

DON BOSCO COLLEGE OF ARTS AND SCIENCE

KEELA ERAL, ETTAYAPURAM TK, THOOTHUKUDI DT – 628 908.

(AFFILIATED TO MANONMANIAM SUNDARANAR UNIVERSITY – TIRUNELVELI)



Criterion – 2

Teaching – Learning and Evaluation

2.5. Evaluation Process and Reforms

DON BOSCO COLLEGE OF ARTS AND SCIENCE

KEELA ERAL, ETTAYAPURAM TK, THOOTHUKUDI DT – 628 908

(AFFILIATED TO MANONMANIAM SUNDARANAR UNIVERSITY – TIRUNELVELI)



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NAME OF THE ACTIVITY: 2.5. EVALUATION PROCESS AND REFORMS		
S.NO.	YEAR	PARTICULARS
	2023-2024	MECHANISM OF INTERNAL EXAM
		CIA test
		Model test
		Internal mark statements
		Marks preparation for Parents meeting
		Examination Reforms during Pandemic Period(Google Class Room)
		MECHANISM OF EXTERNAL EXAM
		Number of Students Applied For Revaluation Form
		Examination Reforms during Pandemic Period(Google Class Room – Project)
		GRIEVANCE REDRESSAL SYSTEM

11 - Int - Circulation



DON BOSCO COLLEGE OF ARTS AND SCIENCE
(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)
Keela Eral, Thoothukudi District - 628 908
Email : principal@dbcas.edu.in Website : www.dbcas.edu.in

V. Parvatha
COE

No. DBCAS/2023-24/COE/CIR-3

07th October 2023


TO BE CIRCULATED TO ALL THE DEPARTMENT HEADS

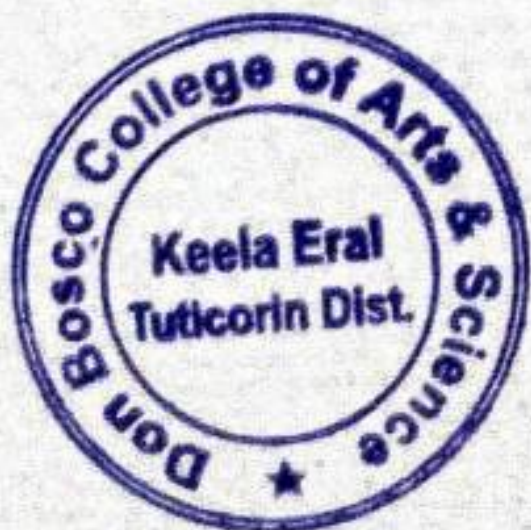
Dear HoDs,

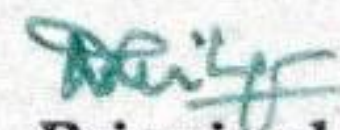
Greetings from DBCAS Examination cell.

With respect to the Continuous Internal Assessment - III of Odd Semester (2023 - 2024) for II UG, III UG & II PG and Continuous Internal Assessment - II of Odd Semester (2023 - 2024) for I UG to be held on 11th October 2023, the following points to be noted.


- The examination timing:
Forenoon Session - 10.00 A.M - 11.00 A. M
Afternoon Session - 2.00 P.M - 3.00 P.M.
- After the forenoon exam students can study for the afternoon exam.
- The Staff here by are requested to set the question for 25 marks. The HOD's kindly collect your Department Question papers year wise in Separate folders and send to the Controller.
- The Question papers should be sent to the email id controllerexam@dbcas.edu.in on or before, 9th October 2023.
- Kindly find the attachment for Time Table & Question Paper templates.


Controller of Examinations




Principal 7/10/23
PRINCIPAL
DON BOSCO COLLEGE OF ARTS & SCIENCE
KEELA ERAL, Thoothukudi Dist.
Tamilnadu, India-628 908.




PRINCIPAL
Don Bosco College of Arts & Science
KEELA ERAL



DON BOSCO COLLEGE OF ARTS AND SCIENCE
(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)
Keela Eral, Thoothukudi District - 628 908
Phone : 04632 - 271448, 271558 Mobile : 9500718147
Email : principal@dbcas.edu.in Website : www.dbcas.edu.in

10th November 2023

No. DBCAS/2023-24/COE/CIR-4

TO BE CIRCULATED TO ALL THE DEPARTMENT HEADS

Dear Staffs,

Greetings from DBCAS Examination cell.

With respect to the Model Examinations of Odd Semester (2023- 2024) for I - PG & UG to be held on 20th November 2023, the following points to be noted.

- The examination timing will be from 10.00 A.M - 1.00 P.M.
- The Staff here by are requested to set the question for 75 marks. The HOD's kindly collect your Department Question papers year wise in Separate folders and send to the Controller.
- The Question papers should be sent to the email id controllerexam@dbcas.edu.in on or before, 1st November, 2023.
- Kindly find the attachment for Time Table & Question Paper templates.

Controller of Examinations

Principal
10/11/23

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DON BOSCO COLLEGE OF ARTS & SCIENCE
KEELA ERAL, Thoothukudi Dist.
Tamilnadu, India-628 908.

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Year - I, Internal

Year - I Internal


DON BOSCO COLLEGE OF ARTS & SCIENCE, KEELA ERAL
Academic Year 2023 – 2024 (Odd Semester)
Continuous Internal Assessment – I, August – 2023


FIRST YEAR – I SEMESTER

S.NO	DATE	SESSION	B.A.ENGLISH	BA Tamil	B.COM
1	28.08.2023	FN	Tamil	தமிழ்	Tamil
		AN	Popular Literature And Culture	இக்கால இலக்கியம் - I	Financial Accounting - I
2	29.08.2023	FN	English	ஆங்கிலம்	English
		AN	Social History Of England	நாட்டுப்புறவியல்	Principles of Management
3	30.08.2023	FN	Indian Writing In English	நன்னூல் - எழுத்து	Business Communication
		AN	Introduction To Literature	தமிழில் சிறார் இலக்கியம்	MS Office
4	31.08.2023	FN	-----	பேச்சுக்கலைத் திறன்	Fundamentals of Business Studies

S.NO	DATE	SESSION	BBA	BCA
1	28.08.2023	FN	Tamil	Tamil
		AN	Principles of Management	Python Programming
2	29.08.2023	FN	English	English
		AN	Accounting for Management I	Structured Programming Language in C
3	30.08.2023	FN	Managerial Economics	Fundamentals of Information Technology
		AN	Basics of Event Management	Discrete Mathematics - I
4	31.08.2023	FN	Managerial Communication	Python LAB




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DON BOSCO COLLEGE OF ARTS & SCIENCE, KEELA ERAL

Academic Year 2023 – 2024 (Odd Semester)

Continuous Internal Assessment – II, October – 2023

FIRST YEAR – I SEMESTER

S.NO	DATE	SESSION	B.A.ENGLISH	BA Tamil	B.COM
1	11.10.2023	AN	Introduction To Literature	பேச்சுக்கலைத் திறன்	Fundamentals of Business Studies
2	12.10.2023	FN	Tamil	தமிழ்	Tamil
		AN	Popular Literature And Culture	இக்கால இலக்கியம் - I	Financial Accounting - I
3	16.10.2023	FN	English	ஆங்கிலம்	English
		AN	Social History Of England	நாட்டுப்புறவியல்	Principles of Management
4	17.10.2023	FN	Indian Writing In English	நன்னூல் - எழுத்து	Business Communication
		AN	-----	தமிழில் சிறார் இலக்கியம்	MS Office

S.NO	DATE	SESSION	BBA	BCA
1	11.10.2023	AN	Managerial Communication	Python Programming
2	12.10.2023	FN	Tamil	Tamil
		AN	Principles of Management	Python LAB
3	16.10.2023	FN	English	English
		AN	Accounting for Management I	Structured Programming Language in C
4	17.10.2023	FN	Managerial Economics	Fundamentals of Information Technology
		AN	Basics of Event Management	Discrete Mathematics - I



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8/10/23



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Academic Year 2023 – 2024 (O^UB^EL Semester)

Model Examinations, November - 2023

FIRST YEAR – I SEMESTER

S.NO	DATE	B.A.ENGLISH	BA Tamil	B.COM
1	20.11.2023	Tamil	Tamil	Tamil
2	21.11.2023	English	English	English
3	22.11.2023	Introduction To Literature	இக்கால இலக்கியம் - I	Financial Accounting - I
4	23.11.2023	Indian Writing In English	நன்னூல் - எழுத்து	Principles of Management
5	24.11.2023	Social History Of England	நாட்டுப்புறவியல்	Business Communication
6	25.11.2023	Popular Literature And Culture	பேச்சுக்கலைத் திறன்	Fundamentals of Business Studies
7	27.11.2023	-----	தமிழில் சிறார்இலக்கியம்	-----

S.NO	DATE	BBA	BCA	M.A.ENGLISH
1	20.11.2023	Tamil	Tamil	Poetry
2	21.11.2023	English	English	Drama
3	22.11.2023	Principles of Management	Python Programming	Fiction
4	23.11.2023	Accounting for Management I	Discrete Mathematics - I	Science Fiction, Fantasy and Detective Literature
5	24.11.2023	Managerial Economics	Fundamentals of Information Technology	Approaches and Methods in English Language Teaching
6	25.11.2023	Basics of Event Management	Structured Programming Language in C	-----
7	27.11.2023	Managerial Communication	-----	-----



M. S. J.
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Daisy
PRINCIPAL
PRINCIPAL 10/11/23
DON BOSCO COLLEGE OF ARTS & SCIENCE
KEELA ERAL, Thoothukudi Dist.



