

**K. V. R Government Degree College for Women (A),
Kurnool**

Examination Cell Policy

3-10-2015

I. Constitution of Examination Cell

Autonomous status was conferred to K.V.R Government College for Women, Kurnool with effect from the academic year 2015-16. The Executive committee of the college established the Examination Cell for conduct of examinations and evaluation of the students of the college. The constitution of Examination Cell is as follows:

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|---|----------------------------|
| 1. Dr. M. Indira Shanthi, Principal | Chairperson |
| 2. Dr. K.Veerachari, Lect. in Economics | Controller of Examinations |
| 3. Smt. L.V. Shobha Rani, Lect. in Commerce | Asst. Controller |
| 4. Dr. B. Dhana Sree, Lecturer in Biotechnology | Asst. Controller |

The Examination Cell conducts examinations in a confidential and transparent manner and makes the evaluation process in a highly confidential and professional environment.

II. Functions:

1. Notifying the schedule and dates of various stages connected with the examinations.(Examination calendar of the year)
2. Fixing the timetable for conduct of examinations.
3. Conducting internal examinations.
4. Question paper setting as per the syllabi, model question papers approved in Board of Studies.
5. Printing of question papers.
6. Supply of Examination applications to the students.
7. Processing of examination applications and printing of Hall tickets.
8. Preparation of Nominal rolls and D-Forms.
9. Preparation of answer scripts by coding for valuation.
10. Undertaking valuation of answer scripts and scrutiny of answer script.
11. Decoding of scripts and verification of marks already entered.
12. Announcement of results in-time.
13. Notification for Re-valuation.
14. Printing and distribution of marks memoranda.
15. Preparation of consolidated marks memo cum provisional pass certificates.
16. Submission of all data and marks to the University for the award of original degrees by the University.
17. Maintenance of tabulated marks register and degree registers.
18. Preparation of Degree register for submitting to affiliated University for printing and signature of issuing authority of affiliated University.
19. Maintenance of cash book, Resolution book, Accounts book and etc of the examination cell.

III. Rules and Regulations:

The Examination Cell, in all its functions, is guided and regulated by the UGC rules of Autonomy, resolutions of the Academic Council of the college.

Semester System:

Under the Autonomous set up, the College introduced Semester system. The syllabus for each semester and the examination pattern are approved in Board of Studies (BOS) for each subject. The College introduced CBCS pattern from the Academic year **2015-16**. Consequently, the academic year is divided into two semesters.

1. The first, third and fifth semesters span from June to November with a minimum of 90 instructional days.
2. The second, fourth and sixth semesters span from December to April with a minimum of 90 instructional days.

1. Panel of question paper setters:

The meetings of BOS of different departments are conducted every year. In these meetings, paper setters are selected and the same are submitted to the Academic Council for approval.

Criteria for the selection of paper setter:

1. The paper setters should have at least 2 years of teaching experience in the paper.
2. They should be teaching the paper currently.
3. Faculty of other Autonomous colleges are given preference as paper setters.
4. A panel of paper setters is prepared for each subject by the departments.

2. Setting of question papers:

Every precaution is taken to set the question paper correctly and to maintain the secrecy. Each paper setter is supplied with the approved syllabus, model question paper and blue print. They are requested to furnish the scheme of valuation and solutions to numerical problems if any. The paper setter is requested to send a soft copy to Examination Cell mail and also is directed not to mention the name of the college on the question paper.

3. Printing of Question papers:

1. The preparation and printing of question paper is done a day before the commencement of the examination.
2. The following details are added on the top of the question paper
 - a) Name of the college
 - b) Semester number
 - c) Full title of the paper
 - d) Date and time
 - e) Question paper code and Maximum marks

3. After printing of the question papers they are packed, sealed and stored in the strong room of the examination section.

4. Submission of examination applications:

1. The exam applications are supplied to the students of all classes.
2. Notification is given to the students for the payment of examination fees without penal fees and later with a penal fee.

5. Issue of Hall Tickets:

- a. The details in the application of the student are computerized with the data entry.
- b. Hall tickets are prepared duly checking the subjects and papers opted by the candidates.
- c. Computerized hall ticket is being issued to students with the data submitted with the application.
- d. The hall tickets are issued to students before the start of the examinations.
- e. If a candidate forgets to bring the hall ticket or if it is lost a duplicate hall ticket is issued.

