

A.S.D. Government Degree College for Women (Autonomous), Kakinada

(Affiliated to Adikavi Nannaya University, Rajamahendravaram)



Estd.1962

EXAMINATION CELL MANUAL

Notification or Govt. order on Autonomy

University Grants Commission sanctioned Autonomous status to A.S.D. Government Degree College for Women, Kakinada with Letter No.F.22-1/2015 (AC) dated: 29.04.2015

Members of Manual committee

Dr. V. Anantha Lakshmi, Chief Controller of Examination

Dr. K Yamuna, Controller of Examinations

Ms. R.R.D Sirisha, Deputy Controller of Examinations

Examination Cell Advisory Committee

Dr. V. Anantha Lakshmi, Chief Controller of Examination

Dr. K Yamuna, Controller of Examinations

Ms. R.R.D Sirisha, Deputy Controller of Examinations

Dr. M. Suvarchala, Member

Ms. M. Vasantha Lakshmi, Member

Ms. S. Madhavi, Member

Dr. G. Sowjanya, Member

Ms. A. Swathi, Member

Preface on Examination Manual

We have incorporated all requisite provisions for the planning, conduct, evaluation, and result declaration of internal and external examinations of UG students under the purview of autonomous status with effect from 2015-2016 admitted batch. The basic orders/rules regarding examination fees, attendance and ratio of internal-external examination components framed in 2015-16 by following Adikavi Nannaya University Rajamahendravaram rules and regulations, there after revising time to time. The University Grants Commission extended Autonomous status through No. F.2-10/2023(AC-Policy) dated: 31-05-2023. Our aim is to streamline and optimize the examination system and bring out results at the earliest for the benefit of the student community in pursuing higher studies or seeking employment. It also aims to facilitate credit transfer as per NEP 2020.

Dr. K. Yamuna, Controller of Examinations

**A.S.D. GOVERNMENT DEGREE COLLEGE FOR WOMEN
(AUTONOMOUS), KAKINADA**

CHAPTER I - EXAMINATION CELL & STATUTORY BODIES

1.1 Governing Body

1.1.1 Functions of Governing Body

1.2 Academic Council

1.2.1 Functions of the Academic Council

1.3 Board of Studies

1.3.1 Functions of Board of Studies

1.4 Finance Committee

1.4.1 Powers and Responsibilities of the Finance Committee

CHAPTER II - EXAMINATION SYSTEMS & EXAMINATION CELL

2.1 Examination system

2.2 Examination Cell

2.2.1. Constitution of Examination Cell

2.2.2 Rules and Regulations

2.3 Job Roles

2.3.1 Chief Controller / Principal

2.3.2. Controller of Examinations

2.3.3. Deputy Controller of examinations

2.3.4. Convener of Examinations & Members

2.3.5. Observers & Squad

2.3.6. Invigilators

2.4. Functions of the Examination cell

CHAPTER III - PREPARATION FOR THE EXAMINATIONS

3.1. Appointment of various Panels

3.2 Panel of Question Paper setters

3.2.1. Eligibility criteria for Question Paper Setters

3.2.2. Instructions to Question Paper Setters

3.2.3. Appointment of question paper setters and their duties

3.3 Panel of Examiners

3.3.1. Appointment of Examiners

3.3.2.. Terms for Appointment of Examiners

3.3.3. General Instructions and Duties of Examiners

3.4. Scrutiny Board

3.5. Practical / Viva Voce Board

CHAPTER IV- CONDUCT OF EXAMINATIONS

4.1. Pre Examination System

4.1.1 Semester System

4.1.2 Registration of Examination

4.1.3 Setting of Question Papers

4.1.4 Checking the Question Papers

4.1.5 Submission of Examination applications by the candidates

4.1.6 Issue of Hall Tickets

4.2. Conduct of Examinations

4.2.1 Sem End Theory Examinations

4.2.2 Internal Examinations

4.3. Post Examination Works

4.3.1. Coding of Answer Scripts

4.3.2. Evaluation of Answer Scripts

4.3.3. Scrutiny of Answer Scripts

4.4. Declaration of Results

4.4.1 Pass Mark Regulations

4.4.2 Grafting System

4.4.3. Award of Grades

4.4.4. Grievance/ Revaluation and Re-totaling

4.4.5 Suspected Malpractice cases

4.5. Attendance Policy

4.6. Examination Fee

4.6.1 Detailed Fee Structure

4.8. Remuneration and Honorarium for staff

CHAPTER V - IT INTEGRATION

Annexures:

I. Best Practices of the Examination Cell

II. Vision Plan for the next three years

A.S.D.GOV.T. DEGREE COLLEGE FOR WOMEN (AUTONOMOUS), KAKINADA

Chapter I - EXAMINATION CELL & STATUTORY BODIES

1.1. Governing Body:

The Governing Body (GB) of the college, constituted as per the guidelines of the University Grants Commission, and it functions as the executive authority of the institution. The GB is empowered to create academic guidelines and issue directives to ensure the effective and credible conduct of examinations. First Governing Body Meeting held on December 29, 2016.

