



**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

# UNIVERSITY ORDERS/CIRCULARS

## 2022-2023

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

Off: 0475-2966973 | Fax: 0475-2275326   
info@stjohns.ac.in | principal@stjohns.ac.in   
www.stjohns.ac.in 



# UNIVERSITY OF KERALA

**Thiruvananthapuram, Kerala, India – 695 034**

(Established as University of Travancore by the Travancore University Act in 1937 and reconstituted as University of Kerala by the Kerala University Act of 1957 and presently governed by the Kerala University Act of 1974 passed by the Kerala State Legislative Assembly)

**Re-accredited by NAAC with 'A++' Grade**

Phone:++91 471 2 30 5946(O)

Fax:++91 471 2 30 7706

E-mail:soeb8ku@keralauniversity.ac.in

No: EBVIII/2/2022

Dated:06/08/2022

From

**THE CONTROLLER OF EXAMINATIONS**

To

Dr.Brilliant Rajan  
Assistant Professor & HOD  
Department of Environmental Science  
St.Johns College,Anchal

Sir/Madam,

**Sub:-Appointment as Chairman,Board of Examiners – reg.**

I write to inform you that you are appointed as Chairman of Board of Examiners for the Third Semester Environmental Science and Environment and Water Management CR Degree Examinations, 2022.

This is to enable me to take further action in the matter expeditiously. All Chairman irrespective of the place to which they belong is expected to indicate the acceptance through the declaration attached.Kindly fill in fully, sign and send me the enclosed declaration form by return of post immediately.

The appointment is offered on the distinct understanding that you have no connection with any private tuition home and ,that you will not acquire any such connection or undertake any private tutorial or coaching work during the period of your examinership in the University.

Yours faithfully,

**CONTROLLER OF EXAMINATIONS**



Dr. Godwin Samraj D.P.  
Controller Of Examinations

Phone(Office):  
Phone(Mobile):

D.O. No.: 3227/EX-I-ASST-2/2015/PB Dated: 06.07.2022

Dear Sir,

**Strictly confidential**

I write to inform that you have been appointed as the Chairman of the Board of Question Paper Setters in **B Sc ENVIRONMENT AND WATER MANAGEMENT Programme (CUCBCSS-2014 Admission) I, II, III & IV semester** examinations of this University. I request you to kindly accept the appointment. This offer is made on the distinct understanding that you have no relatives appearing for the examination for which you have been appointed as the Chairman of the Board Question Paper Setters.

I am forwarding herewith a copy of the approved Panel of Question Paper Setters and materials like the list of question papers to be set, copies of the relevant syllabus, model/pattern of question papers, instructions for setting the question papers, etc. for your reference. You may incorporate teachers from the approved Panel and, in exigency in order to complete the setting works in time, co-opt experts from other Universities, having not less than seven years of teaching experience, into the Board, with prior approval from the University. Necessary copies of the syllabus and pattern of question papers, etc. may be provided to the setters to complete the work in time.

The Chairman, Board of Question Paper Setters, is expected to fix suitable dates for receipt of question papers (with answer keys) from the members of the Board, so as to scrutinise and submit the same in this office before **05.08.2022**.

A meeting of the Board of Question Paper Setters may be convened to scrutinise and pass the question papers. The date, time and venue of the meeting may be fixed by you in consultation with the members of the Board and intimated to them, after getting confirmation from this office.

The finalized question papers may be sent to my personal address given below by registered/insured post, immediately after the meeting of the Board. All bills (Remuneration and TA/DA) relating to the setting may please be sent in one lot to my personal address within one month of dispatch of question papers so as to avoid delay in effecting the payment.

**The question paper setters are expected to prepare answer keys also along with the question papers. Utmost care shall be taken to set the question papers in accordance with the model/pattern of question papers provided and to avoid all sorts of errors including questions out of syllabus.**

The remuneration of Chairman has been enhanced to Rs. 2500/- to be more vigilant in Scrutiny of Question Papers.

*(All communications relating to question paper setting should be addressed to Dr. Godwin Samraj D.P., Controller of Examinations, Calicut University P.O., Malappuram Dt. , Kerala - 673 635)*

Yours sincerely,

**(Dr. Godwin Samraj D.P.)**

Dr. Brilliant Rajan,  
Assistant Professor,  
Department of Environmental Sciences,  
St. Johns' College, Anchal.

