



Sri Dharmasthala Manjunatheshwara College
(Autonomous), Ujire-574 240, Dakshina Kannada, Karnataka State

2.5.2

Meeting Proceedings

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**SRI DHARMASTHALA MANJUNATHESHWARA COLLEGE
(AUTONOMOUS), UJIRE**

Ent : SDMES

Minutes of Meeting

Title of the Meeting	Examination Committee Meeting
Date of Meeting	22/12/2022
Time	16:15
Venue	Registrar Evaluation Office
Subject	Second Internal Examination

Sl. No.	Name & Email ID	Role	Present / Absent
1	MS. K P NANDA KUMARI <input checked="" type="checkbox"/> nanda@sdmcyjire.in	CHAIRMAN	Present <i>Na</i>
2	MS. VINUTHA D M <input checked="" type="checkbox"/> vinutha@sdmcyjire.in	MEMBER	Present <i>Vinutha</i>
3	AKSHATHA B <input checked="" type="checkbox"/> akshatha_b@sdmcyjire.in	MEMBER	Present <i>Ab</i>
4	MS. YASHASWI K S <input checked="" type="checkbox"/> ksyashaswi@sdmcyjire.in	MEMBER	Present <i>YK</i>
5	MS. SHRIDEVI <input checked="" type="checkbox"/> kallurayashridevi@sdmcyjire.in	MEMBER	Present <i>SD</i>
6	MR. DEVIPRASAD <input checked="" type="checkbox"/> devikaje285@sdmcyjire.in	MEMBER	Present <i>D</i>

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Agenda List :

1	Reading the minutes of the previous meeting and action taken report.
2	Regarding second internal examination.
3	Regrading preparation for NAAC visit.
4	Any other matter.

Minutes :

Agenda 1	Reading the minutes of the previous meeting and action taken report.
Minutes	The Registrar Evaluation read out the minutes of the previous meeting and action taken report.
Resolved	It was decided to inform staff members to submit the question papers on or before 26/12/2022 and to conduct 2nd internal examination from 16/01/2023 to 21/01/2023

Agenda 2	Regarding second internal examination.
Minutes	Discussed about the notice for submission of question papers by the concerned staff members, date of conducting 2nd internal examination and display of timetable for students and staff.
Resolved	Decided to display the timetable on or before 28/12/2022.
Agenda 3	Regrading preparation for NAAC visit.
Minutes	Proof reading of question papers.
Resolved	Decided to complete the proof reading of question papers between 04/01/2023 and 11/01/2023.
Agenda 4	Any other matter.
Minutes	Seating arrangements for students and Invigilation duty chart for staff.
Resolved	It was decided to assign the duty of preparing seating arrangement chart for students to Mr. Devi Prasad of Examination section.
Minutes 5	Discussed to give request letters to maintenance and software cell for preparation of online examination.
Resolved	Ms Vinutha D M and Ms Akshatha B were assigned with the work of Invigilation duty chart.
Minutes 6	Decided to give request letters to maintenance and software cell for preparation of online examination.
Minutes 7	Discussed to give request letters to maintenance and software cell for preparation of online examination
Minutes 8	Discussed about the preparation for NAAC with Vice Principal
Minutes 9	The meeting was concluded with vote of thanks.



Rachana S. W
Registrar (Evaluation)
SDM College (Autonomous)
UJIRE D.K. - 574240

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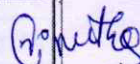



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**SRI DHARMASTHALA MANJUNATHESHWARA COLLEGE
(AUTONOMOUS), UJIRE**

Ent : SDMES

Minutes of Meeting

Title of the Meeting	EXAMINATION COMMITTEE MEETING
Date of Meeting	20/04/2023
Time	16:15
Venue	Exam Section
Subject	I Internal Assessment (Even semester)

