

Government College for Women (Autonomous)

Kumbakonam



Office of the Controller of Examinations

Annual Report

2021-2022



Government College for Women (Autonomous), Kumbakonam
Office of the Controller of Examinations
Annual Report 2021-2022



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1. INTRODUCTION

The 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 has been 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.

The Autonomy Review committee visited on 06.09.2021 and 07.09.2021 and the College is granted extension for the period up to 2025-2026.

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 -2021)	
Internal Test I & Test II	
UG II ,III & PG II Year	
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	
Test II	
UG & PG I Year	
Sec A – 10 Questions × 1 Mark = 10 Marks (Multiple choice 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	





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Model Exam	
UG & PG I Year	
Sec A – 20 Questions × 1 Mark = 20 Marks (Multiple choice 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
UG II ,III & PG II Year	
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

Even Semester (April-2022)	
Internal Test I	
UG & PG I Year	
Sec A – 10 Questions × 1 Mark = 10 Marks (Multiple choice questions)	
Sec B – 2 Questions × 5 Marks = 10 Marks (Either or type questions)	
Sec C – 2 Questions × 10 Marks = <u>20 Marks</u> (Two out of Three questions)	
Total	40 Marks
UG II ,III & PG II Year	
Sec A – 5 Questions × 2 Marks = 10 Marks (Answer all the questions)	
Sec B – 2 Questions × 5 Marks = 10 Marks (Either or type questions)	
Sec C – 2 Questions × 10 Marks = <u>20 Marks</u> (Two out of Three questions)	
Total	40 Marks
Internal Test II	
UG & PG I Year	
Sec A – 20 Questions × 1 Mark = 20 Marks (Multiple choice 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
UG II ,III & PG II Year	
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> (Two out of Three questions)	
Total	75 Marks

c) Question Paper Setting – End Semester Examinations

All the question papers are set by External Examiners. Two sets of Question Papers are collected for each course. The order copy for question paper setting is sent through mail.



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d) 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 I Year & PG I Year	
Sec A – 20 Questions × 1 Mark	= 20 Marks (Multiple choice 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	
UG II & III Year and PG II year	
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	

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. Apart from this external scrutiny, the course in charge will check the question paper on the day of examination and any issues regarding this will be instantly addressed by the COE and the Principal.

3. EVALUATION PROCESS

Continuous Internal Assessment:

The evaluation of the internal assessment will be completely done by the course teachers under various components. The marks will be entered by them in the data sheet sent by COE through official web mail confidentially.



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Components of Continuous Internal Assessment (CIA)

Theory	
Odd Semester (November -2021) & Even Semester (April-2022)	
Component	Marks
2 tests	15
Seminar/Assignment/Quiz	5
Practicum	5
Total	25

Practical	
Odd (November -2021) & Even Semester (April-2022)	
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 important events related to Games/Sports etc. representing the College/University, the student can take up re-test getting 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 Examinations (November 2021):

- The November 2021 examinations were conducted online as per the directions of the Government.
- Examination timetable is generated through the COE software and is made available in the college website.
- The question papers were sent to students via mail on the date of examination and can also be downloaded from the website.



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- The answer sheets were collected from the students systematically and were valued by internal examiners.

Conduct of End Semester Examinations (April 2022):

- 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.
- 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.
- 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.
- Barcoded answer sheets are used for End Semester Examinations.
- Malpractice instances are entered in the EMS and action taken by the Examination Committee is also incorporated in the EMS.

Evaluation Process – End Semester Examinations:

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.



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4. EXAMINATION COMMITTEE AND RESULT PASSING BOARD

Examination Committee

Designation	Odd Semester November 2021	Even Semester April 2022
Principal	Dr. D.Rosi	Dr. P.S.Vijayalakshmi
Controller of Examinations	Dr. S.Venkatalakshmi	Dr. W. Jayaseeli
Deputy Controller of Examinations	Dr. W. Jayaseeli	Mrs. C. Thenmozhi
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 2021	Even Semester April 2022
Principal	Dr. D.Rosi	Dr. P.S.Vijayalakshmi
External subject expert - Arts	Dr. V.Pugazhenth HOD of Commerce Controller of Examinations Rajah Serfoji Government Arts College, Thanjavur	Dr. P.Vembarasi Associate Professor of History Kundhavai Naachiyar Government Arts College for Women(A) Thanjavur
External subject expert - Science	Dr. R.S.Sundararajan HOD of Physics Government Arts College (A), Kumbakonam	Dr. V.Ramasubramaniyan Controller of Examinations HOD of Zoology Government Arts College (A), Kumbakonam
Controller of Examinations	Dr. S.Venkatalakshmi	Dr. W.Jayaseeli
Deputy Controller of Examinations	Dr. W.Jayaseeli	Dr. C. Thenmozhi
All Head of the Departments	12 HODs	12 HODs

