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 2023 - 2024

Examination, 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.

Plan

1. Systematic conduct of examination, valuation and publication of results as per the academic calendar.

2. Workshop for staff on assessment and course outcome attainment.

3. Assessment pattern focusing on application and analytical skills.

4. Preparation of question bank based on course outcome and Bloom's taxonomy.

5. Centralization of Internal test.

6. Registration of all students in the National Academic Depository (NAD).

Expected outcome

1. Faculty will be able to set questions as per the expected course outcome and assess the student outcome level.

2. As per National Education Policy (NEP) guidelines the students will be expected to upgrade their skills and the assessment pattern will help them to achieve it.

3. Question bank based on outcome will help to generate questions through software.

4. Students will give due importance for internal test.

5. All students will be given ABC ID which will help in credit transfer.

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Examination Wing
Action taken for the academic year 2023 – 2024

Plan

1. Systematic conduct of examination, valuation and publication of results as per the academic calendar.

2. Workshop for staff on assessment and course outcome attainment.

3. Assessment pattern focusing on application and analytical skills.

4. Preparation of question bank based on course outcome and Bloom's taxonomy.

5. Centralization of Internal test

Action taken

1. Examination, valuation and publication of results were conducted as per the academic calendar. *(Annexure I)*

2. Workshop for faculty members on assessment and course outcome attainment. Title : "Importance of Outcome Based Education in Course Outcome Attainment" on 16-12-2023, 9.30 am to 3.00 pm. Resource Persons, Dr. F. Brisca Renuga, Assistant Professor of Zoology, Dr. Subha Ganapathy, Assistant Professor of English, Dr. J. Vinoliya Josephine Mary, Controller of Examinations , Holy Cross College (Autonomous), Nagercoil.

3. Assessment pattern focusing on application and analytical skills were implemented in the formative and summative assessment.

4. Question bank based on course outcome and Bloom's taxonomy was prepared by the faculty and uploaded in the website.

5. The Internal test was centralized during this academic year

Academic Calendar 2023 – 2024

November 2023

Activities	Important Dates
I CIA	21-08-2023 to 28-08-2023
Last date for I CIA Mark Entry	04-09-2023
II CIA	09-10-2023 to 16-10-2023
Online Registration & Semester Exam fee payment portal opening	10-10-2023
Last date for exam fee payment without penalty	20-10-2023
Last date for exam fee payment with penalty	20-10-2023
Completion of Part IV Internal examination and all internal components	20-10-2023
Last date for II CIA Mark Entry	21-10-2023
Semester Practical Examination begin	25-10-2023
Project viva voce exam (UG & PG)	31-10-2023
Signing of consolidated CIA mark statement	30-10-2023
Part IV semester examination begins	02-11-2023
Semester examination begins	06-11-2023
Semester examination end	23-11-2023
Result Publication	04-12-2023
Revaluation Portal Opens	07-12-2023 to 09-12-2023
Publication of revaluation results	16-12-2023

April 2024

Activities	Important Dates
I CIA	02-02-2024 to 08-02-2024
Last date for I CIA Mark Entry	28-02-2024
II CIA	15-03-2024 to 18-03-2024
Online Registration & Semester Exam fee payment portal opening	13-03-2024
Last date for exam fee payment without penalty	01-04-2024
Last date for exam fee payment with penalty	05-04-2024
Completion of Part IV Internal examination and all internal components	Before 28-03-2024
Last date for II CIA Mark Entry	28-03-2024
Semester Practical Examination	20-03-2024 to 05-04-2024
Signing of consolidated CIA mark statement	12-04-2024
Part IV & Part V semester examination begins	15-04-2024
Semester examination begins	22-04-2024
Semester examination end	09-05-2024
Result Publication	21-05-2024
Revaluation portal opens	22-05-2024 & 23-05-2024
Publication of revaluation results	28-05-2024
Supplementary Examination portal opens	23-05-2024 to 29-05-2024
Supplementary Examination	05-06-2024 06-06-2024
Supplementary Examination results	12-06-2024

