



**OFFICE OF THE CONTROLLER OF EXAMINATIONS  
ANNUAL REPORT 2017-2018**

**Mission :**

- ❖ To work towards quality in Teaching, Learning and Assessment.
- ❖ To Plan and execute the tasks of Examination, on time for the benefit of the Student community.
- ❖ To design norms and procedures of academic matters whenever necessary.

**1. About CoE Section**

The Office of Controller of Examinations was set up during June 2017 soon after the College has been conferred with Autonomous status. The Office is set up in the second floor of Administrative - Extension Block with adequate infrastructure facilities. Examination software has been installed so as to computerize all examination related works. There are 22 UG programmes and 08 PG programmes in the Academic year 2017-2018. Currently there are 01 CoE, 01 Assistant CoE, with 3 Admin Staff to execute the tasks of Examination.

**2. Tentative schedule of events**

Activity	November 2017 Odd Semester	April 2018 Even Semester
	I UG & I PG	I UG & I PG
College Re-opening	03.07.2017	04.12.2017
Continuous Internal Assessment - 1	07.08.2017 to 09.08.2017 From 28.08.2017 (PG)	08.01.2018 to 10.01.2018
Continuous Internal Assessment – 2	20.09.2017 to 22.09.2017 From 09.10.2017 (PG)	26.02.2018 to 28.02.2018
Continuous Internal Assessment – 3	01.11.2017 to 07.11.2017	21.03.2018 to 27.03.2018
Issue of End Semester Exam Application	05.10.2017	03.02.2018
Last Date for payment of Exam fee.	13.10.2017	14.02.2018
Last Working Day for students	07.011.2017	29.03.2018
Commencement of ESE Practical Examinations	30.10.2017	03.04.2018
Commencement of ESE Theory Examinations	15.11.2017 to 27.11.2017	12.04.2018 to 24.04.2018
Publication of Results	13.12.2017	08.05.2018



### 3. Examination Malpractices

Total count of students related to malpractices was identified as follows.

Particulars	November 2017	April 2018	Total
Malpractices	03	05	08

### 4. Students Revaluation / Grievances & Redressal

Total count of students related to revaluation/grievances and redressal are given as follows.

Particulars	November 2017		April 2018	
	Applied	Change in Result / Mark	Applied	Pass after revaluation
Revaluation	72	34	36	14
Students grievances	Nil			

### 5. ESE Results (November 2017 UG & PG)

Following is the number of candidates qualified during November 2017 session.

S. No.	Programme Code	Programme Name	I Year		
			Appeared	Passed	Pass %
1.	UEN	B. A. English Literature	21	11	52.38%
2.	UBC	B. B. A. Computer Applications	29	19	65.52%
3.	UBI	B. B. A. International Business	58	35	60.34%
4.	UBR	B. B. A. Retail Management	14	7	50.00%
5.	UCA	B. C. A	68	43	63.24%
6.	UCC	B. Com. Computer Applications	85	52	61.18%
7.	UCE	B. Com. e-Commerce	25	9	36.00%
8.	UCI	B. Com. Information Technology	38	16	42.11%
9.	UCP	B. Com. Professional Accounting	66	56	84.85%
10.	UBN	B. Sc. Biochemistry with Nanotechnology	23	22	95.65%
11.	UBT	B. Sc. Biotechnology	53	45	84.91%
12.	UCH	B. Sc. Catering Science and Hotel Management	34	15	44.12%
13.	UCS	B. Sc. Computer Science	72	32	44.44%

14.	UCT	B. Sc. Computer Technology	19	10	52.63%
15.	UCD	B. Sc. Costume Design and Fashion	55	43	78.18%
16.	UEC	B. Sc. Electronics and Communication Systems	18	12	66.67%
17.	UIT	B. Sc. Information Technology	46	15	32.61%
18.	UMC	B. Sc. Mathematics with Computer Applications	24	21	87.50%
19.	UMB	B. Sc. Microbiology	61	45	73.77%
20.	UMN	B. Sc. Microbiology with Nanotechnology	59	52	88.14%
21.	UPH	B. Sc. Physics	22	20	90.91%
22.	UVC	B. Sc. Visual Communication (Electronic Media)	36	11	30.56%
23.	PEN	M. A. English Literature	6	5	83.33%
24.	PCF	M. Com. Finance and Control	22	18	81.82%
25.	PSW	M. S. W.	5	5	100.00%
26.	PBT	M. Sc. Biotechnology	25	16	64.00%
27.	PCS	M. Sc. Computer Science	18	15	83.33%
28.	PEM	M. Sc. Electronic Media	12	2	16.67%
29.	PEC	M. Sc. Electronics and Communication Systems	12	12	100.00%
30.	PMB	M. Sc. Microbiology	28	25	89.29%

## 6. ESE Results (April 2018 - UG & PG)

Following is the number of candidates qualified during the April 2018 session.

