

Consolidated Reports from the Controller of Examination (COE)**Coimbatore Institute of Management and Technology**

An Autonomous Institute approved by AICTE and affiliated to Bharathiar University
Re-accredited with 'B' Grade by NAAC

Vellimalaipattinam, Narasipuram Post, Thondamuthur (Via), Coimbatore 641109.

COIMBATORE INSTITUTE OF MANAGEMENT AND TECHNOLOGY

(Autonomous)

Office of the Controller of Examinations

Annual Report (2022-23)

1. About Controller of Examinations (CoE) Section

CoE section at CIMAT ensure a seamless student experience and committed to complete the task of planning, conducting, and publishing results of the end semester examinations of PG programs through online and offline mode. The Controller of Examinations is responsible for preparing and scheduling the university examinations besides the central evaluation of answer scripts, the publication of results, and the issue of Grade cards, Transcripts, Provisional Certificates, Degree certificates, Migration certificates, and Duplicate certificates.

Specifically, the following tasks are assigned to the office of the CoE.

- a. Registration and enrolment of courses
- b. Admission to examinations
- c. Examination timetable
- d. Issue and collection of examination application forms & payment of examination fees.
- e. Detention/cancellation of candidature for appearing in the examination
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- g. Collection of internal assessment marks for the theory / practical/ purely internal courses and external assessment marks practical examinations.
- h. Appointment of examiners (external/internal) for examinations
- i. Conduct of theory examinations
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- k. Special arrangements for amanuensis / scribes
- l. Evaluation of answer booklets
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- n. Declaration and publication of result
- o. Review / revaluation / retotalling of answer scripts
- p. Printing and distribution of Grade cards /Transcripts / Mark sheets / Degree certificates / various certificates

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- q. Conduction of the annual convocation
- r. Printing and distribution of Grade cards /Transcripts / Mark sheets / Degree certificates / various certificates
- s. Addressing on grievances related to examinations

In addition, CoE office provides genuineness and verification services to various stakeholders such as Government entities, educational institutions, corporate bodies, and Private verification agencies. We also arrange for pre-and post-auditing of question papers and answer booklets by both internal and external subject experts as well as maintain records related to examinations.

Infrastructure

Anchored by CoE and AcoE and admission staff, the department is equipped with the state-of-the-art technology facilities like computers and printers upholding the privacy rules and regulations of the centre. All details about the examinations are published in the college website.

2. Tentative Schedule of Events at CoE Section:

Item	ODD semester		Even Semester	
	II Year	I Year	II Year	I Year
College Re-opening	04.08.2022	05.09.2022	04.01.2023	01.02.2023
CIA-I	13.09.2022 to 16.09.2022	22.11.2022 to 24.11.2022	14.02.2023 to 17.02.2023	20.03.2023 to 22.03.2023
CIA-II	18.10.2022 to 21.10.2022	19.12.2022 to 21.12.2022	20.03.2023 to 23.03.2023	24.04.2023 to 26.02.2023
CIA-III	22.11.2022 to 25.11.2022	11.01.2023 to 13.01.2023	24.04.2023 to 27.02.2023	22.05.2023 to 24.05.2023
Issue of ESE Application	25.10.2022	05.01.2023	10.04.2023	10.04.2023
Last Date of Exam fee without fine	09.12.2022	12.01.2023	28.04.2023	26.05.2023

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Last date of Exam fee with fine	10.12.2022	13.01.2023	01.05.2023	27.05.2023
Last Working Day for students	25.11.2022	21.12.2022	27.04.2023	24.05.2023
Study Holidays	26.11.2022 to 11.12.2022	11.01.2023 to 13.01.2023	28.04.2023 to 01.05.2023	25.05.2023 to 28.05.2023
ESE Practical	14.11.2022	02.01.2023	19.04.2023	26.05.2023
ESE Theory	12.12.2022	18.01.2023	02.05.2023	19.05.2023
Completion of ESE Theory	03.02.2023		14.06.2023	
ESE Supplementary			08.07.2023	
Result Passing Board meeting	15.02.2023		26.06.2023	
Publication of Results	15.02.2023		26.06.2023	

