



Stella Maris College
Minutes of the Examination Committee Meeting

Date : 23/08/2018
Venue : Principal's Office
Time : 1.00 p.m.

Members Present:

Dr. (Sr.) Rosy Joseph (Principal)
Ms. Zonita Mason (Controller of Examinations)
Dr. Raihana Sabir (Associate Controller of Examinations)
Dr. K. H. Rajini (Vice Principal)
Dr. Agnes Rosario (Vice Principal)
Dr. (Sr.) Nirmala Francisco (Vice Principal)
Dr. Leema Francis (Dean of Commerce)
Dr. Bernadine Joseph (Dean, Planning and Communication)
Dr. (Sr.). Lourthu Mary (Academic Dean)

Agenda:

1. Passing of the End Semester Examination time table November 2018.
2. Introducing CAIT for the final year students in the sixth semester.
3. Conduct of re-examination for those students who have missed End Semester Exams due to NCC, NSS and Games.

Minutes:

1. The End Semester Examinations time table November 2018 was passed unanimously.
2. Introduction of CAIT was welcomed by all the members present. It was decided that the final year students of both UG and PG who have passed in the End Semester Examination but failed due to low marks in the CA can register. The maximum number of papers is limited to 2 which could be from I to V semesters for UG, I to VII semesters for B.V.A. and I to III semesters for PG. The CAIT will be held in the first week of January. The papers will be set for 100 marks of 3 hours duration. This will come into effect from the academic year 2018-2019. The current final year students are eligible to apply for CAIT.
3. To help students who were absent for the End Semester Exams due to College Sponsored activities like NCC, NSS and Games to be considered for ranking, it was decided that re-examination could be held for such students. However the re-exam will have to be conducted before the publication of the semester results.

Examination Committee Meeting – 27.11.2018

Venue: Principal's Office

Time: 12.30 p.m.

Members Present:

Signature

Dr. (Sr) Rosy Joseph

Ms. Zonita Mason

Dr. Raihana Sabir

Dr. Agnes Rozario

Dr. K. H. Rajini

Dr. (Sr) Nirmala Fransico

Dr. Leema Francis

Dr. (Sr) Lourdu Mary

Agenda

To examine the observations and remarks after the scrutiny of the galley to chalk out a plan of action in case of discrepancies in marks

Minutes

The Committee reviewed the comments / remarks by HODs after scrutiny of the marks galley of the End semester examination – Nov 2018. It was observed that in two courses

1. 15FA/MC/MI75
2. 15SC/MC/CV55

more than thirty percent of the students had failed, hence the committee decided to adopt the standardization of marks namely 3 marks to be added to all students uniformly

Stella Maris College
Minutes of the Examination Committee Meeting

Date : 25/01/2019
Venue : Principal's Office
Time : 12 noon

Members Present:

Dr. (Sr.) Rosy Joseph	(Principal)
Ms. Zonita Mason	(Controller of Examinations)
Dr. Raihana Sabir	(Associate Controller of Examinations)
Dr. K. H. Rajini	(Vice Principal)
Dr. Agnes Rosario	(Vice Principal)
Dr. (Sr.) Nirmala Francisco	(Vice Principal)
Dr. Leema Francis	(Dean of Commerce)
Dr. (Sr.) Lourthu Mary	(Academic Dean)
Dr. Juliana Joe	(Academic Dean)

Agenda:

1. Fixing of Exam Dates.
2. Review of Revaluation
3. 3 credits GE Arrear
4. B.Voc. Arrear

Minutes:

1. In view of the 12th Board Exam Results which is to be declared on 19th April 2019, the committee decided to prepone the End Semester Exams to 1st April 2019, so that all exams will be completed by the 13th of April.
 - It was decided that the exams for the Arts and Commerce students will begin on 1.4.2019 and for Science students on 2.4.2019.
 - Science practical exams to begin from 28.3.2019 and Arrear exams to begin from 29.3.2019.
2. The committee reviewed the process and results of the revaluation of the End Semester exam papers and decided that no changes is required.
3. GE arrear Exam – It was decided that if a student has completed her CA test and other components and if her marks are withheld due to lack of attendance the same can be released in the next semester when she registers as an arrear. There is no need for her to re do the components.
4. B.Voc. Arrear – It was decided that the 3rd year B.Voc. students can register for any arrear paper in the final year irrespective of the semester.

Stella Maris College
Minutes of the Examination Committee Meeting

Date : 24/04/2019
Venue : Principal's Office
Time : 1.00 p.m.

Members Present:

Dr. (Sr.) Rosy Joseph	(Principal)
Ms. Zonita Mason	(Controller of Examinations)
Dr. Raihana Sabir	(Associate Controller of Examinations)
Dr. K. H. Rajini	(Vice Principal)
Dr. Agnes Rosario	(Vice Principal)
Dr. (Sr.) Nirmala Francisco	(Vice Principal)
Dr. Leema Francis	(Dean of Commerce)
Dr. Bernadine Joseph	(Dean, Planning and Communication)
Dr. (Sr.). Lourthu Mary	(Academic Dean)

Agenda:

To examine the observations and remarks after the review of the marks galley of the End Semester Examination April 2019.

Minutes of the meeting:

The committee reviewed the comments / remarks by HODs after scrutiny of the marks galley of the End Semester examination April 2019. It was observed that in one course 15EC/MC/ME25 more than fifty percent of the students had failed and the marking was very low. Hence the committee decided on revaluation of the paper.