

# **Holy Cross College (Autonomous), Nagercoil**

**Kanyakumari District, Tamil Nadu.**

Accredited with A<sup>+</sup> by NAAC IV cycle - CGPA 3.35

## **Examination Wing**

### **Action plan for the academic year 2019 - 2020**

The office of the Controller of Examinations plans meticulously for the conduct of examinations, evaluation and publication of results and award of certificates. Apart from the regular schedule all details pertaining to the needs of the students regarding examination, official transcript and matters related to university are executed systematically. The office of the Controller of Examinations also plans to carry out the following:

1. Systematic conduct of examination, valuation and publication of results as per the academic calendar.
2. Changes in the examination pattern in par with UGC 2019 guidelines
3. Workshop for faculty members on assessment and attainment of course outcome.
4. Online registration for Part IV (SBC and NMEC) courses.
5. Online examination system for continuous internal assessment.
6. Separate block for the Examination Wing.

# Holy Cross College (Autonomous), Nagercoil

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## Examination Wing

Action taken for the academic year 2019 - 2020

### Plan

1. Systematic conduct of examination, valuation and publication of results as per the academic calendar.
2. Changes in the examination pattern in par with UGC 2019 guidelines
3. Workshop for faculty members on assessment and attainment of course outcome.
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5. Online examination system for continuous internal assessment.
6. Separate block for the Examination Wing.

### Action taken

1. Examination, valuation and publication of results were followed as per the academic calendar. (*Annexure I*)
2. Changes were brought in the examination pattern in the 2020-2023 curriculum. (*Annexure II*)
3. Orientation to the faculty on 'Applications of Moodle Platform in Teaching and Evaluation' - 05.07.2019
4. Workshop on Outcome Based Education and Working on OBE software by Myclassroom Private Limited. - 24.07.2019.
5. Workshop on 'Out Come Based Education and Assessment of Outcomes' on 13.08.2019  
Resource Person: Mrs. Vijaya A, IQAC Member & Assistant Professor in Computer Science, Nehru College of Arts and Science, Coimbatore.
6. Online registration for Part IV (SBC and NMEC) courses was facilitated through ERP portal.
7. Due to COVID-19, online examination was implemented both for continuous internal assessment and summative assessment.

### *Annexures*

- (i) Academic calendar
- (ii) Examination pattern 2020-2023

*Annexure I*  
**Academic Year 2019 – 2020**

Activities	Important Dates	
Online Registration & Semester Exam fee payment portal opening	30-08-2019	
Last date for exam fee payment without penalty	10-09-2019	
Last date for exam fee payment with penalty	16-09-2019	
Part IV Internal Examination (Respective hour)	03-10-2019	
Practical Examination UG & PG	14-10-2019	
Part IV semester examination begins	22-10-2019	
Project viva voce exam	24-10-2019	
Signing of consolidated CIA mark statement	25-10-2019	
Semester examination begins	04-11-2019	
Semester examination end	21-11-2019	
Result Publication	06-12-2019	
<b>April 2020</b>		
Activities	Important Dates	Important Dates (modified)
Remittance of semester examination fees	06-03-2020	
Practical Examination (UG)	<b><u>**18-03-2020</u></b>	04-03-2020
Practical Examination (PG)	<b><u>**26-03-2020</u></b>	04-03-2020
Part IV Internal Examination (Respective hour)		03-03-2020
Project viva voce exam		16-09-2020 (Online)
Signing of consolidated CIA mark statement	<b><u>**15-04-2020</u></b>	Online verification by students 31-07-2020
Part IV semester examination begins		Online 17-09-2020
Semester examination begins	<b><u>**24-04-2020</u></b>	(Online Examination only III UG and II PG outgoing students) 21-09-2020
Semester examination end		30-09-2020
Result Publication		12-10-2020

*\*\* modified due to Covid-19 lockdown*

## Annexure II

### CHOICE BASED CREDIT SYSTEM (CBCS) Regulations for UG Programme

(For the candidates admitted from the academic year 2020-2021 onwards)