3. Statutory Committee Meeting details

Item	ODD semester	Even Semester
Curriculum Development Cell Meeting	08.06.2022	12.12.2022
Board of Studies Meeting	15.06.2022	21.12.2022
Academic Council Meeting	27.06.2022	30.01.2023
Governing Body Meeting	29.08.2022	10.03.2023
Finance Committee Meeting	23.08.2022	31.01.2023

4. Graduates qualified for obtaining Degrees:

The summary of candidates obtained the Degree

Programme	2016-18 BATC H	2017-19 BATC H	2018-20 BATC H	2019-21 BATC H	2020-22 BATC H	2021-23 BATC H	Total Graduates
MBA	58	36	31	24	23	25	197

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5. The summary of Pass Percentage/Result Analysis

Programme	ODD semester			Even Semester		
	No.of Students appeared	No.of Students passed	Pass %	No.of Students appeared	No.of Students passed	Pass %
MBA	69	37	54	68	60	88

6. Examination Malpractices:

The following were the Examinations related malpractices identified during the End Semester Examinations:

Programme	Odd Semester	Total	Even Semester	Total
MBA	NIL	NIL	NIL	NIL

7. Students Revaluation/Grievances & Redressal

Total number of students applied for revaluation/grievances and redressal are given as follows.

Particulars	Odd Semester	Even Semester	Total
Revaluation	NIL	NIL	NIL
Changes due to Revaluation	NIL	NIL	NIL

8. Supplementary Examinations

Programme	Registered	Appeared	Cleared	Pass%
MBA	2	2	2	100%

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List of Rank Holders

The following are the list of rank holders who appeared in the final examinations

Programme	Rank	Reg.No.	Student Name	CGPA
MBA	First	21MB1012	Nivedha R	8.55
	Second	21MB1019	Reenadevi M	8.40

10. The process

1. The Curriculum Development Cell periodically conducted to introduce new courses, revision of syllabus, modification of scheme & regulation and the minutes and recommendations are forwarded to the Boards of Studies.
2. The Board of Studies finalize scheme of the examination, syllabus, distribution of continuous internal assessment marks, new panel of examiners, question paper pattern and submitted to Academic Council for approval.
3. The Academic Council approved the scheme & regulation and syllabus. CoE office received the approved syllabus, new panel of external examiners from the Chairman of various Boards.
4. The Finance committee approve the revised fee structure, remunerations, budget, income and expenditure, audited statement of the autonomous section.
5. The Governing Body approved the minutes of the meeting of all statutory & non-statutory bodies and other academic activities.

11. The Role of CoE

1. The CoE after having received the name list of PG students along with photo, personal and academic details and finalized nominal roll of the students, examination application/galley are sent to concerned departments through office which are to be uploaded in the CMS software and also received the new panel of external examiners from the Board of Studies Chairman.
2. The schedule for CIA I, II, III and End Assessment Theory / Practical Examinations are prepared and displayed in the notice boards. The CoE receive attendance proforma

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and internal marks statement from the HoDs through office. Further, soft copy is sent to HoD through mail for circulation to the students well in advance.

3. The examination fee notification is published and uploaded in the software for the odd/even semester.
4. The examination fee is received through online or direct payments to accounts office in- person. And also, CoE office receives examination applications or galley from the Heads of the Departments on the specified date.
5. Students can directly download their Hall tickets from the software three days before commencement of the examinations after clearing all the dues.
6. The External examiners are confirmed through phone call for setting the EAE question papers and received the same confidentially through mail in odd and even semesters. Extra credit course and career development courses question bank were prepared by internal examiners.
7. Question Paper Scrutiny Board meeting is being conducted twice in the academic year to finalize all the question papers.
8. The question paper feedback is collected from the subject in-charge and securitized with the Board chairman for comments.
9. Central valuation is conducted separately for PG Degree programmes by both internal and external examiners. The results are finalized and submitted during Results Passing Board meeting. The Result Passing Board Meeting analyse and augment the results of the End Assessment Examinations.
10. The University Representatives Dr.S.Saravanakumar, Principal, Vellakovil Arts & Science College approves the results and publishes the results in our college website on the same day of result passing board. The students can view their results using their unique username and password.
11. After the result publication, students can apply for Revaluation / Copy of Answer Booklet / Retotalling along with the specified application form to CoE office through HoDs, college office and Principal.
12. Supplementary Examinations will be conducted for even semester and central valuation is conducted immediately after the completion of examination.
13. The University Representative will approve the supplementary results for the result publication in our college website on the same day of result passing board meeting.
14. The Grade sheets/Consolidated mark sheets are issued to the department through the

