

EXAMINATION COMMITTEE



VAAGDEVI COLLEGE OF PHARMACY
RAMNAGAR, HANUMAKONDA – 506 001 (T.S)

Phone: (0870) 2455111, 9000716969



VAAGDEVI COLLEGE OF PHARMACY

(Approved by AICTE & PCI, New Delhi & affiliated to Kakatiya University, Warangal, T.S)
Ramnagar Dist. Hanamakonda- 506001. (T.S)

EXAMINATION COMMITTEE

Date:04-04-2018


An examination committee in a college is a group of individuals responsible for overseeing and managing the examination process. The committee ensures the fairness, integrity, and smooth conduct of examinations within the college. The specific composition and roles of an examination committee may vary depending on the college and its policies.

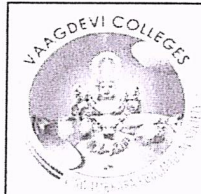
OBJECTIVES

- ❖ To take all necessary measures for the smooth conduct and fairness of examinations.
- ❖ Preparing the exam timetable and get approval from the Head of the Institution, and circulate the same to the faculties & students.
- ❖ Preparing the Invigilator list for all the examinations, Execute the seating arrangement for students during examination.
- ❖ Maintaining the registers for internal marks and recording the details of exam hall/ subject/SEM/ date/time/ the invigilator who has received the Question paper/submitted the answer scripts etc.
- ❖ Planning and executing the schedule and budget for University Practical Semester End Examination.

S. No.	Name	Role
1.	Dr. K. Srinivas Reddy	Convenor
2.	Mr. D. Kumaraswamy	Co-Convenor
3.	Mrs. P. Girija	Member
4.	Mrs. A. Aparna	Member
5.	Mr. E. Rajeev Reddy	Member
6.	Mr. P. Goutham	Member




Principal
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Date:04-04-2018


CIRCULAR

As per the directives of University Grants Commission (UGC), College level Minority Committee has been constituted with the following members for the academic year 2018-19. It is in force for five years.

Following Members are informed to take charge of the committee

S. No.	Name	Role
1.	Dr. K. Srinivas Reddy	Convenor
2.	Mr. D. Kumaraswamy	Co-Convenor
3.	Mrs. P. Girija	Member
4.	Mrs. A. Aparna	Member
5.	Mr. E. Rajeev Reddy	Member
6.	Mr. P. Goutham	Member




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EXAMINATION COMMITTEE

Minutes of the Meeting

Date 26.10.2022

Venue: Seminar Hall

Time: 03:00 pm

Agenda

- ❖ Examination Schedule.


Resolution

- ❖ The committee discussed the examination timetable, including the dates, times, and duration of each examination. They consider factors such as course requirements, student workload, and the availability of resources.

Members attended

S. No.	Name	Signature
1	Dr. K. Srinivas Reddy	
2	Dr. D. Kumaraswamy	
3	Dr. P. Girija	
4	Dr. A. Makarandh	
5	Mrs. L. Maneesha	
6	Mrs. A. Aparna	
7	Mr. E. Rajeev Reddy	
8	Mr. P. Goutham	




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EXAMINATION COMMITTEE

Minutes of the Meeting

Date: 13.04.2022

Venue: Seminar Hall

Time: 03:00 pm

Agenda

- ❖ Examination Results and Grading


Resolution

- ❖ The committee discussed procedures for the grading and processing of examination results. This includes defining grading scales, determining criteria for assessment, and ensuring consistency in marking practices across different examiners or markers.

Members attended

S. No.	Name	Signature
1	Dr. K. Srinivas Reddy	
2	Dr. D. Kumaraswamy	
3	Dr. P. Girija	
4	Dr. A. Makarandh	
5	Mrs. L. Maneesha	
6	Mrs. A. Aparna	
7	Mr. E. Rajeev Reddy	
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EXAMINATION COMMITTEE

Minutes of the Meeting

Date: 06.10.2021

Venue: Seminar Hall

Time: 03:00 pm

Agenda

- ❖ Examination Logistics and Administration

Resolution

- ❖ The committee discussed logistical aspects of examinations, including determining suitable examination venues, scheduling examination sessions, coordinating invigilation requirements, and arranging for necessary resources such as question papers, answer sheets, and calculators.

Members attended

S. No.	Name	Signature
1	Dr. K. Srinivas Reddy	
2	Dr. D. Kumaraswamy	
3	Dr. P. Girija	
4	Dr. A. Makarandh	
5	Mrs. A. Aparna	
6	Mr. E. Rajeev Reddy	
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EXAMINATION COMMITTEE

Minutes of the Meeting

Date: 27.04.2021

Venue: Online

Zoom Meeting

Time: 03:00 pm

Agenda

- ❖ Examination Paper Preparation and Review


Resolution

- ❖ The committee discussed the development, review, and approval of examination papers. This involves ensuring alignment with the curriculum, appropriate difficulty levels, and the inclusion of relevant and valid assessment items as per Covid rules.

Members attended

S. No.	Name	Signature
1	Dr. K. Srinivas Reddy	N/A due to Online mode
2	Dr. D. Kumaraswamy	N/A due to Online mode
3	Mrs. P. Girija	N/A due to Online mode
4	Dr. A. Makarandh	N/A due to Online mode
5	Mrs. A. Aparna	N/A due to Online mode
6	Mr. E. Rajeev Reddy	N/A due to Online mode
7	Mr. P. Goutham	N/A due to Online mode




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EXAMINATION COMMITTEE

Minutes of the Meeting

Date: 19.10.2020.