S. No.	Programme Code	Programme Name	I Year		
			Appeared	Passed	Pass %
1.	UEN	B. A. English Literature	21	12	57.14%
2.	UBC	B. B. A. Computer Applications	28	21	75.00%
3.	UBI	B. B. A. International Business	58	36	62.07%
4.	UBR	B. B. A. Retail Management	12	7	58.33%
5.	UCA	B. C. A	62	43	69.35%
6.	UCC	B. Com. Computer Applications	81	63	77.78%



7.	UCE	B. Com. e-Commerce	22	6	27.27%
8.	UCI	B. Com. Information Technology	36	25	69.44%
9.	UCP	B. Com. Professional Accounting	65	54	83.08%
10.	UBN	B. Sc. Biochemistry with Nanotechnology	23	23	100.00%
11.	UBT	B. Sc. Biotechnology	52	44	84.62%
12.	UCH	B. Sc. Catering Science and Hotel Management	31	18	58.06%
13.	UCS	B. Sc. Computer Science	70	48	68.57%
14.	UCT	B. Sc. Computer Technology	19	11	57.89%
15.	UCD	B. Sc. Costume Design and Fashion	49	35	71.43%
16.	UEC	B. Sc. Electronics and Communication Systems	18	13	72.22%
17.	UIT	B. Sc. Information Technology	45	27	60.00%
18.	UMC	B. Sc. Mathematics with Computer Applications	23	18	78.26%
19.	UMB	B. Sc. Microbiology	61	48	78.69%
20.	UMN	B. Sc. Microbiology with Nanotechnology	59	40	67.80%
21.	UPH	B. Sc. Physics	21	20	95.24%
22.	UVC	B. Sc. Visual Communication (Electronic Media)	35	23	65.71%
23.	PEN	M. A. English Literature	6	6	100.00%
24.	PCF	M. Com. Finance and Control	22	15	68.18%
25.	PSW	M. S. W.	5	5	100%
26.	PBT	M. Sc. Biotechnology	25	21	84.00%
27.	PCS	M. Sc. Computer Science	18	16	88.89%
28.	PEM	M. Sc. Electronic Media	12	9	75.00%
29.	PEC	M. Sc. Electronics and Communication Systems	12	11	91.67%
30.	PMB	M. Sc. Microbiology	28	27	96.43%

#### **07. Initiatives of CoE Section during 2017-2018:**

- a. Designed Examination Manual and got approval from the statutory Bodies of the College.
- b. Prepared tentative Schedule of the Examinations and was approved by the Examination Committee.
- c. Designed various proformas for examination related submissions and applications.
- d. Designed the Regulations and CBCS Curriculum Structure.



- e. Extra Departmental Courses, Value Added Courses and Additional Credit Courses were newly introduced. Regulations for awarding Additional Credits was approved.
- f. External Valuation for UG Papers and Double Valuation System for PG Papers were introduced.
- g. The Teachers were given with login credentials to use Examination Software and the marks of CIA were entered in the Examination Software after the completion of each CIA.
- h. Internal Grievance Redressal Committee and Examination Appeal Committee were formed for enquiring about grievances related to Internal and External Evaluations.
- i. Examination Vigilance Committee was formed for deciding about the indisciplinary activities of the Students during Examination.
- j. Examination Vigilance Committee was also entrusted to enquire about the grievances related to Teachers / Staff during Examination.
- k. Examination Squad comprising of two HoDs (in rotation) was formed for monitoring the candidates during End Semester Examination.
- l. Board of Studies Meeting, Academic Council meeting, Finance committee meeting and Governing Body meetings were conducted as per the UGC guidelines.
- m. Curriculum Development Cell was constituted as a Non-Statutory Body.
- n. In the Finance Committee meeting, fee to be collected for various Examination related works and the rates of remuneration to be paid for various works of Examination were approved.
- o. The Examination Timetable was released and the End Semester Examination were conducted. The results were published on time with the approval of the Result passing Board.

*G. Pr* 16/8/22  
**Controller of Examinations**

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