#### 1. Examination Pattern

##### i) a. Part I - Tamil

Ratio of Internal and External= 30:70

#### Internal Components and Distribution of Marks

Components	Marks
Continuous Internal Assessment (2)	15
Quiz (2 quizzes)	4
Class Test (2)	6
Class assignment/ Home assignment/ Field assignment/ Articlereview/ Group discussion/ Problem solving	5
<b>Total</b>	<b>30</b>

#### Question Pattern

Internal Test	Marks	External Exam	Marks
Part A 4 x 1	4	Part A 10 x 1 (No choice)	10
Part B 3 x 4	12	Part B 5 x 4 (Internal choice)	20
Part C 3 x 8	24	Part C 5 x 8 (Internal choice)	40
<b>Total</b>	<b>40</b>	<b>Total</b>	<b>70</b>

##### b. Part I -French

Ratio of Internal and External= 30:70

#### Internal Components and Distribution of Marks

Components	Marks
Continuous Internal Assessment (2)	15
Quiz (2 quizzes)	4
Class Test (2)	6
Class assignment/ Home assignment/ Field assignment/ Article review/ Group discussion/ Problem solving	5
<b>Total</b>	<b>30</b>

### Question Pattern for I & II Semesters

Internal Test	Marks	External Exam	Marks
Part A (Translation)	5	Part A (Translation) 4x5	20
Part B (Grammar) 5x5	25	Part B (Grammar) 6x5 (Paragraph Writing) 15x1	30
Part C (Paragraph Writing) 10x1	10	Part C (Translation, Comprehension) 2x5	10
		Part D 5x2	10
<b>Total</b>	<b>40</b>	<b>Total</b>	<b>70</b>

### Question Pattern for III & IV Semesters

Internal Test	Marks	External Exam	Marks
Part A (Translation)	5	Part A (Translation) 10x1	10
Part B (Grammar) 5x5	25	Part B (Comprehension) 10 x1 (Paragraph Writing) 15 x1	25
Part C (Paragraph Writing) 10x1	10	Part C (Grammaire) 7 x 5	35
<b>Total</b>	<b>40</b>	<b>Total</b>	<b>70</b>

ii) **Part II - General English**

Ratio of Internal and External= 30:70

### Internal Components and Distribution of Marks

Components	Marks
Continuous Internal Assessment (2)	15
Quiz (2)	4
Class Test (3)	6
GD/Open Book Test/Role Play/ Assignment/ ArticleReview/Seminar	5
<b>Total</b>	<b>30</b>

### Question Pattern

Internal Test	Marks	External Exam	Marks
Part A (Objective Type)	4 x 1 = 4	Part A (Objective Type)	10 x 1 = 10
Part B	3 x 4 = 12	Part B	5 x 4 = 20
Part C	3 x 8 = 24	Part C	5 x 8 = 40
<b>Total</b>	<b>40</b>	<b>Total</b>	<b>70</b>

iii) Part III (Major/ Elective/ Allied)

Ratio of Internal and External= 30:70

**Internal Components and Distribution of Marks**

Components	Marks
Continuous Internal Assessment (2)	15
Quiz (2 quizzes)	4
Class Test (3)	6
Class assignment/ Home assignment/ Field assignment/ Article review/ Group discussion/ Problem solving	5
<b>Total</b>	<b>30</b>

**Question Pattern**

Internal Test	Marks	External Exam	Marks
Part A 4 x 1	4	Part A 10 x 1 (No choice)	10
Part B 3 x 4	12	Part B 5 x 4 (Internal choice)	20
Part C 3 x 8	24	Part C 5 x 8 (Internal choice)	40
<b>Total</b>	<b>40</b>	<b>Total</b>	<b>70</b>

