



# CMS COLLEGE KOTTAYAM (AUTONOMOUS)

(Affiliated to Mahatma Gandhi University, Reaccredited by NAAC at 'A+' Grade)  
Kottayam – 686001, Kerala, India, Tel: 0481-2566002  
www.cmscollege.ac.in

No. CMS/CE/0136/2025

24/01/2025

## **Instructions for the conduct of I Semester BCA (Honours) (2024 Admissions – Regular) Practical Examination, November 2024**

First semester BCA (Honours) (2024 Admissions – Regular) practical examinations should be conducted **between 27.01.2025 and 30.01.2025**.

The dates of examination (timetable) can be fixed by the department during the above period. **The Head of the Department shall send (e-mail) the timetable to the Controller of Examinations prior to the commencement of the practical examination.**

**Two examiners (both internal)** will be appointed by the COE for the conduct of practical examination on recommendation by the Head of the Department. The examiners should be a permanent faculty from the department concerned. **The HOD shall forward the details of the examiners to COE prior to the commencement of the examination.**

Separate mark sheets for **different streams/programmes/supplementary** examinations shall be prepared, even if they are appearing in the same session.

Head of the Department shall inform the students, on the timetable and venue of the examinations, well in advance.

**Marksheets (including split up marks)** for each practical examination should be forwarded to the office of the COE on completion of the concerned exam **on the same day itself**.

The valued answer scripts of each practical examination should be packed in separate covers and the covers should be sent to the Office of the COE on completion of each practical exam **on the same day itself**.

Examinations **shall be conducted in conformity with the Covid – 19 protocol.**

**Dr. RAVIKUMAR C**  
Controller of Examinations

To

1. Office of the Principal
2. Office of the Vice Principal
3. IQAC Director
4. Chief Superintendent of Examinations
5. The Heads of the Department (BCA)
6. Examination B1
7. Software Section
8. Accounts 1
9. Notice Board
10. Stock file