**UNIVERSITY OF CALICUT**  
**(Pareeksha Bhavan)**  
**B Sc ENVIRONMENT AND WATER MANAGEMENT (CUCBCSS) EXAMINATIONS**  
**(2014 Admission)**  
**LIST OF QUESTION PAPERS (WITH SCHEME) TO BE SET**

Sl. No.	Semester	Course Code	Title of the Course	Duration (Hrs)	Max Marks	No. of sets required
01	I	EWM1 B 01	Fundamentals of Environmental Science	3	80	3
02	II	EWM2 B 02	Biodiversity and Conservation	3	80	3
03	III	EWM3 B 03	Chemistry of the Environment	3	80	3
04	IV	EWM4 B 04	Eco Toxicology	3	80	3
05		EWM4 A 08	Environment and Human Health	3	80	3

**Pattern of question papers for Core & General Courses**

Part	Sl Nos.	Nature of Questions	No. of Questions	Questions to be Answered	Marks	Total Marks
<b>A</b>	01 to 10	One word/ Fill in the blanks	10	10	1	10
<b>B</b>	11 to 20	Short Answer	10	10	2	20
<b>C</b>	21 to 28	Paragraph	8	5	6	30
<b>D</b>	29 to 31	Essay	3	2	10	20
<b>Total</b>			<b>31</b>	<b>27</b>		<b>80</b>

**Instructions to question paper setters**

1. Kindly set three different sets of question paper for conducting three different examinations.
2. Repetition of questions should be avoided. Questions shall be set to assess the knowledge acquired, application, critical evaluation and the ability to synthesize the knowledge.
3. Kindly ensure that the question papers are set strictly in accordance with the syllabus and pattern in order to avoid anomalies in the question papers. As far as possible the questions shall be asked from the whole syllabi of each course. Weightage of each subject in the setting of question papers is in proportion to the instructional hours allotted to respective topics.
4. Each question paper must contain the Course Title with code, Admission Year, the Max. Marks assigned, duration of the paper and special directions if any.
5. The facing sheet should be duly filled and attached to each question paper.
6. The PAN and Bank A/C No. ( Branch & IFS Code) of setters should be furnished in the TA/ Remuneration Bills.
7. Remuneration bills should not be enclosed along with the question papers. (The current rate of remuneration is Rs.1000/- per question paper & Rs.1000/- per answer key for UG courses and Rs 1200/- per question paper & Rs 1200/- per answer key for PG courses. The Chairman fee is Rs.2500/-
- 8). The Chairman shall collect all the bills and forward the same separately to the Controller of Examinations in the personal address given.
8. Kindly see the separate set of instructions attached.
9. In continuation to clause 5 in the set of Instructions attached, question papers can also be forwarded to the University in DTP form. Notes, extracts, drafts or copies of question papers should be destroyed permanently/deleted from the computer as soon as the question papers are handed to the Chairman/University. No notes, drafts, etc shall be retained by the Chairman/setters in retrievable form.
10. Question paper setters are requested to keep this appointment confidential and publicising the same in

Curriculum Vitae, biodata etc. should be avoided.

11. Expert whose relative/s is/are doing the programme in this University for which the expert is appointed as QP setter shall not set the question paper and this appointment stands void in such cases. The Chairman/question paper setter shall decline this appointment if any of their relatives is/are appearing for the examination for which they have been appointed as Chairman/QP setter and the matter shall be informed to the Controller of Examinations forthwith.

12. The payment of remuneration by this office is an income for the purpose of income tax. This may be included in the salary income while computing the annual income during the financial year for income tax purpose.

**CONTROLLER OF EXAMINATIONS**





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**Re-accredited by NAAC with 'A++' Grade**

Phone:++91 471 2 30 5946(O)

E-mail:soeb8ku@keralauniversity.ac.in

No: EBVIII/2/2022

Dated:24/11/2022

From

THE CONTROLLER OF EXAMINATIONS

To

DR.ANILA GEORGE  
ASSISTANT PROFESSOR  
ST.JOHNS COLLEGE,ANCHAL

Sir/Madam,

**Sub:-Appointment as Chairman,Board of Examiners – reg.**

I write to inform you that you are appointed as Chairman of Board of Examiners for the Second Semester B.Sc Environmental Science and Environment and Water Management Degree Examinations, September 2022.

