

Cauvery College for Women (Autonomous), Trichy -620018.

Examination Committee Meeting

Circular Notification

S.No	Name of the Member	Signature of the Member
1	Dr. V. Sujatha - Principal)	v. sujatha 14.10.24
2	Dr. S. Ramalakshmi -Vice-Principal	S. Ramalakshmi 14/10/24
3	Ms. V. Ramya (Controller of Examinations)	Ms. V. Ramya
4	Dr. N. Sivapriya (Deputy Controller of Examinations)	N. Sivapriya
5	Dr. Sinthu Janita Prakash (Dean of Science & IQAC Coordinator)	Sinthu Prakash 14.10.24
6	Dr. M. Parveen (Head, Department of IT)	M. Parveen
7	Dr. S. Premalatha (Head, Department of Mathematics)	S. Premalatha
8	Dr. J. Sangeetha (Associate Professor of IT)	J. Sangeetha
9	Dr. P. Kavitha (Associate Professor of Commerce)	P. Kavitha
10	Dr. P. Urmila (Head, Department of English)	P. Urmila
11	Ms. S. Pommi (Librarian)	S. Pommi
12	Ms. K. Chithra (Chief Clerk)	K. Chithra

Cauvery College for Women (Autonomous), Trichy -620018.

Examination Committee Meeting

Circular No. :- 11

Date :- 10/10/2024

To :- Members of Examination Committee.

Sub :- Examination Committee Meeting on 14.10.2024 at 10.30 a.m.

This is to inform all the Members of the Examination Committee to be present in **Rameswari Nallusamy** Meeting Hall on 14th October 2024 for the periodical meeting of the Academic Year 2024 - 2025. The meeting will begin sharp at 10.30 a.m.

Agenda

1. Continuous Internal Assessment
2. Conduct of November 2024 End Semester Examination - Theory & Practical.
3. Seating arrangement
4. Online Examination
5. Central Valuation Schedule & Process.
6. Result declaration.
7. Course Outcome CO Attainment and Mapping.
8. Creation of ABC ID (Academic Bank of Credits).
9. Publication of Records in NAD (National Academic Depository).

Cauvery College for Women (Autonomous), Trichy -620018.

Examination Committee Meeting Attendance

S.No.	Name of the Member	Signature of the Member
1	Dr. V. Sujatha -Principal	v. sujatha 14.10.24
2	Dr. S. Ramalakshmi -Vice-Principal	S. Ramalakshmi 14/10/24
3	Ms. V. Ramya (Controller of Examinations)	V. Ramya
4	Dr. N. Sivapriya (Deputy Controller of Examinations)	N. Sivapriya
5	Dr. V. Sinthu Janita Prakash (Dean of Science & IQAC Coordinator)	Sinthu Prakash
6	Dr. M. Parveen (Head, Department of IT)	M. Parveen
7	Dr. S. Premalatha (Head, Department of Mathematics)	S. Premalatha
8	Dr. J. Sangeetha (Associate Professor of IT)	J. Sangeetha
9	Dr. P. Kavitha (Associate Professor of Commerce)	P. Kavitha
10	Dr. P. Urmila (Head, Department of English)	P. Urmila
11	Ms. S. Pommi (Head, Librarian)	S. Pommi
12	Ms. K. Chithra (Chief Clerk)	K. Chithra

Minutes of the Examination Committee Meeting

Discussion

- ❖ Continuous Internal Assessment - I (Knowledge level based) was successfully conducted between 21st August and 29th August 2024.
- ❖ Continuous Internal Assessment – II & ESE practical examinations were conducted between 7th October and 18th October 2024.
- ❖ End Semester Examinations (Odd) of the Academic Year 2024 - 2025 is conducted from 4th November 2024 to 12th November 2024 for all Under Graduates and Post Graduates.
- ❖ Online Examinations – Planned to be conducted for PG core choice course.
- ❖ Seating arrangement for the students during Examination is scheduled in B & D Block.
- ❖ A separate team is allotted for Conduct of Examination.
- ❖ Central Valuation dates for November 2024 ESE are scheduled from 8th November 2024 and Qualified Examiners would be invited from reputed Institutions and internal members are appointed as Examiners for NME/GEC/SEC/SBE, Part I & Part II Courses - 50% Internal Examiners would be employed.
- ❖ Course Outcome attainment will be calculated for both Internal and External Marks for the Academic year 2024 – 2025 for I PG & I UG.
- ❖ 17972 Mark sheets had been uploaded in NAD portal .
- ❖ 4226 ABC ID created and 13021 ABC credit data has been uploaded in ABC Portal.



