



Parvatibai Chowgule College of Arts and Science
Autonomous

Accredited by NAAC with Grade 'A' (CGPA Score 3.41 on a 4 Point Scale in 3rd cycle)
Best affiliated College-Goa University Silver Jubilee Year Award

Exam Committee

Minutes of the Meeting

Date: 23.10.2021	Time meeting start: 11 AM	Venue: Exam Cell
	End: 11.45 AM	
Meeting Attended by		Meeting conducted by
<ul style="list-style-type: none">• Dr.Meghana Devli• Mr.Yatin Desai• Ms.Suchitra Bhat• Ms.Alka Gawas• Ms.Aisuwarya Babu• Ms.GVK Nagalakshmi		<ul style="list-style-type: none">• D.Prabakaran

AGENDA OF MEETING

<ol style="list-style-type: none">1. Results of AY2020-20212. UGC Expert Committee visit on 11th & 12th November 20213. Planning the activities for the AY2021-20224. One-time opportunity examination5. Retake exam for TY students who haven't passed practical assessments in the AY2020-20216. A.O.B.
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WHAT WAS DISCUSSED

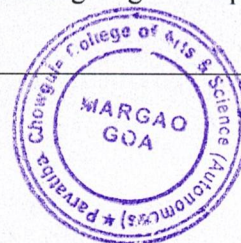
Topic	Discussion
Results of AY2020-2021	Results for all the students of final year classes (both UG and PG) are declared. Consolidated mark sheets and passing certificates are also issued to those students who have completed the requisite credits. It was also decided to declare FY/SY BA results before Diwali break if all marks are submitted by Faculties.



UGC Expert Committee visit on 11th & 12th November 2021	Decided to arrange all necessary documents as informed by offg. Principal.
Planning the activities for the AY2021-2022	Issues in the Exam Module of DHE Portal is to be resolved by meeting Dr.Mahadev, DHE. First year regular course/programme results to be processed by DHE and Self funded course/programme & SY/TY results to be processed by College examination committee. It was also decided to keep the database of all the students ready as the new academic year is already in progress.
One-time opportunity examination	Decided to conduct one-time opportunity examination for the students who have kept/completed the terms and are eligible to appear for exam but could not appear due to "double the duration rule". Decision to be approved by standing committee of Chowgule College
Retake exam for TY students who haven't passed practical assessments in the AY2020-2021	Decision to be taken after consulting offg. Principal and Vice Principal.



D.Prabakaran





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Exam Committee

Minutes of the Meeting

Date: 31.01.2022	Time meeting start: 10 AM End: 10.45 AM	Venue: Exam Cell
Meeting Attended by	Meeting conducted by	
<ul style="list-style-type: none">• Dr.Meghana Devli• Ms.Suchitra Bhat• Dr.Manjita Porob• Mr.Yatin Desai• Ms.Alka Gawas• Ms.Aiswarya Babu• Mr.Cedric Barreto• Ms.Usha Alokar• Ms.Anjali Gaonkar	<ul style="list-style-type: none">• D.Prabakaran	

AGENDA OF MEETING

1. UG/PG Semester I/III/V End Examinations January/February 2022
2. Retake Examinations (Semester II/IV/VI Examinations), 2020-2021
3. Students who are completing double the duration during the academic year 2019-20 to answer their examination with reference to Goa University circular no. GU/Academic (Colg)/2020/21 dated 2-08-2020
4. AC Meeting outcomes
5. Finalizing dates to receive Marksheets of UG/PG Semester I/III/V End Examinations January/February 2022
6. UG Semester I Examinations, 2021-2022(DHE)
7. Retake Examinations (Semester I/III/V Examinations), 2021-2022
8. Exam Cell Requirements



9. New Grading Table in Consolidated marksheet


10. A.O.B.

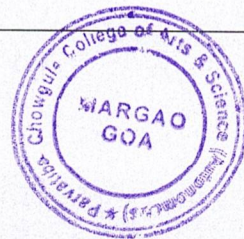
WHAT WAS DISCUSSED

Topic	Discussion
UG/PG Semester I/III/V End Examinations January/February 2022	FY/SY Exams (Online Mode) commenced from 21 st January 2021. OFFLINE exams(TY & PG Part 1/Part 2 & PG Diploma) are commencing from 7 th February 2022. If offline exams are postponed, timetable will be made as per the new dates.
Retake Examinations (Semester II/IV/VI Examinations), 2020-2021	Retake Examinations (Semester II/IV/VI Examinations), 2020-2021 are conducted before the commencement of Odd Semester Examinations, 2021-2022.
Students who are completing double the duration during the academic year 2019-20 to answer their examination with reference to Goa University circular no. GU/Academic (Colg)/2020/21 dated 2-08-2020	Academic Council of our College has approved this special exam to be conducted for the students who have taken Admission in the Academic Year 2015-2016. As per this ordinance, students who are completing Double the Duration during the academic year 2020-2021 shall be given the benefit and permitted to answer their examinations/keep terms during the academic year 2020-2021 due to Covid-19 pandemic. Students of this academic year will be answering this one time opportunity exams along with regular students answering Semester I/III/V Examinations 2021-2022 / Semester II/IV/VI Examinations 2021-2022.
AC Meeting outcomes	<p>1. CGPA to percentage formula is updated in the Autonomy ordinance, AO-4 : Scheme of Examination(B.A. and B.Sc.) as :</p> $\text{Percentage} = \frac{\sum \text{Marks obtained (excluding the marks obtained in the extra credit courses)}}{\sum \text{Maximum Marks (excluding the extra credit courses)}}$ <p>2. Student photograph in the consolidated marksheet as suggested by UGC Expert Committee who visited our College on 11th & 12th November 2021, for granting extension of Autonomous status to our College.</p>



