



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, 23rd October 2019 to 19th November 2019

- ❖ **Examination dates and venue:** The November 2019 End Semester Examinations commenced on 23rd October 2019 and concluded on 19th November 2019. The examination dates along with the list of subjects were circulated among all the departments before finalizing and posting on the college website.
- ❖ **Prior batches:** List of equivalent courses for prior batch candidates posted on the college website after obtaining the same from the respective departments. Periodic notifications sent to prior batch candidates via SMS regarding the same and the online fees portal.
- ❖ **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 Studies and Extension activity were all conducted by the respective departments or an overall faculty 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 at least 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:** Scrutiny was not conducted. 1,216 question papers were set by external paper setters selected by the COE office database. Anomalies in question papers were documented by the Camp officers. (60 grievances were reported, 5 %). Anomalies were fixed during the valuation itself by the camp officers and in these courses, moderation marks were not allowed.
- ❖ **Examinations Committee:** The committee comprised of members from the Arts Departments; External Chief Superintendent Dr. K. Raja, Department of Economics, Pachaiyappas College, Internal Chief Superintendent, Dr. T.S. Prema, Head, Department of Economics, Prof. J. Jaideep, Additional Examinations Superintendent, Department of Economics, 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:** On an average, 600 faculty-invigilators were appointed; a minimum of 7 and a maximum of 10 sessions were given to the invigilators. 65-70 administrative and supporting staff assisted in the pre- examination work, like numbering or placing stickers on the desks, on the notice boards and distributing covers and attendance sheets during the examination days. 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.

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- ❖ **Student strength:** 8,658 current students appeared for the examinations, (excluding the arrear candidates).
- ❖ **The Squad Convenor:** Dr. Sayee Kumar, Head, Department of HRM, was assisted by a 6-member squad team on all the examination days. Squad Convenor also arranged for counselling sessions by faculty members of the squad committee for the candidates booked for malpractice.
- ❖ **Methodology of the valuation:** Single valuation was followed, for candidates admitted in 2018 and in 2019 while double valuation was followed for final UG/PG courses. 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 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.
- ❖ **Photocopies of answer scripts:** Students who wanted to apply for revaluation had to apply for a photocopy of their answer scripts.
- ❖ **Revaluation:** 179 candidates applied for Revaluation.
- ❖ **Disciplinary Committee:** meeting was held on 6th January 2020, to decide on the course of action for the 34 candidates booked for malpractice. Convenor was Dr. T.S. Prema, Head, Department of Economics, External Member, Dr. K. Raja, Department of Economics, Pachaiyappas College and Dr. V. Sayee Kumar, Internal Member, Head, Department of HRM.
- ❖ **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. Remuneration is paid as per norms.

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REPORTS OF ONLINE EXAMINATIONS

**(Online) Even Semester April 2020 ESE held from 21st to 28th September 2020
and only for 6th and 4th semesters; 2017-2020 UG; / 2018-2020 PG; / 2017-20 MCA**

The global pandemic COVID-19 and the subsequent nation-wide lockdown imposed from 26th March 2020, apparently disrupted the normal functioning of the Office of the COE. April 2020 End Semester Examinations were postponed to late September 2020 and as per the directives issued by the higher authorities – The Government of Tamilnadu and the University of Madras. Examinations were conducted only after obtaining prior permission from the State Disaster Management Committee. Examinations were conducted only for the final semester students and for the prior batches who had arrears in the final semesters. Examinations were hosted through the online platform of third party agency, Shikshayati.edu. Valuation was also conducted online.

Methodology of Examination: The Head of the Department was the Programme Nodal Officer, the class teacher/subject teacher was the Course Nodal officer. One faculty coordinator was the point of contact for the students. All examination dates, instructions, user manual, contact information, was posted on the college website. Mock test was conducted for all the students prior to the Online examinations for familiarization with the online examination system. Virtual meetings were held with the Head of the Departments and faculty members on the conduct of online examinations.

