

Government College for Women (Autonomous)

Kumbakonam



Office of the Controller of Examinations

Annual Report

2022-2023



Government College for Women (Autonomous), Kumbakonam  
Office of the Controller of Examinations  
Annual Report 2022-2023



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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 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.

### 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

<b>Odd Semester (November -2022)</b>	
<b>Internal Test I &amp; Test II</b>	
<b>UG &amp; PG I &amp; II Year</b>	
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 = 20 Marks (Two out of Three questions)	
Total 50 Marks	
<b>III Year UG</b>	
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 = 20 Marks (Two out of Three questions)	
Total 50 Marks	





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<b>Model Test</b>	
<b>UG &amp; PG I &amp; II Year</b>	
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> (Two out of Three questions)
Total 75 Marks	
<b>III Year UG</b>	
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	

<b>Even Semester (April-2023)</b>	
<b>Internal Test I , Test II &amp; Test III</b>	
<b>UG &amp; PG I &amp; II Year</b>	
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	
<b>UG III Year</b>	
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	

**c) Question Paper Setting – End Semester Examinations**

All the question papers are set by External Examiners. Question Paper setting is done by external examiners in password protected documents sent by the COE office with unique password for each question paper.

**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.

<b>UG I &amp; II Year &amp; PG I &amp; II Year</b>	
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	
<b>UG III Year</b>	
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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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.

### Components of Continuous Internal Assessments (CIA)

Theory	
Odd Semester (November -2022) & Even Semester (April-2023)	
Component	Marks
CIA components 3 tests	15 marks (best two out of three)
Seminar/Assignment	5
Practicum	5
Total	25

Practical	
Odd (November -2022) & Even Semester (April-2023)	
Component	Marks
Continuous Assessment	25
Record	05
Model Exam	10
Total	40



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There will be three centralized Internal Tests for each course in a semester. Each test will be of two hours duration.

Internal	Test Portion	Tentative time
I	Unit I & II	August/January
II	Unit III, IV	September/February
III	Whole syllabus	October/March

**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 Test because of her participation in an important event 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 examination:**

1. 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.
2. 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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3. Payment of Examination fees is made online through the Examination portal in the College website [www.gcwk.ac.in](http://www.gcwk.ac.in) making the process hassle free.
4. Examination timetable is generated through the COE software and is made available in the college website and also distributed to the departments.
5. 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.
6. 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.
7. 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.
8. Barcoded answer sheets are used for End Semester Examinations.
9. Malpractice instances are entered in the EMS and action taken by the Examination Committee is also incorporated in the EMS.
10. OMR sheets are used for Courses with the question paper pattern of MCQs.

**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.

**4. EXAMINATION COMMITTEE AND RESULT PASSING BOARD**

**Examination Committee**

Designation	Odd Semester November 2022	Even Semester April 2023
Principal	Dr. P.S. Vijayalakshmi	Dr.J. Suganthi
Controller of Examinations	Dr. W. Jayaseeli	Dr. W. Jayaseeli
Deputy Controller of Examinations	Mrs. C. Thenmozhi	Mrs. C. Thenmozhi
Senior - Staff Member Arts	Dr.S.Ahila	Dr.S.Ahila
Senior - Staff Member Science	Dr.R.Radha	Dr.R.Radha



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**Results – Passing Board**

Designation	Odd Semester November 2022	Even Semester April 2023
Principal	Dr. P.S. Vijayalakshmi	Dr.J. Suganthi
External subject expert - Science	Dr.V.Thirukumaran Deputy Controller of Examinations Associate Professor of Geology Government Arts College (Autonomous) Salem	Dr.S.Mayilvaganan Associate Professor of Commerce AVC College (Auto) Mannampandal Mayiladuthurai
External subject expert - Arts	Dr. A.Gopalakrishnan Deputy Controller of Examinations Associate Professor of Economics Thanthai Periyar Government Arts &Science College (Auto) Trichy	Dr.S.Muthunatesan Associate Professor of Physics Government Arts College (Auto) Kumbakonam
Controller of Examinations	Dr. W. Jayaseeli	Dr. W. Jayaseeli
Deputy Controller of Examinations	Mrs. C. Thenmozhi	Mrs. C. Thenmozhi
All Head of the Departments	12 HODs	12 HODs