office during the month of January/August for odd & even semesters.

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15. University report is prepared as per the prescribed format and sent the results copy to Bharathiar University both hard/soft copies for issuing provisional certificate.
16. Remuneration for the question paper setting, Scrutiny, End Assessment practical and Theory Examinations and central valuation claim are settled through RTGS/ NEFT.


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Model Exam/CIA-III	06.12.2021 to 08.12.2021	21.02.2022 to 23.02.2022	13.06.2022 to 15.06.2022	
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Completion of ESE Theory	07.03.2022	06.07.2022
ESE Supplementary		29.07.2022
Result Passing Board meeting	18.03.2022	19.07.2022
Publication of Results	18.03.2022	19.07.2022

3. Statutory Committee Meeting details

Item	ODD semester	Even Semester
Curriculum Development Cell Meeting	16.07.2021	31.12.2021
Board of Studies Meeting	23.07.2021	07.01.2022
Academic Council Meeting	28.07.2021	20.01.2022
Governing Body Meeting	25.08.2021	14.03.2022
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4. Graduates qualified for obtaining Degrees:

The summary of candidates obtained the Degree

Programme	2016-18 BATCH	2017-19 BATCH	2018-20 BATCH	2019-21 BATCH	2020-22 BATCH	Total Graduates
MBA	58	36	31	24	23	172

5. The summary of Pass Percentage/Result Analysis

Programme	ODD semester			Even Semester		
	No.of Students appeared	No.of Students passed	Pass %	No.of Students appeared	No.of Students passed	Pass %
MBA	47	39	83	46	40	87

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8. Supplementary Examinations

Programme	Registered	Appeared	Cleared	Pass%
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9. List of Rank Holders

The following are the list of rank holders who appeared in the final examinations

Programme	Rank	Reg.No.	Student Name	CGPA
MBA	First	20MB1023	Vidhiyabharathi A	8.50
	Second	20MB1015	Priyanka S	8.28

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10. The University Representatives Dr.A.Manimekalan, Professor, Department of Environmental Science, Bharathiar University / Dr.S.Saravanakumar, Principal, Vellakovil Arts & Science College approves the results and publishes the results in our college website on the same day of result passing board. The students can view their results using their unique username and password.
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Last Working Day for students	24.12.2020	12.03.2021	25.06.2021
Study Holidays	25.12.2020 to 27.12.2020	13.03.2021 to 20.03.2021	26.06.2021 to 03.07.2021
ESE Practical	09.12.2020	15.03.2021	27.04.2021
ESE Theory	28.12.2020	22.03.2021	05.07.2021
Completion of ESE Theory	09.01.2021	27.03.2021	10.07.2021
ESE Supplementary			09.08.2021
Result Passing Board meeting	19.02.2021	05.07.2021	22.07.2021
Publication of Results	19.02.2021	05.07.2021	22.07.2021

3. Statutory Committee Meeting details

Item	ODD semester	Even Semester
Curriculum Development Cell Meeting	15.07.2020	04.01.2021
Board of Studies Meeting	20.07.2020	08.01.2021
Academic Council Meeting	06.08.2020	21.01.2021
Governing Body Meeting	09.09.2020	10.02.2021
Finance Committee Meeting	17.07.2020	09.02.2021

4. Graduates qualified for obtaining Degrees:

The summary of candidates obtained the Degree

Programme	2016-18 BATCH	2017-19 BATCH	2018-20 BATCH	2019-21 BATCH	Total Graduates
MBA	58	36	31	24	149

Consolidated Reports from the Controller of Examination (COE)



Coimbatore Institute of Management and Technology

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Vellimalaipattinam, Narasipuram Post, Thondamuthur (Via), Coimbatore 641109.

