

## 2.5.5 Annual Reports of Examinations

SRI G.V.G. VISALAKSHI COLLEGE FOR WOMEN

(AUTONOMOUS)

UDUMALPET

Office of the Controller of Examinations


Annual Report 2017 -2018

1. The Academic calendar was prepared scheduling the dates for the year long activities of the office of the controller of exams such as submission of question paper for Continuous Internal Assessment Test, Continuous Internal Assessment Test schedule, Online Test schedule, Fee collection, End Semester practical Examination, End Semester theory Examination, central valuation, publication of results, issue of mark sheets etc...
2. The Examination committee was organized with a group of faculty members upon discussion with the Principal to conduct the I and II Continuous Internal Assessment and End Semester theory Examinations along with the supplementary examination of the previous academic year 2016-2017 even semester examinations.
3. The supplementary End Semester Examination was conducted for 22 UG and 6 PG final year and one sports student representing the college during June 2017.
4. Supplementary result passing board meeting was conducted on 03.07.2017 with Dr. N. Poopandiyan as University nominee, Principal, Controller of Examination and with all the Head of the Departments.
5. Revaluation was conducted for three students. No change in result was observed for two students.
6. Seven students from this college /other college rejoined for various programmes for earning their UG degree.
7. The bio-data forms were distributed to 1 UG, 1 PG, PGDCA, Certificate and Diploma in Childcare and Creche Management and Certificate Course in Communicative English students. The duly filled in forms along with a copy of the 12<sup>th</sup> mark sheet and photo was received. The data were uploaded by allotting the register number-programme wise.
8. Approval was received from the Parent University by submitting the application form with the prescribed fee for the students who had chosen Hindi, French and Malayalam as Part I course.
9. Boards of studies were conducted on 28.07.2017 and the curriculum for all programmers were updated based on Outcome Based Education approach. The assessment under Outcome Based Education has been planned considering the concepts of Bloom's Taxonomy. Scheme of examinations for semester I to VI, revised syllabi, the breakup components of Continuous Internal Assessment, question paper pattern for I to IV semester for the students admitted from the academic year 2017 – 2018 onwards for UG, PG, PGDCA, Certificate Course in communicative English were approved in the Boards of study.
10. The Syllabi finalized in the Boards of study were received from all the departments along with the copy of minutes of the meeting.

  
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11. The revised syllabi based on Outcome Based Education pattern received from all departments were arranged Programme-wise and prepared in the form of a book to be placed in the Academic Council.
12. The meeting of the standing committee on academic affairs was conducted on 16.08.2017 and the revised syllabi were approved.
13. The 24<sup>th</sup> Academic council meeting was conducted on 17.08.2018. The previous resolutions carried out in the standing committee were placed for ratification along with the revised syllabi and were duly approved in the Academic Council.
14. The data regarding the details of each programme such as, course information, mark distribution and exam fees details were uploaded for each semester.
15. After giving the course link, the nominal roll for End Semester Examination was generated and exam application forms were downloaded, printed and issued to the students for examination fee payment.
16. The Time table for Continuous Internal Assessment Tests - Theory and Practical, Online test, End Semester Practical Examination and End Semester Theory Examination were prepared and were put up on the notice board for students purpose.
17. Time schedule for examination fee collection was intimated to the departments through written communication and fee was collected on scheduled dates. The receipts generated were given to the students.
18. Bio-data forms of panel of Professors from other colleges and Universities were obtained for question paper setting and valuation of End Semester Examinations Bank of panel of examiners was updated.
19. The 5<sup>th</sup> Graduation Day Ceremony was conducted on 24.09.2017. Dr. A. Ganapathy, Vice – chancellor, Bharathiar University, Coimbatore was the chief guest. He distributed the degree Certificates to 718 UG Students who passed out during the academic year 2014-2015 and 118 PG Students who passed out during the academic year 2014-2015 and delivered convocation address.
20. Two continuous Internal Assessment Tests and online tests were conducted as per the academic calendar on the scheduled dates.
21. Letters of appointment for question paper setting were sent to subject experts of all the programmes.
22. Duly filled Continuous Internal Assessment OMR sheets were received after completion on the last working day of the semester from the departments.
23. Hall tickets were issued to the students on the last working day.
24. The list of students who have to pay condonation fee for attendance compliance on genuine reasons was issued to the departments for student's intimation.
25. The End semester Examinations for UG, PG, PGDCA, Certificate and Diploma course in Childcare and Creche Management and Certificate course in Communicative English were conducted.
26. The students participating in NCC/Games/ NSS activities/academic activities outside the college representing the campus during Continuous Internal Assessment Tests and End Semester Examinations were given due advantage and a separate time schedule for the examinations were given.