**Practicals: Major Core & Allied**

**papers**Ratio of Internal and

External= 40:60 Total: 100 marks

Internal Components and Distribution of Marks

Internal Components	Marks
Performance of the Experiments	10
Regularity in attending practical and submission of records	10
Record	5
Model exam	15
<b>Total</b>	<b>40</b>

**Question pattern**

External Exam	Marks
Major Practical	60
Minor Practical / Spotters / Record	
<b>Total</b>	<b>60</b>

- iv) Part IV  
Ratio of Internal and External = 50: 50

- a) Add-on Course – Professional English

**Internal Components and Distribution of Marks**

<b>Internal Components</b>	<b>Marks</b>
Listening	25
Speaking and Reading	25
<b>Total</b>	<b>50</b>

**Question pattern**

<b>External Exam</b>	<b>Marks</b>
Part A 5 x 1 (No Choice)	5
Part B 5 x 3 (Internal Choice)	15
Part C 5 x 6 (Internal Choice)	30
<b>Total</b>	<b>50</b>

- b) Non – Major Elective (NME)

**Internal Components and Distribution of Marks**

<b>Internal Components</b>	<b>Marks</b>
Continuous Internal Assessment (2)	20
Quiz (2 quizzes)	15
Class assignment/ Home assignment/ Project report	15
<b>Total</b>	<b>50</b>

**Question Pattern**

<b>Internal Test</b>	<b>Marks</b>	<b>External Exam</b>	<b>Marks</b>
Part A 4 x 1 (No Choice)	4	Part A 5 x 1 (No Choice)	5
Part B 3 x 4 (Internal Choice)	12	Part B 5 x 3 (Internal Choice)	15
Part C 3 x 8 (Internal Choice)	24	Part C 5 x 6 (Internal Choice)	30
<b>Total</b>	<b>40</b>	<b>Total</b>	<b>50</b>

c) Skill Enhancement Course (SEC) - Computer Literacy

**Internal Components**

<b>Component</b>	<b>Marks</b>
Objective type questions (30x1)	30
Exercise (Book) compulsory (2x10)	20
<b>Total</b>	<b>50</b>

External Components

<b>Component</b>	<b>Marks</b>
Exercise 1	20
Exercise 2	10
Procedures for both Exercises	20
<b>Total</b>	<b>50</b>

d) Skill Enhancement Course (SEC) - Meditation and Exercise

**Internal Components**

<b>Component</b>	<b>Marks</b>
Objective type questions (20x1)	20
Exercise (2x10)	20
Assignment	10
<b>Total</b>	<b>50</b>

External Components

<b>Component</b>	<b>Marks</b>
Oral assessment	20
Written assessment (Open choice -10 out of 15 questions (10x3)	30
<b>Total</b>	<b>50</b>

e) Ability Enhancement Course (AEC) - Environmental Studies

**Internal Component**

<b>Component</b>	<b>Marks</b>
Project Report	30
Viva voce	20
<b>Total</b>	<b>50</b>



### External Component

Component	Marks
Oral assessment	20
Written Test (Open choice - 10 out of 15 questions (10x3))	30
<b>Total</b>	<b>50</b>

### Part V

Ratio of Internal and External = 50: 50

#### f) Foundation Course - I (Values for Life)

##### Internal Component

Component	Marks
Song, Mime, Skit	20
Book Activities	20
A Kind Action	10
<b>Total</b>	<b>50</b>

##### External Component

Component	Marks
Oral assessment	20
Written Test ( Part A 5x2 = 10 ; Part B 5x4 = 20)	30
<b>Total</b>	<b>50</b>

#### g) Foundation Course - II (Personality Development)

##### Internal Component

Component	Marks
Exercise from book	20
Skit	10
Group Album	20
<b>Total</b>	<b>50</b>

##### External Component

Component	Marks
Oral assessment	20
Written Test ( Part A 5x2 = 10 ; Part B 5x4 = 20)	30
<b>Total</b>	<b>50</b>

