No: DrTTIT/ERC/2020-2021/1   Date: 09.10.2020

CIRCULAR

It is hereby informed to all HODs and Test Co-ordinator that the First Internal Assessment Test for Odd Semester, 2020-2021 is scheduled from 15 Oct, 2020 to 21 Oct, 2020. In this regard, I request all HODs to bring it to the notice of all the faculty in the Department and make necessary arrangements for smooth conduction of Test.

Minutes of the Meeting is enclosed herewith for your information and action.

Head, ERC   09.10.2020

Cc:

Sl No	HOD	HOD Signature	Test Co-ordinator	Signature
1	Mining Engg.	09.10.20	Dr. Subharanjan	
2	Electronics Engg.	Vijaya Bharathi 09/10/2020	1. Rajesh Kumar Kaushal 2. Jesudas T	
3	Electrical Engg.	9/10/2020	1. pro. Somashekar.B	9/10/2020
4	Computer Science Engg.		1. Prof. Leelavathy 2. Prof. Sudha	
5	Mechanical Engg.	09/10/2020	Mohan Kumar	
6	Civil Engg.	9/10/20	Prof. Silviya	

12/1/22

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Dr T Thimmaiah Institute of Technology
Oorgaum K G F   563 120

Minutes of the Examinations Reforms Committee (ERC) Meeting held on 8/10/2020

Sl. No.	Head, ERC	Agenda
1	Dr. Manas Mukhopadhyay	1. Platform to be used for online examination. 2. Duties and responsibilities of faculty and course instructors related to online examination. 3. Time table and Invigilation allotment for IA-1 4. Evaluation of IA-1 answers scripts. 5. Any other relevant issue.

Members Present:

1. Dr. Manas Mukhopadhyay, Head
2. Dr. Subha Ranjan Paul., Convenor and Member, ERC (MI)
3. Prof. Paul Prasanna Kumar, Member, ERC (MI)
4. Prof. Somashekar, Member (EEE)
5. Prof. Mohan Kumar, Member (ME)
6. Prof. Silviya, Member (CV)
7. Prof. Santhosh Kumari, Member (CSE)
8. Dr.Bhuvanendhiran.T, Member (ECE)
9. Prof. Manjunath S, Member (MT)

Member Absent: NIL
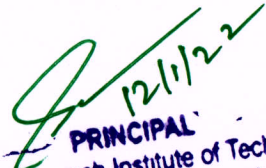
Minutes of the meeting:

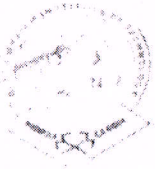| Sl. No.	Item Notes	Approvals/Actions
1	First Internal Assessment (IA-1) shall be conducted on online mode on October 15, 16,17,19,20 & 21, 2020. Only one IA shall be scheduled on each day for one hour or one and half hour, as per Scheme of syllabus, from 9.30 AM.	Approved by Head and ERC
2	After the IA on each day at 11.30 AM Course Instructor will arrange to take tutorial class for the course the IA for which is scheduled on the	Approved by Head and ERC

	next day	
3	For **3rd Semester** 18KVK39/18KAK39 and 18CPC39 may be conducted on October 21,2020 at 12.00 noon For **5th Semester** 18CIP59 may be conducted on October 21.2020 at 12.00 noon.	Approved by Head and ERC Members
4	The IA shall be conducted online using Google Classroom and monitored by Invigilators using Google Meet.	Approved by Head and ERC Members.
5	Department coordinator shall submit department Time table for IA-1 and allotment of invigilation duty to Head, ERC on or before 13/10/2020.	Approved by Head and ERC Members
6	Evaluation and finalization (including clarification, if any, with the students) of marks shall be done by 29/10/2020.	Approved by Head and ERC Members
7	The Coordinator shall assign 15 students to each invigilator for online exam and in department specific exceptional cases it can go up to 20 with the permission of respective HoD.	Approved by Head and ERC Members

The council thanked the Chair

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June 14, 2021

CIRCULAR

All the HoDs, Test Coordinators and faculty members are hereby informed that Second Internal Assessment (IA) Tests for Fourth year are scheduled during **June 17 – 19, 2021**, and First Internal Assessment (IA) Tests for First year and Second Internal Assessment (IA) Tests for Second & Third year are scheduled during **June 28 – July03, 2021**. All the concerned are requested to strictly adhere to the following Guidelines as far as scrutiny of IA Question Papers, conduction of Test and evaluation of answer scripts.