V. Principal
Cauvery College for Women
(Autonomous)
Annamalai Nagar,
Tiruchirappalli - 620 018.
Tamilnadu.

Cauvery College for Women (Autonomous), Trichy -620018.

Examination Committee Meeting

Circular Notification

S.No	Name of the Member	Signature of the Member
1	Dr. V. Sujatha - Principal)	V. Sujatha
2	Dr. S. Ramalakshmi -Vice-Principal	S. Ramalakshmi
3	Ms. V. Ramya (Controller of Examinations)	Ms. V. Ramya 25/3/25
4	Dr. N. Sivapriya (Deputy Controller of Examinations)	N. Sivapriya 25/3/25
5	Dr. Sinthu Janita Prakash (Dean of Science & IQAC Coordinator)	Dr. Sinthu Janita Prakash
6	Dr. M. Parveen (Head, Department of IT)	Dr. M. Parveen
7	Dr. S. Premalatha (Head, Department of Mathematics)	
8	Dr. J. Sangeetha (Associate Professor of IT)	J. Sangeetha
9	Dr. P. Kavitha (Associate Professor of Commerce)	Dr. P. Kavitha 25/3/25
10	Dr. P. Urmila (Head, Department of English)	Dr. P. Urmila
11	Ms. S. Pommi (Librarian)	Ms. S. Pommi
12	Ms. K. Chithra (Chief Clerk)	

Cauvery College for Women (Autonomous), Trichy -620018.

Examination Committee Meeting

Circular No. :- 12

Date :- 24/03/2025

To :- Members of Examination Committee.

Sub :- Examination Committee Meeting on 25.03.2025 at 10.30 a.m.

This is to inform all the Members of the Examination Committee to be present in **Rameswari Nallusamy Meeting Hall** on 25th for the periodical meeting of the Academic Year 2024 - 2025. The meeting will begin sharp at 10.30 a.m.

Agenda

1. Continuous Internal Assessment
2. Conduct of November 2024 End Semester Examination- Theory & Practical.
3. Seating arrangement
4. Online Examination
5. Central Valuation Schedule & Process.
6. Result declaration.
7. Course Outcome CO Attainment and Mapping.
8. Creation of ABC ID (Academic Bank of Credits).
9. Publication of Records in NAD (National Academic Depository).

V. Vijitha

Namya

Cauvery College for Women (Autonomous), Trichy -620018.

Examination Committee Meeting Attendance

25/03/2025

S.No.	Name of the Member	Signature of the Member
1	Dr. V. Sujatha -Principal	V. Sujatha
2	Dr. S. Ramalakshmi -Vice-Principal	S. Ramalakshmi
3	Ms. V. Ramya (Controller of Examinations)	V. Ramya 25/3/25
4	Dr. N. Sivapriya (Deputy Controller of Examinations)	N. Sivapriya 25/3/25
5	Dr. V. Sinthu Janita Prakash (Dean of Science & IQAC Coordinator)	V. Sinthu Janita Prakash 25/3/25
6	Dr. M. Parveen (Head, Department of IT)	M. Parveen
7	Dr. S. Premalatha (Head, Department of Mathematics)	
8	Dr. J. Sangeetha (Associate Professor of IT)	J. Sangeetha
9	Dr. P. Kavitha (Associate Professor of Commerce)	
10	Dr. P. Urmila (Head, Department of English)	P. Urmila
11	Ms. S. Pommi (Head, Librarian)	
12	Ms. K. Chithra (Chief Clerk)	

Discussion

- ❖ Continuous Internal Assessment - I (Knowledge level based) was successfully conducted between 15th February and 25th February 2025.
- ❖ Continuous Internal Assessment - II & ESE practical examinations were conducted between 21st March and 28th March 2025.
- ❖ End Semester Examinations (Even) of the Academic Year 2024 -2025 is conducted from 09th April 2024 to 21st April 2025 for all Under Graduates and Post Graduates.
- ❖ Online Examination – planned to be conducted for all PG Core Choice Course.
- ❖ Seating arrangement for the students during Examination is scheduled in B & D Block.
- ❖ A separate team is allotted for Conduct of Examination.
- ❖ Central Valuation dates for April 2025 ESE are scheduled from 12th April to 25th April 2025 and Qualified Examiners would be invited from reputed Institutions and internal members are appointed as Examiners for NME/GEC/SEC/SBE, Part I & Part II Courses - 50% Internal Examiners would be employed.
- ❖ Course Outcome attainment will be calculated for both Internal and External Marks for the Academic year 2024 – 2025 for I PG & I UG.
- ❖ 31,348 Mark sheets had been uploaded in NAD portal .
- ❖ 4354 ABC ID created and 16115 Students' credit data has been uploaded in ABC Portal.