The summary of Pass Percentage/Result Analysis

Programme	ODD semester			Even Semester		
	No.of Students appeared	No.of Students passed	Pass %	No.of Students appeared	No.of Students passed	Pass %
MBA	50	49	98	49	23	94

6. Examination Malpractices:

The following were the Examinations related malpractices identified during the End Semester Examinations:

Programme	Odd Semester	Total	Even Semester	Total
MBA	NIL	NIL	NIL	NIL

7. Students Revaluation/Grievances & Redressal

Total number of students applied for revaluation/grievances and redressal are given as follows.

Particulars	Odd Semester	Even Semester	Total
Revaluation	NIL	NIL	NIL
Changes due to Revaluation	NIL	NIL	NIL

8. Supplementary Examinations

Programme	Registered	Appeared	Cleared	Pass%
MBA	NIL	NIL	NIL	NIL

9. List of Rank Holders

The following are the list of rank holders who appeared in the final examinations

Programme	Rank	Reg.No.	Student Name	CGPA
MBA	First	19MB1019	RithuRaveendaran	8.01
	Second	19MB1010	Kiruthika.C	7.67

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10. The process

1. The Curriculum Development Cell periodically conducted to introduce new courses, revision of syllabus, modification of scheme & regulation and the minutes and recommendations are forwarded to the Boards of Studies.
2. The Board of Studies finalize scheme of the examination, syllabus, distribution of continuous internal assessment marks, new panel of examiners, question paper pattern and submitted to Academic Council for approval.
3. The Academic Council approved the scheme & regulation and syllabus. CoE office received the approved syllabus, new panel of external examiners from the Chairman of various Boards.
4. The Finance committee approve the revised fee structure, remunerations, budget, income and expenditure, audited statement of the autonomous section.
5. The Governing Body approved the minutes of the meeting of all statutory & non-statutory bodies and other academic activities.

11. The Role of CoE

1. The CoE after having received the name list of PG students along with photo, personal and academic details and finalized nominal roll of the students, examination application/galley are sent to concerned departments through office which are to be uploaded in the CMS software and also received the new panel of external examiners from the Board of Studies Chairman.
2. The schedule for CIA I, II, III/Model Examinations and End Assessment Theory / Practical Examinations are prepared and displayed in the notice boards. The CoE receive attendance proforma and internal marks statement from the HoDs through office. Further, soft copy is sent to HoD through mail for circulation to the students well in advance.
3. The examination fee notification is published and uploaded in the software for the odd/even semester.
4. The examination fee is received through online or direct payments to accounts office in- person. And also, CoE office receives examination applications or galley from the Heads of the Departments on the specified date.

Consolidated Reports from the Controller of Examination (COE)

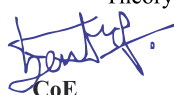


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5. Students can directly download their Hall tickets from the software three days before commencement of the examinations after clearing all the dues.
6. The External examiners are confirmed through phone call for setting the EAE question papers and received the same confidentially through mail in odd and even semesters. Extra credit course and career development courses question bank were prepared by internal examiners.
7. Question Paper Scrutiny Board meeting is being conducted twice in the academic year to finalize all the question papers.
8. The question paper feedback is collected from the subject in-charge and securitized with the Board chairman for comments.
9. Central valuation is conducted separately for PG Degree programmes by both internal and external examiners. The results are finalized and submitted during Results Passing Board meeting. The Result Passing Board Meeting analyse and augment the results of the End Assessment Examinations.
10. The University Representative Dr.A.Manimekalan, Professor, Department of Environmental Science, Bharathiar University approves the results and publish the results in our college website on the same day of result passing board. The students can view their results using their unique username and password.
11. After the result publication, students can apply for Revaluation / Copy of Answer Booklet / Retotalling along with the specified application form to CoE office through HoDs, college office and Principal.
12. Supplementary Examinations will be conducted for even semester and central valuation is conducted immediately after the completion of examination.
13. The University Representative will approve the supplementary results for the result publication in our college website on the same day of result passing board meeting.
14. The Grade sheets/Consolidated mark sheets are issued to the department through the office during the month of January/August for odd & even semesters.
15. University report is prepared as per the prescribed format and sent the results copy to Bharathiar University both hard/soft copies for issuing provisional certificate.
16. Remuneration for the question paper setting, Scrutiny, End Assessment practical and Theory Examinations and central valuation claim are settled through RTGS/ NEFT.


