



DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE

Arumbakkam, Chennai 600106

(Autonomous) - Affiliated to University of Madras

Linguistic Minority Institution

COLLEGE WITH POTENTIAL FOR EXCELLENCE

**DWARAKA DOSS GOVERDHAN DOSS VAISHNAV
COLLEGE (AUTONOMOUS)**

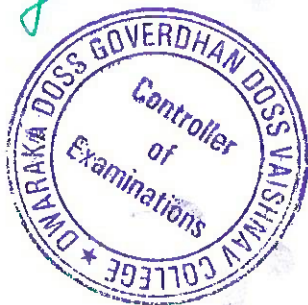
CHENNAI – 600 106.

OFFICE OF THE CONTROLLER OF EXAMINATIONS

ANNUAL REPORT

2020 – 2021

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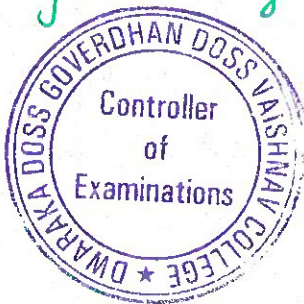
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COE – ANNUAL REPORT (2020- 2021)

THE OFFICE OF THE CONTROLLER OF EXAMINATIONS

1. Conduct of Odd (November) and Even (April) Semester Examinations:

The Examinations Office schedules the term end semester examinations twice a year. The time table is uploaded on the college website. Prior batch students, (from 2009) and having arrears are eligible to pay the Examination fees and appear for the semester examinations along with the current batches. Practicals, Viva Voce, Part IV courses are all conducted internally by the Departments. The theory examinations are conducted in a centralized manner by the Examinations Office.

The online fee portal is activated prior to the commencement of the examinations. Results of those students who have not paid the Examination or College tuition fees are not displayed on the college portal.

The Examinations Office appoints a Chief Superintendent and an Additional Superintendent of examinations who in turn are assisted by a six-member team. The Examination duties are allotted to the respective streams, Commerce, Science, Arts, on a rotation basis. A squad Convenor along with a team of squad members are appointed for going on rounds and reporting malpractice. The Malpractice Committee decides on the course of action regarding students indulging in malpractice.

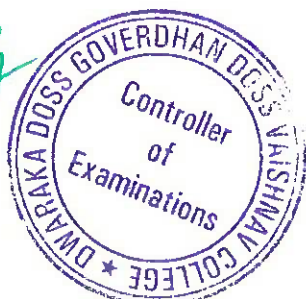
2. Question Paper Setting

The Examinations Office communicates with the External Examiners who are on the approved panel for Question paper setting. All instructions are sent to the Examiners including syllabus mapping form to ensure unit/module-wise distribution and to ensure the question paper adheres to the Departmental regulations. Question paper Scrutiny/Review is conducted by each department to ensure there are no typographical errors or oversights and it has been framed as per department guidelines. The Head of the Department along with an External and senior most Internal faculty member conducts the Scrutiny.

3. Conduct of Central Valuation

The answer scripts are handed over by the Invigilators to the Examinations Office. The COE staff segregate the answer scripts course-wise and hand them over to the Examiners for evaluation. Until November 2018, the scripts were evaluated by the External and Internal Examiners. Student details entered on the main page of

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answer booklet is removed before handing over to the Examiners. Dummy numbering is maintained for objectivity and an impartial evaluation. The variation in marks between the External and Internal examiner is highlighted by the software and a third examiner is appointed to assess the answer script.

4. **Single Valuation** was introduced from November 2018 onwards and the Internal Valuation Monitoring Committee, (IVMC), appointed for checking any totaling errors, inconsistencies and oversights. The marks awarded by the External Examiner out of 100 are entered into the software which automatically converts the marks to 60. The consolidated Internal marks out of 40 awarded by the respective subject teacher is also entered. The COE staff check both Internal and External marks awarded manually and the records are kept ready for the Results Passing Board. A Camp and Additional Camp officer are appointed by the Examinations Office to conduct the two central valuation. All student and faculty grievances relating to the examinations are routed through them. Since the global pandemic Covid-19, evaluation is conducted by Internal faculty virtually.

5. **Results Passing Board meetings**

The Head of the Department along with an External and Internal faculty member preside over the Results Passing Board to look into the results, ensure grievance(s), if any, have been resolved. In some cases, they discuss the necessity of awarding moderation marks, if required only and sign the respective department register for the official declaration of the semester results.

6. **Photocopy of Answer Scripts & Revaluation**

Once results are declared, the candidates can apply for photocopies of their answer scripts and for Revaluation. Photocopying was introduced in 2019, for transparency in the valuation. Revaluation of answer scripts is given to examiners who were not part of the Valuation for objectivity and fair assessment.