I - Internal

DON BOSCO COLLEGE OF ARTS & SCIENCE, KEELA ERAL
Academic Year 2023 – 2024 (Odd Semester)
Continuous Internal Assessment – I, July – 2023

SECOND YEAR – III SEMESTER

S.NO	DATE	SESSION	M.A.ENGLISH	B.A.ENGLISH	BA Tamil	B.COM
1	24.07.2023	FN	British Fiction	General Tamil	பொதுத் தமிழ்	General Tamil
		AN	Australian Literature	British Prose	யாப்பிலக்கணம்	Advanced Financial Accounting
2	25.07.2023	FN	Research Methodology	General English	பொது ஆங்கிலம்	General English
		AN	Aspects of English Language - I	Indian English Literature - I	சிற்றிலக்கியம்	Banking Theory Law & Practice
3	26.07.2023	FN	Literary Theory - II	American Literature - I	தலித்தியமும் பெண்ணியமும்	Computer Applications in Business
		AN	---	African Literature	நாடகவியல்	Business Communication
4	27.07.2023	FN	Green Literature	NME – Introduction to Computer	NME – Introduction to Computer	NME – Introduction to Computer
		AN		Yoga	Yoga	Yoga

S.NO	DATE	SESSION	BBA	BCA
1	24.07.2023	FN	General Tamil	General Tamil
		AN	Financial Accounting	Java Programming
2	25.07.2023	FN	General English	General English
		AN	Organizational Behavior	Financial Accounting
3	26.07.2023	FN	Computer applications in Business - I	Data Structure
		AN	Business Law	Programming with PHP and MySQL
4	27.07.2023	FN	NME – Introduction to Computer	NME - Fundamental of statistics - I
		AN	Yoga	Java Programming Lab & Yoga
5	28.07.2023	FN	-----	Data Structure Lab

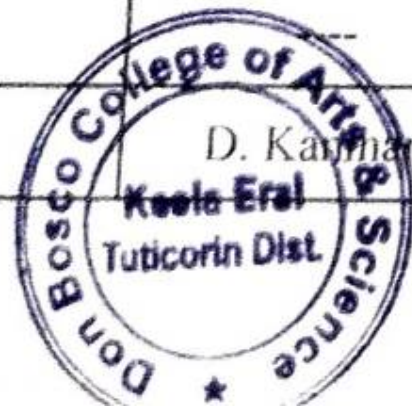


Don Bosco College of Arts & Science
KEELA ERAL

PRINCIPAL

ODD SEMESTER CONTINUOUS INTERNAL ASSESSMENT - II, AUGUST 2023.**STAFF INVIGILATION DUTY LIST****DON BOSCO COLLEGE OF ARTS & SCIENCE - KEELA ERAL****TIME: FN - 10.00 AM TO 11.00 AM****AN - 2.00 PM TO 3.00 PM**

Date	Session	H. NO - A-114 III - B.COM	H. NO - A-113 II - B.COM	H. NO - A-210 I - B.COM	H. NO - A-207 I - BBA	H. NO - A-102 III BBA
28.08.2023	FN	M.Keerthana	S. Iyyappan	V.P. Sujeetha	A. Arputharaj	A. Vijayamala
	AN	M. Siva	K. Raveendhar	J. Jaison	J. Preethika	M. Maharaja
29.08.2023	FN	K. Raveendhar	M. Siva	J. Preethika	M. Maharaja	J. Amala
	AN	S. Iyyappan	V.P. Sujeetha	A. Arputharaj	----	B. Karthick
30.08.2023	FN	A. Arputharaj	A. Vijayamala	B. Karthick	K. Ambika	M. Nivetha
	AN	M.Keerthana	S. Iyyappan	A. Vijayamala	G.Tamilarasi	A. Ponmani
31.08.2023	FN	M.Keerthana	S.Enigo	S. Masilla	----	K. Raveendhar
Date	Session	H. NO - A-103 II - BBA	H. NO - B-101 I BA (TAMIL)	H. NO - B-102 II BA (TAMIL)	H. NO - B-103 III BA (TAMIL)	
28.08.2023	FN	B. Karthick	K. Ambika	M. Nivetha	S. Masilla	
	AN	J. Amala	M.Rahman	M. Mahesh	S.Enigo	
29.08.2023	FN	M. Mahesh	S.Enigo	G.Tamilarasi	A. Ponmani	
	AN	K. Ambika	M. Nivetha	D. Kanmani	M.Rahman	
30.08.2023	FN	J. Jaison	J. Preethika	M. Maharaja	V.P. Sujeetha	
	AN	----	----	----	----	
31.08.2023	FN	D. Kanmani	J. Amala	J. Jaison	M. Mahesh	



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DON BOSCO COLLEGE OF ARTS & SCIENCE
KEELA ERAL, Thoothukudi Dist.

Duty 26/8

Duty list - 10-2023

ODD SEMESTER CONTINUOUS INTERNAL ASSESSMENT - III, OCTOBER 2023.

STAFF INVIGILATION DUTY LIST

DON BOSCO COLLEGE OF ARTS & SCIENCE - KEELA ERAL

TIME: FN - 10.00 AM TO 11.00 AM

AN - 2.00 PM TO 3.00 PM

Date	Session	H. NO - A-114 III - B.COM	H. NO - A-113 II - B.COM	H. NO - A-210 I - B.COM	H. NO - A-207 I - BBA	H. NO - A-102 III BBA
11.10.2023	AN	M. Siva	K. Raveendhar	J. Jaison	J. Preethika	M. Maharaja
12.10.2023	FN	K. Raveendhar	M. Siva	J. Preethika	M. Maharaja	J. Amala
	AN	S. Iyyappan	V.P. Sujeetha	A. Arputharaj	J. Jaison	A. Vijayamala
16.10.2023	FN	A. Arputharaj	A. Vijayamala	M. Mahesh	K. Ambika	M. Nivetha
	AN	M.Keerthana	S. Iyyappan	A. Vijayamala	G.Tamilarasi	A. Ponmani
17.10.2023	FN	M.Keerthana	S. Iyyappan	V.P. Sujeetha	A. Arputharaj	A. Vijayamala
	AN	M.Keerthana	S.Enigo	S. Masilla	----	K. Raveendhar
Date	Session	H. NO - A-103 II - BBA	H. NO - B-101 I BA (TAMIL)	H. NO - B-102 II BA (TAMIL)	H. NO - B-103 III BA (TAMIL)	
11.10.2023	AN	J. Amala	M.Rahman	M. Mahesh	S.Enigo	
12.10.2023	FN	M. Mahesh	S.Enigo	G.Tamilarasi	A. Ponmani	
	AN	K. Ambika	M. Nivetha	D. Kanmani	M.Rahman	
16.10.2023	FN	J. Jaison	J. Preethika	M. Maharaja	V.P. Sujcetha	
	AN	M.Rahman	----	----	----	
17.10.2023	FN	M. Maharaja	K. Ambika	M. Nivetha	S. Masilla	
	AN	D. Kanmani	J. Amala	J. Jaison	M. Mahesh	



M. Siva
PRINCIPAL
Don Bosco College of Arts & Science

D. Kanmani
PRINCIPAL 10/10/23
DON BOSCO COLLEGE OF ARTS & SCIENCE
KEELA ERAL, Thoothukudi Dist.
Tamilnadu, India-628 908.

ODD SEMESTER MODEL EXAMINATION , NOVEMBER 2023.

STAFF INVIGILATION DUTY LIST

DON BOSCO COLLEGE OF ARTS & SCIENCE - KEELA ERAL

TIME: FN - 10.00 AM TO 1.00 PM

Date	Session	H. NO - B-101 I BA (TAMIL)	H. NO - B-102 II BA (TAMIL)	H. NO - B-103 III BA (TAMIL)
20.11.2023	FN	K. Raveendhar	J. Jaison	A. Arputharaj
21.11.2023	FN	M. Siva	S. Iyyappan	V.P. Sujetha
22.11.2023	FN	A. Vijayamala	M. Mahesh	K. Ambika
23.11.2023	FN	B. Karthick	S.Enigo	M.Keerthana
24.11.2023	FN	G.Tamilarasi	A. Ponmani	M. Maharaja
25.11.2023	FN	M. Nivetha	D. Kanmani	S. Masilla
27.11.2023	FN	J. Amala	----	----




M.A.
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KEELA ERAL, Thoothukudi Dist.
Tamilnadu, India-628 908.

B-101


BCA	BATM	BBA	BCA	BATM	BBA	BCA	BATM	BBA
23401	23701	23301	23408	23708	23308 FD	23409	23709	23309
^{BCA} As 23402	23702	23302	23407	23707	23307	23410	23710	23310
23403	23703	23303	23406	23706	23306	23411	23711	23311
23404	23704	23304	23405	23705	23305	23412	23712	23312




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			II BBA			25-07-202 - AN		
22701	21235	22710						
22702	21236	22401	21246	22709	22410	21247	21710	22411
22703	21237	22403	21245	22708	22409	21248	21711	22412
22704	21239	22404	21244	22707	22407	21249	21712	22414
22705	21240	22405	21242	22706	22406	21250	21713	22416




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			A-210			29.08.2023 - AN		
21220	22421	23201	21229	22430	23210	21230	22431	23211
21221	22422	23202	21228	22429	23209	21231	22432	23212
21222	22423	23203	21227	22428	23208	21232	22433	23213
21223	22424	23204	21226	22427	23207	21233	22434	23214
21224	22425	23205	21225	22426	23206	21234	22435	23215




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B-102

17-10-2023 - AN

22701	23240	22228						
22702	23241	22229	22707	23246	22234	22708	23247	22235 ^{ab}
22703	23242	22230	22706	23245	22233 ^{ab}	22709		22236
22704	23243	22231	22705	23244	22232			

18/10/23



[Signature]
Principal
Don Bosco College of Arts & Science
KEELA ERAL

Int-Seating Arrangement
DON BOSCO COLLEGE OF ARTS & SCIENCE, KEELA ERAL, THOOTHUKUDI DIST - 628 908.

M.A (ENG), B.A (ENG), B.A (TAM), B.COM, B.B.A, B.SC (MATHS) & B.C.A

ODD SEMESTER (2023 - 2024)

I Continuous Internal Assessment - JULY 2023

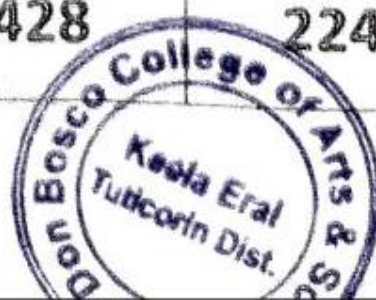
Seating Arrangements

Date: 24-07-2023 to 27-07-2023

Time: FN - 10.00 AM to 11.00 AM

AN - 2.00 PM to 3.00 PM

HALL NO.	DEGREE	ROLL NO		NUMBER OF CANDIDATES	TOTAL
		FROM	TO		
A-102 II BBA	II BA(Tamil)	22701	22709	09	38
	III BA(Tamil)	21710	21713	04	
	II BCA	22401	22416	12	
	III B.Com	21235	21250	13	
A-103 I BBA	III BSC(MATHS)	21501	21504	04	32
	III BBA	21301	21311	07	
	II BCA	22417	22428	11	
	III B.Com	21251	21262	10	
A-113 III BCOM	III BA (Eng)	21101	21112	10	30
	II B.Com	22201	22220	20	
A-114 II BCOM	III B.Com	21201	21219	15	45
	II BA (Eng)	22102	22114	11	
	III BA(Tamil)	21715	21717	03	
	III BCA	21401	21418 & 21436	16	
A-207 III BBA	II MA (Eng)	22601	22606	06	33
	II B.Com	22221	22236	16	
	II BCA	22428	22435	08	



Don Bosco College of Arts & Science
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DON BOSCO COLLEGE OF ARTS & SCIENCE, KEELA ERAL, THOOTHUKODI DIST.
M.A (ENG), B.A (ENG), B.A (TAM), B.COM, B.B.A, B.SC (MATHS) & B.C.A
ODD SEMESTER (2023 – 2024)

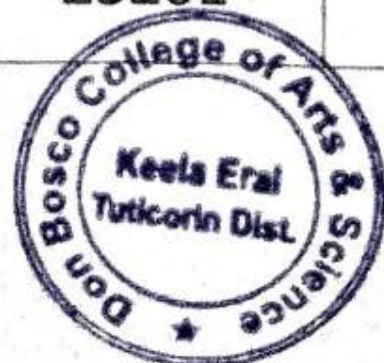
II Continuous Internal Assessment – AUGUST 2023


Seating Arrangements

Time: AN - 2.00 PM to 3.00 PM

Date: 29-08-2023

HALL NO.	DEGREE	ROLL NO		NUMBER OF CANDIDATES	TOTAL
		FROM	TO		
A-102 III BBA	III BA(Tamil)	21701	21717	15	45
	III B.Com	21201	21219	15	
	II BCA	22401	22420	15	
A-103 II BBA	III B.Com	21235	21247	10	29
	I BA (Eng)	23101	23110	10	
	II BA(Tamil)	22701	22709	09	
A-113 II BCOM	III BBA	21301	21311	07	33
	I BA(Tamil)	23701	23711	11	
	III BSC(MATHS)	21501	21504	04	
	I BCA	23401	23411	11	
A-114 III BCOM	III B.Com	21248	21260	13	39
	II MA (Eng)	22601	22606	06	
	I B.Com	23216	23228	13	
	II BBA	22301	22307	07	
A-210 I BCOM	III B.Com	21220	21234	15	45
	II BCA	22421	22435	15	
	I B.Com	23201	23215	15	




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III - INT - Seating Arrangement
DON BOSCO COLLEGE OF ARTS & SCIENCE, KEELA ERAL, THOOTHUKUDI DIST - 628 908.

