



**DK.M. COLLEGE FOR WOMEN**  
**(AUTONOMOUS)**  
**Affiliated to Thiruvalluvar University**  
**Sainathapuram, Vellore – 632 001**  
**Website: [www.dkmcollege.ac.in](http://www.dkmcollege.ac.in)**

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**2.5.3 IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in Examination Management System (EMS) of the Institution.**

### **Examination Procedures**

- Examination reforms have been consistently recommended by the academic bodies like Academic Council, Board of Studies and Examination Committee.
- Question Papers for the End Semester Examination are set by External Paper- Setters.
- The database of question paper setters is available to assure their easy identification and access.
- End semester answer- Scripts are evaluated by recognized External Examiners and internal examiners as 80 :20.
- Papers are exposed to single valuation and the Results are published on the short duration from the date of completion of Central Valuation.
- Students have the option to apply for Photocopy of the answer-scripts and Revaluation.
- The Department in-charge of conducting Internal examination will visit during the Internal tests and End Semester Examinations to monitor the tests/ exams conducted.
- Students indulging in Malpractice in the Examinations are exposed to Punishment as per the guidelines of the Thiruvalluvar University.
- A Consolidated Mark Statement with credits is issued to students after completion of the degree.
- Results are published on the college website by the Controllers' Office on obtaining permission from the Result Passing Boards of all subjects.

## **Examination Automation**

- The office of the Controller of Examinations is equipped with a modern automation system developed by BOSCO and updated its IT infrastructure system regularly to ensure error free work.
- IT infrastructure is regularly restructured from time to time in the examination processes.
- Generation of dummy number and answer scripts shuffling in done by using COE software system to ensure confidentiality.
- Time table for the End Semester examination will be posted in our college website before 15 days of the commencement of examinations.
- Through online Hall tickets can be downloaded by the students.
- Cumulative grade cards with CGPA and Grade (Consolidated mark sheet) for all outgoing full pass students are also automated.

· In the wake of Covid'19 the question papers for end semester examinations were sent through e-mail to the Department and the Department took the responsibility of sending the question papers to the respective students' group through google class room and collected scanned paper in digital forms. Evaluation is done through google class room. The objective type examinations were also managed effectively through Google forms etc.

## **Continuous Internal Assessment**

- One of the important components of Examination system is Continuous Internal Assessment (CIA).
- For the theory papers overall weightage is 25% for internal examinations.
- Three CIA exams are conducted for each semester. Best two marks out of three CIA exams are taken for the calculation of internal marks.
- CIA exams are centralized. One department will take in-charge for the conduct of CIA exams and also the end semester examinations.
- For the students who missed their CIA exams, based on the request special permissions are given to take up their papers. Which will be taken care of by the respective departments.
- For practical, overall weightage is 40%. Three model practicals are conducted for each practical and the best two out of three is taken for internal mark calculations.

## Examination Reforms

During 2018-19, the following new reforms were brought in:

- Arrear exams were conducted for the even semester during the month of September and October only on Saturdays.
- Continuing the same process for the odd semester during the month of February and March only on Saturdays.
- Results for the Odd Semester Examination and Even Semester examination are published in our college website on the same day of results passing board.
- Question paper setting order to the external Question paper setter is done through online.

During 2019-20, the following new reforms were brought in:

- Introduction of self-study paper through open book system/ online courses for which extra credits 1-2 will be given to students for the odd semesters for all PG courses.
- For self-study paper, the students are expected to collect information and prepare study materials according to their syllabus prepared by the department as guided by the respective board of studies.
- Optional “Mini Project” to all UG courses VI semester with 1-3 credits.
- Optional internship in IV Semester of UG with 1-3 credits.
- UG optional extra credit during 2<sup>nd</sup> Semester for B.Com degree ranging between 1 to 3 credits.

Implementation of Outcome Based Education leads to incorporation of POs, PSOs, and COs with appropriate assessment tools, which is reflected in the CIA and ESE question papers.

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