



ADICHUNCHANAGIRI
UNIVERSITY

Sri Adichunchanagiri College of Pharmacy, B G Nagara

EXAMINATION CELL (2023-24)

MEETING NOTICE

Date: 04-05-2023

All the members of the Examination Cell are hereby informed that a meeting of the Examination Cell is scheduled to be held on 08-05-2023 at 11:00 AM in the Board Room to discuss matters related to the smooth conduct of examinations.

To: All Examination Cell Members

From: Coordinator, Examination Cell

Venue: Board Room

Meeting Date: 08-05-2023

Time: 11:00 AM

Agenda

- Mock review of emergency response procedures.
- Compliance with university examination regulations.
- Orientation for newly appointed invigilators.
- Deployment of support staff and technical personnel.
- Review of examination hall infrastructure and facilities.

Who Should Attend

Sl. No.	Name	Designation
1	B. Ramesh	Principal
2	Dr. Shankarmani	Associate Professor
3	Dr. Rashmi N G	Assistant Professor
4	Dr. Vedamurthy Joshi	Associate Professor
5	Mr. Ravindra B N	Assistant Professor
6	Mrs. Noor Ul Eain	Assistant Professor
7	Mrs. Poornima K D	Office Superintendent
8	Mrs. Yashod Suresh	Second division clerk

All members are requested to attend the meeting without fail.


Coordinator


Principal



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Sri Adichunchanagiri College of Pharmacy, B G Nagara

**EXAMINATION CELL
(2023-24)**

CONSTITUTION		
	Name	Designation
Chairman	Dr B Ramesh	Principal
Coordinator	Dr. M Shankar	Asso Professor
Members	Mr. Rashmi N G Mr. Vedamurthy Joshi Mr. Ravindra B N Mrs. Noor Ul Eain Mrs. Poornima K D Mrs. Yashoda K M	Asso Professor Asso Professor Asso Professor Assi. Professor Office Superintendent Second Division Clerk



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Sri Adichunchanagiri College of Pharmacy, B G Nagara

EXAMINATION CELL (2023-24)

MINUTES OF THE MEETING

Date: 08-05-2023

Venue: Board Room

The meeting of the Examination Cell for the academic year 2023-24 was held on 08-05-2023 in the Board Room under the chairmanship of Dr. Bharathi D R, Principal.

Agenda Discussed

- Mock review of emergency response procedures.
- Compliance with university examination regulations.
- Orientation for newly appointed invigilators.
- Deployment of support staff and technical personnel.
- Review of examination hall infrastructure and facilities.

Resolutions and Discussion

1. Newly appointed invigilators were briefed on examination procedures, duties, code of conduct, and documentation requirements.
2. The committee reviewed compliance with university examination regulations and emphasized strict adherence during all examinations.
3. The deployment of support staff and technical personnel was discussed, and members agreed to assign responsibilities in advance for smooth conduct of examinations.
4. Examination hall facilities including drinking water, seating arrangements, lighting, ventilation, and CCTV surveillance were reviewed and found satisfactory.
5. The committee resolved to conduct surprise inspections during examinations to ensure proper implementation of guidelines.
6. It was decided that any issue arising during the examination process should be properly documented and reviewed after completion for future improvement.

The meeting concluded with thanks to the Chair.



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Signatures

Sl. No.	Name	Signature
1	Dr. Bharathi D R	
2	Dr. Shankarmani	
3	Dr. Rashmi N G	
4	Dr. Vedamurthy Joshi	
5	Mr. Ravindra B N	
6	Mrs. Noor Ul Eain	
7	Mrs. Poornima K D	
8	Mrs. Yashoda K M	

Coordinator

Principal



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EXAMINATION CELL (2024-25)

CIRCULAR

By the direction of the Chairperson, **Examination Cell**, a meeting is hereby convened to discuss the following agenda points. All concerned members are kindly requested to attend the meeting without fail.

Meeting Details

- **Date:** 11-07-2025
- **Time:** 11:00 AM
- **Venue:** Board Room

Agenda

- Distribution of invigilation duties and examination responsibilities.
- Preparation and verification of seating arrangements.
- Printing, verification, and secure handling of hall tickets.
- Confidential handling, storage, and distribution of question papers.
- Availability of answer booklets and other examination stationery.

