



Government Autonomous College Rajamahendravaram

(Affiliated to Adikavi Nannaya University)

Examinations and Evaluation Policy

1 Preamble:

Autonomous status was conferred to Government College, Rajamahendravaram during the academic year 2000-01. The Academic Council has been constituted as per the guidelines of UGC and affiliating University to decide upon academic policies and academic activities from time to time. With the approval of Academic Council, the methodology for examination and evaluation of the programmes run by this college is as under **Examination Committee (EC)** which is constituted as follows: (i) Principal (Chairman), (ii) Controller of Examinations (CoE), (iii) Chairpersons of the Boards of Studies (BOS) and (iv) Academic Coordinator.

1.1 Evaluation: An evaluation is any assessment of a student's performance in a credit or non-credit course which will count towards the final grade achieved by the student in that course.

1.2 Evaluation of student performance is established by the faculty through their respective Departments or Programs, under the authority of HoDs/Deans/Directors and Staff Council. The College recognizes the need for **evaluation** of student performance to adhere to college-wide standards to ensure fairness and consistency in good practice.

2 The Powers and Duties of Examination Committee (EC):

4. The EC shall ensure proper performance of the various duties in conducting examinations viz. paper setting, time table preparation, assessment and declaration of results.
5. The EC shall recommend examination reforms and shall implement them after the approval of Academic Council (AC).
6. The EC shall prepare the detailed time table of examinations as per the schedule approved by Academic Council.
7. The EC shall arrange for strict vigilance during the conduct of examinations in order to avoid use of unfair means/ malpractices by the students, faculty and invigilators.
8. Complaint Redressal Committee (CRC) shall be an independent committee consisting of three members appointed by Chairman, EC as and when required to deal with the complaints related to the conduct of examinations.
9. The recommendations of the CRC shall be approved by the Chairman and EC to take appropriate disciplinary actions in the concerned matter. The disciplinary actions shall be endorsed by the EC.
10. For any meeting of EC, one-third members shall constitute a quorum.
11. The members of EC shall meet at least twice during the academic year and at other times as and when necessary.
12. The various formats shall be prepared by EC for record keeping and monitoring all examination related activities.
13. The EC shall perform such duties and responsibilities that are assigned by Academic Council of the institute from time to time.
14. Controller of Examinations (CoE) shall be assisted by the Assistant Controllers of



Examination (ACoE) for carrying out the following activities:

Continuous Internal Assessment (CIA)

- i CIA of theory are to be conducted by the course teacher all through the semester. Total marks for CIA of each course are 40. This shall include 25 marks from the average of marks obtained in the best 2 out of 3 descriptive/objective examinations and 5 marks for assignments. In descriptive/objective examination, student has to answer all four/ten questions for 10 marks. For the remaining 15 Marks, the concerned teacher may follow any of the pedagogical strategies to assess the student basing on the academic abilities.
- ii The marks obtained in CIA will be made available to the students in the respective departments and they are obliged to affix their signatures during a prescribed period as a confirmation of their verification of the marks.

Semester End Examinations (SEE)

The external examination shall be conducted at the end of the semester for 60 marks. The question paper shall be set by the examiner (from the list of external examiners approved by the AC/EC) duly following the guidelines and pattern set by BoS of respective course.

Lab Courses (Practical / Practice / Workshop): Practical's are being conducted for 100 marks split between odd and even semesters for 50 marks each. Out of 50 marks, 35 marks are to be awarded for experiments/job works and 10 marks for record and 5 for viva-voce examination.

2.12 **Instructor Course Outline**

Instructors will provide, for each course or section, a document that outlines, along with other information such as evaluation procedure of a student's performance and any specific criteria regarding the performance of students, such as penalties for missed tests or extra credit opportunities, etc. All the aforesaid procedures shall be approved by the Staff Council of the College.

A. The Instructor Course Outline must include:

1. Instructor's name, residence, office number, e-mail, and office hours
2. Course title, section(s), campus, semester and course prerequisites
3. General description of the course, its topics, scope, methodological approach, etc., as well as required and/or recommended texts and/or materials
4. Instructor's guideline statements relating to
 - 3.1.Late assignment penalties
 - 3.2.Missed tests/make-up tests or assignments
 - 3.3.Academic integrity
 - 3.4.Attendance
 - 3.5.Course- or section-specific competency standards
5. Value and number of assessments/**evaluations**, such as exams, tests, essays, labs, class participation, etc., expressed in the final grade.
6. Course-specific requirements, such as that students i) "must complete every assignment in order to receive a passing final grade," ii) "must write one in-class assignment," iii) "must pass both theory and lab components in order to pass this course," etc.