1. IA Question Papers and Scheme for evaluation shall be set as per IQAC format, and shall be scrutinized in PAC Meeting. Respective HoD shall ensure the confidentiality of the question papers.
2. Only one IA shall be scheduled on each day for one hour or one and half hour, as per Scheme of syllabus, from 9.30 AM.
3. **IA for CIPH/Kannada and Dip Math shall be conducted on 2/7/2021 and 3/07/2021 respectively at 2.30 PM.**
4. After the IA on each day at 11.30 AM Course Instructor will arrange to take tutorial class for the course, the IA for which is scheduled on the next day.
5. The IA shall be conducted online using **Google Classroom** and monitored by Invigilators using **Google Meet.**
6. Test Coordinator shall share Google Meet Link with the Principal, Vice Principal, Dean and HoD.
7. If any student joins Google Meet after 9.40 AM she/he shall not be allowed to write the Test.
8. Students shall upload scanned copy of answer script in Google Classroom within 30 minutes from the end of scheduled time for Test.
9. Students shall be on camera at least 50 minutes and 80 minutes for the Tests of 60 minutes and 90 minutes respectively.
10. Department coordinator shall submit a copy of department Time Table for IA-2 and allotment of invigilation duty to Head, ERC (dr.manas@drttit.edu.in) on or before 16/06/2021 for 8th Semester and on or before **26/06/2021** for other Semesters.
11. Evaluation and finalization (including clarification, if any, with the students) of marks for 8th Semester shall be completed by **26/06/2021** and the same for 2nd,4th & 6th Semesters shall be by **10/07/2021**.
12. The Coordinator shall assign 20 students to each invigilator for online.

Head, ERC

Dean (Academic)

Principal

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Dr. T. Thimmaiah Institute of Technology
Oorgaum, K. G. F- 563120

Minutes of the Examination Reform Committee (ERC) Meeting held on 14/06/2021 at 2.30 PM

Sl. No.	Head, ERC	Agenda
1	Dr. Manas Mukhopadhyay	1. Platform to be used for online examination.
		2. Duties and responsibilities of faculty and course instructors related to online examination.
		3. Time table and Invigilation allotment for IA-2 (Even Sem.2020-21)
		4. Evaluation of IA-2 answers scripts.
		5. Any other relevant issue.

Members Present:

1. Dr. Manas Mukhopadhyay, Head
2. Prof. Paul Prasanna Kumar, Member, ERC (MI)
3. Prof. Mohan Kumar, Member (ME)
4. Prof. Silviya, Member (CV)
5. Prof. Leelavathy, Member (CSE)
6. Dr. Bhubendrian, Member (ECE)
7. Prof. Manjunath S, Member (MT)
8. Prof. Dayanand (EEE)

Member Absent: NIL

Minutes of the meeting:

Agenda Item	Item Notes	Approvals/Actions
1	Second Internal Assessment (IA-2) shall be conducted on online mode on June17, 18 &19, 2021 for 8th. Semester and for 2nd, 4th & 6th. Semesters it will be from June 28 – July 03, 2021. Only one IA shall be scheduled on each day for one hour or one and half hour, as per Scheme of syllabus, from 9.30 AM.	Approved by Head and ERC

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2	**CIPH / Kannada** Test shall be conducted on July02, 2021 at 2.30 PM **Dip Math** Test shall be conducted on July03, 2021 at 2.30 PM	Approved by Head and ERC
3	After the IA on each day at 11.30 AM Course Instructor will arrange to take tutorial class for the course, the IA for which is scheduled on the next day	Approved by Head and ERC
4	IA Question shall be scrutinized in PAC meeting on or before 16/06/2021 for 8th Semester, and on or before 26/06/2021 for other semesters.	Approved by Head and ERC
5	The IA shall be conducted online using **Google Classroom** and monitored by Invigilators using **Google Meet.**	Approved by Head and ERC Members.
6	Department coordinator shall submit department Time table for IA-2 (8th. Sem.) and allotment of invigilation duty to Head, ERC (dr.manas@drttit.edu.in) on or before 16/06/2021, and the same for other semesters shall be submitted on or before June 26, 2021.	Approved by Head and ERC Members
7	Evaluation and finalization (including clarification, if any, with the students) of marks for 8th. Sem. shall be done by 26/06/2021 and for 2nd,4th & 6th Semesters by 10/07/2021.	Approved by Head and ERC Members
8	The Coordinator shall assign 20 students to each invigilator for online exam.	Approved by Head and ERC Members

The council thanked the Chair

12/1/22

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