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27. Central valuation was conducted for 7 to 10 days with both internal and external examiners. Board of valuation for each programme with chief examiner was conducted. Single valuation was followed for PG programmes.
28. Result passing board meeting was conducted on 07.12.2017 and 14.05.2018 for odd semester and even semester respectively. Results were published on the college website.
29. Mark sheets were issued from second week of January and last week of May for odd and even semesters respectively.
30. A report of results including the class obtained was sent to the Bharathiar University for UG, PG programme, PGDCA, Certificate and Diploma Course in Childcare and creche Management and Certificate course in Communicative English.
31. Remuneration for the question paper setting the conduct of End Semester Examinations, practical examination and theory valuation carried out were disbursed duly to the examiners.

  
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SRI G.V.G. VISALAKSHI COLLEGE FOR WOMEN

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UDUMALPET

Office of the Controller of Examinations  
Annual Report 2016 - 2017


1. The Academic calendar was prepared scheduling the dates for the year long activities of the office of the controller of exams such as submission of question paper for Continuous Internal Assessment Test, Continuous Internal Assessment Test schedule, Online Test schedule, Fee collection, End Semester practical Examination, End Semester theory Examination, central valuation, publication of results, issue of mark sheets etc...
2. The Examination committee was organized with a group of faculty members upon discussion with the Principal to conduct the I and II Continuous Internal Assessment and End Semester theory Examinations along with the supplementary examination of the previous academic year 2015-2016 even semester examinations.
3. The supplementary End Semester Examination was conducted for 28 UG and 4 PG final year students and 6 sports students representing the college during June 2016.
4. Supplementary result passing board meeting was conducted on 22.07.2016 with Dr. N. Ponpandiyan as University nominee, Principal, Controller of Examination and with all the Head of the Departments.
5. Revaluation was conducted for four students. No change in result was observed.
6. Five students from this college /other college rejoined for various programmes for earning their UG degree.
7. The bio-data forms were distributed to I UG, I PG, PGDCA, Diploma in Childcare and Creche Management students. The duly filled in forms along with a copy of the 12<sup>th</sup> mark sheet and photo was received. The data were uploaded by allotting the register number-programme wise.
8. Approval was received from the Parent University by submitting the application form with the prescribed fee for the students who had chosen Hindi and Malayalam as Part I course.
9. Boards of studies were conducted on 10.08.2016 for B.A English Literature aided and self finance, B.A Economics, B.Com, B.Sc Computer Science, Botany, B.Sc Statistics, on 11.08.2016 for B.Sc Information Technology and on 16.08.2016 for B.Com (Computer Applications). The curriculum were updated along with Scheme of examinations, revised syllabi, the breakup components of Continuous Internal Assessment, question paper pattern and were approved in the Boards of study.
10. The Syllabi finalized in the Boards of study were received from the departments along with the copy of minutes of the meeting.

