

Tumkur University  
University College of Science  
**Proceedings of the meeting held on 27/06/2022 4 pm at IQAC room**

The meeting of Time Table, Attendance Monitoring and Examinations committee of University College of Science Tumkur was held on 27<sup>th</sup> June 2022 at 4m in IQAC room.

The following members were present

1. **Dr. Shet Prakash M**, Principal and Chairperson of the committee
2. **Dr. Narahari N.**, Coordinator (Time Table) and member
3. **Dr. Suchetan P. A.**, Coordinator (Examinations) and member
4. **Sri Narayan Gaonkar**, Coordinator (Attendance monitoring) and member
5. **Dr. B. Nirmala**, Member
6. **Dr. Shwetha D.**, Member
7. **Dr. Krishna**, Member
8. **Smt. Susheela**, Member
9. **Abhilasha B.**, Member
10. **Roopa M.**, Member

**Agenda of the meeting:**

1. To discuss the strategy for conducting internal tests for II, IV and IV sem B.Sc., BCA and BVoc students.
2. To discuss and prepare the College calendar of events pertaining to academic and examination related activities.
3. Distribution of work/responsibility amongst members of the committee
4. Preparation of templates for QP
5. Procedure to be adopted for monitoring attendance.

**Resolution/ Decisions of the meeting:**

1. It was decided to conduct two theory internal tests and one practical test for II, IV and IV sem B.Sc., BCA and BVoc students. The theory internal tests shall be conducted in centralized manner on dates scheduled in the calendar of events (Annexure).
2. College calendar of events (Annexure) pertaining to academic and examination related activities for the academic year 2021-22 was prepared in compliance to the calendar of events of Tumkur University. The procedures for conducting internal tests were discussed and the same were incorporated into the calendar of events where ever applicable. Separate calendar of events will be prepared for the academic year 2022-23 once the University calendar of events is notified.
3. It was decided that a separate email should be created for the functioning of this committee. It was decided unanimously to create email with username [eventsucst@gmail.com](mailto:eventsucst@gmail.com)

4. The responsibility of pre-arrangements for internal test is distributed among members as follows\*:

II Sem: Dr. B. Nirmala, Dr. Shwetha D. and Smt. Susheela

IV Sem: Dr. Narahari N., Sri Narayan Gaonkar and Abhilasha B

VI Sem: Dr. Suchetan P. A., Dr. Krishna and Roopa M

\*It was decided that, however, on the days of internal test it shall be equal responsibility of all the members for arranging and conducting the test smoothly and effectively, irrespective of the semester.

5. It was resolved to conduct another meeting at least a week prior to the dates of first internal tests to finalize the QP templates, time tables, class room allotments etc. and also to discuss the mechanism for monitoring the attendance of students. In the mean time, it was decided to inform all the HoD's to announce list of student's with attendance shortage in the department notice board by the end of every month.
6. It was observed that with the admission of students to I semester (2022-23 batch) additional members are needed in the committee for smooth and effective execution of the activities proposed in the calendar of events.

#### **Signature of Chairperson/members**

1. Dr. Shet Prakash M.
2. Dr. Narahari N.
3. Dr. Suchetan P. A.
4. Sri Narayan Gaonkar
5. Dr. B. Nirmala
6. Dr. Shwetha D.
7. Dr. Krishna
8. Smt. Susheela
9. Abhilasha B.
10. Roopa M.

**University College of Science, Tumkur**  
**Calendar of Events for II, IV and VI sem B.Sc./B.C.A./B.Voc. degree**  
**2021-22**

(Prepared in compliance with Tumkur University calendar of events 2021-22)

Event		II Sem (NEP)	IV and VI sem (CBCS)
		Date	Date
Reopening of College and recommence of classes		06/07/2022	23/05/2022
Counseling by HoD's for allotment of Open elective/value based papers to students		11/07/2022	-
1 <sup>st</sup> Internal Test	Last date for HoD to submit QP, indent requirement and list of invigilators*	06/08/2022	06/07/2022
	Conduct of Test (centralized)	11/08/2022-13/08/2022	11/07/2022-13/07/2022
	Last date for announcement of results by each Depts.	22/08/2022	22/07/2022
2 <sup>nd</sup> Internal Test	Last date for HoD to submit QP, indent requirement and list of invigilators*	14/09/2022	06/08/2022
	Conduct of Test (centralized)	19/09/2022-21/09/2022	11/08/2022-13/08/2022
	Last date for announcement of results by each Depts.	28/09/2022	22/08/2022
<ul style="list-style-type: none"> <li>• Conduct of practical internal test/viva by the Departments</li> <li>• Submission/Completion of assignments/projects/any other activities as required in the NEP/CBCS regulations</li> <li>• Finalization and announcement of IA marks by the departments in the department notice board</li> </ul>		Before 20/10/2022	Before 02/09/2022
Classes end date		31/10/2022	10/09/2022
Last date for semester end practical exams by departments		Semester end theory and practical exams should be completed within 30/11/2022	20/09/2022
Commencement of semester end theory exams			26/09/2022

\*Question paper should be set for 1 hour duration with maximum marks 25/30; Question paper template shall be shared to HoD's through email later; Question paper should be sent in word format as per the template to the email [eventsucst@gmail.com](mailto:eventsucst@gmail.com)

**Note:** Each department should announce list of students having shortage of attendance in the department notice board in the end of every month.