




# ST. JOHN'S COLLEGE, ANCHAL

Affiliated to the University of Kerala  
Re-accredited with A Grade by NAAC  
Recognised for STAR College by DBT, Govt. of India

LET YOUR  
LIGHT  
SHINE BEFORE  
MEN

## Internal Examination Reports

 P.B. No.3,  
Mar Gregorios Nagar,  
Anchal P.O., Kollam,  
Kerala - 691 306

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## St. JOHN'S COLLEGE

### Report of the Conduct of Internal Examinations of B.A/B.Sc./B.Com CBCSS

Academic Year 2022 -2023

#### CONSTITUTION OF INTERNAL EXAMINATIONS COMMITTEE

The Internal Examination Committee was constituted with one convener, faculty from various departments and office staff for the smooth conduct of the examinations. The committee works to improve the quality of internal examinations conducted at the institution level.

#### FUNCTIONS OF THE COMMITTEE

- ❖ Prepares and publishes the timetable for the internal assessment.
- ❖ Announces question paper submission dates.
- ❖ Assigns invigilation duties for all internal exams.
- ❖ Publishes the details of seating arrangements and examination halls on the Notice board and on WhatsApp group.
- ❖ Arranges to distribute Question papers and Answer papers on exam days.
- ❖ Distributes Answer Scripts to the departments for valuation.
- ❖ Prepares necessary reports to be submitted to authorities from time to time.
- ❖ Maintains all records pertaining to internal examinations.

As per the decision of the college council Odd Semester (S1, S3, S5) and Even Semester (S2, S4, S6) examinations were conducted by the Internal Examination Committee for the academic year 2022-2023. The question papers were collected through an email id, "internalexams@stjohns.ac.in". The Exam dates were as follows:

SL.NO:	EVENTS	DATES
	<b>Even Semesters</b>	
1	Semester 4	29-7-2022 to 1-8-2022
2	Semester 2	23-8-2022 to 29-8-2022
3	Semester 6	14-03-2023 to 21-03-2023
	<b>Odd Semester</b>	
4	Semester 5	28-11-2022 to 5-12-2022
5	Semester 3	18-01-2023 to 25-01-2023
6	Semester 1	07-02-2023 to 14-02-2023

The Even Semesters (S2, S4, S6) Exams were scheduled from 9:30am to 11:30am and Odd Semesters (S1, S3, S5) Exams were scheduled from 9:30am to 12:30pm.

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The details of Examination Halls and the number of invigilators for duty are as follows:

SL.NO:	Examination Halls		Number of Invigilators
1	Semester 1	A,B,C,D,E,F,G,H	59
2	Semester 2	A,B,C,D,E,F,G,H	48
3	Semester 3	A,B,C,E,F,G,H	56
4	Semester 4	A,B,C,D,E,F,G,H,232	50
5	Semester 5	A,B,C,D,E,F,G,H	49
6	Semester 6	A,B,C,E,F,G,H	55

The detailed timetable, class room allocation, duty list, attendance list and copies of the question papers were all kept in separate files in the internal examination office. The committee constituted for the conduct of the internal examinations efficiently carried out its various responsibilities.

The internal examination committee is comprised of :

1. Dr. Kaladevi V (Convenor) *Kaladevi*
2. Dr. Kavitha C H *Kavitha*
3. Dr Sajan Thomas *Sajan*
4. Dr Dhanya Ramachandran *Dhanya*

*Kaladevi*  
Convenor  
Internal Examination Committee

*[Signature]*  
Principal  
PRINCIPAL  
St. John's College  
Anchal-691 306.