CoE


PRINCIPAL

Tel: 0422 2970131, 2970132, 2970705 | Fax: 0422 2970427
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COIMBATORE INSTITUTE OF MANAGEMENT AND TECHNOLOGY

(Autonomous)

Office of the Controller of Examinations

Annual Report (2019-20)

1. About Controller of Examinations (CoE) Section

CoE section at CIMAT ensure a seamless student experience and committed to complete the task of planning, conducting, and publishing results of the end semester examinations of PG programs through online and offline mode. The Controller of Examinations is responsible for preparing and scheduling the university examinations besides the central evaluation of answer scripts, the publication of results, and the issue of Grade cards, Transcripts, Provisional Certificates, Degree certificates, Migration certificates, and Duplicate certificates.

Specifically, the following tasks are assigned to the office of the CoE.

- a. Registration and enrolment of courses
- b. Admission to examinations
- c. Examination timetable
- d. Issue and collection of examination application forms & payment of examination fees.
- e. Detention/cancellation of candidature for appearing in the examination
- f. Printing and issue of hall tickets
- g. Collection of internal assessment marks for the theory / practical/ purely internal courses and external assessment marks practical examinations.
- h. Appointment of examiners (external/internal) for examinations
- i. Conduct of theory examinations
- j. Conduct of practical / theory examinations
- k. Special arrangements for amanuensis / scribes
- l. Evaluation of answer booklets
- m. Punishment for use of unfair means
- n. Declaration and publication of result
- o. Review / revaluation / retotalling of answer scripts
- p. Printing and distribution of Grade cards /Transcripts / Mark sheets / Degree

certificates / various certificates

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- q. Conduction of the annual convocation
- r. Printing and distribution of Grade cards /Transcripts / Mark sheets / Degree certificates / various certificates
- s. Addressing on grievances related to examinations

In addition, CoE office provides genuineness and verification services to various stakeholders such as Government entities, educational institutions, corporate bodies, and Private verification agencies. We also arrange for pre-and post-auditing of question papers and answer booklets by both internal and external subject experts as well as maintain records related to examinations.

Infrastructure

Anchored by CoE and AcoE and admission staff, the department is equipped with the state-of-the-art technology facilities like computers and printers upholding the privacy rules and regulations of the centre. All details about the examinations are published in the college website.

2. Tentative Schedule of Events at CoE Section:

Item	ODD Semester		Even Semester	
	II Year	I Year	II Year	I Year
College Re-opening	02.07.2019	22.07.2019	02.01.2020	
CIA-I	07.08.2019 to 09.08.2019	21.08.2019 to 23.08.2019	17.02.2020 to 19.02.2020	
CIA-II	03.10.2019 to 05.10.2019		15.04.2020 to 17.04.2020	
Model Exam/CIA-III	13.11.2019 to 15.11.2019		05.08.2020 to 07.08.2020	
Issue of ESE Application	14.10.2019		10.02.2020	
Last Date of Exam fee without fine	29.10.2019		01.09.2020	
Last date of Exam fee with fine	04.11.2019		02.09.2020	
Last Working Day for students	16.11.2019		08.08.2020	
Study Holidays	17.11.2019 to 19.11.2019		10.09.2020 to 20.09.2020	
ESE Practical	07.11.2019			