M.A (ENG), B.A (ENG), B.A (TAM), B.COM, B.B.A, B.SC (MATHS) & B.C.A

ODD SEMESTER (2023 - 2024)

III Continuous Internal Assessment - October 2023

Seating Arrangements


Date: 11.10.2023 - 17.10.2023

Time: FN - 10.00 AM to 11.00 AM

Time: AN - 2.00 PM to 3.00 PM

HALL NO.	DEGREE	ROLL NO		NUMBER OF CANDIDATES	TOTAL
		FROM	TO		
B-101 I BA TAMIL	I B.Com	23229	23239	10	30
	II B.Com	22215	22227	10	
	III BCA	21401	21411	10	
B-102 II BA TAMIL	II BA(Tamil)	22701	22709	09	29
	III BCA	21412	21426	11	
	II B.Com	22228	22236	09	
B-103 III BA TAMIL	I BBA	23301	23312	12	36
	II BA (Eng)	22102	22114	11	
	II B.Com	22201	22214	13	
A-207 I BBA	III BA (Eng)	21101	21112	10	34
	III BCA	21427	21436	10	
	I BA(Tamil)	23712	23717	06	
	I B.Com	23240	23247	08	




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DON BOSCO COLLEGE OF ARTS & SCIENCE, KEELA ERAL, THOOTHUKUDI DIST – 628 908.

M.A (ENG), B.A (ENG), B.A (TAM), B.COM, B.B.A & B.C.A – I Year

ODD SEMESTER (2023 – 2024)

Model Examinations – NOVEMBER 2023

Seating Arrangements

Date: 20-11-2023 to 25-11-2023

Time: FN - 10.00 AM to 1.00 PM

HALL NO.	DEGREE	ROLL NO		NUMBER OF CANDIDATES	TOTAL
		FROM	TO		
B-101 BA TAMIL	I BA(Tamil)	23701	23712	12	36
	I BBA	23301	23312	12	
	I BCA	23401	23412	12	
B-102 II BA TAMIL	I B.Com	23201	23226	24	35
	I BA(Tamil)	23713	23717	05	
	I BCA	23413	23419	06	
B-103 III BA TAMIL	I BA (Eng)	23101	23111	11	35
	I MA (Eng)	23601	23605	05	
	I B.Com	23228	23247	19	

PRINCIPAL

Don Bosco College of Arts & Science
KEELA ERAL



EVEN/ODD SEMESTER INTERNAL I/INTERNAL II/MODEL EXAMINATION, July 2023



ATTENDANCE SHEET

DON BOSCO COLLEGE OF ARTS & SCIENCE - KEELA ERAL.

TUTICORIN - 628 908.

EXAM HALL NO/CLASS : II BBA A-102

DATE : 24.07.2023

TIME : 10 am - 11 am

CLASS & DEPARTMENT : II - BBA

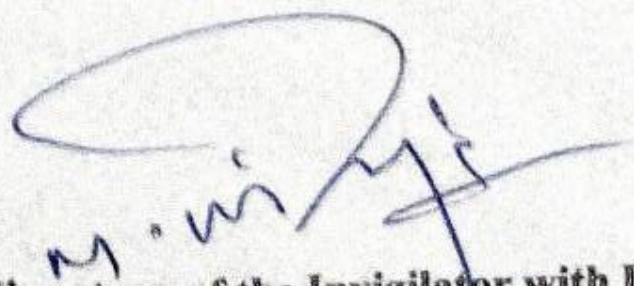
Register Numbers

CLASS	FROM	TO	TOTAL
<u>II BACT)</u>	<u>22701</u>	<u>- 22709</u>	<u>09</u>
<u>IV BACT)</u>	<u>21710</u>	<u>- 21713</u>	<u>04</u>
<u>II BCA</u>	<u>22401</u>	<u>- 22416</u>	<u>12+</u>
<u>IV BCA</u>	<u>21436</u>		<u>01</u>
<u>III B Com</u>	<u>21235</u>	<u>- 21250</u>	<u>13</u>
			<u>39</u>

Absentees Register Number(s) with class:

II BCA 22409

01


Signature of the Invigilator with Date




PRINCIPAL
Don Bosco College of Arts & Science
KEELA ERAL

EVEN/ODD SEMESTER INTERNAL I/INTERNAL II/MODEL EXAMINATION, August 20 23



ATTENDANCE SHEET

DON BOSCO COLLEGE OF ARTS & SCIENCE - KEELA ERAL.

TUTICORIN - 628 908.

EXAM HALL NO / CLASS : A-210
DATE : 28.08.2023
TIME : 10 am - 11 am
CLASS & DEPARTMENT : I B.Com

Register Numbers

CLASS	FROM	TO	TOTAL
<u>III</u> B.Com	21220	- 21234	15
<u>II</u> BCA	22421	- 22435	15
<u>I</u> B.Com	23201	- 23215	15
			<u>45</u>

Absentees Register Number(s) with class:

III - B.Com - 21229, 34 - 2

II - BCA - 22422, ~~25~~, 34 - 2

I - B.Com - 23214. - 1

G. F. [Signature]
28/08/2023

Signature of the Invigilator with Date

Total Number of Absentees - 5



[Signature]
PRINCIPAL
Don Bosco College of Arts & Science
KEELA ERAL

EVEN/ODD SEMESTER INTERNAL/INTERNAL II/MODEL EXAMINATION, 2023-2024

ATTENDANCE SHEET

DON BOSCO COLLEGE OF ARTS & SCIENCE - KEELA ERAL,

TUTICORIN - 623 908.



EXAM HALL NO / CLASS : A - 210, - I Bcom
 DATE : 11.10.2023
 TIME : 2:00 PM - 3:00 PM
 CLASS & DEPARTMENT : I Bcom

Register Numbers

CLASS	FROM	TO	TOTAL
III Bcom	21220	21234	15
II BCA	22421	22431	15
I Bcom	23201	23215	15
			<u>45</u>

Absentees Register Number(s) with class:

23208 }
 23214 } BCOM I year

21222 }
 21233 }
 21234 } III Bcom

22434 - II BCA

6 - Total Absentees

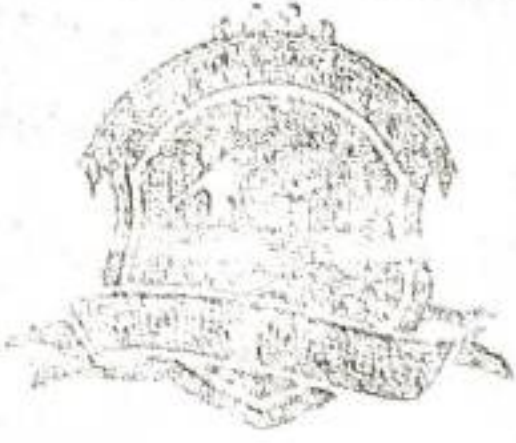
Jaisonjebassural

Signature of the Invigilator/Teacher



PRINCIPAL
 Don Bosco College of Arts & Science
 KEELA ERAL.

EVEN/ODD SEMESTER INTERNAL I/INTERNAL II/MODEL EXAMINATION, November 20 23



ATTENDANCE SHEET

DON BOSCO COLLEGE OF ARTS & SCIENCE - KEELA ERAL.

TUTICORIN - 628 908.

EXAM HALL NO / CLASS : B-101
DATE : 20.11.2023
TIME : 10 am - 1 pm
CLASS & DEPARTMENT : I - BA (Tamil)

Register Numbers

CLASS	FROM	TO	TOTAL
I BA (Tamil)	23701	- 23712	12
I BBA	23301	- 23312	12
I BCA	23401	- 23412	12
			<u>36</u>

Absentees Register Number(s) with class:

I - BA. Tamil - Nil

I - BBA - Nil

I - BCA - 23409 - 1

G. F.
20/11/2023

Signature of the Invigilator with Date

Total Number of Absentees - 1



M. S.
PRINCIPAL
Don Bosco College of Arts & Science
KEELA ERAL.



DON BOSCO COLLEGE OF ARTS AND SCIENCE
(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)
Keela Eral, Thoothukudi District - 628 908
Email : principal@dbcas.edu.in Website : www.dbcas.edu.in

V. Parvatha
COE

No. DBCAS/2023-24/COE/CIR-5

20th February 2024

TO BE CIRCULATED TO ALL THE DEPARTMENT HEADS

Dear HoDs,

Greetings from DBCAS Examination cell.

With respect to the Continuous Internal Assessment - I of Even Semester (2023 - 2024) for UG & PG to be held on 26th February 2024, the following points to be noted.

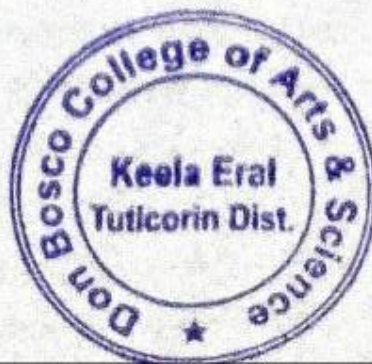
- The examination timing:
Forenoon Session - 10.00 A.M - 11.00 A. M
Afternoon Session - 2.00 P.M - 3.00 P.M.
- After the forenoon exam students can study for the afternoon exam.
- The Staff here by are requested to set the question for 25 marks. The HOD's kindly collect your Department Question papers year wise in Separate folders and send to the Controller.
- The Question papers should be sent to the email id controllerexam@dbcas.edu.in on or before, 22nd February 2024.
- Kindly find the attachment for Time Table & Question Paper templates.

