

**No: IQAC-M/20170818**

**Minutes of the meeting of IQAC of Sree Keralavarma College, Thrissur held on 18.08.2017 at 10:00 am**

**Agenda**

1. Conducting the first internal examination for first, third and fifth semester
2. Evaluation of the internal exam
3. Any other matter

**Members present**

Sl.No.	Name	Signature
1	Betty John	Sd/-
2	A.M. Viji	Sd/-
3	Viswas V. Nadh	Sd/-
4	K.N. Kannan	Sd/-
5	Dr. M. Krishna	Sd/-
6	Dr. M. Jaya	Sd/-
7	Dr. T.D. Simon	Sd/-
8	Prof. C.M. Latha	Sd/-

**Following points were discussed and decisions were taken:**

1. It was decided to expand the examination committee with Prof. Betty John as Co-ordinator. The other members are A.M. Viji, Viswas V. Nadh, K.N. Kannan, Dr. M. Krishna, Dr. M. Jaya, K.G. Anoop and Dr. T.D. Simon.
2. The duration of the internal examination can be two hours with sixty marks.
3. The first internal examination of Fifth Semester courses must be completed by the departments concerned by 31.08.2017.
4. The mark list of the first internal examination of Fifth Semester courses must be submitted to Principal on or before 14.09.2017.
5. The first internal examination of First and Third Semester courses should be conducted on 13<sup>th</sup>, 14<sup>th</sup> and 15<sup>th</sup> September.
6. The mark list of the first internal examination of First and Third Semester courses must be submitted to the Principal on or before 03.10.2017.
7. The list of proper names of each papers of First and Third semester courses with paper code should be given to the Co-ordinator, Prof. Betty John, on or before 22-08.2017.

8. The question paper of each papers of first and third semester courses with paper code should be given to the Co-ordinator, Prof. Betty John, on or before 25-08.2017.
9. The nominal role First Semester students with their Second Language opted should be submitted to the Co-ordinator, Prof. Betty John, on or before 22-08.2017.
10. The proper notice of the above mentioned matters should be given to all departments today itself (18.08.2017).