

MADRAS SCHOOL OF SOCIAL WORK (Autonomous)
Office of the Controller of Examinations

Minutes of the Third Examination Committee Meeting for the AY 2017-18 held on 01-02-2018

Chairperson:

1. Dr.S.Raja Samuel, Principal

Members Secretary:

2. Dr. K. Sathyamurthi, COE

Members Present:

3. Dr. K. Sathyamurthi, COE & Head-Dept of M.Phil (SW)
4. Mr.P.Jesuin John Bose, Addl.COE
5. Dr.Jayanthi Peter, Head-Dept. of M.A-HRM
6. Ms.Sivaranjani, Head-Dept. of M.A-HROD
7. Dr. Sarhakarunagaran, Head- Dept. of MA-DM
8. Mrs.P.Vathani David, Head-Dept. of BSW
9. Dr.Kalyani Kenneth, Head -Dept of BSc (Psy)
10. Ms. Sushmita Goswami, Head – M.A-SE

Leave of Absence:

1. Dr.Shakeela Basheer, Head-Dept of MSW (Shift – I)
2. Dr.C.Francis, Head-Dept. of MSW- Shift II
3. Dr.Vyjayanthi Mala, Head – Dept of MSc (CP) & M.Phil (Psy)

MEETING AGENDA:

1. Approval of the previous minutes of meeting held on 19.10.2018
2. Points arising out of Odd Semester Assessment - UG/PG Programmes
3. Even Semester - UG/PG Programmes - I ICA Schedule
4. M.Phil programmes - Feb 2018 ESE – Dates
5. Any other matter

MEETING PROCEEDINGS:

Dr.S.Raja Samuel welcomed the members for the third Examination Committee meeting for the Academic year 2017-18.

Agenda 1: Approval of the previous minutes of meeting (held on 19-10-2017)

The hardcopy of the minutes of the Examination Committee meeting held on 19-10-2017 was placed for approval and the same was duly approved. The Principal reminded whether the Chairpersons of the various BOS have addressed decisions made with regard to any other matters relating to soft skills, block placement in their respective boards.

Agenda 2: Points arising out of Odd Semester Assessment - UG/PG Programmes

Based on the previous semester's experience, the COE mentioned that all departments had submitted both attendance and ICA marks on time.

The Department-wise results analysis for Nov 2017 ESE was circulated among the members. Principal requested to identify the reasons behind the reduced pass percentages in MA Social entrepreneurship and the HOD responded that two of the candidates did not appear for the ESE Exams due to their convocation.

As regards Nov 2017 ESE, the following information was presented.

- No case of malpractice was reported.
- There were nine requests for retotalling and there was no change in the marks.
- Results were published on 6th January, 2018.
- Draft mark sheets were being circulated to the Departments.
- After publication of provisional results, in spite of a window period given for grievance students come after months and bring up issues related to ICA and ESE, these cannot be entertained as the results are finalized and mark sheets are printed. COE requested the HODs to ensure that any such grievance must be brought to the COE within the allotted time period to rectify them and also ensure the smooth functioning of the system.

COE pointed out that timely and thorough scrutiny of question papers needs to be done by the HODs. The COE also mentioned that the Examination Office will only ensure the format of the question paper all other matters pertaining to weightage for units and syllabus coverage will be the responsibility of the scrutiny board. Prof. Sivaranjani put forward a suggestion of providing honorarium for question paper scrutiny for internal members and this was declined as there are no provisions under TANSCH norms.

Agenda 3: UG/PG Programmes - I ICA Schedule

The Controller of Examinations stated that the I ICA schedules was submitted by all departments and requested for timely compliance.

Agenda 4: M.Phil programmes - Feb ESE 2018 - Dates

The COE reported that as per the College Calendar, the ESE for the M.Phil programmes were scheduled for 21, 23 & 26 February, 2018.

Any other matter

COE informed that registration for April 2018 ESE is already started, from this semester onwards students with arrears (ICA & ESE) alone must register; for regular papers students are automatically registered through the system.

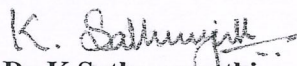
COE reminded the HODs to remind the eligible candidates to take up their ICA arrears especially final year UG & PG students who are eligible for taking up all ICA and ESE arrear except practical arrear papers.


Addl. COE stated that if any HOD or faculty experienced any difficulty with iboss, the same could be clarified and sorted out at the earliest.

