



PROVIDENCE COLLEGE FOR WOMEN

(AUTONOMOUS)

Institution Affiliated to Bharathiar University

Re-accredited by NAAC with 'A'Grade

Coonoor, The Nilgiris

ANNUAL REPORT 2021-2022

Exam Committee Members (2021-2022)

S.No	NAME
1.	Dr.Deepa (Co-ordinator)
2.	Dr.Buvaneswari M (Secretary)
2.	Dr.Santhosh kumar (Member)
3.	Dr.Danish Fathima (Member)
4.	Ms.Sajitha (Member)
5.	Ms.Faritha Banu (Member)

The Continuous Internal Assessment Committee is framed by the Head of the Institution

The evaluation of the students is an integral part of teaching-learning process.

1. Encourage students to progress continuously in the semester leading thorough understanding of the course.
2. Teachers evaluate the performance of their students in accordance with the course objectives.

The Internal Assessment test is scheduled and communicated to the students well in advance, the tests are conducted for 2hrs, two invigilators are assigned for each class.

The evaluation is done by the course handling faculty members within a week from the date of the examination.

The corrected papers of the students are distributed to them for the verification by the students and any grievance is redressed immediately.

SCHEME OF THE COMMITTEE:

- The exam committee will prepare a circular for each internal exam and for model exam which is signed by the Academic Dean and Continuous internal Assessment Coordinator, which is counter signed by the Principal.
- The Questions papers to be submitted to the exam committee in advance (ie.,10 days before the Internal Examination). The soft copy to be sent to the official E-mail Id of the exam committee and the hard copies of the question papers are collected for maintaining it in a file for each semester.
- The staff duty list will be prepared before a week which is counter signed by the Principal and will be circulated to the HoD's and staff members and to be signed by the HoD and staff members. The staff duty list will be put up on the notice board.
- Staff are asked to come before 15 mins earlier to collect the Question papers and Answer Booklets issued by the exam committee. The invigilators should sign in the sheet which is provided to them and should make an entry and then the answer booklets and the question papers are issued to the invigilators. While returning back the answer booklets the staff should sign and submit the answer booklets of the absentees.
- For each class two invigilators are assigned each for an hour.
- During the model examination, reliever will be there to relieve the invigilators for 15 mins.
- The evaluated answer booklets are distributed to the students to verify their marks and the students should sign in the answer booklet and to be submitted to the subject in charge.
- The Evaluated answer booklets to be submitted to the exam committee. After the internal exam. Within 7 days the answer scripts to be evaluated and a date is fixed after 7 days for the submission of the evaluated answer scripts to the exam committee. Meanwhile ,If the students are absent for the Internal Exam in case of medical reasons or any other emergencies then the subject in charge shall conduct the retest for the absentees after the internal exam, within the three days of time .

PROCEDURE OF THE EXAMINATION:

The Evaluation of student in a particular course is done based on her performance on.

- 1) Continuous Internal Assessment(CIA)
- 2) Model Examination

Internal Exam	Portion	After
I	Unit-I &Unit-II	30 working days
II	Unit-III & Unit-IV	30 working days
Model Exam	Over all Syllabus	75 working days

Internal Exam

There will be internal exams for each course in a semester and each internal will be conducted for 2 hours duration.

The question paper format for **I-Internal and II-Internal**

S.NO	SECTION	Marks
1	SECTION-A(Answer in one or two sentences)	5X2=10
2	SECTION-B(Answer briefly)	4X5=20
3	SECTION-C(Answer in detail)	2X10=20

MODEL EXAM (Autonomous)

The Question paper pattern for the model exam (Autonomous)

The model exam will be conducted for a duration of 3hours.

SECTION-A	One mark question-Choose the Correct Answer	10x1=10
SECTION-B	Answer Briefly -3 Marks Either or	5x3=15
SECTION-C	Answer in Detail-5 Marks(Either Or)	5x5=25
	Total	50 Marks

MODEL EXAM (Affiliated)

The Question paper pattern for the model exam (Affiliated)

The model exam will be conducted for a duration of 3hours.

SECTION-A	One mark question-Choose the Correct Answer	10x1=10
SECTION-B	Answer Briefly -5 Marks Either or	5x5=25
SECTION-C	Answer in Detail-8 Marks(Either Or)	8x5=40
	Total	75 Marks

Absentees for internal test:

- Students who absent themselves for the internal exams either of the two exams or both will lose their internal marks for their respective exams.
- If the students are participating in NSS/NCC/SPORTS representing the college/university, the students can get prior permission from the HoD, Staff incharge, Subject Incharge and submit to the CIA committee.
- The Retest proforma can be filled in and duly signed by the HoD,staff incharge,Subject incharge to be submitted to the exam committee. After the completion of the first internals within seven days the retest could be conducted for the respective students.
- The retest proforma could be followed for the absentees those who have medical reasons or emergency.