Examination Committee: comprised of faculty from the Arts. Dr. T.S. Prema and Prof. J. Jaideep, were the Chief and Additional Examination Superintendents.

1,045 Question papers were set by the External setters. Examination duration was reduced to 90 minutes and students were given more choices and lesser number of questions to attempt, as per government norms.

Number of candidates who appeared in the April 2020 ESE: 8702 (excluding arrears)

Online evaluation: 14 days; 29th September 2020 to 15th October 2020

Camp officers: Dr. S. Nandini Sivaraman, Department of Economics and Dr. S. Sulupriya, Head, Department of Social Work. All faculty members were oriented in the online valuation.

Results declaration: 16th October 2020 for UG courses and on 15th October 2020 for PG courses. Results Passing Board meetings were held on 14th October 2020 for UG courses and on 12th October 2020.

I /II UG & II PG Examinations: As per G.O. 127, for semester 4, 2018 and semester 2, 2019 UG/PG batches, examinations had to be scrapped and the procedure for calculation of marks, 70:30 was prescribed by the University of Madras. Internal marks were to be calculated out of 70; previous semester marks to be consolidated out of 30 for the core courses. Since the ratio of marks is 60:40 as per our norms, we calculated likewise and results

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were published on 24 December 2020. However, due to the representation from stakeholders and the High Court ruling, the Improvement examinations were conducted by the respective departments via Google Classroom in late February 2021. Results were published for a second time during the second wave of coronavirus and state-wide lockdown from 22 April 2021 onwards. **(Copy of G.O. 127 enclosed)**. 2,603 candidates, semester 2 and 3,087 candidates, semester 3 appeared for these Improvement examinations.

Examinations for Arrear candidates: As per G.O. 111, arrear examinations were not conducted; minimum marks had to be awarded for the candidates who had applied for the April 2020 examination fees. Minimum passing marks in Internals, Externals and overall total were awarded wherever required to 2,712 candidates belonging to 2017 UG, 2018 PG and prior batches, 2009-2017 UG, 2009-2017, **(Copy of G.O. 111 enclosed)**. Subsequent to this, the University of Madras issued a directive to all affiliated and autonomous institutions to conduct Improvement examinations. 47 Faculty coordinators conducted these examinations via Google Classroom from 8th- 18th January 2021. Results were posted on the college website in March 2021.

Preparation of Question Paper:

- Question papers and Answer Keys/Scheme of Valuation were also prepared by the External Examiners.
- Question paper Scrutiny was conducted by the Head of the Departments along with an External Examiners.

Part IV Courses: Soft Skills, NME/Basic Tamil, Environmental Studies and Value Education were conducted by the Departments.

Viva Voce, Practicals, Board of Studies Meetings: Departments who had not completed either Practical examinations, Viva Voce etc, conducted it virtually. A few departments conducted their Board of Studies meetings virtually. Before the nation-wide lockdown, most of the academic work was completed onsite, rest were conducted virtually.

Help Desk and Grievance Redressal for April 2020 ESE:

A help desk was set up by a few faculty coordinators in the campus during the online examinations for those students who faced any technical difficulty or did not have stable internet access. A computer lab was also open round the clock for the same purpose. Candidates in remote locations who faced technical glitches while uploading of answer scripts were given the options of forwarding their answer scripts through speed post, courier or through email to their respective Nodal Programme Officer.

Prior permission was obtained from the **State Revenue and Disaster Management Committee, Tamil nadu** for the conduct of online examinations and a detailed report of the modalities of the examinations were submitted to the authorities.

M.Phil 2019 batch: Examinations were conducted on 07.02.2020 and 10.02.2020. Dissertations were submitted by the end of August 2020.

Note: Instead of 1 examination per semester, the Examinations office has worked on 6 examinations for the even semester April ESE. The Examinations office worked round the clock including public holidays to accomplish these tasks in the Covid-era.

