

EXAMINATION MANUAL

ST. JOSEPH'S COLLEGE FOR WOMEN
(AUTONOMOUS)
VISAKHAPATNAM



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This Examination Manual has been approved by the Academic Council

Preface on Examination Manual

About the College

A commendable milestone in the history of the Sisters of St. Joseph of Annecy in India, is the year 1958, when they started St. Joseph's College exclusively for women, the first of its kind in Visakhapatnam. Since then, it has been sending out batches of enlightened and empowered women to be responsible citizens, affectionate mothers, successful and enterprising career women, who are spread all over the world making their presence felt in the society. As an extension to the existing College, a Community College was opened in 2005, which functions on the concept of providing 'Life Coping Skills' needed for an employee to be successful in the job market of the Twenty-first century.

Vision

St. Joseph's College for Women aims at being a center of Academic Excellence which empowers Young Women to provide intellectual leadership and transform the world through courage of conviction, optimism and hope.

Mission Statement

St. Joseph's College for Women, affirming its faith in God and love for humanity seeks to impart Holistic Education to Young Women while developing global competencies of leadership and makes them socially responsive members in a changing technology driven world.

Quality Policy

We, at St. Joseph's College, aim to offer holistic education in Arts, Science and Commerce for the empowerment of women from all sections of society by promoting academic excellence, global employability and leadership with social conscience.

St. Joseph's College for Women is the only AU affiliated Aided Women's College with **NAAC 'A' Grade** on the new four-point scale and has been **autonomous since 1987**. College has been awarded **87th rank in NIRF-2017** rankings in Colleges' category.

Purpose of evaluation is to provide development inducing feedback, to enhance the competence of students, to gauge the knowledge and skills acquired at various levels of the programmes. The quality of assessment process depends on how well the examination system actually tests the programme specific outcomes and course outcomes, quality of questions,

extent of transparency in the system, extent of development inducing feedback system, regularity in conduct of examinations and declaration of results as well as the regulatory mechanisms for prompt action on possible errors.

Any work related to examination is crucial and certainly reflects the very credibility of the system. The College understands that academic autonomy, while providing creative opportunities for the faculty in designing curriculum and developing evaluation methods on the parameters of employability, programme outcomes, and stipulated graduate attributes, is also a challenge to ensure integrity, quality and accuracy in the domain of evaluation/examination systems.

This Examination Manual incorporates the clauses and conditions of the Autonomy guidelines of UGC and the experiential knowledge and wisdom of the faculty of the College. We included all requisite provisions for the planning, conduct, evaluation and result declaration of internal and external evaluation of UG students under the purview of autonomous stream with effect from 2018-2019 admissions. PG programs will remain under the direct control of Andhra University. The basic orders/ rules regarding examination fees, attendance and ratio of internal-external examination components will be followed as per the directions of Academic Council and Governing Body from time to time. The College firmly believes that this examination manual with its well thought out rules, regulations, provisions and procedures will constitute an effective examination system. Thus, our aim is to streamline and optimize the examination system and bring out results at the earliest with a view to helping the student community pursue higher studies or to be employed.

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CHAPTER 1

EXAMNATIONS – – Important provisions (Excerpts) in St. Joseph’s College for Women (Autonomous), Visakhapatnam.

Powers of the Governing Body (GB)

The Governing Body of the College under its management is the executive body of the College. The Governing Body shall have the power to frame guidelines or issue directions or instructions for the efficient conduct of the examinations and to keep up the integrity and maintain credibility of the examinations. The Governing Body powers include:-

- Shall appoint a whole time official entrusting the task of Examinations, who shall be designated as Controller of Examinations
- May make provision for the conveyance to whom the examination work is entrusted
- Recommend and forward the results of examinations to Andhra University for the award of degree, diploma or any title as the case may be.
- Shall decide fee and other charges payable by the students to the College.
- Institute scholarships, fellowships, studentships, medals and certificates on recommendation of the Academic Council.

Powers of the Academic Council (AC)

The Academic Council of the College shall be the principal academic body of the Autonomous College subject to the guidelines of UGC. It shall co-ordinate and exercise general supervision of the academic programmes and policies of the College. It shall also be responsible for the maintenance of standards of instruction, research, education and examinations within the College, and shall exercise such powers and perform such other duties as may be conferred on it by the rules and regulations in accordance with the directions of the Governing Body.

The Academic Council shall have the following powers and functions related to the conduct of the examination:-

- To advise the Governing Body on the suggestions made by it with respect to academic affairs.
- To make regulations and to amend or repeal the same, with the approval of the GB, on the following matters:-

- Scrutinize and approve the proposals with or without modification of the Boards of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto etc., provided that where the Academic Council differs on any proposal, it shall have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.
- Making/ amending regulations for the conduct of examinations.
- Prescribing courses of studies and scheme of examinations.
- Prescribing qualifications and criteria for admission of students to various programs and to the examinations and the conditions under which exemption may be granted.
- Prescribing the criteria in evaluating the performance of students and in classifying them on the basis of their performance in the examination.
- Prescribing equivalence of examinations, degrees, diplomas and certificates of other universities, institutes, boards and so on.
- Make arrangements for conducting examinations and to decide remuneration, if any, to persons working in connection with the examinations.
- Recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.

Functions of the Boards of Studies (BOS)

- To suggest methodologies for innovative evaluation techniques
- To design curriculum and prepare syllabi for the various programmes.
- To suggest panel of names to the Academic council of the College for appointment of question paper setters and examiners.

Powers of the College Principal

The College Principal shall be the Chief Academic and Executive Officer of the Autonomous College. Principal shall be the Chairman of the Academic Council and the Chief Controller of Examinations.

- The Principal shall be responsible for the preparation, scheduling and conduct of all examinations of the College. The execution of the same may be entrusted to the Controller of Examinations appointed by the Principal from among permanent faculty members on the basis of potential of the person in accordance with the guidelines of the University Grants Commission and Parent University.

- It shall be the duty of the Principal to ensure that the provisions of the Acts, the statutes, ordinance and regulations as are strictly adhered to and she/he shall have all powers necessary to ensure the same.
- The Principal shall have the right of visiting and inspecting the examination section at any time.
- The Principal shall have the responsibility and power to provide enough man power for the timely completion of work related to the conduct of examinations and publication of results.
- The Principal shall have the power to convene meetings of the Academic Council, Boards of studies and examination committee or any other authority of the College to discuss matters related to the conduct of examinations and publication of results.

Functions of Examination Committee (EC)

The examination committee shall consist of the Principal, Controller of Examinations, Asst. Controllers of Examinations and other faculty nominated by the Principal.

The following are the functions of the examination committee.

- To formulate the policies of the examination and evaluation
- To act as an advisory body of the matters relating to the conduct of examinations.
- Prescribing courses of studies and scheme of examinations.
- Prescribing qualifications and criteria for admission of students to various programs and to the examinations and the conditions under which exemption may be granted.
- Prescribing the criteria in evaluating the performance of students and in classifying them on the basis of their performance in the examination.
- Prescribing equivalence of examinations, degrees, diplomas and certificates of other universities, institutes, boards and so on.
- Make arrangements for conducting examinations

CHAPTER 2

EXAMINATION SYSTEM AND EXAMINATION CELL

UG examinations are planned according to the 'Regulations' designed for this programme by the Academic Council and approved by the GB from time to time. The examination system described below will be applicable to all courses, to which admissions were effected from the academic year 2018 -19.

Examination System

St Joseph's College for Women, Visakhapatnam became autonomous in 1987. Under Autonomy the college has Academic Freedom to design its own courses, implement its own methods of teaching, learning and evaluation within the framework provided by the University Grants Commission and the Parent University to which the college is affiliated i.e. Andhra University.

The College established an Examination Cell to take charge of the examination system in the college. There had been substantial evolution and progression in the examination system since the inception of autonomy to date. The original recommended weightage for formative and summative assessment was 50:50 which was followed for 20 batches of students from A to T (1987-88 to 2006-2007 admitted batches). With effect from U batch (2007-2008 admitted batch) as per the recommendations of the Parent University and deliberations with other autonomous colleges the weightage for formative assessment was reduced to 40% making the proportion 40:60 between formative and summative assessment.

Evaluation of all courses (Papers), theory / practical and project / dissertation shall be done in two parts, namely by formative assessment (40%) and summative assessment (60%). However, this proportion may be reviewed by the Academic Council where circumstances warrant. The formative assessment shall be done by the course teachers based on the guidelines set by the Academic Council. From the academic year 2018-2019 the 40% of the formative assessment in each semester shall be distributed as follows: Two mid semester examinations (M.S.E.), each for 15%, one accessory assessment for 5% and regular attendance 5% during the semester. One of the highlights of the formative assessment system is the accessory assessment which could bring in lot of innovation and variation in the evaluation system. There had been a constant revision and refinement in the strategies adopted in order to ensure that the students achieve the prescribed learning outcomes. Some of the accessory assessments include Written Quizzes, Case study, Seminars, Projects (individual or group), Book review, Article writing, Review of stories, Recitation, Field study report, Book munch, PowerPoint presentations, Assignments, Group discussions, Mock TV Interview, Survey, News report, Journal reporting, Public speaking and others. These methods shall be adopted according to the need of the course. The End Semester Examination (E.S.E.) shall be conducted for theory / practical papers (courses) as per the requirement of the programme. Evaluation of project / dissertation and *viva voce* examination also shall be conducted if the same are included in the syllabi. The aggregate minimum for a pass in each course is 35% with a separate minimum of 35% for E.S.E. Academic Council regulations shall be followed for the conduct and evaluation of such examinations. The Examination Cell shall issue mark lists with requisite security features. Andhra University will issue the final degree certificate.

Examination Cell

In accordance with the guidelines of the University Grants Commission to autonomous Colleges, St. Joseph's College for Women (Autonomous), Visakhapatnam, shall constitute an examination cell headed by the Controller of Examinations (CE) who will be a permanent faculty appointed by the Principal on the basis of the potential of the person in accordance with statutory stipulations if any.

The Controller of Examinations will create his/her own team with the approval of the Principal of the College. The team shall consist of assistant controllers nominated depending on the quantum of work in the examination cell. Teachers working in the College shall be nominated to the examination cell for tenure of 3 years. They will continue doing their teaching work as scheduled by the College. There shall be a team of office assistants, computer programmers, data entry operators and other helpers in the examination cell. Examination cell will have appropriate infrastructure for generating question papers and other relevant confidential materials.

All part-time/full time functionaries of the Examination Cell shall be paid honorarium for the extra work being done by them apart from their usual work. Such honoraria shall be fixed for time to time by finance committee and approved by the Governing Body.

There shall be continuous and comprehensive evaluation of students through internal and external examinations. At least two internal examinations per semester and one end semester examination should be conducted. Remuneration for examination work should be decided by the finance committee and should be approved by the Governing Body. Parity with the rates existing in the parent university must be ensured in the process.

Brief Details of the Exam Cell, its Powers and Duties

Controller of Examinations (CE)

The Controller of Examinations shall be responsible for the conduct of all examinations of the College and it shall be his/her duty to arrange for preparation, scheduling, conduct of examinations of the College and all other contingent matters connected with examinations. The Controller of Examinations in the execution of his/her office shall report to the Principal periodically on the performance of his/her duties. The Controller of Examination should take earnest efforts to see that all examinations are conducted as per the scheduled academic calendar.

The responsibilities of the Controller of Examinations shall include:-

- He/she shall be responsible for the conduct of all examinations and it shall be his/her duty to arrange for the preparation, scheduling, evaluation and reporting of all examinations and for the payment of remuneration to question paper setters and examiners and all other contingent matters connected with examinations.
- Direct superintending control over the examination wing including examination sections, examination confidential wing, examination stores, examination computer section and records.
- Taking decision on all matters related to examinations not falling within the powers of statutory officers of the College.
- 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.
- He/she shall convene meetings and issue notices to the Boards of Examiners and committees appointed by the examination cell and conduct official communications thereof.
- Making necessary arrangements for Board of Studies meetings of all subjects at least two times in a year and ensure that the minutes are recorded.
- Discuss with BOS wherever applicable-examination and course development.
- Taking special care to see that secrecy and confidentiality are kept in connection with all examinations of the College.
- Payment of remuneration and travelling allowances to question paper setters and examiners.
- Taking quick decisions as circumstances warrant with or without taking advice from subordinate officers.
- Exercising control over the space allotted for the examination wing including that for centralized valuation. Further he/she should ensure that the rooms, building, laboratories, stores etc are well in order / prepared to conduct the examinations.

Assistant Controller of Examinations (ACE)

The Assistant Controller of Examinations shall manage the sections allotted to him/her by the Controller of Examinations / Principal.

His / her duties shall include:–

- Membership in examination committee
- Supervise the office staff of CE's office and manage the assistants and casual laborers posted to assist the office works, involving physical exertion as and when needed.
- Preparation of examination schedules and examination calendar, in consultation with the Controller of Examinations and calendar committee.
- Communications at various levels of examination planning, preparation, execution, valuation, tabulation and mark list printing and distribution
- Preparation and printing of answer booklets for various examinations
- Make sure that the question papers are ready before the examinations are scheduled.
- Helping CE in all his/her activities (selecting question paper setters, examiners, actual organization and implementation of examination system)
- Make sure that the forms relating to examinations are ready in time (applications, hall tickets, challans etc.)
- Make sure that the list of remuneration chart and ready reckoner for all examination related activities are prepared in advance.
- All other tasks required for the conduct of evaluation process.

Examination Assistants

It shall be the duty of the assistants to carry out all the works assigned to them by the senior officers of the examination cell. They shall be conversant with the rules and regulations necessary for carrying out their duties efficiently. They shall be responsible for:-

- Providing assistance for the preparation and printing of answer booklets for various examinations
- Providing assistance for the preparation of all concerned forms and registers relating to applications, question paper setting, scrutiny, valuation, coding, tabulation, and mark list in consultation with the deputy Controller of Examinations.
- Maintaining registers for inward and outward communications.

- In charge of typing / data entry section attached to the examination cell where all examination related typing /data entry works will be carried out.
- Ensuring timely completion of the typing/ data entry work, comparing with the draft and if required making appropriate corrections and putting up files properly in consultation with the senior officers.
- Processing of applications for registration to examinations and preparation of nominal rolls
- Preparing and dispatching of hall tickets.
- Ensuring that the question paper packets are ready for examinations.
- Preparing a list of remuneration chart and ready reckoner for all examination related activities (question paper setters, invigilators, Spot Valuation camp, revaluation, recounting, supplementary examinations etc.)
- Making arrangements for Board of Studies meetings of all subjects as and when required and ensure that the minutes are recorded.
- Making arrangements for other meetings if any, as and when required and ensure that the minutes are recorded.
- Preparing tabulation registers, mark lists etc.
- Assisting the senior officers in the transit of files, communications and stationary.
- Making sure that the examination office, computer desks and typing pool are neat and clean.
- Keeping examination related records safe and maintaining their confidentiality.
- They shall discharge duties entrusted to them by superior officers from time to time.
- They shall also ensure that unauthorized persons do not enter the examination section.