Guidelines regarding scribe:

Those candidates who are visually impaired or affected by cerebral palsy(or) whose writing speed is affected permanently for any reason can use own scribe at own cost during the Internals and models. In all such cases where a scribe is used the following rules will apply.

- The candidate will have to arrange his own scribe at his own cost.
- The scribe can be from any discipline.
- Such candidate who used a scribe shall be eligible for compensatory time of 20 minutes for every examination.
- The scribe shall only record the answer as suggested by the candidate and shall not import her knowledge/make any gesture/sound or movement to indicate correctness or otherwise of any answer option.
- The same scribe cannot be used for more than one candidate.

(OR)

The subject incharge teachers will conduct oral examination for Internals and Model examination for such candidates.

ODD SEM

The **I-Internal Exam** for both Autonomous batch and Affiliated batch will commence from 15th NOV 2022 onwards. Staff are asked to prepare the question paper and submit to the exam committee on 07th NOV 2022 by 10.30 am in Guest Lounge.

The **II-Internal Exam** for both Autonomous batch and Affiliated batch will commence from 06th JAN 2022 onwards. Staff are asked to prepare the question paper and submit to the exam committee on 21st DEC 2022 by 10.30 am in Guest Lounge.

The **Model Exam** for the affiliated batch (9.30a.m to 12.30 p. m(3-hours)-Morning Session) and II –Internal Exam for autonomous batch (10.a.m to 12.p. m(2hours)- Morning

Session) will commence from 27th January 2022 onwards. Staff are asked to prepare the question paper and submit to the exam committee on 19th Jan 2022 by 10.30 am in Guest Lounge.

All the students will write their exam only morning session and afternoon autonomous batch will have regular classes after their internal exams.

Staff kindly check the staff duty list for models and Internal exam.

Kindly inform the timetable for your respective department students. All the students should be there on the campus by 9.15 a. m .

Advance Tamil/Basic Tamil/Yoga exam will be conducted on 25/01/2022. Kindly inform to your students. Post the timetable in your respective class whatsapp groups.

EVEN SEM

The **I-Internal Exam** for both Autonomous batch and Affiliated batch will commence from 14th March 2022 onwards. Staff are asked to prepare the question paper and submit to the exam committee on 7th March 2022 by 10.30 am in Guest Lounge.

The **II-Internal Exam** for both Autonomous batch and Affiliated batch will commence from 19th April 2022 onwards. Staff are asked to prepare the question paper and submit to the exam committee on 7th April 2022 by 10.30 am in Guest Lounge.

The **Model Exam** for the affiliated batch (9.30a.m to 12.30 p. m(3-hours)-Morning Session) and II –Internal Exam for autonomous batch (10.a.m to 12.p. m(2hours)- Morning Session) will commence from 6th May 2022 onwards. Staff are asked to prepare the question paper and submit to the exam committee on 29th April 2022 by 10.30 am in Guest Lounge.

All the students will write their exam only morning session and afternoon autonomous batch will have regular classes after their internal exams.

Staff kindly check the staff duty list for models and Internal exam.

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Kindly inform the timetable for your respective department students. All the students should be there on the campus by 9.15 a. m .

Advance Tamil/Basic Tamil/Yoga exam will be conducted on 06/05/2022. Kindly inform to your students. Post the timetable in your respective class whatsapp groups.

Consolidated Internal Mark Calculation

S.No	Internal Marks Split up	Marks Conducted	Marks Converted
1.	I -Internal &II- Internal (best one)	50	I-Internal or II-Internal(best out of two) converted for 15 marks
2.	II -Internal	50	
3.	Model	50	15 marks
4.	Assignment	-	10
5.	Seminar	-	5
6.	Attendance	-	5
Total			50

Consolidated Internal Mark calculation : Allied/Skill based/Elective

S.No	Internal Marks Split up	Marks Conducted	Marks Converted
1.	I -Internal &II- Internal (best one)	50	I-Internal or II-Internal(best out of two) converted for 7.5 marks
2.	II -Internal	50	
3.	Model	50	7.5 marks
4.	Assignment	-	5
5.	Seminar	-	5
6.	Attendance	-	5
Total			30

EXAMINATION GRIEVANCE REDRESSAL CELL

The Student's grievances related to internal examination are solved by college examination committee.

An application is to be submitted by the student to the examination cell in the prescribed format.

Procedure for the grievance redressal

- Students have to approach Internal examination In-charge.
- An application duly stating the grievances to be submitted to the examination department.
- Having gone through the application, the exam department will forward it to the Principal.
- The Principal in consultation with the concerned faculty will examine it in detail, make a remark on the application before sending it back to the examination department.
- The process is completely transparent.

CIA Committee Members:

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2. Dr.Buveneswari M (Secretary)
3. Dr.Santhosh kumar(Member)
4. Dr.Danish Fathima (Member)
5. Ms.Sajitha (Member)
6. Ms.Faritha Banu (Member)

Signature of the CIA Coordinator

Signature of the Principal