**5. IMPORTANT DATES AND EVENTS**

**a) Examinations Fees**

Particulars	Dates			
	Odd Semesters November 2022		Even Semesters April 2023	
	From	To	From	To
Examination Fee Payments without fine (UG & PG)	07.11.2022	14.11.2022	27.03.2023	07.04.2023
Examination Fee Payments with fine (UG & PG)	15.11.2022	21.11.2022	08.04.2023	15.04.2023
Examination Fee Payments for CIA Re Test	03.02.2023	14.02.2023	03.07.2023	28.07.2023

**b) Internal Tests**

Test Details	Odd Semester November 2022		Even Semester April 2023	
	From	To	From	To
Internal Test I for UG & PG	07.09.2022	09.09.2022	13.02.2023	15.02.2023
Internal Test II for UG & PG	27.10.2022	29.10.2022	20.03.2023	23.03.2023
Internal Test III for UG & PG	21.11.2022	28.11.2022	17.04.2023	19.04.2023

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**c) Semester Examinations**

Particulars	Odd Semester November 2022		Even Semester April 2023	
	From	To	From	To
Semester Examinations Theory for UG & PG (Regular & Arrear)	05.12.2022	29.12.2022	11.05.2023	29.05.2023
Semester Examinations Theory for M.Phil	10.12.2022	20.12.2022	---	---
Semester Examinations Practical for UG & PG (Regular & Arrear): Chemistry, Computer Science, Physics	02.03.2023	18.03.2023	03.04.2023	04.5.2023
English, Mathematics, Commerce	29.11.2022	01.12.2022		
Botany	10.01.2023	12.01.2023		
Zoology, Geography	24.01.2023	28.01.2023		
Re examinations for Sports Students	30.12.2022	11.01.2023	01.06.2023	06.06.2023

**d) Results**

Particulars	Odd semester November 2022	Even Semester April 2023
Publication of CIA results for UG & PG	02.12.2022	10.05.2023
Publication of End semester results for UG & PG	03.02.2023	03.07.2023
Publication of M.Phil results	03.02.2023	---
Publication of Revaluation results for UG & PG	24.02.2023	13.07.2023
Publication of results for Supplementary Exam for UG & PG	---	24.07.2023



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### 6. COMPLAINTS AND GRIEVANCES

#### Revaluation

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

Particulars	Odd Semester November 2022		Even Semester April 2023	
	UG	PG	UG	PG
No. of students applied for revaluation	25	15	30	11
No. of Students who got change in mark / grade on revaluation	12	2	17	5

#### 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)	99	32
No. of students completed the Programme	71	19

#### Report on Malpractice

Particulars	Odd Semester November 2022	Even Semester April 2023
UG No. of Students	15	14
PG No. of Students	2	4

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**7. RESULTS**

**Programme wise Odd Semester Results:**

**a) Under –Graduation Programmes**

Programme (UG)	I Semester			III Semester			V Semester		
	Appeared	Passed	Pass%	Appeared	Passed	Pass%	Appeared	Passed	Pass%
Botany	39	39	100.00	43	33	76.74	40	40	100.00
Chemistry	68	63	96.92	73	66	90.41	68	59	86.76
Commerce	141	134	95.03	143	137	95.80	139	137	98.56
Computer Science	94	75	79.79	104	99	95.19	101	98	97.03
Economics	116	103	88.79	128	121	94.53	120	119	99.17
English	120	97	80.83	130	106	81.54	114	95	83.33
Geography	77	63	81.82	72	66	91.67	75	72	96.00
History	208	129	62.02	193	176	91.19	214	209	97.66
Mathematics	106	101	95.28	105	105	100.00	107	102	95.33
Physics	72	53	73.61	74	71	95.95	68	52	76.47
Tamil	113	99	87.61	117	106	90.60	122	121	99.18
Zoology	89	66	74.16	72	71	98.61	76	76	100.00

**b) Post –Graduation Programmes**

Programme (PG)	II Semester			IV Semester		
	Appeared	Passed	Pass%	Appeared	Passed	Pass%
Chemistry	25	22	88.00	25	25	100.00
Commerce	41	33	80.49	41	39	95.12
Computer Science	59	58	98.31	59	59	100.00
Economics	31	15	53.30	31	26	83.87
English	33	14	42.42	35	28	80.00
Geography	13	8	61.54	22	22	100.00
History	37	30	81.08	31	31	100.00
Mathematics	33	28	84.85	33	29	74.61
Physics	23	22	95.65	24	24	100.00
Tamil	34	34	100.00	31	31	100.00
Zoology	17	17	100.00	16	16	100.00