Controller of Examinations



Principal

DON BOSCO COLLEGE OF ARTS & SCIENCE
KEELA ERAL, Thoothukudi Dist.
Tamilnadu, India-628 908



Principal

Don Bosco College of Arts & Science
KEELA ERAL



DON BOSCO COLLEGE OF ARTS AND SCIENCE
(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)
Keela Eral, Thoothukudi District - 628 908
Email : principal@dbcas.edu.in Website : www.dbcas.edu.in

V. Parvatha
COE

No. DBCAS/2023-24/COE/CIR-6

14th March 2024


TO BE CIRCULATED TO ALL THE DEPARTMENT HEADS

Dear HoDs,

Greetings from DBCAS Examination cell.

With respect to the Continuous Internal Assessment - II of Even Semester (2023 - 2024) for UG & PG to be held on 22nd March 2024, the following points to be noted.

- The examination timing:
Forenoon Session - 10.00 A.M - 11.00 A. M
Afternoon Session - 2.00 P.M - 3.00 P.M.
- After the forenoon exam students can study for the afternoon exam.
- The Staff here by are requested to set the question for 25 marks. The HOD's kindly collect your Department Question papers year wise in Separate folders and send to the Controller.
- The Question papers should be sent to the email id controllerexam@dbcas.edu.in on or before, 18th March 2024.
- Kindly find the attachment for Time Table & Question Paper templates.



Controller of Examinations




Principal

14/3/24
PRINCIPAL

DON BOSCO COLLEGE OF ARTS & SCIENCE
KEELA ERAL, Thoothukudi Dist.
Tamilnadu, India-628 908


PRINCIPAL
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KEELA ERAL





DON BOSCO COLLEGE OF ARTS AND SCIENCE
(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)
Keela Eral, Thoothukudi District - 628 908
Email : principal@dbcas.edu.in Website : www.dbcas.edu.in

V. Parvatha
COE

No. DBCAS/2023-24/COE/CIR-7

4th April 2024

TO BE CIRCULATED TO ALL THE DEPARTMENT HEADS

Dear HoDs,

Greetings from DBCAS Examination cell.

With respect to the Continuous Internal Assessment - III of Even Semester (2023 - 2024) for UG & PG to be held on 15th April 2024, the following points to be noted.

- The examination timing:
Forenoon Session - 10.00 A.M - 11.00 A. M
Afternoon Session - 2.00 P.M - 3.00 P.M.
- After the forenoon exam students can study for the afternoon exam.
- The Staff here by are requested to set the question for 25 marks. The HOD's kindly collect your Department Question papers year wise in Separate folders and send to the Controller.
- The Question papers should be sent to the email id controllerexam@dbcas.edu.in on or before, 8th April 2024.
- Kindly find the attachment for Time Table & Question Paper templates.

Controller of Examinations



Principal

PRINCIPAL

DON BOSCO COLLEGE OF ARTS & SCIENCE
KEELA ERAL, Thoothukudi Dist.
Tamilnadu, India-628 908.



PRINCIPAL

Don Bosco College of Arts & Science
KEELA ERAL

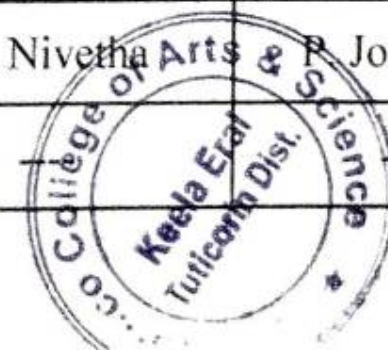
EVEN SEMESTER CONTINUOUS INTERNAL ASSESSMENT - I, FEBRUARY 2024.

STAFF INVIGILATION DUTY LIST

DON BOSCO COLLEGE OF ARTS & SCIENCE - KEELA ERAL

TIME: FN - 10.00 AM TO 11.00 AM
AN - 2.00 PM TO 3.00 PM

Date	Session	H. NO - A-114 III - B.COM	H. NO - A-113 II - B.COM	H. NO - A-210 I - B.COM	H. NO - A-103 II - BBA	H. NO - A-102 III BBA
26.02.2024	FN	B. Karthick	S. Theiva	J. Jaison	S. Masilla	M. Nivetha
	AN	M. Nivetha	J. Jaison	S. Theiva	M.Keerthana	----
27.02.2024	FN	S. Masilla	B. Karthick	M. Mahesh	M. Nivetha	----
	AN	M. Mahesh	S. Theiva	M.Keerthana	A. Arputharaj	----
28.02.2024	FN	P. JoeSruthi	S. Masilla	B. Karthick	----	----
	AN	----	----	M. Nivetha	S. Theiva	M. Mahesh
29.02.2024	FN	S. Theiva	M. Mahesh	S. Masilla	B. Karthick	----
Date	Session	H. NO - A-202 II - BCA	H. NO - B-101 I BA (TAMIL)	H. NO - B-102 II BA (TAMIL)	H. NO - B-103 III BA (TAMIL)	
26.02.2024	FN	P. JoeSruthi	V.P. Sujeetha	A. Arputharaj	M.Keerthana	
	AN	V.P. Sujeetha	B. Karthick	A. Arputharaj	P. JoeSruthi	
27.02.2024	FN	S. Theiva	V.P. Sujeetha	M.Keerthana	J. Jaison	
	AN	V.P. Sujeetha	J. Jaison	M. Nivetha	P. JoeSruthi	
28.02.2024	FN	----	M. Mahesh	V.P. Sujeetha	M.Keerthana	
	AN	----	S. Masilla	A. Arputharaj	P. JoeSruthi	
29.02.2024	FN	J. Jaison	M. Nivetha	P. JoeSruthi	A. Arputharaj	
	AN	M.Keerthana				



Don Bosco College of Arts & Science
KEELA ERAL

PRINCIPAL

Handwritten signature
20/2/24

EVEN SEMESTER CONTINUOUS INTERNAL ASSESSMENT - II, MARCH 2024.

STAFF INVIGILATION DUTY LIST

DON BOSCO COLLEGE OF ARTS & SCIENCE - KEELA ERAL

TIME: FN - 10.00 AM TO 11.00 AM
AN - 2.00 PM TO 3.00 PM

Date	Session	H. NO - A-114 III - B.COM	H. NO - A-113 II - B.COM	H. NO - A-210 I - B.COM	H. NO - A-103 II - BBA	H. NO - A-102 III BBA
22.03.2024	FN	B. Karthick	----	J. Jaison	S. Masilla	----
	AN	M. Nivetha	----	S. Enigo	G. Tamilarasi	----
23.03.2024	FN	----	B. Karthick	M. Mahesh	S. Iyyappan	M.G. Thibursius
	AN	M. Mahesh	----	M.Sivasankari	A. Arputharaj	----
25.03.2024	FN	B. Karthick	S. Masilla	S. Iyyappan	M. Maharaja	----
	AN	D. Kanmani	----	M. Nivetha	----	----
26.03.2024	FN	M.Sivasankari	A. Ponmani	G. Tamilarasi	S. Enigo	S. Iyyappan
	AN	M. Maharaja	----	K. Ambika	----	----
Date	Session	H. NO - A-202 II - BCA	H. NO - B-101 I BA (TAMIL)	H. NO - B-102 II BA (TAMIL)	H. NO - B-103 III BA (TAMIL)	
22.03.2024	FN	----	V.P. Sujeetha	A. Arputharaj	M.Keerthana	
	AN	----	A. Ponmani	M.G. Thibursius	P. JoeSruthi	
23.03.2024	FN	K. Ambika	M. Maharaja	M.Keerthana	J. Jaison	
	AN	----	D. Kanmani	M. Nivetha	P. JoeSruthi	
25.03.2024	FN	----	M. Mahesh	V.P. Sujeetha	M.Keerthana	
	AN		M.G. Thibursius	A. Arputharaj	P. JoeSruthi	
26.03.2024	FN		Jaison	PRINCIPAL	----	



Don Bosco College of Arts & Science
KEELA ERAL

D. Jaison
21/3/24

PRINCIPAL
DON BOSCO COLLEGE OF ARTS & SCIENCE
KEELA ERAL, Thoothukudi Dist.
Tamilnadu, India-628 908.

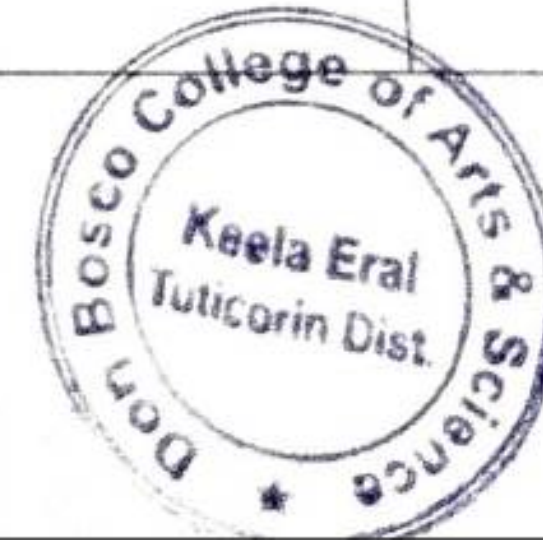



DON BOSCO COLLEGE OF ARTS & SCIENCE, KEELA ERAL
Academic Year 2023 – 2024 (Even Semester)
Continuous Internal Assessment – III, April – 2024

FIRST YEAR – II SEMESTER

S.NO	DATE	SESSION	M.A.ENGLISH	B.A.ENGLISH	BA Tamil	B.COM
1	15.04.2024	FN	Indian Writing in English	Tamil	தமிழ் மொழி அமைப்பியல்	Tamil
		AN	American Literature	British Literature-I	விளம்பரக்கலை	Financial Accounting-Ii
2	16.04.2024	FN	Shakespeare Studies	English	English	English
		AN	Life Writings	American Literature	செம்மொழித் தமிழ்	Internet and Its Applications
3	17.04.2024	FN	Literature and Film	Digital Literacy And Concepts	படைப்பிலக்கியம்	New Venture Planning & Devel
		AN	Employability Skills	Public Speaking Skills	இக்கால இலக்கியம் - II	Business Law
4	18.04.2024	FN	-----	Social History Of England-II	நன்னூல் - சொல்	Insurance And Risk Manageme
		AN	-----	-----	-----	-----

S.NO	DATE	SESSION	BBA	BCA
1	15.04.2024	FN	Tamil	Tamil
		AN	Accounting For Management - II	Object Oriented Programming concepts Using C++
2	16.04.2024	FN	English	English
		AN	Management Skill Development	Optimization techniques
3	17.04.2024	FN	Organizational Behaviour	Introduction to HTML
		AN	Business Regulatory Framework	C++ Programming Lab
4	18.04.2024	FN	Business Etiquette and Corporate Grooming	PHP Programming
		AN	-----	-----




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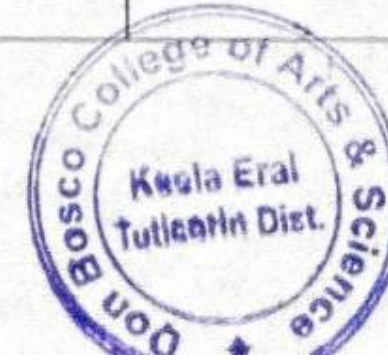