7. **Instant Examinations**

Sixth semester undergraduate students and fourth semester post graduate students having only one arrear in any semester can appear for the Instant Examinations conducted in July every year.

8. **Provisional Pass Register (PPR)**

The relevant data of the outgoing batches is forwarded to the University of Madras in a CD as well as entered in the UoM online portal within the deadline in order to avoid penalty. The Provisional certificate is issued by the University of Madras, the soft copies are uploaded on their portal. The Degree certificates are released

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only after the University of Madras completes its Graduation. The Degree certificates of the candidates who have passed during their first attempt are handed over during the Graduation Day ceremony. Arrear candidates have to contact the student counter for their certificates.

9. Exemption Certificate for Students with Special Needs

The Examinations Office coordinates with the University of Madras for obtaining the Exemption certificate for students with special needs.

10. Graduation Day

The Examinations Office takes immense pride in organizing the Annual Graduation ceremony in late January or early February, only after the University of Madras completes its Convocation. The COE staff members along with the Convocation Committee conduct the Graduation Day for the award of degrees to the successful candidates.

11. Conduct of Board of Studies, Academic Council, Finance Committee and Governing Body meetings

The Examinations Office coordinates the Board of Studies, Academic Council, Finance Committee and Governing Body meetings, the four-tiered administrative apparatus based on the UGC guiding principles for autonomous institutions.

Board of Studies: Each department constitutes the Board as per the UGC regulations for Autonomous institutions. List of subject experts is forwarded to the University of Madras for selection of University nominee, the list of University nominees is maintained by the Examinations Office. The Office corresponds with the University of Madras on expiry of the 3-year tenure of a University nominee. The Examinations Office issues common guidelines for the conduct of the annual Board of Studies meetings by the various departments. Board of Studies meetings can be held twice every year or can be need-based. Currently, there are 31UG and 16 PG Boards.

Academic Council: Meetings of the Academic Council are held during the Even Semester. Constitution of Academic Council is as per UGC Regulations for Autonomous institutions.

12. Online Document Verification

Document/Certificate verification is outsourced to Docswallet; portal on the college website.

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13. Certificates issued by the Examinations Office

Mark statements after the completion of each semester examination. Consolidated mark statement and Transcripts are issued by the Examinations Office based on students' request. The Examinations Office forwards the Provisional Pass Register of students who have successfully completed the basic requirements of the various degree programmes to the University of Madras. The University of Madras issues the Provisional and the Degree certificates.

14. Addressing former and current students queries/grievances

Academic records of students since 2009 are maintained by the Examinations Office. Students can email the Examinations Office or submit their queries across counter 7. Students immigrating or applying in institutions abroad request for Transcripts to be sent to the immigration agencies which is done in strict confidentiality by the office.

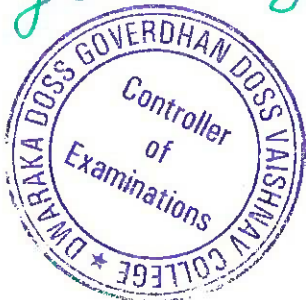
15. Coordination with IQAC

The Examinations Office has to meet the IQAC members periodically to track and review qualitative growth of the teaching/learning and assessment practices of the institution. It collaborates with the IQAC for convening Faculty development programmes in areas which are the need of the hour. The Office can also review and reframe existing norms and regulations depending on changing socio-economic factors.

16. Online Examinations since global pandemic and lockdown

Since the global pandemic Covid 19 and lockdown in late March 2020, Theory and Viva Voce examinations were conducted Online via service provider platforms. All existing examination procedures had to be revised. So far, April 2020, November 2020 and April 2021 End semester examinations have been conducted online.

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The following are the summary of activities carried out in the academic year 2020 -2021

1. Important events and dates:

Particulars	Dates	
	Odd Semester – NOV 2020	Even Semester – April 2021
Important Notifications and Last Dates for		
Examinations fees payment UG, PG, M.Phil (Regular)	04.12.2020 to 11.01.2021	02.04.2021 to 22.05.2021
CIA Submission	15.01.2021	20.05.2021
Semester Examination	02.02.2021 to 06.02.2021	21.06.2021 to 09.07.2021
Declaration of Results	20.02.2021	16.07.2021
Issue of Revaluation and Re-totalling application	Not applicable	Not applicable
Supplementary Examination	-	Not Applicable

2. Graduation Outcome:

Degree	No. of Appeared	No. of Passed	% of Pass	No. of Students passed in				
				Exemplary	Distinction	First class	Second class	Third class
U.G.	2446	2293	93.74	47	459	1497	277	17
P.G.	496	494	99.60	8	276	159	-	-
M.Phil	8	8	100	1	7	-	-	-