The constitution of Governing Body:

Number	Category	Nature
3 Members one of them to be Chairperson	Educationist, Industrialist, Professional	Nominated by the State Government with persons of proven academic interest with at least PG level qualification
2 Members	Teachers of the college	Nominated by the Principal on seniority by rotation.
1 Member	Educationist or industrialist	Nominated by the Principal for two years
1 Member	UGC Nominee	Nominated by UGC
1 Member	State Government nominee	Nominated by the State Government
1 Member	University Professor	Nominated by the University
1 Member	Principal of college	Ex-Officio member

1.1.1 Functions of Governing Body:

- Approving the policies for conducting examinations for each academic program and publishing the results and issue of mark lists to the students.
- Ratification of examination results to be submitted to Adikavi Nannaya University, Rajamahendravaram for the awarding of original degrees.
- Approving the annual budget of the Examination Cell and proposals recommended by the Finance Committee.
- Ratification of previous year's Financial Statements.
- With the input from the Academic Council, institute of medals and certificates for ranks and distinctions during the Graduation Day ceremony.

1.2. Academic Council:

The Academic Council (AC) is the principal academic body of the autonomous college, headed

by the Principal. It is responsible for overseeing and coordinating the academic programs and policies of the college, ensuring the maintenance of high standards in teaching and learning, examinations, evaluation, and related activities.

The Constitution of Academic Council:

1. The Principal (Chairperson)
2. All the incharges of the Departments in the college
3. Four teachers of the college representing different categories of teaching staff by rotation on the basis of seniority of service in the college.
4. Not less than four experts/academicians from outside the college representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering, Sciences etc., to be nominated by the Governing Body.
5. Three nominees of the university not less than Professors.
6. A faculty member nominated by the Principal (Member Secretary).

The Academic Council operates within the framework of the guidelines given by University Grants Commission.

1.2.1 Functions of the Academic Council:

In relation to the conduct of examinations, the Academic Council has the following powers and responsibilities:

- a. Submitting proposals to Governing Body on all academic matters for approval.
- b. Formulating, amending or repealing regulations, with the approval of the Governing Body.
- c. Establishing or modifying regulations for the conduct of examinations.
- d. Prescribing the courses of study and the scheme of examinations.
- e. Setting qualifications and criteria for student admissions to various programs and examinations, including conditions for granting exemptions.
- f. Defining the criteria for evaluating student performance and classifying them based on their examination results.
- g. Determining the equivalence of examinations, degrees and certificates from other universities, institutes, and boards.
- h. Arranging the conduct of examinations and deciding on any remuneration for individuals involved in examination-related work.

1.3. Board of Studies:

Composition of Board of Studies:

1. Head of the Department concerned (Chairman).
2. The entire faculty of each specialization.
3. Two subject experts from outside the Parent University to be nominated by the Academic

Council.

4. One expert to be nominated by the Vice-Chancellor from a panel of six recommended by the college principal.
5. One representative from industry/corporate sector/allied area relating to placement.
6. One postgraduate meritorious alumnus to be nominated by the principal. The Chairman, Board of Studies, may with the approval of the principal of the college, co-opt:
 - (a) Experts from outside the college whenever special courses of studies are to be formulated.
 - (b) Other members of staff of the same faculty.

1.3.1 Functions of Board of Studies:

The Board of Studies of a Department in the college shall:

- a) Prepare syllabi for various courses keeping in view the objectives of the college with local, Regional National & Global needs, interest of the stakeholders and national requirement for consideration and approval of the Academic Council;
- b) Suggest methodologies for innovative teaching and evaluation techniques;
- c) Suggest panel of names to the Academic Council for appointment of examiners; and
- d) Coordinate research, teaching, extension, and other academic activities in the department/college.

1.4. Finance Committee:

Finance Committee is one of the statutory committees is constituted the college as per the rules and regulations of the UGC. It is the apex authority at college level to sanction, approve and ratify all transactions related financial aspects. Finance Committee meets yearly twice to discuss and frame guidelines to disburse funds and grants available at the college level.

Composition of Finance Committee:

- a) The Principal (Chairman).
- b) One person to be nominated by the Governing Body of the college for a period of two years.
- c) One senior-most teacher of the college to be nominated in rotation by the principal for two years.

1.4.1 Functions of Finance Committee:

- a. Approval of Yearly Budget of the Examination Cell approved in Examination Cell Committee.
- b. Ratification of previous year financial statements i.e., Balance Sheet, Income and Expenditure Statement and Receipts & Payments account.
- c. Revision of Fee structure to students, Honorarium and Remuneration of invigilators, Question paper setters and Examiners from time to time.

- d. Submission of proposals and resolutions approved in Finance committee meeting to Governing Body for its approval.

CHAPTER 2. EXAMINATION SYSTEM & EXAMINATION CELL

2.1. Examination system:

UG examinations are planned according to the 'Regulations' designed and approved by Academic Council and ratified by Governing Body from time to time. Each Department prepares various modules in syllabi and model question papers are designed on the basis of the said regulations got approved in BOS.

The evaluation of all courses, i.e., theory, practical and project / Internship viva-voce shall be carried out in two parts, viz.

