

GOVERNMENT COLLEGE FOR WOMEN (AUTONOMOUS)



KUMBakonam



OFFICE OF THE CONTROLLER OF EXAMINATIONS

ANNUAL REPORT

2019-2020



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1. INTRODUCTION

Examination wing of Government College for Women, Kumbakonam was established in the year 2006-2007 as a statutory body constituted in accordance with the UGC guidelines for autonomous colleges. The wing is headed by the Controller of Examinations (CoE), reporting to the Principal being the Chief Controller of examinations and supported by the Deputy Controller and clerical staff. The primary responsibility of the Office of Examinations is to plan and conduct all examinations in a fair, transparent and systematic manner as per the academic Calendar prepared at the beginning of every academic year.

The examination procedures are in accordance with the guidelines of the Examination Manual which is in accordance with the Bharathidasan University and is in conformity with the UGC guidelines from time to time. The examination system is fully automated with automation software systems and processes covering generation of question papers, registration for examinations, evaluation processes, preparation and publication of examination results, and printing of consolidated mark sheets.

The examination wing maintains a grievance redressal mechanism as a support to the students to deal with examination-related grievances. The office of examinations is committed to ensure efficient and effective functioning of its office for the benefit of the stake holders.

2. QUESTION PAPER SETTING

a) Question Paper Setting –Internal Tests

For Internal Tests, Question paper for all the courses of UG & PG programmes are set by the Internal Examiners (either the course coordinator or the one of the course teacher chosen by the HOD)

b) Question Paper Pattern –Internal Tests

Odd Semester (November -2019) & Even Semester (April-2020)	
Internal Test I & Test II	
UG & PG	
Sec A – 5 Questions × 2 Marks = 10 Marks	(Answer all the questions)
Sec B – 4 Questions × 5 Marks = 20 Marks	(Either or type questions)
Sec C – 2 Questions × 10 Marks = <u>20 Marks</u>	(Two out of Three questions)
Total 50 Marks	
Model Exam	
Sec A – 10 Questions × 2 Marks = 20 Marks	(Answer all the questions)
Sec B – 5 Questions × 5 Marks = 25 Marks	(Either or type questions)
Sec C – 3 Questions × 10 Marks = <u>30 Marks</u>	(Three out of five questions)
Total 75 Marks	



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c) Question Paper Setting – End Semester Examinations

All the question papers are set by External Examiners. The order copy for question paper setting is sent through e-mail. Question papers are also received by mail.

Question Paper Pattern - End Semester Examinations

A uniform question paper pattern for all (UG & PG) courses is adopted except for Gender Studies, Non Major Elective Courses, Skill Based Elective Courses, Value Education and Mathematics for Competitive Examinations and Self Study Courses.

UG & PG	
Sec A – 10 Questions × 2 Marks = 20 Marks (Answer all the questions)	
Sec B – 5 Questions × 5 Marks = 25 Marks (Either or type questions)	
Sec C – 3 Questions × 10 Marks = 30 Marks (Three out of five questions)	
Total	75 Marks

Question Paper Pattern for Mathematics for Competitive Examinations and Self Study Courses

Seventy Five objective type questions	75 X 1 = 75 marks
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Question Paper Pattern for Gender Studies (As per University norms)

Either or type	5×15 = 75 Marks
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Question Paper Pattern for Skill Based Elective Course and Non Major Elective Course from April -2018 onwards

Either or type	5×15 = 75 Marks
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e) Scrutiny of Question Papers:

The Question Papers of the End Semester Examinations are scrutinized by external examiners appointed by the COE from a panel approved by the Board of Studies and Academic Council.

3. EVALUATION PROCESS

Continuous Internal Assessment:

The evaluation of the internal assessment will be completely done by the course teachers under various components.

Components of Continuous Internal Assessments (CIA)

Theory	
Odd Semester (November -2019) & Even Semester (April-2020)	
Component	Marks
CIA - 2 tests (50 marks each)	7
Model Exam (75 marks)	8
Seminar/Assignment/Quiz	5
Attendance	5
Total	25



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Practical	
Odd (November -2019) & Even Semester (April-2020)	
Component	Marks
Continuous Assessment	25
Record	05
Model Exam	10
Total	40

Absentees for Internal Tests:

Students who absent themselves for more than one CIA tests can apply for retests through staff in charge and Head of the Department. However, if a student is not able to write the Internal Tests because of her participation in an important event related to Games/Sports, etc. representing the College/University, the student has to get the prior permission of the Principal through proper channel.