Sl. No.	Name & Email ID	Role	Present / Absent
1	MS. K P NANDA KUMARI <input checked="" type="checkbox"/> nanda@sdmcejire.in	CHAIR PERSON	Present 
2	MS. VINUTHA D M <input checked="" type="checkbox"/> vinutha@sdmcejire.in	MEMBER	Present 
3	AKSHATHA B <input checked="" type="checkbox"/> akshatha_b@sdmcejire.in	MEMBER	Present 
4	MS. SHRIDEVI <input checked="" type="checkbox"/> kallurayashridevi@sdmcejire.in	MEMBER	Present 
5	MR. DEVIPRASAD <input checked="" type="checkbox"/> devikaje285@sdmcejire.in	MEMBER	Present 

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Agenda List :

1	Conducting I internal Examination
2	I Internal assessment for open electives
3	Submission of mark list
4	Any other matter

Minutes :

Agenda 1	Conducting I internal Examination
Minutes	The Registrar Evaluation read out the minutes of the previous meeting and action taken report.
Resolved	It was decided to inform staff members to submit the question papers on or before 29/04/2023 and to conduct 1st internal examination from 15/05/2023. Also to display the timetable on 5/05/2023 for students and staff.

Agenda 2	I Internal assessment for open electives
Minutes	Discussed about the notice for submission of question papers by the concerned

	staff members, date of conducting 1st internal examination and display of timetable for students and staff.
Resolved	It decided to conduct Internal assessment for OE on 29th May 2023 by concerned staff and last date for submission of marks is 3rd June 2023.
Agenda 3	Submission of mark list
Minutes	Discussed about the date for OE exams
Resolved	Decided to allot scribe for the needy students.
Agenda 4	Any other matter
Minutes	Discussed about the scribe allotment
Resolved	It was decided to assign the duty of preparing seating arrangement chart for students to Mr. Devi Prasad of Examination section. Ms Vinutha D M and Ms Akshatha B were assigned with the work of Invigilation duty chart.
Minutes 5	Seating arrangements for students and Invigilation duty chart for staff.
Resolved	It was decided to circulate the notice for students about the shortage of attendance by the concerned committee.
Minutes 6	Discussion regarding shortage of attendance.
Minutes 7	The meeting was concluded with vote of thanks.



M. S. D. S. D.
Registrar (Evaluation)
SDM College (Autonomous)
UJIRE D.K. - 574240

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**SRI DHARMASTHALA MANJUNATHESHWARA COLLEGE
(AUTONOMOUS), UJIRE**

Ent : SDMES

Minutes of Meeting

Title of the Meeting	Examination Committee Meeting
Date of Meeting	31/05/2023
Time	16:20
Venue	Exam Section
Subject	II Internal Assessment Examination (Online)

Sl. No.	Name & Email ID	Role	Present / Absent
1	MS. K P NANDA KUMARI <input checked="" type="checkbox"/> nanda@sdmcejire.in	CHAIR PERSON	Present <i>Deekar</i>
2	DR. LAKSHMINARAYANA K S <input checked="" type="checkbox"/> laxminarayanks@sdmcejire.in	MEMBER	Present <i>Laxmi</i>
3	MS. VINUTHA D M <input checked="" type="checkbox"/> vinutha@sdmcejire.in	MEMBER	Present <i>Vinitha</i>
4	AKSHATHA B <input checked="" type="checkbox"/> akshatha_b@sdmcejire.in	MEMBER	Present <i>Akshatha</i>
5	MS. ASHWINI K <input checked="" type="checkbox"/> ashwinisaketha@gmail.com	MEMBER	Present <i>Ashwini</i>
6	MS. DIVYA YADAV <input checked="" type="checkbox"/> divyayadav	MEMBER	Present <i>Divya</i>
7	MR. DEVIPRASAD <input checked="" type="checkbox"/> devikaje285@sdmcejire.in	MEMBER	Present <i>Devika</i>

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Agenda List :

1	Reading the minutes of the previous meeting and action taken report.
2	Regarding second internal examination.
3	Regarding retest
4	Any other matter.