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**c) M.Phil Programmes**

Programme (M.Phil)	Appeared	Passed	Pass%
Computer Science	2	2	100
Physics	1	1	100

**Programme wise Even Semester Results:**

**a) Under –Graduation Programmes**

Programme (UG)	II Semester			IV Semester			VI Semester		
	Appeared	Passed	Pass%	Appeared	Passed	Pass%	Appeared	Passed	Pass%
Botany	39	39	100	44	44	100.00	40	39	97.5
Chemistry	64	57	89.06	71	68	95.77	69	47	68.12
Commerce	141	125	88.65	145	144	99.31	139	134	96.40
Computer Science	93	91	97.85	104	100	96.15	102	102	100.00
Economics	115	104	90.43	130	105	80.77	121	118	97.52
English	120	110	91.67	129	118	91.47	114	109	95.61
Geography	73	65	89.04	72	66	91.67	74	72	97.30
History	197	165	83.76	190	185	97.37	208	201	96.63
Mathematics	99	98	98.99	105	104	99.05	105	103	98.10
Physics	69	63	91.30	74	66	89.19	67	56	83.58
Tamil	107	102	95.33	113	111	98.23	121	118	97.52
Zoology	85	80	94.12	72	71	98.61	76	75	98.68





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**b) Post –Graduation Programmes**

Programme (PG)	II Semester			IV Semester		
	Appeared	Passed	Pass%	Appeared	Passed	Pass%
Chemistry	25	24	96.00	26	26	100.00
Commerce	39	33	84.62	41	39	95.12
Computer Science	58	58	100.00	59	59	100.00
Economics	30	15	50.00	31	20	64.52
English	30	18	60.00	35	35	100.00
Geography	13	6	46.15	22	22	100.00
History	36	36	100.00	31	31	100.00
Mathematics	30	28	93.33	32	32	100.00
Physics	23	22	95.65	24	23	95.83
Tamil	34	34	100.00	31	30	96.78
Zoology	17	17	100.00	16	16	100.00

**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)



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**a) Graduation Outcome - Under Graduation Programmes**

Department	Appeared	No. of students passed with						
		O	A+	A	B+	B	Passed	Pass %
Botany	40	5	29	5			39	97.5
Chemistry	69	4	30	12			46	66.66
Commerce	139	4	60	65	5		134	96.40
Computer Science	102	30	64	8			102	100
Economics	121		8	91	19		118	97.52
English	114		1	33	71	4	109	95.61
Geography	74		4	46	21	1	72	97.30
History	208		3	131	67		201	96.63
Mathematics	105	30	52	21			102	97.14
Physics	67	5	39	12			56	83.58
Tamil	121		10	89	19		118	97.52
Zoology	76	4	46	25			75	98.68

**b) Graduation Outcome - Post Graduation Programmes**

Department	Appeared	No. of students passed with						
		O	A+	A	B+	B	Passed	Pass %
Chemistry	26	12	13	1			26	100
Commerce	41	2	30	7			39	95.12
Computer Science	59	15	43	1			59	100
Economics	31			19	1		20	64.52
English	35		6	27	2		35	100
Geography	22		5	15	2		22	100
History	31		8	23			31	100
Mathematics	32	25	7				32	100
Physics	24	2	21				23	95.83
Tamil	31		27	3			30	96.78
Zoology	16		11	5			16	100





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**9. STATEMENT OF MARKS**

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

**10. NEW INITIATIVES**

- Question Paper setting is done by external examiners in password protected documents sent by the COE office with unique password for each question paper from November 2022 ESEs.
- 3 CIA tests are conducted and the marks of best two tests are taken into consideration. The software is updated to compute accordingly.
- Skill enhancement courses were introduced under Naan Mudhalvan course as directed by the Government. Necessary arrangements were made to embrace the courses and the respective credits into the existing Course Structure. The Examination software was changed to make the inclusion.

**Controller of Examinations**

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