Passing minimum:

Programme	Passing minimum in CIA		Passing minimum in ESE	
	Theory (25 marks)	Practical (40 marks)	Theory (75marks)	Practical (60marks)
UG	10	16	30	24
PG	13	20	37	30

Consolidation of CIA:

CIA mark statements are generated and distributed to the departments. The tutors announce the CIA results, obtain signature from the students and submit it to the COE office.

Conduct of end semester examination (November 2019):

- In addition to continuous evaluation component, the end semester examination, which will be a written-type examination of at least 3 hours duration (**extra time of one hour for disabled students** as per University letter Ref: Letter No: 7059/K1/2009-2, Dated :06.08.2009), would also form an integral component of the evaluation.
- All those students who have been enlisted with required number of days of attendance are eligible to appear for the ESE irrespective of whether they have passed in the CIA or not. Students have to provide information in respect of the arrear papers they are applying for in the class wise form, provided for the purpose. Based on this, the examination fee details are uploaded. Hall tickets will be issued only for those who have paid the fees.



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- Payment of Examination fees is made online through the Examination portal in the College website www.gcwk.ac.in making the process hassle free.
- Examination timetable is generated through the COE software and is made available in the college website and also distributed to the departments.
- The students must bring the Hall Ticket and their College ID card to every session of the End Semester Examinations for verification. If the students fail to bring the hall ticket, a penalty of Rs 100/= will be levied along with a request letter for getting duplicate hall ticket.
- Students can bring into the Examination Hall only ordinary Scientific / Engineering calculators. They can use mathematical, statistical or any other Table, (if required) provided by the College during the ESE. Students are not allowed to bring programmable calculators / mobile phones or any other electronic communication devices or unwanted materials into the examination hall. Bringing in such things would be considered as malpractice.
- Allotment of seats is made using the EMS in such a way that there is no room for malpractice in the form of copying. Students are provided with the details of Hall No. and Seat No. in their hall tickets.

Conduct of end semester examination (April 2020):

- End Semester Examinations were conducted for final year students only online due to pandemic situation.
- The ESEs for intermediate semesters were cancelled by the Government and results were declared based on their internal marks and performance in the previous semester.

Evaluation Process – End Semester Examinations (November 2019):

Part I, Part II and Part III courses are valued by external examiners of the respective subjects. A chief examiner is appointed for every 6 examiners. Central Valuation is undertaken by a senior staff member as the Camp officer.

Other than NME Courses, valuation of all Part IV courses are done by internal examiners.

Mark entry has been made easier with barcoded mechanism. Individual mark statement preparation is automated and verification is done jointly by the examiner and Chief examiner.

Evaluation Process – End Semester Examinations (April 2020):

The evaluation was done by external examiners through online mode.



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4. EXAMINATION COMMITTEE AND RESULT PASSING BOARD

Examination Committee

Designation	Odd Semester November 2019	Even Semester April 2020
Principal	Dr.P Cynthiaselvi	Dr.P Cynthiaselvi
Controller of Examinations	Dr.S.Venkatalakshmi	Dr.S.Venkatalakshmi
Deputy Controller of Examinations	Dr.W.Jayaseeli	Dr.W.Jayaseeli
Senior Staff Member -Arts	Dr.S.Ahila	Dr.S.Ahila
Senior Staff Member- Science	Dr.R.Radha	Dr.R.Radha

Results – Passing Board

Designation	Odd Semester November 2019	Even Semester April 2020 UG I & II Year PG I Year	Even Semester April 2020 UG III Year PG II Year
Principal	Dr.P Cynthia Selvi	Dr.P Cynthia Selvi	Dr.D.Rosi
External subject expert Arts	Dr.K.Vaithyanathan Associate Professor of Commerce Government Arts College (A), Kumbakonam	Dr.S.Rajarajan Associate Professor of Economics Government Arts College (A), Kumbakonam	Dr.S.Rajarajan Associate Professor of Economics Government Arts College (A), Kumbakonam
External subject expert Science	Dr.R.S.Sundararajan Associate Professor of Physics Government Arts College (A), Kumbakonam	Dr.G.Ramesh Associate Professor of Mathematics Government Arts College (A), Kumbakonam	Dr.G.Ramesh Associate Professor of Mathematics Government Arts College (A), Kumbakonam
Controller of Examinations	Dr.S.Venkatalakshmi	Dr.S.Venkatalakshmi	Dr.S.Venkatalakshmi
Deputy Controller of Examinations	Dr.W.Jayaseeli	Dr.W.Jayaseeli	Dr.W.Jayaseeli
All Heads of Departments	12 HODs	12 HODs	12 HODs