1. Continuous Internal Assessment (CIA)
2. Semester End External Evaluation (SEE).

From 2015-2016 to 2021-2022 admitted batches, the ratio of CIA and SEE is 25:75 and from 2022-2023 admitted batch onwards, the ratio is revised to 40:60 with the approval of Academic Council and Governing Body. The Examination Cell conducts all Examinations through Examination Committee and issues mark lists by adhering to norms. Adikavi Nannaya University, Rajamahendravaram issues the Original Degree certificates.

The guidelines set by the Academic Council in the form of regulations shall be followed for the conduct and evaluation of the external examinations.

There shall be provisions for grievance redressal at two levels:-

- a. At the level of the course, teacher concerned w. r. t. CIA
- b. At the level of the college, an examination committee consisting of the CCoE, CoE, DCoE and other members w.r.t SEE

2.2. Examination Cell:

2.2.1. Constitution of Examination Cell: In accordance with the UGC guidelines for autonomous colleges, shall constitute an Examination Cell headed by CoE who is a permanent faculty member approved and ratified by the Governing Body and one Deputy Controller of Examinations nominated and appointed by the Principal as per the recommendations of the Staff Council. The tenure of CoE and DCoE is three years as per the UGC norms. Initially, the Examination Cell was constituted and approved in the Academic Council meeting held on 20-09-2015 and ratified in the 1st Governing Body meeting held on 29th December 2016.

The examination cell came into existence on 27-08-2015 and the following members acted as CCoE, CoE & DCoE:

1. Dr. D. Ratnagiri Usha, Principal - Chief Controller of Examinations.
2. Sri V. Badari Narayana Rao, Lecturer in Chemistry - Controller of Examinations

3. Sri K.S.N. Sarma, Lecturer in Telugu - Deputy Controller of Examinations

Succession list of Controllers of Examinations

1. Sri V. Badari Narayana Rao, Lecturer in Chemistry.
2. Smt. G. Sridevi, Lecturer in Physics.
3. Dr. K Yamuna, lecturer in Economics.

Succession list of Deputy Controllers of Examinations

1. Sri K.S.N. Sarma, M.A., Lecturer in Telugu.
2. Smt. Y. Swarna Sri, Lecturer in English.
3. Smt. G. Suneetha, Lecturer in computer Applications.
4. Smt. R.R.D Sirisha, Lecturer in Commerce.

Present Staff of the Examination Cell

- | | |
|--|---------------------|
| 1. Dr. V. Anantha Lakshmi, M.Sc., M.Phil., Ph.D. | Chief Controller |
| 2. Dr. K. Yamuna, M.A., B.Ed., M.B.A., M. Phil, Ph.D., | Controller |
| 3. Ms. R.R. D Sirisha., M. Com, (Ph. D) | Deputy. Controller |
| 4. Mr. IVSR Anjaneyulu | Junior Asst. |
| 5. Mr BHVVN Siva Durga Prasad | Data Entry Operator |
| 6. Ms D.Aruna | Attender |

All part-time /full time functionaries of the Examination Cell shall be paid honorarium for their additional work. Such honorarium shall be proposed by the Examination cell in its annual budget and with the recommendations of the Finance Committee, shall be approved in the Governing Body meeting held every year.

Remuneration for examination work shall be decided by the Finance Committee and shall be approved by the Governing Body. Parity with the rates existing in the parent university must be ensured in this process.

2.2.2 Rules and Regulations:

The Examination Cell, in all its functions, is guided and regulated by the University Grants Commission rules, resolutions of the Academic Council and Governing Body of the college.

2.3. Job Roles:

2.3.1 Chief Controller / Principal

The Principal of the college serves Chief Controller of Examinations of the autonomous college. Being Chief Controller of Examinations, the Principal is responsible for the preparation, scheduling and conduct of all college examinations. This responsibility can be delegated to the Controller of Examinations (CoE).

The functions of the Chief Controller/Principal:

- a. **Adherence to Regulations:** The Principal ensures strict compliance with the provisions of the regulations and possesses all necessary powers to enforce the same.

- b. **Inspection Authority:** The Principal has the right to visit and inspect the examination section at any time.
- c. **Conduct of Examinations:** The Principal is responsible for providing adequate human resources to ensure the timely completion of tasks related to the conduct of examinations and the publication of results.
- d. **Convening Meetings:** The Principal has the authority to convene meetings of the Academic Council, Board of Studies, Examination Committee or any other college authority to discuss matters related to the conduct of examinations and publication of results.

2.3.2. Controller of Examinations

The CoE shall be responsible for the conduct of all end semester examinations of the college. It shall be his/her duty to arrange the preparation, scheduling and conduct of examinations of the college and to take care of other incidental matters. The CoE, in the execution of his/her office, shall regularly report to the Principal about the performance of his/her duties.

