

BEST PRACTICE I: 2015-16

1. Title of the Practice: Centralisation of CIA

2. The Context that required the initiation of the Practice

Continuous Internal Assessment criteria is common for all the branches of the study. Two Internal Tests and a Model Examination are considered for the award of marks under the criteria of Tests. An Assignment and Performance in Academic Activities are also a part of the evaluation criteria. Departments are given autonomy to conduct the tests and award internal marks for their students.

This system of decentralization and conduct of internal assessment tests leads to lot of confusion due to the following reasons:

- Students lack seriousness in writing their internal tests
- The atmosphere of an Examination is found missing
- 100 % Students attendance in internal tests is unachievable most of the time
- Time Consumption and difficulty in organizing tests for the absentees on a different day
- Students lack engagement in internal tests and this reflects in End Semester Examinations (Poor Time Management)
- Disturbances to students writing test from students who do not have tests is observed

3. Objectives of the Practice

- To bring seriousness among students in writing the internal tests and model examination
- To create an atmosphere congenial for examinations where the whole college is engaged
- To increase students attendance in internal tests
- To acclimatize students in writing the ESE with effective Time Management
- To organize conduct of tests in a professional way

4. The Practice

- Centralisation of CIA was practiced through the following ways:
- *Common Time Table for CIA*

- The Superintendent and Deputy Superintendent in-charge of conducting the examinations proposes a common schedule for conduct of CIA tests and Model Examinations of all the branches. All branches are to follow the prescribed schedule.
- *Common Schedule for PART I, PART II & PART IV Subjects*
- The language subjects under PART I and PART II and subjects on value education under PART IV are common for all the branches of study and hence tests for these subjects are conducted on common dates.
- *Circulation of Question Papers*
- CIA Question Papers are collected from the respective course teachers within prescribed time and copies are made to the requirement and are handed to the hall invigilators on the specific days of examinations.
- *Hall Allotment & Invigilation*
- Hall allotment for conduct of CIA is centralized. Invigilators are centrally appointed by the Superintendent of Examinations. The ambience of External Examination is created in the College with shuffled invigilators
- *Attendance*
- Attendance of students in the tests are monitored and recorded centrally.
- *Handing over of Test Papers*
- Test Papers are collected by the Exam Section centrally and handed over to the respective Departments after sorting them.

5. Obstacles faced and strategies adopted to overcome

- Hesitations from staff were overcome through convincing them by briefing the benefits of centralizing the CIA.
- Staff shortage for Exam Section was managed through Staff Volunteers.
- Difficulty in Hall arrangement was managed through the use of student volunteers.

6. Impact of the Practice

- Absenteeism among students vastly reduced
- Students Performance in the External Exams improved
- Fear of End semester Exams was reduced and Good time management was observed
- Some departments with fewer staff members felt easy

7. Resources Required

- Stationery items
- Photocopiers
- Availability of halls

Resources required was managed through Internal Sources. (For instance Copiers were used for taking copies of question papers)

Hall invigilators was managed with Shuffling of Examiners

8. About the Institution

- **Name of the College:** Chikkanna Government Arts College
- **Year of Accreditation:** 2015
- **Address:** College Road, Tirupur – 641 02, Tami Nadu, India
- Graded by NAAC: **B**
- Email ID: cgactpr@gmail.com
- Contact Person for Further Details: Principal
- Website : <http://cgac.in/>

Consolidated Statement of Attendance
Date: 29.03.2016 Session: AN

S. No.	Class	Subject	Reg. Nos (From - To)	No. of Students Present	Reg. No. of Absentees
1	I B.Com	Maths	1522A0178 - 190	13	101
2	I B.Sc (C&P)	Case and Maintenance of Teachers	1522A0178 - 50	2	-
3	I B.Sc (Physics)	Atomic and Hospital Services	143AA00351 - 0041	5	05, 39
4	I B.A (Eng)	History English Literature	1522A0178 - 26	14	1521F0024
5	I B.Sc (2-00)	Biochemistry & Bioinformatics	1532F0005 - 0011	7	141

(Handwritten notes and signatures are present on this table)

Consolidated Statement of Attendance
Date: 29/03/2016 Session: AN Hall No: 33 [chen]

S. No.	Class	Subject	Reg. Nos (From - To)	No. of Students Present	Reg. No. of Absentees
1.	I-B.Sc (Maths)	Allied	1522A0178 - 190	13	101
2.	I-B.Sc (C&P)	Case and Maintenance of Teachers	1522A0178 - 50	2	-
3.	I B.COM	Atomic and Hospital Services	143AA00351 - 0041	5	05, 39
4.	I-B.A (Eng)	History English Literature	1522A0178 - 26	14	1521F0024
5.	I-B.Sc (2-00)	Biochemistry & Bioinformatics	1532F0005 - 0011	7	141

(Handwritten notes and signatures are present on this table)

CHIKKANNA GOVT. ARTS COLLEGE, TIRUPUR
MODEL EXAMINATIONS MARCH / APRIL 2016
Attendance of Candidates who are present for the examinations

Date: 29/03/2016
Session: AN
Hall No: 33

S.No.	Register No.	Name in Block Letters	Signature of the Candidate
2	1522K3613	BATHARAJ K	[Signature]
4	1522K3616	SHARADHEVI T	[Signature]
6	1522K3617	SHARMLABANU B	[Signature]
8	1522K3618	SHARMLABANU S	[Signature]
10	1522K3619	SINHU R	[Signature]
12	1522K3620	SIRANGEVI K	[Signature]
14	1522K3622	SINHA M	[Signature]
16	1522K3623	SWATHI R	[Signature]
18	1522K3624	THIRAKAVATHI M	[Signature]
20	1522K3625	VADIVAZHANI D	[Signature]
22	1522K3626	VELU M	[Signature]
24	1522K3627	VINOTHIN P	[Signature]
26	1522K3628	VIVEKANANDAN T	[Signature]
28	1522K3629	VYARAKUN P	[Signature]
30	1522K3630	KUMARASAGU C	[Signature]
32	142210309	SHAHNABAGAM F	[Signature]
34	142210340	SONDHRAPANDI S	[Signature]
36	142210341	SURYA PRASATH A	[Signature]
38	142210342	VENKAT K	[Signature]
40	142210343	VINITHKUMAR S	[Signature]
42	142210324	JAYASHRI S	[Signature]
44	142210343	GOVATHAM R	[Signature]

(Handwritten notes and signatures are present on this table)



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PRINCIPAL
Chikkanna Govt. Arts College
Tirupur