CHAPTER 3 PREPARATION FOR THE EXAMINATIONS

Constitution of Various Committees

The following committees shall be constituted by the CE with the approval of the Principal for each examination. The committees are meant to facilitate the smooth conduct of examinations.

- Committee to appoint question paper setters
- Committee to Scrutinize question papers
- Committee to appoint Examiners

- Committee to Scrutinize valued answer scripts
- Viva Voce committee, if applicable
- Malpractice Enquiry Committee
- Results Committee
- Grievance Redressal Committee

Committee to appoint question paper setters

The CE shall, constitute for each semester, a committee to appoint panel of question paper setters from the list supplied by the corresponding BOS. The committee shall consist of the Principal, Controller of Examinations and Asst. Controllers of Examinations. The duties of the question paper setters shall be to set the question papers along with key/scheme of valuation for the paper. They must ensure that the questions are of prescribed standard and the scope of the questions is within the prescribed syllabus. A Question Bank for each course shall be prepared by the course teachers also, which may be continuously updated with new questions. Inputs and feedback of students may be used in the process. The CE's office shall generate a question paper of the prescribed format for each course using computer programs from the Question Bank, if possible.

Constitution of Panel of Question paper setters

The following guidelines shall be followed if question papers are set by outside question paper setters:-

- There shall be separate panel of question paper setters for each paper of various programmes.
- The list of question paper setters are to be prepared by the Chairman, Board of Studies (BOS) of the concerned subject and shall be submitted to the Academic Council for approval.
- The list prepared by the Chairman, BOS shall be treated as highly confidential and shall not be included in the minutes of the meeting of the BOS or the department. He/she shall handover the list with email ID and phone number and complete mailing address of question paper setters to the CE personally in a sealed envelope in the personal name and address of the controller and marked “confidential”.
- There shall be a minimum of five members in the list of question setters for each course (paper) and the tenure of the list shall be for three years.
- Every three years, the existing list of question paper setters available with the CE shall be forwarded to the Chairman of the BOS for revision.

Guidelines for Appointment of Question Paper setters

- The committee shall select the required number of persons from the list of Question paper setters submitted by BOS for appointment as question paper setters. Communications are sent to all such persons to obtain their consent to serve as question paper setters according to the terms and conditions of the Autonomous College. If any person declines the nomination, another person selected by the committee from the list is addressed and his/her consent is obtained. A formal order of appointment is issued or mailed to them by the committee.
- The appointment of Question Paper Setters shall be made by the committee in the first month of each semester.
- Question Paper Setters shall be appointed for one semester and shall be eligible for reappointment for successive years following the year of first appointment.
- The period of appointment of all paper setters shall be limited to the date of publication of results of the examinations for which he/she is appointed. However, they are eligible for consideration for re-appointment in subsequent examinations.
- A person engaged in teaching work in St. Joseph's College for Women (Autonomous), Visakhapatnam is not eligible for appointment as question papers setters in any of the programmes conducted by St. Joseph's College for Women (Autonomous). However in generating questions for the question bank, internal question setters shall also be appointed.
- A person engaged in teaching with not less than three years of experience in relevant subject in any University, Research Institute or College affiliated to Universities shall be appointed to set questionpapers.
- If question paper setters are not available as mentioned in the above clause, for special subjects such as Journalism and Mass Communication etc., persons with practical experience in relevant areas, could be considered.
- The CE shall be competent to approve appointments as Question Paper Setters waiving the above requirements in exceptional cases and his/her action shall be reported to the Principal.

Appointment of Question Paper Setters and their Duties

Appointment of Question Paper Setters is considered as the most important responsibility of the College, so also its confidentiality.

- Once the final list, of regular and supplementary examination question papers is ready, the

committee appoints question paper setters from the list of question paper setters submitted by board of studies.

- The paper setters shall be contacted over phone and consent taken. The paper setters shall be given the option of sending the questions papers through email or post/courier.
- No question paper setter shall ordinarily be assigned for more than three question papers at a time.
- All the selected question paper setters shall be responsible for setting the question papers for the papers allotted to them by the Committee.
- The Question paper setters shall be required to set 2 sets of question papers along with scheme of valuation/key/solutions for each paper. One for use in the ensuing examination and one for the next session or for supplementary examinations (if applicable). The following materials are to be sent along with the request.
 - Copy of the Memorandum of Instructions for question paper setters
 - Syllabus of the concerned course /courses
 - Blue print
 - Model question papers
 - Text Books/materials prescribed, if language papers are to be set
 - Facing sheet and additional sheets for writing questions
 - Bill forms for remuneration and TA/DA as applicable
 - Covers required for sending question papers
 - Any other items to suit particular requirements, if necessary
- The Question paper setters shall send the question papers to the CE before the last date intimated.
- The CE shall, if required, request assistant controller to correct proofs of papers set by the Boards, in which case, he/she shall return the corrected proofs and the original manuscripts promptly in sealed covers in accordance with the instructions issued in this regard.
- The minutes of the committee to appoint Question Paper Setters shall be treated as strictly confidential.
- Copies of the communications from the examination cell, registers and files for

monitoring the schedule of meetings of the committee to appoint Question Paper Setters, minutes of such meetings and other documents, if any, which have relevance in the conduct of examinations, shall be maintained in the office of the CE.

- The details of the questions / question papers received by the CE shall be entered in a register and shall be sent for printing. The bills for remuneration and TA/DA received from the setters will be transferred to the section dealing with the expenses of Examination cell for arranging payment.

Memorandum of Instructions to Question paper setters (Annexure – 1)

Committee to Scrutinize Question Papers

On the day of the end semester examination, the concerned faculty teaching the different papers of the day shall be considered as committee to Scrutinize Question Papers and shall come to Examination Cell 45 minutes before the commencement of the examination to scrutinize the question papers and scheme of valuation.

The objectives of the scrutiny shall be to ensure that the questions are:

- In conformity with the prescribed syllabus and scheme of examinations
- Has maintained the required standard
- Free of typographical and grammatical errors
- Marks allotted are in accordance with the direction issued in the blue print and as per the model question paper supplied.
- If there is scheme of valuation, it needs to be verified if not shall prepare a fresh scheme of valuation and return to CE immediately.
- The committee to scrutinize question papers shall make necessary modifications, if required; in the question papers to achieve the objectives mentioned above and the same will be noted in the register provided in EC to register changes in question papers.
- The faculty members (scrutiny members) shall stay in the examination cell till the examination of that day commenced to maintain confidentiality of the examination.

Committee to appoint Examiners

The CE shall, constitute for each semester, a committee to appoint panel of examiners which form part of the Examination for the purpose of evaluation, consolidating the marks, obtained by candidates in different parts of the Examination. The committee shall consist of the Principal, Controller of Examination and Asst. Controllers of Examinations. The list of

examiners, as per requirement for each course shall be prepared by the BOS and shall be forwarded to the CE in the prescribed format. It shall consist of names of examiners required for each subject for a period of three years.

Constitution of Panel of Examiners

- The CE shall constitute a committee to appoint panel Examiners, for all subjects for odd and even semesters. All examiners appointed to value the answer books relating to the examinations will be the members of the panel.
- It shall be the duty of CE to give such instructions that are necessary for the efficient valuation of papers.
- The appointment of examiners for each semester shall be made and confirmed before 15 days of the commencement of the examination.
- Only persons having the prescribed qualifications and at least five years of teaching / research experience at the appropriate level shall be included in the panel. If examiners are not available as mentioned in the above clause, for special subjects such as Journalism and Mass Communication etc., persons with practical experience in relevant areas, could be considered.
- No person above the age of 70 shall be appointed or allowed to continue as an examiner. However this can be waived by the Academic Council in special cases.
- The BOS shall review the panel of examiners once in 3 years. In case, any examiner is found inefficient or indulging in misconduct, malpractice, negligence or disobedience, the CE shall report the names of such persons to the principal who may disqualify such persons from being examiner/ paper setter in future.
- The period of appointment of all examiners or paper setters shall be limited to the date of publication of results of the examinations for which he/she is appointed. However, they are eligible for consideration for re-appointment in subsequent examinations.

Guidelines for Appointment of Examiners

- The appointment of examiners shall be made by the committee from the list of examiners recommended by the BOS.
- The appointment of the panel of Examiners shall be communicated to them. The envelope for sending communications to the examiners shall be marked 'CONFIDENTIAL'. Similarly all communications from the examiners shall be addressed to the Controller of Examinations in his/her personal name in covers marked "Examination Confidential".

- A Copy of the “Memorandum of Instructions to the Examiners” shall be sent to each examiner and his/her acceptance shall be obtained in the prescribed form.
- The Internal Examiner shall not decline the duty assigned under any circumstances unless exempted by the Principal on valid grounds. Teachers who decline to serve as examiners shall forth with be asked to furnish their explanation in writing for doing so and the matter may be reported to the Governing Body for appropriate action.
- CE shall appoint examiners outside the city for special subjects like Home Science, French etc. In such case papers shall be sent to examiners by post. Papers sent by post should be returned within 10 days of receipt of the parcel.

Appointment of Examiners and their duties

- The ACE shall be provided with the approximate number of candidates appearing in the examination for distribution of the valuation work according to the norms fixed by the Academic Council.
- Communications regarding the details of answer scripts allotted for valuation shall be sent to all examiners. Examinations for which Spot valuation camps are conducted, the list of examiners, distribution of work and suitable dates for the receipt of mark lists are prepared and handed over to the CE to conduct Spot valuation camp.
- Arrangements shall also be made to appoint substitutes in place of examiners who fail to appear for examination duty without notice.
- ACE shall direct each Examiner to value 40 answer scripts per day. On completing this valuation, the valued answer scripts shall be forwarded for verification
- It is the duty of ACE to select and arrange for revaluation by different examiner at least 5% of answer books valued by each of examiner. These answer scripts shall be randomly selected. The process is meant to ensure that proper standard of valuation is maintained throughout or not. In case of unsatisfactory valuation (over valuation or under valuation) by the examiner, ACE shall bring the matter immediately to the notice of CE and after getting his/her approval may recall all the answer scripts and arrange for revaluation by a different examiner. The name of the examiner shall be reported to the CE and CE shall remove the name of that examiner from the panel of examiners list.
- The CE with the approval of the Principal will be authorized to withhold in part or in full the remuneration to examiners in the event of unsatisfactory valuation.
- The ACE shall arrange for verification of the scripts valued by the examiners and suggest ways and means to achieve objectivity in valuation. The ACE shall also arrange for

scrutiny of the work done by the examiners and forward to the CE all necessary documents such as valued and scrutinized answer papers, mark books, remuneration bills of members countersigned by him/her etc., as the case may be on or before the dates specified by the College.

- A copy of the list of examiners shall also be forwarded to the section dealing with the payment of remuneration to examiners immediately after the publication of the results of the examinations.
- The rate of remuneration for examination works (End Semester Examinations) for the external examiners shall be applicable for the internal examiners also.
- The dates for receipt of mark lists from the examiners will be fixed by the ACE and intimated to them. Examiners shall adhere to the schedule of dates fixed by the CE and cooperate with the College in publishing the results of the examinations in time on the dates fixed by the College.

Memorandum of Instructions to Examiners (Annexure 2)

Committee to Scrutinize valued answer scripts

- It shall be the duty of the CE to arrange for scrutiny of all valued answer books.
- CE shall appoint required no of faculty as committee to scrutinize valued answer scripts to verify each answer book valued whether;
 - All questions and sub-divisions of questions have been marked/graded without omission by the examiner
 - The totaling of the marks/grades is correct and no arithmetical error has crept in
 - The total marks/grades carried over to the mark/grade book with reference to each register number on the answer book are correct
 - The examiner has written his/her name and put his/her full signature on the cover of the mark book and on each sheet of the mark book on which there are entries
 - In case of discrepancies, clarification is sought from the examiners and necessary corrections done

Viva Voce committee

It shall be competent for the BOS and Academic Council to decide whether a particular subject needs viva-voce/oral examination. The CE shall refer to the minutes of the meetings of the Academic Council and BOS for this purpose. The Viva-voce committee shall have a HOD and two senior most examiners of the subject.

Malpractice Enquiry Committee (MEC)

The Controller of Examinations shall prepare detailed guidelines incorporating the procedure for dealing with the cases involving malpractices in examinations together with scales of punishment for the guidance of the Malpractices Enquiry Committee (MEC) and take steps to get them approved by the Academic Council. Wherever necessary, the Malpractice Enquiry Committee may refer to the provisions of The A.P. Public Examinations (Prevention of Malpractice and Unfairness) Act, 1997 and subsequent amendments, if any and to the rules issued in G.O.Ms.No.114/ Edn (IE), dated 13-5-1997.

Role, Responsibilities and Duties of Malpractice enquiry committee

To ensure honesty and fairness during examinations, Malpractice Enquiry Committee (MEC) constituted by the Principal shall enquire into the indiscipline/malpractice cases and make appropriate report recommending appropriate action/s to be taken in each case. The committee shall consist of Principal, Controller of examinations, Assistant controller of examinations, senior faculty nominated by the principal of the college and members of the Management. At least one of the members of the Committee shall be a Woman. The MEC shall enquire into each case referred to it and after conducting appropriate enquiry proceeding as detailed below, the committee shall prepare a report giving its findings and recommending appropriate action to be taken in the case enquired into and submits the same to the Principal. Principal will take the final decision in each case.

Acts of malpractices / unfair means:

Every student appearing for the Examinations conducted by the college is liable to be charged with committing malpractice(s) / use of unfair means, if she is observed as committing any of the following acts:

- i. Possesses or keeps accessible in examination hall, any paper, note book, possession of electronic gadgets like mobile phones, Programmable calculator, pen- drive or such other storage devices, pager, palm computers or any other form of material concerned with or related to the subject of the examination (theory or practical) in which she is appearing but has not made use of (material shall include any marks on the body of the candidate which can be used as an aid in the subject of the examination)
- ii. Gives assistance or guidance or receives it from any other candidate orally or by any other body language methods or communicates through cell phones with any candidate or persons in or outside the exam hall in respect of any matter.
- iii. Has copied in the examination hall from any paper, book, programmable calculators,

palm computers or any other form of material relevant to the subject of the examination (theory or practical) in which the candidate is appearing.