Who should attend

S. No	Name	Designation
1	Dr. Prakash S Goudanavar	Principal
2	Mr. Kumaraswamy M	Associate Professor
3	Dr. Rashmi N G	Associate Professor
4	Dr. Vedamurthy Joshi	Associate Professor
5	Dr. Ravindra B N	Associate Professor
6	Mrs. Noor Ul Eain	Assistant Professor
7	Mrs. Poornima K D	Office Superintendent
8	Mrs. Yashoda K M	Second division clerk

Note: All attendees are requested to come prepared with necessary documents or reports for discussion and verification.


Coordinator


Chairperson



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EXAMINATION CELL (2024–25)

CONSTITUTION		
Position	Name	Designation
Chairman	Dr. Prakash S Goudanavar	Principal
Coordinator	Mr. Kumaraswamy M	Asso Professor
Members	Mr. Rashmi N G Mr. Vedamurthy Joshi Mr. Ravindra B N Mrs. Noor Ul Eain Mrs. Poornima K D Mrs. Yashoda K M	Asso Professor Professor Asso Professor Assi. Professor Office Superintendent Second division clerk



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Sri Adichunchanagiri College of Pharmacy, B G Nagara

EXAMINATION CELL (2024–25)

Minutes of the Meeting (MoM)

Meeting Details

- **Date:** 11-07-2025
- **Time:** 11:00 AM
- **Venue:** Board Room
- **Chairperson:** Dr. Prakash S Goudanavar

Agenda Discussed

S. No	Agenda Item
1	Distribution of invigilation duties and examination responsibilities
2	Preparation and verification of seating arrangements
3	Printing, verification, and secure handling of hall tickets
4	Confidential handling, storage, and distribution of question papers
5	Availability of answer booklets and other examination stationery

Minutes of the Meeting

S. No	Contents
1	Welcome Address: The Coordinator welcomed the Chairperson and all members to the meeting of the Examination Cell.
2	Opening Remarks by Chairperson: Dr. Prakash S Goudanavar emphasized the need for proper planning, confidentiality, and discipline for the smooth conduct of examinations.
3	Agenda 1: Invigilation duties and examination responsibilities were discussed and proposed for allocation among the faculty members.
4	Agenda 2: Seating arrangements were reviewed to ensure proper hall management and student convenience during the examinations.
5	Agenda 3: The committee discussed the printing, verification, and secure handling of hall tickets and agreed to complete the process in advance.
6	Agenda 4: Confidential handling, storage, and distribution of question papers were discussed in detail, and members stressed strict adherence to examination norms.



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7	Agenda 5: Availability of answer booklets and other examination stationery was reviewed, and necessary arrangements were confirmed.
8	Any Other Matters: Members agreed to monitor examination arrangements regularly and resolve any issues immediately for smooth conduct.
9	Vote of Thanks: The meeting concluded with a vote of thanks to the Chairperson and all members present.

Decisions Taken

- Invigilation duties shall be finalized before the commencement of examinations.
- Seating arrangements shall be prepared and verified in advance.
- Hall tickets shall be printed and checked properly before issue.
- Question papers shall be handled, stored, and distributed confidentially as per examination procedure.
- Answer booklets and all required stationery shall be made available well in advance.
- Any issue arising during examinations shall be documented and reviewed for improvement.

List of Attendees

S. No	Name	Designation	Signature
1	Dr. Prakash S Goudanavar	Principal	
2	Mr. Kumaraswamy M	Associate Professor	
3	Dr. Rashmi N G	Associate Professor	
4	Dr. Vedamurthy Joshi	Associate Professor	
5	Dr. Ravindra B N	Associate Professor	
6	Mrs. Noor Ul Eain	Assistant Professor	
7	Mrs. Poornima K D	Office Superintendent	
8	Mrs. Yashoda K M	Second division clerk	

Coordinator

Chairperson



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EXAMINATION CELL (2025-26) CIRCULAR

Date: 30-06-2026

By the direction of the Chairperson, **Examination Cell**, a meeting is hereby convened to discuss the following agenda points. All concerned members are kindly requested to attend the meeting without fail.