Based on the examination reforms proposed by the University of Madras the COE shared information regarding the following changes in ICA and ESE Evaluation pattern;

1. Evaluation pattern of Internal – 25 Marks & External = 75 Marks against the existing 50:50 pattern.
2. The three component of ICA will remain the same – ICA Test, Take Home Assignments and Inclass test. Under the 25:75 pattern, ICA Test = 10 Marks (best of the two scores), Take Home Assignment = 10 Marks and Inclass Test = 5 Marks. There will be no marks for attendance.
3. Overall passing minimum will be an aggregate of 50% for PG and 40% for UG in the ICA against the existing practice of a passing minimum (PG – 50% & UG 40%) in each component of ICA.
4. In case of an ICA Arrear under the new 25/75 pattern, the candidate will be allowed to take up the component in which he / she have scored very less.
However decisions for the above discussions related to 1, 2, 3 & 4 are still pending.
5. The Principal requested the EC members to suggest some alternatives for REDO (less than 50% attendance) cases against the existing practice of taking up REDO papers only after course completion. After discussion it was decided that such candidates may be allowed to take up REDO papers in the final semester and this is applicable only for theory papers. In order to ensure that this system helps the deserving students, it was suggested that a written request through the HOD has to be forwarded to the Principal along with a recommendation considering the genuineness of each case.
6. Prof. Sivaranjani proposed that in the moderation process whether consideration can be given to candidates obtaining 22/50 against the existing 22.5/50. After much deliberation it was decided that the existing rules will remain in place and relaxation may be given for a maximum of four papers instead of two only to passed out candidates so that they can complete the course. The modalities of which needs to be worked out by the COE Office in consultation with the software team.

The meeting came to an end with vote of thanks.


Dr.K.Sathyamurthi
Member Secretary


Dr.S.Raja Samuel
Chairperson

Enclosure: UG/PG Department-wise Results Analysis

MADRAS SCHOOL OF SOCIAL WORK (AUTONOMOUS)

Office of the Controller of Examinations

Minutes of the First Examination Committee Meeting for the AY 2018 - 19 held on 19.07.2018

Chairperson:

Dr. J. S. Gunavathy, Principal (i/c)

Member Secretary

Dr. K. Sathyamurthi, Controller of Examinations & Member Secretary

Members Present:

1. Dr. Shakeela Basheer, Head- Dept of MSW (Aided)
2. Dr. A. Enoch, Coordinator- M. Phil (Social Work)
3. Dr. Jayanthi Peter, Head- Dept of MA (HRM)
4. Dr. C. Francis, Head- Dept. of MSW (Self Financed)
5. Dr. Vyjayanthi Mala, Head- Dept. of MSC (CP) & M. Phil (Psy)
6. Ms. Sivaranjani, Head- Dept. of MA (HROD)
7. Ms. Suchismita Goswami, Head- Dept. of MA (SE)
8. Mrs. P. Vathani David, Head- Dept. of BSW
9. Ms. Priya Magesh, Head- Dept. of BSc (Psychology)
10. Mr. E. Joseph Eric Dunston, Addl. Controller of Examinations

Leave of absence:

11. Dr. Sarah Karunakaran, Head- Dept. of MA (DM)

MEETING AGENDA:

1. Approval of the previous minutes of meeting
2. April 2018 ESE Results
3. Online software
4. ICA- I schedule & marks submission
5. Attendance Report before ICA- I
6. Instant Examination
7. Certificate Courses Status
8. M. Phil 2018- Semester II schedule
9. Orientation for Newly Joined Faculty & Students
10. Any other matter.

MEETING PROCEEDINGS:

Dr. J. S. Gunavathy welcomed the members for the first Examination Committee meeting for the Academic year 2018- 19. Dr. K. Sathyamurthi, COE acknowledged the contributions of Mr. P. Jesuin John Bose during his tenure (June 2015 – May 2018) as Additional COE and welcomed Mr. E. Joseph Eric Dunston who has taken charge as the new Additional COE.

Agenda 1: Approval of the previous minutes of meeting (held on 22-03-2018)

The hardcopy of the minutes of the Examination Committee meeting held on 22-03-2018 was placed for approval and the same was duly approved.

Agenda 2: April 2018 ESE Results

The Department-wise results for the ESE April 2018 were circulated to the members.

