

Best Practices by CoE office:

The Examination Department has instituted a number of practices for a smooth functioning of exams and to assist the students with any requirement:

1. Special provisions for Differently-abled students have been created for their benefits. They are given separate rooms with adequate facilities for writing the exam and also additional time of one hour. No exam fees is collected from the differently abled. Scribe assistants are offered individually for all the exams written by the Differently Abled.
2. Exam fee is waived to transgender students also.
3. No SC/ST student gets debarred from writing semester exams for the nonpayment of the examination fees in time.
4. The best answer scripts, scoring the maximum marks, are identified by the evaluators and a copy of it is displayed in the library for the benefit of the students.
5. All previous years' question papers are made available in the college library.
6. A copy of all the M.Phil. Dissertations submitted to the Controller of Examinations, is sent back to the Central Library for the students' reference.
7. A separate exam portal is maintained by the CoE office through which staff can feed the internal marks now.
8. With the help of the student login in the exam portal, maintained by the CoE office students can file their exam applications and pay exam fees and access their internal and external marks 24x7.
9. When the difference of marks is 10% or more of the total score, the fee paid towards revaluation will be refunded.
10. Centralised examination and valuation system even for the internal assessment tests like mid semester examinations and end semester examinations.
11. Accumulation of more Credits through extra Credit Courses and Transfer of credits from SWAYAM/ NPTEL/ Insurance Institute of India are all allowed and due entries for the same are made in the Grade Sheets.

Green Practices by CoE office:

In an attempt to make the COE office as a paperless one, the below mentioned green practices have been adopted by the office of the Controller of Examinations:

1. Only paper and cloth bags are used examination purposes and usage of polythene bags and plastics are eliminated.
2. All notices are sent through online, thereby reducing use of papers
3. Single page used sheets are reused for printing purposes
4. The number of sheets in the answer booklet has been restricted thereby minimizing the damage to the nature.
5. All examination applications are made only online.

COE Office at Pandemic Period:

“The ultimate measure is not where we stand in the moments of comfort, but where we stand at times of challenge and controversy.” Our Controller Office stands with pride extending helping hands to the students, who are hailing from the economically and socially disadvantaged sections. To name a few pro-student measures taken in the Pandemic situation:

1. All the examinations, including the internal tests, are conducted online only, right from April 2020.
2. All the classes in the first semester of the Academic year 2020-21 were taken online through the official g-suite IDs.
3. An e-learning resources portal was launched by the CoE office through which the study materials are uploaded to the e-learning portal of our website from May 2020, for the flexible access of our students.
4. The students are allowed to learn, accessing the uploaded study materials in the e-learning portal of our college, even if they are not able to attend the online classes. So, all the students were allowed to write the semester examinations in April 2020, November 2020 and April 2021, irrespective of their attendance percentage in the concerned semester.
5. No condonation amount was collected from the Students for the lack of attendance in April 2020, November 2020 and April 2021 exams.
6. No student was debarred from writing the semester examinations in November 2020 and April 2021 for not paying the semester exam fees in time.
7. Similarly, No late fee was collected for not paying the semester exam fees for the semester examinations in November 2020 and April 2021.
8. No Registration Charge, as done by the parent University, was collected from those who wrote the Supplementary Examinations in March 2021.
9. Students were encouraged to access the students’ portal to apply for examinations, to know the result and to print the provisional mark statement on the day of result itself.

E-Governance Initiatives by COE Office:

1. Provided institutional email IDs though G-Suite to all the faculty members with the help of which our staff members were able to take recordable online classes. Our PG viva-voce for April 2020 exams also was conducted online through this facility.

2. Launched an E-Content Portal in May 2020, through which staff members can upload study materials (the first ever Government College to do so in southern Tamil Nadu)
3. Launched a student portal to apply for examinations, to know the result and to print the provisional mark statement on the day of result itself. (<https://www.rsgccoe.com/student-login.php>)
4. Launched a staff portal to apply for examinations, to upload all the internal assessment marks virtually. (<https://rsgccoe.com/staff-login.php>)
5. For the online examinations, questions are directly uploaded to the students through the students' portal.

**One Day Seminar on Curriculum Development and Design, organized by
the Office of COE along with IQAC on 16.12.2020**



(Left to Right: **Dr.L.Rajesh**, IQAC Co-Ordinator, **Dr.V.Pugazhenth**i, Controller of Examinations, **Prof.R.Govindaraj**, Bharathidasan University Syndicate Member, **Dr.V.Senthamil Selvi**, Principal and **Dr.Arul Chellakumar** Curriculum Development Cell Director, Bharathidasan University)