

Minutes of the 2nd meeting of the Examination committee held on March 6, 2015

A meeting to discuss certain issues rose out of unforeseen situations in the End Semester 1 exam was convened by The Principal. The meeting was conducted by the Controller of Examiner and attended by Vice-Principals. After due discussion, the following decisions were made:

1. Regarding assessment
 - a) CoE will mask the roll number on the answer sheet and a dummy number will be assigned to script before it is given for assessment in future
 - b) Semester-2 answer sheets will be first, internally evaluated, then externally.
 - c) Putting tick sign should be done by the examiners inside the paper.
 - d) Marks sheet will be prepared in a separate sheet given for that purpose and submit to the Controller of Examinations.
 - e) The assessed answer sheets should be submitted to the Controller of Examinations.
 - f) CoE will distribute the script to the external examiner and collect the mark sheet.
 - g) Mechanism for gracing will be finalized by examination committee.
2. CoE will also explore the possibility of centralized assessment for internal assessment.
3. Over a period of time, CoE will set up a system of selecting the external examiners and moving towards double evaluation of all papers
4. ATKT examination for Semester 1 (internal) will be conducted from March 30 and External will be conducted from May 2, 2015.
5. A student must take at least one CIA examination to pass internally.
6. Principal will address the entire faculty and highlight the discrepancy observed during the End Semester-1 assessment.

Dr Nirmal Desai

(Controller of Examinations)

Cc

Fr Robert Arockiasamy

Fr Vincent Saldanha

Fr Lancy D'Cruz

Dr Sebastian. V