- iv. Impersonates any other candidate in connection with the examination.
- v. Smuggles in the Answer book or additional sheet or takes out or arranges to send out the question paper during the examination or answer book or additional sheet, during or after the examination.
- vi. Uses objectionable, abusive or offensive language in the answer paper or in letters to the examiners or writes to the examiner requesting him to award pass marks. Making any request of representation or offer of any threat for inducement or bribery to Room Invigilator and / or any other official for favours in the Examination Hall
- vii. Refuses to obey the orders of the Controller of Examinations /Assistant Controller of Examinations/any officer on duty or misbehaves or creates disturbance of any kind in and around the examination hall or organizes a walk out or instigates others to walk out, or threatens the COE or any person on duty in or outside the examination hall of any injury to his person or to any of his relations whether by words, either spoken or written or by signs or by visible representation, assaults the CE or any person on duty in or outside the examination hall or any of his relations, or indulges in any other act of misconduct or mischief which result in damage to or destruction of property in the examination hall or any part of the Institute premises or engages in any other act which in the opinion of the officer on duty amounts to use of unfair means or misconduct or has the tendency to disrupt the orderly conduct of the examination.
- viii. Leaves the exam hall taking away answer script or intentionally tears of the script or any part thereof inside or outside the examination hall.
- ix. Possess any lethal weapon or firearm in the examination hall.
- x. If student of the college, who is not a candidate for the particular examination or any person not connected with the college indulges in any malpractice or improper conduct mentioned in clause 7 to 9.
- xi. Comes in a drunken condition to the examination hall.
- xii. Copying detected on the basis of internal evidence, such as, during valuation or during special scrutiny.
- xiii. Found guilty repeatedly.
- xiv. Notwithstanding anything contained above, any other activity in which the student has indulged and which in the opinion of the authorities of SJCWA constitutes malpractice/ use of unfair means will be construed as malpractice/ use of unfair means.

For all the above acts of malpractices and unfair means proposed scales of punishments were given in table – 1.

Procedure for reporting malpractices / use of unfair means:

- i. The CE shall constitute observers during examinations to ensure proper conduct of examination and Malpractice Enquiry Committee for prevention of unfair means for each academic year to deal with the cases of alleged misconduct and use of unfair means in all the examinations conducted by the college.
- ii. If the malpractice case is detected, the room invigilator will seize the incriminating materials and the answer script(s), and report the same to observer immediately in the prescribed form (**Annexure-3**).
- iii. When malpractice / use of unfair means is brought to the notice of the observer by the room invigilators, he/she shall hold a preliminary inquiry and take on record the report of the room invigilator, the statement of the student concerned. Only then he/she will forward unfair means report along with answer script(s) and other incriminating material and other enclosures to the controller of Examinations.
- iv. The student, the room invigilator, shall be required to give their statement in the prescribed form supplied by the controller of examinations (**Annexure-3**). These statements shall always be concise, specific and complete in every respect and include all the known facts and the relevant circumstances of the case and other evidences.
- v. The statement of all concerned shall be in their own handwriting.

Procedure for imposing penalties & punishments

- i. Malpractice Enquiry Committee (MEC) shall be constituted to inquire into the unfair means cases during the Examinations.
- ii. Wherever necessary, the Malpractice Enquiry Committee may refer to the detailed guidelines incorporating the procedure for dealing with the cases involving malpractices in examinations together with scales of punishment approved by academic council and provisions of the A.P. Public Examinations (Prevention of Malpractice and Unfairness) Act, 1997 and subsequent amendments, if any and to the rules issued in G.O.Ms.No.114/Edn (IE), dated 13-5-1997.
- iii. The MEC shall meet on the same day on which the use of unfair means is reported and inquire on all matters connected with the unfair means.
- iv. The Committee may call the candidate to seek an explanation and hear her. Explanation shall be taken in writing.

- v. The Committee members shall make necessary enquires from Invigilators, Observers and other related witnesses.
- vi. After detailed inquiry, the committee shall prepare a report giving its recommendation on the penalties and punishments
- vii. The MEC shall examine the evidences placed before it and inquire about the student for her involvement in the alleged unfair means. After ascertaining the severity of the case, the MEC shall recommend suitable penalties or punishments (Refer table-1) to be imposed on the student (if any malpractice was detected) for the consideration of the Principal.
- viii. The severity of the case shall be categorized as follows.
 - Possession of electronic gadgets without any material(s) or matter, materials(s) or matter on hand, palm, calculator etc. / written, printed matter or copy thereof, which is/are not relevant to the paper the student, is writing.
 - Possession of electronic gadgets with the materials related to the subject / materials or matter on hand, palm, calculator etc. / written, printed matter or copy thereof, which is/are relevant to the paper the student, is writing.
 - Possession of electronic gadgets with the materials related to the subject / materials or matter on hand, palm, calculator etc. / written, printed matter or copy thereof, which is/are relevant to the paper the student, is writing and are particularly for the purpose of copying.
 - Possession of electronic gadgets with the materials related to the subject / materials or matter on hand, palm, calculator etc. / written, printed matter or copy thereof, which is/are relevant to the paper the student, is writing and are particularly for the purpose of copying and copied the material to the answer book. While recommending the penalties or punishments, the quantity of the material or matter and relevance of the same to the paper in which the student is caught using unfair means shall be taken in to consideration to decide the severity of the case.
 - Repeatedly use of unfair means during the Examinations.
 - Threatening with weapons and impersonation.
- ix. The punishment shall be uniform and commensurate with the offence for all students committing similar offences.
- x. Use of unfair means and punishments imposed on the students shall invariably be intimated to the concerned parents by the Principal and the controller of Examinations.

Table - 1

Acts of Malpractices and Scales of punishments

S.No.	Acts of malpractices	Punishment to be imposed
	If the candidate:	
1	Possesses or keeps accessible in examination hall, any paper, note book, possession of electronic gadgets like mobile phones, Programmable calculator, pen- drive or such other storage devices, pager, palm computers or any other form of material concerned with or related to the subject of the examination (theory or practical) in which she is appearing but has not made use of (material shall include any marks on the body of the candidate which can be used as an aid in the subject of the examination)	Expulsion from the examination hall and cancellation of the performance in that paper only.
2	Gives assistance or guidance or receives it from any other candidate orally or by any other body language methods or communicates through cell phones with any candidate or persons in or outside the exam hall in respect of any matter.	Expulsion from the examination hall and cancellation of the performance in that paper only of all the candidates involved. In case of an outsider, he will be handed over to the police and a case is registered against him.
3	Has copied in the examination hall from any paper, book, programmable calculators, palm computers or any other form of material relevant to the subject of the examination (theory or practical) in which the candidate is appearing.	Expulsion from the examination hall and cancellation of the performance in that paper and shall not be permitted to appear for the remaining examinations of the subjects of that Semester/year. The Hall Ticket of the candidate is to be cancelled and sent to the Controller of Examinations.
4	Impersonates any other candidate in connection with the examination.	The candidate who has impersonated shall be expelled from examination hall. The candidate is also debarred and forfeits the seat. The performance of the original candidate, who has been impersonated, shall be cancelled in all the papers of the examination (including practicals and project work) already appeared and shall not be allowed to appear for examinations of the remaining papers of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all semester end examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat. If the imposter is an outsider, he will be handed over to

		the police and a case is registered against him.
5	Smuggles in the Answer book or additional sheet or takes out or arranges to send out the question paper during the examination or answer book or additional sheet, during or after the examination.	Expulsion from the examination hall and cancellation of performance in that paper and all the other papers the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the papers of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all semester end examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.
6	Uses objectionable, abusive or offensive language in the answer paper or in letters to the examiners or writes to the examiner requesting him to award pass marks. Making any request of representation or offer of any threat for inducement or bribery to Room Invigilator and / or any other official for favours in the Examination Hall	Cancellation of the performance in that paper.
7	Refuses to obey the orders of the Controller of Examinations /Assistant Controller of Examinations/any officer on duty/misbehaves / creates disturbance of any kind in and around the examination hall / organizes a walk out / instigates others to walk out / threatens the CE or any person on duty in or outside the examination hall of any injury to his person or to any of his relations whether by words, either spoken or written or by signs or by visible representation, assaults the CE or any person on duty in or outside the examination hall or any of his relations / indulges in any other act of misconduct or mischief which result in damage to or destruction of property in the examination hall or any part of the Institute premises / engages in any other act which in the opinion of the officer on duty amounts to use of unfair means or misconduct / has the tendency to disrupt the orderly conduct of the examination / spreading misinformation or damaging reputation of college through social media.	In case of students of the college, they shall be expelled from examination halls and cancellation of their performance in that paper and all other papers the candidate(s) has (have) already appeared and shall not be permitted to appear for the remaining examinations of the papers of that semester/year. The candidates also are debarred and forfeit their seats. In case of outsiders, they will be handed over to the police and a police case is registered against them.

8	Leaves the exam hall taking away answer script or intentionally tears of the script or any part thereof inside or outside the examination hall.	Expulsion from the examination hall and cancellation of performance in that paper and all the other papers the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the papers of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all semester end examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.
9	Possess any lethal weapon or firearm in the examination hall.	Expulsion from the examination hall and cancellation of the performance in that paper and all other papers the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the papers of that semester/year. The candidate is also debarred and forfeits the seat.
10	If student of the college, who is not a candidate for the particular examination or any person not connected with the college indulges in any malpractice or improper conduct mentioned in clause 7 to 9.	Student of the colleges expulsion from the examination hall and cancellation of the performance in that paper and all other papers the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the papers of that semester/year. The candidate is also debarred and forfeits the seat. Person(s) who do not belong to the College will be handed over to police and, a police case will be registered against them.
11	Comes in a drunken condition to the examination hall.	Expulsion from the examination hall and cancellation of the performance in that paper and all other papers the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the papers of that semester/year.

12	Copying detected on the basis of internal evidence, such as, during valuation or during special scrutiny.	Cancellation of the performance in that paper and all other papers the candidate has appeared including practical examinations and project work of that semester/year examinations.
13	Found guilty repeatedly	The candidate is also debarred and forfeits the seat.
14	Notwithstanding anything contained above, any other activity in which the student has indulged and which in the opinion of the authorities of SJCWA constitutes malpractice/ use of unfair means will be construed as malpractice/ use of unfair means and shall be reported to MEC for further enquiry.	

Other Matters

To ensure fair examination system, the Malpractice inquiry committee shall enquire even staff also, in case of any favoritism in internal or external valuation, leakage of paper or acceptance of bribe for favors. The committee will take up all cases brought to it within two days of reporting and make a thorough investigation. If any truth is found in the complaint, the committee shall summon the staff member. The staff member shall be given a fair chance to explain his/her position. The final report will then be submitted to the Principal/ Governing Body. Action will be taken according to the decision of the Principal and the Governing Body of the Management.

Also the examiners shall, if he/ she suspects use of unfair means while valuing the answer scripts or other material such as insertion of answer sheet, revealing of identity or enclosure, such as currency, shall return the answer script with reasons in writing to the controller of examination and by name detest from further valuation. If already valued, marks shall not be entered in the regular marks lists in which the marks awarded to other students are furnished but enter them in a separate list which shall be forwarded to the controller of Examinations. Further CE shall forward the issue to MEC for further enquiry.

Results Committee

This committee shall include the Principal, CE, ACE and senior members of the faculty nominated by Principal. The meeting of the Results Committee shall be held to finalize the results of UG examinations, after the tabulation of an examination is completed.

- The CE shall prepare consolidated statement of marks/ grades of all candidates before the commencement of the meeting. The statistics of the results shall also be prepared and presented to the committee for consideration. It shall be competent for the committee to call for any answer book which they consider as demanding revaluation at the committee meeting, or which has given rise to points of doubts to be cleared at such a meeting,

especially when the CE observes great disparity in the marks for the different papers of a candidate.

- It shall be competent for the Results Committee to decide on the moderation of marks or grade to normalize the results in comparison to the result of previous years with sufficient justification. The moderation shall be in accordance with the guidelines issued by the Academic Council. From time to time. There is no moderation for Mid semester examinations, if necessary is given only for End semester examination marks. Moderation of up to 3 marks may be awarded to a student in a semester, subject to a maximum of 2 marks per paper for UG candidates.
- The minutes shall be recorded and signed by the members present in the minute's book available with the office of the CE. The minutes of the meetings of the results committee shall contain the following details:
 - Time, day, date, venue and place of the meeting
 - Names and signatures of the members present
 - A brief statement regarding consideration and approval of the results
 - The percentage or marks of moderation, if any, recommended by the committee
 - Special conditions, if any, for the award of moderation, such as class moderation, moderation to attain a specified percentage of marks, in cases of marginal deficiencies, etc. should be unambiguously recorded
 - Any other remarks relevant to the conduct and results of the examination
 - Signature of the Principal
- The minute's book shall be kept under safe custody of the CE.
- The CE shall submit the results to the Governing Body for approval or shall issue orders to publish the results subject to approval by the Governing Body.
- The latter course of action is resorted to, when it is found that waiting for a routine meeting of the Governing Body may cause undue delay in the publication of the results.

Grievance Redressal Committee (GRC-Examination subcommittee)

The college shall have a Grievance Redressal Committee for examination related grievances comprising of The Principal, Controller of examinations and senior teachers nominated by the principal. Grievance redressal committee shall meet regularly for objective and effective

redressal of the grievances of the students regarding evaluation. Suggestion / complaint Box shall be placed near the Examination cell in which the Students, who want to remain anonymous, put in writing their grievances for redressal.

Objectives of the Grievance Redressal Committee

- Encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized.
- To develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the college.
- To maintain transparency in evaluation system.
- To safeguard the quality of the organization and the examination procedures.
- To safeguard the quality of interim and final examinations.
- Help the College maintain a good academic ambience during examinations.

Mechanism to deal with examination related grievances

The college shall have an effective mechanism for redressal of grievances pertaining to examinations. A student has the right to appeal in case she is not satisfied with the marks given in the examinations. The student can seek clarification from the teacher concerned. If not satisfied, the student may appeal to the GRC. The Grievance Cell examines the grievances and ensures justice to the student. The queries related to results, corrections in mark sheets, other certificates issued by college are handled by examination cell. Students are allowed to apply for revaluation, by paying necessary processing fee to the college in cases of grievances pertaining to end semester examination

The letters related to examination grievances are sent to the Grievance redressal committee, immediately, hence, the grievances are dealt in a time-bound manner efficiently by the committee as soon as the results of the Examinations are announced. GRC will entertain only those complaints with details and signature of the student. Cross-checking is done by the Examination Cell to assure that the grievance redressal has been carried out in an effective manner or not. There shall be provision for grievance redressal for formative and summative assessment.