3. Malpractice:

Malpractice	Odd Semester				Even Semester			
	I Internal	II Internal	Semester	Arrear	I Internal	II Internal	Semester	Arrear
Number of Students	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil

4. Students Compliances / Grievances:

Particulars	Odd Semester	Even Semester
No. of grievances including Revaluation	Nil	Nil
Revaluation leading to change in marks	Nil	Nil

5. Outcome of Special Supplementary Examinations:

Degree	No. of Appeared	No. of passed	% of Pass
U.G.	Not applicable	NA	NA
P.G.	NA	NA	NA
M.Phil	NA	NA	NA

6. Results:-

a) Overall Results:

Degree	ODD SEMESTER – Nov 2020			EVEN SEMESTER – April 2021		
	No. of Appeared	No. of passed	% of Pass	No. of Appeared	No. of passed	% of Pass
U.G.	2583	2361	91.40	2446	2293	93.74
P.G.	53	53	100	496	494	99.60
M.Phil				8	8	100.00





b) Under Graduate Courses - ODD Semester Results – Programme wise –
Nov 2020

Programme	Semester I			Semester III			Semester V		
	No.of Appeared	No.of Passed	% of Pass	No. of Appeared	No. of Passed	% of Pass	No.of Appeared	No. of Passed	% of Pass
B.A.Economics	80	68	85	71	52	73.24	65	52	80
B.A. Economics (Eve)	69	60	86.96	63	34	53.97	50	44	88
B.A. Business Economics							60	49	81.67
B.A.Tamil	28	23	82.14	42	29	69.05	48	40	83.33
B.A.English	56	37	66.07	61	48	78.69	63	62	98.41
B.A.Criminology and Police Administration	75	45	60	69	41	59.42	71	55	77.46
B.A. Sociology	66	45	68.18	63	46	73.02	63	54	85.71
B.A.Tourism and Travel Management							43	36	83.72
B.A.Journalism	34	29	85.29	26	20	76.92			
B.B.A.	230	186	80.87	225	186	82.67	211	190	90.05
B.Com Bank Management	155	128	82.58	140	94	67.14	76	67	88.16
B.Com General - Day	242	232	95.87	224	209	93.30	227	217	95.59
B.Com General - Eve	308	300	97.40	273	264	96.70	288	279	96.88
B.Com Corporate Secretaryship – Day	81	79	97.53	73	72	98.63	76	71	93.42
B.Com Corporate Secretaryship - Eve	312	293	93.91	289	266	92.04	279	256	91.76
B.Com Honours	40	31	77.50	40	39	97.50	43	43	100



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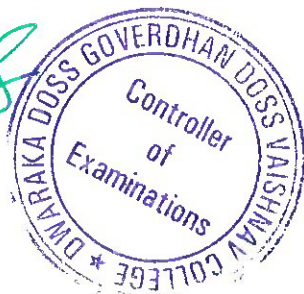
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Programme	Semester I			Semester III			Semester V		
	No. of Appeared	No. of Passed	% of Pass	No. of Appeared	No. of Passed	% of Pass	No. of Appeared	No. of Passed	% of Pass
B.Com Accounting and Finance	230	145	63.04	205	133	64.88	147	112	76.19
B.Com Finance and Taxation	56	53	94.64	42	42	100			
B.Com Marketing Management	78	69	88.46	50	44	88			
B.C.A.Computer Applications	110	102	92.73	110	102	92.73	108	106	98.15
B.Sc Mathematics	67	63	94.03	90	76	84.44	103	103	100
B.Sc Physics	27	22	81.48	45	43	95.56	46	46	100
B.Sc Chemistry	45	40	88.89	48	40	83.33	46	45	97.83
B.Sc Biochemistry	33	31	93.94	42	40	95.24	49	48	97.96
B.Sc Biotechnology	32	32	100	37	35	94.59	35	35	100
B.Sc Botany	40	35	87.50						
B.Sc Plant Biology and Plant biotechnology				42	37	88.10	38	36	94.74
B.Sc Visual Communication	89	73	82.02	80	54	67.50	77	57	74.03
B.Sc Computer Science	108	95	87.96	104	96	92.31	108	105	97.22
B.Sc Mathematics with Computer Applications	28	27	96.43	25	25	100	34	31	91.18
B.Sc Physics with Computer Applications	20	18	90	36	36	100	37	36	97.30
B.Sc Interior Design and Decor							47	43	91.49
B.Sc Psychology	48	41	85.42	45	36	80	45	43	95.56
B.Sc Statistics	36	35	97.22	27	27	100			

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c) Post Graduate Courses - ODD Semester Results – Programme wise Nov 2020