5. IMPORTANT DATES AND EVENTS

a) Examinations Fees

Particulars	Dates			
	Odd Semesters November 2021		Even Semesters April 2022	
	From	To	From	To
Examination Fee Payments without fine (UG & PG)	25.10.2021	09.11.2021	18.04.2022	27.04.2022
Examination Fee Payments with fine (UG & PG)	10.11.2021	14.11.2021	28.04.2022	07.05.2022
Examination Fee Payments for CIA Re Test	10.03.2022	31.03.2022	29.07.2022	31.08.2022



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b) Internal Tests

Test Details	Odd Semester November 2021		Even Semester April 2022	
	From	To	From	To
Internal Test I for UG & PG	24.09.2021	30.09.2021	18.04.2022	20.04.2022
Internal Test II for UG & PG	29.10.2021	01.11.2021	23.05.2022	28.05.2022
Internal Test III for UG & PG	03.01.2022	08.01.2022	---	---

c) End Semester Examinations

Particulars	Odd Semester November 2021		Even Semester April 2022	
	From	To	From	To
Semester Examinations Theory for UG & PG (Regular & Arrear)	02.02.2022	18.02.2022	16.06.2022	30.06.2022
Semester Examinations Practical for UG & PG (Regular & Arrear)	09.11.2021	25.11.2021	04.05.2022	18.05.2022

d) Results

Particulars	Odd semester November 2021	Even Semester April 2022
Publication of CIA results for UG & PG	10.03.2022	08.06.2022
Publication of End semester results for UG & PG	10.03.2022	29.07.2022
Publication of Revaluation results for UG & PG	05.04.2022	16.08.2022
Publication of results for Supplementary Exam for UG & PG	----	26.08.2022

6. COMPLAINTS AND GRIEVANCES

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

Particulars	Odd Semester Nov 2021		Even Semester April 2022	
	UG	PG	UG	PG
No. of students applied for revaluation	2	4	19	5
No. of Students who got change in mark/ grade on revaluation	2	4	12	2



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Supplementary Examinations

Students who have to reappear for one or two courses only for the completion of the Programme can apply for supplementary examinations.

Particulars	Even semester	
	UG	PG
No. of students appeared for supplementary Examinations (UG)	63	16
No. of students completed the Programme	44	16

7. RESULTS

Programme wise Odd Semester Results:

a) Under –Graduation Programmes (November -2021)

Programme (UG)	I Semester			III Semester			V Semester		
	Appeared	Passed	Pass%	Appeared	Passed	Pass%	Appeared	Passed	Pass%
Botany	44	44	100	41	41	100	40	40	100
Chemistry	74	74	100	72	72	100	74	74	100
Commerce	150	150	100	141	141	100	141	141	100
Computer Science	108	108	100	105	105	100	86	86	100
Economics	140	140	100	125	125	100	128	128	100
English	144	144	100	117	117	100	111	111	100
Geography	83	83	100	78	78	100	70	70	100
History	212	212	100	225	225	100	240	240	100
Mathematics	114	114	100	109	109	100	102	102	100
Physics	76	76	100	71	71	100	68	68	100
Tamil	128	128	100	126	126	100	108	108	100
Zoology	80	80	100	81	81	100	77	77	100

b) Post –Graduation Programmes (November -2021)

Programme (PG)	II Semester			IV Semester		
	Appeared	Passed	Pass%	Appeared	Passed	Pass%
Chemistry	26	26	100	23	23	100
Commerce	42	42	100	35	35	100
Computer Science	59	59	100	56	56	100
Economics	35	35	100	32	32	100
English	35	35	100	34	34	100
Geography	23	23	100	15	15	100
History	32	32	100	31	31	100
Mathematics	35	35	100	35	35	100
Physics	26	26	100	26	26	100
Tamil	34	34	100	31	31	100
Zoology	20	20	100	25	25	100