  
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11. The revised syllabi received from the departments were arranged Programme-wise and prepared in the form of a book to be placed in the Academic Council.
12. The meeting of the standing committee on academic affairs was conducted on 15.09.2016 and the revised syllabi were approved.
13. The 23<sup>rd</sup> Academic council meeting was conducted on 21.09.2016. The previous resolutions carried out in the standing committee were placed for ratification along with the revised syllabi and were duly approved in the Academic Council.
14. The data regarding the details of each for programme such as, course information, mark distribution and exam fees details were uploaded for each semester.
15. After giving the course link, the nominal roll for End Semester Examination was generated and exam application forms were downloaded, printed and issued to the students for examination fee payment.
16. The Time table for Continuous Internal Assessment Tests - Theory and Practical, Online test, End Semester Practical Examination and End Semester Theory Examination were prepared and were put up on the notice board for students purpose.
17. Time schedule for examination fee collection was intimated to the departments through written communication and fee was collected on scheduled dates. The receipts generated were given to the students.
18. Bio-data forms of panel of Professores from other colleges and Universities were obtained for question paper setting and valuation of End Semester Examinations Bank of panel of examiners was updated.
19. Two continuous Internal Assessment Tests and online tests were conducted as per the academic calendar on the scheduled dates.
20. Letters of appointment for question paper setting were sent to subject experts of all the programmes.
21. Duly filled Continuous Internal Assessment OMR sheets were received after completion on the last working day of the semester from the departments.
22. Hall tickets were issued to the students on the last working day.
23. The list of students who have to pay condonation fee for attendance compliance on genuine reasons was issued to the departments for student's intimation.
24. The End semester Examinations for UG, PG, PGDCA, Certificate and Diploma course in Childcare and Creche Management were conducted.
25. The students participating in NCC/Games/ NSS activities/academic activities outside the college representing the campus during Continuous Internal Assessment Tests and End Semester Examinations were given due advantage and a separate time schedule for the examinations were given.
26. Central valuation was conducted for 7 to 10 days with both internal and external examiners. Board of valuation for each programme with chief examiner was conducted. Single valuation was followed for PG programmes.

  
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27. Result passing board meeting was conducted on 12.12.2016 and 25.05.2017 for odd semester and even semester respectively. Results were published on the college website.
28. Mark sheets were issued from second week of January and last week of May for odd and even semesters respectively.
29. A report of results including the class obtained was sent to the Bharathiar University for UG, PG programme, PGDCA, Certificate and Diploma Course in Childcare and -crèche Management.
30. Remuneration for the question paper setting the conduct of End Semester Examinations, practical examination and theory valuation carried out were disbursed duly to the examiners.

  
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Office of the Controller of Examinations  
Annual Report 2015 - 2016


1. The Academic calendar was prepared scheduling the dates for the year long activities of the office of the controller of exams such as submission of question paper for Continuous Internal Assessment Test, Continuous Internal Assessment Test schedule, Online Test schedule, Fee collection, End Semester practical Examination, End Semester theory Examination, central valuation, publication of results, issue of mark sheets etc...
2. The Examination committee was organized with a group of faculty members upon discussion with the Principal to conduct the I and II Continuous Internal Assessment and End Semester theory Examinations along with the supplementary examination of the previous academic year 2014-2015 even semester examinations.
3. The supplementary End Semester Examination was conducted for 52 UG and 3 PG final year students during June 2015.
4. Supplementary result passing board meeting was conducted on 11.07.2015 with Dr. G. Ganesan as University nominee, Principal, Controller of Examination and with all the Head of the Departments.
5. Revaluation was conducted for twenty students. No change in result was observed for eighteen students.
6. Eight students from this college /other college rejoined for various programmes for earning their UG degree.
7. As an Updation new software developed by OMR Technologies was implemented for the automation of Examination section.
8. Automation software for Childcare and Creche Management was implemented.
9. The bio-data forms were distributed to I UG, I PG, PGDCA, Diploma in Childcare and Creche Management students. The duly filled in forms along with a copy of the 12<sup>th</sup> mark sheet and photo was received. The data were uploaded by allotting the register number-programme wise.
10. Approval was received from the Parent University by submitting the application form with the prescribed fee for the students who had chosen Hindi, French and Malayalam as Part I course.
11. Boards of studies were conducted from 01.04.2015 to 15.04.2015 and the curriculums for all programmers were updated. Scheme of examinations, revised syllabi, the breakup components of Continuous Internal Assessment, question paper pattern for the students admitted from the academic year 2015- 2016 onwards for UG, PG, PGDCA were approved in the Boards of study.
12. The Syllabi finalized in the Boards of study were received from all the departments along with the copy of minutes of the meeting.