	3. Total marks scored by the student to be included in the consolidated marksheet.
Finalizing dates to receive Marksheets of UG/PG Semester I/III/V End Examinations January/February 2022	Decided to receive only FY & SY Marksheets as soon as online exams get over.
UG Semester I Examinations, 2021-2022(DHE)	UG Semester I results for regular students to be processed by DHE and students of self-funded programmes to be processed by College.
Retake Examinations (Semester I/III/V Examinations), 2021-2022	Retake exams to be scheduled immediately after declaration of odd semester exam results.
Exam Cell Requirements	Exam cell has decided to buy the following items and it is under process. 1. Printer (1 No.) 2. UPS(2 Nos.) 3. Toner(2 Nos.) 4. Projector(1 No.)
New Grading Table in Consolidated marksheet	New grading table to be included in the consolidated marksheet from this academic year, 2021-2022.
A.O.B.	-----


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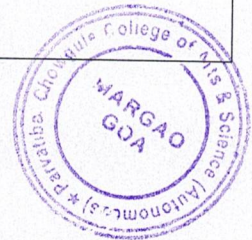
Exam Committee

Minutes of the Meeting

Date: 03.03.2022	Time meeting start: 12.15PM End: 12.45 PM	Venue: Exam Cell
Meeting Attended by	Meeting conducted by	
<ul style="list-style-type: none">• Mr.Ian Barreto• Ms.Suchitra Bhat• Ms.Alka Gawas• Ms.Aiswarya Babu• Ms.Madhavi Motankar• Ms.Trupti Fal Dessai• Ms.G.V.K.Nagalakshmi• Mr.Cedric Barreto• Ms.Usha Alokar• Ms.Anjali Gaonkar	<ul style="list-style-type: none">• D.Prabakaran	

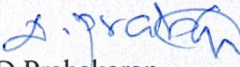
AGENDA OF MEETING

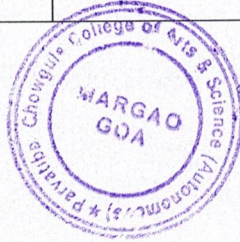
<ol style="list-style-type: none">1. Special Examinations(UG/PG) 2021-20222. A.O.B.
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WHAT WAS DISCUSSED

Topic	Discussion
Special Examinations(UG/PG) 2021-2022	With reference to Circular Ref. No.GU/Exam Div/2022/163, dated 28/02/2022, in view of the covid pandemic situation, Exam cell has decided to allow the Students(UG/PG) who were unable to appear for the Semester End Examinations held in February/March 2022 to appear for the Special examinations scheduled to commence from 22 nd March 2022(tentatively).
A.O.B.	-----


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Exam Committee

Minutes of the Meeting

Date: 06.05.2022	Time meeting start: 1 PM End: 1.45 PM	Venue: Exam Cell
Meeting Attended by		Meeting conducted by
<ul style="list-style-type: none">• Dr.Meghana Devli• Ms.Suchitra Bhat• Mr.Yatin Desai• Ms.Alka Gawas• Ms.Aiswarya Babu• Ms.GVK Nagalakshmi• Mr.Cedric Barreto• Ms.Anjali Gaonkar		<ul style="list-style-type: none">• D.Prabakaran

AGENDA OF MEETING


1. UG Semester I/III/V Retake Examinations, May 2022.
2. UG/PG Even Semester End Examinations, June/July 2022.
3. Retake Examinations for PG Programmes.
4. A.O.B.

WHAT WAS DISCUSSED

Topic	Discussion
1. UG Semester I/III/V Retake Examinations, May 2022.	UG Semester I/III/V Retake Exams (Offline Mode) are commencing from 11 th May 2022(Wednesday). Question papers to be received on 7 th May 2022(Saturday) from 11am onwards and Xeroxing to be done on 9 th & 10 th May 2022(Monday & Tuesday)



2. UG/PG Even Semester End Examinations, June/July 2022.	Tentative date for UG/PG Even Semester End Examinations, June/July 2022 was finalized. Timetable to be uploaded in college website before 11 th May 2022(Wednesday)
3. Retake Examinations for PG Programmes.	It was decided to conduct retake examinations for PG Programmes as follows : Semester 2 retake exams for PG Diploma students & Semester 4 retake exams for PG Part 2 students. This needs to be approved in the Academic Council of our College to be held in the coming days.
A.O.B.	-----