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Programme wise Even Semester Results:

a) Under –Graduation Programmes (April-2022)

Programme (UG)	II Semester			IV Semester			VI Semester		
	Appeared	Passed	Pass%	Appeared	Passed	Pass%	Appeared	Passed	Pass%
Botany	44	44	100.00	40	32	80.00	38	37	97.37
Chemistry	73	67	91.78	71	60	84.51	72	62	86.11
Commerce	148	135	91.22	141	135	95.74	139	128	92.09
Computer Science	107	103	96.26	103	101	98.06	85	85	100
Economics	135	130	96.30	122	113	92.62	126	118	93.65
English	142	123	86.62	115	111	96.52	110	107	97.27
Geography	75	71	94.67	73	63	86.30	66	65	98.48
History	200	192	96.00	211	194	91.94	230	229	99.56
Mathematics	107	106	99.07	107	102	95.33	102	99	97.05
Physics	75	65	86.67	68	61	89.71	68	67	98.53
Tamil	120	117	97.50	122	113	92.62	107	105	98.13
Zoology	77	77	100.00	76	76	100.00	78	76	97.43

b) Post –Graduation Programmes (April-2022)

Programme (PG)	II Semester			IV Semester		
	Appeared	Passed	Pass%	Appeared	Passed	Pass%
Chemistry	26	24	92.31	23	23	100
Commerce	42	40	95.24	35	35	100
Computer Science	58	58	100.00	57	57	100
Economics	32	28	87.50	32	32	100
English	35	27	77.14	34	34	100
Geography	23	22	95.65	14	13	92.86
History	32	24	75.00	31	31	100
Mathematics	33	33	100.00	35	33	94.29
Physics	25	17	68.00	24	24	100
Tamil	31	28	90.32	30	30	100
Zoology	20	19	95.00	25	25	100



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c) M.Phil Programmes (April-2022)

Programme (PG)	Appeared	Passed	Pass%
Tamil	4	4	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-Appearence)

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-Appearence)

a) Graduation Outcome - Under Graduation Programmes (April-2022)

Department	Appeared	No. of students passed with						
		O	A+	A	B+	B	Passed	Pass %
Botany	38	6	30	1			37	97.37
Chemistry	72	2	37	23			62	86.11
Commerce	139	3	67	54	4		128	92.09
Computer Science	85	8	75	2			85	100
Economics	126		3	52	62	1	118	93.65
English	110		5	75	27		107	97.27
Geography	66		13	45	7		65	98.48
History	230		10	155	64		229	99.56
Mathematics	102	57	42				99	97.06
Physics	68	14	34	19			67	98.53
Tamil	107		36	65	4		105	98.13
Zoology	78	4	24	43	5		76	97.43



b) Graduation Outcome - Post Graduation Programmes (April-2022)

Department	Appeared	No. of students passed with						
		O	A+	A	B+	B	Passed	Pass %
Chemistry	23	11	12				23	100
Commerce	35	3	31	1			35	100
Computer Science	57	27	30				57	100
Economics	32		14	18			32	100
English	34		18	16			34	100
Geography	14		8	4	1		13	92.86
History	31		12	19			31	100
Mathematics	35	33					33	94.29
Physics	24	19	5				24	100
Tamil	30	2	28				30	100
Zoology	25	4	19	2			25	100

9. STATEMENT OF MARKS

- Mark statements are issued with the following security features micro line, invisible logo, word twist, copy text and golden foil logo.

10. NEW INITIATIVES

- Section A in the Question paper pattern (10 X 2 = 20 marks) is changed to 20 MCQS (20 X 1 =20).
- Skill enhancement courses with 2 theory hours are now introduced with a combination of tutorial/practical/theory hours.
- As a step towards added confidentiality, barcoded answer sheets are used for UG students also from April 2022 Semester Examinations onwards.
- An additional Self Study Course with OMR answer sheets is introduced for both UG and PG to prepare the students for competitive examinations.

(Handwritten Signature)

Controller of Examinations
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Govt College for Women
Kumbakonam-612 001
 9401346 2401391