5. IMPORTANT DATES AND EVENTS

a) Examinations Fees

Particulars	Dates			
	Odd Semesters November 2019		Even Semesters April 2020	
	From	To	From	To
Examination Fee Payments without fine (UG & PG) Online Payments	18.09.2019	25.09.2019	24.02.2020	09.03.2020
Examination Fee Payments with fine (UG & PG)	26.09.2019	04.10.2019	10.03.2020	16.03.2020



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b) Internal Tests

Test Details	Odd Semester November 2019	
	From	To
Internal Test I for UG & PG	01.08.2019	03.08.2019
Internal Test II for UG & PG	11.09.2019	13.09.2019
Internal Test III for UG & PG	16.10.2019	18.10.2019

b) End Semester Examinations

Particulars	Odd Semester November 2019		Even Semester April 2020	
	From	To	From	To
Semester Examinations Theory for UG & PG (Regular & Arrear)	07.11.2019	21.11.2019	21.09.2020	30.09.2020
Semester Examinations Practical for UG & PG (Regular & Arrear)	09.10.2019	26.10.2019	*	*

* conducted online due to pandemic situation.

c) Results

Particulars	Odd semester November 2019	Even Semester April 2020
Publication of CIA results for UG & PG	05.11.2019	16.09.2020
Publication of End semester results for UG & PG	09.01.2020	12.09.2020
Publication of End semester results for UG III Year & PG II Year	---	14.10.2020

6. COMPLAINTS AND GRIEVANCES

Revaluation

Students can apply for any number of papers (passed/failed) for revaluation.

Particulars	Odd Semesters November 2019		Even Semesters April 2020	
	UG	PG	UG	PG
No. of students applied for revaluation	40	38	1	1



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7. RESULTS

Programme wise Odd Semester Results:

a) Under –Graduation Programmes (November -2019)

Programme (UG)	I Semester			III Semester			V Semester		
	Appeared	Passed	Pass%	Appeared	Passed	Pass%	Appeared	Passed	Pass%
Botany	40	37	92.50	31	24	77.42	---	---	---
Chemistry	46	58	76.32	75	72	96.00	73	65	89.04
Commerce	143	117	81.82	134	119	88.81	124	108	87.10
Computer Science	88	82	93.18	93	89	95.70	97	81	89.70
Economics	140	120	85.71	119	109	91.60	113	109	96.40
English	117	102	87.18	119	104	87.39	109	101	92.66
Geography	78	66	84.62	75	61	81.33	71	69	97.18
History	265	247	93.21	218	198	90.83	223	214	95.96
Mathematics	107	100	93.46	104	101	97.12	112	93	83.36
Physics	72	68	94.44	66	65	98.48	67	62	92.54
Tamil	119	118	99.16	124	120	96.77	103	100	97.08
Zoology	85	65	76.47	70	68	97.14	80	77	96.25

b) Post –Graduation Programmes (November -2019)

Programme (PG)	II Semester			IV Semester		
	Appeared	Passed	Pass%	Appeared	Passed	Pass%
Chemistry	25	15	60.00	24	11	45.83
Commerce	33	10	60.61	31	29	93.55
Computer Science	60	59	98.33	54	54	100.00
Economics	25	23	92.00	32	30	93.75
English	34	27	79.41	33	32	96.97
Geography	12	3	25.00	24	23	95.83
History	32	27	84.38	31	27	87.10
Mathematics	33	27	66.67	33	31	93.94
Physics	27	23	92.00	24	17	70.83
Tamil	31	31	100.00	29	29	100.00
Zoology	20	14	70.00	17	9	52.94



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Programme wise Even Semester Results:

a) Under –Graduation Programmes (April-2020)