D.Prabakaran





Parvatibai Chowgule College of Arts and Science (Autonomous)

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Exam Committee

Minutes of the Meeting

Date: 24.05.2022	Time meeting start: 1.15 PM End: 1.45 PM	Venue: Exam Cell
Meeting Attended by	Meeting conducted by	
<ul style="list-style-type: none">• Mr.Yatin Desai• Mr.Andrew Barreto• Ms.Aiswarya Babu• Mr.Rishikesh Mishra• Mr.Gajanan Nial• Ms.Sanas Shaikh• Mr.Venkatesh Prabugaonkar• Mr.Pranav P Valvaikar• Ms.Regina V Fernandes• Mr.Cedric Barreto• Ms.Usha Alokhar	<ul style="list-style-type: none">• D.Prabakaran	

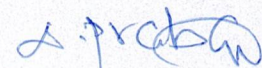
AGENDA OF MEETING

1. PG Even Semester II/IV End Examinations, June/July 2022.
2. Question Paper submission.
3. Result processing by exam cell.
4. Bills for Exam remuneration, 2021-22(Odd Semester)
5. Retake Examinations for PG Programmes.
6. A.O.B.



WHAT WAS DISCUSSED

Topic	Discussion
1. PG Even Semester II/IV End Examinations, June/July 2022.	PG Semester II/IV End Exams (Offline Mode) are commencing from 20 th May 2022(Wednesday). Schedule of the PG even semester exams is already uploaded in College website.
2.Question Paper submission.	Question papers(2 sets) to be submitted on 6th &7th June 2022 from 10.30am to 11.30am in exam cell.
3.Result processing by exam cell.	Marksheets will be issued by exam cell to the PG coordinators. Mark statement to be submitted by the PG Coordinators to the exam cell after showing the answerbooks to students. Result preparation and declaration of results will be done by exam cell from this semester onwards.
4.Bills for Exam remuneration, 2021-22(Odd Semester)	Exam remuneration bill for conduct of odd semester exams, 2021-2022 is to be submitted to exam cell if not submitted.
5. Retake Examinations for PG Programmes.	It was decided to conduct retake examinations only for the SEE component of the courses for PG Programmes as follows : Semester 2 retake exams for PG Diploma students & Semester 4 retake exams for PG Part 2 students. This needs to be approved in the Academic Council of our College to be held in the coming days.
6.A.O.B.	Telegram group for PG Coordinators to be created by Ms.Aiswarya Babu as suggested by Mr.Andrew Barreto. Autonomy Ordinances (AO-5A) governing the Master's Degree Programmes to be emailed/shared in Telegram group at the earliest.


D.Prabakaran

Exam Cell





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Exam Committee

Minutes of the Meeting

Date: 04.06.2022	Time meeting start: 10.30 AM End: 11.45 AM	Venue: Exam Cell
Meeting Attended by	Meeting conducted by	
<ul style="list-style-type: none">• Dr.Meghana Devli• Ms.Suchitra Bhat• Mr.Yatin Desai• Ms.Alka Gawas• Ms.Aiswarya Babu• Ms.Madhavi Motankar• Ms.Trupti Fal Dessai• Ms.GVK Nagalakshmi• Mr.Cedric Barreto	<ul style="list-style-type: none">• D.Prabakaran	


AGENDA OF MEETING

1. Results of FYBA/FYBSc
2. Retake exam marks/results
3. Question papers for Regular/Repeat examinations
4. Distribution of blank marksheets to course teachers
5. Template for submission of assessed answerbooks/marksheets
6. Schedule for submission of assessed answerbooks/marksheets/remuneration forms
7. Student photo in the consolidated marksheet
8. A.O.B.



WHAT WAS DISCUSSED

Topic	Discussion
1. Results of FYBA/FYBSc	DHE gave permission for FY results to be declared by our College for the AY-2021-2022 and the FYBA results are declared on 30 th May 2022 and FYBSc results are declared on 3 rd June 2022.
2.Retake examination marks/results	Decided to send a mail to Course Teachers to submit the marks of the retake examinations along with assessed answerbooks on 8 th June 2022 from 10.30am to 12 noon.
3.Question papers for Regular/Repeat examinations	Decided to send a mail to Course Teachers to submit the question papers along with declaration form on 8th June 2022 from 10.30am to 12 noon if not yet submitted on the previous scheduled dates.
4.Distribution of blank marksheets to course teachers	Blank marksheets to be given to Course Teachers on or before 10 th June 2022.
5. Template for submission of assessed answerbooks/marksheets	A template for submission of assessed answerbooks, which was prepared earlier, was approved by the Committee members.
6. Schedule for submission of assessed answerbooks/marksheets/remuneration forms	Schedule dates for submission of assessed answerbooks/marksheets to be prepared by Mr.Cedric/Ms.Usha.
7. Student photo in the consolidated marksheet	Google form, designed by Mr.Abhiram & Mr.Cedric, for uploading student's photo in the consolidated marksheets to be emailed to TY students for the necessary action.
8.A.O.B.	Excel sheet containing Examination related duty to be shared to all committee members


D.Prabakaran

Exam Cell