Meeting Details

- **Date:** 03-07-2026
- **Time:** 11:00 AM
- **Venue:** Board Room

Agenda

- Distribution of invigilation duties and examination responsibilities.
- Preparation and verification of seating arrangements.
- Printing, verification, and secure handling of hall tickets.
- Confidential handling, storage, and distribution of question papers.
- Availability of answer booklets and other examination stationery.

Who should attend

S. No	Name	Designation
1	Dr. B Ramesh	Principal
2	Mr. Kumaraswamy M	Associate Professor
3	Dr. Rashmi N G	Associate Professor
4	Dr. Vedamurthy Joshi	Professor
5	Dr. Ravindra B N	Associate Professor
6	Mrs. Noor Ul Eain	Assistant Professor
7	Mrs. Poornima K D	Office Superintendent
8	Mrs. Yashoda K M	Second division clerk

Note: All attendees are requested to come prepared with necessary documents or reports for discussion and verification.


Coordinator


Chairperson



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Sri Adichunchanagiri College of Pharmacy, B G Nagara

CONSTITUTION		
Position	Name	Designation
Chairman	Dr B Ramesh	Principal
Coordinator	Mr. Kumaraswamy M	Asso Professor
Members	Mr. Rashmi N G Mr. Vedamurthy Joshi Mr. Ravindra B N Mrs. Noor Ul Eain Mrs. Poornima K D Mrs. Yashoda K M	Asso Professor Professor Asso Professor Assi. Professor Office Superintendent Second division clerk



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MINUTES OF THE MEETING

Meeting Details

- **Date:** 03-07-2026
- **Venue:** Board Room
- **Chairperson:** Dr. B Ramesh
- **Coordinator:** Mr. Kumaraswamy M

Agenda discussed

S. No	Agenda Item
1	Distribution of invigilation duties and examination responsibilities
2	Preparation and verification of seating arrangements
3	Printing, verification, and secure handling of hall tickets
4	Confidential handling, storage, and distribution of question papers
5	Availability of answer booklets and other examination stationery

Minutes of the meeting

S. No	Contents
1	Welcome Address: The Chairperson welcomed all the members and emphasized the importance of systematic planning for the forthcoming examinations.
2	Opening Remarks by Chairperson: The Chairperson instructed the committee to ensure confidentiality, discipline, transparency, and impartiality throughout the examination process.
3	Agenda 1: Invigilation duties and examination responsibilities were discussed and tentatively distributed among the faculty members concerned.
4	Agenda 2: The committee discussed the preparation and verification of seating arrangements to ensure proper accommodation and smooth conduct of examinations.
5	Agenda 3: Members reviewed the printing, verification, and secure handling of hall tickets and agreed to complete the process in advance.
6	Agenda 4: The committee discussed confidential handling, safe storage, and timely distribution of question papers according to examination norms.



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7	Agenda 5: Availability of answer booklets and other examination stationery was reviewed, and all departments confirmed readiness.
8	Additional Discussion: Members agreed to conduct surprise inspections during examinations to ensure adherence to guidelines and to document any issues arising during the examination period for future review.
9	Vote of Thanks: The meeting concluded with thanks to the Chairperson and all members for their cooperation and commitment to the smooth conduct of examinations.

Decisions taken

- Invigilation duties shall be finalized and communicated before the commencement of examinations.
- Seating arrangements shall be prepared and verified in advance.
- Hall tickets shall be printed, checked, and issued securely.
- Question papers shall be handled and stored confidentially and distributed as per procedure.
- Required answer booklets and stationery shall be kept ready before the examination schedule begins.
- Issues arising during examinations shall be documented and reviewed after completion for future improvement.

List of attendees

S. No	Name	Designation	Signature
1	Dr. B Ramesh	Principal	
2	Mr. Kumaraswamy M	Associate Professor	
3	Dr. Rashmi N G	Associate Professor	
4	Dr. Vedamurthy Joshi	Professor	
5	Dr. Ravindra B N	Associate Professor	
6	Mrs. Noor Ul Eain	Assistant Professor	
7	Mrs. Poornima K D	Office Superintendent	
8	Mrs. Yashoda K M	Second division clerk	

Coordinator

Chairperson