



Madras School of Social Work (Autonomous)
(Affiliated to the University of Madras)
Office of the Controller of Examinations

Minutes of the Third Examination Committee Meeting

for the AY 2018 - 19 held on 07.02.2019

Chairperson:

1. Dr. S. Raja Samuel, Principal cum Secretary

Member Secretary:

2. Dr. K. Sathyamurthi, Controller of Examinations

Members Present:

3. Mr. E. Joseph Eric Dunston, Addl. Controller of Examinations
4. Dr. Shakeela Basheer, Head- Dept of MSW (Aided)
5. Dr. A. Enoch, Co-ordinator- M. Phil (Social Work)
6. Dr. C. Francis, Head- Dept. of MSW (Self Financed)
7. Dr. Jayanthi Peter, Head- Dept of MA (HRM)
8. Ms. Sivaranjani, Head- Dept. of MA (HROD)
9. Dr. Sarah Karunakaran, Head- Dept. of MA (DM)
10. Mrs. P. Vathani David, Head- Dept. of BSW

Leave of Absence:

11. Dr. Vyjayanthi Mala, Head- Dept. of MSC (CP) & M. Phil (Psy)
12. Ms. Suchismita Goswami, Head- Dept. of MA (SE)
13. Ms. Priya Magesh, Head- Dept. of BSc (Psychology)

MEETING AGENDA:

1. Approval of the previous minutes of meeting held on 11.10.2018
2. Points arising out of Odd Semester Assessment - UG/PG Programmes
3. Even Semester - UG/PG Programmes - ICA- I Schedule
4. M.Phil programmes - Feb 2018 ESE – Dates
5. Any other matter.



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MEETING PROCEEDINGS:

Dr. S. Raja Samuel welcomed the members for the third Examination Committee meeting for the Academic year 2018- 19.

Agenda 1: Approval of the previous minutes of meeting (held on 11.10.2018)

The hardcopy of the minutes of the Second Examination Committee meeting held on 11.10.2018 was placed for approval and the same was duly approved.

It was decided that the detailed syllabus with the expansion of units and subject codes of all papers will be submitted by the HODs to the COE Office on or before 30th April 2019.

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

The Controller of Examinations highlighted the following:

- ✓ **Retotalling:** Eight students applied for retotalling (MSW (Aided)- 2, MA DM- 3, MSC (CP)- 1, BSc (Psy)- 1 and BSW- 1) and there was no change in the total of all the eight students.
- ✓ **Scrutiny Board:** COE requested to all the departments would follow the uniform pattern i.e., 2 external examiners along with the HOD/Chairperson for Scrutiny of Question papers and the Chairperson suggested to prepare a checklist to the scrutiny board process by the COE Office taking important highlights from the Examination Manual.
- ✓ **Photographs of late - joined students:** Even after remainders to the HODs, photographs of a few late- admitted students were not uploaded in the admission software and also did not reflect in the students' data base for further process till the preparation of Draft Mark Sheet. COE requested the HODs to follow up with the admitted students for all details in the data base and to update immediately after the last date of admission. Chairperson suggested that the data, taking photographs and issuing ID cards would happen on the day of admission from the forthcoming academic year.



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- ✓ **Exchange of Invigilation duty:** COE requested to all HODs to inform the faculty members about the exchange of invigilation may avoided, during the unavoidable circumstances the same may be informed to COE/Addl.COE either through EMAIL/SMS for better conduct of examination. He updated the status of the ESE - November 2018 that 50 faculty members were exchanged or transferred their invigilation duty against 17 sessions.

Chairperson mentioned that the number was very high and the exchange of invigilation duty should be treated out of emergency and not out of convenience.

- ✓ **Examination Committee Member Supervision (ECMS):** It was observed that HODs doing ECMS had to stay for two consecutive sessions in the forenoon and afternoon. After much deliberation, it was decided to do away with the ECMS and instead 2 or 3 invigilation duty may be allotted on different sessions during End Semester Examination.
- ✓ Departments were instructed to communicate to the COE office of Newly Joined/ Relieved faculty members' information for the smooth functioning of examination processes.
- ✓ HODs were requested to take utmost care while submitting the ICA Arrear Component Marks manually (there is no provision for online submission). It was found that few departments had submitted the ICA (Arrear) marks for the component which the student already passed in the previous semester itself. Also, it was requested to submit the ICA (Arrear) component marks separately and do not submit the marks along with the regular students.