Holy Cross College (Autonomous), Nagercoil – 629 004

Office of the Controller of Examinations

Action Plan carried out 2023-2024

Month	Work Plan	Important Dates
July	• Revaluation process and publication of revaluation results. (I & II UG) • Supplementary result processing • Submission of semester grades to the Controller of Examinations (CoE).	• Revaluation & Supplementary result published on 04-07-2023 (I & II UG)
August	• Preparation and checking of Tabulated Mark Registers and submission to the University for Provisional Certificate. • Submission of semester grades and final grade to the Controller of Examinations (CoE). • Verification of syllabus and model questions.	• TMR (April 2023) Submitted to the university on 09-08-2023 • I CIA begins on 21-08-2023
September	• Generate Course code and Course title, foil card. • Verification of I CIA mark entries.	• Last date for I CIA mark entry on 04-09-2023
October	• Communication sent to the question setters. • Disbursing the remuneration to the question setters. • Verification of II CIA mark entries.	• Online Registration & Semester Exam fee payment portal opening 10-10-2023 • Last date for II CIA mark entry on 21-10-2023 • Semester Practical Examination begins on 25-10-2023 • Signing of consolidated CIA mark statement on 30-10-2023

Month	Activities	Dates
November	• Preparation of Semester Examination Time Table • Hall tickets, nominal roll, foil cards for seating arrangement, time table etc.. Checking.	• Part IV semester examination begins on 02-11-2023 • Semester Examinations from 06-11-2023 to 23-11-2023
December	• UG and PG Paper valuation. • Summative examination marks entry and Processing of results. • Presentation of results in the Award Committee and publication of results. • Revaluation process and publication of revaluation results.	• Award Committee meeting was held on 04-12-2023 • Revaluation portal opens on 07-12-2023 • Publication of revaluation results on 16-12-2023
January	• Verification of syllabus and model questions. • Generate Course code and Course title, foil card.	• Checking the syllabus end of January
February	• Submission of semester grades to the Controller of Examinations (CoE). (April 2023) • Communication sent to the question setters. • Disbursing the remuneration to the question setters. • I CIA Mark entry checking.	• I CIA from 02-02-2024 to 08-02-2024 • Last date for I CIA mark entry on 28-02-2024

March	• Semester Examination fees portal opening – course code and course code checking. • Semester Examination applications Online registration through ERP portal. • II CIA Mark entry checking. • Preparation of Semester Examination Time Table	• Online Registration & Semester Exam fee payment portal opening 13-03-2024 • II CIA from 15-03-2024 to 18-03-2024 • Examination Committee meeting was held on 18-03-2024 • Last date for II CIA mark entry on 28-03-2024
April	• Communication sent to the practical examiners as directed by the Controller of Examinations. • Hall tickets, nominal roll, foil cards for seating arrangement, time table etc.. Checking.	• Semester practical examinations from 20-03-2024 to 05-04-2024 • Completion of Part IV Internal examination and all internal components on 15-04-2024 • Signing of consolidated mark statement on 12-04-2024 • Part IV and Part V semester examination begins 15-04-2024

Month		
May	- Arrangement for the paper valuation of UG and PG answer scripts as directed by the Controller of Examinations through online portal. - Summative examination marks entry and verification. - Processing of end semester examination result. - Preparation of supplementary examinations.	- End Semester Examination from 15-04-2024 to 09-05-2024 - End semester result published on 21-05-2024 - Revaluation portal opens from 22-05-2024 to 23-05-2024 - Publication of revaluation results on 28-05-2024
June	- Processing of supplementary examination result. - Printing semester and final grades.	- Supplementary examination registration portal opens from 23-05-2024 to 29-05-2024 - Supplementary Examination from 05-06-2024 to 06-06-2024 - Supplementary examination results 12-06-2024