V. Vijayalaxmi

Cauvery College for Women (Autonomous), Trichy -620018.

Examination Committee Meeting

Circular No. :- 13

Date :- 09/05/2025

To :- Members of Examination Committee.

Sub :- Examination Committee Meeting on 10.05.2025 at 10.30 a.m.

This is to inform all the Members of the Examination Committee to be present in **Rameswari Nallusamy** Meeting Hall on 10th May 2025 The meeting will begin sharp at 10.30 a.m.

Agenda

- Ratification in the Conduct of Instant Examination

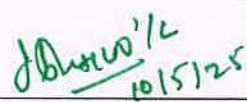
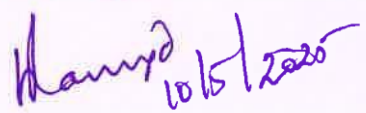

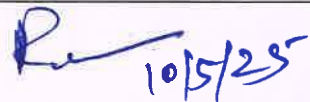

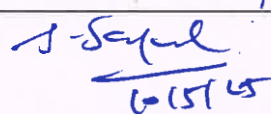
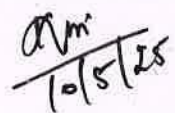

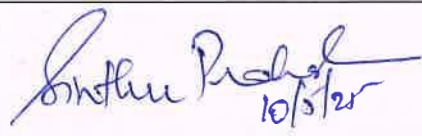


J. D. Senthil /c
10/5/25
Principal I/C
Cauvery College For Women
(Autonomous)
Annemalai Nagar,
Tiruchirappalli - 620 018.
Tamilnadu.

Cauvery College for Women (Autonomous), Trichy -620018.

Examination Committee Meeting

Circular Notification- 10/05/2025

S.No.	Name of the Member	Signature of the Member
1	Dr. S. Ramalakshmi – Principal (i/c)	 10/5/25
2	Ms. V. Ramya (Controller of Examinations)	 10/5/2025
3	Dr. N. Sivapriya (Deputy Controller of Examinations)	 10/5/25
4	Dr. M. Parveen (Head, Department of IT & Online Examination Co- Ordinator)	 10/5/25
5	Dr. S. Premalatha (Head, Department of Mathematics)	 10/5/25
6	Dr. J. Sangeetha (Associate Professor of IT)	 10/5/25
7	Dr. P. Kavitha (Associate Professor of Commerce & Deputy Warden)	 10/5/25
8	Dr. P. Urmila (Head, Department of English)	 10/5/25
Special Invitee		
09	Dr. V. Sinthu Janita Prakash – Member Secretary, Academic Council, Dean of Science & IQAC Coordinator	 10/5/25

Cauvery College for Women (Autonomous), Trichy -620018.

Examination Committee Meeting – 10/05/2025

Minutes of the Meeting

Agenda

Ratification in the Conduct of Instant Examination

Resolution

It is resolved to ratify the conduct of instant examination for **one arrear/absent paper, from the first to the final semester**, as followed by Bharathidasan University, for both Undergraduate (UG) and Postgraduate (PG) programs. This resolution is forwarded to the Controller of Examinations for implementation with effect from 10.05.2025 and further approval by the Academic Council.

Annexure:

- A. Requisition Letter from the students
- B. Copy of Cauvery College Autonomy Manual 2022, Page 80
- C. Bharathidasan University Fee details indicating the conduct of instant examination



Handwritten signature
10/5/25
Principal I/C
Cauvery College For Women
(Autonomous)
Annamalai Nagar,
Tiruchirappalli - 620 018.
Tamilnadu.

Annexure A

Requisition Letter from the students :- Letter 01

Date: 10/05/25

Place: Trichy

FROM:

D. Mahalakshmi

22111120

Department of Commerce
Cauvery college for women

TO:

The Exam committee
Cauvery college for women
Annamalai Nagar
Trichy-18.

