

Annexure - I

2.5.2 Annual Report of COE Office

Academic Year 2015-16

- Office of the Controller of Examinations (OCOE) is constituted.
- The OCOE which began its journey in the year 2015 is responsible for maintaining the standard of all the End Semester Examinations in the college with 100% autonomy.
- The OCOE is responsible for preparation, scheduling, conduct of End Semester Examinations, arranging for valuation of answer scripts and all other incidental matters connected with the conduct of examinations.
- Internal and external were fixed at 50/50 with necessary passing minimum, approved by the Academic Council and the autonomous pattern for the first year students who have joined in this academic year.
- Internal assessment is completed for the second and third year students as per University norms, which is fixed at 75 (End Semester Examination) & 25 (Continuous Internal Assessment)
- The autonomous end semester examination is conducted for the first time for the first year students. The exam dates were fixed and conveyed to the students in the academic calendar. And, the same was displayed in the College website prior to a month of the conduct of examination.
- Revaluation is entertained after obtaining photo copies of the answer Scripts.

Milestones:

- The OCOE Team was set up with the arrival of 2015 autonomous batch
- I Boss software was put into use.
- Practical Answer Sheet with photo introduced
- M.Phil. Students were added


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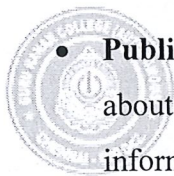

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Annexure - II
Academic Year 2016-17

- The 2nd batch of autonomous students was flagged off with the autonomous syllabus and the first set of mark sheet print out was taken.
- **The Iboss** is a web based software application to integrate the entire examination process. At every stage the EMS is subject to regular testing and customization. Based on the requirement of the process the feasibility will be checked and proper specification will be provided to the service provider with time frame. Updations will be tested off-line before implementing in the live.
- **Question Paper Setting** - Question papers are set by two different examiners for one subject code. The examiners are given a password to open the template for keying in the questions. The same along with the scheme and key is sent back by the examiner to the e-mail specifically created for the purpose. It is then stored in a separate hard disc which is kept under safe custody at OCOE. The set question papers are scrutinized by experts in the field for the correctness, the scope and whether the question paper is set according to the requirements specified. (within the syllabus, whether it is according to the blue print, the standard etc.,)
- Question Papers are encoded to maintain secrecy and confidentiality and is decoded only in the examination hall according to the date and time schedule. Question papers are multiplied in house and are packed and kept in safe custody till it is put to use. Students are provided with a well-knit ruled 42 pages' booklet with a graph sheet for convenient writing. The answer booklets have security features. No additional sheets are provided.
- The OCOE is completely automated, the answer scripts are masked and given dummy numbers for a fair evaluation process.
- **End semester examinations** was conducted from 3rd Nov. 2016 to 23rd Dec. 2016 for the Odd Semester and from 11th April 2017 to 29th April 2017 for the Even Semester.
- **End Semester Practical Examination** - The practical examination answer sheets are made ready in house with the details pre-printed on it. The student cannot exchange the booklet as it is student specific.
- **Single evaluation system** is followed for both UG and PG. The evaluators are selected based on their experience, expertise and their willingness to do the evaluation. They are called on rotation for the central evaluation camp held at the OCOE. The data base maintained is dynamic by including new examiner's profile every semester through direct application and referrals.

- Soon after evaluation the marks are entered in the computer in the presence of the examiner. This ensures the data entry quality, which is authorized by the signature of the examiner in the printed mark entry sheet (Foil Sheet). This helps in reducing errors and strengthening the process of mark entry.
- System of second mark entry is there to find out any discrepancy
- **Result Passing Board** - The marks entered are tabulated department wise and an analysis report is generated for result passing board.
 - The result passing board consists of the head of the department as chairperson and an external member from the crew who evaluated the answer scripts. Sometimes an internal member is also called for the result passing board meeting.
 - Once the meeting is convened the members of the board analyze and pass on their consensus of any moderation recommended to the deputed member of the OCOE. A passing board report is generated with the details of benefit and signed by all the members. A moderation of 5 marks is accepted for all the programs.
 - As per the process, the result passing board was conducted on 9th & 10th January (2 days) all the programs in the odd semester and between 22nd May to 24th May 2017 (3 days) for the even semester examination.