Programme	Semester I			Semester III			Semester V		
	No.of Appeared	No.of Passed	% of Pass	No. of Appeared	No. of Passed	% of Pass	No.of Appeared	No. of Passed	% of Pass
M.Com Day	42	40	95.24	34	33	97.06			
M.Com Evening	39	38	97.44	39	37	4.87			
M.Sc Mathematics	44	42	95.45	38	38	100			
M.Sc Physics	26	26	100	25	25	100			
M.Sc Chemistry	26	22	84.62	25	23	92			
M.Sc Biochemistry	26	26	100	23	23	100			
M.Sc Biotechnology	24	22	91.67	14	14	100			
M.Sc Applied Microbiology	26	24	92.31	23	23	100			
M.Sc Computer Science	22	21	95.45	26	26	100			
M.Sc Information technology	25	25	100	26	25	96.15			
M.C.A.	49	47	95.92	37	37	100	53	53	100
M.B.A.	60	58	96.67	58	58	100			
M.A.Economics	32	16	50	19	9	47.37			
Master of Social Work	45	45	100	40	40	100			
M.A. Human Resource Management	40	39	97.50	40	40	100			
M.A. Journalism and Communication	17	12	70.59	7	5	71.43			
M.A.English	20	10	50	16	16	100			



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Programme	Semester I		
	No.of Appeared	No.of Passed	% of Pass
M.Phil Commerce	8	8	100.00
M.Phil Mathematics	2	2	100.00

e) Under Graduate Courses - Even Semester Results – Programme wise – APRIL 2021

Programme	Semester VI		
	No.of Appeared	No.of Passed	% of Pass
B.A.Economics	64	51	79.69
B.A. Economics (Eve)	44	43	97.73
B.A. Business Economics	49	48	97.96
B.A.Tamil	35	35	100
B.A.English	63	61	96.83
B.A.Criminology and Police Administration	55	53	96.36
B.A. Sociology	60	54	90
B.A.Tourism and Travel Management	46	29	63.04
B.B.A.	188	177	94.15
B.Com Bank Management	68	67	98.53
B.Com General - Day	231	217	93.94
B.Com General - Eve	299	274	91.64
B.Com Corporate Secretaryship – Day	72	71	98.61

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B.Com Corporate Secretaryship - Eve	256	252	98.44
B.Com Honours	43	43	100
B.Com Accounting and Finance	112	95	84.82
B.C.A.Computer Applications	109	107	98.17
B.Sc Mathematics	109	103	94.50
B.Sc Physics	48	45	93.75
B.Sc Chemistry	45	43	95.56
B.Sc Biochemistry	48	48	100
B.Sc Biotechnology	35	34	97.14
B.Sc Plant Biology and Plant biotechnology	41	34	82.93
B.Sc Visual Communication	60	59	98.33
B.Sc Computer Science	105	100	95.24
B.Sc Mathematics with Computer Applications	34	31	91.18
B.Sc Physics with Computer Applications	37	35	94.59
B.Sc Interior Design and Decor	45	42	93.33
B.Sc Psychology	45	42	93.33

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f) Post Graduate Courses - Even Semester Results – Programme wise April 2021

Programme	Semester IV			Semester VI		
	No.of Appeared	No.of Passed	% of Pass	No.of Appeared	No.of Passed	% of Pass
M.Com Day	34	34	100			
M.Com Evening	39	39	100			
M.Sc Mathematics	38	38	100			
M.Sc Physics	25	25	100			
M.Sc Chemistry	23	23	100			
M.Sc Biochemistry	24	24	100			
M.Sc Biotechnology	14	14	100			
M.Sc Applied Microbiology	22	22	100			
M.Sc Computer Science	26	26	100			
M.Sc Information technology	26	26	100			
M.C.A.				53	53	100
M.B.A.	58	58	100			
M.A.Economics	11	9	81.82			
Master of Social Work	40	40	100			
M.A. Human Resource Management	40	40	100			
M.A. Journalism and Communication	7	7	100			
M.A.English	16	16	100			





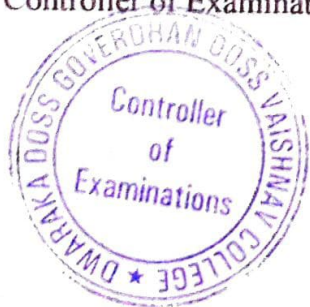
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7. New Initiatives

- Communication is mostly through electronic mails to reduce paper consumption
- COE office accepts only online payments
- New Printer, Konica Minolta - Bizhub C 250 for printing Mark Statements on Teslin paper and for better picture clarity
- Rank Certificates reformatted and also printed on Teslin paper
- M.Phil. 2020 batch, Dissertations will be checked for Plagiarism. URKUND Plagiarism checking software installed in 2020.
- Course Completion Certificate with CGPA has been automatically generated for the outgoing students (2018 batch UG/ 2019 batch PG/ 2018 batch MCA).

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Controller of Examinations



Principal