

EXAM CELL

INTERNAL & MODEL

MINUTES OF MEETING

Internal Exam cell meeting was held on 12/8/2022 at 1.45 PM at Principal's office.

Agenda:

- ① Internal Test I - II U4, III U4, II PA
- ② Submission of question paper - 40 marks
- ③ Syllabus
- ④ Invitation duty list

Minutes:

- ① Decided to conduct Internal Test I for II U4, III U PA classes from 22/8/22 onwards.
- ② All must submit the question paper on or before 16/8/2022.
- ③ 1½ units must have been covered.
- ④ Staff must come to the exam cell 10 minutes prior to exam.

Members:

① Dr. A. Meenakshi Sankaranarayanan
Principal

A.M.
PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

② Dr. R. Parvathi

R. Parvathi

③ Dr. R. Dolby Rosalind Olive

R. Dolby

④ Mrs. R. Biji

Biji

⑤ Mrs. R. Abila

Abila

⑥ Dr. M. Sini Margaret

M. Sini

⑦ Mrs. L. Mary Jaya

L. Mary Jaya

⑧ Mrs. C. Swin

C. Swin

⑨ Mrs. V. Vinay

V. Vinay

A. Meenakshi

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153.



R. Parvathi
Exam cell
coordinator

Internal exam Cell meeting was held on 20/9/2022 at 2 PM at Principal's Office.

Agenda:

- ① Internal Test II
- ② Completion of syllabus
- ③ Submission of Question Paper
- ④ Invigilation duty
- ⑤ Discipline
- ⑥ Paper valuation.

Minutes:

- ① It has been decided to conduct Internal Test II on 06/10/2022 onwards.
- ② At least 3 units must have been completed by the staff members.
- ③ Question papers for 40 marks must be sent via email on or before 26/9/2022.
- ④ Invigilation duty list has to be prepared and sent to staff whatsapp group.
- ⑤ Papers should be valued on time.

Members:

① Dr. A. Meenakshi Sundararajan
Principal

A.M.
PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

② Dr. R. Raveali

R. Raveali

③ Dr. R. Jolly Roseline Silva

J.R.

④ Mrs. P. Riji

P. Riji

⑤ Mrs. R. Abila

R. Abila

⑥ Dr. R. Sini Margaret

S.M.

⑦ Mrs. V. Vinay

V. Vinay

⑧ Mrs. L. Mary Jaya

L. Mary Jaya

⑨ Mr. C. Sulin

C. Sulin

A. Meenakshi Sundararajan

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153.



R. Raveali
Exam Cell
Co-ordinator

Internal Exam Committee meeting was held on 28/10/22 at 12.15 pm at principal's office.

Agenda:

- ① Internal Test II - (Model)
- ② Syllabus Completion
- ③ Submission of Question Paper - 75 Marks.
- ④ Invigilation duty
- ⑤ Paper valuation.
- ⑥ Internal Marks Submission.

Minutes:

- ① It has been decided to conduct the model test from 07/11/2022 for Science + 14/11/22 for Arts.
- ② The syllabus has to be completed before the exams.
- ③ Question Papers has to be sent by email to office (75 Marks & his duration), in or before 02/11/2022 for Science + 10/11/22 for Arts courses.
- ④ Invigilators must come 15 minutes prior to the exam.
- ⑤ Papers should be evaluated on time
- ⑥ Students should be informed about the marks they have scored if submitted to office also.

Members:

① Dr. A. Meenakshisundararajam
Principal




PRINCIPAL
Nanjil Catholic College of Arts & Science
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② Dr. R. Murali



③ Dr. P. JOLLY Rosalind SILVA



④ Mrs. R. Biji



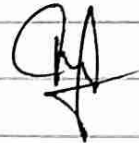
⑤ Mrs. R. ABILA



⑥ Dr. M. Sini Margaret



⑦ Mrs. V. Vinny



⑧ Mrs. L. Mary Jays

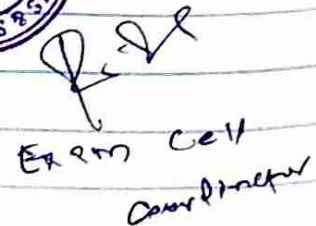
L. Mary Jays

⑨ Mr. C. Sujin




A. 