7. If necessary, a statement indicating that the means or values of assessments/**evaluations** are subject to change during the semester

B. The *Instructor Course Outline* may also include:

4. A schedule of assignments, readings, **evaluations** (i.e., syllabus)
5. A general description of course objectives/learning outcomes

2.13 Number and Timing of Evaluations

Evaluations given by instructors must comply with departmental policies approved by the Staff Council governing **evaluation** and assessment. In addition, all **evaluations** must adhere to the following college-wide conditions:

1. The final grade awarded to each student shall consist of at least three separate assessments. These could be any combination of tests, examinations or assignments, and may include class participation and attendance if these are included in the course outline.
2. No single assessment will be weighted at more than 20% of the final course grade.
3. **Evaluations** should be spaced in such a way that they provide students with the earliest possible indication of their achievement. At a minimum, students have the right to receive from an instructor their scores on at least one performance-based assessment prior to the mid-term date as published in the College calendar. The purpose of this assessment is to give students a rational basis on which to determine whether they should redouble their study efforts, carry on as before or withdraw from the course.
4. The instructors shall provide opportunities for students to make up any missed assignments or tests due to illness, etc., and this make-up work cannot contravene the limitations identified in #1 and #2 above.

2.14 Class Attendance and Participation

Instructors may use a student's record of attendance and/or level of active participation in a course as part of the student's graded performance. Where this occurs, expectations and grade calculations regarding class attendance and participation must be clearly defined in the *Instructor Course Outline*. Students who are enrolled in courses offered as part of a Field School must demonstrate sufficient readiness to succeed in the program prior to departure on the field experience. Prior to departure, students must attend all classes and complete all required assignments or activities to a satisfactory level as determined by the course instructor and as outlined in the *Instructor Course Outline*. Any dispute over whether the student has met the required standard prior to departure will be negotiated by the Dean/Head responsible for the program.

2.15 Submitting Assignments

Instructors are responsible for explaining in advance how and when they should receive assignments from students, whether delivery is to be in-person, via departmental assistant or through electronic means, etc. Students are responsible for ensuring that their assignments are delivered appropriately and on-time as specified by instructors. Where students submit assignments to someone other than the instructor, they should obtain a proof of receipt. Where students submit assignments



electronically, they should retain proof of sending. Students are strongly advised to retain copies of their assignments.

2.16 Penalties for Late Assignments

Expectations and grade calculations regarding penalties for late assignments must be clearly defined in the *Instructor Course Outline*.

- Instructors may choose not to accept late assignments beyond the due date.
- Instructors may reduce the grade awarded for an assignment that is turned in late to the instructor. Where this occurs the reduction in student's grade must be proportional to the degree of lateness and be applied consistently to all assignments turned in late in the course.

2.17 Final Examinations in Credit Courses

Instructors will determine whether a final examination will be set in a course in accordance with Staff/Academic Council approved department/program/discipline requirements.

1. Final examinations in credit courses of a semester length must be scheduled during the official examination period after the end of classes.
2. In the interest of planned student learning, no evaluations can be conducted in-class that, individually or in combination, are worth more than 10% of the final course grade during the last 14 calendar days of scheduled classes. (This 14 day period will be pro-rated for courses shorter or longer than a regular semester length).

Application of the 14 day rule can be modified by the following situations:

- a. Students completing assignments such as individual and/or group in-class presentations, practicum completions, and term papers whose due dates were assigned in the instructor's course outline at the beginning of the course.
- b. Faculty assigning a take-home final examination in lieu of one held during the official examination period.
- c. Faculty providing make-up assignments/tests for students whom faculty are satisfied were unable to complete assessments earlier in the semester (due to student illness, class cancellation, etc.) provided the make-up assignments/tests conform to the restrictions in the "Number and Timing of Evaluations" section above.
- d. Other situations may arise where exceptions to the 14 day rule are integral to the course curriculum or its delivery, and instructors can justify why the **evaluation** worth more than 10% should be given prior to the examination period. Such variances must be approved by Education Council in advance either on a one-time basis, or, if on a repeating basis, as part of the curriculum guidelines for the course.
- e. There shall be a minimum of one full day with no scheduled classes or mandatory activities for students between the end of classes and the beginning of the final examination period of the semester.

3 Paper Setters and Examiners:



- i. 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. The paper setter is requested to send a soft copy of the scheme of valuation to the Examination Cell and also is directed not to mention the name of the college on the question paper.
- ii. The paper setting of SEE shall be done by the external faculty who is teaching the course. A panel of subject experts from outside the college shall be prepared for this purpose by the BoS. This step is necessary for gaining the confidence of the University and also of the society at large, on the fairness and transparency in the system.
- iii. Two sets of papers to be possessed for each course.
- iv. The remuneration for paper setting is to be proposed by the Finance Committee.
- v. **Moderation of Question Papers and Model Answers:** Moderation is the process by which the Institution ensures the consistency of question papers within the framework of the syllabus, thereby ensuring consistency of assessment for all students. It also ensures that weightage within a module is appropriate and conforms to the blueprint and other guidelines issued by the Board of Studies, thereby ensuring fairness, accuracy and consistency in marking and the provision of results. With this intention, constitute the moderation committee from the Academic Year 2017-18.