The Controller of Examinations reported about the following:

- Retotalling: Three requests for retotalling (MA HR & OD, MA HRM & BSc Psychology) were received and there was no change in the total of all three students.
- Instant Exam: Three requests were received i.e. one from MSW (Aided) & two from MA DM departments.
- Malpractice: Three cases of malpractice were reported during the ESE April 2018 and appropriate measures were taken as per the directions of the Principal.
- The list of qualified candidates for April 2018 (PPR) has been submitted to the University of Madras for the academic year 2015- 18 (UG) and 2016- 18 (PG) including three students passed out from Instant Examinations – July 2018 and other arrear batches.

Agenda 3: Online Software

The Controller of Examinations reported that the online software “iBoss” is all set for the current semester. The subjects have been declared for departments and departments have to allocate papers to the respective faculty members for attendance and ICA mark entry. The faculty members are requested to enter the attendance on a regular basis so that students can track their attendance status. The thirteen digit registration number for 2017 batch would be displayed only on their Consolidated Mark Sheets. He also informed that thirteen digit registration number has been allotted for all the admitted candidates for the academic year 2018- 19. For M. Phil course, the branch code would be confirmed with the University of Madras.

Agenda 4: UG/PG/PGDHRIR Programmes - ICA- I Schedule and Marks Submission

The Controller of Examinations stated that as per the College Calendar, the window period for conducting the ICA- I for UG / PG / PGDHRIR programmes - from 30 July 2018 to 10 August 2018. He requested the members to prepare the ICA- I time table thorough online and send a hardcopy to the COE office. He also requested the members to enter the ICA marks in online as per the time table on or before 20.08.2018.

Agenda 5: Attendance Report before I ICA

The Controller of Examinations requested the HODs to display the attendance status of students in the respective department notice board before the beginning of the first ICA Examination and it was decided that the entry of attendance in online will be disabled retrospectively.

Agenda 6: Instant Examination

It was reported that three requests were received i.e. one from MSW (Aided) & two from MA DM departments. The exam was held on 10 July 2018 forenoon session. After the due process, all three students passed in their papers and the result also has been published and necessary documents were submitted to the University of Madras.

The COE brought the notice of eligibility/conditions of allowing students to write Instant Examination for having only one arrear in theory paper of any the semesters but the Chairperson deferred the discussion and suggested to discuss it in the next meeting.

Agenda 7: Certificate Courses Status

From this academic year, the students can register their Certificate Courses through online. The facility is enabled in the student login. Students can choose their option of courses in online only. COE updated that four (MA DM, MA HRM, MA HR & OD and MSc) departments are offering Certificate Courses for this Odd Semester. Certificate Course Coordinator can generate the report of participants and complete the process of mark posting after completion of course. The courses would be displayed in student login from 20 July 2018 onwards.

Agenda 8: M. Phil 2018- Semester II schedule

Semester II exams have been scheduled in the first week of August 2018 and the respective Coordinator & HOD are requested to make necessary external examiners arrangements of the Viva Voce Examinations.

Agenda 9: Orientation for Newly Joined Faculty & Students

The COE highlighted that Orientation for Newly Joined Faculty was held on 28 June 2018 from 12.30pm to 2pm. Five faculty members attended and one faculty from the department of MA DM was absent. Orientation for Newly Joined Students was held on 12th, 13th, 16th and 17th July 2018 between 12.30pm to 1.30pm as per the Schedule. He informed that another Orientation for the absentees and new joiners would be arranged with the approval of the Principal. He also urged the members to depute a faculty along with students for Orientation.

Agenda 10: Any other matters

COE informed that the Liaison Faculty could be used at the department level as discussed in the HoDs' meeting held on 05.07.2018. All communication from the COE/dept will be done with the HOD and vice versa.

It was informed that the arrear reports would be enabled in HOD's login to alert the students for the arrear registration.

He urged the members to submit the list of admitted candidates to COE Office having both Roll No and Registration No and the same would be displayed in students' login. He also requested to update the list, as and when new students got admitted to generate the 13 digit number.

Quarterly Status Report prepared by COE Office based on various submissions done by the departments was shared and requested to the members to co-operate by submitting the documents in a timely manner, so as to enable the better functioning of COE Office.

COE discussed the method of allotting credits for UG/PG courses offered in the affiliated Colleges as per TANSCH norms by the University of Madras and requested the members to have uniformity in credits for Core, Elective and Extra Disciplinary subjects.

The meeting came to an end with the vote of thanks.



Dr. K. Sathyamurthi
Controller of Examinations



Dr. S. Raja Samuel
Principal

Enclosures: UG/PG/PGDHRIR Programmes – Results for ESE April 2018