This is to enable me to take further action in the matter expeditiously. All Chairman irrespective of the place to which they belong is expected to indicate the acceptance through the declaration attached.Kindly fill in fully, sign and send me the enclosed declaration form by return of post immediately.

The appointment is offered on the distinct understanding that you have no connection with any private tuition home and that you will not acquire any such connection or undertake any private tutorial or coaching work during the period of your examinership in the University.

Yours faithfully,

**CONTROLLER OF EXAMINATIONS**



Dr. Godwin Samraj D.P.  
Controller Of Examinations

Phone(Office):04942407218

Phone(Mobile):

D.O. No.: 118278/EX-I-ASST-1/2022/PB Dated: 07.12.2022

Dear Madam,

**Strictly confidential**

I write to inform that you have been appointed as the Chairman of the Board of Question Paper Setters of **M Sc Environmental Science- CCSS-2022 Admission-I & II semester** examinations of this University. I request you to kindly accept the appointment. This offer is made on the distinct understanding that you have no relatives appearing for the examination for which you have been appointed as the Chairman of the Board Question Paper Setters.

I am forwarding herewith a copy of the approved Panel of Question Paper Setters and materials like the list of question papers to be set, copies of the relevant syllabus, model/pattern of question papers, instructions for setting the question papers, etc. for your reference. You may incorporate teachers from the approved Panel and, in exigency in order to complete the setting works in time, co-opt experts from other Universities, having not less than seven years of teaching experience, into the Board, with prior approval from the University. Necessary copies of the syllabus and pattern of question papers, etc. may be provided to the setters to complete the work in time.

The Chairman, Board of Question Paper Setters, is expected to fix suitable dates for receipt of question papers (with answer keys) from the members of the Board, so as to scrutinise and submit the same in this office before **30.12.2022**.

A meeting of the Board of Question Paper Setters may be convened to scrutinise and pass the question papers. The date, time and venue of the meeting may be fixed by you in consultation with the members of the Board and intimated to them, after getting confirmation from this office.

The finalised question papers may be sent to my personal address given below by registered/insured post, immediately after the meeting of the Board. All bills (Remuneration and TA/DA) relating to the setting may please be sent in one lot to my personal address within one month of dispatch of question papers so as to avoid delay in effecting the payment.

The question paper setters are expected to prepare answer keys also along with the question papers. Utmost care shall be taken to set the question papers in accordance with the model/pattern of question papers provided and to avoid all sorts of errors including questions out of syllabus.

(All communications relating to question paper setting should be addressed to Dr Godwin Samraj. D.P, Controller of Examinations, Calicut University P.O., Malappuram Dt. , Kerala - 673635)

Yours sincerely,

**(Dr.Godwin Samraj D.P.)**

Dr. Anila George  
Assistant Professor and Head,  
Department of Environmental Science,  
St. Johns' College, Anchel.

**UNIVERSITY OF CALICUT**  
**(Pareeksha Bhavan)**  
**LIST OF QUESTION PAPERS TO BE SET**  
**M Sc Environmental Science (CCSS) – (2022 Admission onwards)**

Sl. No.	Semester	Course Code	Title of the Course	Duration (Hrs)	Marks	No. of Sets required
1	I	ESW 1C 01	Physical processes in the environment	3	50	3
2		ESW 1C 02	Fundamentals of ecology and environment	3	50	3
3		ESW 1C 03	Energy and environment	3	50	3
4		ESW 1C 04	Environmental pollution and Pollution Abatement	3	50	3
5	II	ESW 2C 07	Fundamentals of Environmental Engineering	3	50	3
6		ESW 2C 08	Environmental Microbiology and Biotechnology	3	50	3
7		ESW 2C 09	Hydrology and Water Resource Management	3	50	3
8		ESW 2C 10	Remote Sensing and GIS	3	50	3

**Pattern of Question Papers (Duration: 3 Hours)**

Part	Sl. Nos.	Type of Questions	Number of questions	Questions to be answered	Marks	Total Marks
A	1 to 2	Essay-type questions	2	1	8	8
B	3 to 12	Short answer questions	10	8	4	32
C	13 to 24	Short answer questions	12	10	1	10
		<b>Total</b>	<b>24</b>			<b>50</b>



