

Kovai Kalaimagal College of Arts and Science

(Autonomous)

Office of the Controller of Examinations

Annual Report (2017-2018)

- The Examination Committee prepared and finalized the Examination Calendar for the academic year 2017-2018 and published the same in the College website.
- Curriculum Development Cell meeting was conducted on 17.08.2017 and 08.11.2017 for initiating the syllabus revision and the minutes and recommendations are forwarded to the concerned Boards of Studies.
- Second and Third Board of Studies meeting for various Boards were conducted on 21.04.2017 and 11.11.2017 for finalizing the syllabus, scheme of the examination, distribution of continuous internal assessment marks, question paper pattern and panel of examiners and submitted to Academic Council for approval.
- The Second and Third Academic council meeting were conducted on 28.04.2017 and 13.11.2017 and approved Syllabus, Scheme and Regulation. CoE office received the approved syllabus from the Chairman of various Boards.
- The Second and Third Finance Committee meeting was conducted on 25.05.2017 and 07.12.2017 to approve the revised fee structure, remunerations, budget, income and expenditure of the autonomous section.
- The Second and Third Governing Body meeting was conducted for on 03.06.2017 and 30.10.2017 and approved the minutes of the meeting of all statutory and non statutory bodies and other academic activities.
- Received the name list of 262 students of UG and 24 students PG students along with personal and academic details which are uploaded in the CMS software along with the photo.
- 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 2017 and April / May 2018. The question papers were received through CoE – confidential mail in the month of September/October 2017 and February/March 2018.

- 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 was sent to concerned departments through office.
- The Examination fee notification was published and uploaded in the software for the odd semester on 29.08.2017 and even semester on 31.01.2018.
- The schedule for CIA I & II, Model Examinations and End Assessment Theory / Practical Examinations were prepared and displayed in the notice boards and soft copy sent to all HoDs through mail for circulation to the students well in advance.
- Payments were received through online or direct to accounts office and received Examination applications or galley 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 / Theory Examinations for the odd semester was conducted on 23.10.2017 / 06.11.2017 for I & II year UG & PG and even semester on 21.03.2018 / 18.04.2018 for I & II 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 and submitted to Results Passing Board.
- Result Passing Board Meeting was conducted with the results End Assessment Examinations for the odd semester on 16.12.2017 and even semester on 22.05.2018. 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.

- **Result Analysis**

Odd Semester Nov / Dec 2017

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 2018

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.
- Marks sheets were issued to department in the month of January / August for odd semester & even semester.
- University report was prepared as per the prescribed format and sent the results to Bharathiar University for issue of provisional certificate.
- Received 29 Provisional Certificates for the 2016-2018 batches of Students from Bharathiar University and dispatched to concerned HoDs through office and distributed to the students.
- Remuneration for the question paper setting, Scrutiny, End Assessment practical and Theory Examinations and central valuation claim were settled through RTGS/ NEFT.
- The 19th graduation day ceremony was conducted on 19.3.2017. Prof.Dr.Premavathy Vijayan from Vice-Chancellor, Avinashilingam University , Coimbatore was the chief

guest. She distributed the Degree Certificate for 306 UG and PG graduates who passed out during the academic year 2013-2016 and delivered the convocation address.