



DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE

Arumbakkam, Chennai 600106

(Autonomous) - Affiliated to University of Madras

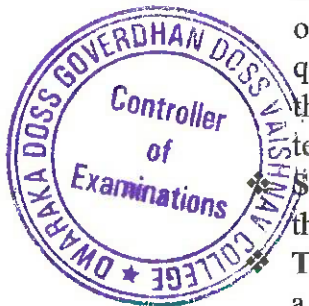
Linguistic Minority Institution

COLLEGE WITH POTENTIAL FOR EXCELLENCE

EXAMINATION REPORT

Odd Semester Examinations, 30th October 2018 to 20th November 2018

- ❖ **Examination dates and venue:** The November 2018 End Semester Examinations commenced on 30th October 2018 and concluded on 20th November 2018. 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%, as per University of Madras norms.
- ❖ **Question paper Scrutiny:** 1,170 question papers were set by the 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:** The committee comprised of members from the Science Departments; External Chief Superintendent Dr. M. Elayaperumal, Department of Mathematics, Pachaiyappas College, Prof. K. Narayanan, Department of Mathematics, Internal Chief Superintendent, Additional Chief Superintendent, Dr. K. Premalatha, Department of Chemistry, 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:** 8,005 current students appeared for the examinations, (excluding the arrear candidates).
- ❖ **The Squad Convenor:** Dr. M. Devika, Department of Mathematics, was assisted by a 6-member squad team on all the examination days. 864 Question papers were set



Geetha. G



DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE

Arumbakkam, Chennai 600106

(Autonomous) - Affiliated to University of Madras

Linguistic Minority Institution

COLLEGE WITH POTENTIAL FOR EXCELLENCE

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

- ❖ **Methodology of the valuation:** Single valuation was followed, for candidates admitted in 2018, for the rest, 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.
- ❖ **Internal Valuation Monitoring Committee, (IVMC):** Convenor was Dr. Prabha Rajagopal, Department of Corporate Secretaryship and a coordinator for the Arts, Science and Commerce streams. Faculty members from each department coordinated to do the total checking. In case marks were not awarded to any answer in the respective sections, the Head of the Departments were notified and they rectified the oversight. IVMC Rectification. All these were entered in separate registers by the IVMC coordinators.
- ❖ **Results Passing Board:** 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:** 184 candidates applied for Revaluation.
- ❖ **Disciplinary Committee:** meeting was held on 5th December 2018, to decide on the course of action for the 18 candidates booked for malpractice. Convenor was Dr. D. Uthra, Head, Department of Physics, External Member, Mr. R. Elayaperumal, Department of Mathematics, Pachaiyappas 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.

Geetha. G





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

Even Semester Examinations, 8th April 2019 to 30th April 2019

- ❖ **Examination dates and venue:** The April 2019 ESE commenced on 8th April 2019 and concluded on 30th April 2019. The Examination timetable circulated to all the departments before finalizing and publishing on the college website. Examinations were conducted for the prior batch candidates.
- ❖ **M.Phil. examinations:** for the 2018 batch was conducted from 8th February 2019 to 11th February 2019.
- ❖ **Prior batch candidates:** Equivalent courses for the prior batch candidates (2009-15) UG and (2009-16) PG were taken from the respective departments and the separate list was published on the college website as the number of attempts was increased by the University of Madras. SMS was also sent to them regarding these.
- ❖ **Online fee portal:** enabled in February for three weeks prior to the examinations.
- ❖ **Hall tickets:** generated only to those candidates with the adequate attendance percentage. The Head of the Departments could decide in special cases.
- ❖ **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.
- ❖ **Examinations Committee:** comprised of External Chief Superintendent Dr. Elayaperumal, Department of Mathematics, A. M. Jain College and Internal Chief Superintendent was Prof. K. Narayanan, Department of Mathematics, Additional Chief Superintendent, Dr. R. Ganesan, Department of Commerce.
- ❖ **Student strength:** 7,994 candidates appeared for the examinations, (excluding the arrear candidates). 1,282 question papers were set by the External paper setters selected from the panel of external members submitted by the respective departments.
- ❖ **Squad Committee:** Dr. D. Uthra, Head, Department of Physics, the Squad Convenor was assisted by a six-member team. 23 cases were booked for malpractice by the Squad committee.
- ❖ **Methodology for the valuation:** Single valuation for first UG/PG while double valuation was followed for the rest of the courses. Third valuation in the case of 15 marks discrepancy.
- ❖ **Internal Valuation Monitoring Committee, (IVMC):** was constituted with Dr. Prabha Rajagopalan, Department of Corporate Secretaryship, along with a separate coordinator for each of the streams, Arts, Sciences and Commerce and faculty members from each department assisted and coordinated in the total checking of the answer scripts. Total checking was done also for double valuation and the external and internal examiners were asked to make the corrections and sign. A team of faculty members were appointed for the total checking for double valuation.
- ❖ **Results Passing Boardmeetings:** Moderation marks were given.
- ❖ **Photocopying of answer scripts:** Students who wanted to apply for Revaluation had to apply for a photocopy of their answer scripts. Photocopying was introduced for more transparency in the examination system.
- ❖ **Revaluation:** 332 candidates applied for Revaluation.

Geetha.S





DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE

Arumbakkam, Chennai 600106

(Autonomous) - Affiliated to University of Madras

Linguistic Minority Institution

COLLEGE WITH POTENTIAL FOR EXCELLENCE

- ❖ **Instant Examination:** was held on 10th July 2019. 285 candidates appeared for the Instant examinations, 196 passed the July examinations. (Candidates having only one arrear in any of the semesters or one arrear in any of the Part IV courses too, were eligible to appear for Instant exams. Permission was sought from the University of Madras for this revision and the same ratified during the 12th Academic Council meeting).
- ❖ **Provisional Pass register:** PPR data was submitted online as well as the hard copies to the University of Madras well within the deadline.
- ❖ **Disciplinary Committee meeting:** held on 15th May 2019, Committee comprised of Convenor, Prof. K. Narayanan, Head, Department of Mathematics, External Member, Mr. R. Elayaperumal, Department of Mathematics, Pachaiyappas College and Dr. D. Uthra, Internal member, Head, Department of Physics; 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.

Geetha S