Formative assessment grievances shall be addressed at the level of the course teacher concerned. Complete transparency regarding the Mid Semester Examination or Internal Assessment test. The corrected answer papers of the students are distributed to them for the verification by the students and any grievance is redressed immediately. If the student not satisfied can put in writing their grievances in the grievance box.

Summative assessment grievances shall be addressed at the level of the College. Grievance Redressal Committee will discuss and solve them. These complaints shall be lodged within five working days after the publication of the consolidated results and the decision shall be taken within the next five working days.

Any grievances related to question paper like out of syllabus, repeated questions; improper split of marks, marks missed wrong question number during semester exams are addressed immediately by CE. Review on the question papers are made by faculties to find out the percentage of toughness in the question paper and the feedback is given to the CE.

To ensure fair examination system, all complaints related to internal or external valuation, leakage of paper or acceptance of bribe for favors etc, shall be investigated properly. The committee shall take up all cases brought to it within two days of reporting and make a thorough investigation. If any truth is found in the complaint, the committee shall summon the staff member. The staff member shall be given a fair chance to explain his/her position. The final report shall be submitted to the Principal. Action shall be taken according to the decision of the Principal and the Governing Body of the Management.

CHAPTER 4

Semester beginning activities of the Examination cell

General activities

The Controller of Examinations shall prepare the examination calendar for every Odd/Even semesters, well in advance, and shall publish the same in the College website. The information regarding the same shall be passed to Heads of all Departments. All examinations of the semester shall be conducted as per the examination calendar. No separate notification shall be issued.

Controller of examinations shall verify stock of stationery and give indent of requirement for the whole year to college office in writing. Stationery items include mid semester answer books, end semester answer books, additional sheets, white paper, envelopes, cloth lined as well as ordinary, and other computer mark lists, provisional degrees foils, supplementary mark lists and other items like twine, gem clips etc.

Syllabus Preparation:

- Examination Cell shall prepare (i) Six sets of I – VI semesters syllabi approved by the BOS and Academic Council and (ii) Four sets each of I – VI semester question papers of the previous academic year for all courses.

- Two sets each of the syllabi and question papers shall be given to the Heads of Departments for careful scrutiny and to make corrections if necessary. One set of each shall be returned to the Examination Cell (EC).
- The corrections shall be incorporated in all the other sets of syllabi and question papers.
- Three sets of the syllabi shall be bound semester wise with syllabi arranged in the following order – General English, Telugu, Hindi, French, Sanskrit, English language & Literature, Psychology, Office Management, Journalism & Mass communication, Economics (EM), Commerce, Management Studies, History, Economics, Political Science, all cores of Commerce, Mathematics, Statistics, Physics, Computer Science, Chemistry, Botany, Zoology, Biotechnology, Biochemistry and all cores of Home science. One bound copy shall be given to the principal, one to the library and one is to be retained in the Examination cell.
- The remaining three sets of syllabi and three sets of questions papers should be filed and kept in the respective shelves allotted to each batch, for dispatching to examiners (2 copies) and one extra for emergency requirement.
- Shall prepare a course list of papers offered to the various batches during the current semester. The list shall include details of subject, paper title, paper code, credits, maximum marks for formative assessment and summative assessment for theory and practical examinations.

Constitution and conduct of Board of Studies (BOS)

Composition of Board of Studies shall be as per the new UGC guidelines for autonomous colleges. There shall be BOS for each department in the college comprising of the Head of the department as chairman, all the faculty of the department as members, two subject experts from outside the parent university nominated by the Academic Council, One expert to be nominated by the Vice-Chancellor from a panel of six recommended by the college principal, One representative from industry/corporate sector/allied area relating to placement and One postgraduate meritorious alumnus to be nominated by the principal.

Examination cell coordinates with Academic council, Parent University and Heads of the departments regarding the constitution of Boards of studies and shall fix the convenient dates and make necessary arrangements for all the BOS meetings twice in a year. EC shall prepare agenda keeping in view of curriculum changes in the courses, modifications in question paper

models, panel of examiners, panel of paper setters etc., and provide logistics for all BOS meetings.

- All the HODs shall collect the BOS minutes book from EC and shall conduct BOS as per schedule.
- After the BOS all the HODs shall write the minutes of meeting in the BOS minutes book clearly and shall take the signatures of all the experts and members in the minute's book.
- HODs shall return the BOS minutes book to the EC after the meeting.
- HODs shall handover the sealed covers of panel of examiners and panel of paper setters to the CE.
- All the HODs shall collect the BOS minutes book from EC and shall read the minutes in the Academic council meeting when it is held as per schedule.

CONDUCT OF EXAMINATIONS - PART I

Assessment procedure

The student's performance in each course shall be evaluated based on Formative assessment (continuous internal assessment) for 40% and Summative assessment (end-semester examination) for 60%. Formative assessment shall spread through the duration of course. The assessment shall be done internally through various means. The Summative assessment shall have External assessment towards the end of the semester.

Formative assessment

Formative assessment shall consist two mid semester examinations (MSE), one accessory assessment and regular attendance during the semester (approved in academic council wef 2018-19 admitted batch). The 40% formative assessment for each core paper in each semester is distributed as follows.

Mid Semester Examination I	15%
Mid Semester Examination II	15%
Accessory Assessment	5%
Attendance	5%

Mid Semester Examinations: The First MSE will be held after 40 days post the beginning of the new semester, and the second MSE will be after 30 days, after the first MSE. The syllabus and model question papers for each MSE will be decided by the respective departments. No second attempt at MSE will be permitted for students ineligible, due to absenteeism. No % pass minimum for MSE is

required. MSE I shall be offline examination of one hour duration for 15 marks and MSE II shall be online examination of 15 minutes duration for 15 marks. All Foundation course papers shall have only one mid semester offline examination of one hour duration for 15 marks.

Preparation for Mid semester examinations (MSE I & II)

- The date for preparation of MSE I question papers shall be at least 30 days before the actual date of examination. Spot paper setting system shall be adopted for MSE question paper setting by concerned course teacher.
- Once the final list of MSE I question papers is ready, the CE shall fix schedule for Spot paper setting. The details of the question papers received by the CE shall be entered in a register.
- Once the question papers are prepared, CE shall arrange for typing and proof reading. After this multiple copies shall be made.
- The Time Table shall be prepared for MSE and shall be displayed on notice boards as well as in the website 15 days ahead of the examination.
- Two Examinations shall be conducted each day with adequate gap in between to facilitate preparation for the second examination. The time table shall also be made in such a way that two core papers are avoided on the same day for I & II years.
- The seating plan for the various rooms shall be prepared for the various classes. The same plan shall be used for all the four examinations of the year (I, III & V MSE, ESE as also the II, IV, & VI MSE and ESE exams).
- While preparing the seating plan, care shall be taken to see that students belonging to the same core group are not seated next to each other either vertically or horizontally. As far as possible care shall be taken to see that students writing the same paper do not sit side by side.
- The seating plan shall be given to the supporting staff one day before the commencement of the examination for arranging the furniture and numbering the chairs according to plan. The seating arrangement in the various rooms shall be physically verified by ACE.
- If the total number of copies required is less than 30 it shall be photocopied if it exceeds 30 copier machine shall be used in the examination cell. The total number shall be verified and stored under the safe custody of CE.
- 10 extra question papers to the total number of question papers required shall be prepared. 2 for binding, one to library, one in the Examination Cell, 2 for the Department, 1 for filing with the manuscripts, and 5 extra for emergency.

- A room wise distribution of question papers is prepared in a tabular form in a register. Once the question papers, time table and seating plans and the room wise distribution is ready they are tied into bundles date wise for the three batches with label stating clearly the Batch ID , date, day of the examinations. These may be placed in covers and taped. They should be kept under lock and key at all times until the date of the exam. The key shall be under the custody of CE.
- The MSE I main answer sheets shall be distributed for the various rooms. The room number and its capacity shall be written on the top right hand corner with a pencil on the top sheet and the papers assigned to the room shall be tied up with a twine. The requirements for the I, II and III year exams shall be arranged date wise such that the last day's requirement is at the bottom and first days at the top with others in between sequentially. No main answer book shall be required for General English, as the student answers in the question paper itself.
- Additional answer sheets coded with an alphabet shall be kept ready for issue. This is done to prevent pilferage of sheets by students to use additional sheets for purpose of cheating.
- The typists shall prepare attendance register for the various classes and label them appropriately. The dates and code of the examinations shall be entered in the space provided in the attendance register.
- The mark foils necessary for entry of the MSE marks shall be prepared in the special stationery meant for the various classes and courses. They shall be ready for distribution to the HODs on the first day of the examination.
- As far as possible the invigilation shall be equally distributed between the staff members. In order to ensure this, the total number of invigilators needed per day and for the whole period of examinations shall be calculated and divided by the number of staff available.
- A grid shall be prepared indicating the availability of faculty for invigilation on different days and sessions.
- The day before the examination the main answer sheets bundle as well as question papers bundles shall be checked against the timetable and seating plan. Room wise proforma for filling in particulars of papers, number present and absentees shall be attached to the first page of the attendance register.

Examination Day

- ACE with the help of examination assistant shall carry the main answer sheets and question paper bundles for the particular day and particular batch to the Examination floor half an hour before the examination.
- ACE shall check the presence of all invigilators and open the answer sheets bundle to distribute the papers for the various rooms to the concerned invigilators before the first bell.
- The first bell shall be given 15 minutes before the commencement of examinations. After the first bell question papers shall be distributed by the ACE to the various rooms. If there is any shortage it shall be adjusted with extra papers from other rooms or from the extra question papers in the Examination Cell.
- Attenders shall carry the attendance register to all rooms, invigilators shall mark the attendance and attenders shall brought back the registers to the Examination Cell and the number present for each paper shall be noted by CE.
- The attendance marked in register is counter checked with absentee slips.
- At the end of the examination duration, all answer papers shall be brought to the EC from where they shall be distributed to the concerned faculty for valuation.
- Complete transparency regarding the Mid Semester Examination, where every student shall verify and sign the answer script and gets clarification if any regarding the evaluation on the same day.
- A date shall be specified for submission of mark lists and answer scripts, usually 10-15 days from the last day of the MSE I.
- All General education papers shall have only one MSE for 15 marks and regular attendance for 5 marks.

Mid Semester Examination II shall be conducted as online examination. A question bank for each course shall be prepared by the course teachers. Question papers of the prescribed format for each course shall be generated using computer programs from the question bank in the master computer which is under control of CE. Faculty shall come to the examination cell two days before the examination to select two or three sets of question papers. The CE's office shall one set for each course. Students shall write the exam in the computer labs as per the schedule, CE shall release the question paper online from master computer at a time to all the students in the computer lab. Even if the accessory assessment conducted online the same procedure shall be followed.

Accessory assessment: Accessory assessment methods provide greater degree of flexibility which enables the evaluation of a variety of skills and not just the memory oriented skills tested by conventional examination system. From the academic year 2018-2019, 10% of accessory assessment reduced to 5% and the remaining 5% shall be given to regular attendance. The Accessory assessment shall be innovative and different departments shall follow different patterns to suit the needs of specific courses. Nature of these tests (online/offline) and the time limit shall be decided by the staff concerned. Most of the departments administer an accessory test, which may require the test paper to be typed by the EC. The record of the receipt of manuscripts and return of typed test papers should be maintained as in the case of the MSE question papers. The total number prepared is as for the MSE question papers.

Attendance: Attendance is the physical presence of the student in the class/ laboratory / field work. It is a well-observed fact that the students who score good grades are those who attend the class / laboratory / field work, regularly. Therefore, the students must strive to attend all the classes without fail. Every faculty member handling a course will take attendance till the last working day in the semester. Course wise percentage of attendance shall be calculated by each course teacher up to this point and marks shall be awarded for regular attendance as follows:

% of Attendance	Marks
95-100	5
90-<95	4
85-<90	3
80-<85	2
75-<80	1
<75	0

- The total continuous assessment marks shall be submitted to the CE on the last working day in the semester. The totals shall be checked as also the entries by either the CE or ACE.
- If any staff member delays submitting the mark list seven days beyond the stipulated date (without prior permission), it shall be brought to the notice of the Principal for necessary action.
- The Formative Assessment marks shall be entered in the ledger following the pattern already established. This work shall be completed by the last working day of the semester.

Summative assessment: There shall be regular and supplementary End Semester Examinations (ESE). These are conducted in October/November (for semester I, III, V) and March/April (for semester II, IV, VI) every year. ESE shall be three hour duration offline examinations for 60 marks.

- The list of students who have failed in the previous Semester examinations of the previous year shall be obtained from the computer.
- A list of supplementary candidates shall be prepared. Syllabi normally changed once in three years. The regular paper shall be used for those batch students up to the last syllabus change. E.g .if the syllabus was changed w.e.f ‘15AC’ batch, the same paper shall be used for two batches of students (supplementary students for regular paper) after ‘15AC’ or until the syllabus is changed again as the case may be but cannot be used for batches prior to “15AC” batch. For batches prior to ‘15AC’ batch a separate paper shall be prepared and that will be called as Supplementary paper.

Registration for the End Semester Examination

- The CE shall issue the timetable of various examinations in every semester, one month before the commencement of the end semester examinations.
- All students admitted in a UG programme with remittance of prescribed fee are eligible for the forthcoming semester examinations including practical examinations.
- Online application for registration to the various End Semester Examinations shall be forwarded to the CE along with prescribed fee for each course in prescribed format.
- The eligible candidates who secure the prescribed minimum attendance of the total duration of the course and possess other minimum qualification prescribed in the regulations for each course shall be issued the hall tickets. The electronically generated hall tickets shall be uploaded in the college website and students shall download their hall tickets from the website.
- The mode of fee remittance shall be through the prescribed bank or online.
- Applications not accompanied by the documents to prove remittance of fee shall not be entertained.

Certificates of Qualifying Examinations

No candidate shall be given admittance in the examination unless she possesses the qualification prescribed by the regulation relating to the course and admission rules.

