

# SRI SARADA COLLEGE FOR WOMEN

(Accredited with 'B' Grade by NAAC, CGPA-2.76)  
Affiliated to Manonmaniam Sundaranar University  
A Branch of Sri Ramakrishna Tapovanam, Tirupparaithurai  
Ariyakulam, Tirunelveli Thoothukudi-High Road, Maharaja Nagar Post  
**TIRUNELVELI - 627011**

INTERNAL QUALITY ASSURANCE CELL (IQAC)

**Meeting Number : 1**

**03-12-2016**

## **Matter Tabled for Discussion**

To instruct the Chief Examiners regarding valuation of answer scripts of November 2016 University Examinations

## **Resolutions adopted**

1. Faculty members should go to the Valuation Hall only during leisure hours.
2. A Teacher can serve as Chief Examiner only in one board.
3. Ensure that the answer scripts are evaluated sincerely.
4. Ensure that the examiners sign in the Attendance Register.
5. Answer scripts should be kept only in the Valuation Hall.
6. Ensure that there isn't any wrong shading or wrong entry in the OMR sheets.
7. Ensure that there is an equal distribution of answer scripts.

Meeting started and concluded with Ohm Sahanavavathu prayer

Members present in the meeting

S.No.	Name	Portfolio	Signature
1	Yatiswari Saravanabhavapriya Amba	Secretary	
2	Dr. (Smt.) M.Malarvizhi	Principal	
3	Smt. M.Muthulakshmi	HOD of Commerce	
4	Smt. N.Renuka	HOD of English	
5	Smt. V. Rajarajeswari	HOD of Chemistry	
6	Smt. S.Parvatha Krishnammal	HOD of Tamil	
7	Smt. N.Kamala	HOD of Commerce(CA)	
8	Smt. T.Radha Jeyalakshmi	Director of Computer Applications	
9	Smt. B.Thamaraiselvi	HOD of Computer Applications	
10	Smt. V.Vallinayagi	HOD of Computer Science	
11	Smt. J.Umai Parvathy	HOD of Physics	
12	Smt. M.Indra	HOD of Information Technology	
13	Smt. S.Meenakshi	HOD of Mathematics	
14	Smt. S.Ammami	Asst.Prof. in Mathematics	
15	Smt.T.Kalavathi	HOD of Economics	
16	Smt. S.Viji	Asst.Prof. in English	
17	Smt.M.Sivakala	Asst.Prof. in English	
18	Smt. N.Lavanya	HOD of BBA	
19	Smt.S.Mahara Jothilakshmi	Asst.Prof. in Physics	

Signed and Certified by the Principal with the seal of the Institution

Secretary

Principal

