

NAZARETH COLLEGE OF ARTS AND SCIENCE

(Affiliated to the University of Madras,
Re-Accredited with 'B' Grade by NAAC)
EVEN SEMESTER 2022-2023

EXAMINATION COMMITTEE REPORT

Date: 21/7/2023

The Nazareth College of Arts & Science, Examinations for the year April 2023 was commenced in the month of May and the examinations was conducted in offline mode.

The following are the members of Examination Committee

1. Dr. M.Thyagaraj -Chief Superintendent, Head, Dept of Computer Applications
2. Ms. S.Gnanaselvi -Assistant Professor, Department of Computer Applications
3. Ms. Gayathri - Assistant Professor, Department of English
4. Mr.E. Gopal - Assistant Professor, Department of Languages-Shift I
5. Mr. Vadivelan - Assistant Professor, Department of Mathematics

The Examination committee started to work for the Academic year 2022-2023 for the University Examination of Odd and Even. The members of the committee were assigned duties on daily basis.

All the members of the committee executed their responsibilities as per the instruction of the Chief Superintendent of the Examination, monitored by the Dean of Examinations. The examination committee would like to maintain files to record all the activities for November 2022 examination. In addition The Pomodoro Technique is used. It is a time management method was implemented on the respective year.

The Examination committee functioned as per the policy framed by the University of Madras. The members of the committee, in adherence with the rules and regulations of the University, gave their fullest cooperation for the smooth conduct of the examination.

S.No	PARTICULARS	NO OF BOOKLETS RECEIVED	BOOKLET USED	BALANCE
1	THEORY SHEETS	14700	9329	5371
2	ACCOUNTS SHEETS	1800	732	1068
3	PRINTED CLOTHED LINED COVER	1000	726	274



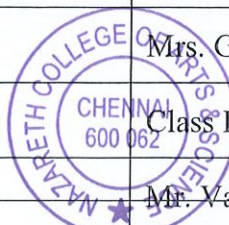
Principal
Nazareth College of Arts & Science
Kovilpathagai Main Road, Kannadapalayam,
Vellanoor Post, Avadi, Chennai-600062.

**Examination Responsibilities Assigned
Before University Examination**

SN O	Description	In charge
1	CIA I, CIAII, Model Examination	Mr. Gopal
2	Circulars	Ms. S.Gnanaselvi
3	Invigilation Duty	Ms. S.Gnanaselvi
4	Invigilation Notebook	Ms.Gayathri
5	Question Paper Distribution, Answer Sheet Distribution, Attendance Sheet Distribution	All
6	Rounds	All
7	Answer Sheet Collection	All
8	Answer Sheet Handover	All
9	Cover writing	All
10	Internal entry	All
11	Internal Collection	All
12	Internal Spiral	Mr. Vadivelan
13	Stickering	Mr. Gopal
14	Minutes of Meeting	Ms. S.Gnanaselvi
15	Formats	Mr. Vadivelan

During University Examination

1	Circular	Mrs. Ganaselvi
2	Time Table	Ms.Gayathri.M
3	Question Paper(Hard Copy)	Mr. Thyagaraj
4	Student Record	All
5	Answer Sheets	All
6	Attendance Notebook	Ms.Gayathri.M
7	Internal entry	All
8	Internal Collection	All
9	Internal Soft binding	Office
10	Attendance Collection	All
11	Attendance Soft binding	Office
12	Claim	Office
13	Answer Sheet Bundling	Mrs. Ganaselvi
14	Getting Principal Signature in all documents	Class Incharge
15	Examination Annual Report	Mr. Vadivelan




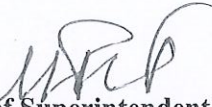
[Signature]
Principal


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Vellanoor Post, Avadi, Chennai-60006

The administration staff members who extended their support were Ms. Swaroopa Rani, Ms. Saranya. The office staff of examination branch maintained all examination records for the current sessions. Entered the examination details on the board for easy access of the exam rooms for the students, and Mr. Shivraj who has helped in bundling the written answer scripts to be sent to University of Madras.


The cooperation and hand work put in by the team ensured smooth and successful conduction of the University Examinations.


Dean of Examinations


Chief Superintendent


Principal
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