Application of the candidate who is not qualified as mentioned above shall be rejected and the matter may be communicated to the Principal and the candidate. In the case of candidates who apply for registration for the first year/semester of the college examination, the certificates of the qualifying examination passed by the candidates should be verified to ensure that:-

- The qualifying examinations passed by the candidates are included in the category of minimum qualification prescribed by the college for admission to the course of study undergone by the students.
- The qualifying examinations passed by the candidates from other than the Board of Intermediate education have to submit equivalence certificate. Recognition of qualifying examination is to be obtained by each candidate in respect of the qualifying examination passed by the candidate
- The name entered by the candidate in the application is the same as the name entered in the qualifying certificate.
- In cases where minimum marks are prescribed for admission to a particular course, the mark list of the qualifying examination shall be verified to ascertain eligibility of the candidates for admission to the course of study.
- The list of eligible candidates shall be prepared subject-wise. In case of failure in submitting relevant certificates in time, such candidates shall be provisionally admitted by issuing a provisional hall ticket and the candidate concerned shall be directed to rectify the defects in stipulated time. Otherwise his /her examination will be cancelled.

Preparation of Nominal Roll

A nominal roll showing the name of examination, month and year of examination, name and register number allotted shall be prepared for each examination. The names and register numbers shall be given under separate categories such as regular/ supplementary /old scheme etc. on the last page of the roll, details such as total number of candidates registered, number of regular students, number of supplementary candidates may be given for easy reference whenever required.

Preparation and issue of Hall Tickets

The hall ticket of the eligible candidates shall be generated in the CE's office with name, register number and recent photograph of the candidate. The hall ticket shall contain the details of the courses with codes and titles for the concerned

semesters. The register number shall be the number allotted to a candidate as noted on her admission card. In order to prevent manipulation, no column in the hall ticket should be left blank. The seal of the college shall be affixed on each hall ticket before distributing them to candidates. The hall tickets shall be issued to students along with one copy of instruction to candidates only after paying the breakage or dues if any of all the departments. Duplicate hall ticket may be issued in case of irrecoverable loss of original hall ticket after levying the prescribed fee

Instructions to Candidates Annexure IV

Cancellation of Hall Tickets

The Principal can cancel the hall ticket issued in the name of any candidate for misconduct or if it is found out that she is ineligible to take the examination, after affording an opportunity to the candidate to present her case.

Preparation of Answer Books

The main answer books and additional answer books to be supplied in the examination shall be prepared well in advance with required number, with specific format and different serial codes. The main answer sheet for the ESE shall carry the facsimile of the principal in the space provided.

Question Paper Bundles

- On receipt of the question paper from the paper setter, the envelope shall be opened by CE and the inner covers kept separately under lock and key. The remuneration bill should be checked to verify the details initialed and filed separately. A tick should be placed in the final list to record the receipt of question paper.
- The examination cell shall have a mail Id to receive question papers and related confidential documents through email which shall be protected by a secured pass word accessible only to the CE/ACE.
- The question papers sent through email shall be accessed by CE/ACE and downloaded into a CD and placed securely.
- The preparations for the ESE are the same as for MSE.
- The questions paper of the regular students shall serve as the supplementary paper for the previous batch students. Special supplementary papers shall be used when the syllabus is

changed. Students are allowed to write paper in their syllabus up to three years. After the lapse of 3 year period the students are required to write with the current syllabus.

- The required question papers shall be packed in sealed covers with details regarding the name of examination, the month and year of examination, name of the subject, date and time of examination and number of copies of question papers enclosed. A question paper statement in prescribed format shall be prepared showing the details regarding the name of examination, the month and year of examination, subject / course code, number of question papers required and the number of question paper packets prepared.
- The statement and the entries on question paper covers shall be compared and ensured that entries are correct.
- Safe custody of the question paper packets and also the answer books for the concerned semester examination will be the responsibility of the CE.
- Question papers should invariably be kept under the personal custody of the CE in steel shelves which have duplicate keys and in which nothing else is kept.

Preparation of Marks Tabulation Register

Marks Tabulation register shall be designed and printed according to the scheme of examinations prescribed for the course in consultation with examination committee of the College. Marks Tabulation register is a permanent record. It shall contain the seal of the College, details of the examination taken by the candidate and the marks awarded to the candidate.

CHAPTER 5

CONDUCT OF EXAMINATIONS – PART II

Methods of Examinations

- Unless otherwise provided for, Examinations shall be conducted by one or more of the following methods:-
 - a. Written
 - b. Practical
 - c. Oral
 - d. Computer assisted testing
 - e. online
- Candidates must answer question papers, except in the case of languages other than English, in English, unless otherwise stated therein.

Prohibition of Religious Belief or Profession or Political Views

No question shall be put at any examination calling for a declaration of religious belief or profession or political views on the part of the candidates and no answer given by any candidate shall be objected to on the ground of its giving expression to any particular form of religious belief, profession or political views.

Instructions to CE during Examinations

The CE is responsible for the efficient conduct of examinations at the college. The following guidelines may be followed for the smooth conduct of the examinations. Only one exam per day shall be conducted in the case of ESE. The CE shall convene a meeting to all the invigilators and observers one day before commencement of examinations. CE shall go through the 'Instructions for the invigilators' and give one copy of instructions to all invigilators and observers and shall give necessary directions as and when required

- The CE shall ensure that (a) the list of candidates appearing for the examination (b) required number of answer books and (c) the stationery required for packing answer books are received at the venue at least 5 days prior to the commencement of examinations.
- He/ She should ensure that the question papers are ready at least 3 days before the examination.
- Before opening the outer packets of the question papers, verify and assure that it is the right one for the day/session.
- The following arrangements are made for the conduct of the examination.
- Seating arrangement for the candidates (register number to be written on the desk at the right upper corner)
- Examination room is clean, properly lighted and that no writing is there on the desks/walls or board.
- Room/ hall wise seating plan for candidates are displayed at two or three prominent places in the campus of the College.
- Selection of appropriate number of observers (senior faculty) and invigilators from among the faculty members, well in advance as per norms, in this regard.
- See that the examination hall is opened only 30 minutes before the commencement of the examination. The students are to be instructed to occupy their seats at least 15 minutes before the commencement of the examination.

- See that arrangements are made for ringing the bell as detailed below. For a 3 hour examination starting at 09.30 a.m., the bell timings shall be as follows:

09.15 am - Long bell	- Candidates enter the examination hall
09.30 am - Long bell	- Distribution of question papers
12.25 pm – Short bell	- Warning bell for the candidates
12.30 pm – Long bell	- Examination is over

Similar timings shall be followed for examinations commencing at 1:00 p.m. The above schedule of timings shall be appropriately modified for examinations commencing at other timings.

- In an unforeseen event of late commencement of examination, the time lost should be compensated. Any such instance should be immediately reported to the Controller of Examinations telephonically by the observers.
- The question booklet cover shall be opened only 45 minutes before the commencement of the examination. This should be done in the presence of scrutiny board members and ACE.
- On the day of the end semester examination, the concerned faculty teaching the different papers of the day shall be considered as scrutiny board members and required to come to Examination Cell 45 minutes before the commencement of the examination and scrutinize the question papers and scheme of valuation.
- If there is scheme of valuation, it needs to be verified if not shall prepare a fresh scheme of valuation and return to CE immediately.
- The scrutiny board members shall make necessary modifications, if required; in the question papers and the same will be noted in the register.
- The faculty members (scrutiny board members) shall stay in the examination cell till the examination of that day commenced.
- The Chief Superintendent shall decide which series of answer books should be issued and Additional sheets with which code letter on a particular session/day. A register should be maintained for recording the series of answer script and code letter of additional sheets used for various days.
- Ensure that the invigilator for each room collects the answer books 15 minutes before the

commencement of examination and that they proceed to the examination room.

- Mobile phones, programmable calculators and other electronic gadgets should not be allowed in the examination room even if they are switched off. If any student brings in such materials to the examination room, they have to be taken into custody by the invigilator and submitted to the Observer at the earliest.
- Allow only transparent pouches containing hall-ticket, pen, pencil, eraser and ordinary calculator in the examination room. Hand bags should not be permitted inside the examination rooms.
- Keep utmost vigil throughout the examination process. The Observers may frequently visit the examination hall and ascertain that the invigilators are doing their duties and are not engaged in conversation, standing on the veranda, reading or writing inside the examination hall.
- A candidate shall not be allowed to write the examinations, if she does not have a valid hall-ticket. However, if a student reports that her hall-ticket is lost, the CE, after receiving a request from her along with required fees, shall issue a duplicate hall- ticket. This can be allowed only if her name is included in the nominal roll issued by the College.
- Unused answer books shall be counted and kept in safe custody and a stock register should be kept for this purpose.
- The CE is responsible for keeping proper accounts for the stock and use of the main answer books and' additional sheets.
- Additional sheets with code letters shall not be used for any purpose other than answering questions including doing calculations by the candidates in the examination hall.
- Blank main and additional books shall be kept in the safe custody of the CE.
- The blank main or additional books shall not be used for any other purpose.
- The consolidated list of absence should be prepared and forwarded as per the direction contained in the printed instructions. They should be forwarded at the end of each category of examinations without fail to the Controller of Examinations.
- After the completion of the examination, invigilator should sign in the register.
- CE shall keep a detailed list of invigilators with their signature, indicating their room numbers, in a given format. After the completion of the particular end semester examinations, the CE must give a schedule of work done by each invigilator with the above format for the payment of remuneration.

- Practical examinations: Practicals shall be conducted regularly and the student shall be assessed for every practical. Attendance and Submission of the certified record shall be compulsory to take up Practical ESE. Practical evaluation shall be completely internal and double evaluation. The formative assessment of practicals is usually innovative and different departments follow different patterns to suit the needs of specific subjects.

Appointment of Observers

CE shall select appropriate number of observers (senior faculty) depending on the number of floors used for examinations. Observers duty is one of the most important tasks required to be performed during the conduct of an examination. Observers are required to observe the conduct of examination very day and report any issues that might come to their notice to the CE immediately. A set of guidelines for the observers are given below.

Instructions to Observers (Annexure V)

Instructions to the Invigilators

Invigilation is one of the most important tasks required to be performed during the conduct of 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 guidelines for the invigilators are given below.

Instructions to invigilators (Annexure VI)

Exclusion of Candidates on Account of Disease

Any candidate shall be excluded by the CE from an examination, on being satisfied that she is suffering from any infectious or contagious disease. Such cases shall immediately be reported to the Principal.

Exclusion of Candidates for Misbehavior

Candidates taking an examination shall be under the disciplinary control of the CE, and shall obey his/her instructions. In the event of a candidate disobeying instructions of the CE/ACE/Observer/Invigilator or behaving insolently towards the CE/ACE/Observer/Invigilator, without prejudice to any other action that may be taken against her, the candidate may be excluded from the day's examination and if she persists in her misbehavior she may be excluded from the rest of the examinations by the CE. In all such cases the matter shall be reported to the Principal. The Principal, after affording an opportunity to present her case may according to the gravity of the offence, can refer to

Malpractice enquiry committee and take action or further punish the candidate by cancelling the examination taken by her either in whole or in part or debarring her from appearing for any examination in the College for a specified period or permanently. The matter may be intimated to GB for ratification.

Punishment for Malpractice

It shall be the responsibility of the Controller of examinations to report in writing any malpractice or anomaly found during the examination to the Principal. The Principal in turn shall hand over the matter to the Malpractice Enquiry Committee (MEC) of the college.

- Malpractice Enquiry Committee (MEC) shall meet immediately to inquire into the unfair means cases during the Examinations.
- The Committee may call the candidate to seek an explanation and hear her. Explanation shall be taken in writing.
- The Committee members shall make necessary enquires from Invigilators, Observers and other related witnesses.
- Wherever necessary, the Malpractice Enquiry Committee may refer to the detailed guidelines incorporating the procedure for dealing with the cases involving malpractices in examinations together with scales of punishment approved by academic council and provisions of the A.P. Public Examinations (Prevention of Malpractice and Unfairness) Act, 1997 and subsequent amendments, if any and to the rules issued in G.O.Ms.No.114/ Edn (IE), dated 13-5-1997.
- After detailed inquiry, the committee shall prepare a report giving its recommendation on the penalties and punishments to be imposed for the consideration of the Principal.

Debarring Candidates and Quashing Results

If at any time after the publication of results, it is found that a candidate was not eligible for taking the examination, as per the regulation/norms/orders issued by the College relating to the course concerned or that she has secured admission to the course or the examination, on production of false information in the application form or that she has used unfair means at an examination, the Governing Body shall have power to quash the results of the examination, taken by the candidate, and cancel the registration and / or debar her from appearing for any examination of the College permanently or for a specified period considering the gravity of the offence committed by the candidate, pending an enquiry into the same. In all such cases, before taking final decision by the Governing Body the candidate shall be given an opportunity to present her case.

Collection of Written Answer Books

At the end of the examination duration, the invigilators shall arrange the answer scripts according to the roll numbers in the ascending order and shall bring all answer papers directly to the EC. The CE/ACE shall verify the answer scripts against the attendance list of the day. Supplementary papers shall be collected separately and marked as supplementary papers. The answer books received in the CE's office shall be marked with pencil in the attendance register.

CHAPTER VI VALUATION OF ANSWER SCRIPTS

Coding of Answer Scripts

All the answer scripts received in the EC and have been physically verified shall be coded. Answer scripts shall be sorted according to the subjects and placed safely in a separate room for coding.

- The papers shall be coded following the order in the timetable.
- The procedure for coding is as follows-
- The regular papers shall be jumbled so that approximately 10-15 papers from the top are placed at the bottom. If the number is larger than fifty, jumbling can be a little more.
- Check that the numbers of papers tally with the numbers that appeared including the supplementary students.
- All supplementary papers shall be put at the bottom without any further jumbling.
- Using the coding stamp, the number should be sequentially marked on the left and right of the title page of the answer script making sure that the number is clear and legible without any doubt.
- After all the regular papers are so coded, the lateral half of the title page should be torn out using a hard metal strip to ensure a clean cut of the lateral half of the page without damaging the inner pages with the answers.
- These slips shall be counted and tallied with the number of answer papers. If it does not tally, it shall be checked to see whether any script is unnumbered. Once the number tallies, the above procedure is continued for the supplementary papers.
- All the slips are stapled together or tied up with twine securely and on the first slip the following details shall be entered-
- The first code number and the last code number for that subject and the total number of scripts within brackets.

- Subject code and title of paper.
- Repeat the procedure with the other regular papers and finally the supplementary papers.
- In the coding register record the date, session, and code numbers first – last for each subject against it.
- These coding slips shall be stored in one place categorized according to class – I yr, II yr & III yr.
- The answer scripts shall be made into bundles of 40 and all the bundles shall be tied up together in preparation for **Spot Valuation**.
- An evaluation set consisting of statistics slip, mark foils (as many as are needed), a copy of instructions to examiners and remuneration bill form shall be stapled together. On the statistics slip the subject code and subject name shall be written as also the code numbers of the first answer script and the last answer script with total number of scripts in brackets. On the mark lists also the code number of the subject shall be written with pencil for identification.
- This evaluation set shall be prepared for every all the papers of the particular examination. This set shall be placed on top of the first bundle of 40 answer scripts and tied up with the remaining answer scripts.
- These bundles shall be stored in the almirah in such a way that it will be easy to identify and retrieve the subject bundles easily whenever necessary for valuation.

