



**THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR WOMEN (AUTONOMOUS),  
Sivakasi**

(Affiliated to Madurai Kamaraj University, Reaccredited with "A" Grade by NAAC,  
College with Potential for Excellence by UGC & Mentor Institution under UGC PARAMARSH)

**NAAC SSR Cycle IV (2015-2020)**

**2.5 Evaluation Process and Reform**

**2.5.1 Declaration of Results**

## **ACADEMIC PLANNER**



**THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR WOMEN (AUTONOMOUS),  
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**2019 - 2020**

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The month-wise plan is listed below :

Month	Activity
<b>JUNE</b>	<ul style="list-style-type: none"> <li>✓ Convening Awards Committee meeting and Publication of results of previous year April End Semester Examinations.</li> <li>✓ Announcing the fee, Issuing applications and fee collection for revaluation and repeat examinations.</li> <li>✓ Prepare and announce the time table for repeat examinations.</li> <li>✓ Preparation of Mark Statements.</li> <li>✓ Disbursing the amount for Invigilators, internal and external examiners.</li> </ul>
<b>JULY</b>	<ul style="list-style-type: none"> <li>✓ Conduct of repeat examinations, Valuation by External Examiners, Publish the Results of revaluation and repeat examinations.</li> <li>✓ Issue of mark statements to all the candidates.</li> <li>✓ Sending a copy of the mark statement to the Madurai Kamaraj University.</li> <li>✓ Distribution of Question papers of End Semester Examinations to maintain Question Paper archive in each department.</li> <li>✓ Preparatory work for conduct of current November End semester examinations.</li> <li>✓ Getting panel of internal examiners, Model Question Paper with Blue Print, Question Paper Pattern for theory courses and 2 sets of question papers for practical courses from departments.</li> <li>✓ Preparing list of candidates with arrears for November End Semester Examinations.</li> </ul>
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<b>SEPTEMBER</b>	<ul style="list-style-type: none"> <li>✓ Issuing, collecting and verification of application forms for registration of First UG and First PG Candidates for End Semester Examinations.</li> <li>✓ Typing and Proof Correction of question papers for End Semester Examinations.</li> <li>✓ Preparing timetable for practical examinations.</li> <li>✓ Appointing internal and external examiners for practical courses.</li> </ul>
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 for Women,  
 SIVAKASI



**THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR WOMEN (AUTONOMOUS),  
SIVAKASI – 626 123.**

(Affiliated to Madurai Kamaraj University, Re-accredited with A Grade by NAAC,  
College with Potential for Excellence by UGC and Mentor Institution under UGC PARAMARSH)

**ACADEMIC PLANNER 2015-2016**

**THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR WOMEN (Autonomous), SIVAKASI.**  
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**OFFICE OF THE CONTROLLER OF EXAMINATIONS**  
**2015 - 2016**

- ❖ Office of the Controller of Examinations is equipped with modern computing facilities and software to process enormous data and facilitate generation of documents to make the system effective and independent.
- ❖ For smooth functioning of the Controller's office, the activities are planned well in advance and the same is carried out.
- ❖ Every Academic Year is divided into TWO semesters and at the end of each semester End Semester Examinations will be conducted.

The month-wise plan is listed below :