#### h) Foundation Course - III (Human Rights Education)

##### Internal Component

Component	Marks
Album on current issues	20
Group Song, Mime, Skit	10
Open book test	20
<b>Total</b>	<b>50</b>

### External Component

Component	Marks
Oral assessment	20
Written Test (Questions are of open choice 15 questions 3 marks each - answer any 10 (10x3))	30
<b>Total</b>	<b>50</b>

### i) Foundation Course - IV (Gender Equity Studies)

#### Internal Component

Component	Marks
Album on current issues	20
Group Song, Mime, Skit	10
Open book test	20
<b>Total</b>	<b>50</b>

#### External Component

Component	Marks
Oral assessment	20
Written Test (Questions are of open choice 15 questions 3 marks each - answer any 10 (10x3))	30
<b>Total</b>	<b>50</b>

### j) SLP -Community Engagement Course (CEC)/Unnath Bharath Abhiyan (UBA) (Field Work - 15 hrs; Class Hours - 15 hrs)

#### Internal Component

Component	Marks
Assignment	10
Group Discussion	10
Attendance	30
<b>Total</b>	<b>50</b>

#### External Component

Component	Marks
Project Report / Case Study(10-15 pages in print)	50
<b>Total</b>	<b>50</b>

### k)SLP - Service-Learning Programme: Reaching the Unreached Neighbourhood(RUN)

- 60 Hours mandatory programme included in the curriculum (2 credits).

I) STP – Student Training Programme

- Compulsory for all I & II year students (2 credits).
- Clubs and Committees – Eco Club, YRC, Rotaract Club, NSS/ RRC, AICUF, Consumer Club, Legal Literacy and Women’s Cell.
- Each student can opt for one club/ committee.

**Regulations for PG Programme**

(For the candidates admitted from the academic year 2020-2021 onwards)

1. Examination Pattern

i) Major Core / Elective

Internal: External – 40:60

Allotment of Marks for PG Programme

Components	Marks	
	Internal	External
Core & Elective -Theory	40	60
Practicals	40	60
Project	40	60
Life Skill Training (I & II)	60	40

- Each paper carries an internal component.
- There is a passing minimum for external component.

Internal Component

Component	Marks
Continuous Internal Assessment (2)	20
Quiz (2)	4
Class test (2)	4
Seminar	4
GD/Open Book test/ Article Review/ Book Review	4
Online Home Assignment	4
<b>Total</b>	<b>40</b>

External Component

Component	Marks
<b>Part A: 10 x 1</b> (Two objective type questions from each unit without any choice).	10

<b>Part B:</b> 5 x 3 (One question from each unit with internal choice. Among the five questions one question should be of application type and another will be of analysis type).	15
<b>Part C:</b> 5 x 7 (One question from each unit with internal choice. Question should cover all cognitive levels as per the Course Outcomes).	35
<b>Total</b>	<b>60</b>

### Life Skill Training

Internal Components		Marks
<b>Life Skill Training- I</b>	Album (20 pages)	40
	Group Song, Mime, Skit (Group of 5 students)	20
	<b>Total</b>	<b>60</b>
<b>Life Skill Training- II</b>	Case Study (30 page)	60
	<b>Total</b>	<b>60</b>

### SLP -Community Engagement Course (CEC)/ Unnath Bharath Abhiyan (UBA)

(Field Work - 15 hrs; Class Hours - 15 hrs)

#### Internal Component

Component	Marks
Assignment	10
Group Discussion	10
Attendance	30
<b>Total</b>	<b>50</b>

#### External Component

Component	Marks
Project Report / Case Study (10-15 pages in print)	50
<b>Total</b>	<b>50</b>

## M.Phil. Examination pattern

### Course Structure and Examination pattern

#### Course Structure

SEMESTER I			SEMESTER II		
Course	Title	Credit	Course	Title	Credit
C1	Professional Skills for Teaching - Learning	4	C5	Dissertation (Topic selected should be relevant to the topic of the In-depth paper)	12
C2	Research methodology	4			
C3	Core Course	5			
C4	In-depth paper	5			
Total		18	Total		12