Agenda 3: Even Semester - UG/PG Programmes - ICA- I Schedule

COE referred the College Calendar, the window period for conducting ICA- I is between 28th January to 9th February 2019 and the last date for posting ICA- I marks and its attendance is on 18 February 2019.

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

COE updated the MPhil – ESE February 2019 is scheduled to be held from 25th February 2019 to 1st March 2019 as per the calendar and six M.Phil Scholars (Social Work- 4 & Psychology- 2)



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appearing this academic year. The exam schedule for ESE February 2019 has been circulated to the concerned departments.

Agenda 5: Any other matter

i. Revaluation:

Chairperson informed the members that Revaluation could be introduced in place of Retotalling and asked the opinion from all. After much deliberation, it was agreed that the decision on Revaluation could be done in the forthcoming EC meeting and requested the COE office to present Revaluation models followed in other autonomous colleges in the next EC meeting.

ii. Moderation:

COE informed the members that usually moderation is for 2 subjects per student but for the passed out students, it is 4 subjects as per the EC meeting held on 1st February 2018 with effect from ESE April 2019.

He also informed that COE Office would give the list of eligible students for Moderation and the Passing Board can moderate the students' marks accordingly and minute the same.

iii. Ms. Vathani David clarified the modality of attendance entry, if the faculty member is on long leave. It was cleared by the members that attendance for the faculty-absent-days could be taken by the department and given back to the concerned faculty for entry, once the faculty comes back after the long leave and it has to be co-ordinated by the HOD of the concerned department.

iv. Dr. Sarah Karunakaran raised a concern whether ESE Valuation Grid could be given back for revaluation or moderation by the faculty. COE informed that, there is no provision for the Internal or external faculty members to relook or moderate or correct any valued papers and grid after the submission to COE Office. If the difference between I and II valuation goes 15 marks and above, the III (third) valuation will be done as per the procedure of the Examination.



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v. 63rd Graduation Day:

COE apprised the members that the 63rd Graduation Day is on 23 February 2019 at 4pm and online registration closes on 15 February 2019. He requested the HODs to inform the eligible candidates to register and participate in the Convocation ceremony.

He also informed that on- the – spot registration closes on 2.00pm as per the notification and the late comers will not be allowed for whatsoever reasons.

vi. Certificate Course:

COE asked the members to inform the Coordinators of the Certificate Courses to give 'Completed status' to students in the iBOSS online software, as and when the course completes so that students could enroll for their next course online.

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

**Dr. K. Sathyamurthi Ph.D.,
Controller of Examinations**

**Dr. S. Raja Samuel Ph.D.,
Principal cum Secretary**



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MINUTES OF THE FIRST EXAMINATION COMMITTEE MEETING - AY 2019-20

25.07.2019

Chairperson:

1. Dr. S. Raja Samuel, Principal cum Secretary

Member Secretary:

2. Dr. K. Sathyamurthi, Controller of Examinations

Members Present:

3. Mr. E. Joseph Eric Dunston, Addl. Controller of Examinations
4. Dr. A. Enoch, Co-ordinator- M. Phil (Social Work)
5. Dr. C. Francis, Head- Dept. of MSW (Self Financed)
6. Dr. Vyjayanthi Mala, Head- Dept. of MSC (CP) & M. Phil (Psy)
7. Dr. Jayanthi Peter, Head- Dept of MA (HRM)
8. Ms. Sivaranjani, Head- Dept. of MA (HROD)
9. Dr. Sarah Karunakaran, Head- Dept. of MA (DM)
10. Mrs. P. Vathani David, Head- Dept. of BSW
11. Ms. Priya Magesh, Head- Dept. of BSc (Psychology)

Leave of Absence:

12. Dr. J. S. Gunavathy, Head- Dept of MSW (Aided)
13. Mr. Antony Stephen, Head- Dept. of MA (SE)

MEETING AGENDA:

1. Approval of the previous minutes of meeting
2. April 2019 ESE Results
3. ICA- I schedule & marks submission
4. Attendance Report before ICA- I
5. Instant Examination
6. Certificate Courses Status
7. M. Phil 2019- Semester II schedule
8. Orientation for Newly Joined Faculty & Students
9. Any other matter.

MEETING PROCEEDINGS:

Dr. S. Raja Samuel welcomed the members for the first Examination Committee meeting for the Academic year 2019- 20.

Agenda 1: Approval of the previous minutes of meetings (held on 28.03.2019 and 10.04.2019)

The hardcopy of the minutes of the Fourth and Special Examination Committee meetings held on 28.03.2019 and 10.04.2019 were placed for approval and the same was duly approved.