Minutes :

Agenda 1	Reading the minutes of the previous meeting and action taken report.
Minutes	The Registrar Evaluation read out the minutes of the previous meeting and action taken report
Resolved	It was decided to inform staff members to submit the question papers on or before 20/05/2023 and to conduct 2nd internal examination from 26/06/2023 to

	1/07/2023 and retest from 3/7/2023 to 6/7/2023.
Agenda 2	Regarding second internal examination.
Minutes	Discussed about the notice for submission of question papers by the concerned staff members, date of conducting 2nd internal examination and display of timetable for students and staff.
Resolved	Decided to display the timetable on or before 05/06/2023.
Agenda 3	Regarding retest
Minutes	Proof reading of question papers.
Resolved	Decided to complete the proof reading of question papers between 15/06/2023 and 20/06/2023.
Agenda 4	Any other matter.
Minutes	Seating arrangements for students and Invigilation duty chart for staff.
Resolved	It was decided to assign the duty of preparing seating arrangement chart for students to Mr. Devi Prasad of Examination section. Ms Vinutha D M and Ms Akshatha B were assigned with the work of Invigilation duty chart.
Resolved 5	Decided to give request letters to maintenance and software cell for preparation of online examination.
Resolved 6	Discussed to give request letters to maintenance and software cell for preparation of online examination
Resolved 7	The meeting was concluded with vote of thanks.



Maekubew. W
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**SRI DHARMASTHALA MANJUNATHESHWARA COLLEGE
(AUTONOMOUS), UJIRE**

Ent : SDMES

Minutes of Meeting

Title of the Meeting	Examination Committee Meeting
Date of Meeting	09/06/2023
Time	16:15
Venue	Exam Section
Subject	Term End Examinations

Sl. No.	Name & Email ID	Role	Present / Absent
1	MS. K P NANDA KUMARI <input checked="" type="checkbox"/> nanda@sdmcyjire.in	CHAIR PERSON	Present <i>[Signature]</i>
2	DR. LAKSHMINARAYANA K S <input checked="" type="checkbox"/> laxminarayanks@sdmcyjire.in	MEMBER	Present <i>[Signature]</i>
3	MS. VINUTHA D M <input checked="" type="checkbox"/> vinutha@sdmcyjire.in	MEMBER	Present <i>[Signature]</i>
4	AKSHATHA B <input checked="" type="checkbox"/> akshatha_b@sdmcyjire.in	MEMBER	Present <i>[Signature]</i>
5	MS. ASHWINI K <input checked="" type="checkbox"/> ashwinisaketha@gmail.com	MEMBER	Present <i>[Signature]</i>
6	MS. DIVYA YADAV <input checked="" type="checkbox"/> divyayadav	MEMBER	Present <i>[Signature]</i>
7	MR. DEVIPRASAD <input checked="" type="checkbox"/> devikaje285@sdmcyjire.in	MEMBER	Present <i>[Signature]</i>

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Agenda List :

1	Conducting odd Semester UG examination
2	Central Valuation
3	Announcement of result
4	Any other matter

Minutes :

Agenda 1	Conducting odd Semester UG examination
Minutes	Discussion about conducting odd semester UG examination
Resolved	It is decided to conduct odd semester UG examination from 20/07/2023 to 01/08/2023. and supplementary examination from 10/08/2023 to 18/08/2023

Agenda 2	Central Valuation
Minutes	Appointment of chief superintendent and Office Superintendent
Resolved	The chief superintendent and Office Superintendent will be appointed by the Principal.

Agenda 3	Announcement of result
Minutes	Duty chart
Resolved	Duty chart for staff will be prepared by chief and OS Duty chart for attenders will be prepared by the office superintendent

Agenda 4	Any other matter
Minutes	Time table for examination
Resolved	It is decided to circulate the time table before 28/06/2023 for the students.

Minutes 5	Seating arrangement
Resolved	It is decided to assign the duty of seating arrangement for students to Mr. Deviprasad of examination section.

Minutes 6	Valuation
Resolved	It is decided to commence the valuation from 11/07/2023 and to complete the valuation by 05/08/2023.

Minutes 7	Announcement of result
Resolved	It is decided to announce the result of all odd semester examination within 15/08/2023.

Resolved 8	The meeting was Concluded with vote of thanks
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Baselaben D. D.

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