The responsibilities of the CoE:-

- a. Conduct of the examinations with all necessary preparations.
- b. Preparation of remuneration list for all examination related activities (Question paper setters, examiners, invigilators, revaluation, recounting, supplementary examinations etc.) as per the guidelines.
- c. Direct superintending control over the examination wing including examination sections, examination confidential wing, examination stores, examination computer section and records.
- d. Decision making on all matters related to examinations not falling within the powers of statutory officers of the college.
- e. Making necessary arrangements for the safe custody of office files connected with the conduct of examinations of the college, documents, certificates etc. by the officers under whom such documents are kept.
- f. Convene meetings and issue notices to the board of examinations and committees appointed by them and conduct official communications thereof.
- g. Maintain the minutes of the Board of Studies of all departments.
- h. Take special care to see that secrecy and confidentiality are maintained in connection with examinations.
- i. Take quick decisions as circumstances warrant.
- j. Maintenance of Cash book and other annual accounts related to examination cell

2.3.3. Deputy Controllers of Examinations

The Deputy Controller of Examinations shall perform other duties allotted to her/him by the Principal /Controller of Examinations. Her/His duties shall include assisting the Controller of Examinations in various activities such as:

- a. In-Charge of office staff of CoE office and manage the assistants and casual laborers posted to assist the office works, involving physical execution as and when needed.
- b. Preparation of examination schedule and examination calendar in consultation with IQAC team.
- c. Various duties from examination application to convocation (follow up of all examination related duties)
- d. Communication at various levels of examination planning, preparation, execution, valuation, tabulation and mark list printing and distribution.
- e. Preparation and printing of answer booklets for various examinations
- f. Making sure that the question papers are ready well before examinations.
- g. Helping COE in all his/her activities (finding question paper setter, examiners, actual organization and implementation of examination system)
- h. Discuss with BoS at the time of examinations whenever necessary.
- i. Ensures the availability of forms related to examinations well in advance (applications, hall tickets, challan, etc.)
- j. Preparation of TA chart ready reckoner
- k. All other tasks required in the conduct of evaluation process, including hospitality.

2.3.4. Convener of Examinations & Members:

The Convener and Assistants shall conduct the examinations and any other works assigned to them by the examination cell. They shall be conversant with the rules and regulations necessary for carrying out their duties efficiently.

Duties and Responsibilities of Examination Convener -

- a. Prepare nominal rolls for internal examinations.
- b. Collect question papers for Mid Examinations from concerned teachers.
- c. Conduct Internal Examinations, receive Answer scripts of internal examination, and enter the details in the concerned register and handover to the respective teacher.
- d. Conduct Semester End Examination; receive Answer Scripts and handover to the Chief Superintendent along with Attendance sheets, Room Plans and other material.
- e. Prepare remuneration list for all examination related activities (invigilators,) in consultation with Examination cell.
- f. He/ she shall discharge duties entrusted to them by Examination Cell from time to time.

The faculty members extend their cooperation in smooth conduct of examinations like invigilation, scrutiny, squad etc.

2.3.5. Observers & Squad:

Observers: Two senior faculty members are appointed as observers to each session of the SEE and they are directed to observe the conduct of Examinations during the Examination days and report to the Chief Superintendent about the issues raised in exams like SMP etc.

Squad: One of the faculty members is appointed as squad and directed to do physical inspection of the examinees in the Examination rooms with the help of reserve staff.

2.3.6. Duties and Responsibilities of Invigilator:

Invigilation is a crucial task in an examination. Impartial invigilation helps not only to check the use of unfair means but also to keep the morale of the candidates high.

A set of instructions for the invigilators is given below:

- a. Report to the Chief Superintendent at least half an hour before the commencement of the examination.
- b. Collect the correct number of question booklets and answer books from the Examination Committee for the scheduled examination for the day.
- c. No candidate without valid hall ticket is to be admitted into the hall.
- d. Candidates shall be admitted to the examination hall 5 minutes before the scheduled time.
- e. No student shall be admitted to the examination hall 30 minutes after the commencement of the examination.
- f. See to it that strict silence is maintained in the examination hall. Talking amongst candidates, borrowing of materials etc. should be strictly forbidden.
- g. Do not give any clarification to the students regarding mistakes in the question paper, mode of answering etc., if any. Forward the same to the Examination Committee.
- h. Allow the use of logarithm tables, calculators, etc. only if their use is permitted as per the instructions given in the question paper.
- i. Do not allow/ bring mobile phones or any electronic equipment in the examination hall.
- j. Remain alert and vigilant, and check the use of unfair means in the examination hall. In case of any unfair indulgence, immediately take custody of the answer book and submit a written report to the chief superintendent who, in turn, will forward the same to the CE.
- k. Do not allow any candidate to write on the question paper. Advise them to use the last page of the answer book for rough work.
- l. Do not allow refreshments for the candidates in the examination hall.

- m. Do not make any correction in the roll number written by a candidate on his/her answer book. In any such cases ask him/her to correct it and then counter sign it.
- n. Candidates should not be allowed to leave the hall till half an hour before the closing of the scheduled time.
- o. See that candidates who leave the examination hall more than half an hour earlier than the scheduled time for the close of the examination shall surrender their question papers with their name and register number written on them.
- p. Permit the candidates to leave the examination hall only after handing over their answer books to invigilator.