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UNIVERSITY OF MADRAS
(Established under the Act of Incorporation XXVII of 1857 – Madras University Act 1923)
(State University)

University Centenary Building, Chepauk, Chennai-600 005, Tamil Nadu, INDIA.
Telephone: 25399456, Fax No: 91-44-2536 6368

No. COE/Exams/Oct./2020/ 075

Dt: 21/10/2020

From
The Controller of Examinations
University of Madras

To
The Principals of all
Autonomous Colleges

Sir/ Madam,

Sub: Adoption & Implementation of G.O.(D) No.125 dt:26/08/2020
- Regarding

I am to inform you that the Syndicate at its meeting held on 17/10/2020 has considered the adoption and implementation of the G.O. (D) No.125, dt: 26/08/2020 of Higher Education Department, Government of Tamil Nadu for the University Departments and Affiliated Colleges for the award of Minimum Pass Marks for the arrear subjects other than the Final semester subjects those who have already paid the fees for April 2020 examinations without appearing for the examinations as per the UGC and AICTE guidelines due to prevailing COVID19 Pandemic and resolved as follows:

“RESOLVED that the G.O. (D) No.125, dt: 26.08.2020 of Higher Education Department, Government of Tamil Nadu be adopted and implemented to the University Departments and Affiliated Colleges of the University of Madras”.

Accordingly, the total sum of the actual internal marks awarded by the college and the passing minimum external marks required in the University regulations may be awarded to the candidate. If necessary the additional external marks over and above the minimum mark may be awarded in accordance with the internal marks given by the college so as to enable the candidate to get minimum pass marks.

Further, if the student has secured zero in the internal marks, he/ she has to appear for the supplementary examinations and also the students may be allowed to write the improvement examination if necessary in any subjects after the publishing of results.

Thanking you,

Yours faithfully,


CONTROLLER OF EXAMINATIONS





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Telephone: 25399456, Fax No: 91-44-2536 6368

No./COE Office/Aug./2020/ 058

Date: 13 AUG 2020

From
The Controller of Examinations
University of Madras

To
The Principal of All Autonomous Colleges

Sir/Madam,

Sub: Procedure for Calculation of Marks – Reg.

Ref: G.O.(D) No.111, dt: 27/07/2020

I am to inform you that based on the G.O.(D) No.111, dt:27/07/2020 Of Higher Education Department (K2), the procedure for calculation of marks for the 1st & 2nd year UG / MCA Courses and 1st year PG / Professional Courses, is enclosed herewith together with an illustration for your information and further follow of action for publication of results.

The receipt may kindly be acknowledged.

Geetha S



[Signature]

CONTROLLER OF EXAMINATIONS

UNIVERSITY OF MADRAS

Based on the G.O. Ms. No. 111 dated 27-07-2020 of Department of Higher Education (K2), Government of Tamil Nadu, the Processing of calculation of marks is as follows:

- 1) Internal Marks awarded to the candidate in the current semester subjects have to be converted to 70% from the maximum mark of 25.
- 2) With respect to the 4th semester candidate, the External marks obtained in the previous semester i.e. 3rd semester has to be converted to 30% from the maximum mark of 75 in each subject and similarly for the 2nd semester candidate, the external marks of the 1st semester has to be converted to 30% from the maximum mark of 75 in each subject.
- 3) After conversion, both the marks obtained from (1) and (2) will be added, which will be the total marks and marks obtained will be shown separately.
- 4) The marks for the external examinations should be separately calculated for English, Tamil / other Languages and Main core subjects.
- 5) The Internal marks secured by the candidate in the current semester have to be taken and converted into 100% for allied and elective subjects.
- 6) The Practical marks awarded may be taken where the examination have been conducted and the marks awarded in the record book may be taken as 100% where the Practical examinations have not been conducted.
- 7) The candidate who has obtained less than the minimum mark, passing minimum will be awarded either in the internal or in the external to enable them to qualify in the said subject.

The Illustration for the calculation of the marks is appended.

