



# NEW HORIZON COLLEGE - KASTURINAGAR

## RESULT AND ATTENDANCE ANALYSIS COMMITTEE Meeting I (Odd Semester)

Date: 22/08/2018

Day: Wednesday

Venue: Board Room

Time: 3.00 pm to 4.00 pm

The following members were present for the meeting:

| SL NO | NAME             | DESIGNATION             | POSITION             | SIGNATURE |
|-------|------------------|-------------------------|----------------------|-----------|
| 1     | Dr. Vijaya Reddy | Principal               | Chief Superintendent |           |
| 2     | Ms. Sunitha.S    | HOD of Commerce         | Member               |           |
| 3     | Ms. Jyothi.J     | HOD of Business         | Management Member    |           |
| 4     | Dr. Logeswari    | HOD of Computer Science | Member               |           |
| 5     | Ms. Nagalakshmi  | Assistant Professor     | Co-ordinator - B.com |           |
| 6     | Dr. Chithra      | Assistant Professor     | Co-ordinator- BCA    |           |
| 7     | Ms. Bharani      | Assistant Professor     | Co-ordinator - BBA   |           |
| 8     | Ms. Malini       | Counsellor              | Member               |           |

### Agenda:

1. To discuss the performance and attendance of the students for the I Internal Examinations held for BCOM, BBA and BCA from 20/07/2018 to 20/08/2018
2. To suggest necessary corrective actions to be taken by the concerned subject faculty

3. To discuss the existing quality measures in place and additional quality measures to be established to improve the quality of Teaching - Learning and Assessment and Evaluation Process for the Academic Year.
4. To suggest necessary action plans to be implemented by the Teaching Faculty towards quality enhancement.

#### **Minutes of the Meeting:**

The Principal welcomed the members and the following deliberations were made:

1. **To do regular follow up:** The students who were absent for the I Internal Exams must be called and counseled in order to improve their attendance. If the attendance still is not improved, then the concerned parents must be called and updated the same.
2. **Remedial Classes:** The students who have secured less than or just passing marks must be given extra attention by way of remedial coaching classes after the regular class hours for 3 hours a week. The attendance must be maintained and followed up and the students who are not attending the remedial classes must be brought to the notice of the Principal.
3. **Peer Learning Groups:** The students who have excelled in the I Internal exams must be given additional coaching by way of peer learning (Self Study Groups) classes after the regular class hours for 3 hours a week in order to secure ranks in the university examination.
4. **Improvement Exam:** Improvement exam/Re-exam must be conducted for those students to improve their marks if they have been absent/failed/secured less. However, only students with genuine reasons for absence shall be given the opportunity at the discretion of the subject teachers.
5. **Enhancement the quality of Teaching Learning Process:** Novel Teaching-Learning methods which improves analytical, reasoning and critical thinking ability of the learners like Case Studies, Presentation by Students, Flipped Classrooms, Group Discussions, Crosswords, Jumbles etc to be adopted by the teaching faculty and to be included in the lesson plans.

The meeting ended with a concluding note by the Exam Coordinator Mrs. Indira thanking the Principal for extending continuous support and the faculty for rendering full cooperation for the smooth conduct of the examination, valuation of answer scripts and uploading the marks in the Edumerge Portal within the stipulated time.



Convener



Principal

Principal  
New Horizon College