- **Publication of Results** - The results are published through college website. Announcement about the result publication is also done through the electronic notice board for the information of the students. The results for the odd semester was published on 19th January 2017 within 18 days after the last date of the ESE. The result for the even semester was declared within 21 days on 26th May 2017.
- **Examination Redressal Mechanism** - When results are published the information about obtaining photocopy and applying for revaluation is clearly given along, so that students who wish to apply can do so. 25 and 19 Complaints or Grievances about evaluation were addressed in the Odd and Even semester respectively. The percentage of grievances addressed and changed is 0.39%.
- After revaluation results are published, a copy of the Galley sheet of every class is given to the respective department HODs for their records through their login.
- **Pass Percentage** – The average pass percentage of the first autonomous batch for the outgoing PG students is 65%.

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Annexure - III
Academic Year 2017-18

- The answer sheet was introduced with right side flap for easy valuation and mark entry
- 1st Instant examination was conducted in June 2017 for the PG students.
- First batch of PG PPR is sent to University of Madras for providing Provisional and Degree Certificates.
- The first set of M.Phil. Students PPR is sent to University in Nov 2017.
- **End semester examinations** was conducted from 1st Nov. 2017 to 4th Dec. 2017 for the Even Semester and from 6th April 2018 to 7th May 2018 for the Odd Semester.
- **Result Passing Board**– A moderation of 5 marks was considered for UG and PG programs after the approval of the chairperson, external examiner and the COE. The passing board meeting was conducted for 5 days from 21st December 2017 to 27th December 2017 in the odd semester and for 9 days from 15th May 2018 to 24th May 2018 in the April 2018 end semester examination.
- **Publication of Results** - The results for the odd semester was published on 2nd January 2018, in 22 days after the last date of the ESE. The result for the even semester was declared within 15 days on 25th May 2018.
- **Examination Redressal Mechanism** - 68 and 97 Complaints or Grievances about evaluation were addressed in the Odd and Even semester respectively. The percentage of grievances addressed and changed is 1.35%.
- **Pass Percentage** – The average pass percentage of the first autonomous batch of UG students and second batch of PG students is 69%


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Annexure - IV

Academic Year 2018-19

- A major initiative of the COE office in this academic year is the setting of Question Papers. The College adopted an online mode for Question paper setting. It is completely paperless and done in cloud. A unique login id and password is given to the examiners. After the subject allocation to the examiners, a mail will be sent across to them. The examiners will be able to view the syllabus, QP template and upload their questions in the template. The answer key is also uploaded upon request by the COE office in the stipulated time frame. The examiners will not be able to upload after the time limit.
- Online payment to examiners came into place. This enhancement not only brought in transparency but also precision to the process. The entire claim calculation was brought into the software which reduced the man hours
- **End semester examinations** was conducted from 29th Nov. 2018 to 30th Nov. 2018 for the odd Semester and from 10th April 2019 to 7th May 2019 for the even Semester.
- **Result Passing Board**– As per the process, the result passing board was conducted on all the programs. It was held for 6 days from 1st December 2018 to 19th December 2018 in the odd semester and for 1 day on 22nd May 2019 in the April 2018 end semester examination.
- **Publication of Results** - Within 17 days of the End Semester Examination, results were declared in November 2018 and April 2019
- **Examination Redressal Mechanism** - 68 and 70 Complaints or Grievances about evaluation were addressed in the odd and even semester respectively. The percentage of grievances addressed and changed is 1.38%.
- **Pass Percentage** – The average pass percentage for the academic year is 69%
- First batch of UG PPR was sent to University


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Annexure - V

Academic Year 2019-20

- A technology enhanced system has been put in place for a smoother conduct of the Examinations.
- To ensure precision in Question Paper setting, **Internal Scrutiny** of the question papers was introduced.
- **End semester examinations** was conducted from 30th Oct. 2019 to 21st Nov. 2019 for the Odd Semester. With the onset of Corona Virus, the examination schedule for the even semester got disrupted. The College for the first time conducted online examinations only for the final year, 6th semester students from 26th September 2020 to 30th September 2020 for the Even Semester. According to the Higher Education Department Government Order, I year (II Semester students) and II year (IV semester) examination were cancelled and the students were assessed based on their performance in the previous semesters.
- **Evaluation pattern given by University of Madras during COVID 19 is as follows:**