  
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13. The revised syllabi received from all departments were arranged Programme-wise and prepared in the form of a book to be placed in the Academic Council.
14. The meeting of the standing committee on academic affairs was conducted on 10.06.2015 and the revised syllabi were approved.
15. The 22<sup>nd</sup> Academic council meeting was conducted on 11.06.2015. The previous resolutions carried out in the standing committee were placed for ratification along with the revised syllabi and were duly approved in the Academic Council.
16. The data regarding the details of each for programme such as, course information, mark distribution and exam fees details were uploaded for each semester.
17. After giving the course link, the nominal roll for End Semester Examination was generated and exam application forms were downloaded, printed and issued to the students for examination fee payment.
18. The Time table for Continuous Internal Assessment Tests - Theory and Practical, Online test, End Semester Practical Examination and End Semester Theory Examination were prepared and were put up on the notice board for students purpose.
19. Time schedule for examination fee collection was intimated to the departments through written communication and fee was collected on scheduled dates. The receipts generated were given to the students.
20. Bio-data Forms of panel of Professors from other colleges and Universities were obtained for question paper setting and valuation of End Semester Examinations Bank of panel of examiners was updated.
21. The 4<sup>th</sup> Graduation Day Ceremony was conducted on 24.09.2017. Prof. H. Devaraj, Vice - Chairman, University Grand Commission was the chief guest. He distributed the Degree Certificates to 592 UG Students who passed out during the academic year 2013-2014 and 115 PG Students who passed out during the academic year 2013-2014 and delivered convocation address.
22. Two continuous Internal Assessment Tests and online tests were conducted as per the academic calendar on the scheduled dates.
23. Letters of appointment for question paper setting were sent to subject experts of all the programmes.
24. OMR Mark Sheets was introduced for Continuous Internal Assessment and End Semester Examination marks were uploaded in the software by scanning the OMR sheets.
25. Duly filled Continuous Internal Assessment OMR sheets were received after completion on the last working day of the semester from the departments.
26. Hall tickets were issued to the students on the last working day.
27. The list of students who have to pay condonation fee for attendance compliance on genuine reasons was issued to the departments for student's intimation.
28. The End semester Examinations for UG, PG, PGDCA, Certificate and Diploma course in Childcare and Crèche Management were conducted.
29. The students participating in NCC/Games/ NSS activities/academic activities outside the college representing the campus during Continuous Internal Assessment Tests and End Semester Examinations were given due advantage and a separate time schedule for the examinations were given.

  
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30. Central valuation was conducted for 7 to 10 days with both internal and external examiners. Board of valuation for each programme with chief examiner was introduced. Single valuation was followed for PG programmes.
31. Result passing board meeting was conducted on 11.12.2015 and 13.05.2016 for odd semester and even semester respectively. Results were published on the college website.
32. Mark sheets were issued from second week of January and last week of May for odd and even semesters respectively.
33. A report of results including the class obtained was sent to the Bharathiar University for UG, PG programme, PGDCA and Certificate and Diploma Course in Childcare and crèche Management.
34. Remuneration for the question paper setting the conduct of End Semester Examinations, practical examination and theory valuation carried out were disbursed duly to the examiners.

  
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Office of the Controller of Examinations  
Annual Report 2014 -2015