DON BOSCO COLLEGE OF ARTS & SCIENCE, KEELA ERAL
Academic Year 2023 – 2024 (Even Semester)
Continuous Internal Assessment – I, February – 2024

FIRST YEAR – II SEMESTER

S.NO	DATE	SESSION	M.A.ENGLISH	B.A.ENGLISH	BA Tamil	B.COM
1	26.02.2024	FN	Indian Writing in English	Tamil	தமிழ் மொழி அமைப்பியல்	Tamil
		AN	American Literature	British Literature-I	விளம்பரக்கலை	Financial Accounting-II
2	27.02.2024	FN	Shakespeare Studies	English	English	English
		AN	Life Writings	American Literature	செம்மொழித் தமிழ்	Internet and Its Applications
3	28.02.2024	FN	Literature and Film	Digital Literacy And Concepts	படைப்பிலக்கணம்	New Venture Planning & Devel
		AN	Employability Skills	Public Speaking Skills	இக்கால இலக்கியம் - II	Business Law
4	29.02.2024	FN	-----	Social History Of England-II	நன்னூல் - சொல்	Insurance And Risk Manageme
		AN	-----	-----	-----	-----

S.NO	DATE	SESSION	BBA	BCA
1	26.02.2024	FN	Tamil	Tamil
		AN	Accounting For Management - II	Object Oriented Programming concepts Using C++
2	27.02.2024	FN	English	English
		AN	Management Skill Development	Optimization techniques
3	28.02.2024	FN	Organizational Behaviour	Introduction to HTML
		AN	Business Regulatory Framework	C++ Programming Lab
4	29.02.2024	FN	Business Etiquette and Corporate Grooming	PHP Programming
		AN	-----	-----




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Don Bosco College of Arts & Science
KEELA ERAL

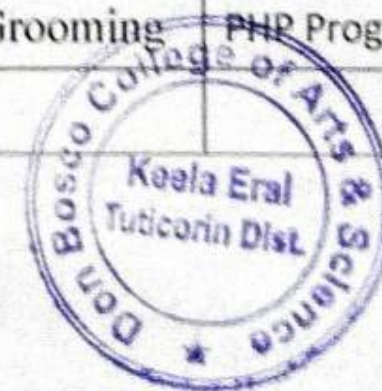



DON BOSCO COLLEGE OF ARTS & SCIENCE, KEELA ERAL
Academic Year 2023 – 2024 (Even Semester)
Continuous Internal Assessment – II, March – 2024

FIRST YEAR – II SEMESTER

S.NO	DATE	SESSION	M.A.ENGLISH	B.A.ENGLISH	BA Tamil	B.COM
1	22.03.2024	FN	Indian Writing in English	Tamil	தமிழ் மொழி அமைப்பியல்	Tamil
		AN	American Literature	British Literature-I	விளம்பரக்கலை	Financial Accounting-li
2	23.03.2024	FN	Shakespeare Studies	English	English	English
		AN	Life Writings	American Literature	செம்மொழித் தமிழ்	Internet and Its Applications
3	25.03.2024	FN	Literature and Film	Digital Literacy And Concepts	படைப்பிலக்கியம்	New Venture Planning & Devel
		AN	Employability Skills	Public Speaking Skills	இக்கால இலக்கியம் - II	Business Law
4	26.03.2024	FN	-----	Social History Of England-II	நன்னூல் - சொல்	Insurance And Risk Manageme
		AN	-----	-----	-----	-----

S.NO	DATE	SESSION	BBA	BCA
1	22.03.2024	FN	Tamil	Tamil
		AN	Accounting For Management - II	Object Oriented Programming concepts Using C++
2	23.03.2024	FN	English	English
		AN	Management Skill Development	Optimization techniques
3	25.03.2024	FN	Organizational Behaviour	Introduction to HTML
		AN	Business Regulatory Framework	C++ Programming Lab
4	26.03.2024	FN	Business Etiquette and Corporate Grooming	PHP Programming
		AN	-----	-----





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Don Bosco College of Arts & Science
KEELA ERAL

SECOND YEAR – IV SEMESTER

S.NO	DATE	SESSION	M.A.ENGLISH	B.A.ENGLISH	BA Tamil	B.COM
1	15.04.2024	FN	Gender Studies	General Tamil	பொதுத் தமிழ்	General Tamil
		AN	-----	Indian English Literature - II	அறிவியல் தமிழ்	Quantitative Techniques
2	16.04.2024	FN	Aspects of English Language - II	British Fiction	நீதி இலக்கியம்	Logistic Management
		AN	-----	General English	பொது ஆங்கிலம்	General English
3	17.04.2024	FN	Asia Pacific Literature	Language and Linguistics	தமிழர் மருத்துவம்	Entrepreneurship Development
		AN	Project	NME – Office Automation	NME – Office Automation	NME – Office Automation
4	18.04.2024	FN	Content Writing	American Literature - II	அணி இலக்கணம்	Application of Tally in Accounting
		AN	-----	-----	-----	-----

S.NO	DATE	SESSION	BBA	BCA
1	15.04.2024	FN	General Tamil	General Tamil
		AN	Cost Accounting	Python Programming
2	16.04.2024	FN	Marketing Management	Software Engineering
		AN	General English	General English
3	17.04.2024	FN	Human Resource Management	Microprocessor
		AN	NME – Office Automation	NME - Fundamental of statistics – III
4	18.04.2024	FN	-----	Application of Tally Software
		AN	-----	-----

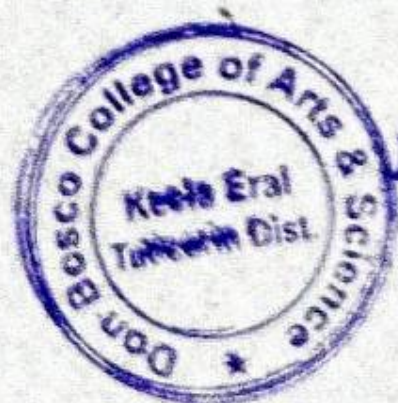




 PRINCIPAL
 Don Bosco College of Arts & Science
 KEELA ERAK

THIRD YEAR – VI SEMESTER

S.NO	DATE	SESSION	B.A.ENGLISH	BA Tamil	B.COM.
1	15.04.2024	FN	Literary Criticism	இலக்கணம் - புறப்பொருள்	Special Accounts
		AN	Fantasy Literature	காப்பிய இலக்கியம்	Auditing and Corporate Governance
2	16.04.2024	FN	Australian Literature	பக்தி இலக்கியம்	Industrial Law
		AN	Literature and psychology	தமிழக வரலாறும் பண்பாடும் -II	Management Accounting
3	17.04.2024	FN	Canadian Literature	இலக்கிய வரலாறு	Retail Management
		AN	Project	தன் வரலாற்றியல் - மனவாசம்	Project

S.NO	DATE	SESSION	BBA	BCA	B.SC (MATHS)
1	15.04.2024	FN	Financial Management	VB.Net	Complex Analysis
		AN	Entrepreneurship Development	VB.Net Lab	Graph Theory
2	16.04.2024	FN	Training and Development	Cloud Computing	Number Theory
		AN	Effective Employability Skills - II	Project	Dynamics
3	17.04.2024	FN	Strategic Management	Data Communications and Networking	Numerical Methods
		AN	Project	Software Project Management	Fuzzy Mathematics




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 KEELA ERAL


 Principal

EVEN SEMESTER CONTINUOUS INTERNAL ASSESSMENT - III, APRIL 2024.

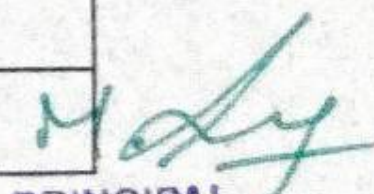
STAFF INVIGILATION DUTY LIST

DON BOSCO COLLEGE OF ARTS & SCIENCE - KEELA ERAL

**TIME: FN - 10.00 AM TO 11.00 AM
AN - 2.00 PM TO 3.00 PM**

Date	Session	H. NO - A-114 III - B.COM	H. NO - A-113 II - B.COM	H. NO - A-210 I - B.COM	H. NO - A-103 II - BBA	H. NO - A-102 III BBA
15.04.2024	FN	S. Enigo	M.G. Thibursius	G. Tamilarasi	M.Sivasankari	A. Ponmani
	AN	M. Nivetha	J. Jaison	B. Karthick	M.Keerthana	----
16.04.2024	FN	S. Masilla	G. Tamilarasi	M.G. Thibursius	A. Ponmani	M.Sivasankari
	AN	M. Mahesh	M. Maharaja	M.Keerthana	B. Karthick	----
17.04.2024	FN	M.Keerthana	S. Masilla	A. Ponmani	M.G. Thibursius	G. Tamilarasi
	AN	M. Maharaja	J. Jaison	M. Mahesh	----	----
18.04.2024	FN	B. Karthick	----	----	----	----
Date	Session	H. NO - A-202 II - BCA	H. NO - B-101 I BA (TAMIL)	H. NO - B-102 II BA (TAMIL)	H. NO - B-103 III BA (TAMIL)	
15.04.2024	FN	K. Ambika	V.P. Sujeetha	D. Kanmani	S. Masilla	
	AN	M. Mahesh	S. Iyyappan	A. Arputharaj	P. JoeSruthi	
16.04.2024	FN	S. Enigo	K. Ambika	V.P. Sujeetha	D. Kanmani	
	AN	S. Iyyappan	J. Jaison	M. Nivetha	P. JoeSruthi	
17.04.2024	FN	V.P. Sujeetha	D. Kanmani	K. Ambika	S. Enigo	
	AN	----	A. Arputharaj	S. Iyyappan	P. JoeSruthi	
18.04.2024	FN	----	M. Nivetha	M. Maharaja		




 PRINCIPAL
 Don Bosco College of Arts & Science
 KEELA ERAL

DON BOSCO COLLEGE OF ARTS & SCIENCE, KEELA ERAL, THOOTHUKUDI DIST – 628 908.
M.A (ENG), B.A (ENG), B.A (TAM), B.COM, B.B.A, B.SC (MATHS) & B.C.A
EVEN SEMESTER (2023 – 2024)