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ESE Theory	20.11.2019	21.09.2020
Completion of ESE Theory	10.12.2019	24.10.2020
ESE Supplementary		
Result Passing Board meeting	19.12.2019	07.11.2020
Publication of Results	19.12.2019	07.11.2020

3. Statutory Committee Meeting details

Item	ODD semester	Even Semester
Curriculum Development Cell Meeting	19.11.2019	02.10.2020
Board of Studies Meeting	26.11.2019	08.01.2020
Academic Council Meeting	06.12.2019	20.01.2020
Governing Body Meeting	11.11.2019	31.01.2020
Finance Committee Meeting	30.11.2019	10.01.2020

4. Graduates qualified for obtaining Degrees:

The summary of candidates obtained the Degree

Programme	2016-18 BATCH	2017-19 BATCH	2018-20 BATCH	Total Graduates
MBA	58	36	31	125

5. The summary of Pass Percentage/Result Analysis

Programme	ODD semester			Even Semester		
	No.of Students appeared	No.of Students passed	Pass %	No.of Students appeared	No.of Students passed	Pass %
MBA	59	33	58	57	57	100

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The following were the Examinations related malpractices identified during the End Semester Examinations:

Programme	Odd Semester	Total	Even Semester	Total
MBA	NIL	NIL	NIL	NIL

7. Students Revaluation/Grievances & Redressal

Total number of students applied for revaluation/grievances and redressal are given as follows.

Particulars	Odd Semester	Even Semester	Total
Revaluation	NIL	NIL	NIL
Changes due to Revaluation	NIL	NIL	NIL

8. Supplementary Examinations

Programme	Registered	Appeared	Cleared	Pass%
MBA	NIL	NIL	NIL	NIL

9. List of Rank Holders

The following are the list of rank holders who appeared in the final examinations

Programme	Rank	Reg.No.	Student Name	CGPA
MBA	First	18MB1004	AkhilaBennicha	8.08
	Second	18MB1017	Keerthana.M	7.33

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Consolidated Reports from the Controller of Examination (COE)**Coimbatore Institute of Management and Technology**

An Autonomous Institute approved by AICTE and affiliated to Bharathiar University
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6. The External examiners are confirmed through phone call for setting the EAE question papers and received the same confidentially through mail in odd and even semesters. Extra credit course and career development courses question bank were prepared by internal examiners.
7. Question Paper Scrutiny Board meeting is being conducted twice in the academic year to finalize all the question papers.
8. The question paper feedback is collected from the subject in-charge and securitized with the Board chairman for comments.
9. Central valuation is conducted separately for PG Degree programmes by both internal and external examiners. The results are finalized and submitted during Results Passing Board meeting. The Result Passing Board Meeting analyse and augment the results of the End Assessment Examinations.
10. The University Representative Dr.A.Manimekalan, Professor, Department of Environmental Science, Bharathiar University approves the results and publish the results in our college website on the same day of result passing board. The students can view their results using their unique username and password.
11. After the result publication, students can apply for Revaluation / Copy of Answer Booklet / Retotalling along with the specified application form to CoE office through HoDs, college office and Principal.
12. Supplementary Examinations will be conducted for even semester and central valuation is conducted immediately after the completion of examination.
13. The University Representative will approve the supplementary results for the result publication in our college website on the same day of result passing board meeting.
14. The Grade sheets/Consolidated mark sheets are issued to the department through the office during the month of January/August for odd & even semesters.
15. University report is prepared as per the prescribed format and sent the results copy to Bharathiar University both hard/soft copies for issuing provisional certificate.
16. Remuneration for the question paper setting, Scrutiny, End Assessment practical and Theory Examinations and central valuation claim are settled through RTGS/ NEFT.


CoE
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e-mail: ciamat@ciamat.edu.in | Website: www.cimat.edu.in


PRINCIPAL


Consolidated Reports from the Controller of Examination (COE)



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COIMBATORE INSTITUTE OF MANAGEMENT AND TECHNOLOGY

(Autonomous)

Office of the Controller of Examinations

Annual Report (2018-19)

1. About Controller of Examinations (CoE) Section

CoE section at CIMAT ensure a seamless student experience and committed to complete the task of planning, conducting, and publishing results of the end semester examinations of PG programs through online and offline mode. The Controller of Examinations is responsible for preparing and scheduling the university examinations besides the central evaluation of answer scripts, the publication of results, and the issue of Grade cards, Transcripts, Provisional Certificates, Degree certificates, Migration certificates, and Duplicate certificates.