2.4. The Examination Cell is entrusted with the following functions:

- a. Notifying the schedule and dates connected with the examinations. (Examination Calendar of the year)
- b. Issue of notification of Examination Schedule and fixing the time table.
- c. Question paper setting as per the syllabi, model question papers decided by the Boards of Studies.
- d. Procurement of stationery, blank marks sheets, equipment and all the articles necessary for the conduct of examinations.
- e. Printing of question papers.
- f. Conduct of 2 mid examinations in each Semester.
- g. Supply of examination applications to the candidates.
- h. Processing of examination applications and printing of hall tickets.
- i. Preparation of semester wise nominal rolls.
- j. Supply of answer booklets and receiving written answer booklets.
- k. Code numbers generation and decoding process.
- l. Preparation of answer scripts (Removing the upper part of the sheet) for valuation.
- m. Undertaking valuation of answer scripts, Scrutiny of Answer scripts.
- n. Entering the marks as per decoded numbers and their verification
- o. Announcement of results through website.
- p. Printing and release of marks memoranda semester wise.
- q. Revaluation of answer scripts.
- r. Issue of notification of instant examination schedule and fixing the time table
- s. Preparation of consolidated grades memoranda cum provisional pass certificates for submitting to the University.
- t. Submission of all data to the University for the award of Original Degree by the affiliating University.
- u. Celebration of Graduation Day for awarding Original Degrees.

v. Maintenance of Tabulated Marks Register (TR's) and Degree Registers.

w. Maintenance of Cash Book and accounts of the Examination Cell.

The above works are highly confidential and the responsible persons are requested to maintain the confidentiality in the above work. Apart from their class work the staff is requested to spare extra time to discharge the duties.

CHAPTER 3 - PREPARATION FOR THE EXAMINATIONS

3.1. Appointment of various Panels

I. Panel of Question Paper setters

II. Panel of Examiners

III. Scrutiny Board

IV. Practical / Viva Voce Board

3.2. Panel of Question Paper Setters:

The Boards of Studies of different faculties in their meetings from time to time approve the list of paper setters and submit same for approval by Academic Council. The paper setters are nominated from the colleges of all universities of Andhra Pradesh.

3.2.1 Eligibility criteria for Question Paper Setters:

1. The paper setters should have at least five years of teaching experience.
2. They should be teaching the paper currently.
3. Their children or near relatives should not be studying in this institution.

3.2.2 Instructions to Question Paper Setters:

Question paper setters are instructed to:

1. Keep appointment very confidential.
2. Study carefully: a. Syllabus b. Model Question Paper and c. Special instructions.
3. Give the Telugu version of the questions immediately after English version if necessary.
4. Indicate the marks assigned to each question and its sub-divisions opposite to the question /sub-division.
5. Ensure that the questions are specific, precise and without ambiguity. It is important that the candidate is clear about the quantum of answer to be given by /her.
6. Verify and make sure that each question or sub-division set by you does not require more than the time stipulated to answer.
7. Give scheme of valuation for the question paper, including the key for the objective questions on the paper provide.
8. Work out the problems on a separate sheet and insert the solutions to problems in the envelope titled "INNER COVER" if there are numerical problems.

9. Keep INNER COVER, syllabus and other material supplied for question paper setting in the envelope with “OUTER COVER” and seal it with gum.

10. Return -

- a. The cover containing the question paper, solutions to the problems and scheme of valuation in sealed cover provided for it.
- b. Copy of the syllabus sent.
- c. The model question paper supplied.
- d. The other material given in the bigger “OUTER COVER” along with the remuneration bill.

3.2.3 Appointment of question paper setters and their duties:

Every precaution is taken to set the question paper correctly and to maintain its secrecy. Three paper setters are selected randomly in each paper, two from the panel and one from the other colleges. Their acceptance is sought to set the question paper in the subject. After receiving their acceptance, paper setters are requested to set one question paper each. They are supplied with the approved syllabus and model question paper. The relevant text books are also supplied if requested. They are requested to furnish the scheme of valuation and solutions to numerical problems if any. The paper setter is requested to send a hard copy of the question paper.

Thus 3 question papers are (for each paper) preserved in sealed covers in the safe custody of the Examination Cell. They are kept along with the un-used question papers procured in the previous years.

3.3. Panel of Examiners:

The panel of examiners for theory paper valuation for each course shall be prepared by the Chairman, BoS, in consultation with the members of the BoS and shall be forwarded to the CoE in the prescribed form after getting approval in Academic Council.

3.3.1. Appointment of Examiners: As per the panel sent by BoS Chairman, Examiners are appointed through CoE.

3.3.2 Terms for Appointment of Examiners:

1. The staff members who are teaching the paper currently are appointed as examiners.
2. Only lecturers with at least 5 years of teaching experience are appointed as examiners.

3.3.3 General Instructions and Duties of Examiners:

Examiners are requested -

- a. To keep their appointment as examiner strictly confidential.
- b. Not to communicate with any faculty of our college regarding paper valuation.
- c. That in case of any doubt please contact the Controller or Dy. Controller of Examinations.
- d. To Kindly follow the instructions indicated in the Question paper and scheme of valuation.

- e. Fill in the boxes representing the question numbers with the marks obtained for each question in the respective boxes.
- f. That overwriting is not permitted.
- g. To consider the answers with higher marks in case, extra questions are answered. Marks of the excess answer may be rounded off and marked as 'extra'.
- h. Write the total marks in figures and words. Minimum pass mark is 26/75, 20/50, 21/60, 14/40.
- i. To affix full signature with date at the bottom of the first page of each answer script.
- j. To keep his/her initial, if corrections are made while posting the marks on the script /on the main page / in the marks statement.
- k. To maintain strict discipline, and avoid chatting while correction to ensure proper evaluation.
- l. To kindly complete the paper valuation within the stipulated time & hand over to the person in charge with duly filled-in remuneration claim forms.

