

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 2021 - 2022

Action plan

2021 -2022

Examinations, evaluation and publication of results and award of certificates are systematically followed as per the academic calendar. 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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Examination Wing

Action taken for the academic year 2021 - 2022

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. State Level Workshop for faculty members on Strategies in Question Paper Setting from 25-08-2021 to 27-08-2021.
Resource Persons : Dr. Nithila Devakarunyam, Principal and Secretary, Mrs. J. Jasmine, Controller of Examination, St. Christopher's College of Education, Chennai.
3. State Level workshop for faculty members on " Outcome Based Education – The Hall Mark of Academic Quality" – on 18-03-2022. Resource Person – Dr. Horne Iona Averal, IQAC Coordinator and Assistant Professor of Zoology.
4. The computers and photo copy machines were upgraded.

Academic Calendar 2021 - 2022

November 2021

Activities	Important Dates
Online Registration & Semester Exam fee payment portal opening	06-11-2021
Last date for exam fee payment without penalty	17-11-2021
Last date for exam fee payment with penalty	22-11-2021
Part IV Internal Examination (Respective hour)	17-11-2021
Practical Examination	29-11-2021
Part IV semester examination begins	01-12-2021
Signing of consolidated CIA mark statement	07-12-2021
Project viva voce exam	20-12-2021
Semester examination begins	01-02-2022
Semester examination end	19-02-2022
Publication of Result	10-03-2022

April 2022

Activities	Important Dates
Online Registration & Semester Exam fee payment portal opening	07-05-2022
Last date for exam fee payment without penalty	18-05-2022
Last date for exam fee payment with penalty	23-05-2022
Part IV/Practical Internal Examination (Respective hour)	25-04-2022
Part IV/Practical Semester Examination begins	16-05-2022
Signing of consolidated CIA mark statement	27-05-2022
Semester examination begins	08-06-2022
Semester examination end	24-06-2022
Publication of Result	11-07-2022

Holy Cross College (Autonomous), Nagercoil - 629 004

Office of the Controller of Examinations

Action Plan carried out 2021-2022

Month	Work Plan	Important Dates
August	<ul style="list-style-type: none">• Submission of semester grades to the Controller of Examinations (CoE).• Verification of syllabus and model questions.	By the end of August
September	<ul style="list-style-type: none">• Preparation of Tabulated Mark Registers (April 2020) and submission to the University for Provisional Certificate.• Generate Course code and Course title in the software.	<ul style="list-style-type: none">• TMR (April 2021) Submitted to the University on 15-09-2021• I CIA begins on 27-09-2021
October	<ul style="list-style-type: none">• Communication sent to the question setters.• Disbursing the remuneration to the question setters.	By the end of October
November	<ul style="list-style-type: none">• Semester Examination online registration and payment of fees.• Preparation for practical examination.	<ul style="list-style-type: none">• Online Registration & Semester Exam fee payment - portal opening 06-11-2021• Last date for exam fee payment - without penalty 17-11-2021• Practical Examination begins on 29-11-2021
December	<ul style="list-style-type: none">• Hall tickets, nominal roll, foil cards for seating arrangement, time table etc.. Checking.	<ul style="list-style-type: none">• II CIA begins on 06-12-2021

January	<ul style="list-style-type: none"> Preparation of Semester Examination Time Table 	<ul style="list-style-type: none"> Examination Committee meeting was held on 04-01-2022
February	<ul style="list-style-type: none"> UG and PG Paper valuation. Summative examination marks entry and verification 	<ul style="list-style-type: none"> Semester Examination begins on 01-02-2022 Online paper valuation from 02-02-2022 to 16-02-2022
March	<ul style="list-style-type: none"> Presentation of results in the Award Committee and publication of results. Revaluation process and publication of revaluation results. 	<ul style="list-style-type: none"> Award Committee meeting was held on 10-03-2022 Revaluation result published on 17-03-2022
April	<ul style="list-style-type: none"> 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"> I CIA begins on 04-04-2022
May	<ul style="list-style-type: none"> Communication sent to the practical examiners. Preparation for practical examinations. 	<ul style="list-style-type: none"> II CIA begins on 11-05-2022 Practical Examinations 16-05-2022
June	<ul style="list-style-type: none"> Hall tickets, nominal roll, foil cards for seating arrangement, time table etc.. Checking. UG and PG Paper valuation. Summative Examination marks entry and verification 	<ul style="list-style-type: none"> End Semester Examinations begins on 08-06-2022
July	<ul style="list-style-type: none"> Presentation of results in the Award Committee and publication of results. Revaluation process and publication of revaluation results. 	<ul style="list-style-type: none"> End Semester Examination results published on 11-07-2022