1. The Academic calendar was prepared scheduling the dates for the year long activities of the office of the controller of exams such as submission of question paper for Continuous Internal Assessment Test, Continuous Internal Assessment Test schedule, Online Test schedule, Fee collection, End Semester practical Examination, End Semester theory Examination, central valuation, publication of results, issue of mark sheets etc...
2. The Examination committee was organized with a group of faculty members upon discussion with the Principal to conduct the I, II Continuous Internal Assessment, Model Examination and End Semester theory Examinations along with the supplementary examination of the previous academic year 2013-2014 even semester examinations.
3. The supplementary End Semester Examination was conducted for 32 UG and 6 PG final year students during June 2014.
4. Supplementary result passing board meeting was conducted on 14.07.2014 with Dr. Rupa Gunaseelan as University nominee, Principal, Controller of Examination and with all the Head of the Departments.
5. Revaluation was conducted for thirty students. No change in result was observed for twenty four students.
6. Four students from this college /other college rejoined for various programmes for earning their UG degree.
7. The bio-data forms were distributed to I UG, I PG, PGDCA students. The duly filled in forms along with a copy of the 12<sup>th</sup> mark sheet and photo was received. The data were uploaded by allotting the register number-programme wise.
8. Approval was received from the Parent University by submitting the application form with the prescribed fee for the students who had chosen Hindi and Malayalam as Part I course.
9. Boards of studies were conducted on 28.03.2014 and the curriculums for all programmers were updated. On 17.05.2014 Boards of studies for B.A Tamil Literature was conducted. Scheme of examinations, revised syllabi, the breakup components of Continuous Internal Assessment, question paper pattern for the students admitted from the academic year 2014 - 2015 onwards for UG, PG, PGDCA, were approved in the Boards of study.
10. The Syllabi finalized in the Boards of study were received from all the departments along with the copy of minutes of the meeting.
11. The revised syllabi received from all departments were arranged Programme-wise and prepared in the form of a book to be placed in the Academic Council.
12. The meeting of the standing committee on academic affairs was conducted on 14.06.2014 and the revised syllabi were approved.
13. The 21<sup>st</sup> Academic council meeting was conducted on 17.06.2014. The previous resolutions carried out in the standing committee were placed for ratification along with the revised syllabi and were duly approved in the Academic Council.

  
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14. The data regarding the details of each for programme such as, course information, mark distribution and exam fees details were uploaded for each semester.
15. After giving the course link, the nominal roll for End Semester Examination was generated and exam application forms were downloaded, printed and issued to the students for examination fee payment.
16. The Time table for Continuous Internal Assessment Tests - Theory and Practical, Online test, End Semester Practical Examination and End Semester Theory Examination were prepared and were put up on the notice board for students purpose.
17. Time schedule for examination fee collection was intimated to the departments through written communication and fee was collected on scheduled dates. The receipts generated were given to the students.
18. Bio-data forms of panel of Professors from other colleges and Universities were obtained for question paper setting and valuation of End Semester Examinations Bank of panel of examiners was updated.
19. The 3<sup>rd</sup> Graduation Day Ceremony was conducted on 18.09.2014. Dr. N. Sundaranjan, Vice – chancellor, Jain University, Bangalore was the chief guest. He distributed the Degree Certificates to 563 UG Students who passed out during the academic year 2012-2013 and 70 PG Students who passed out during the academic year 2012-2013 and delivered convocation address.
20. Two continuous Internal Assessment Tests and Model Examination were conducted as per the academic calendar on the scheduled dates.
21. Letters of appointment for question paper setting were sent to subject experts of all the programmes.
22. Duly filled Continuous Internal Assessment Mark Sheets were received after completion on the last working day of the semester from the departments.
23. Hall tickets were issued to the students on the last working day.
24. The list of students who have to pay condonation fee for attendance compliance on genuine reasons was issued to the departments for student's intimation.
25. The End semester Examinations for UG, PG and PGDCA, were conducted.
26. The students participating in NCC/Games/ NSS activities/academic activities outside the college representing the campus during Continuous Internal Assessment Tests and End Semester Examinations were given due advantage and a separate time schedule for the examinations were given.
27. Central valuation was conducted for 7 to 10 days with both internal and external examiners.
28. Result passing board meeting was conducted on 13.12.2014 and 30.05.2015 for odd semester and even semester respectively. Results were published on the college website.
29. Mark sheets were issued from second week of January and last week of May for odd and even semesters respectively.
30. A report of results including the class obtained was sent to the Bharathiar University for UG, PG programme and PGDCA.
31. Remuneration for the question paper setting the conduct of End Semester Examinations, practical examination and theory valuation carried out were disbursed duly to the examiners.