## Instructions to Question Paper Setters

1. Kindly set three different sets of question paper for conducting three different examinations.
2. Repetition of questions should be avoided. Questions shall be set to assess the knowledge acquired, application, critical evaluation and the ability to synthesize the knowledge.
3. Kindly ensure that the question papers are set strictly in accordance with the syllabus and pattern in order to avoid anomalies in the question papers. As far as possible the questions shall be asked from the whole syllabi of each course. Weightage of each subject in the setting of question papers is in proportion to the instructional hours allotted to respective topics.
4. Each question paper must contain the Course Title with code, Admission Year, the Max. Marks assigned, duration of the paper and special directions if any.
5. The facing sheet should be duly filled and attached to each question paper.
6. The PAN and Bank A/C No. ( Branch & IFS Code) of setters should be furnished in the TA/Remuneration Bills.
7. Remuneration bills should not be enclosed along with the question papers. (The current rate of remuneration is Rs.1000/- per question paper & Rs.1000/- per answer key for UG courses and Rs1200/- per question paper & Rs 1200/- per answer key for PG courses. The Chairman fee is Rs.2500/- ). The Chairman shall collect all the bills and forward the same separately to the Controller of Examinations in the personal address given.
8. Kindly see the separate set of instructions attached.
9. In continuation to clause 5 in the set of Instructions attached, question papers can also be forwarded to the University in DTP form. Notes, extracts, drafts or copies of question papers should be destroyed permanently/deleted from the computer as soon as the question papers are handed to the Chairman/University. No notes, drafts, etc shall be retained by the Chairman/setters in retrievable form.
10. Question paper setters are requested to keep this appointment confidential and publishing the same in Curriculum Vitae, biodata etc. should be avoided.
11. Expert whose relative/s is/are doing the programme in this University for which the expert is appointed as QP setter shall not set the question paper and this

appointment stands void in such cases. The Chairman/question paper setter shall decline this appointment if any of their relatives is/are appearing for the examination for which they have been appointed as Chairman/QP setter and the matter shall be informed to the Controller of Examinations forthwith.

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**CONTROLLER OF EXAMINATIONS**





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(Re-accredited by NAAC with 'A'- Grade)

Phone: ++ 91 471 2386338(O)

EB - V/2022

20.06.2022

From

The Controller of Examinations

To

Sri/Smt. Dr. Brilliant Rajan  
Assistant Professor & HOD  
St Johns College, Anchal, Kollam

Sir/Madam,

Sub: **Third Semester M.A/M.Sc./M.Com/MSW/MPA/MMCJ/MAHRM ( Regular / Supplementary ) Degree Examinations March 2022 – Appointment of Examiners for First Valuation - reg.**

You are appointed as Examiner for the valuation of answer scripts of the above mentioned Examination. You are requested to report for duty at the Valuation Camp as per the detailed schedule and venue noted below.

The appointment is offered on the distinct understanding that you have no immediate relative appearing for this examination. **You should surrender this appointment order to the Camp Officer/Administrative Officer when you report for duty.** You must strictly adhere to the rules, regulations & instructions regarding valuation issued by the University from time to time.

In case you are transferred to any college outside the University before the commencement of the Camp, the appointment now offered will be treated as cancelled.

In the case of any lapse on your part in accepting this assignment, the University will be constrained to take deterrent action, against you as per Section 80A (1) & (2) of the Kerala University Act, 1974 and the matter will be reported to the Collegiate Education Department, Thiruvananthapuram for initiating disciplinary action without further notice.

Yours faithfully,

Controller of Examinations

Subject	Environmental Genetics, Microbiology and Biotechnology
Chairman	Rajani. V., Assistant Professor, All Saints' College, Chakai, Thiruvananthapuram . Mob: 9995542095, E-mail: rajanijayasankar@gmail.com
Administrative Officer	Smt. Jencymol J R, Section Officer, ED XVI Section. Mob: 9633011572
Venue of Camp	Examination Facilitation Center, Old SDE Building, First Floor, Senate House Campus, Tvpm.
Date to Report CV Camp	24.06.2022 & 25.06.2022
<b>Minimum No. of answer scripts to be evaluated by an Examiner</b>	<b>30</b>

[Note: 'REQUESTS FOR EXEMPTION FROM VALUATION MAY BE FORWARDED BY PRINCIPAL, ONLY FOR GENUINE CASES AND ALSO WITH PROPER SUBSTITUTION'. (Ref:- Item No. 35.100.10 of the minutes of the meeting of the Syndicate held on 10.05.2018.)