Programme (UG)	II Semester			IV Semester			VI Semester		
	Appeared	Passed	Pass%	Appeared	Passed	Pass%	Appeared	Passed	Pass%
Botany	40	40	100	31	31	100	—	—	—
Chemistry	74	74	100	75	75	100	73	73	100
Commerce	143	143	100	132	132	100	124	123	99.19
Computer Science	87	87	100	93	93	100	96	96	100
Economics	138	138	100	117	117	100	110	110	100
English	114	114	100	118	118	100	107	107	100
Geography	78	78	100	70	70	100	70	70	100
History	262	262	100	216	216	100	218	217	99.54
Mathematics	105	105	100	103	103	100	111	111	100
Physics	70	70	100	66	66	100	66	65	98.48
Tamil	118	118	100	122	122	100	99	99	100
Zoology	83	83	100	70	70	100	80	79	98.75

b) Post –Graduation Programmes (April-2020)

Programme (PG)	II Semester			IV Semester		
	Appeared	Passed	Pass%	Appeared	Passed	Pass%
Chemistry	25	25	100	24	24	100
Commerce	33	33	100	31	31	100
Computer Science	60	60	100	54	54	100
Economics	25	25	100	31	31	100
English	32	32	100	33	33	100
Geography	11	11	100	24	23	95.83
History	31	31	100	31	30	96.77
Mathematics	33	33	100	33	33	100
Physics	25	25	100	23	22	95.65
Tamil	31	31	100	28	28	100
Zoology	20	20	100	17	17	100



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c) M.Phil Programmes

Programme (M.Phil)	Appeared	Passed	Pass%
Computer Science	6	6	100

8. GRADUATION DETAILS

The following grading system is adopted.

UG Programme

CGPA	Corresponding Grade	Classification of Final Results
9.00 and above	O	Outstanding
8.00 to 8.99	A+	Excellent
7.00 to 7.99	A	Very Good
6.00 to 6.99	B+	Good
5.00 to 5.99	B	Above Average
4.00 to 4.99	C	Average
Below 4.00	R.A.	(Re-Appearance)

PG Programme

CGPA	Corresponding Grade	Classification of Final Results
9.00 and above	O	Outstanding
8.00 to 8.99	A+	Excellent
7.00 to 7.99	A	Very Good
6.00 to 6.99	B+	Good
5.00 to 5.99	B	Above Average
Below 5.00	R.A.	(Re-Appearance)

a) Graduation Outcome - Under Graduation Programmes (April-2020)

Department	Appeared	No. of students passed with						
		O	A+	A	B+	B	Passed	Pass %
Chemistry	73	2	26	39	6		73	100
Commerce	124		23	52	43	5	123	99.19
Computer Science	96	1	24	65	6		96	100
Economics	110			17	86	7	110	100
English	107			10	85	12	107	100
Geography	70		4	23	39	4	70	100
History	218			12	200	5	217	99.54
Mathematics	111	35	48	25	3		111	100
Physics	66	4	30	28	3		65	98.48
Tamil	99		5	85	9		99	100
Zoology	80	1	17	44	17		79	98.75



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b) Graduation Outcome - Post Graduation Programmes(April-2020)

Department	Appeared	No. of students passed with						
		O	A+	A	B+	B	Passed	Pass %
Chemistry	24		11	13			24	100
Commerce	31		8	13	10		31	100
Computer Science	54	2	36	16			54	100
Economics	31			23	8		31	100
English	33		2	22	9		33	100
Geography	24		3	14	6		23	95.83
History	31			15	15		30	96.77
Mathematics	33	14	19				33	100
Physics	23	2	10	10			22	95.65
Tamil	28		5	23			28	100
Zoology	17		6	10	1		17	100

9. STATEMENT OF MARKS

End Semester Mark statements and Cumulative Mark statements are issued with the following security features: Invisible logo, Gold foil logo, Word twist, Micro line and Copy text.

10. NEW INITIATIVES

- Barcode system was initiated for PG examinations from November 2019 instead of dummy numbers.
- OMR sheets are used for Courses with the question paper pattern of MCQs.
- From November 2019 onwards, the examination fee is being collected online via Exam portal in College website.
- A new security feature 'Copy text' was introduced. Word hidden "COPY" will appear in photo copy of the mark statement.
- Due to complete lock down from March 18, 2020 onwards, the attendance eligibility of 50% is reduced to 40%.
- In revaluation, if the difference between 1st valuation and revaluation is more than 15 marks, a third valuation was carried out and the higher mark of the two closer marks is taken as the final mark.

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