Valuation of answer scripts

- The valuation of answer scripts of the theory examinations shall be either in spot valuation camps or home valuation as decided by the Academic Council.
- The valuation by arranging the valuation camp shall be started immediately after the examination.
- Valuation should be strictly based on the scheme of valuation prepared by the question paper setter or by the faculty of the concerned examination.
- There shall be single valuation for UG examinations.
- A schedule of spot valuation shall be prepared according to the time table such that the examiners will start valuation two to three days after completion of a particular examination. If it is a holiday the next day shall be scheduled for start of the valuation.
- The schedule shall be drawn up for all the valuations and names of proposed examiners written against the examinations. 10days before the commencement of the examination the

examiners shall be contacted over phone and consent shall be taken. Again a reminder shall be given a day before the stipulated date.

- On receipt of the consent the final spot valuation list shall be prepared. Arrangements shall also be made to appoint substitutes in place of examiners who fail to appear for examination duty without notice.
- The spot valuation register shall be prepared with details of name of examiner, contact no's of examiners subject code, name of college, code number of answer script, number of scripts and provision for signature on first and last date of valuation etc.
- During the period of spot valuation the Examination Cell shall be kept open from 8.00 am to 5.00pm to facilitate quick completion of the valuation.
- When the examiner comes, he/she shall be given the question paper, scheme of valuation, remuneration bill, mark list foils with statistics slip stapled to it and also a copy of the "Instruction to examiners".
- All the external examiners shall be seated in the designated rooms for the valuation.
- Arrangements shall be made to ensure the presence of an attender in the vicinity of the spot valuation room to fetch coffee or assist the examiners in case of need.
- ACE shall direct each Examiner to value 40 answer scripts per day. On completing this valuation, the valued answer scripts shall be forwarded for verification
- It is the duty of ACE to select at least 5% of answer books valued by each of the examiner and arrange for revaluation by a different examiner. These answer scripts are to be randomly selected. The process is meant to ensure that proper standard of valuation is maintained throughout. In case of unsatisfactory valuation (over valuation or under valuation), the valuation of that paper shall be cancelled and shall arrange for revaluation of the entire bundle with different examiner.
- Once the papers are corrected by the examiners, the scrutinizers assigned by the controller of examinations shall scrutinize the papers and initial them. They shall also check the entries in the mark lists and initial them. In case of discrepancies, clarification is sought from the examiners or necessary corrections done.
- Once the scrutiny is over, The examiners shall prepare and submit the properly prepared mark sheet. The mark sheets shall be placed in the appropriate file according to the class.
- Once a few of these are ready the scripts shall be decoded, that is the actual register

number shall be ascertained from the coding slips and entered in the marks lists.

- If the maximum marks for the ESE paper is 60 then the marks shall be entered in the register where the continuous assessment marks are already entered.
- If the maximum marks for the ESE paper is 100 then the marks shall be entered in the register only after converting to 60.
- The CA & ESE marks shall be totaled and entered in the appropriate column in the register. If the total marks add up to 33%, the candidate is eligible for 2% grace marks i.e., 1 for every 50 marks. This is only for one subject per candidate per semester. There is no moderation for Mid semester examinations, if necessary is given only for End semester examination marks. Moderation of upto 3 marks may be awarded to a student in a semester, subject to a maximum of 2 marks per paper for UG candidates.
- Once the marks are all entered in the register the marks shall be entered into the Computer.
- The Examination Cell shall maintain appropriate registers, records and accounts relating to the camp.
- The valued answer papers of all ESE of UG shall be preserved for a period of three years by the controller of Examinations, after the announcement of the results.

CHAPTER 7

TABULATION AND PUBLICATION OF RESULTS

Tabulation Register

The Whole process of calculating the final marks shall be automated using computer programme. Raw results shall be printed department wise for analysis by the Pass Board. Score sheet shall be printed in the CE's office. The Controller of Examinations shall check all entries, grace marks if any awarded and classification of results and put his/her signature on all pages of the tabulation register. For every batch a special register/ledger is maintained for purpose of recording the marks and results of the students.

- The typed course list of the relevant semester shall be pasted on the front page of the section. The course list indicates the subjects, paper titles, code numbers credits and maximum marks for continuous assessment (CA) and ESE of each semester.
- From the next page the names of the students shall be entered in the serial order of their roll numbers. A fresh page shall be used for the start of every new batch of students. The

name shall be written in full as given in the attendance register. The page pertaining to every batch shall be labeled suitably on top of the sheet.

- The code number and name of subjects shall be written in the table heading following the same order as in the computerized mark list. The maximum marks of the CA and ESE as well as Total (CA+ESE) shall be written in the space provided. This shall be counter checked with the code list pasted on the first sheet. The grades for each paper shall be written.
- Once the Mid-semester examinations are over and the final CA marks submitted to the EC and the totals (if any) shall be checked. The marks shall be entered in the column for the relevant subject. The correctness of the entry shall be checked with the help of Examination assistant.
- After the End-semester examinations, once the decoding is over and marks shall be converted where necessary and entry shall be made into the register against the relevant column. This entry shall again be checked with the help of Examination assistant.
- Once both the CA and ESE marks have been entered in the register, they shall be totaled and entered in the relevant column.
- The rules regarding pass in Theory papers are as follows:
- There is no pass minimum for Mid-semester examination but the pass minimum for ESE is 35%.
- The CA and ESE when totaled shall be a minimum of 35% in order for the candidate to be declared as passed. If the student fails to secure pass minimum in the ESE she shall be considered as failed even though her total may be above 35%.
- Mid Semester Exams and Accessory assessment will not be repeated if a student is absent.
- The student shall appear for the Supplementary Exam on the whole syllabus in the ESE model if she
- is absent for both Mid Semester Exams.
- is absent for End Semester Exam.
- fails to secure pass minimum in End Semester Exam.
- fails to secure the pass minimum of 35% overall, (in continuous assessment + End Semester Exam) even though she has secured pass minimum in End Semester Examination.
- In Practical paper the student shall be present for the CA test if conducted or be present for 75% of the classes in case of continuous assessment of the practical classes.

- Once all the marks are entered in the register, fail marks (whether ESE or total) should be underlined with red pen.
- All the marks shall be entered into the computer using the new software (installed in 2017-18). One person shall call out while the other enters the data. After the entry of the data, individual mark lists of the students shall be printed out and checked by two individuals with one person calling out the marks from the lists while another person checks it against the entries in the register.
- The semester marks list of the student indicates the papers of various subjects, the marks obtained in CA and ESE, maximum marks, grades in different papers, credits obtained and the GPA for each semester
- After this, the semester result for the batch shall be printed and checked. Statistics for the batch also shall be obtained for presentation to the Examination committee.
- The results shall upload into the college web site for online access.

Results Committee

The section dealing with the examination shall prepare a statistics of the result with details such as:-

- Name of examination with month and year.
- Number of candidates registered for the examination.
- Number of candidates appeared for the examination.
- Number of candidates secured the minimum pass mark prescribed for each part of the examination and the aggregate marks required for a pass and the number of candidates in each class.
- Percentage of pass.
- Results Committee may pass the results with moderation, if any, as it may decide.
- The minutes of the Results Committee shall be recorded by CE.

Publication of Results

The final approved result of the concerned semester examination shall be published. A list of candidates who have secured the first three ranks in each branch of examination shall be published along with the final result of the courses, if the ranking is practiced. The results approved by the Results Committee (Examination Committee) and Governing Body shall be posted in the website. The mark lists, of the regular as well as supplementary

examinations, duly signed by The Principal shall be distributed to the students within a week of announcement of the results. On issue of the mark list, the student shall sign on the attendance register as proof of having received the mark list. At the end of I semester the mark lists shall be issued to the parents for awareness and necessary follow up.

Issue of Consolidated Statement of Marks

All candidates who have appeared for an examination conducted by the College shall be issued a computerized consolidated statement of marks/ grades irrespective of the result of the examination. The fee for the mark sheet shall be collected along with the examination fee. At the end of the sixth semester a cumulative mark list with requisite security features endorsed by Andhra University will be issued along with provisional degree certificate. The Final degree certificate is awarded by the Andhra University, however will be issued by the college after receiving the same from the Andhra University.

SUPPLEMENTARY RESULTS:

The supplementary papers are corrected with the regular papers but they shall be placed at the end of the bundle of regular papers.

- After the correction and decoding, the marks obtained in the current examination shall be recorded. The marks obtained in the previous examination shall be checked and result calculated following the procedure given below:
- If the candidate was absent for both the MSEs or of the ESE, the marks of the current examination shall be considered against the examination for which she was absent.
- If she is absent for MSE and has secured pass minimum in the ESE, because there is no pass minimum in MSE and if she secures 35% in supplementary exams, then MSE and ESE marks are totaled to declare results.
- If the candidate was absent for both MSE and ESE, she has to write the supplementary exam twice and if she passes both times in one attempt she will not be marked as a supplementary candidate.
- If the candidate had failed in the ESE (that is obtained less than 35%) she should secure the pass minimum 35% and this marks when added to the MSE mark should be 35% to declare the student successful. If the total is less than 35% the student should be declared as fail though she may have secured pass minimum.

- If the candidate had already secured 35% in the ESE but failed over all the marks obtained in the supplementary examination are converted for 40% and entered as MSE marks and totaled to declare pass or fail.
- Under no circumstances can the MSE marks shall be considered as ESE marks.
- These marks shall be recorded at the end of the section allotted for the particular semester e.g. the supplementary marks of a IV semester student appearing for II semester should be recorded after II semester marks entry.
- Entry on the main page shall be in pencil until she clears the subject after which it shall be written with pen to ensure permanence.
- The supplementary mark list shall be prepared manually for each student who has appeared for the examination. It shall be checked twice before submitting it to the principal for signature.
- A computerized summary sheet shall be prepared detailing the names of the students who appeared for the supplementary exam as well their final status (as pass/fail) and this shall be pasted in the space allotted for it in the marks registers.

Grievances: The students should be given a grace period of ten days to ask for rectification of errors in the mark list. The grievances shall be given in writing using the format available in the EC. If a student wishes for revaluation she has to apply for the same within ten days by paying prescribed fee in the proper form. The grievance expressed by the student shall be checked and if there is a need, the correction shall be made in the register, the computer and the mark list of the student. A new mark list may be issued if necessary.

Revaluation

There shall be provision for revaluation of ESE papers. The applications by candidates for revaluation shall reach the Controller of Examinations as per the dates specified at the time of publication of results. The CE shall make a provision for revaluation of the answer scripts on payment of the prescribed fee fixed by the Governing Body subject to the following guidelines:

- If the difference between the original marks and marks secured in the revaluation exceeds 15% there shall be a second revaluation and in such case the highest marks secured in any two valuations shall be averaged.

- If the marks secured in the revaluation are higher than the original marks, the candidate shall be given the benefit (treated as Benefitted) and if the revaluation marks are lower than the original marks, the revaluation marks shall be ignored (treated as not Benefitted) in the case of those who secured pass marks in the original valuation. In the case of failed candidates, even after re-valuation if he/she fails to secure pass marks even after adding residual grace marks, such marks shall be ignored.

Process of revaluation

- For revaluation of scripts, coding and decoding of scripts has to be followed.
- Wherever the marks secured by the candidate are noted in the answer script, the same shall be properly defaced before sending the script for revaluation.
- The revaluation forms shall be classified according to the papers and using the decoding slip, the relevant answer scripts shall be taken out of storage.
- The script number and roll number shall be tallied to ensure that it is the correct script.
- Once all the answer scripts have been located, slips of brown paper shall be pasted over the marks posted throughout the answer scripts.
- This should be done to all the answer scripts being revalued. A new first sheet (face page of the script) shall be prepared by filling in all the details – name of examination, semester, subject, paper code, date, roll number and script number both at the top and bottom of the page.
- The lateral half of the face page on the answer script shall be removed and the new face page attached by stapling it. The lateral half of this new page shall be torn off and stapled to the top half of the old face page and the decoding slip.
- The answer script with the new face page is now ready for valuation. A statistics slip shall be prepared by writing the name of the subject and semester on top of it.
- The code numbers of all the scripts to be revalued shall also be written on it. This statistics slip shall be stapled to a mark list foil, remuneration bill, relevant question paper and scheme of valuation used for the earlier examination and attached to the answer scripts for valuation by the concerned examiners.
- The revaluation shall be done by the examiners from outside the college approved by the BOS. The ACE, in charge of revaluation shall ensure that all the particulars are properly filled up by the revaluer in the award list.

- A separate register for entering the marks of revaluation shall be maintained by the CE. A soft copy of the register shall also be maintained with full security through password.
- The revaluation fee is not refundable
- Marks obtained in revaluation in the regular examination shall be taken into consideration for deciding the award of Class/Rank /Gold Medal/Prize, etc.,

Instant Examinations

After the sixth semester examinations, the list of students who have not completed all their papers shall be obtained from the computer. With effect from 2013-2014 it was recommended by the Examination Committee to conduct Instant Examination only for the outgoing batch of students excluding the earlier batches. Students with one or two subjects in all six semesters only may be given an Instant Examination within a month or so after the announcement of the results. The names of students who are eligible for the Instant examination may be displayed on the notice board and website, students shall be given a last date for payment of the fees. The rest of the procedure is same as for the ESE but result computation is as for the supplementary examination.

CHAPTER 8 IMPLEMENTATION OF CBCS

St. Joseph's College for Women (A) introduced the CBCS (Choice Based Credit System) as per the UGC guidelines w.e.f the academic year 2015-16. The CBCS, in the cluster pattern, at SJCW (A) provides an opportunity for the students to choose courses as well as cluster of courses from the suggested list of courses and clusters offered within the same programme. These elective courses provide them with the opportunity to develop competencies of students in their areas of strength, expertise and specialization. In VI semester a student will pursue three elective courses respectively belonging to all the three domain subjects of the chosen programme, choosing one each from the list of multiple electives offered for each subject. The student will also pursue a cluster of three courses from any one core subject of the same programme, from out of several alternate clusters offered. The courses can be evaluated following the credits and grading system. The grading system is considered to be better than the conventional marks system which will facilitate student mobility across institutions within and across countries and also enable potential employers to assess the performance of students.