  
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Office of the Controller of Examinations  
Annual Report 2013 -2014

1. The Academic calendar was prepared scheduling the dates for the year long activities of the office of the controller of exams such as submission of question paper for Continuous Internal Assessment Test, Continuous Internal Assessment Test schedule, Online Test schedule, Fee collection, End Semester practical Examination, End Semester theory Examination, central valuation, publication of results, issue of mark sheets etc....
2. The Examination committee was organized with a group of faculty members upon discussion with the Principal to conduct the I, II Continuous Internal Assessment, Model Examination and End Semester theory Examinations along with the supplementary examination of the previous academic year 2012-2013 even semester examinations.
3. The supplementary End Semester Examination was conducted for 20 UG and 7 PG final year students during June 2013.
4. Supplementary result passing board meeting was conducted on 30.07.2013 with Dr. Rupa Gunaseelan as University nominee, Principal, Controller of Examination and with all the Head of the Departments.
5. Revaluation was conducted for twenty one students. No change in result was observed for sixteen students.
6. Three students from this college /other college rejoined for various programmes for earning their UG degree.
7. The bio-data forms were distributed to 1 UG, 1 PG students. The duly filled in forms along with a copy of the 12<sup>th</sup> mark sheet and photo was received. The data were uploaded by allotting the register number-programme wise.
8. Approval was received from the Parent University by submitting the application form with the prescribed fee for the students who had chosen Hindi, French and Malayalam as Part I course.
9. Boards of studies were conducted on 23.05.2013 and the curriculums for all programmers were updated. Scheme of examinations, revised syllabi, the breakup components of Continuous Internal Assessment, question paper pattern for the students admitted from the academic year 2013 – 2014 onwards for UG, PG, PGDCA, were approved in the Boards of study.
10. The Syllabi finalized in the Boards of study were received from all the departments along with the copy of minutes of the meeting.
11. The revised syllabi received from all departments were arranged Programme-wise and prepared in the form of a book to be placed in the Academic Council.
12. The meeting of the standing committee on academic affairs was conducted on 07.06.2013 and the revised syllabi were approved.

  
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13. The 20<sup>th</sup> Academic council meeting was conducted on 10.06.2013. The previous resolutions carried out in the standing committee were placed for ratification along with the revised syllabi and were duly approved in the Academic Council.
14. The data regarding the details of each for programme such as, course information, mark distribution and exam fees details were uploaded for each semester.
15. After giving the course link, the nominal roll for End Semester Examination was generated and exam application forms were downloaded, printed and issued to the students for examination fee payment.
16. The Time table for Continuous Internal Assessment Tests - Theory and Practical, Online test, End Semester Practical Examination and End Semester Theory Examination were prepared and were put up on the notice board for students purpose.
17. Time schedule for examination fee collection was intimated to the departments through written communication and fee was collected on scheduled dates. The receipts generated were given to the students.
18. Bio-data forms of panel of Professors from other colleges and Universities were obtained for question paper setting and valuation of End Semester Examinations Bank of panel of examiners was updated.
19. Two continuous Internal Assessment Tests and Model Examination were conducted as per the academic calendar on the scheduled dates.
20. Letters of appointment for question paper setting were sent to subject experts of all the programmes.
21. Duly filled Continuous Internal Assessment Mark Sheets were received after completion on the last working day of the semester from the departments.
22. Hall tickets were issued to the students on the last working day.
23. The list of students who have to pay condonation fee for attendance compliance on genuine reasons was issued to the departments for student's intimation.
24. The End semester Examinations for UG and PG were conducted.
25. The students participating in NCC/Games/ NSS activities/academic activities outside the college representing the campus during Continuous Internal Assessment Tests and End Semester Examinations were given due advantage and a separate time schedule for the examinations were given.
26. Central valuation was conducted for 7 to 10 days with both internal and external examiners.
27. Result passing board meeting was conducted on 13.12.2013 and 14.06.2014 for odd semester and even semester respectively. Results were published on the college website.
28. Mark sheets were issued from second week of January and last week of May for odd and even semesters respectively.
29. A report of results including the class obtained was sent to the Bharathiar University for UG and PG programmes.
30. Remuneration for the question paper setting, the conduct of End Semester Examinations, practical examination and theory valuation carried out were disbursed duly to the examiners.

  
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