Agenda 2: April 2019 ESE Results

The Department-wise results for the ESE April 2019 were circulated to the members.

The Controller of Examinations reported about the following:

- Retotalling: Two requests for retotalling (MSW- SF) were received and there was no change in the total of all two students.
- Malpractice: No case of malpractice was reported during the ESE April 2018.
- The list of qualified candidates for April 2019 (PPR) has been submitted to the University of Madras for the academic year 2016- 19 (UG) and 2017- 19 (PG) along with other arrear batches of students.

Agenda 3: ICA- I Schedule & Marks Submission

The Controller of Examinations stated that as per the College Calendar, the window period for conducting the ICA- I for UG / PG programmes was from 29 July 2019 to 8 August 2019. He reminded the members to prepare the ICA- I time table through 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 i.e. 20.08.2019.

The members were reminded of that ICA examinations should be conducted 'one exam per day' and at the first hour of the scheduled date of examination, unless there would be a College event. The members were also informed that No Re-test is permissible under any circumstances without the permission from the COE Office.

Agenda 4: Attendance Report before ICA- I

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.

Agenda 5: Instant Examinations

The Controller of Examinations informed the members that there were totally 9 eligible students from the departments of MSW- SF (3), MA HRM (1), MA HR & OD (1), MSc (1) and BSW (3) who appeared for the Instant Examination, July 2019 held on 29 June 2019 during the forenoon session of 10am to 1.10pm. All the students appeared have passed in their respective subjects and the list (PPR) was also submitted to the University of Madras before the deadline.

Agenda 6: Certificate Courses Status

The Controller of Examinations informed the members that the details of Certificate Courses would get uploaded immediately after the technical issues have been resolved by iBoss. He also requested them to submit the student list of Certificate Course Completion along with ICA marks at the end of the semester. He also informed that the Certificate Course will be printed in the respective semester mark sheets and also in the consolidated mark sheets prospectively.

Agenda 7: M. Phil 2019- Semester II schedule

The COE requested the HOD & Coordinator of M. Phil courses to adhere to the schedule of conducting examinations and submitting the marks to COE Office and requested to verify with the M. Phil scholars and Accounts department whether the students have paid PPR- Maintenance Fee.

Agenda 8: Orientation for Newly Joined Faculty & Students


The COE informed that the Examination Process Orientation to newly joined faculty and students were conducted as per the schedule i.e. 10th, 11th and 12th July 2019 for students and 8th July 2019 for faculty.


Agenda 9: Any other matter

- ✓ The Controller of Examinations informed all to intimate COE Office if students with special needs are admitted in their respective departments so as to apply to the University of Madras for the provision of Scribe and Extra- time.
- ✓ He requested all Heads to mail the soft copy of syllabus of 2019 admitted batch on or before 26 July 2019 for further process.
- ✓ He informed the members that Arrear Registration for ESE November 2019 would commence from 27 July 2019. He reminded of the departments to utilize the Arrear Report enabled in HOD login to intimate the passed out students for registration.

- ✓ Introduction of Revaluation process was again taken up for discussion. Many opined that Revaluation after two valuations does not hold good. As a result, it was deferred for later discussion.
- ✓ The Chairperson raised a concern of relaxation of Instant Examination upto two arrear papers. After discussion, it was decided that COE Office would prepare a status report of students having two arrear papers to complete course and after which the final call would be taken on this.
- ✓ Dr. C. Francis requested the COE whether any template could be prepared to intimate the results of Retotalling status to the students those who applied. It was agreed and decided to implement the same.
- ✓ Dr. C. Francis requested the COE to increase the Hospitality amount for Viva Voce examination of MSW courses, as they have three specializations and ₹1000 is not enough. Hence it was decided to increase it to ₹1500 i.e. ₹500 for each specialization. In this connection, he also asked for increase in the amount for Field Work Coordinator, as there were Coordinators for specialization-wise. The Chairperson informed that the amount could not be increased as the number of students would be less compared to other PG Courses' coordinators.
- ✓ Ms. Sivaranjani requested for honorarium for Chairperson of Scrutiny Board. It was decided that the scrutiny of question papers would be tedious compared to Passing Board and to pay the honorarium of ₹500 to the HODs who act as a Chairperson. Hence there will not be any honorarium for Passing Board work.
- ✓ The Controller of Examinations informed the members that Camp process will be implemented in this semester for better functioning.

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


Dr. K. Sathyamurthi Ph.D.,
Controller of Examinations


Dr. S. Raja Samuel Ph.D.,
Principal cum Secretary