Respected Madam!

I am D. Mahalakshmi III B.com "B" sec had
appeared in 5th semester SEC - Skills for competitive
exam. [22UC05SEC2]. So I am not able to go
for my higher studies. Kindly permit me to
instant exam.

Thank you

D. Mahalakshmi
Yours obediently

N. Sankar
16/5/25

J. D. Sankar
16/5/25

Date: 10.5.2025
Place: Trichy

From:

S. Mahalakshmi;

22111121

Department of Commerce.

Cauvery College For women

TO:-

The Exam Committee

Cauvery College For women

Annamalai Nagar

Trichy - 18.

Respected madam:

I am Mahalakshmi III B.Com - "B" sec had arrears in 5th semester SEC - SKILL for competitive Exam [22 VC05 SEC2] so I am not able to go for my higher studies kindly permit me to write the same paper as instant exam.

Thanking you,

S. Mahalakshmi
Your obediently

MSa h
10/5/25

10/5/25

Date : 10.05.2025

Place : Trichy

From :-

K. Harinisi

22111077

Department of Commerce
Sawary college for women

To :-

The Exam Committee

Sawary college for women

Annamalai Nagar

Trichy - 18

Respected madam,

I am Harinisi II - Bcom - "B" Sec had
appeared in 5th semester Sec - Skills for Competitive
Exam (22UC05Sec2) so I am not able to go
for my higher studies kindly permit me to
write The same paper as Instant Exam.

Thank you

Yours obediantly

K. H

Msan
10/5/25

10/5/25

Date: 10/05/2025

Place: Trichy.

From:

M. Hemavathy

22111084

Department of Commerce
Cauvery college for women.

To

The Exam Committee
Cauvery college for women
Annamalai Nagar
Trichy - 18

Respected mamam,

I am Hemavathy III B.com - 'B' sec had
appeared in 5th semester SEC-SKILLS for combentive Exam
(22UC05SEC2) So I am not able to go for my higher
Studies kindly Permit me to write The same paper
as Instant Exam.

N.S. - 1

11/5/25

10/5/25

Thank you

Your obediantly
M. Hemavathy

Date: 10/5/25

Place: Trichy

From:-

P. Yuvasri

22111260

Department of Commerce

Cauvery College for Women

TO

the Exam Committee

Cauvery College for Women

Annamalai Nagar

Trichy - 18

Respected Madam,

I am Yuvasri III - B.Com - D Sec

Has appeared in 5th Semester SEC'D - Skills for Competitive
Exam [22UCD5SEC2] So I am Not able to go for my higher Studies
Kindly Permit me to write the same Paper as Instant
Exam

Yours L
10/5/25

Thank You

Yours obediently

P. Yuvasri

10/5/25
10/5/25

Annexure B

B. Copy of Cauvery College Autonomy Manual 2022, Page 80

18. **SUPPLEMENTARY (INSTANT) EXAMINATIONS**

The College will conduct Supplementary Examinations for the outgoing students immediately after the results of the even semester examinations are published. This will enable the outgoing students who need to have credit from one or two courses of the final semester to get their degree without delay.

- ❖ The final year UG / PG students must have cleared all the papers in all the previous semester examinations.
- ❖ Students should not have more than two arrears in the final semester.
- ❖ A student who is appearing for the Supplementary Examinations in a Practical Course or Project will have to bear the entire expense for conducting the examinations.

Students who wish to write the Supplementary Examinations will have to apply to the Controller's Office within 15 days of the publication of the results.

Fee for each course (as on 6.1.2023):

UG Programme - Rs. 1500/-

PG Programme - Rs. 2000/-

Deadline for applying - within 15 days after the publication of ESE results.



Examination Fees

Annexure C Bharathidasan University Fee details indicating the conduct of instant Examination **BHARATHIDASAN UNIVERSITY, TIRUCHIRAPPALLI** **FEE DETAILS**