6. Coding of Answer Scripts:

- The answer scripts are coded on the same day of examinations.
- The coded answer scripts are kept in sealed packets and preserved in the safe custody of the Controller of Examinations.
- After the examinations are over the answer scripts are taken to different colleges for valuation.

7. Evaluation of Answer Scripts:

The valuation of answer scripts is done by external examiners from the panel approved by the Board of Studies and Academic Cell.

The staff members who are actually teaching the paper correctly are appointed as examiners.

Only lecturers with at least 5 years of teaching experience are appointed as examiners.

A time of 7 to 10 days given for valuation.

The answer scripts are brought back after valuation and preserved in the examination cell.

8. Scrutiny of Answer Scripts

Each answer scripts is thoroughly scrutinized and checked for mistakes in totaling of marks, and any answer is not valued.

The marks will be computerized.

9. Practical Examinations

Practical Examinations are to be conducted with one Internal Examiner for Odd semester (I, III & V) and one External Practical examiner in even Semester (II, IV & VI).

External Examiners will be given TA & DA as per the norms given by Rayalaseema University, Kurnool.

Practical Examination is to be conducted at the end of the each Semester.

Maximum marks for external is 50.

10. Declaration of Result

The declaration of result is usually around three to four weeks from the end of examinations.

Results are declared in web-site.

11. Declaration of Class:

Successful candidates shall be placed in 4 classes on the basis of the aggregate percentage of marks as follows.

75% and above	Distinction
60% to 74%	I – Class
50% to 60%	II – Class
40% to 50%	III – Class
Below 40%	Fail

Range of marks	Grade points	Grade Letter	Performance
90-100	9.00 – 10.00	O	Outstanding
80-89	8.00-8.99	A+	Excellent
70-79	7.00-7.99	A	Very Good
60-69	6.00-6.99	B+	Good
50-59	5.00-5.99	B	Above average
41-49	4.01-4.99	C	Average
40	4.00-4.00	P	Pass
< 40	0-3.99	F	Fail
-	0	AB	Absent

Credit Point = Credits x Grade point

SGPA (Semester Grade Point Average) = Total Credit Points / Total No.of Credits
CGPA (Cumulative Grade Point Average) =

$$CGPA = \frac{\sum g_i * C_i}{\sum C_i}$$

12. Issue of Marks Memorandum

Marks memorandums are issued separately for each semester end examinations.

At the end of sixth semester a Provisional cum consolidated marks list including the marks of all the previous appearances is given to the students.

13. For Blind Candidates:

A scribe will be arranged for each blind candidate to write down the answer dictated by the blind candidate.

The Chief Superintendent will appoint the scribe from among the Assistant Superintendent on duty at the time of exams.

The Lecturer appointed, as a scribe should belong to a different faculty other than the subject in which the blind candidates taking the exam.

4. Pass Mark Regulations:

- a. CBCS pattern is introduced in the academic year 2015-16.
- b. In CBCS system 10 point scale evaluation is followed.
- c. Examinations are conducted in Continuous Internal Assessment (CIA) and Semester End Examinations (SEE) pattern.
- d. CIA is for 40 marks and SEE examinations are for 60 marks.
- e. The student has to secure a minimum of 40 % marks in SEE exams to pass in a particular paper.

15. Revaluation of Answer Scripts

The students are permitted to apply for revaluation of their answer scripts if they are not satisfied with their first valuation. The students are required to pay the prescribed amount for each paper separately in which they seek revaluation.

16. Supplementary Examinations

The students have to write the supplementary exams, if any, along with regular examinations conducted at the end of each semester.

17. Instant Examinations

Instant examinations are conducted only for the III Year regular outgoing students. The exams are conducted for any one paper in any semester.

18. Suspected Malpractice cases

These cases are to be dealt as per University Guidelines. SMP Verification Committee consists of the Principal, the Controller of examinations and three Academic Council members.

19. Condensation of Attendance:

- i. The students should put in at least 75% of attendance to be eligible to sit for the semester end examinations.
- ii. The students are allowed to pay condensation fee on producing a medical certificate by Asst. Civil Surgeon in case of percentage of attendance is between 51% to 74%.
- iii. A student cannot be promoted for next semester unless she pays the required examination fee, even though she puts in the required percentage of attendance.

K. Venadhari

PRINCIPAL
K.V.R. Govt. College for Women
(Autonomous)
NOOL