



ARIGNAR ANNA COLLEGE (Arts & Science)

(Affiliated to Periyar University, Salem - 11 & Approved by AICTE, New Delhi)

Accredited by NAAC with "B++" Grade

POLUPALLI, KRISHNAGIRI - 635 115

DESIRABLE DOCUMENTS

IMPLEMENTATION

OF

EXAMINATION REFORMS



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IMPLEMENTATION OF EXAMINATION REFORMS

EXAMINATION CELL:

The Exam Cell has existed since the college's founding. The core of the Exam Cell includes the members of the Principal or Chief Superintendent and other appropriate subordinates. The academic calendar, which appears on the website well in advance, serves as the basis for the Continuous Internal Assessment (CIA) plan. Under the guidance of the Principal or Chief Superintendent, the Exam Cell's main duty is to carry out all exams (both internal and external) fairly and effectively.

OBJECTIVES:

1. To create an efficient timetable for exams that accommodates various subjects, classes and student groups without clashes
2. To manage exam-related paperwork, registration processes, and ensuring students meet eligibility criteria to attend the exams
3. To organize exam venues, seating arrangements, and necessary facilities like exam halls, desks, and equipment
4. To maintain exam confidentiality, and ensuring fairness and impartiality in the exam process
5. To provide support to students with disabilities or special needs, ensuring they have necessary accommodations during exams
6. To disseminate information about exam schedules, rules, and any changes to students and faculty
7. To assist in the collection of exam papers and handing it to the respective departments
8. To ensure that exam processes adhere to institutional policies, regulations, and examination board guidelines
9. To collect feedback from students and faculty and addressing the grievances



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INTRODUCTION:

Exam processes and the internal evaluation process are discussed in detail at the Student Induction Program, which is designed for first-year students. The Faculty Development Program assists recently hired faculties in comprehending the value of professional development, higher education, and the evaluation process. Being a non- autonomous college, it is mandatory to follow all the regulations of the exams, given by the University. Also the grievance redressal system of the University is very transparent, time bound and efficient as many functions are computerized.

MECHANISM OF INTERNAL ASSESSMENT:

The CIA follows the University guidelines. CIA guides teachers to provide individual academic support to students based on their academic performance. Remedial classes he enhances students' performance. Each semester, a Model test and two Internal Assessments are conducted. A circular with the dates of the Model and Internal Assessment are circulated to the students. Conduct a pre-exam meeting to brief the members of faculty with regard to the examination procedures and the role and responsibilities of report of same shall be submitted to the Principal. The exam cell collects the paper after the assessments. Exam papers are handover to the course in-charge. After students sign their response scripts, the course instructor gets them and gives the Internal Assessments results a week after the exam. Class in-charges assign to submit internal marks to the exam cell through the HoDs. A remedial test is administered as a student support mechanism in the event that any student secured fail marks and was unable to attend the internal examination for valid reasons. Assignments and seminars are offered to evaluate each student's proficiency and are taken into account when assigning internal marks. For slow learners, remedial classes are offered to help them perform well in the end.

GRIEVANCE REDRESSAL SYSTEM:

The Internal Assessment mark for each course is created by the Faculty in-charge in accordance with Periyar University guidelines, duly confirmed by the department Head, and submitted to the University. The University issues the hall ticket to the College, where they are distributed through the department Head to the students. Any defects in the hall tickets are reported to the University through the Examination Cell, and they are fixed. Students are given



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notice of the end-of-semester examination schedule, which is also posted on the notice board. Students are informed of and strictly adhere to the rules for the conduct of examinations. Exam Cell follows the University's instructions when conduct the semester exam. Systematic operation of the examination control room during the examinations.

TRANSPARENCY ON UNIVERSITY EXAMS:

The University appoints additional Chief Superintendent to monitor smooth functioning of examinations and 50% of the invigilators are deputed from nearby colleges. The University appoints examiners to evaluate the answer scripts, and the results are posted on the university website and posted to the students through SMS. The College receives a soft copy of the results. The University allows students to request a revaluation, a retotaling, and Transparencies through the College within ten days of the results being published.