## 2. Course detail and Examination pattern

Marks for Internal and External are in the ratio 40 : 60

### A. C1- Professional skills for Teaching - Learning

I to III units are common for all departments

- I Unit - Soft Skills
- II Unit - Blooms Taxonomy on Teaching, Learning and Evaluation
- III Unit - Guidance and Counselling
- IV & V Units - Department specific to make use of Skills and Techniques to teach the core course

The C1 Course is (to be) designed to exploit the various Teaching - Learning, Research Skills to be imbibed / cultivated to make the research scholars to be fit for the profession they are likely to acquire in the Education Industry.

## Evaluation pattern FOR C1- Professional Skills for Teaching - Learning

I to III units common for all departments

- i. Internal Test : 2
- ii. Peer teaching – Unit IV
- iii. Microteaching in Unit IV/ V
- iv. Assignment

Continuous Internal Assessment (CIA) Internal Components and Distribution of Marks

Internal Component	Marks	Converted to
Internal test I and II  Question pattern (Part A : 7 x 2= 14 ; Part B : 3x 7 = 21)	Test I – 35 Test II -35	20
<b>Practical</b>		
Peer Teaching Unit IV	5	5
Micro Teaching (1) (subject related) Unit IV / V	10	15
Teaching 2 hours & Practical demonstration 2session s( for UG / PG depends on the guide - Science) Teaching 5 hours (Arts & Commerce) (Class room Environment ; Observed by the respective guide)	10	
Assignment based on Bloom’s Taxonomy (Formulate Vision, Mission, PEO, PO, PSO and CO and prepare a teaching plan with pedagogy, learning outcomes and assessment. Frame a question paper based on the cognitive levels)	10	
<b>Total</b>		<b>40</b>

### External Component for C1

<b>Theory</b>	<b>Marks</b>
<b>End Semester Examination</b> Question pattern (Part A : 3 x 2= 6 ; Part B : 4 x 5 = 20: Part C: 3x8=24 ) <b>Duration- 2 Hours test</b>	<b>50</b>
<b>Practical</b>	
Submission of Observation record (10 observation of facultyteaching) based on the first three units	<b>10</b>
<b>Total</b>	<b>60</b>

### B. Course C2, C3, C4

Continuous Internal Assessment (CIA) Internal Components and Distribution of Marks

<b>Internal Component</b>	<b>Marks</b>	<b>Converted to</b>
Internal test - I	35	20
Internal Test - II	35	
Seminar	15	15
Assignment	15	5
<b>Total</b>		<b>40</b>

### Internal test question pattern - Arts

<b>Course</b>	<b>Question pattern</b>	<b>No. Of ques.</b>	<b>Marks</b>
C2	Open Choice: Comprehensive Type	5 out of 8	5 x 7 = 35
C3	Open Choice: Comprehensive Type	5 out of 8	5 x 7 = 35
C4	Open Choice: Comprehensive Type	5 out of 8	5 x 7 = 35

### Internal question pattern - Science

Course	Question pattern	No. of ques.	Marks (35)
C2	Part A: Short Answers	5	$5 \times 2 = 10$
	Part B: Essay type (Internal Choice)	5	$5 \times 5 = 25$
C3	Part A: Short Answers	5	$5 \times 2 = 10$
	Part B: Essay type (Internal Choice)	5	$5 \times 5 = 25$
C4	Open Choice: Comprehensive	5 out of 8	$5 \times 7 = 35$

### End Semester Examination question pattern - ARTS

Course	Question pattern	No. of ques.	Marks
C1	Part A : Short Answer type	3	$3 \times 2 = 6$
	Part B : Paragraph type (Internal Choice)	3	$3 \times 5 = 15$
	Part C: Essay type ( Internal Choice)	3	$3 \times 8 = 24$
C2	Open Choice : Comprehensive Type	5 out of 8	$5 \times 12 = 60$
C3	Open Choice : Comprehensive Type	5 out of 8	$5 \times 12 = 60$
C4	Open Choice : Comprehensive Type	5 out of 8	$5 \times 12 = 60$

### End Semester Examination question pattern - SCIENCE

Course	Question pattern	No. of ques.	Marks
C1	Part A :Very Short Answers	3	$3 \times 2 = 6$
	Part B : Short Answers	3	$3 \times 5 = 15$
	Part B: Essay type ( Internal Choice)	3	$3 \times 8 = 24$
C2	Part A : Short Answers	10	$10 \times 2 = 20$
	Part B: Essay type (Internal Choice)	5	$5 \times 8 = 40$
C3	Part A : Short Answers	10	$10 \times 2 = 20$
	Part B: Essay type ( Internal Choice)	5	$5 \times 8 = 40$
C4	Open Choice : Comprehensive	5 out of 8	$5 \times 12 = 60$



## Semester II - Dissertation

Internal		External		Marks converted to
Components	Mark	Components	Mark	
Presentation I Review of Literature	10	<b>Dissertation</b>	<b>75</b>	<b>75</b>
Presentation II -Mock viva	15			
Dissertation	50			
<b>Total</b>	<b>75</b>			
<b>Viva Voce</b>	<b>25</b>	<b>Viva Voce</b>	<b>25</b>	<b>25</b>
<b>Total</b>	<b>100</b>	<b>Total</b>	<b>100</b>	<b>100</b>

### 5. Guidelines for Dissertation submission

5.1	Submission	<ul style="list-style-type: none"> <li>▪ Within the stipulated time as scheduled by the institution.</li> <li>▪ 1st Extension - Six month.</li> <li>▪ 2<sup>nd</sup> Extension with penalty - another Six months</li> <li>▪ After two extensions- registration is cancelled and has to re-register for the course subject to the discretion of the Principal.</li> <li>▪ Candidate need not write once again the theory paper if she has passed.</li> </ul>
5.2	1. All the M. Phil. Scholars (along with their Guides) have to submit at least one Research article for publication, at the time of submitting the dissertation.	

5.3	<ol style="list-style-type: none"><li data-bbox="381 157 1396 241">1. For the valuation of dissertation, it is mandatory to have passed in all the four courses.</li><li data-bbox="381 262 1396 346">2. One external examiner and the Research Adviser shall value the Dissertation.</li><li data-bbox="381 367 1396 514">3. The external examiner should be selected only from outside the college (within the Colleges affiliated to Manonmaniam Sundaranar University/ other University/Colleges in Tamil Nadu.</li><li data-bbox="381 535 1396 745">4. The external examiner shall be selected from a panel of 5 experts suggested by the respective Department and approved in the Board of studies. However, the Controller of Examination may ask for another panel if she deems it necessary.</li><li data-bbox="381 766 1396 913">5. Both the internal and external examiner will evaluate the Dissertation and allot the marks separately. However, the <i>viva-voce</i> will be done by both of them.</li></ol>
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## Holy Cross College (Autonomous), Nagercoil - 629 004

### Office of the Controller of Examinations

#### Action Plan carried out 2019-2020

Month	Work Plan	Important dates
June	<ul style="list-style-type: none"><li>• Conduct of supplementary examination.</li><li>• Revaluation and publication of results.</li><li>• Submission of semester grades to the Controller of Examinations (CoE).</li></ul>	<ul style="list-style-type: none"><li>• Supplementary examination from 08-06-2019 to 10-06-2019</li></ul>
July	<ul style="list-style-type: none"><li>• Preparation of Tabulated Mark Registers (April 2019) and submission to the University for Provisional Certificate.</li><li>• Verification of syllabus and model questions.</li><li>• Generate Course code and Course title, foil card.</li></ul>	<ul style="list-style-type: none"><li>• Revaluation Result published on 02-07-2019</li></ul>
August	<ul style="list-style-type: none"><li>• Communication sent to the question setters.</li><li>• Disbursing the remuneration to the question setters.</li></ul>	<ul style="list-style-type: none"><li>• TMR Submitted to the University on 26-08-2019</li><li>• I CIA begins on 08-08-2019</li><li>• Semester Examination application online registration portal opens on 30-08-2019</li></ul>
September	<ul style="list-style-type: none"><li>• Preparation of End Semester Examination time table for theory and practical exams.</li><li>• Verification of semester examination registration.</li></ul>	<ul style="list-style-type: none"><li>• II CIA begins on 18-09-2019</li></ul>

