
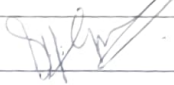


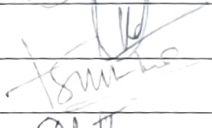
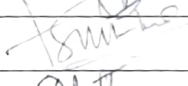
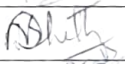
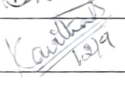
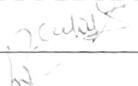

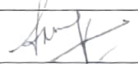

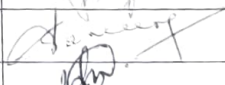

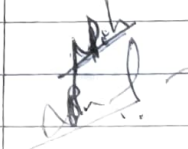




## Examination Reforms Committee (UG & PG) Meeting

September 12, 2023 – 3.00 pm

Conference Room, Admin Block.

### Attended Members:

Sl.No	Name	Designation/Dept.	Signature
1.	Dr Alwyn D'Sa	Chairman	
2.	Dr Arati Shanbhag	Deputy Controller of Examinations	
3.	Dr Santhosh Goveas	Chief Superintendent of Examinations - UG & PG	
4.	Rev Fr Felix Victor SJ	Chairman, Malpractice Enquiry Committee	
5.	Mr Shakin Raj	Chief Examination Coordinator - UG	
6.	Dr Ashwini HARIPRASAD SHETTY	Asst. Coordinator - UG	
7.	Ms Vidya Kumari	Asst. Coordinator - UG	
8.	Mr Vishal Nayak	Chief Examination Coordinator - PG	
9.	Dr Divya Shetty	Asst. Coordinator - PG	
10.	Ms Kavitha B	Chief Coordinator - Central Valuation	
11.	Ms Renita Menezes	Coordinator - Examination Coding & Tabulation	
12.	Dr Dhananjaya K	Chief Examination Coordinator - AIMIT	
13.	Ms Nausheeda B S	Asst. Coordinator - AIMIT	
14.	Ms Suchitra	Member	
15.	Dr Rachael Natasha Mary	Member	
16.	Dr Kumara	Member	
17.	Dr Ravindra Swami K	Member	
18.	Dr Prithwi M	Member	
19.	Ms Shameena K A	Member	
20.	Ms Savitha DSouza	Member	
21.	Mr Sharath Shetty	Member	
22.	Mr Suresh Peters	Member	
23.	Mr Denis Rebello	Member	
24.	Ms Nirmala Pinto	Member	
25.	Dr Renita Dsouza	Member	
26.	Ms Vanaja A	Member	
27.	<del>Dr. Prithvi K. Shetty</del>	<del>Member</del>	
28.	Dr Ambarish	Member	
29.	Mr. STANY Dsouza	Member	



## AGENDA- EXAMINATION REFORMS COMMITTEE


Dated: 12<sup>th</sup> of September, 2023

Venue: Conference Room, Administrative Block

Time: 3 PM IST

Agenda:

1. Prayer
2. Welcome Address and Acknowledgement for services provided (Ms. Vanaja & Team)- Dr Alwyn DSa
3. Reading and Approving of the Minutes of Meeting scheduled on 23<sup>rd</sup> of November 2023- Dr Alwyn DSa
4. Internal Examination
  - i. Length of answer Booklets
  - ii. Reduction on internal tests- ATR by Dr Alwyn DSa
  - iii. Use of mobile phones by staff during invigilation
  - iv. Last moment exchange of duties
5. Feedback on Coding system
6. Suggestions
  - i. Allotment of duties
  - ii. Scheduling of exams
7. Remarks – Exam Coordinators
8. Remarks- Examination Squads
9. IPSR – Updates and Challenges faced
10. Any Other matter with permission of Chair

  
Dr Alwyn DSa

Registrar and COE





Principal

ST. ALOYSIUS COLLEGE (AUTONOMOUS)  
MANGALURU

## MINUTES OF THE MEETING – EXAMS REFORMS COMMITTEE

Date: 12<sup>th</sup> of September, 2023

Venue: Conference Room, Administrative Block

Time: 3 PM IST- 4.15 PM IST

The meeting commenced with the introductory remarks and silent prayer by Dr Alwyn Dsa – Registrar and Controller of Examinations. The importance of conducting this meeting and the sanctity to be observed was cited to the committee.

