



DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE

Arumbakkam, Chennai 600106

(Autonomous) - Affiliated to University of Madras

Linguistic Minority Institution

COLLEGE WITH POTENTIAL FOR EXCELLENCE

EXAMINATION REPORT

Odd Semester Examinations, 2nd November 2016 to 30th November 2016

- ❖ **Examination dates and venue:** The November 2016 End Semester Examinations commenced on 2nd November 2016 and concluded on 30th November 2016. The examination dates along with the list of subjects were circulated among all the departments before finalizing and posting on the college website.
- ❖ **Practical/Oral/Viva voce examinations and Part IV courses:** Practical/Viva Voce for Internships, Projects, Field work, Industrial training were scheduled before the theory examinations. Part IV courses – Soft Skills, NME, Basic Tamil, Value Education, Environmental sciences and Extension activity were all conducted by the respective departments or an overall coordinator. Internal marks had to be forwarded to the Office of the COE prior to the commencement of the semester examinations.
- ❖ **Online fees portal:** was enabled two months prior to the examinations. Examination fees and the convocation fee to be paid to the University of Madras were collected together.
- ❖ **Hall tickets:** were generated only to those students who had the stipulated attendance of 75%. Condonation fee was collected from those candidates who had between 65 to 75 % attendance.
- ❖ **Question paper Scrutiny:** The Chairperson of every board along with an External and Internal faculty member conducted the question paper scrutiny to rule out typographical/printing errors and to ensure units were evenly distributed and questions asked were within the scope of the prescribed syllabus. 956 question papers were set by External Examiners from the panel of External examiners submitted by the respective departments
- ❖ **Examinations Committee:** comprised of External Chief Superintendent Dr. Elayaperumal, Department of Mathematics, Pachaiyappas College, Dr. M. Anbudurai, Department of Mathematics, Internal Chief Superintendent, Additional Chief Superintendent, Dr. R. Thanigaivel, Department of Corporate Secretaryship assisted by a ten-member examination team who were responsible for coordinating the examinations conducted in two sessions, forenoon and afternoon, ensuring the smooth conduct of the examinations and looking into every aspect of the examinations.
- ❖ **Seating arrangements:** were done online and shuffling done in every examination room. 75 students were seated in the bigger rooms with two invigilators while one invigilator was appointed for the smaller rooms with 25- 30 candidates.
- ❖ **Invigilators:** 600 approx. All faculties were allocated invigilation duty; a minimum of 7 and a maximum of 10 sessions were given to the invigilators. Non-teaching/supporting staff assisted in the pre-exam work, like numbering or placing stickers on the desks, on the notice boards, distributing covers and attendance sheets. COE staff took the question papers to the control room and sealed question papers were opened only in the presence of the Principal/Chief Controller of Examinations



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and the examination team. Answer scripts were checked in the COE office before they were handed over to the COE staff.

- ❖ **Student strength:** 6,827 current students appeared for the examinations, (excluding the arrear candidates).
- ❖ **The Squad Convenor:** Dr. R. Ganesan was assisted by a 6-member squad team on all the examination days. Malpractice cases were reported to the Squad convenor and entries made.
- ❖ **Valuation:** . Prof. Jaideep, Department of Economics and Dr. R. Muthezhilan, Department of Biotechnology were the Camp officers; 258 External examiners were involved in the valuation of 27,772 answer scripts. All the COE staff were involved in the valuation camp working extended hours. Camp registers were maintained for all Internal and External members to make entries while taking the scripts for valuation.
- ❖ **Methodology of the valuation:** Double Valuation was followed; third valuation was carried out where there were discrepancies of more than 15 marks in the marks awarded by the External and Internal Examiners and Third Valuation was conducted by appointing a fresh set of examiners.
- ❖ **Results Passing Boards:** The Board discussed moderation marks and grace marks, if any. Board comprised of the Board chairperson, External and the senior most Internal faculty member. Results galley circulated to all the departments.
- ❖ **Revaluation:** 90 candidates applied for Revaluation.
- ❖ **Disciplinary Committee:** meeting was held on 8th February 2017, to decide on the course of action for the 19 candidates booked for malpractice. Convenor was Dr. M. Anbudurai, Head, Department of Mathematics, External Member Dr. J. Asokan, Department of Botany, Sir Thyagaraja College and Dr. R. Ganesan, Department of Commerce, Internal Member.
- ❖ **Information dissemination:** to students and faculty regarding fee payment dates, important notifications, seating, invigilation, evaluation reminders were sent via SMS.
- ❖ **Budget allocation:** The Examinations office has an allocated budget for all examination-related services as per the University norms.





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EXAMINATION REPORT

Even Semester Examinations, 24th April 2017 to 20th May 2017

- ❖ **Examination dates and venue:** The April 2017 ESE commenced on 24th April 2017 and concluded on 20th May 2017.
- ❖ **M.Phil. examinations:** for the 2016 batch was conducted on 24th February to 27th February 2017.
- ❖ **Online fee portal:** enabled much in advance of examinations.
- ❖ **Practical/Oral/Viva voce examinations and Part IV courses:** Practical/Viva Voce for Internships, Projects, Field work, Industrial training were scheduled before the theory examinations. Part IV courses – Soft Skills, NME, Basic Tamil, Value Education, EVS and Extension activity were all conducted by the respective departments or an overall coordinator. Internal marks had to be forwarded to the Office of the COE prior to the commencement of the semester examinations.
- ❖ **Examinations Committee:** comprised of External Chief Superintendent Dr. T. Somasundari, Head, Department of Commerce, Anna Adarsh College and Internal Chief Superintendent was Dr. R. Thanigaivel, Additional Chief Superintendent, Dr. R. Ganesan, Department of Commerce.
- ❖ **Student strength:** 6,605 candidates appeared for the examinations, (excluding the arrear candidates). 996 question papers were set by the External paper setters selected from the panel of external members submitted by the respective departments.
- ❖ **Squad Committee:** Dr. T. S. Prema, Department of Economics, the Squad Convenor was assisted by a six-member team. 15 cases were booked for malpractice by the Squad committee.
- ❖ **Methodology for the valuation:** Double valuation and third valuation in the case of 15 marks discrepancy.
- ❖ **Results Passing Board:** Moderation and grace marks were given for borderline cases and as decided by the committee comprising Board chairperson, External and Internal faculty members.
- ❖ **Revaluation:** 188 candidates applied for Revaluation.
- ❖ **Instant Examination:** 52 candidates appeared for the Instant examinations.
- ❖ **Disciplinary Committee:** meeting held on 11th July 2017. Committee comprised of External Member, Dr. J. Asokan, Department of Botany, Sir Thyagaraja College, Internal Member, Dr. R. Thanigaivel, Department of Corporate Secretaryship. 30 cases were booked for malpractice.
- ❖ **Information dissemination:** to students and faculty regarding fee payment dates, important notifications, seating, invigilation, evaluation reminders were sent via SMS.



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