S.No	NAME	DESIGNATION	POSITION OF THE COMMITTEE
1	DR.S.DHANAPAL	PRINCIPAL	CHIEF SUPERINTENDENT
2	Mr. A. ARUL STALINE	ASSISTANT PROFESSOR, DEPARTMENT OF MATHEMATICS	COORDINATOR
3	Mr. P. SENTHIL	ASSISTANT PROFESSOR & HEAD, DEPARTMENT OF MATHEMATICS	MEMBER
4	Mrs. S. PRABHA	ASSISTANT PROFESSOR, DEPARTMENT OF MATHEMATICS	MEMBER
5	Ms. C. KOKILA	ASSISTANT PROFESSOR, DEPARTMENT OF PHYSICS	MEMBER
6	Mrs. S. SUGANYA	ASSISTANT PROFESSOR, DEPARTMENT OF BIOTECHNOLOGY	MEMBER
7	Dr. P. VIJAYAKANTH	ASSISTANT PROFESSOR, DEPARTMENT OF BOTANY	MEMBER
8	Mr. R. MANI	ASSISTANT PROFESSOR DEPARTMENT OF ENGLISH	MEMBER
9	Dr. C. SELVAMANI	ASSISTANT PROFESSOR DEPARTMENT OF HISTORY	MEMBER



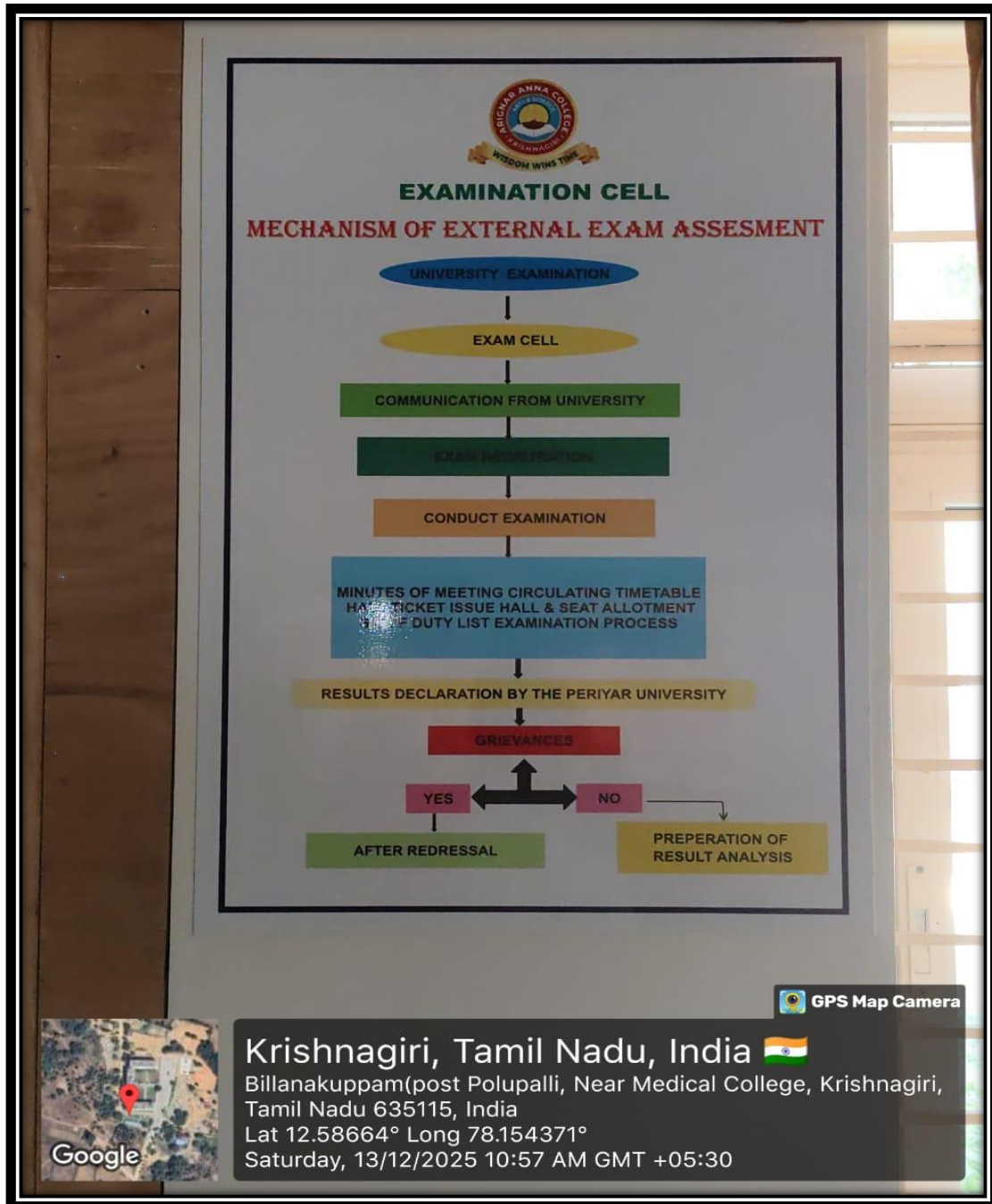
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MECHANISM OF INTERNAL ASSESSMENT