Ms Vanaja and team were acknowledged for their contributions in bringing out the new initiatives in the examination section. Dr Arati Shanbhag – Deputy Controller of Examinations was introduced and inducted to the committee along with the newly joined members.

The minutes of the previous meeting held on 23<sup>rd</sup> of November, 2023 was presented by Dr Alwyn Dsa and approved by the members of the committee.

The power of persuasion and sensitization of the examination related issues were emphatically stated by the Registrar.

The following issues were deliberated and suggestions sought-

1. It was decided to keep the answer booklet size to 32-36 pages.
2. Dr Alwyn Dsa presented the Action-taken-Report (ATR) on the exam related issue on reduction of the internal examination. He stated that the summative and formative assessment for the students under NEP is 40:60 which comprises of 20 marks for continuous internal assessment. In case any student does not attempt the internal exams due to health reasons or any other, he/she will be deprived of the marks.  
On suggestion made by Dr Ravindraswami to conduct one internal + one department level exam assessment, it was justified to keep the exams in centralised mode and keeping two internal examinations as feasible considering the performance of the students.  
Ms Vanaja suggested to conduct MCQ tests instead of one internal examination, to which the logistical issues in question paper drafting and deteriorating performance score possibilities were deliberated.  
In consensus, it was decided to keep the status-quo of conducting two internal examinations in a centralised mode officially organised by the Office of the Registrar and Controller of Examinations.
3. Mr Shakin Raj and Dr Hariprasad stated that the staff members were using mobile phone and ear pod during the internal examination invigilation duty and hence squad was asked to intervene.  
Dr Alwyn Dsa stated that such observations must be notified to the staff members in form of instructions to invigilators before the next exams.
4. Dr Rachael Mary pointed out the importance of briefing the question paper pattern to the students of first year in order to avoid any delusions of the words used in the paper.



*Prerna*  
Principal  
ST. ALOYSIUS COLLEGE (AUTONOMOUS)  
MANGALURU

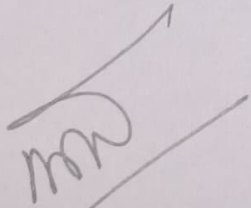


5. Feedback on coding system of the answer paper was initiated. Dr Renita Dsouza highlighted the possibilities of interchange of the answer booklet bags due to identical codes packet wise. This would result in issues pertaining to tallying the papers.
6. Specialisation papers of BCom wherein the students are supposed to select any two papers out of the three courses offered was discussed. The invigilation diary must incorporate the same was reflected. A separate meeting of the non-teaching staff in this regard will be conducted.
7. The Malpractice Committee will resolve the issues and action taken report will be initiated within two days of the conclusion of the internal examination.
8. The IPSR QnSmarti Portal updates were presented by Dr Arati Shanbhag. She emphasized the need for embedding technology in the examination section which is also the need of the hour due to suggestions from NAAC and other accreditation bodies.

Unicode to be adapted to generate the script in Kannada language was insisted instead of Baraha Software. It was informed to the committee to not share the question bank with the students. But to discuss the important concepts while engaging the students in the classrooms.

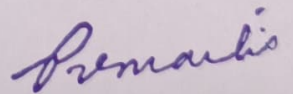
9. Dr Alwyn Dsa suggested giving one week extension to the staff members for uploading the question bank in the portal.
10. Dr Alwyn Dsa also mentioned about the follow up of the candidates for attempting the repeater exam papers. This activity will be facilitated by Ms Nirmala Pinto.
11. The concept of Board of Examination will be followed even for the question papers generated through the QnSmarti Software.
12. Mr Sharath Shetty suggested to provide two-sided folded question papers to be made available for convenience.
13. Dr Santhosh Goveas suggested adapting the PAGEMAKER app instead of Microsoft Word for editing the question paper template. He also emphasized to crop the valuation process for post-graduation programmes by going for third valuation only if necessary and also suggested to have internal double valuation for PG Programmes.
14. Dr Ravindraswami suggested the concept of digital valuation of the answer scripts.

The meeting concluded with the words of gratitude proposed by Dr Alwyn Dsa- Registrar and Controller of Examinations.



Dr Alwyn Dsa  
Registrar and Controller of Examinations.  
Registrar

St. Aloysius College (Autonomous)  
P.B. No. 720, Light House Hill  
Mangaluru - 575003, Karnataka, India

Principal  
ST. ALOYSIUS COLLEGE (AUTONOMOUS)  
MANGALORE - 575 003