Specifically, the following tasks are assigned to the office of the CoE.

- a. Registration and enrolment of courses
- b. Admission to examinations
- c. Examination timetable
- d. Issue and collection of examination application forms & payment of examination fees.
- e. Detention/cancellation of candidature for appearing in the examination
- f. Printing and issue of hall tickets
- g. Collection of internal assessment marks for the theory / practical/ purely internal courses and external assessment marks practical examinations.
- h. Appointment of examiners (external/internal) for examinations
- i. Conduct of theory examinations
- j. Conduct of practical / theory examinations
- k. Special arrangements for amanuensis / scribes
- l. Evaluation of answer booklets
- m. Punishment for use of unfair means
- n. Declaration and publication of result
- o. Review / revaluation / retotalling of answer scripts
- p. Printing and distribution of Grade cards /Transcripts / Mark sheets / Degree

certificates / various certificates

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- q. Conduction of the annual convocation
- r. Printing and distribution of Grade cards /Transcripts / Mark sheets / Degree certificates / various certificates
- s. Addressing on grievances related to examinations

In addition, CoE office provides genuineness and verification services to various stakeholders such as Government entities, educational institutions, corporate bodies, and Private verification agencies. We also arrange for pre-and post-auditing of question papers and answer booklets by both internal and external subject experts as well as maintain records related to examinations.

Infrastructure

Anchored by CoE and AcoE and admission staff, the department is equipped with the state-of-the-art technology facilities like computers and printers upholding the privacy rules and regulations of the centre. All details about the examinations are published in the college website.

2. Tentative Schedule of Events at CoE Section:

Item	ODD semester		Even Semester	
	II Year	I Year	II Year	I Year
College Re-opening	03.07.2018	18.07.2018	07.01.2019	
CIA-I	08.08.2018 to 10.08.2018	16.08.2018 to 18.08.2018	18.02.2019 to 20.02.2019	
CIA-II	26.09.2018 to 28.09.2018		03.04.2019 to 05.04.2019	
Model Exam/CIA-III	20.11.2018 to 22.11.2018		07.05.2019 to 09.05.2019	
Issue of ESE Application	25.10.2018		01.03.2019	
Last Date of Exam fee without fine	12.11.2018		20.03.2019	
Last date of Exam fee with fine	19.11.2018		30.03.2019	
Last Working Day for students	23.11.2018		10.05.2019	

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Study Holidays	24.11.2018 to 04-12.2018	11.05.2019 to 14.05.2019
ESE Practical	23.11.2018	02.05.2019
ESE Theory	06.12.2018	15.05.2019
Completion of ESE Theory	24.12.2018	29.05.2019
ESE Supplementary		01.07.2019
Result Passing Board meeting	07.01.2019	12.06.2019
Publication of Results	07.01.2019	12.06.2019

3. Statutory Committee Meeting details

Item	ODD semester	Even Semester
Curriculum Development Cell Meeting	15.06.2018	24.07.2019
Board of Studies Meeting	19.06.2018	30.01.2019
Academic Council Meeting	26.06.2018	11.02.2019
Governing Body Meeting	18.09.2018	25.03.2019
Finance Committee Meeting	04.07.2018	14.03.2019

4. Graduates qualified for obtaining Degrees:

The summary of candidates obtained the Degree

Programme	2016-18 BATCH	2017-19 BATCH	Total Graduates
MBA	58	36	94

5. The summary of Pass Percentage/Result Analysis

Programme	ODD semester			Even Semester		
	No.of Students appeared	No.of Students passed	Pass %	No.of Students appeared	No.of Students passed	Pass %
MBA	70	49	70	69	41	59

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6. Examination Malpractices:

The following were the Examinations related malpractices identified during the End Semester Examinations:

Programme	Odd Semester	Total	Even Semester	Total
MBA	NIL	NIL	NIL	NIL

7. Students Revaluation/Grievances & Redressal

Total number of students applied for revaluation/grievances and redressal are given as follows.