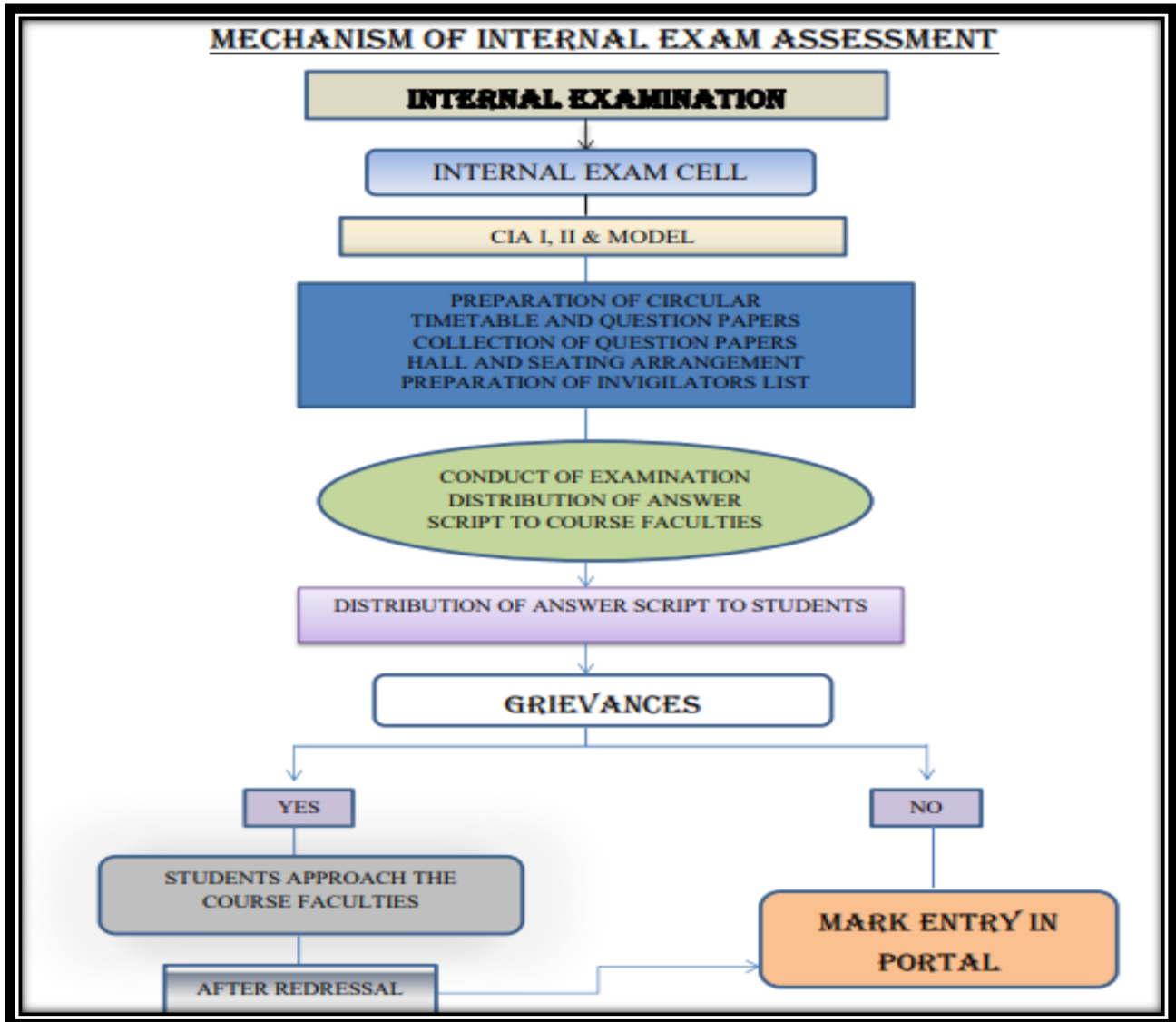


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EXAMINATION CELL