[P.T.O]

## **Schedule of Valuation**

<b>Sl No</b>	<b>Subject</b>	<b>Date to Report CV Camp for First Valuation</b>	<b>Date of Completion of First Valuation</b>
1	MA, MPA, MMCJ, M.Sc, M.Com, MA HRM, MSW	24.06.2022 & 25.06.2022	04.07.2022

*\* Remuneration Bills along with Data Sheet if there is no Beneficiary ID may be submitted to Chairman / Deputy Chairman on completion of valuation.*





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(Re-accredited by NAAC with 'A++'-Grade)

Phone: ++ 91 471 2386338(O)

EB - V/2022

12.10.2022

From

The Controller of Examinations

To

Sri/Smt. Dr. Brilliant Rajan  
Associate Professor & Hod  
St Johns College, Anchal, Kollam

Sir/Madam,

**Sub: Third Semester BA/B.Sc/B.Com CBCSS/Career Related Degree Examinations, March 2022 - Appointment of Examiners for Valuation – reg.**

You are appointed as Chairman for the valuation of answer scripts of the above mentioned Examination. You are requested to report for duty at the Valuation Camp as per the **detailed schedule and venue noted below.**

The appointment is offered on the distinct understanding that you have no immediate relative appearing for this examination. You should surrender this appointment order to the Camp Officer/Administrative Officer when you report for duty. You must strictly adhere to the rules, regulations & instructions regarding Valuation issued by the University from time to time.

In case you are transferred to any college outside the University before the commencement of the Camp, the appointment now offered will be treated as cancelled.

In the case of any lapse on your part in accepting this assignment, the University will be constrained to take deterrent action, against you as per Section 80A (1) & (2) of the Kerala University Act, 1974 and the matter will be reported to the Collegiate Education Department, Thiruvananthapuram for initiating disciplinary action without further notice.

Yours faithfully,

Controller of Examinations

Subject	Environmental Science
Chairman	Dr. Brilliant Rajan, Assistant Professor & HOD, St Johns College, Anchal, Kollam. Mob: 9446917941, E-mail : brilliantrajan@gmail.com
Venue of CV Camp	CV Camp 01: Govt. College for Women, Thiruvananthapuram
Administrative Officer	Smt. Emilda J Das, Section Officer, B.Sc I Section. Mob: 9633250743

\* 'REQUESTS FOR EXEMPTION FROM VALUATION MAY BE FORWARDED THROUGH PRINCIPAL, ONLY FOR GENUINE CASES AND ALSO WITH PROPER SUBSTITUTION'.

(Ref:- Item No. 35.100.10 of the minutes of the meeting of the Syndicate held on 10.05.2018.)

'Action will be initiated against the teachers who do not report to the valuation camps on the first day of valuation' as per the minutes of the meeting of the Syndicate on 31.08.2018.]

[P.T.O]

The camps shall operate as Centralized Valuation Camps adhering to the schedule given below.

### Schedule of Valuation

Course	Date to Report CV Camp (Chairman / Deputy Chairman / Chief Examiners)	Date to Report CV Camp (Additional Examiners)
BA/B.Sc/B.Com CBCSS/Career Related	From 20/10/2022	From 21/10/2022

- \* All Examiners shall join CV Camps with Relieving Orders from respective Colleges as per the schedule and will be issued relieving order from CV Camps on completion of valuation.
- \* The Centralized Valuation Camps shall operate from 09:30 AM to 04:30 PM including Saturdays.
- \* The Chief Examiners shall be entrusted to collect and distribute the answer scripts to the Additional Examiners and also to return the answer scripts to the Camp AOs daily.  
**Chief Examiners should evaluate five answer scripts** on the first day of valuation.
- \* Chairman / Deputy Chairman / Chief Examiners of concerned subjects should be present on all days at the CV Camps to co-ordinate the valuation process till the completion of valuation.
- \* The Chairman/Deputy Chairman shall hand over the attendance registers at 11:00 AM & 03:00 PM on all days. The details of teachers who have not reported to the CV Camp should be informed daily to the Administrative Officers concerned.
- \* Remuneration Bills (along with Data Sheet if there is no Beneficiary ID) shall be submitted by the Examiners through Chairman / Deputy Chairman concerned.