Particulars	Odd Semester	Even Semester	Total
Revaluation	NIL	NIL	NIL
Changes due to Revaluation	NIL	NIL	NIL

8. Supplementary Examinations

Programme	Registered	Appeared	Cleared	Pass%
MBA	6	6	6	100%

9. List of Rank Holders

The following are the list of rank holders who appeared in the final examinations

Programme	Rank	Reg.No.	Student Name	CGPA
MBA	First	17MB1017	Kaviya.D	8.05
	Second	17MB1015	Jamuna Shree Gandhi	7.91

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10. The process

1. The Curriculum Development Cell periodically conducted to introduce new courses, revision of syllabus, modification of scheme & regulation and the minutes and recommendations are forwarded to the Boards of Studies.
2. The Board of Studies finalize scheme of the examination, syllabus, distribution of continuous internal assessment marks, new panel of examiners, question paper pattern and submitted to Academic Council for approval.
3. The Academic Council approved the scheme & regulation and syllabus. CoE office received the approved syllabus, new panel of external examiners from the Chairman of various Boards.
4. The Finance committee approve the revised fee structure, remunerations, budget, income and expenditure, audited statement of the autonomous section.
5. The Governing Body approved the minutes of the meeting of all statutory & non-statutory bodies and other academic activities.

11. The Role of CoE

1. The CoE after having received the name list of PG students along with photo, personal and academic details and finalized nominal roll of the students, examination application/galley are sent to concerned departments through office which are to be uploaded in the CMS software and also received the new panel of external examiners from the Board of Studies Chairman.
2. The schedule for CIA I, II, III/Model Examinations and End Assessment Theory / Practical Examinations are prepared and displayed in the notice boards. The CoE receive attendance Proforma and internal marks statement from the HoDs through office. Further, soft copy is sent to HoD through mail for circulation to the students well in advance.
3. The examination fee notification is published and uploaded in the software for the odd/even semester.
4. The examination fee is received through online or direct payments to accounts office in- person. And also, CoE office receives examination applications or galley from the Heads of the Departments on the specified date.
5. Students can directly download their Hall tickets from the software three days before commencement of the examinations after clearing all the dues.

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Consolidated Reports from the Controller of Examination (COE)**Coimbatore Institute of Management and Technology**

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6. The External examiners are confirmed through phone call for setting the EAE question papers and received the same confidentially through mail in odd and even semesters. Extra credit course and career development courses question bank were prepared by internal examiners.
7. Question Paper Scrutiny Board meeting is being conducted twice in the academic year to finalize all the question papers.
8. The question paper feedback is collected from the subject in-charge and securitized with the Board chairman for comments.
9. Central valuation is conducted separately for PG Degree programmes by both internal and external examiners. The results are finalized and submitted during Results Passing Board meeting. The Result Passing Board Meeting analyse and augment the results of the End Assessment Examinations.
10. The University Representative Dr.T.Parimelazhagan, Professor, Department of Botany, Bharathiar University approves the results and publish the results in our college website on the same day of result passing board. The students can view their results using their unique username and password.
11. After the result publication, students can apply for Revaluation / Copy of Answer Booklet / Retotalling along with the specified application form to CoE office through HODs, college office and Principal.
12. Supplementary Examinations will be conducted for even semester and central valuation is conducted immediately after the completion of examination.
13. The University Representative will approve the supplementary results for the result publication in our college website on the same day of result passing board meeting.
14. The Grade sheets/Consolidated mark sheets are issued to the department through the office during the month of January/August for odd & even semesters.
15. University report is prepared as per the prescribed format and sent the results copy to Bharathiar University both hard/soft copies for issuing provisional certificate.
16. Remuneration for the question paper setting, Scrutiny, End Assessment practical and Theory Examinations and central valuation claim are settled through RTGS/ NEFT.


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