



**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, 1<sup>st</sup> November 2017 to 22<sup>nd</sup> November 2017**

- ❖ **Examination dates and venue:** The November 2017 End Semester Examinations commenced on 1<sup>st</sup> November 2017 and concluded on 22<sup>nd</sup> November 2017. 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, 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.
- ❖ **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 percentage, 75%. Condonation fee was collected from those candidates who had between 65 to 75 % attendance.
- ❖ **Question paper Scrutiny:** 1,057 question papers were set by External paper setters. 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.
- ❖ **Examinations Committee:** comprised of External Chief Superintendent Dr. Sivarajan, Department of Economics, Pachaiyappas College, Dr. R. Balasubramaniam, Department of Economics, Internal Chief Superintendent, Additional Chief Superintendent, Dr. Chandralekha Rao, Department of English, 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 30 candidates.
- ❖ **Invigilators:** All faculty 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 and the examination team.
- ❖ **Student strength:** 7,377 current students appeared for the examinations, (excluding the arrear candidates).
- ❖ **The Squad Convenor:** Dr. S. Santhosh Baboo, Department of Computer Science, was assisted by a 6-member squad team on all the examination days. 864 Question



*S. Santhosh Baboo*



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papers were set by External Examiners from the panel of External examiners submitted by the respective departments.

- ❖ **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. Third Valuation was conducted.
- ❖ **Results Passing Board meetings:** 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:** 106 candidates applied for Revaluation.
- ❖ **Disciplinary Committee:** meeting was held on 9<sup>th</sup> January 2018, to decide on the course of action for the 23 candidates booked for malpractice. Convenor was Dr. R. Balasubramaniam, Department of Economics, External Member Dr. P. Anbalagan, Department of Economics, Presidency College and Dr. S. Selvaraju, Ex-officio 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.

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**EXAMINATION REPORT**

**Even Semester Examinations, 18<sup>th</sup> April 2018 to 10<sup>th</sup> May 2018**

- ❖ **Examination dates and venue:** The April 2018 ESE commenced on 18<sup>th</sup> April 2018 and concluded on 10<sup>th</sup> May 2018.
- ❖ **M.Phil. examinations:** for the 2017 batch were conducted on 21 February 2018 to 23 February 2018.
- ❖ **Online fee portal:** enabled prior to the commencement of examinations to take cognizance of the arrear candidates.
- ❖ **Hall tickets:** generated only to those candidates with the stipulated attendance percentage.
- ❖ **Examinations Committee:** comprised of External Chief Superintendent Dr. Elayaperumal, Department of Mathematics, and Internal Chief Superintendent was Dr. J. Jayasankar, Department of Commerce, Additional Chief Superintendent, Dr. R. Ganesan, Department of Commerce.
- ❖ **Question paper scrutiny:** 1,120 question papers were set by external paper setters. Scrutiny was conducted by the committee comprising board chairperson along with the external and internal faculty members to ensure question paper were free of printing or typographical errors, even distribution of units and questions framed within prescribed syllabus.
- ❖ **Student strength:** 7,383 candidates appeared for the examinations, (excluding the arrear candidates). 1,120 question papers were set by the External paper setters selected from the panel of external members submitted by the respective departments.
- ❖ **Squad Committee:** Dr. L. Arumugam, the Squad Convenor was assisted by a six-member team on all the days.
- ❖ **Methodology for the valuation:** Double valuation and third valuation in the case of 15 marks discrepancy.
- ❖ **Results Passing Board Meetings:** Moderation and grace marks were decided by the committee.
- ❖ **Revaluation:** 223 candidates applied for Revaluation.
- ❖ **Instant Examination:** was held on 11<sup>th</sup> July 2018. 75 candidates appeared for the Instant examinations, (having only one arrear in the final semester), and 59 candidates passed the July 2018 examinations.
- ❖ **Disciplinary Committee:** meeting held on 25<sup>th</sup> July 2018. Committee comprised of External Member, Dr. J. Asokan, Department of Botany, Sir Thyagaraja College, Internal Member, Dr. R. Thanigaivel, Department of Corporate Secretaryship. 23 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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