3.5.1 Constitution of the Committee: The Chairman, Examinations Committee, shall appoint “Moderation Committee” for the purpose of moderation of question papers of the Semester End Examinations submitted by various paper setters / subject faculty.

3.5.2 Composition of the Committee: The Moderation Committee shall consist of the Principal as Chairman; the Academic Coordinator as Member; the Chairman of the concerned Board of Studies, as Members and the Controller of Examinations as member Secretary.

3.5.3 Functions of the Committee: The moderation committee:

- shall ensure that the questions are from within the syllabus and framed in a manner intelligible to the student.
- shall ensure that the coverage and level of the question paper are appropriate and consistent with the curriculum and assessment framework
- shall ensure that the question paper contains no ambiguity and the wording of each question is precise, definite and easily understandable
- shall ensure that the rubric for the question paper is correct
- shall ensure that the question paper model conforms to the scheme of evaluation submitted by the paper setters.



- shall ensure that the scheme of evaluation is sufficiently flexible and detailed
- shall ensure that there are no spelling mistakes or other errors in the question paper.

In case, the moderation is done in a question paper is more than 30% (not merely edited), the case shall be reported with full justification to the Chairman, Examinations Committee, who shall have the power to change the paper setter, if necessary. After moderation, the question papers and other material shall be sealed intact in the presence of all members.

3.5.4 Prohibitions and security requirements: As the Moderation Committees' work is secret in nature, members must meet certain security requirements.

- They must take all necessary measures to ensure the security and confidentiality of the examination papers and other material they are working on.
- The members must not disclose their appointment to any unauthorised person. The members must not carry mobile phones or any other communicative gadgets where the moderation committee meeting is going on.
- Failure to preserve the secrecy of all information and examination materials/documents classified as confidential will be viewed seriously and shall be liable for disciplinary action.

3.5.5 The chairman and members of the Moderation Committee will be paid sitting allowance as per existing rules of the Institution from time to time.

- 4 CoE shall be responsible for smooth and proper conduct of examination in the College. He/She shall -
 - i Give the directions to College Examination Coordinator (CEC) for smooth conduct of examination.
 - ii Prepare the master plan for seating arrangement, by taking into considerations the total number of students appearing for the examination and seating arrangement available in the College.
 - iii Get the examination schedule prepared for the entire programme and send the copy of the same to all Heads of the Department and CEC.
 - iv Receive the requirements of answer books, supplements, drawing sheets, graph papers and other material from CEC and keep it ready centrally for distributing to students during examinations. A record of the same shall be maintained.
 - v Receive the cases of misbehaviour, malpractices, copy cases from CEC for taking further necessary action.
 - vi Receive the list of external examiners (for conducting practical examinations) for various courses from Heads of the Department for record purpose.
- 5 Seating arrangement shall be made centrally as per the master plan for seating arrangement.
- 6 CoE shall appoint staff for examination as per requirement.
 - i There shall be one invigilator for a block of 25- 35 (maximum up to



- 40) students subject to maximum two per class room.
 - ii Reliever: One reliever per five class rooms subject to maximum two
 - iii Invigilators, additional invigilator, and relievers shall be appointed centrally among the faculty of all departments.
 - iv Depending on the need and availability, CoE may change the number of staff for conducting examination.
- 7 On each day of examination, CoE shall open the required number of packets of question papers at least one hour before the start of examination. Prior to opening, however, he/she shall sign on all the packets indicating the date and time of opening the packets. He/She shall then take out the required number of question papers from the packets and arrange moderator of respective paper to get rectified any discrepancies if found, before distributing them in required quantity to the invigilators.
- 8 CoE shall hand over the required material to the CEC and in turn the CEC will conduct the examination as per the existing rules.
- 9 The invigilators shall follow the “Guidelines/Instructions to the Invigilators” of the college.
- 10 There shall be continuous monitoring by taking rounds in different examination blocks to confirm that invigilators are performing their duties properly and discipline is being maintained during examination.
- 11 CEC shall forward the cases of misbehavior, indiscipline, malpractices, attempt to copy, copying cases to CoE for taking necessary action.
- 12 After receiving the answer books from CEC, ACE shall check them as per the attendance record submitted by the invigilators and then sort out the answer books of each course separately.
- 13 ACE shall direct the sealing assistant to tie the bundles of answer books of each course separately along with two copies of question papers, copies of attendance sheet, record of supplements issued etc. and pack them. Thereafter, he/she shall handover all packets to the ACE looking after assessment on the same day or latest on the next day. He/she shall maintain the record of all such packets of answer books.
- 14 Office-clerk (examination) shall maintain the account of answers books and supplements received and consumed for the examination in a register. He/She shall also prepare the bills of remuneration of all staff involved in the examination work and submit those to ACE for further action.
- 15 ACE shall prepare the bill for remunerations of staff involved in SEE as per rules. Remuneration shall be paid to the staff involved in conduct of examination after the examination is over and account of payment shall be submitted to the office within a week.
- 16 **Semester End Examination for Lab courses**
- 16.1. