

Holy Cross College (Autonomous), Nagercoil

Kanyakumari District, Tamil Nadu.

Accredited with A⁺ by NAAC IV cycle - CGPA 3.35

Examination Wing

Action plan for the academic year 2020 - 2021

Action plan

2020 -2021

Examinations, evaluation and publication of results and award of certificates are systematically followed as per the academic calendar. Apart from the regular schedule all details pertaining to the needs of the students regarding examination, official transcript and matters related to university are carried out systematically.

1. Systematic conduct of examination, valuation and publication of results as per the academic calendar.
2. Workshop for faculty members on question paper setting.
3. Automation of supervision list.
4. Upgrade the infrastructural facilities.
5. Separate block for the Examination Wing.

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Action taken for the academic year 2020 – 2021

Plan

1. Systematic conduct of examination, valuation and publication of results as per the academic calendar.
2. Workshop for faculty members on Question paper setting.
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Action taken

1. Examination, valuation and publication of results were executed as per the academic calendar. (*Annexure I*)
2. The computers and photo copy machines were upgraded.

Annexure I
Academic Calendar 2020-2021

Activities	Important Dates
Online Registration & Semester Exam fee payment portal opening	25-10-2020
Last date for exam fee payment without penalty	12-11-2020
Last date for exam fee payment with penalty	19-11-2020
Internal : Practical / Part IV Examination (II, III UG and II PG)	16-11-2020
External : Practical / Part IV Examination (II, III UG and II PG)	18-11-2020
Project viva voce exam	23-11-2020
Signing of consolidated CIA mark statement (II, III UG and II PG)	18-12-2020
Semester examination (II, III UG and II PG)	01-12-2020
Part IV semester examination (I UG and I PG)	14-12-2020
Signing of consolidated CIA mark statement (I UG and I PG)	18-12-2020
Semester examination (I UG and I PG)	21-12-2020
Semester examination end	31-12-2020
Result Publication (II, III UG and II PG)	04-02-2021
Result Publication (I UG and I PG)	04-02-2021

April 2021

Activities	Important Dates
Internal : Practical / Part IV Examination begins	10-03-2021
Online Registration & Semester Exam fee payment portal opening	15-03-2021
Part IV Semester Examination begins	12-04-2021
Signing of consolidated CIA mark statement	22-04-2021
Semester examination begins	28-04-2021
Semester examination end	17-06-2021
Result Publication	13-07-2021

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Office of the Controller of Examinations

Action Plan carried out 2020-2021

Due to Covid-19 pandemic the academic year commenced from the month of October.

Month	Work Plan	Important dates
October	<ul style="list-style-type: none">• Submission of semester grades to the Controller of Examinations (CoE).• Verification of syllabus and model questions.• Generate Course code and Course title, foil card.	<ul style="list-style-type: none">• I CIA begins on 19-10-2020• .Online Registration & Semester Exam fee payment portal opening 25-10-2020
November	<ul style="list-style-type: none">• Communication sent to the question setters.• Semester Examination online registration through ERP portal.• Preparation of hall tickets, nominal roll, foil cards for seating arrangement, time table etc..	<ul style="list-style-type: none">• Last date for exam fee payment without penalty on 12-11-2020• Examination Committee meeting was held on 20-11-2020• Hall ticket downloading 26-11-2020
December	<ul style="list-style-type: none">• Disbursing the remuneration to the question setters.• Verification of II CIA mark entries.	<ul style="list-style-type: none">• II CIA begins on 07-12-2020• II CIA mark entry portal opens on 14-12-2020
January	<ul style="list-style-type: none">• UG and PG Paper valuation.• Summative examination marks entry and verification.	<ul style="list-style-type: none">• Online paper valuation: 19-11-2020 to 15-01-2021

February	<ul style="list-style-type: none"> • Presentation of results in the Award Committee and publication of results. • Revaluation process and publication of revaluation results. • Verification of syllabus and model questions. • Generate Course code and Course title, foil card. • Communication sent to the question setters. • Disbursing the remuneration to the question setters. 	<ul style="list-style-type: none"> • Award Committee meeting was held on 04-02-2021 • Revaluation result published on 23-02-2021 • I CIA begins on 08-02-2021
March	<ul style="list-style-type: none"> • Opening II CIA mark entry portal. • Communication sent to the practical examiners. • Preparation for practical examination. 	<ul style="list-style-type: none"> • II CIA begins on 13-03-2021 • Practical examination begins on 10-03-2021
April	<ul style="list-style-type: none"> • Preparation of hall tickets, nominal roll, foil cards for seating arrangement, time table etc.. • UG and PG Paper valuation. 	<ul style="list-style-type: none"> • Examination Committee meeting was held on 15-04-2021 • End Semester Examination from 28-04-2021 to 08-05-2021.
May	<ul style="list-style-type: none"> • Summative examination marks entry and Processing of results. 	<ul style="list-style-type: none"> • End Semester Examination from 28-04-2021 to 08-05-2021.

June	<ul style="list-style-type: none"> • Summative examination marks entry checking. • Summative examination processing. 	<ul style="list-style-type: none"> • End Semester Examination from 15-06-2021 to 17-06-2021 <p><i>Examinations due to Covid-19 pandemic lockdown.</i></p>
July	<ul style="list-style-type: none"> • Presentation of results in the Award Committee and publication of results. • Revaluation process and publication of results. 	<ul style="list-style-type: none"> • Even Semester Examination results published on 13-07-2021 • Revaluation result published on 30-07-2021



CONTROLLER OF EXAMINATIONS
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NAGERCOIL - 4