3.4. Scrutiny Board:

The CoE shall constitute a Scrutiny Board consisting of CoE and DCoE and faculty members of the college subject to scrutinize the Answer scripts. The Answer scripts received from the examiners shall be confidentially and meticulously scrutinized in the office of the Controller.

3.5. Practical/ Viva Voce Board:

- a. Practical examinations are to be conducted with one external and one internal examiner in every paper in even semesters and with internal examiner in odd semesters.
- b. External examiners are appointed by CoE based on the eligibility criteria.
- c. Practical examination is to be conducted at the end of each semester and maximum marks for each practical paper is 50.
- d. Viva voce for long term internship is conducted for 200 marks.

CHAPTER 4. CONDUCT OF EXAMINATIONS

4.1. Pre Examination System

4.1.1. Semester System:

In the first meeting on 27-08-2015 the Executive Committee decided to introduce semester system of examinations with effect from the academic year 2015-16. As per the resolutions the academic year was divided into 2 semesters. The I, III and V semesters span from June to October/November with a minimum of 90 instructional days. The II, IV & VI span from November /December to March/April with a minimum of 90 instructional days.

4.1.2. Registration of Examination:

The COE issue the Examination notice for various examinations such as Regular, Supplementary and instant, one month before the commencement of the end semester examinations.

4.1.3. Setting of Question Papers:

Three sets of question papers are (for each course) kept in sealed covers in the safe custody of the Examination Cell.

Printing of Question Papers:

The Examination Cell is running in a separate block by taking all protective measures. Examination cell was well equipped with 3 computers and appropriate printing units to enable its effective functioning.

The preparation and printing of question paper is done 2 hours before the commencement of the examination.

- a. The Chief Superintendent, in presence of the Controller and Asst. Controller of Examinations, Observer and the concerned subject teacher will pick out a sealed cover out of three sets of question papers and sign on it.
- b. The Controller of Examinations, Observer and concerned faculty also affix their signatures on the sealed question paper and open the cover.
- c. If the question paper furnished is a computer printout it is directly used to get the copies.
The following details are added at the top of the question paper.
- d. Name of the college.
- e. Semester Number
- f. Full Title of the paper
- g. Date and Time
- h. Max. Marks
- i. Any other instruction necessary.
- j. If the question paper is supplied in manuscript it will be typed on the computer adding the details mentioned above.
- k. All the personnel involved in the preparation of the question paper are not allowed to go out of the Examination Cell till the commencement of the examinations.

4.1.4. Checking the Question Paper:

- a. Two hours before the commencement of the examination, a faculty member of the college actually teaching the paper will check the question paper.
- b. The question paper is checked for all typographic errors, whether followed the blueprint or not, whether all the questions are set within the syllabus etc. discrepancies, if any are recorded in a deviation register.

- c. Typographic errors and minor errors, if any are announced to the students during the examination.
- d. Other discrepancies like questions not pertaining to the syllabus etc., the concerned subject teacher will change the question after thorough discussion and with the permission of the CoE

4.1.5. Submission of Examination applications by the candidates:

- a. The examination applications are supplied to the students of all classes through their respective teacher counsellors.
- b. The teacher counsellor should attest their signature of the filled application form.
- c. Sufficient time is given to the candidates for the payment of examination fees without penal fee and later, with a penal fee of Rs.100/ extended up to Rs.1000.
- d. If a candidate fails to submit exam application form as per the given schedule, she can submit the same two days before the commencement of the examination by paying a fine of Rs.1000/. This is introduced not as a revenue generation measure but to inculcate promptness and punctuality among the students in the submission of examination applications.

4.1.6. Issue of Hall Tickets:

- a. After the scrutiny of exam applications, hall tickets are generated duly checking the subjects and papers opted by the students.
- b. The fee paid by the students is checked and if any dues are noticed they are collected.
- c. The hall tickets are issued to the candidates through their respective teacher counsellors at least one week before the commencement of the examinations.
- d. Only candidates having the hall tickets are allowed into the examination hall.
- e. If a candidate forgets to bring the hall ticket a duplicate hall ticket is issued by the Examination Cell for that day, on payment of Rs.50/.

4.2. Conduct of Examinations:

Semester End Examinations are conducted with the cooperation Examination Committee, Invigilators and office staff deployed for examination work.

4.2.1. Semester End Theory Examinations:

By appointing invigilators, observers (senior faculty members), squad, the examinations are conducted in a scheduled time.

4.2.2. Internal Assessment Test for 25 Marks:

The College got Autonomous status in 2015 and has been offering all the UG programmes with 25% internal and 75% External evaluation as per the norms of affiliated university by following CBCS pattern.

S.No	Student centric activity	Marks allocated
1	Mid semester examinations (2 per each semester @15 marks each and average is taken)	15
2	Assignments (5 per each semester)	5
3	Class room seminar	5

In the BOS meetings of all the departments it was resolved to allocate 1 hour for internal and 3 hours for semester end examinations. This pattern is followed up to 2021-2022 admitted batch.

