

KOVAI KALAIMAGAL COLLEGE OF ARTS AND SCIENCE

(An Autonomous Institute, Affiliated to Bharathiar University, Coimbatore)

Re-accredited with "A" Grade by NAAC

Narasipuram, Coimbatore - 641 109

17.01.2018

Minutes of the meeting of the Examination Committee held on 17.01.2018, Wednesday at 01.30 pm in the Principal's office.

The following members were present:

1. Dr.N.Mala, Principal - Chairman
2. Dr.D.Muthuraj, Advisor
3. Dr.M.Sengaliappan, Dean, CS
4. Dr.V.Vijayalakshmi, Dean, Commerce
5. Dr.S.Mazhalai Silambu, Head, Tamil
6. Mrs.T.Suriyaprabha, Head, English,
7. Mr.B.Panneer Selvam, Head, Mathematics (CA)
8. Mr.P.Ponsekar, CoE, Convenor

After formal welcome of the members by the Principal, the items of the agenda were taken up for discussion and the following resolutions were unanimously passed.

It is unanimously resolved to schedule the various activities related to the conduct of the End Assessment Examinations to be conducted during April / May 2018 as follows.

Scheduled Date	Particulars
17.01.18	Exam Committee Meeting
19.01.18	Submission of list of students admitted under Lateral Entry / Re-admission / Transferred scheme
19.01.18	Submission of syllabus in pdf form for current and arrear subjects
19.01.18	Submission of list of extra credit courses along with syllabus in pdf form
22.01.18	Submission of model question papers
01.02.18	Issue of Exam Applications
17.02.18	Payment of Examination fee without fine
28.02.18	Payment of Examination fee with fine @ Rs.10 per working day
01.03.18 to 03.03.18	Payment of Examination fee with fine @ Rs.500
05.03.18	Returning of all exam applications to CoE Office by Office Superintendent
06.03.18	Submission of tentative schedule for practical exam along with the list of internal examiners and skilled assistants
10.03.18	Release of EAE – Practical Examination Schedule along with Examiners list by CoE
15.03.18	Issue of Stationery items for Practical Examinations
19.03.18	End Assessment Examinations Practical – I & II year UG & PG
02.04.18	Release of EAE – Theory Examination Schedule
02.04.18	Submission of list of internal examiners for theory exams - PG
10.04.18	Submission of Attendance proforma and Internal marks – All UG & PG
10.04.18	Issue of Hall Tickets and Stationery Items from CoE Office
16.04.18	End Assessment Examinations Theory – I & II year UG & PG
10.05.18	Valuation of answer scripts – UG & PG
25.05.18	Meeting of the Result Passing Board
25.05.18	Publication of Results

As there were no other items to be discussed the meeting came to an end with a vote of thanks proposed by Mr.P.Ponsekar, CoE, KKCAS.

P. Ponsel
Controller of Examinations

Copy to:

1. All the members of Examination Committee
2. KKCAS office

N. V. Varma
20/11/18