Definitions of Key Words:

- Academic Year: Two consecutive (one odd + one even) semesters constitute one academic year.
- Semester: Each semester will consist of 15-18 weeks of academic work equivalent to 90 actual teaching days. The odd semester may be scheduled from June to October and even semester from November to March.
- Choice Based Credit System (CBCS): The CBCS provides choice for students to select from the prescribed courses (core, discipline specific electives or skill courses).
- Course: Usually referred to, as 'papers' is a component of a programme. All courses need not carry the same weight.
 - Types of Courses: Courses in a programme shall be Core, Discipline centric electives, Foundation courses and General education courses.
 - Core Courses: There shall be a Core Course in every semester. This is the course which is to be compulsorily studied by a student as a core requirement to complete the requirement of a programme in a said discipline of study.
 - Discipline centric Elective Courses: Elective course is a Discipline centric elective course which can be chosen from a pool of papers. It may be Supportive to the discipline of study and provide an expanded scope.
 - Foundation Courses and General education courses: The Foundation Courses based upon the content that leads to Knowledge enhancement. General education courses are value-based and are aimed at man-making education.
- Credit Based Semester System (CBSS): Under the CBSS, the requirement for awarding a degree or diploma or certificate is prescribed in terms of number of credits to be completed by the students.
- Letter Grade: It is an index of the performance of students in a said course. Grades are denoted by letters O, A, B, C, D, E and F.
- Grade Point: It is a numerical weight allotted to each letter grade on a 10-point scale.
- Credit: A unit by which the course work is measured. It determines the number of hours of instructions required per week. Usually one credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work/field work per week.
- Credit Point: It is the product of grade point and number of credits for a course.
- Semester Grade Point Average (SGPA): It is a measure of performance of work done in a

semester. It is ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places.

- **Cumulative Grade Point Average (CGPA):** It is a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters. It is expressed up to two decimal places.
- **Programme:** An educational programme leading to award of a Degree, diploma or certificate.
- **Transcript or Grade Card or Certificate:** Based on the grades earned, a grade certificate shall be issued to all the registered students after every semester. The grade certificate will display the course details (code, title, number of credits, grade secured) along with SGPA of that semester and CGPA earned till that semester.

Letter Grades and Grade Points

- Among absolute and relative grading college adopted absolute grading. Under the absolute grading, the marks are converted to grades based on pre-determined class intervals.
- Depending on the aggregate percentage of marks obtained in the paper, specific letter grade shall be assigned for that paper which has grade points maximum 10 on 10 point scale

% Aggregated marks	Description	Grade Letter	Grade points
> 85%	Outstanding	O	10.0
75% - < 85%	Very good	A	9.0
66% - < 75%	Good	B	8.0
57% - < 66%	Above Average	C	7.0
47% - < 57%	Average	D	6.0
35% - < 47%	Pass	E	5.0
< 35%	Fail	F	0.0

- A student obtaining Grade F shall be considered failed and will be required to reappear in the examination.
- For non credit courses ‘Satisfactory’ or ‘Unsatisfactory’ shall be indicated instead of the

letter grade and this will not be counted for the computation of SGPA/CGPA.

- Student should Achieve minimum 'E' Grade in each course for getting a degree

Total minimum Credits for Undergraduate Programme

Credit is a unit by which the course work is measured. It determines the number of hours of instructions required per week.

- Part I (Foundation courses) -38 credits for all groups
- Part II (Core courses and discipline centric electives) -96 credits for B.A. and B.B.A, 102 credits for B.Com., 120 credits for B.Sc. and H.Sc. (Refer to table 2)
- Students can earn extra credits for their achievements in extra and co-curricular activities.

Computation of SGPA and CGPA

College adopted the following procedure to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

Semester Grade Point Average (SGPA):

A Semester Grade Point Average (SGPA) for a semester is calculated as:

$$SGPA = \frac{\sum (C * G)}{\sum C}$$

- Where C= Number of credits for the subject paper
- G= Grade points obtained by the candidate in that subject paper
- Semester Grade Point Average (SGPA) is awarded to a candidate who passes in all the subject papers in that semester.
- Cumulative Grade Point Average (CGPA) is calculated by the end of third year using similar formula provided a candidate passes in all subject papers of all the six semesters.
- CGPA multiplied by "10" gives aggregate percentage of marks obtained by a candidate.
- The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.
- Transcript (Marks list): Based on the above requirements on Letter grades, grade points and SGPA and CCPA, the college shall issue the transcript for each semester and a consolidated transcript indicating the performance in all semesters.
- Subject wise Marks List will be issued to the students within a month, after every Semester End examination. At the end of the sixth semester a Cumulative Marks List with requisite security features duly endorsed by Andhra University will be issued along with Provisional Degree Certificate.

- The Final degree certificate is awarded by the Andhra University, however will be issued by the college after receiving the same from the Andhra University.

Credit Distribution Table 2

Subject	I Sem.	II Sem.	III Sem.	IV Sem.	V Sem.	VI Sem.	Total
Foundation Courses – Part I							
General English	3	3	3	-	-	-	9
II Lang.	3	3	3	-	-	-	9
Found. Courses	4	4	4	8			20
Part-I-Total	10	10	10	8	-	-	38
B.A. - Part II							
Core I	4	4	4	4	4+4=8	4	28
Core II	4	4	4	4	4+4=8	4	28
Core III	4	4	4	4	4+4=8	4	28
Cluster (3Papers)	-	-	-	-	-	3x4=12	12
Part II - Total	12	12	12	12	24	24	96
B.B.A. – Part II							
Core I	4	4	4	4	4+4=8	4+4=8	32
Core II	4	4	4	4	4+4=8	4+4=8	32
Core III	4	4	4	4	4+4=8	4+4=8	32
Part II - Total	12	12	12	12	24	24	96
B.Com. – Part II							
Part II - Total	13	12	13	12	26	26	102
B.Sc. & B.Sc.(Home Science) – Part II							
Core I	5	5	5	5	10	5	35
Core II	5	5	5	5	10	5	35
Core III	5	5	5	5	10	5	35
Cluster (3Papers)	-	-	-	-	-	3x5=15	15
Part II - Total	15	15	15	15	30	30	120

COURSE	GRAND TOTAL MARKS FOR THREE YEARS		
	PART I	PART II	TOTAL
B.A.	1100	2400	3500
B.B.A.	1100	2400	3500
B.Com.	1100	2600	3700
B.Sc.	1100	3600	4700
B.Sc. (H.Sc.)	1100	3600	4700

- Students shall be awarded class for Part I (General English, Second language and General education courses) and Part II (Core courses and discipline centric electives) separately as per the following criteria :

Aggregate	}	85% and above	-	First Class with Distinction
		60% - <85%	-	First Class
		50% - <60%	-	Second Class
		35% - <50%	-	Pass class

- If a student reappears for any exam an asterisk (*) will be placed in the mark sheet to denote that she has appeared as a supplementary student. The student will however be assigned a class even though she may be a supplementary candidate.

Student support initiatives

Condonation of Shortage of Attendance

Candidate can seek condonation of shortage of attendance. The following rules shall be considered regarding attendance requirement:-

- It shall be mandatory for every candidate to secure 75% attendance of the total duration of the course to take the ESE.
- A candidate having attendance between 60-75% can apply for condonation of shortage in prescribed form on genuine health grounds. Condonation of shortage of attendance if any should be obtained on payment of prescribed condonation fee at least 7 days before the commencement of the concerned semester examination.
- It shall be the discretion of the Principal to consider such applications and condone the shortage on the merit of each case in consultation with the concerned course teacher and HOD.

- Unless the shortage of attendance is condoned, a candidate is not eligible to appear for the examination.
- Any student having less than 60% attendance in a semester will not be permitted to take the ESE but allowed to take supplementary examinations.

Remedial Coaching/Teaching

Education is meant not only to nurture the excellence already in a gifted person but also to uplift the not-so-gifted, so that she is equipped to safeguard her interests and can take her rightful place in society. Remedial Coaching shall be implemented in the college to improve the status of these groups, socially and educationally, so that they can save their academic year and come up to the level necessary for pursuing higher studies efficiently.

In order to enable students belonging to non-creamy layer to come to the level necessary for pursuing higher studies efficiently and to reduce their failure and drop-out rate, the college shall provide Remedial coaching conducting special classes outside the regular timetable during the college hours. No additional fee shall be charged from these candidates.

Objectives Remedial Coaching

- Improving academic skills and linguistic proficiency of the students in various subjects.
- Raising their level of comprehension of basic subjects to provide a stronger foundation for further academic work.
- Strengthening their knowledge, skills and attitudes in such subjects, where quantitative and qualitative techniques and laboratory activities are involved so that proper guidance and training provided under this coaching may enable the students to come up to the level necessary for pursuing higher studies efficiently.
- To save academic year.

Process of remedial coaching/Teaching

After the results declaration of every semester, examination cell identifies the underperformers in various subjects and prepares schedule for taking special classes. Staff involved in teaching concerned subjects will follow the schedule and shall provide Remedial coaching conducting special classes outside the regular timetable during the college hours. Statistics proved that remedial coaching benefited many students. It was decided in the Examination committee that the college shall continue remedial coaching which gives benefit to the students.

Provisions for differently abled students

The college shall address the accessibility related issues of differently abled students as per the stipulations of the Persons with Disabilities Act 1995. The College created special facilities such as ramps, rails, wheel chairs and special toilets, and make other necessary changes to suit the special needs of differently-abled persons. Many of the Differently Abled students would not be able to cope with the conventional examination system. They need some allowances and exemptions in terms of options in answering certain questions involving drawings/graphics; duration of time etc. So the College provides

- Special provisions in the mode of examination
- Separate exam seating arrangement for easy access to disabled students
- Sufficiently qualified scribes to help the Visually Challenged students in writing their examinations.
- Extra time during exams as per Andhra University guidelines
- Additional time for the end-semester exam i.e. ½ hrs since there is a need to establish communication with scribes
- Some of the exemptions like allowance in the 10% pass percentage, exemption in second language etc.

International students

College provides friendly environment to encourage the admissions of international students. Special rooms with kitchen in hostel and other infrastructural facilities also provided to suit the needs of international student's lifestyles. Apart from the infrastructural facilities college provides allowances in their academics also.

As an international student they face difficulty in learning local language. College provides exemption from second language and in place of that they shall be given projects suggested by AU in the subjects like History and culture of India, Emperor Ashoka the Great and Science and technology in contemporary India etc. to make them familiar with the Indian culture. Special attention provided by faculty to overcome their language barriers. Faculty help them in the basic English language with the help of video documentaries, short films, short ppt that illustrate with attention-attracting means, etc to make them understand the English language. Translation of question papers into their language for better understanding etc. College notices a tremendous change in those students with respect to confidence, vocabulary, language, and subject understanding and communication skills.

Examination software

College implemented Degree Examination and result system (DEAR system) version 1.5.4. in the examination cell for the management of student registration and result processing till 2015-16. But the old version has no provision to enter the student's data like Aadhar number, Photo and names of Parents. It does not have the option to select for more than 10 papers. One more disadvantage of old version was it has provision for simple aggregate method for the calculation of CGPA but now as per new UGC guidelines college implements weighted aggregate method. With increasing student strength and quantum of work in the examination cell and also for speedy and quick declaration of results there is a need for up gradation of software. To implement new UGC guidelines, updated version of software implemented from the academic year 2016-17 in the examination cell. The new version of examination management system used for the automation of student registration, Hall ticket issue and result processing in the examination cell. This new software has the provision for data input of new Programmes and Courses offered, complete student data entry like Photo, Aadhar number, caste, parents names etc, subject selection, credits and marks entry, selection of pass percentage and star mark for multiple attempts and even option to edit the data. We get all the necessary outputs from the new software like attendance sheets, Mid semester mark sheets, Hall tickets, Supplementary students list, Semester wise mark sheets, Results, Statistics, Ranks list, Cumulative mark sheets, Consolidated statements, Provisional certificates, high-tech degree data etc.

The pre and post examination activities are integrated with EMS.

Payment gateway is available in the website for the payment of various fees online by the students to make the registrations for various services.

The EMS is enabling the student to download the hall tickets and view results online.

EMS helps in the pre examination activities such as monitoring of examination fee payment, examination schedule, seating arrangement, attendance monitoring etc. and post examination activities such as marks data entry, printing of mark sheets, preparation of programme wise results, statistics etc.

Online examinations can be conducted with the help of new software. After completion of the examination students will get the result immediately.

Annexure- 1

Memorandum of Instructions to Question Paper Setters

Question Paper Setters should strictly comply with the following instructions.

- All Question Paper Setters are required to keep their appointments strictly confidential.
- In case any member of the Paper setter's family or any near relative is appearing for the examination for which he/she is Question paper setter, the fact shall be promptly reported to the CE and can reject the appointment.
- No Paper Setter shall undertake or shall have undertaken private tuition in the subject of his/her paper for any candidate who appears for the examination in the subject concerned during the academic year immediately preceding the examination for which he/she accepts appointment.
- Under no circumstances, Question Paper Setters shall communicate with the faculty of St. Joseph's College or any other College regarding the Questions Paper setting.
- For any clarification contact the Controller of Examinations by using envelope or over phone or by E-mail.
- The Question paper setters shall be required to set 2 sets of question papers along with scheme of valuation/key/solutions for each paper. Questions shall be written only on one side of the paper, supplied for that purpose by the college. The Question paper setters shall send the question papers to the CE before the last date intimated. While setting the Question Paper you should keep in mind that class consists of students of different abilities.
- Question papers can be sent to the CE preferably by password protected email or in compact disc. Hand written questions shall be submitted in exceptional cases where the questions must be legibly written in the Paper Setters' own handwriting and shall contain no alterations, additions, or erasures as far as possible. (In writing questions, care shall be taken to see that words or phrases peculiar to India, and technical terms and proper names are clearly written in Block letters to prevent the possibility of mistakes. Abbreviations of any kind shall be avoided). Special care must be taken in the delineation of mathematical signs and index figures.
- Each question paper must contain the name of the examination, the name of the subject, the total marks assigned, the duration of the paper and special directions, if any. A proforma shall be forwarded from the CE's office. In the case of question papers which

are common to two or three examinations, mention shall be made of the fact in the heading itself. The marks assigned to each question shall be noted against the question concerned on the question papers except when it is stated that all questions carry equal marks. The maximum marks for the whole paper shall also be noted at the top of each question paper. Marks for sub-divisions of questions shall also be indicated.