From 2022-23, with the approval AC and GB, Internal Assessment and External Assessment pattern has been changed from 25:75 to 40:60, 40% marks from CIA and 60% from semester end examination. 2022-23. From 2021-22 the CIA pattern is changed as follows:

MID I	MID II	Total (Mid I + Mid II)	Assignment (II)	Seminar /GD/Field trip(III)	Clean & Green/ Attendance (IV)	Total(I+II +III+IV)	Scale down to
20	15	35	5	5	5	50	25 or 40

Duration of the examination is changed from 1 hour to 1.30 hours.

4.2.3 Re-Examination for Students Participating in National/University Level Events

1. Students who are unable to attend regular internal or semester-end examinations due to participation in NCC camps, University-level sports, cultural, or academic events are eligible for re-examination.
2. Such students must submit a written request along with an official participation certificate or proof from the concerned organizing authority.
3. The Examination Cell, after verification and approval from the Principal and Controller of Examinations (CoE), will schedule a re-examination at a later date generally within one week.
4. The re-examination shall cover the same syllabus and pattern as the regular examination and will be conducted without penalty or additional fee.

4.3. Post examination Works:

4.3.1. Coding of Answer Scripts:

1. The Chief Superintendent hands over the answer scripts to the Examination Cell on the same day after the examination is over.
2. Generated code numbers are allotted and print on the upper and lower part of the answer scripts.

3. The answer scripts are prepared for valuation by removing the upper part of the answer script.
4. The upper part of the answer sheet having Regd. No., S. No. of the booklet are preserved.
5. The prepared answer script bundles are kept in sealed packets and preserved in the safe custody of the Controller of Examinations.
6. After the completion of coding process, the answer scripts are taken to different colleges for external evaluation.

4.3.2. Evaluation of Answer Scripts:

1. The valuation of scripts is done by external examiners within a time period of 7 to 10 days for valuation of a bundle consisting of maximum 110 papers.
2. The answer scripts are brought back after the valuation and preserved in the Examination Cell for further process.
3. The answer scripts are kept in safe custody for a minimum of 3 years after completion of the Examinations.

4.3.3. Scrutiny of Answer Scripts:

Each answer script is thoroughly scrutinized and checked for

- a) Mistakes in totaling of marks.
- b) Any answer not valued by the examiner etc.

4.4. Declaration of Results:

The gap between the end of examinations and the declaration of Results are usually around two to three weeks.

4.4.1. Pass Mark Regulations:

- a. The student required to attain at least 40% marks by combining internal and external assessment.
- b. A minimum 35% mark is required in case of external assessment.
- c. No minimum pass mark is fixed for the internal assessment.
- d. A student who fails to secure overall 40% should reappear for supplementary examination.
- e. PWD students pass percentage reduce from 40% to 30%.
- f. Candidate is allowed to appear for supplementary examination with the same syllabus prescribed for her period of study for a span of two years only. If fails to finish the course within this period she must write examination with the then existing syllabus.

4.4.2. Grafting system is adopted from 2022-2023 for the students who failed in the examinations. Grafting of marks is done with a minimum of 2 marks for each course for

a maximum of 2 courses which benefits the students in getting through the examination without backlogs.

4.4.3. Award of Grades:

The grades and grade points are given as detailed below:

CBCS Pattern

Range of marks (%)	90-100	80-89.99	70-79.99	60-69.99	55-59.99	50-54.99	40-49.99	< 40
	Outstanding	Excellent	Very good	Good	Above average	Average	Pass	Fail
Grade	O	A ⁺	A	B ⁺	B	C	D	F
Points	10	9	8	7	6	5	4	0

4.4.4. Grievance/ Revaluation and Re-totaling:

1. The candidate can apply for revaluation, Photo copy of Examination Script or re-totaling of scripts within 15 days after the declaration of the results.
2. Revaluation is allowed only for Theory Examinations.
3. Revaluation is done as per the rules approved by Governing Body.

4.4.5. Suspected Malpractice cases:

Malpractice cases are dealt as per the resolutions taken in the Academic Council Meeting.

4.5 Attendance Policy:

1. The students should put in at least 75% of attendance to be eligible to attend the semester end examinations.
2. A student is promoted for next semester, only when she pays the prescribed examination fee, even though she puts in the required percentage of attendance.
3. The Principal can relax the attendance eligibility by 10% for those students who could not attend the classes due to ill health or any other valid reason on submission of Medical Certificate and with a condonation fee of Rs.500.

4.6 Examination Fee:

1. The examination fee comes under non-governmental funds of the college. Detailed budget on receipts and expenditure estimates for the available non-governmental funds is prepared and proposed by the Examination Cell and the budget proposals are submitted to the Finance Committee for initial approval.
2. The detailed budget is to be submitted to the Governing Body for final approval.
3. PWD Candidates:
 - a. PWD candidates with more than 40% disability are exempted from paying examination fees.
 - b. Scribe facility is provided for PWD candidates with more than 40% disability as and when required to write down the answers dictated by the candidate.