I Continuous Internal Assessment – FEBRUARY 2024


Seating Arrangements

Date: 28.02.2024

Time: FN - 10.00 AM to 11.00 AM

HALL NO.	DEGREE	ROLL NO		NUMBER OF CANDIDATES	TOTAL
		FROM	TO		
B-101 I BA TAMIL	I BA (TAMIL)	23701	23717	16	39
	I BBA	23301	23312	12	
	I BA (ENGLISH)	23101	23111	11	
B-102 II BA TAMIL	III BCA	21427	21436	10	39
	II BCA	22403	22421	14	
	I MA (ENG)	23601	23604	4	
	II BA (ENG)	22102	22114	11	
B-103 III BA TAMIL	III BCA	21401	21412	11	39
	II BCA	22422	22435 & 20430	14	
	I BCOM	23201	23215	14	
A-113 II BCOM	III BCA	21414	21426	10	30
	I BCOM	23239	23248	10	
	III BA (ENG)	21101	21112	10	
A-114 III BCOM	I BCA	23401	23419	18	42
	III BA (TAMIL)	21701	21717	15	
	II BA (TAMIL)	22701	22709	09	
A-210 I BCOM	I BCOM	23216	23238	20	38
	II MA (ENG)	22601	22606	6	
	III BSC(M)	21501	21504	4	
	I MA (ENG)	23605			
	III BBA	21301	21311		




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EVEN SEMESTER (2023 – 2024)

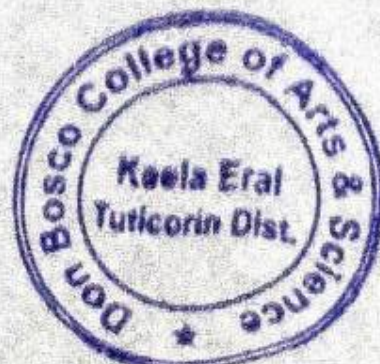
I Continuous Internal Assessment – FEBRUARY 2023

Seating Arrangements

Date: 26.02.2024

Time: FN - 10.00 AM to 11.00 AM

HALL NO.	DEGREE	ROLL NO		NUMBER OF CANDIDATES	TOTAL
		FROM	TO		
/ A-102 III BBA	/ I BCA	23401	23419	18	27
	/ II BA (TAMIL)	22701	22709	09	
/ A-103 II BBA	/ I BA (ENGLISH)	23101	23111	11	33
	/ III BCA	21401	21412	11	
	/ II BCOM	22201	22213	11	
/ A-113 II BCOM	/ III BCA	21414	21426	10	30
	/ II BCOM	22214	22226	10	
	/ III BA (ENG)	21101	21112	10	
/ A-114 III BCOM	/ III B.Com	21247	21262	14	42
	/ II BBA	22301	22307	7	
	/ I BCOM	23201	23215	14	
	/ III BBA	21301	21311	7	
/ A-210 I BCOM	/ I BCOM	23216	23238	20	39
	/ II MA (ENG)	22601	22606	6	
	X I MA (ENG)	23601	23605	5	
	/ III BSC(M)	21501	21504	4	
	/ I BA (TAMIL)	23714	23717	4	




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M.A (ENG), B.A (ENG), B.A (TAM), B.COM, B.B.A, B.SC (MATHS) & B.C.A
EVEN SEMESTER (2023 – 2024)

II Continuous Internal Assessment – MARCH 2024

Seating Arrangements

Date: 25.03.2024

Time: AN - 2.00 PM to 3.00 PM

HALL NO.	DEGREE	ROLL NO		NUMBER OF CANDIDATES	TOTAL
		FROM	TO		
A-114 III BCOM	II BA (TAMIL)	22701	22709	09	40
	II BBA	22301	22307	7	
	I BCOM	23201	23215	14	
	II BCOM	22227	22236	10	
A-210 I BCOM	I BCOM	23216	23238	20	38
	II BCOM	22214	22226	10	
	III BSC(M)	21501	21504	4	
	I BA (TAMIL)	23714	23717	4	
B-101 I BA TAMIL	I BA (ENGLISH)	23101	23111	11	37
	I BBA	23301	23312	12	
	II BCA	22403	22421	14	
B-102 II BA TAMIL	I BCOM	23239	23248	10	39
	II BCA	22422	22435 & 20430	14	
	III BA (TAMIL)	21701	21717	15	
B-103 III BA TAMIL	I BA (TAMIL)	23701	23713	12	39
	II BA (ENG)	22102	22114	11	
	I MA (ENG)	23601	23605	5	
	II BCOM	22201	22213	11	



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Don Bosco College of Arts & Science
KEELA ERAL

(ENG) 22102

2

2

DON BOSCO COLLEGE OF ARTS & SCIENCE, KEELA ERAL, THOOTHUKUDI DIST – 628 908.
M.A (ENG), B.A (ENG), B.A (TAM), B.COM, B.B.A, B.SC (MATHS) & B.C.A
EVEN SEMESTER (2023 – 2024)

III Continuous Internal Assessment – APRIL 2024
Seating Arrangements

Date: 18.04.2024

Time: FN - 9.30 AM to 10.30 AM

HALL NO.	DEGREE	ROLL NO		NUMBER OF CANDIDATES	TOTAL
		FROM	TO		
A-102 III BBA	I BCA	23401	23419	18	27
	II BA (TAMIL)	22701	22709	09	
A-103 II BBA	I BA (ENGLISH)	23101	23111	11	32
	II BA (ENG)	22102	22114	11	
	I BCOM	23239	23248	10	
A-113 II BCOM	II BCA	22403	22421	14	26
	I BBA	23301	23312	12	
A-114 III BCOM	II BCA	22422	22435 & 20430	14	40
	I BA (TAMIL)	23701	23713	12	
	I BCOM	23201	23215	14	
A-210 I BCOM	I BCOM	23216	23238	20	30
	II MA (ENG)	22601	22606	6	
	I BA (TAMIL)	23714	23717	4	



M. S. J.
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 Don Bosco College of Arts & Science
 KEELA ERAL

Seating Arrangements

Date: 17.04.2024

Time: AN - 2.00 PM to 3.00 PM

HALL NO.	DEGREE	ROLL NO		NUMBER OF CANDIDATES	TOTAL
		FROM	TO		
A-113 II BCOM	III BCA	21414	21426	10	30
	I BCOM	23216	23238	20	
A-114 III BCOM	I BA (ENGLISH)	23101	23111	11	42
	III BCA	21401	21412	11	
	II BA (TAMIL)	22701	22709	09	
	II BCOM	22201	22213	11	
A-210 I BCOM	I BCOM	23201	23215	14	38
	I BA (TAMIL)	23701	23713	12	
	I MA (ENG)	23601	23605	5	
	II BBA	22301	22307	7	
B-102 II BA TAMIL	I BCOM	23239	23248	10	39
	II BCA	22422	22435 & 20430	14	
	I BA (TAMIL)	23714	23717	4	
	II BA (ENG)	22102	22114	11	
B-103 III BA TAMIL	III BCA	21427	21436	10	39
	II BCOM	22214	22226	10	
	III BSC(M)	21501	21504	4	
	III BA (TAMIL)	21701	21717	15	



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A-202


29.02.2024 FN

✓ 22227	21427	^{ab} 23239
✓ 22228	^{ab} 21428	23240
22229	21429	23241
^{ab} 22230	21430	^{ab} 23242

22233	21433	23245
22232	21432	23244
22231	21431	23243


22234	21434	23246
22235	21435	23247
22236	✓ 21436	23248




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			A-114			26.03.2024 AN		
21414	22403	21426	21427	22416	21436	22701		
21415	22404	21425	21428	22414	21435	22702	22417	22709
21417	22405	21424	21429	22412	21434	22703	22418	22708
21418	22406	21422	21430	22411	21433	22704	22420	22707
21420	22407	21421	21431	22410	21432	22705	22421	22706




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A-102

18.04.2024 FN

23401	22701	23406	23407	22706	23412	23413	22707	23419
23402	22702	23405	23408	22705	23411	23414	22708	23417
23403	22703	23404	23409	22704	23410	23415	22709	23416




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Don Bosco College of Arts & Science
KEELA ERAL

EVEN/ODD SEMESTER INTERNAL I/INTERNAL II/MODEL EXAMINATION, Feb 2024



ATTENDANCE SHEET

DON BOSCO COLLEGE OF ARTS & SCIENCE - KEELA ERAL.

TUTICORIN - 628 908.

EXAM HALL NO / CLASS : ~~II~~ A-202
DATE : 29-02-2024
TIME : 10.00 AM to 11.00 AM
CLASS & DEPARTMENT : II Bca

Register Numbers

CLASS	FROM	TO	TOTAL
<u>III</u> Bca	21427	21436	10
<u>II</u> Bcom	22227	22236	10
<u>I</u> Bcom	23239	23248	10

Total = 30

Absentees Register Number(s) with class:

III Bca - 21428

I Bcom - 23239
23242

II Bcom - 22230

Total: 4



Haisyehoswal 29/02/24
Signature of the Invigilator with Date

PRINCIPAL
Don Bosco College of Arts & Science
KEELA ERAL

EVEN/ODD SEMESTER INTERNAL I/INTERNAL II/MODEL EXAMINATION, March 2024



ATTENDANCE SHEET

DON BOSCO COLLEGE OF ARTS & SCIENCE - KEELA ERAL.

TUTICORIN - 623 908.

EXAM HALL NO / CLASS : A - 114
DATE : 26.03.2024
TIME : AM, - 2.00PM to 3.00PM
CLASS & DEPARTMENT : III - B. Com

Register Numbers

CLASS	FROM	TO	TOTAL
I - BA (Tamil)	22701	22709	09
III - BCA	21414	21436	20
II - BCA	22403	22421	14
			<u>43</u>

Absentees Register Number(s) with class:

III - BCA - 21421, 428 - (2)

[Signature]
26/3/24

[Signature]
PRINCIPAL

Don Bosco College of Arts & Science
KEELA ERAL



EVEN/ODD SEMESTER INTERNAL / INTERNAL / MODEL EXAMINATION, March 20 24



ATTENDANCE SHEET

DON BOSCO COLLEGE OF ARTS & SCIENCE - KEELA ERAL.

TUTICORIN - 623 903.

EXAM HALL NO / CLASS : B-103
DATE : 25-03-2024
TIME : A.M. - 2.00 P.M. - 3.00 P.M.
CLASS & DEPARTMENT : III - BA (Tamil)

Register Numbers

CLASS	FROM	TO	TOTAL
I - BA (Tamil)	23701	23713	12
II - BA (Eng)	22102	22114	11
I - MA (Eng)	23601	23605	5
II - B. Com	22201	22213	11

Attendees Register Number(s) with class:

39

II - BA (English) - 22112.

I - B.A (Tamil) - 23704

P. Thi
25/03/24

Signature of the Invigilator with Date



PRINCIPAL
Don Bosco College of Arts & Science
KEELA ERAL.

ODD/ EVEN - SEMESTER / INTERNAL - I / INTERNAL II /



MODEL EXAMINATION April... 20 24

ATTENDANCE SHEET

204 - DON BOSCO COLLEGE OF ARTS AND SCIENCE - KEELA ERAL, TUTICORIN - 628 908.