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University of Madras

Sl.No	Paper	Calculation of Marks for 100
1	Major / Core Theory papers, Foundation Course and other Language papers	(Internal: External = 25 : 75) $\frac{\text{Marks obtained in CIA out of 25}}{25} \times 70$ $+$ $\frac{(\text{Total External Marks obtained in Major / Core or Respective Language Papers in Previous Semester})}{(\text{Total Maximum External Marks in Major / Core or Respective Language papers in Previous Semester})} \times 30$
2	Allied and Elective	(Let Y be the Maximum marks for CIA) $\frac{\text{Marks obtained in CIA out of Y}}{Y} \times 100$
3	Non – Major Elective, Skill based papers and Environmental Studies	
4	Practical Papers	i) If both External and Internal have been conducted, then the actual marks obtained in External and Internal are to be added. ii) If Internal has been conducted and External has not been conducted, then convert the actual internal marks obtained to 100.

1. For Major / Core / other Language Papers, the marks obtained in the papers in pervious semester are to be considered only if the student has passed in those papers.
2. If a candidate scores less than the minimum marks for passing in a subject, then Minimum passing marks shall be awarded to the candidate, in the respective subject.

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No./COE Office/Sep./2020/ 66

Date: 12 SEP 2020

From
The Controller of Examinations
University of Madras

To
The Principals of all Autonomous Colleges

Sir/Madam,

Sub: Conduct of April 2020 examinations during September 2020 through online mode- Regarding.

I am, by direction, to inform you that as per the directions of the Government of Tamil Nadu, and in continuation of the discussion with the Principals of all Affiliated / Autonomous colleges, through video conferencing on 11th September 2020, the Autonomous Colleges are hereby directed to conduct the April 2020 examinations for the final semester candidates and for the left out candidates who have got arrears in the final semester through online mode and the examinations should be completed before 30th September 2020.

I am also to inform you that the above mode of examination may be placed before the Academic Council of the respective colleges for its approval.

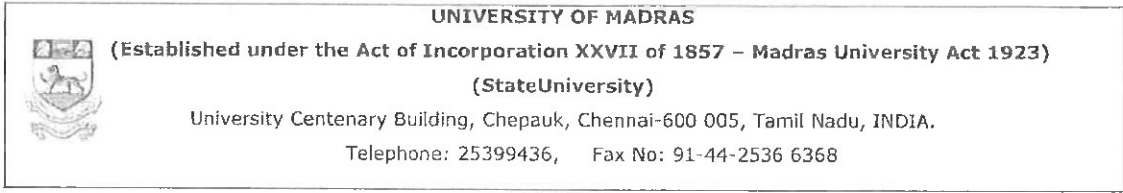
Thanking you,

Geetha S



Yours faithfully,

W. H. S.
Controller of Examinations



No.COE/Exams/067

Date: 14 SEP 2020

From
The Controller of Examinations
University of Madras

To
The Principals of All Autonomous Colleges
Affiliated to University of Madras

Sir / Madam,

Sub: Conduct of April 2020 Examinations during September 2020 –
To obtain prior approval from Government / State Disaster
Management Authority (SDMA) under disaster management
Act (2005).

Ref: Letter No.7026/K2/2020 dated:12/9/2020 of Principal Secretary
to Government, Higher Education Department.

With reference to the letter cited (copy enclosed), the Principal Secretary to Government, Higher Education Department in her letter cited has informed that all the Higher Education Institutions / Universities and Autonomous Colleges which are all conducting examination are directed to take prior approval of the Government regarding any activity of Higher Education including the conduct of examination in Online / Offline/blended mode through State Disaster Management Authority (SDMA) in view of prevailing COVID19 pandemic situation with a view to ensure safety of student and faculty.

Hence, I request the Principals of all Autonomous Colleges to obtain prior approval from the State Disaster Management Authority (SDMA) with regard to conduct of examinations.

Thanking you,

Geetha S

Yours faithfully,

H. Nambur
Controller of Examinations