Month	Activity
<b>JUNE</b>	<ul style="list-style-type: none"> <li>✓ Convening Awards Committee meeting and Publication of results of previous year April End Semester Examinations.</li> <li>✓ Announcing the fee, Issuing applications and fee collection for revaluation and repeat examinations.</li> <li>✓ Prepare and announce the time table for repeat examinations.</li> <li>✓ Preparation of Mark Statements.</li> <li>✓ Disbursing the amount for Invigilators, internal and external examiners.</li> </ul>
<b>JULY</b>	<ul style="list-style-type: none"> <li>✓ Conduct of repeat examinations, Valuation by External Examiners, Publish the Results of revaluation and repeat examinations.</li> <li>✓ Issue of mark statements to all the candidates.</li> <li>✓ Sending a copy of the mark statement to the Madurai Kamaraj University.</li> <li>✓ Distribution of Question papers of End Semester Examinations to maintain Question Paper archive in each department.</li> <li>✓ Preparatory work for conduct of current November End semester examinations.</li> <li>✓ Getting panel of internal examiners, Model Question Paper with Blue Print, Question Paper Pattern for theory courses and 2 sets of question papers for practical courses from departments.</li> <li>✓ Preparing list of candidates with arrears for November End Semester Examinations.</li> </ul>
<b>AUGUST</b>	<ul style="list-style-type: none"> <li>✓ Preparing the panel of external examiners for Question Paper Setting.</li> <li>✓ Dispatching all question paper setting related materials to Question Paper Setters.</li> <li>✓ Collecting Question Bank from course teachers.</li> <li>✓ Preparing the nominal roll of the students appearing for End Semester Examinations.</li> <li>✓ Announcing the examination fees for students.</li> <li>✓ Collecting question papers from Setters.</li> </ul>
<b>SEPTEMBER</b>	<ul style="list-style-type: none"> <li>✓ Issuing, collecting and verification of application forms for registration of First UG and First PG Candidates for End Semester Examinations.</li> <li>✓ Typing and Proof Correction of question papers for End Semester Examinations.</li> <li>✓ Preparing timetable for practical examinations.</li> <li>✓ Appointing internal and external examiners for practical courses.</li> </ul>
<b>OCTOBER</b>	<ul style="list-style-type: none"> <li>✓ Preparing &amp; distributing hall tickets for the candidates appearing for examinations.</li> <li>✓ Conducting Practical examinations for Odd Semester.</li> <li>✓ Preparing timetable for theory examinations.</li> <li>✓ Appointing invigilators, internal and external examiners for theory courses</li> </ul>

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<b>NOVEMBER</b>	<ul style="list-style-type: none"> <li>✓ Conducting theory Examinations.</li> <li>✓ Arranging and completing Central Valuation.</li> <li>✓ Checking CIA and external marks.</li> </ul>
<b>DECEMBER</b>	<ul style="list-style-type: none"> <li>✓ Preparing, Convening awards committee meeting and Publish the results of November End Semester examinations.</li> <li>✓ Announcement for revaluation, revaluation Fee collection, Valuation by External Examiners &amp; Publishing the revaluation Results</li> <li>✓ Preparation of Mark Statements for all candidates and scan then as PDF.</li> <li>✓ Sending copy of the mark statement of all passing candidates who complete the course successfully to the Madurai Kamaraj University.</li> <li>✓ Disbursing the amount for invigilators and examiners.</li> </ul>
<b>JANUARY</b>	<ul style="list-style-type: none"> <li>✓ Issue of mark statements to all the candidates.</li> <li>✓ Distribution of Question papers of End Semester Examinations to maintain Question Paper archive in each department &amp; Library.</li> <li>✓ Getting panel of examiners, Model Question Paper with Blue Print, Question Paper Pattern for theory courses and 2 sets of question papers for practical courses from departments for April End Semester Examinations.</li> <li>✓ Preparing list of candidates with arrears for April End Semester Examinations.</li> <li>✓ Collecting Question Bank from course teachers.</li> </ul>
<b>FEBRUARY</b>	<ul style="list-style-type: none"> <li>✓ Preparing the panel of examiners for Question Paper Setting.</li> <li>✓ Dispatching all question paper setting related materials to Question Paper Setters.</li> <li>✓ Preparing the nominal roll of the students appearing for April End Semester Examinations.</li> <li>✓ Announcing the examination fees for students.</li> <li>✓ Collecting question papers from Setters.</li> </ul>
<b>MARCH</b>	<ul style="list-style-type: none"> <li>✓ Announce &amp; collect examination fee and prepare nominal roll of the students appearing for April End Semester Examinations.</li> <li>✓ Typing and Proof Correction of question papers for April End Semester Examinations.</li> <li>✓ Preparing time table and Appointing Internal and External examiners for practical examinations.</li> </ul>
<b>APRIL</b>	<ul style="list-style-type: none"> <li>✓ Preparing hall tickets for the students appearing for examinations.</li> <li>✓ Conducting Practical examinations for EVEN Semester.</li> <li>✓ Preparing time table for theory examinations.</li> <li>✓ Appointing invigilators, internal and external examiners for theory courses and Conduct theory examinations.</li> </ul>
<b>MAY</b>	<ul style="list-style-type: none"> <li>✓ Arranging and completing Central Valuation.</li> <li>✓ Checking CIA and external marks and Prepare the results &amp; result analysis of April End Semester examinations.</li> </ul>

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