EXAM HALL NO : A-113
DATE : 18-04-2024
TIME : 9-30 am - 10-30 am
SESSION (FN/AN) : FN
CLASS & DEPARTMENT : II - B Com


Register Numbers

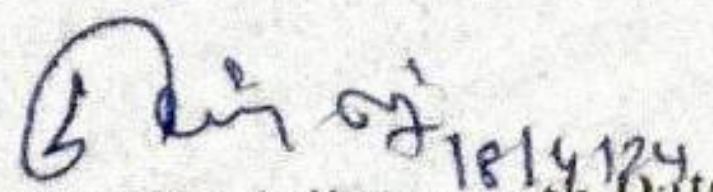
CLASS	FROM	TO	TOTAL
II BCA	22403	- 22421	14
I BBA	23301	- 23312	12
			<u>26</u>

Absentees Register Number(s) with class:

I BCA 22405, 22411 - (2)




PRINCIPAL
Don Bosco College of Arts & Science
KEELA ERAL


Signature of the Invigilator with Date

Semester: I

Year: November - 2023

S.NO	Roll NO	Name of the Student	Test - I (20)	Test - II (20)	Test - III (20)
1	23082040500111001	Arone. A	17	15	17
2	23082040500111002	Cabrio. R	12	10	12
3	23082040500111005	Esakeiraja. S	13	12	13
4	23082040500111006	Gabriel Antony. M	10	10	12
5	23082040500111009	Muthu Rajesh. S	12	10	11
6	23082040500111011	Shunmugaraj. Y	12	10	13
7	23082040500111012	Sivamani. P (Hindi)	17	15	17
8	23082040500111013	Udaya Kumari. M	13	10	13
9	23082040500111015	Vasanth Kumari. K	14	12	14
10	23082040500111016	Venkatesa Perumal. L	18	18	12
11	23082040500111019	Vishwa. I	12	10	12
12	23082040500112003	Doni Flora. A	19	14	19
13	23082040500112004	Epriba. J	19	13	19
14	23082040500112007	Helen. S	17	14	17
15	23082040500112010	Rajalakshmi. M	14	10	18
16	23082040500112014	Varunika. B	18	19	19
17	23082040500112017	Vennila. S	18	18	18
18	23082040500112018	Vijayabeni Binata. J	19	19	15

Staff Name: S. Theivarathina.

H. offm
Staff sign

Subject Code: EITL11

Subject Name: Polku Tamil

Average (20)	Assignment (5)	Total (25)	Total (25) (Rounded off)	Attendance %	Signature
17	5	22.0	22	97	A. Brang
12	5	17.0	17	88	R. to
13	5	18.0	18	79	S. Esakeiraja
11	5	16.0	16	83	M. Gabriel Antony
11.5	5	16.5	17	91	S. M. P. R.
12.5	5	17.5	18	91	S. K.
17	7	22.0	22	92	B. M. M. N.
13.0	5	18.0	18	79	M. Uchay.
14.0	5	19.0	19	96	M. Vasanth Kumar
18.0	5	23.0	23	96	J. Venkatesa
12.0	5	17.0	22	96	S. Vishu
19	5	24.0	24	91	A. Doni Flora
19	5	24.0	24	97	J. Epriba
17	5	22.0	22	87	S. Helen
16	5	21.0	21	76	M. Raj Lakshmi
19	5	24.0	24	94	B. Varunika
18	5	23.0	24	99	S. Vennila
19	5	24.0	24	99	J. Binata

M. @B
HOD SignD. R. G.
Principal Sign

Semester :- I

8

Year : November 2023

S.No	Roll No	Name of the Student	Test-I (20)	Test-II (20)	Test-III (20)
1	2308204050011001	Arone. A	19	15	19
2	2308204050011002	Cabrio. R	15	12	15
3	2308204500111005	Esakeltrafa. S	16	13	16
4	2308204500111006	Gabriel Antony. M	15	11	15
5	2308204500111009	Muthu Rajesh. S	17	15	17
6	2308204500111011	Shunmugarg. Y	12	10	12
7	2308204500111012	Sivamani. P	16	14	16
8	2308204500111013	Udaya Kumari. M	15	10	15
9	2308204500111015	Vasanthkumari. K	11	8	11
10	2308204500111016	Vendatesa Peumal. K	12	10	12
11	2308204500111019	Vishnu. D	12	10	12
12	2308204500112003	Doni Flora. A	18	13	18
13	2308204500112004	EPziba. J	17	14	17
14	2308204500112007	Helen. S	15	11	15
15	2308204500112010	Rajalakeshmi. M	17	13	17
16	2308204500112014	Vaunika. B	17	14	17
17	2308204500112017	Vennila. S	16	13	16
18	2308204500112018	Vijayabeni Bimala. J	18	14	18

Subject Code :- EFC11

9

Subject Name :- Structured Programming Language in C

Average (20)	Assignment (5)	Total (25)	Total (%) (Rounded off)	Attendance %	Signature
19	5	24	24	97	A. Shafiq
15	5	20	20	88	R. Siva
16	5	21	21	79	S. Easwari Raja
15	5	20	20	83	M. Gabriel Antony
17	5	22	22	91	S. M. P. S.
12	5	17	17	91	S. Siva
16	5	21	21	92	M. V. S.
15	5	20	20	79	M. V. S.
11	5	16	16	96	K. V. S.
12	5	17	17	96	K. V. S.
12	5	17	17	76	S. V. S.
18	5	23	23	91	A. Doni Flora
17	5	22	22	97	J. Ezeiba
15	5	20	20	87	S. Helen
17	5	22	22	76	M. Raja Lakshmi
16	5	21	21	94	B. Vaunika
16	5	21	21	99	S. Veit
18	5	23	23	99	J. S.

Staff Name : Dr. M. Sivasankar

M. S.
Staff signM. S.
HOD sign

Principal sign

Semester: ²⁰ II

Year: April 2024

Subject Code: FMCA21

21

Subject Name: Object Oriented Programming Concepts Using C++

S.No	Register Number	Name of the Student	Test I (20)	Test II (20)	Test III (20)	Best 2 Marks Average (20)	Assignment (5)	Actual Total (25)	Rounded off Total (25)	Attendance %	Signature
1	23082040500111001	Arone A	18	19	19	19	5	24	24	89	S. Arone
2	23082040500111002	Cabino R	10	14	10	12	5	17	17	74	
3	23082040500111005	Esakkiraja S	10	10	10	10	5	15	15	80	S. Esacker
4	23082040500111006	Gabriel Antony M	12	10	12	12	5	17	17	74	M. Gabriel Antony
5	23082040500111009	Murhu Rajesh S	12	10	10	11	5	16	16	75	S. Muru Rajesh
6	23082040500111011	Phunnuguraj Y	11	10	11	11	5	16	16	87	Y. Phunnuguraj
7	23082040500111012	Pivamani P	15	13	13	14	5	19	19	92	P. Pivamani
8	23082040500111013	Udhayakumar M	10	12	10	11	5	16	16	76	M. Udhayakumar
9	23082040500111015	Varanathkumar K	10	12	12	12	5	17	17	84	K. Varanathkumar
10	23082040500111016	Venkalasa Pennmal K	10	9	10	10	5	15	15	88	K. Venkalasa Pennmal
11	23082040500111019	Vishwa J	14	10	10	12	5	17	17	76	J. Vishwa
12	23082040500112003	Dani Flora A	17	15	16	16	5	21	21	95	A. Dani Flora
13	23082040500112004	J.P. Ziba J	16	16	15	16	5	21	21	91	J. P. Ziba
14	23082040500112007	Helan S	16	16	14	16	5	21	21	95	S. Helan
15	23082040500112010	Rajakakshmi M	15	17	15	16	5	21	21	75	M. Rajakakshmi
16	23082040500112014	Varunika B	19	17	19	19	5	24	24	83	B. Varunika
17	23082040500112017	Vennila S	15	11	11	13	5	18	18	92	S. Vennila
18	23082040500112018	Vijayabeni Binmal J	19	19	16	19	5	24	24	95	J. Binmal

Staff Name: V. Parvatha

Staff Sign

M. GB
Mod Sign

Principal Sign

Semester: II

Year: April 2024

Subject Code: ESCA22

Subject Name: PHP Programming

S.No	Register Number	Name of the Student	Test-I (20)	Test-II (20)	Test-III (20)	Best 2 Marks Average (20)	Assignment (20)	Actual Total (25)	Rounded off (25)	Attendance %	Signature
1	23082040500111001	Anne A	20	16	16	18	5	23	23	89	S. Shan
2	23082040500111002	Cabino R	15	12	15	15	5	20	20	93	S. Esack
3	23082040500111005	E. Sakinraja S	16	12	12	14	5	19	19	96	M. Gabriel Antony
4	23082040500111006	Gabriel Antony M	13	13	13	13	5	18	18	71	S. M. Prasad
5	23082040500111009	Murthi Rajesh S	18	14	14	16	5	21	21	88	S. M. Prasad
6	23082040500111011	Shunmugaraj Y	15	10	15	15	5	20	20	89	S. M. Prasad
7	23082040500111012	Sivamani	16	20	20	18	5	23	23	96	Sivamani
8	23082040500111013	Udhaya Kumar M	17	13	13	15	5	20	20	96	M. Sudhakar
9	23082040500111015	Vasanth Kumar K	16	12	12	14	5	19	19	89	M. Sudhakar
10	23082040500111016	Venkatesaperumal K	16	12	12	14	5	19	19	89	K. Venkatesh
11	23082040500111019	Vishwa J	12	16	16	14	5	19	19	88	Vishwa
12	23082040500112003	Doni Flora A	16	16	16	18	5	23	23	93	A. Flora
13	23082040500112004	EPziba J	19	20	20	17	5	22	22	89	J. Epziba
14	23082040500112007	Helen S	18	14	14	16	5	21	21	96	L. Helen
15	23082040500112010	Rajalakshmi M	18	10	10	18	5	23	23	75	M. Ramesh
16	23082040500112014	Vannika B	18	10	10	18	5	23	23	93	B. Vanni
17	23082040500112017	Vennila S	20	16	16	18	5	23	23	93	S. Vennila
18	23082040500112018	Vijayabari Binila J	19	10	15	17	5	22	22	100	J. Binila

Staff Name: Dr. M. Sivasankar
 M. G. G.
 Staff Sign

M. G. G.
 HOD Sign

M. G. G.
 Principal Sign



EXAMINATION POLICY

I. INTRODUCTION

The Policy Purpose

The purpose of this examination policy is:

To ensure the planning and management of examinations are being organised efficiently and in the best interest of candidates, staff involved and the institution.

To ensure the operation of an efficient examination system with clear guidelines for all relevant staff.

It is the responsibility of everyone involved in the examination processes at Don Bosco College of Arts & Science to read, understand and implement this policy.

The examination policy may be reviewed every year, if the need arises. The examination policy will be reviewed by the Principal, Chief Superintendent (If appointed by the Principal) and HoDs of all the Departments.

II. EXAMINATION RESPONSIBILITIES

Principal / Chief Superintendent is responsible for managing the administration of Semester Examinations and Continuous Internal Assessments. The responsibilities of the Principal / Chief Superintendent are:

Advising the HoDs, Class Teachers, Office Superintendent and other office and supportstaff on Internal and Semester examination timetables and application procedures as set by the College / University.