#	Particulars	Fees in INR			
		For the Candidates Admitted Prior to 2024-2025		For the Candidates Admitted from 2024-2025 Onwards	
1.1	Application Processing Fee	50 /-		70 /-	
1.2	Mark Statement (for each)	100 /-		125 /-	
1.3	Consolidated Mark Statement (OT)*	200 /-		1 Year Program	2 Year Program
				200 /-	500 /-
1.4	Provisional Certificate (Non-Autonomous Colleges)	200 /- (OT)		350 /- (OT)	
1.5	Provisional Certificate (Autonomous Colleges)	800 /- (OT)		800 /- (OT)	
2.1	UG Exam. Fee – Theory (Per Paper)	75 /-		100 /-	
2.2	UG Exam. Fee – Practical (Per Paper)	3 Hours	6 Hours	3 Hours	6 Hours
		100 /-	200 /-	140 /-	280 /-
2.3	UG Project	200 /-		250 /-	
2.4	PG Exam. Fee – Theory	150 /-		175 /-	
2.5	PG Exam. Fee – MCA - Theory (per paper)	300 /-		500 /-	
2.6	PG Exam. Fee – MBA – Theory (per paper)	500 /-		500 /-	
2.7	PG Exam. Fee – Practical (per paper)	Hours	Amount	3 Hours	4-6 Hours
		3	200 /-	300 /-	400 /-
		4	250 /-		
		5	300 /-		
		6	350 /-	300 /-	400 /-
		8	500 /-		
		10	600 /-		
2.8	PG Exam. Fee – MCA - Practical (per paper)	3 Hours	6 Hours	3 Hours	6 Hours
		350 /-	700 /-	500 /-	700 /-
2.9	PG Exam. Fee – M.Sc. Computer Science - Practical (per paper)	300 /-		300 /-	
2.10	PG Project Fee – All Programs except MCA and MBA	400 /-		400 /-	

2.11	PG Project Fee - MCA	500 /-		500 /-			
2.12	PG Project Fee - MBA	750 /-		1000 /-			
2.13	PG Social Work Internship / Field Work / Practical	400 /-		400 /-			
2.14	PG Physical Education Theory / Practical Exam / Project - Per Paper	500 /-		500 /-			
2.15	PGDCA / PG DIPLOMA – Theory - Per Paper	200 /-		200 /-			
2.16	PGDCA / PG DIPLOMA – Practical- Per Paper	Hours	Amount	Hours	Amount		
		3-4	200 /-	3-4	200 /-		
		5	250 /-	5	250 /-		
		6	300 /-	6	300 /-		
		8	450 /-	8	450 /-		
2.17	PGDCA/PG DIPLOMA - Project		500/-		500/-		
2.18	B.Ed. (Centre for Distance and Online Education – CDOE) - Per Paper	Theory	500 /-	Theory	500 /-		
		Practical	500 /-	Practical	500 /-		
3	Instant Examination – (Only one arrear paper is eligible from first to end semester)						
3.1	Instant Exam. Fee (Per Paper)	UG	750 /-	UG	1000 /-		
		PG	1000 /-	PG	1250 /-		
4	Rank Certificate	300 /-		500 /-			
5	Condonation**	Above 75%	60% to 74%	51% to 59%	Above 75%	60% to 74%	51% to 59%
		NIL	500 /-	500 /- with Medical Certificate	NIL	750 /-	1000 /- with Medical Certificate
6	Late Fee						
6.1	Penalty Amount for UG & PG Exam. Application Submission within the penalty period			354 /- (300 + 54 (18 % GST for 300))			
6.2	Penalty Amount for UG & PG Exam. Application Submission after the penalty period			944 /- (300 + 500 + 144 (18% GST for 800))			

* OT - One Time Only

** Condonation - The Hall Tickets will be released only on receipt of Students Attendance Certificate from the college before October 15th of odd semester and March 31st of even semester.

Degree Certificate

Degree Certificate / Convocation					
Normal					
Within a Year	1-4 Years	5-10 Years	11-14 Years	15-20 Years	Above 20 Years
800 /-	1600 /-	3200 /-	4000 /-	5000 /-	7500 /-
Tatkal Scheme (Rs.2000)					
Within a Year	1-4 Years	5-10 Years	11-14 Years	15-20 Years	Above 20 Years
2800 /-	3600 /-	5200 /-	6000 /-	7000 /-	9500 /-

Duplicate Certificate

#	Duplicate Certificate	Degree Certificate	Mark Statement
1	First Time Duplicate	5000 /- + search fee 200 /- per year	3000 /- + search fee 200 /- per year
2	Second Time Duplicate	8000 /- + search fee 200 /- per year	5000 /- + search fee 200 /- per year
3	For every duplicate from third time onwards	8000 /- + an Additional Fee 10000 /- for every duplicate + Search Fee 200 /- Per Year	5000 /- + an Additional Fee 10000 /- for every duplicate + Search Fee 200 /- Per Year