PRINCIPAL
Nanjil Catholic College of Arts & Science
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Exam Cell
Coordinator

Internal Exam Committee meeting was held on 21/02/2023 at 12.15 PM at Principal's Office.

Agenda:

- ① Internal Test I
- ② Question Paper Submission (Exam duration)
- ③ Syllabus completion
- ④ Paper Valuation
- ⑤ Internal Marks Submission
- ⑥ Question Paper Pattern

Minutes:

- ① It has been decided to conduct Internal Test I from 01/03/2023 onwards for all the classes.
- ② Question Papers has to be submitted on or before 23/02/2023 (Thursday) to the College office via email. The question papers should be set for 20 Marks, of 1 hr duration for Exam.
- ③ Staff must have completed 1/2 units before Internal Test I
- ④ Papers should be valued on time.
- ⑤ Internal Marks must be submitted to the office & it should be displayed on notice board.

⑥ Question paper pattern is as follows.

1 Mark → 2 Questions (Choose the best Answer) → 02

5 Marks → 2 Questions with choice → 10

8 Marks → 1 Question with choice → 08

Total: 20 Marks

Members:

① Dr. A. Meenakshi Sundararam
Principal

A.M.

PRINCIPAL

Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

② Dr. R. Nureli

R.N.

③ Dr. R. Juliet Rosekind Silas

J.R.

④ Mrs. R. Biji

Biji

⑤ Mrs. R. Abile

R. Abile

⑥ Dr. M. Sini Margreth

Sini

⑦ Mrs. L. Mary Jags

L. Mary Jags

⑧ Mr. C. Swin

Swinn

A. Meenakshi Sundararam

PRINCIPAL

Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153.



R. Jags

Exam Cell

Coordinator

Internal Exam Committee meeting was held on 15/02/2023 at principal's office.

Agenda:

- ① Internal Test II
- ② Submission of Question paper
- ③ Syllabus Completion
- ④ Paper evaluation
- ⑤ Duration of the test.

Minutes:

- ① It is decided to conduct the Internal Test II from APRIL 01/2023 onwards.
- ② Question papers (20 Marks) have to be submitted on or before 27/02/2023 to the office via email.
- ③ Syllabus for the test has to be completed on time.
- ④ Papers should be evaluated on time of Marks must be submitted to the office and displayed on the notice board.
- ⑤ The duration of the test will be 1 hr of staff should ensure that the students write the test for whole 1 hr

Members:

① Dr. A. Meenakshi Sundaramoorthy
Principal

h m
PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

② Dr. R. Murali

R M

③ Dr. R. Jolly Rosekind Silvers

J R

④ Mrs. R. Biji

Biji

⑤ Mrs. R. Abila

R Abila

⑥ Dr. M. Sri Margaret

S Margaret

⑦ Mrs. L. Mary Jaya

L. Mary Jaya

⑧ Mrs. C. Sujin

Sujin



R M
Exam cell

Coordinator

A. Meenakshi Sundaramoorthy

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153.

Internal Exam Committee meeting was held on 19/04/2023 at Principal's office.

Agenda:

- ① Internal Test III
- ② Question paper submission
- ③ Completion of syllabus
- ④ Paper evaluation.
- ⑤ Invigilation duty.

Minutes:

- ① It has been decided to conduct the Internal Test III from 08/05/2023 onwards for all the classes. The duration of the test will be three (3) hrs. and the total marks will be 75.
- ② Question papers have to be submitted to the office on or before 25/04/2023.
- ③ Syllabus has to be completed on time before the commencement of Internal Test-III.
- ④ papers must be evaluated within two days after the completion of exam. If the marks should be displayed on notice board.
- ⑤ Staff members should strictly follow the invigilation schedule.

Members:

① Dr. A. Meenakshi Sumpararajan
Principal

A.M.
PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

② Dr. R. FURAY

R.F.

③ Dr. R. Jolly Reshmi SILVA

J.R.

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Sini

⑦ Mrs. L. Mary Jaya

L. Mary Jaya

⑧ Mr. C. Saim

C. Saim



R.P.
From cell
Co-ordinator

A. Sumpararajan

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153.