Overseeing the production and distribution to staff and students the annual calendar for all examinations and communicating regularly with the staff concerning imminent deadlines and events.

Ensuring that students and their parents are informed of and understand those aspects of the examination timetable that will affect them.

Consulting with teaching staff to ensure that necessary course work / controlled assessment are completed on time and in accordance with University guidelines. Providing and confirming detailed data on estimated entries.

Ensuring the receipt, verification and storing confidentially all Semester examinations question papers. In this regard, a dual key system shall be followed - one each key in the custody of the Principal and the appointed / nominated Chief Superintendent.

Ensuring the receipt, verification and safe custody of all examination papers and completed scripts with the support of other members of the Examination Committee or staff of the College so appointed for the purpose.

Appointing our own faculty members as Exam Invigilators for Internal Examinations and requesting and appointing faculty from neighbouring Colleges as External Exam Invigilators for University Semester Examinations with consent letter received from the respective Colleges.

Appointing both External and Internal Examiners for University Practical / Project examinations as per University guidelines.

Maintaining the income and expenditures relating to semester examination costs / charges and submitting the same to the University within the stipulated time.

Preparing and verification of the time tables for the Continuous Internal Assessment and disseminating the same on time to the students and staff of the College.

Submitting students' internal assessment marks, and any other material required by the University on schedule.

Entering the Internal marks in the University portal within the stipulated time through the help of faculty members and staff.

Overseeing all results analysis for the College.

Directing and advising on matters related to the enhancement of performance in all departmental examinations.

Producing detailed analysis of the College's results for all key national measures and identifying the performance of students from all relevant sub-groups and summarise all departmental reports.

Overseeing the dissemination and publication of results.

Maintaining the systems and processes to support the timely entry of candidates for their examinations through subject teachers.

Undertaking all necessary steps for the smooth conduct of examinations and resolving problems and difficulties that may be faced in the conduct of examinations in the College.

Heads of Departments / Faculty are responsible for following the examination guidelines, for the smooth conduct of the examination.

Their responsibilities are:

Ensuring that all the students under their care are given the best opportunity possible to achieve in the expected outcome in the process of evaluation and examinations:

Ensuring that all in their respective departments are familiar with the relevant assessment frameworks and objectives for all examinations.

Ensuring that all relevant students are best prepared for internal and external assessments through:

- 1 Long and medium term planning;**
- 2 Regular monitoring and formative assessment; and**
- 3 Practice and intervention strategies.**

Ensuring that all examination entries are administered in a timely manner through:

- 1 Accurate completion of Internal Mark Sheets making the necessary entries in the Assessment Record;**
- 2 Accurate completion of entry forms and all other mark sheets;**
- 3 Adherence to deadlines as set by the University / Principal / Chief Superintendent. Ensuring that all possible steps are taken and assistance are provided for the conduct of all examinations as smoothly and effectively as possible:**

Analysing the performance of the students in the Continuous Internal Tests and take steps accordingly for improvement; analysing the result of the semester end University examinations and plan, strategise and implement corrective / additional measures in order to optimise the performance of the students.

Facilitating order and discipline among the students during the examinations.

Subject Teachers are responsible for:

Disseminating timely information on the time table of the Continuous Internal Assessments and Semester Examinations to the students.

Fulfilling effectively the allotted duties as an Invigilator during Continuous Internal Assessments and University Examinations.

Maintaining accurate records of students' progress, which helps in enabling accurate predictions of results.

Notifying the head of department and Principal / Chief Superintendent the need for special assistance and arrangements for differently / physically challenged students / candidates.

Completing and checking all examination related paperwork (Evaluation of Internal answer script / internal marks entries / maintenance of assessment records) in a timely fashion.

Lead Invigilator / Invigilators shall have duties such as:

Collecting of examination papers and other examination related materials from the Examination Office by the time specified before the commencement of the examination.

Overseeing Semester Examinations and Continuous Internal Assessments in line with University guidelines and as directed by the Principal / Chief Superintendent.

Ensuring that the students / candidates are seated strictly on the allotted seats. Taking an accurate register of all students attending the examinations in the allotted hall.

Collecting and arranging in order all examination papers at the end of the examination and ensuring their return to the Examinations Office.

III. Examination Committee

The Examination Committee shall consist of the following members from the College:

- 1. Principal**
- 2. Chief Superintendent (if appointed / nominated)**
- 3. Heads of Departments**
- 4. Office Superintendent**
- 5. Office Staff – Two members**
- 6. Support Staff – Two members**

IV. MANAGING INVIGILATORS

The following shall be kept in mind while making arrangements for invigilation in the examinations:

External staffs are arranged to invigilate University Semester End Examinations, with internal staff used to invigilate Continuous Internal Assessments.

Recruitment of invigilators is the responsibility of the Principal / Chief Superintendent with the Heads of Colleges in the neighbourhood / district.

Invigilators are briefed on the first day of the commencement of the Examinations by the Principal / Chief Superintendent.

Invigilators remuneration shall be paid as per the University guidelines for the External Examinations and the same may be managed with the advance from the University / College.

V. MALPRACTICE

The following important points may be noted in cases of malpractice.

The University guidelines shall be strictly followed when cases of malpractice are identified.

The Principal / Chief Superintendent is responsible for investigating suspected malpractice.

The Principal / Chief Superintendent is responsible for informing the University of suspected malpractice and helping with the investigation.

Staff committing malpractice shall be dealt with in accordance with the University Suspected Malpractice in Examinations and Assessments Policies and Procedures and / or as prescribed by the management of the College.

VI. RECEIPT AND STORAGE OF EXAM PAPERS

The following shall be kept in mind in the receipt and storage of University examination questions papers and answer scripts in the College:

The examination secure storage follows the box within a box principle.

The secure room has a strong solid door with a five lever mortice lock. Within this secure room is a non-portable security cabinet with locking.

The two key holders for the secure examination storage room are the Principal and Chief Superintendent and / or as authorised by the Principal.

On arrival at the College all materials will be signed for by the Principal / Chief Superintendent.

These examination materials will be taken to the secure storage area by the Principal / Chief Superintendent where they will be locked in the secure metal filing cabinet.

All materials will be noted on the booking in / returning of examinations template document in terms of date, time and who has stored them.

In the case of internal assessment materials the same details will be recorded as well as who has used and returned them.

This ongoing record will be kept by the Principal / Chief Superintendent.

When materials need to be signed out of the secure storage area, the record will be updated accordingly.

On completion of examinations, exam materials will be returned to the secure storage area in preparation for the safe secure exams pick-up service offered by the University. These will then be signed out again when the secure pick up service arrives on site.

VII. EXAMINATION DAYS

The following may be strictly adhered to on the examinations days: All the rooms with seating facilities according to the prepared seating arrangements shall be made ready at least one day ahead of the commencement of the examinations / assessments.

The Principal / Chief Superintendent will book all examination rooms and split the question papers, other examination stationery and materials available for the invigilators.

The Principal / Chief Superintendent and / or Lead Invigilator will start all examinations in accordance with University guidelines.

Subject / department teachers may be present at the start of the examination to assist with identification of students but must not comment on the contents of the question paper or advise on which questions or sections are to be attempted.

Subject / department teachers must not enter the examination room unless it has been pre-arranged with the Principal / Chief Superintendent. Only the Principal / Chief Superintendent and allotted Invigilators may enter the examination room whilst the examination is in progress.

In practical examinations, subject teachers may be on hand in case of any technical difficulties. Examination papers must not be read by subject teachers or removed from the examination room before the end of a session.

Papers will be distributed to subject teachers at the end of the examination session.

A subject teacher may be available to read out any subject-specific instructions and start the examination, if required, but this must be pre-arranged with the Principal / Chief Superintendent.

VIII. CANDIDATES / STUDENTS

The students may be instructed on important guidelines to be followed in the examination halls in accordance with those provided by the University and the College.

The following instructions may be provided to the students:

The students shall be admitted to the examination only on production of the necessary hall tickets / College ID cards.

The College published rules on acceptable dress, behaviour and students' use of mobile phones and other electronic devices apply at all times.

Students' personal belongings remain their own responsibility and the College accepts no liability for their loss or damage.

Disruptive students are dealt with in accordance with the University guidelines. Students / Candidates are expected to stay for the full examination time.

Students / Candidates may only leave the examination room for a genuine purpose during the hours of the examination with prior permission from the Invigilator / Principal / Chief Superintendent and are required to return immediately to the examination room; while out of the examination hall, they must be accompanied by a member of staff at all times.

The Principal / Chief Superintendent is responsible for handling late or absent students / candidates on examination day.

IX. SPECIAL CONSIDERATION

Should a student / candidate be ill before an examination, suffer bereavement or other trauma, be taken ill during the examination itself or otherwise disadvantaged or disturbed during an examination, then it is the candidate's responsibility to alert the College, the Principal / Chief Superintendent, or the examination invigilator, to that effect.

The student / candidate must support any special consideration claim with appropriate evidence within three days of the examination, for example by providing a letter from the student's / candidate's doctor. The Principal / Chief Superintendent will then forward a completed special consideration request to the University within seven days of the examination.

X. INTERNAL ASSESSMENTS AND APPEALS

It is the duty of subject teachers to ensure that all internal assessments are ready for despatch at the correct time. The Principal / Chief Superintendent will assist by keeping a record of each despatch, including the recipient details and the date and time sent.

It is the duty of the Principal / Chief Superintendent to ensure that despatches are sent to the correct destination within 24 hours of being received, and preferably on the same day.

Marks for all internally assessed work are provided to the Principal / Chief Superintendent / Examination Cell by the subject teachers.

The process for managing appeals against internal assessments is detailed below:

1 For the internal assessments, students are shown their answer scripts and correction and guidance provided accordingly by the subject teacher.

2 In case of any assessment related grievances, the students can approach the concerned teacher and clarify the same.

3 If the student is not satisfied, the student can approach the HoD and explain the case and get a resolution.

4 If the grievance is still not resolved, the student can give a written representation to the Principal.

5 The Principal may examine the case in discussion with the concerned HoD and the teacher(s) and if necessary take the opinion of a couple of other teachers and find an amicable resolution to the grievance. In exceptional cases, a committee may be set up to study the matter and report along with suggested measures.

XI. RESULTS, ENQUIRIES ABOUT RESULTS AND CERTIFICATES

Students / Candidates will receive individual result through SMS from the University and also result will be available in the University Web Portal.

In case of result with WWW (Withheld) or any other issues students shall be contact respective HoDs, who shall contact the Principal / Chief Superintendent / Office Superintendent seeking to take adequate steps for the resolution of the issues.

On receipt of the certificates from the University it will be issued to the students / candidates after due acknowledgement being obtained.

The Examination Policy has been approved by the college.



Don Bosco College of Arts and Science

A Christian Minority, Self-financing College, Affiliated to Manonmaniam Sundaranar University, Tirunelveli
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Declaration

I hereby declare that the details and information given above are complete and true to the best of my knowledge and conviction.




PRINCIPAL
Don Bosco College of Arts & Science
KEELA ERAL