



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 - AY 2019-20

30.01.2020

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. J. S. Gunavathy, 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. Vjayanathi Mala, Head- Dept. of MSC (CP) & M. Phil (Psy)
8. Dr. Jayanthi Peter, Head- Dept of MA (HRM)
9. Ms. Sivaranjani, Head- Dept. of MA (HROD)
10. Dr. Sarah Karunakaran, Head- Dept. of MA (DM)
11. Mr. Antony Stephen, Head- Dept. of MA (SE)
12. Mrs. P. Vathani David, Head- Dept. of BSW

Leave of Absence:

13. Ms. Priya Magesh, Head- Dept. of BSc (Psychology)

MEETING AGENDA:

1. Approval of the previous minutes of meeting held on 10.10.2019
2. Points arising out of Odd Semester Assessment - UG/PG Programmes
3. Even Semester - UG/PG Programmes - ICA- I Schedule
4. M.Phil programmes - ESE Jan 2020- Dates
5. Any other matter.

MEETING PROCEEDINGS:

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

Agenda 1: Approval of the previous minutes of meetings (held on 10.10.2019)

The hardcopy of the minutes of the second Examination Committee meeting held on 10.10.2019 was placed and the same was approved by the committee.

Dr. J. S. Gunavathy requested the Office to ratify again the Revised Criteria of Instant Examination in the forthcoming Academic Council, as the University Nominee was absent for the last Academic Council. COE informed that it will be informed to the University Nominee in the next Academic Council.

Agenda 2: Points arising out of Odd Semester Assessment - UG/PG Programmes (November 2019)

The members appreciated the COE Office for the simplified report of the Passing Board. The Chairperson suggested that reports of all candidates and the to-be-condoned candidates could be presented during Passing Board for validation of Internal and External members of the board.

The Controller of Examinations informed the members that there were 29 requests for Retotalling and there was no change of marks for all students.

The COE informed members that the steps have been taken by the Office to display exam results in HODs' logins.

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

The Controller of Examinations requested the members to submit ICA- I time table so as to smooth conduct of ICA examination.

Agenda 4: M.Phil programmes - ESE Jan 2020– Dates

The COE informed the members that M. Phil End Semester Examination for Social Work and Psychology have been scheduled from 29 January to 31 January 2020 in the forenoon session. He also requested the respective HODs to complete the Internal Valuation as early as possible for the timely publication of results.

Agenda 5: Any other matter

i. Certificate Course:

- ✓ It was proposed and agreed to prepare a template for the departments to share information on the Certificate Courses offered.
- ✓ Some members raised clarification whether the Certificate Courses offered from departments are inter- departmental or to the respective department alone. The Chairperson clarified that Certificate Courses are offered as an extension to the syllabus of each department and nature of the course will also suit to certain students/departments. Hence priority could be given to the students of concerned department.
- ✓ Some members requested information on the Certificate Courses offered in a semester well in advanced so that registration of students could be distributed equally. The Controller of Examinations clarified that it could be possible only when departments would comply with the deadline of submission of Certificate Course details to COE Office at the beginning of every semester.


ii. ESE April 2020:

- ✓ The COE informed the members that the Arrear Registration for ESE April 2020 has begun on 20.01.2020 and the last date for registration without fine is on 10.02.2020 and with fine is on 18.02.2020. He also informed that HODs can view the arrear report in their logins to intimate students for registration.

iii. Convocation:

- ✓ The COE informed the members that the Convocation has been scheduled on 7 March 2020. The eligible candidates are from UG- 2016 batch, PG- 2017 batch, M.Phil- 2017 batch and candidates of previous batches qualified during November 2018, April 2019, July 2019 and M. Phil- August 2018 examinations.
- ✓ After much deliberation, it was agreed to levy Search Fee for in-absentia candidates i.e.
 - ❖ First six months from the date of convocation: Certificates can be collected free of charge
 - ❖ If collected after six months: ₹ 500/- to be paid.

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