Calculation of Second Semester Marks

UG:

- **Language And English** – 30% of first semester marks + 70% from CIA marks of second semester
- **Core Papers** – 30% Average marks of first semester core papers + 70% from CIA of second semester
- **Allied Papers** – 100% from CIA marks of second semester
- **Soft Skill and NME Papers** – 100% from CIA marks of second semester

PG:

- **Core Papers** – 30% of Average marks of first semester core papers + 70% from CIA of second semester
- **Soft Skill Papers** – 100% from CIA marks of second semester

Calculation of Fourth Semester Marks

UG:

- **Language And English** – 30% Average of third semester marks + 70% from CIA of fourth semester
- **Core Papers** – 30% Average of third semester marks + 70% from CIA of fourth semester
- **Allied Papers** – 100% from CIA of fourth semester
- **Soft skill Papers** – 100 from CIA of fourth semester

Calculation of Practical for All UG (II and IV Semester) and PG (II Semester)

- CIA marks are converted to 100% for all courses.

- **Online Examinations in GNC** - A technology enhanced system has been put in place for a smoother conduct of the Examinations. Another major initiative of the COE office in 2018 was the setting of Question Papers. It is completely paperless and done in cloud, where the external examiner uploads the Question Paper in the stipulated time frame. This was helpful during the pandemic and setting of question papers by the examiners was completed on time and in an efficient manner without personal contact.
- G-Suit for education was purchased and with the help of G-Suit Guru Nanak College has conducted efficiently April 2020 Examinations in September 2020 and November Examinations in January 2021 adopting online mode.
- Time Table and hall tickets were sent to the students through their Gncimthihaan login id (ERP package of the College)
- Question papers were posted and Answer Scripts of the students were collected through Google classroom. Student Invigilation was done through Google meet links. The student teacher ratio during the invigilation was 16:1. The valuation was done by the internal faculty members.
- **Awarding of 40 marks for arrear papers** - According to the Government Order, all the arrear papers of the students in all the semesters were considered and a minimum of 40 marks were awarded.
- In December 2020, when the Colleges were reopened for a brief period of time following the Covid norms, the Government came up with another GO and instructed the cancellation of awarding marks to the arrear papers. GNC conducted the arrear examinations in all subjects in the month of January 2021 in the online mode and the valuation was done by the internal examiners.
- **Result Passing Board**– As per the process, the result passing board was conducted on all the programs. It was held for 3 days from 4th December 2019 to 6th December 2019 in the odd semester and for 1 day on 12th October in the Even semester examination.
- **Publication of Results** - The results for the odd semester was published on 9th Dec. 2019, in 13 days after the last date of the ESE for the Odd Semester. The result for the even semester was declared within 09 days on 14th Oct. 2020.
- **Examination Redressal Mechanism** – 79 and no Complaints or Grievances about evaluation were addressed in the odd and even semester respectively. The percentage of grievances addressed and changed is 0.63%.
- **Pass Percentage** – The average pass percentage is 97.3%

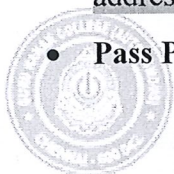

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Annexure - VI
Academic Year 2020-21

Given the unpredictability of the coronavirus and its effect on the lives of students, flexibility in the conduction of examinations was granted by the UGC and University of Madras. The College continued to conduct online examinations during the pandemic flawlessly.

- **End semester examinations** was conducted from 14th Dec. 2020 to 20th Feb. 2021 for the odd Semester and from 3rd May 2021 to 5th June 2021 for the even Semester.
- **Result Passing Board**– As per the process, the result passing board was conducted to all the programs. It was held for 1 day on 25th February 2021 in the odd semester and for 1 day on 21st June 2021 in the even semester end semester examination.
- **Publication of Results** – The results of the End Semester Examination was published within 6 days on 27th Feb. 2021 for the odd semester and 11 days on 21st June 2021 for the even semester.
- **Examination Redressal Mechanism** No Complaints or Grievances about evaluation were addressed in the odd and even semester.
- **Pass Percentage** – The average pass percentage for this academic year is 97.1%




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