- c. The Chief Superintendent appoints the Scribe.
- d. The staff member appointed as a scribe should not belong to same subject.

4.6.1 Detailed Fee Structure:

1. B.A whole examination Rs.800
2. B.Com / B.Sc whole examination Rs.900
3. For each supplementary subject Rs.250
4. Three or more supplementary subjects Rs.750
5. Duplicate Marks list Rs.100
6. Re-totaling of marks Rs.100
7. Xerox copy of Answer Script-1500
8. Revaluation of Answer scripts Rs.500 per script
9. Consolidated marks memo cum provisional certificate Rs.200
10. Original degree in advance of convocation Rs.1000
11. PWD candidates with more than 40% disability are exempted from payment of all types of examination fee (Except 8&9 above)

4.8 Remuneration and Honorarium for staff:

1. Question paper setting & scheme of valuation remuneration – Rs.400
2. Question paper setting & scheme of valuation remuneration (for 2 hours paper) – Rs.350
3. Telugu medium translation – Rs.100
4. DTP Charges Rs 20/-per page (Eng) Rs 30/- (Tel/Both E& T) maximum of Rs 100 per set.
5. For providing solutions to problems (Mathematics, commerce etc.) – Rs.100
6. For providing solutions to problems (physics etc.) – Rs.100
7. Scripts valuation @ Rs.15 /-(3 Hrs. Paper), Rs.10 (2 Hrs. Paper) –script to a minimum of Rs.100.
8. Practical Examination question paper setting remuneration @ Rs. 60 per single batch and Rs. 40 for more than 1 batch in a day.
9. Practical Examination Answer script evaluation remuneration @ Rs. 7 per script.
10. Semester Internship Vivavoce remuneration @ Rs 30 to external examiners and Rs. 7 for Internal Examiner inclusive of all allowances.
11. Local Conveyance to external practical examiners @ rs. 100 per day.
12. Dearness Allowance @ Rs. 300 per day.
13. Handling charges of Answer script bundles / Q. Paper packets Rs.25
14. Chief superintendent remuneration – Rs.200
15. Asst. superintendent remuneration – Rs.180
16. Skilled assistants – Rs.100/- per session.

17. Clerk remuneration – Rs.50/-per session
18. Recd. asst, lab assistant etc., Remuneration – Rs.40/-per session
19. Water man remuneration @ Rs. 30 per session

Chapter V- IT Integration

Where Information Technology plays a crucial role in these days , A.S.D. Government Degree College for Women(A) is committed in leveraging Information Technology (IT) to enhance transparency and error free conduct of examinations. This IT integration outlines on the standards for the use, management, and security of IT resources at the end of examination Cell.

Aim:

The aim is to ensure the effective, efficient, and secure use of technology to support Examination system.

Scope :

This policy applies to all works related to conduct of examinations which facilitate the staff and students.

Objectives:

The primary objective of IT Integration in Examination system is to ensure the effective and efficient utilization of IT resources, safeguard the integrity, confidentiality of the Examination Cell to promote a secure, transparent and reliable environment.

Since attainment of autonomous status in 2015-16, the College has implemented a comprehensive IT integration strategy to enhance its examination procedures. Collaborating with M/S Manasa Software Solutions, Tenali, the college introduced the SPES/SPRS (Student Performance Review System) to streamline various tasks through pre-examination, during-examination, and post-examination modules. In 2021-22 academic year the software updated and now SQL 2014 version is being used in pre, during and post stages of examinations.

In the pre-examination phase, IT integration includes student registration, issuance of registration numbers, elective mapping, Faculty Mapping, examination notifications, fee processing,

application generation, hall ticket issuance, timetable creation, and room planning, ensuring smooth conduct.

During examinations, IT facilitates attendance sheet generation, attendance entry via software, and report production, enhancing efficiency and accuracy.

Post-examination, IT integration generates award sheets after coding answer scripts, marks entry through software, and results publication. Customized reports, including social status-based analysis, group and paper-wise results, teacher-wise analysis, department-wise, part-wise, class-wise, program-wise, and overall college analysis, provide tailored insights for academic planning and teaching strategies. Teacher-wise analysis evaluates teaching effectiveness, part-wise pass percentage identifies curriculum weaknesses, and batch-wise analysis monitors improvements over time.

Digitalization of exam records and security measures safeguard data integrity. The software update in 2021-22 introduced advanced features like web uploading of student data, online fee payments, application downloads, hall ticket generation, result checking, and faculty login for online entry of CIA marks, enhancing security and efficiency.

Best Practices of the Examination Cell:

1. Total examination cell is computerized and IT enabled.
2. For Visually challenged students 10% of marks are added in the semester end examinations if the candidate fails in the subjects.
3. Exemption from payment of fee to PWD candidates.
4. Awarding Gold medals.

Vision Plan for the next three years

1. Introducing OMR Sheets attached booklets in External Examinations.
2. To provide the facility of issuing Xerox copies of the answer scripts to the candidate for personal verification.
3. Inclusion of more security features in Consolidated Grades Memo.
4. Online Examination system for Mid semester Examinations.
5. Digital Question Banks and Automated Paper Setting.
6. AI and Data Analytics for Result Processing.
7. Grievance Redressal Portal.