



STELLA MARIS COLLEGE (AUTONOMOUS)
CHENNAI - INDIA

**Stella Maris College
Minutes of the Examination Committee Meeting**

Date : 19/08/2019
Venue : Principal's Office
Time : 12 noon

Members Present:

Dr. (Sr.) Rosy Joseph	(Principal)
Ms. Zonita Mason	(Controller of Examinations)
Dr. Margaret Thomas	(Associate Controller of Examinations)
Dr. (Sr.) Nirmala Francisco	(Vice Principal)
Dr. Felbin C. Kennedy.	(Vice Principal)
Dr. Vidya Srinivasan	(Vice Principal)
Dr. Leema Francis	(Dean of Commerce)
Dr. Juliana Joe	(Academic Dean)
Ms. U. Jeyapriya	(Academic Dean)

Agenda:

To approve of the End Semester examination time table.

Minutes:

It was decided to conduct the End Semester examinations for B.Voc. students from 25.10.2019. The regular exams for the rest of the students will commence from 30.10.2019. The last date for regular exams will be 09.11.2019. The independent electives (UI & PI) will be held on 11.11.2019.

Stella Maris College
Minutes of the Examination Committee Meeting

Date : 25/11/2019
Venue : Principal's Office
Time : 12 noon

Members Present:

Dr. (Sr.) Rosy Joseph	(Principal)
Ms. Zonita Mason	(Controller of Examinations)
Dr. Margaret Thomas	(Associate Controller of Examinations)
Dr. (Sr.) Nirmala Francisco	(Vice Principal)
Dr. Felbin C. Kennedy.	(Vice Principal)
Dr. Vidya Srinivasan	(Vice Principal)
Dr. Leema Francis	(Dean of Commerce)
Dr. Juliana Joe	(Academic Dean)
Ms. U. Jeyapriya	(Academic Dean)

Agenda:

To review the comments / remarks by the HODs after review of the marks galley of the End Semester Examination November 2019.

Minutes:

The committee reviewed the comments / remarks by the HODs after scrutiny of the marks galley of the End Semester examination November 2019. It was observed that in one course 19CS/MC/DL13, twenty two students had failed and those who had passed secured very low marks in comparison to the internals. Hence it was decided to revalue the paper.

Stella Maris College
Minutes of the Examination Committee Meeting

Date : 03.02.2020
Venue : Principal's Office
Time : 12 noon

Members Present:

Dr. (Sr.) Rosy Joseph	(Principal)
Ms. Zonita Mason	(Controller of Examinations)
Dr. Margaret Thomas	(Associate Controller of Examinations)
Dr. Felbin C. Kennedy.	(Vice Principal)
Dr. Sandra Joseph	(Vice Principal)
Dr. Vidya Srinivasan	(Vice Principal)
Dr. Leema Francis	(Dean of Commerce)
Dr. Juliana Joe	(Academic Dean)
Ms. U. Jeyapriya	(Academic Dean)

Agenda:

Approval of skeleton time table for End Semester examination April 2020.

Minutes:

The time table for the End Semester examination was approved. The regular exams will begin on 04.04.2020 and end on 20.04.2020. The (UI & PI) will be held on 21.04.2020.

Stella Maris College
Minutes of the Examination Committee Meeting

Date : 09.09.2020
Venue : On-line
Time : 3 p.m.

Members Present:

Dr. (Sr.) Rosy Joseph	(Principal)
Ms. Zonita Mason	(Controller of Examinations)
Dr. Margaret Thomas	(Associate Controller of Examinations)
Dr. Felbin C. Kennedy.	(Vice Principal)
Dr. Regi Manimegala	(Vice Principal)
Dr. Vidya Srinivasan	(Vice Principal)
Dr. Leema Francis	(Dean of Commerce)
Ms. U. Jeyapriya	(Academic Dean)
Dr. A. Josephine Lissie	(Academic Dean)

Agenda:

Demo on proctoring of online exams.

Minutes:

The End Semester examinations for April 2020 for the I & II UG students and the I PG students were cancelled by the Government of Tamil Nadu due to the pandemic. However for the final year UG & PG students, the examinations had to be conducted online. In view of this, Satvat Infosol Pvt. Ltd. presented a demo on proctoring of online exams.

Stella Maris College
Minutes of the Examination Committee Meeting

Date : 11.09.2020
Venue : On-line
Time : 3 p.m.

Members Present:

Dr. (Sr.) Rosy Joseph	(Principal)
Ms. Zonita Mason	(Controller of Examinations)
Dr. Margaret Thomas	(Associate Controller of Examinations)
Dr. Felbin C. Kennedy.	(Vice Principal)
Dr. Regi Manimegala	(Vice Principal)
Dr. Vidya Srinivasan	(Vice Principal)
Dr. Leema Francis	(Dean of Commerce)
Ms. U. Jeyapriya	(Academic Dean)
Dr. A. Josephine Lissie	(Academic Dean)

Agenda:

To discuss the modalities for the conduct of the End Semester examination for the final year UG and PG students of April 2020.

Minutes:

The following decisions were taken.

1. The End Semester examination will be conducted online for a duration of 90 minutes and with a maximum of 50 marks.
2. The exam time was fixed from 3 p.m. to 4.30 p.m. with half an hour for uploading.
3. The exams were scheduled for 23rd, 24th, 25th, 26th & 28th September 2020.
4. The question paper is to be set by the course teacher and scrutinized by the DQAC. The pattern of the question paper will remain the same as that of the CA.
5. Exams to be conducted using the Google meet platform.
6. The departments will conduct the examination for their respective students.
7. In a Google meet, a maximum of 15 students to be allotted.
8. A mock session to be conducted by the department.
9. For practicals, the internal record marks to be taken as the End Semester marks.
10. For theory cum practical, only theory to be tested.
11. Detailed instructions for the students and faculty for the conduct of the exams to be given by the Controller's office.

12. E-mail id's for the students, to log in for their exams to be prepared by the Controller's office.