October	<ul style="list-style-type: none"> <li>• CIA component marks verification.</li> <li>• Provide consolidated marks of CIA to the students.</li> <li>• Preparation of hall tickets, nominal roll, foil cards for seating arrangement, time table etc and submitting them to exam centre and office.</li> </ul>	<ul style="list-style-type: none"> <li>• Examination Committee meeting was held on 04-10-2019</li> <li>• III CIA begins on 11-10-2019</li> <li>• Practical Examination begins on 14-10-2019</li> <li>• Signing of consolidated CIA mark statement on 25-10-2019</li> </ul>
November	<ul style="list-style-type: none"> <li>• UG and PG Paper valuation.</li> <li>• Summative examination marks entry and verification.</li> </ul>	<ul style="list-style-type: none"> <li>• End Semester Examination from 04-11-2019 to 21-11-2019</li> </ul>
December	<ul style="list-style-type: none"> <li>• Presentation of results in the Award Committee and publication of results.</li> </ul>	<ul style="list-style-type: none"> <li>• Award Committee meeting was held on 06-12-2019</li> </ul>
January	<ul style="list-style-type: none"> <li>• Revaluation and publication of results.</li> <li>• Verification of syllabus and model questions.</li> </ul>	<ul style="list-style-type: none"> <li>• Revaluation result published on 04-01-2020</li> <li>• Examination Committee meeting was held on 04-03-2020</li> </ul>
February	<ul style="list-style-type: none"> <li>• Generate Course code and Course title, foil card.</li> <li>• Communication sent to the question setters.</li> </ul>	<ul style="list-style-type: none"> <li>• I CIA from 31-01-2020 to 03-02-2020</li> </ul>

March	<ul style="list-style-type: none"> <li>• Disbursing the remuneration to the question setters.</li> <li>• Communication sent to the practical examiners.</li> <li>• Preparation of practical foil cards.</li> <li>• Preparation of End Semester Examination time table for theory and practical exams.</li> <li>• Verification of semester examination registration.</li> </ul>	<ul style="list-style-type: none"> <li>• Semester Practical examinations begins from 04-03-2020</li> <li>• Examination application online registration portal open on 06-03-2020</li> </ul>
April May - Lockdown	Lockdown due to Covid-19 pandemic.	
June	<ul style="list-style-type: none"> <li>• II CIA online mark entry portal opening.</li> </ul>	<ul style="list-style-type: none"> <li>• II CIA begins on 16-06-2020</li> </ul>
July & August	<ul style="list-style-type: none"> <li>• Lockdown due to Covid-19 pandemic.</li> </ul>	
September	<ul style="list-style-type: none"> <li>• Online examinations for III UG and II PG students</li> <li>• Preparing hall tickets, nominal roll, foil cards, time table etc.</li> <li>• Summative Examination marks entry and verification</li> </ul>	<ul style="list-style-type: none"> <li>• End Semester Examinations from 21-09-2020 to 30-09-2020</li> </ul>
October	<ul style="list-style-type: none"> <li>• Submission of result copy to Award Committee and publishing the results.</li> </ul>	<ul style="list-style-type: none"> <li>• Award Committee meeting was held on 12-10-2020</li> </ul>

*ms*

CONTROLLER OF EXAMINATIONS  
HOLY CROSS COLLEGE  
(AUTONOMOUS)  
NAGERCOIL - 4