

# **Kovai Kalaimagal College of Arts and Science**

**(Autonomous)**

## **Office of the Controller of Examinations**

### **Annual Report (2016-2017)**

- The Examination Committee finalizes the Examination Calendar for the academic year 2016-2017 and published the same in the College website.
- Curriculum Development Cell meeting was conducted (28.06.2016) in order to design curriculum along with the regulations & guidelines for all programmes in accordance with UGC and State Government norms. Further the minutes and recommendations are forwarded to the concerned Boards of Studies members.
- First Board of Studies meeting for various Boards were conducted on 02.07.2016 for finalizing the syllabus, scheme of the examination, distribution of continuous internal assessment marks, question paper pattern and panel of examiners. These are submitted to Academic Council for approval.
- The First Academic council meetings were conducted on 12.07.2016 for the approval of Syllabus, Scheme and Regulation. CoE office received the approved syllabus from the Chairman of various Boards.
- The First Finance Committee meeting was conducted on 30.06.2016 to approve the fee structure, remunerations, budget, income and expenditure of the autonomous section.
- The First Governing Body meeting was conducted on 26.10.2016 to obtain the approval for minutes of the meeting including all statutory, non-statutory bodies and other academic activities.
- Received the name list, photo, personal and academic details of 256 UG students and 32 PG students which are to be uploaded in the Essvee software.
- Received the Panel of Examiners for all the Boards from the respective Board Chairman.
- Examiners are confirmed through phone to set the question papers, and detail was communicated through mail for setting question papers during month of Nov / Dec 2016 and April / May 2017. The question papers were received through CoE – confidential mail in the month of September/October 2016 and February/March 2017.
- Question Paper Scrutiny Board meeting was conducted twice in the academic year to finalize all the question papers.

- The student nominal roll and examination application / galley were sent to concerned departments through office.
- The Examination fee notification was published & uploaded in the software for the odd semester on 17.09.2016 and even semester on 27.02.2017.
- The schedule for CIA I & II, Model Examinations, End Assessment Theory / Practical Examinations were prepared and displayed in the notice boards. The soft copy of the same will be sent to all HoDs through mail for circulation to the students well in advance.
- Payments were received through online or direct to accounts office. The Examination applications or galley are received from the Heads of the Departments.
- Received attendance proforma and internal marks statement from the HoDs.
- Students can directly download their Hall tickets from the software three days before commencement of the examinations.
- End Assessment Practical Examinations for the odd semester was conducted on 08.11.2016 for I year UG & 30.11.2016 for I year PG courses and even semester on 13.04.2017 for I year UG & PG courses.
- End Assessment Theory Examinations for the odd semester was conducted on 18.11.2016 for I year UG & PG Courses and even semester on 24.04.2017 for I year UG & PG courses.
- The question paper feedback was collected from the subject in-charge and securitized with the Board chairman for comments.
- Central valuation was conducted separately for all programmes by external examiners and results were finalized in order to submit the same to the Results Passing Board.
- End Assessment Examinations (EAE) Result Passing Board meeting was conducted for the odd semester on 11.01.2017 and even semester on 05.06.2017. The University Representative Dr.R.Sathishkumar, Associate Professor, Department of Biotechnology, Bharathiar University approved the results and published the results in our college website on the same day of result passing board meeting.

- **Result Analysis**

- Odd Semester Nov / Dec 2016**

- Under Graduate:**

- |                         |          |
|-------------------------|----------|
| No.of Students appeared | : 552    |
| No.of Students passed   | : 511    |
| Pass Percentage         | : 92.57% |

- Post Graduate:**

- |                         |         |
|-------------------------|---------|
| No.of Students appeared | : 23    |
| No.of Students passed   | : 23    |
| Pass Percentage         | : 100 % |

- Even Semester Apr / May 2017**

- Under Graduate:**

- |                         |          |
|-------------------------|----------|
| No.of Students appeared | : 559    |
| No.of Students passed   | : 527    |
| Pass Percentage         | : 94.28% |

- Post Graduate:**

- |                         |         |
|-------------------------|---------|
| No.of Students appeared | : 22    |
| No.of Students passed   | : 22    |
| Pass Percentage         | : 100 % |

- Revaluation / Copy of Answer Booklet / retotaling requests were updated and informed the students through office and HoDs.
- 10,000 answer booklets were printed with 32 No.of pages for End Assessment Theory Examinations and 5,000 answer booklets were printed with 8 No.of pages for practical examinations.
- 5000 statement of grade sheets were printed with high security features and 25023 holograms were printed for grade sheets & consolidated grade sheets.
- Question paper and answer script dispatch cover were printed for End Assessment Theory / Practical Examinations.
- Marks sheets were issued to department in the month of January / August for odd semester & even semester.
- Remuneration for the question paper setting, Scrutiny, End Assessment Practical / Theory Examinations and central valuation claim were settled through RTGS/ NEFT.

- The 18<sup>th</sup> graduation day ceremony was conducted on 30.7.2016. Prof.Dr.S.Manian from Vice-Chancellor, Annamalai University, Chidambaram was the chief guest. He distributed the Degree Certificate for 370 UG and PG graduates who passed out during the academic year 2012-2015 and delivered the convocation address.