



Government College for Women (Autonomous), Kumbakonam
Office of the Controller of Examinations
Annual Report - 2024-2025

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1. INTRODUCTION

Examination wing of Government College for Women, Kumbakonam was established in the year 2006 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

Internal Test I & II UG III 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 – 1 Questions × 10 Marks	= 10 Marks (One out of Two questions)
Total	40 Marks
Internal Test I & II	
UG I, II Year & PG I & II Year	
Sec A - 4 Questions × 1 Marks	= 04 Marks (Multiple Choice Questions)
Sec A - 3 Questions × 2 Marks	= 06 Marks (Answer All the Questions)
Sec B - 4 Questions × 5 Marks	= 20 Marks (Either or type questions)
Sec C - 1 Questions × 10 Marks	= 10 Marks (One out of Two questions)
Total	40 Marks



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Model Examinations UG III 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	= 30 Marks (Three out of five questions)
Total	75 Marks
Model Examinations	
UG I, II Year & PG I & II Year	
Sec A - 10 Questions × 1 Marks	= 10 Marks (Multiple Choice Questions)
Sec A - 5 Questions × 2 Marks	= 10 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

a) 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.

b) 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 courses for Competitive Examinations and Self Study Courses.

UG III 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	= 30 Marks (Three out of five questions)
Total	75 Marks
UG I, II Year & PG I & II Year	
Sec A - 10 Questions × 1 Marks	= 10 Marks (Multiple Choice Questions)
Sec A - 5 Questions × 2 Marks	= 10 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 Environmental Studies, Skill Based Elective Course, Inter Disiplinary Course and Gender Studies (As per University norms)

Five Questions (Either or type)	5×15 = 75 Marks
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Question Paper Pattern for PG Ability Enhancement Course (AEC) (OMR Sheet)

Seventy Five objective type questions	50 X 1 ½ = 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.

Components of Continuous Internal Assessments (CIA)

Theory	
Component	Marks
CIA components 3 tests	15 marks (best two out of three)
Seminar/Assignment	5
Practicum	5
Total	25

Practical	
Component	Marks
Continuous Assessment	25
Record	05
Model Exam	10
Total	40

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



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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 I because of her participation in an important event related to NCC, NSS or Games/Sports 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 (75 marks)	Practical (60 marks)
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:

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.
3. Payment of Examination fees is made online through the Examination portal in the College website 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.



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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 Number 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 2024	Even Semester April 2025
Principal	Dr.B.Pramila	Dr.B.Pramila
Controller of Examinations	Dr. W. Jayaseeli	Dr.F.Kurus Malai Selvi
Deputy Controller of Examinations	Mrs. C. Thenmozhi	Dr.S.Sundareswari
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 2024	Even Semester April 2025
Principal	Dr.B.Pramila	Dr.B.Pramila
External subject expert - Arts	Dr.P.Jayakumar Controller of Examinations Associate Professor of Economics Rajah Serfoji Government College (A) Thanjavur	Dr.V.Baskar Controller of Examinations Associate Professor of Economics Government Arts College (A) Kumbakonam
External subject expert - Science	Dr.S.Muthunatesan Associate Professor of Physics Government Arts College (A) Kumbakonam	Dr.S.Sankaranarayanan Associate Professor HOD of CS Government Arts College (A) Kumbakonam
Controller of Examinations	Dr. W. Jayaseeli	Dr.F.Kurus Malai Selvi
Deputy Controller of Examinations	Mrs. C. Thenmozhi	Dr.S.Sundareswari
All Head of the Departments	12 HODs	12 HODs

5. IMPORTANT DATES AND EVENTS

a) Examinations Fees

Particulars	Dates			
	Odd Semesters November 2024		Even Semesters April 2025	
	From	To	From	To
Examination Fee Payments without fine (UG & II PG)	07.10.2024	14.10.2024	11.03.2025	20.03.2025
Examination Fee Payments with fine (UG & II PG)	15.10.2024	18.10.2024	21.03.2025	28.03.2025
Examination Fee Payments without fine I PG	13.11.2024	20.11.2024	11.03.2025	20.03.2025
Examination Fee Payments with fine I PG	21.11.2024	28.11.2024	21.03.2025	28.03.2025
Examination Fee Payments for CIA Re Test	06.01.2025	22.01.2025	02.06.2025	06.06.2025
Revaluation Fees	06.01.2025	10.01.2025	02.06.2025	06.06.2025
Transparency Fees	06.01.2025	10.01.2025	02.06.2025	06.06.2025



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b) Internal Tests

Test Details	Odd Semester November 2024		Even Semester April 2025	
	From	To	From	To
Internal Test I for all UG & PG	06.09.2024	10.09.2024	19.02.2025	21.02.2025
Internal Test II for all UG & PG	03.10.2024	05.10.2024	17.03.2025	19.03.2025
Model Exam all UG & PG	21.10.2024	26.10.2024	01.04.2025	07.04.2025

c) End Semester Examinations

Particulars	Odd Semester November 2024		Even Semester April 2025	
	From	To	From	To
Semester Examinations Theory for UG & II PG (Regular & Arrear)	07.11.2024	23.11.2024	22.04.2025	07.05.2025
Semester Examinations Theory for PG I Year Regular	06.12.2024	13.12.2024	22.04.2025	07.05.2025
Semester Examinations Practical for UG & PG	14.10.2024	26.10.2024	23.03.2025	29.03.2025
Semester Examinations Practical for I Year PG	16.12.2024	18.12.2024	23.03.2025	29.03.2025
Special examinations for Sports Students	---	---	02.05.2025	07.05.2025

d) Results:

Particulars	Odd semester November 2024	Even Semester April 2025
Publication of CIA results for UG & PG	06.01.2025	22.05.2025
Publication of End semester results for UG & PG	06.01.2025	22.05.2025
Publication of Revaluation results for UG & PG	21.01.2025	10.06.2025
Publication of Special examinations for Sports Students	---	22.05.2025
Publication of results for Supplementary Exam for UG & PG	---	20.06.2025



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6. COMPLAINTS AND GRIEVANCES

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

Particulars	Odd Semesters November 2024		Even Semesters April 2025	
	UG	PG	UG	PG
No. of students applied for revaluation	24	13	45	4
No. of Students who got change in mark / grade on revaluation	19	4	38	4
No of Students applied for Transparency	-	-	-	-

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)	48	35
No. of students completed the Programme	40	26

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	33	20	60.6	30	24	80.0	39	39	100
Chemistry	77	24	31.17	72	51	70.83	65	59	90.77
Commerce	143	32	22.38	140	136	97.14	140	133	95
Computer Science	119	81	68.07	103	79	76.69	90	87	96.67
Economics	129	24	18.60	132	17	12.88	109	97	88.99
English	88	23	26.14	102	50	49.02	116	83	71.55
Geography	54	10	18.52	72	17	23.61	69	44	63.77
History	154	37	24.02	205	88	42.93	178	159	89.33
Mathematics	77	32	41.56	105	85	80.95	94	78	82.98
Physics	67	28	41.79	68	40	58.82	66	43	65.15
Tamil	119	43	36.13	103	54	52.43	98	98	100
Zoology	81	38	46.91	74	63	85.14	78	77	98.72



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b) Post –Graduation Programmes

Programme (PG)	I Semester			III Semester		
	Appeared	Passed	Pass%	Appeared	Passed	Pass%
Chemistry	25	20	80.0	24	22	91.7
Commerce	35	21	60.0	39	25	64.1
Computer Science	40	37	92.5	58	52	89.7
Economics	26	5	19.2	32	22	68.8
English	26	3	11.5	29	8	27.6
Geography	13	02	15.4	10	3	30
History	15	02	13.3	29	10	34.5
Mathematics	34	30	88.2	32	29	90.6
Physics	22	10	45.5	22	21	95.5
Tamil	21	16	76.2	32	05	15.6
Zoology	09	06	66.7	12	11	91.7

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	28	24	86	30	13	43	38		100
Chemistry	75	43	57.33	71	55	77.46	64	54	84
Commerce	141	121	85.82	139	128	92.09	139	139	100
Computer Science	118	111	94.07	103	88	85.44	90	89	99
Economics	129	61	47.28	130	62	47.69	109	107	98
English	86	38	44.19	99	59	59.59	116	112	97
Geography	52	30	57.69	69	20	28.99	66	64	97
History	146	55	37.67	194	100	51.55	177	175	99
Mathematics	74	38	51.35	105	89	84.76	94	94	100
Physics	64	36	56.25	68	50	73.53	66	66	100
Tamil	114	66	57.89	98	58	59.18	97	96	99
Zoology	75	50	66.66	72	59	81.94	78	78	100



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b) Post –Graduation Programmes

Programme (PG)	II Semester			IV Semester		
	Appeared	Passed	Pass%	Appeared	Passed	Pass%
Chemistry	24	21	88	24	24	100
Commerce	35	20	57	38	35	92
Computer Science	38	38	100	58	58	100
Economics	26	24	92	32	32	100
English	24	9	38	29	24	83
Geography	13	8	62	11	8	73
History	14	6	43	29	26	90
Mathematics	34	31	91	32	31	97
Physics	22	21	95	22	22	100
Tamil	20	20	100	31	29	94
Zoology	9	9	100	13	10	77

8. GRADUATION DETAILS

Graduation Outcomes:

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	38	2	12	22	2	-	38	100
Chemistry	64	3	15	33	3	-	54	84
Commerce	139	1	30	70	32	6	139	100
Computer Science	90	4	36	46	3	-	89	99
Economics	109	-	1	25	72	7	107	98
English	116	-	-	15	31	36	112	97
Geography	66	-	1	9	49	7	64	97
History	177	-	1	29	128	17	175	99
Mathematics	94	20	36	31	7	-	94	100
Physics	66	1	11	38	16	-	66	100
Tamil	97	-	2	49	44	1	96	99
Zoology	78	-	27	40	9	-	78	100

b) Graduation Outcome - Post Graduation Programmes

Department	Appeared	No. of students passed with						
		O	A+	A	B+	B	Passed	Pass %
Chemistry	24	1	9	14	-	-	24	100
Commerce	38	-	1	26	8	-	35	92
Computer Science	58	8	29	21	-	-	58	100
Economics	32	-	2	26	4	-	32	100
English	29	-	1	9	14	-	24	83
Geography	11	-	-	6	2	-	8	73
History	29	-	1	24	1	-	26	90
Mathematics	32	5	14	12	-	-	31	97
Physics	22	1	4	17	-	-	22	100
Tamil	31	-	9	17	3	-	29	94
Zoology	13	-	5	5	-	-	10	77



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9. NEW INITIATIVES

- ❖ Supplementary examination is conducted for students who participated in State level and National level sports and NCC during the conduct of Semester Examinations.
- ❖ All Multiple-Choice Question (MCQ) examinations are conducted using Optical Mark Recognition (OMR) answer sheets to ensure accuracy and efficiency in evaluation.
- ❖ Value added course certificates is issued by COE office from 2023-2024 onwards.
- ❖ OBE based evaluation strategies have been initiated for implementation from 2024 Batch onwards.
- ❖ Naan Mudhalvan Skill Enhancement courses have been incorporated in curriculum and mark statements.

Dr.F.Kurus Malai Selvi
Controller of Examinations