Transcripts - Eligible -Non Autonomous College Students

#	Particulars	Amount
1	India - Transcript without IES Form	2000 /-
2	India - Transcript with IES Form	2300 / - (2000/- + 300/-)
3	India - IES Form Only	300 /-
4	Foreign – Transcript without WES Form	\$ 150 USD
5	Foreign – Transcript with WES Form	\$ 250 USD (\$ 150 USD + \$ 100 USD)
6	Foreign – WES form only	\$ 100 USD

WES - World Educational Service & IES - Indian Educational Service

Genuineness Certificate (Degree / Provisional)

#	Particulars	Fee Amount	Remarks
1	Within India	2000 /-	Fee exemption allowed for 1. Teachers working in Government Colleges 2. Certificates requested by Bar Council 3. Newly appointed ASOs through Central Govt. Staff Selection Commission
2	Foreign	\$ 150 USD	-
3	Through e-Sanad	1500 /-	-

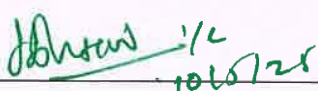
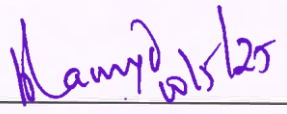
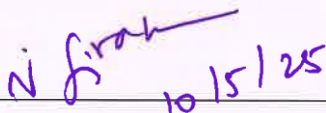
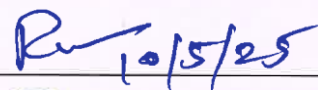
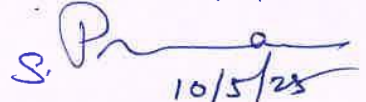

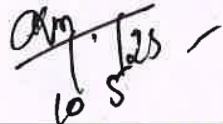


Other Certificates

#	Particulars	Fee
1.	Medium Authentication / To whomsoever it may concern / etc. Certificate	500 /-
2.	Last Sitting Certificate	500 /-
3.	Merit Certificate	500 /-
4.	Pass Certificate	250 /-
5.	CIA Reappearance (UG&PG)	750 /-
6.	Degree Certificate - Reprint	500/- + Search Fee 100 /- (per year) (or) subject to maximum 2000 /-
7.	Degree Certificate-Name Correction	500/- + Search Fee 100 /- (per year) (or) subject to maximum 2000 /-
8.	Re-Print Mark Statement for each (current students)	200 /-
9.	Name correction in each Mark Statement (current students)	200 /-
10.	Name Change in each Mark Statement	400 /-
11.	Mark Statement for each (other than current students)	200 /- + Search Fee for those who apply for Mark Statements at a time 100 /- (per year) subject to maximum 2000 /-
12.	Attestation of Certificate	300/- per copy
13.	Registration Fee	500/- per candidate

Revaluation / Transparency / Retotalling (To be applied within 07 days after the publication of Results)

#	Particulars	For the Candidates Admitted Prior to 2024-2025 For Each Paper	For the Candidates Admitted from 2024-2025 Onwards For Each Paper
1	Transparency (UG, PG & M.Phil)	400/-	1000/-
2	Revaluation (UG / Diploma / Certificate)	500/-	1000/-
3	Revaluation (PG / PG Diploma)	600/-	1000/-
4	Revaluation (M.Phil.)	700/-	1000/-
5	Retotalling (UG, PG & M.Phil.)	250/-	300/-

CONTROLLER OF EXAMINATIONS

S.No.	Name of the Member	Signature of the Member
1	Dr. S. Ramalakshmi – Principal (i/c)	 10/5/25
2	Ms. V. Ramya (Controller of Examinations)	 10/5/25
3	Dr. N. Sivapriya (Deputy Controller of Examinations)	 10/5/25
4	Dr. M. Parveen (Head, Department of IT)	 10/5/25
5	Dr. S. Premalatha (Head, Department of Mathematics)	 10/5/25
6	Dr. J. Sangeetha (Associate Professor of IT)	 10/5/25
7	Dr. P. Kavitha (Associate Professor of Commerce)	 10/5/25
8	Dr. P. Urmila (Head, Department of English)	 10/5/25
Special Invitee		
09	Dr. V. Sinthu Janita Prakash – Member Secretary, Academic Council, Dean of Science & IQAC Coordinator	 10/5/25