Venue: Online

Zoom Meeting

Time: 03:00 pm

Agenda

- ❖ Examination Results and Grading: This includes the processes for grading examinations, including the establishment of grading criteria, the allocation of marks, and the moderation of results. They may also discuss the timeline for releasing examination results to students.


Resolution

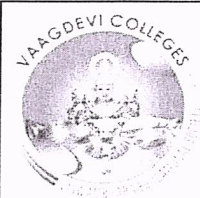
- ❖ Review and Approval of Examination Results: The committee reviewed the examination results, confirms their accuracy and consistency, and approves the release of results to students.

Members attended

S. No.	Name	Signature
1	Dr. K. Srinivas Reddy	N/A due to Online mode
2	Mr.D. Kumaraswamy	N/A due to Online mode
3	Mrs.P. Girija	N/A due to Online mode
4	Mrs. A. Aparna	N/A due to Online mode
5	Mr. E. Rajeev Reddy	N/A due to Online mode
6	Mr. P. Goutham	N/A due to Online mode




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EXAMINATION COMMITTEE

Minutes of the Meeting

Date: 22.04.2020

Venue: Online

Zoom Meeting

Time: 03:00 pm

Agenda

- ❖ Examination Security and Integrity: This includes and plans measures to ensure the security and integrity of the examination process, including preventing cheating, maintaining confidentiality, and implementing measures to detect and address any malpractice.

Resolution

- ❖ Implementation of Examination Security Measures: The committee decided to establish protocols and procedures to maintain examination security, including measures to prevent cheating and address any breaches of integrity as per Covid-19 rules.

Members attended

S. No.	Name	Signature
1	Dr. K. Srinivas Reddy	N/A due to Online mode
2	Mr. D. Kumaraswamy	N/A due to Online mode
3	Mrs. P. Girija	N/A due to Online mode
4	Mrs. A. Aparna	N/A due to Online mode
5	Mr. E. Rajeev Reddy	N/A due to Online mode
6	Mr. P. Goutham	N/A due to Online mode



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EXAMINATION COMMITTEE

Minutes of the Meeting

Date: 23.10.2019

Venue: Seminar Hall

Time: 03:00 pm

Agenda

- ❖ Skill Examination Logistics: This includes the aspects of examinations, such as examination venue allocation, seating arrangements, availability of necessary resources (e.g., question papers, answer sheets), and coordination with invigilators.

Resolution

- ❖ Appointment of Invigilators: The committee assigned invigilators for each examination session, ensuring sufficient coverage and adherence to invigilation guidelines.

Members attended

S. No.	Name	Signature
1	Dr. K. Srinivas Reddy	
2	Mr. D. Kumaraswamy	
3	Mrs. P. Girija	
4	Mrs. A. Aparna	
5	Mr. E. Rajeev Reddy	
6	Mr. P. Goutham	



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EXAMINATION COMMITTEE

Minutes of the Meeting

Date: 16.04.2019

Venue: Seminar Hall

Time: 03:00 pm

Agenda

- ❖ Skill Examination Paper Preparation: This includes the preparation, review, and approval process for examination papers. This includes ensuring alignment with the curriculum, maintaining appropriate difficulty levels, and addressing any concerns or revisions required.

Resolution

- ❖ Approval of Examination Papers: The committee approved the final versions of examination papers, ensuring accuracy, appropriateness, and adherence to the curriculum.

Members attended

S. No.	Name	Signature
1	Dr. K. Srinivas Reddy	
2	Mr. D. Kumaraswamy	
3	Mrs. P. Girija	
4	Mrs. A. Aparna	
5	Mr. E. Rajeev Reddy	
6	Mr. P. Goutham	



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EXAMINATION COMMITTEE

Minutes of the Meeting

Date: 09.10.2018

Venue: Seminar Hall

Time: 03:00 pm

Agenda

- ❖ Examination Policies and Procedures: The committee reviews and updates examination policies, such as rules for conduct, grading criteria, examination format, and guidelines for handling special cases like accommodations for students with disabilities.


Resolution

- ❖ Approval of Examination Policies and Procedures: The committee approved examination policies and procedures to ensure they are fair, transparent, and in line with the college's academic standards.

Members attended

S. No.	Name	Signature
1	Dr. K. Srinivas Reddy	
2	Mr. D. Kumaraswamy	
3	Mrs. P. Girija	
4	Mrs. A. Aparna	
5	Mr. E. Rajeev Reddy	
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EXAMINATION COMMITTEE

Minutes of the Meeting

Date: 05.04.2018

Venue: Seminar Hall

Time: 03:00 pm

Agenda

- ❖ Examination Planning: The overall examination schedule for each academic term, including dates, timings, and duration of examinations.


Resolution

- ❖ Approval of Examination Schedule: The committee finalized the examination schedule, taking into account any conflicts or overlapping exams, and ensures it is communicated to students and faculty in a timely manner.

Members attended

S. No.	Name	Signature
1	Dr. K. Srinivas Reddy	
2	Mr. D. Kumaraswamy	
3	Mrs. P. Girija	
4	Mrs. A. Aparna	Aparna
5	Mr. E. Rajeev Reddy	E. Rajeev
6	Mr. P. Goutham	P. Goutham




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