2	Audio system will be installed in the exam hall to give instruction to students
3	Inclusion of library staff in examination evaluation process
4	New trolley to be purchased to carry students answer books

Members attended

Sl. No	Name	Designation	Signature
1	Dr. K. Karthikeyan	Dean (Academic), Sri Manakula Vinayagar Medical College & Hospital, Pondicherry	
2	Dr. Shivayogiappa	Co- chairman	
3	Dr. Sunil Shivekar	Secretary	
4	Dr. Kalaiselvan	NAAC- Coordinator	
5	Dr. Soundariya	MEU – Coordinator	
6	Dr. Shanthi	Member	
7	Dr. Manoharan	Member	
8	Dr. Girija	Member	
9	Miss. Maragathapriya	Member	

TRUE COPY ATTESTED

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SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE & HOSPITAL
KALITHEERTHALKUNPPAM,
MADAGABIRET, PONDICHERRY-605 107.

Minutes of Meeting

Meeting Title	Examination Committee Meeting
Date of meeting	23.9.2022
Meeting Venue	College Council Hall
Meeting Agenda	<ol style="list-style-type: none"> 1. To discuss the minutes of last meeting 2. To discuss the duties of committee members during model examination 3. To discuss the seating arrangement for theory model examination 4. To discuss the steps to prevent the malpractice during examination 5. SOP to prevent the use of digital gadgets during examination 6. To discuss the monthly exam duty schedule
Key meeting outcomes: The exam committee meeting was held on 23/9/2022 in college council hall at 11.30am. Dr.Sunil welcomed all the members and initiated the discussion.	
1	The meeting was opened by Dr. Sunil with the discussion of the minutes of last meeting
2	Dean academic has suggested splitting the examination invigilation time between two faculties instead of one.
3	Dr. Shivayogiappa advised to accommodate 1 st & 2 nd year in main examination hall and third year in lecture hall 4 on second floor. Dean academic has suggested checking the availability of hall with Mr.Bala for the exam dates.
4	Dean sir advised all members to be strict during examination. Any student found doing malpractice during examination should not be allowed to write the exam and his answer book should be collected and highlighted with the same.

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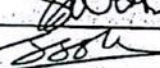

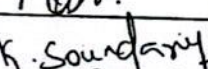
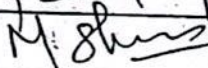
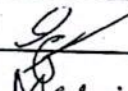
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5	Most of the members have suggested that students should not carry mobile phones or digital watch or Bluetooth device in exam hall.
6	Dr. Sunil has discussed the monthly exam duty schedule with members. He also told that any faculty exchanging duty time and date should be intimated to secretary

Future Plans:

1	Implementation of central evaluation process
2	Arrangement of computer in evaluation hall for recording and entry of students marks
3.	Develop a software for entry of students marks

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