- All the question papers shall be complete in respect of headings and directions to candidates, if any, and in form ready for transmission to press.
- All the pages shall be numbered. While numbering the pages, the total number of pages shall also be indicated e.g.1/3, 2/3, 3/3 where 1, 2 etc refers to the numbers of pages and 3 the total number of pages.
- Any “special direction to candidates” and instructions regarding the answering of different sections in different answer books, the number of questions to be answered or the choice amongst them shall be specific, precise and free from ambiguity.
- No question shall be set calling for a declaration of religious or political belief on part of the candidate.
- Questions must be set with relation to the prescribed course of study and the books recommended by the College and must conform to the standard and syllabi lay down by the College. The questions should not be only from a few chapters / topic of the syllabus. They should be fairly distributed over the whole syllabus.
- Question Paper Setters shall preserve the strictest secrecy with regard to copies of text books or notes or extracts used in setting question papers, and drafts or copies of question papers shall be kept with the same care and secrecy as question papers themselves. These papers shall be destroyed as soon as the question papers are finally prepared and sent to the CE. All the soft copies of the draft and question papers shall be deleted from the computer after submitting the same to the CE.
- Every question shall be clear and definite in language as also in regard to the form and nature of the answer expected. The question shall not be vague, or farfetched, or beyond the standard prescribed, syllabi prescribed and the books prescribed.
- The papers shall be such that a candidate of decided ability well prepared in the subject can reasonably be expected to answer the paper completely within the allotted time and secure full marks.
- Information regarding drawing sheets, squared paper, tables and charts, if any, to be supplied to the candidates may be given in the question paper itself to avoid wastage and

delay. These details may also be furnished to the CE separately.

- The question papers of the previous year as model question papers are sent for information and guidance.
- Questions shall not be a mere reproduction from standard text books or other question papers set for earlier examinations in this college or in other colleges.
- Seal the Question Papers, Scheme of Valuation & Solution in the labeled envelope. Send the syllabus & model question paper also in the cloth lined cover by Speed post/ Registered Post. The Controller of Examinations will defray postal charges and other incidental expenditures, if substantiated by vouchers.
- Question Paper Setters after finishing the work of setting question papers shall send to the CE the memorandum showing the work done by them and their remuneration bills at the earliest. The remuneration shall be paid after the successful completion of the examination.

Annexure 2

Memorandum of Instructions to Examiners

The examiners shall comply with the following instructions.

- All examiners are required to keep their appointments and the marks/grades awarded by them strictly confidential.
- In case any member of the examiner's family or any near relative is appeared for the examination for which he/she is an examiner, the fact shall be promptly reported to the CE giving the name and register number of the candidate and can reject the appointment.
- No Examiner shall undertake or shall have undertaken private tuition in the subject of his/her paper valuation for any candidate who appeared for the examination in the subject concerned during the period of their examiner ship in the college.
- Under no circumstances, Examiners shall communicate with the faculty of St. Joseph's College or any other College regarding the valuation.
- For any clarification contact the Controller of Examinations by using envelope or over phone or by E-mail.
- Examiners are appointed by the College for valuing answer books at the College held during any session. Examiners appointed for any session of examinations shall hold office for that particular session only.

- Examiners who having accepted the appointment and declined the work later without assigning reasons acceptable to the College and thus cause inconvenience to the College and dislocation of the time schedule, are liable to be removed from the panel for a period of two years.
- Every examiner engaged in the valuation of answer books shall furnish in the prescribed form sent to him/her together with the answer books, the correct number of answer books received for valuation and return it to the CE after all the answer books allotted to him for valuation have been received by the examiner.
- He/She is responsible for the answer books issued to him/her. He/she should count them on receipt and verify them with the entries in the accompanying statement. Any discrepancy observed must be reported to the CE immediately.
- Examiners are required to correct 40 papers each day. Papers should be corrected with red ink / gel / ballpoint pen. Examiners should become fully familiar with the scheme of valuation before commence the correction work. Any discrepancies / mistakes in the scheme may be brought to the notice of the Controller of Examinations.
- Examiners are at liberty to tick / underline / cross / mark / circle the answers to indicate their correction. In case the candidate has attempted extra questions, the answer with the least mark may be considered as extra and the mark as well as answer may be struck off.
- Examiners supposed to post the marks for each question in the left margin, adjacent to the end of the answer, and also in the grid provided on the first page of the answer paper. The marks of extra answer should not be entered in the grid on the front page.
- The grand total of the paper should be rounded to the nearest digit. Examiners should make a note that the pass mark for all the papers is 35 %.
- All examiners in a subject should follow scheme of valuation while valuing the papers and do their best to secure uniformity of marking/grading.
- Answers must be checked a second time to verify that no answer to a question or a sub division has been left out in the evaluation.
- Marks should be carefully entered in the mark books supplied by the College in the serial order of the register numbers of the candidates as given in the answer books. Fractions of marks in the total of each paper should be brought to the next integer, which alone should be entered in the mark books. In no case, should a candidate be given more marks than the

maximum.

- Examiners should take special care to see that there is no erasure, correction or overwriting of marking in the mark books as far as possible. If correction becomes necessary, it must be attested with initial.
- Marks should be written in words also. The word 'only' should be added in the case of marks awarded in round numbers such as 10,20,30 etc. and also in the case of single digit marks.
- Every examiner shall furnish as fully as possible the information required on the facing sheet of each mark book. The name of the examination and the name of the subject should be noted in such a way as to avoid all ambiguity. CE shall verify all the columns on the face sheet of each mark book are filled in, before it is dispatched to the data entry.
- Every examiner should sign on the mark books he/she has prepared not only on the cover page, but also on each page of the mark book where entries are made.
- After the correction, examiners shall submit the papers for a final scrutiny by specially appointed personnel. If the scrutinizers indicate any error, correction may be made and initialed.
- If there are grave defects in the valuation, totaling of marks or entering of the marks, or inefficiency in the discharge of duties entrusted to them, without prejudice to any other action that may have been taken against him/her, the examiners who default by entering wrong grades/marks, by giving wrong totals and by not valuing answers to questions shall be removed from the panel for a period to be decided by the College.
- All valued answer books shall be handover to the CE. The answer books should be kept in the safe custody of the office of the CE for a period of three years after the publication of the results.
- In such case of outside the city examiners, papers shall be sent to examiners by post along with memorandum of instructions. The dates for submission of valued answer books and mark books by examiners shall be determined by CE. Papers sent by post should be returned within 10 days of receipt of the parcel. Examiners are required to submit their remuneration bills in time to enable the College to settle the claim expeditiously.
- The Examination cell reserves the right to correct any errors that may be made in answer paper by the examiner.

- Spot valuation Examiners shall collect remuneration as soon as the valuation is over.
- Examiners who have sufficient reason to suspect malpractice on the part of any candidate or candidates should forthwith make all possible preliminary investigation and communicate with the CE immediately forwarding all material evidence available. The nature and possibly the punishments inflicted for will depend largely upon the evidences furnished.
- Attempts made by candidates or other interested persons to influence the examiners with regard to the valuation of any of the answer books shall forthwith be reported to the CE.

Annexure IV

Instructions to Candidates

- The candidates should pay the prescribed examination fee and dues/breakages if any within stipulated time.
- The candidates shall register for the College examination of the relevant semester in which she is studying for obtaining promotion to the next semester.
- The candidates should ensure that they receive their hall tickets at least two days prior to the examinations
- The candidates should bring their hall tickets on all days of the examination failing which they will not be admitted to the examination hall.
- If the hall ticket is lost, they should immediately proceed to EC with the prescribed fee for a duplicate hall ticket.
- After the first bell they are supposed to proceed to their rooms using only the centre steps.
- Observers will check the students for hall tickets, ID card/ College ID, uniform and shall ensure that they carry only transparent pouches near centre steps.
- The candidates should enter the examination room at least 15 minutes before the commencement of examination and shall not leave the room till the last 30 minutes.
- Candidates are permitted to use only blue or black ink pens for writing examinations
- No materials except, writing materials in transparent pouch, College Id and hall ticket are allowed in the examination room. Mobile phones, programmable calculators and other electronic equipment are strictly prohibited in the examination room. Logarithm tables, calculators and other drawing equipment may be allowed only if they are required for answering questions with the permission of the invigilator.

- Instances of malpractice such as copying using manuscripts, copying from other candidates, smuggling of answer books, indecent behavior in the examination room, use of unfair means etc. are liable to be punished as per rules.
- The candidates should write their roll numbers, name of examination etc in appropriate places in the answer books. Instructions given in the answer books and question paper should be strictly followed.
- They should not write anything in the question paper other than their names and register numbers. Last page of the main question booklet can be used for rough work.
- Strict silence should be maintained in the examination room. Candidates are not allowed to get clarifications from other students. In case of any doubt, they can seek the help of the invigilator.
- They should return all answer books and unused additional sheets before leaving the room. The candidates are not permitted to leave the examinations room without the permission of the invigilator during the course of examination.
- The candidates are forbidden to ask questions of any kind during the examination.
- Invigilators are instructed to refuse to answer any inquiries what so ever, relating the question papers whether an explanation of the meaning or the correction of typographical errors.
- The rule that candidates should not be allowed to leave the hall before the expiry of half an hour from the commencement of the examination may be strictly enforced.
- Candidates shall be permitted to leave the examination hall only after his/her answer book is taken charge of by the invigilator on duty in the hall.

Annexure V

Instructions to Observers

- Observers shall check the students for hall tickets, ID card/ College ID, uniform and shall ensure that they carry only transparent pouches.
- Arrange for frisking of the candidates before they enter the examination hall, so that mobile phones / other electronic devices or study material etc. that they may be carrying can be identified and put aside before commencement of the examination.
- The observer shall verify the authenticity of the candidate's Identity who is writing the examination and in case of any impersonation, she/he must bring it to the notice of CE immediately.

- Ensure whether all the invigilators are present for the session. If any invigilator is absent in any room, the observer shall bring it to the notice of the CE.
- After half an hour of commencement of examination observers shall collect the unused main answer books and unused question papers from all rooms and handover in EC to avoid misuse
- They should be vigilant and shall inspect all the examination halls at frequent intervals of time and see that no student indulges in any type of Malpractice.
- In the event of Malpractice the observer must record the Malpractice case and inform the CE immediately.
- In case of any serious lapses; the observer shall at once bring the matter to the notice of the CE.
- Ensure that exams are conducted smoothly.

Annexure VI

Instructions to the Invigilators

- Check the Time Table, Invigilation list and ascertain the room allotted for invigilation.
- Be present in the room at least half an hour before the commencement of the examination.
- Collect the necessary stationary from the examination room except for General English.
- See that any irrelevant or unnecessary writing on the board is erased before the start of the next exam.
- Candidates shall be admitted to the examination room 15 minutes before the scheduled time.
- No students shall be admitted to the examination hall 30 minutes after the commencement of the examination.
- Check the students for hall tickets, ID card/ College ID, uniform and ensure that they carry only transparent pouches. If not, direct them to the EC for obtaining duplicate hall ticket.
- Allow the use of logarithm tables, calculators etc. only if the use of these are permitted as per the instructions given by the EC.
- Do not allow mobile phones or any electronic equipment in the examination hall.
- Help the candidates to locate their seats. If any of the candidates is in possession of mobiles phones, calculators, or digital diary or any other electronic equipment instruct her to keep them outside the examination hall.

- Do not distribute answer paper to the students at the door, but should issue it only at their seat. Additional sheets should be given to the students at their place. They should not be asked to come upto collect it. More than 2 additional sheets should not be given at a time and initial the additional.
- Make announcements clearly and avoid too many distracting announcements.
- Distribute the answer book 5 minutes before the commencement of the examination and direct them to fill in the roll number and other entries in appropriate places. The invigilator shall mark the sign on the answer book after verifying that the details filled in affixed by the candidate are correct.
- Instruct the students to number the pages and to mark the question numbers (as given in question paper) properly on their answer sheets.
- 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.
- Collect correct number of question booklets from ACE and ascertain that the question papers pertain to the examination scheduled for that day.
- Distribute the question paper after the long bell and ask the candidates to start writing.
- 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.
- Verify the identity of the candidate through the photograph on the hall ticket and mark the attendance of the candidates.
- Mark attendance carefully without over writing and initial the column. The proforma for the absentee should be filled carefully. While one staff member is marking the attendance the other staff should be more vigilant.
- Do not respond as to how a question should be answered or what should be written, if clarification is sought by the students. If there is any correction in the question paper call the observer who can make an announcement after consulting the examination cell.
- Do not go out of the hall to the office or elsewhere, or chat or discuss personal matters or disturb the students in any manner such as reading their answers as they write. Canteen break should not be more than 10 minutes.
- Avoid sitting while invigilating except when necessary.
- See that strict silence is maintained in the examination hall. Talking amongst candidates, borrowing of materials etc. should be strictly forbidden.
- Keep alert 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 make a report to the observer who, in turn will forward the same to the CE.

- Do not allow refreshments for the candidates in the examination hall.
- Five minutes before the closing of examination, along with the warning bell, announce 'last five minutes' and do not allow any candidate to leave the room. After the last bell ask the candidates to stop writing and put their pens down.
- Collect the answer sheets at the end of the examination, from the students who should stand at their respective places. No movement of students inside the examination hall should be allowed.
- Candidates shall be permitted to leave the examination hall only after her answer book is taken charge of by the invigilator on duty in the hall.
- At the end of the examination duration, the invigilators shall arrange the answer scripts according to the roll numbers in the ascending order and shall bring all answer papers directly to the EC.

During Mid semester examinations

- Check and tally the number of answer sheets with the number of students present in the hall
- indicate the details on the bundle like Date, Room No, Group and Class, Number of present, Number of absent and their Roll No and put the Initials.

Note: The lecturers should collect the answer scripts from the Examination Cell immediately after the examination is over. It is the responsibility of the lecturer to ensure that the number of answer scripts tally with the number indicated on the bundle.

Annexure-III

STATEMENT OF CANDIDATE WHO IS ALLEGED TO HAVE USED UNFAIR MEANS IN EXAMINATION

Full Name of Candidate

Address of the candidate for correspondence:

Class: Group: Semester: Registered No:

Date of Exam: Name of the Subject: Subject Code:

To,
The Controller of Examination
St. Joseph's College for Women (A), Visakhaatnam

Respected Sister,

I appeared at the above examination held on/...../20..... at the St. Joseph's College for Women (A), Visakhaatnam in the Morning / Evening session. I give below my statement:

Signature of Candidate

Candidate Mobile No.:-

Parent Mobile No: -

Signature of Invigilator

Signature of Observer

Signature of CE
along with seal

Name of Invigilator 1).....

Name of Invigilator 2).....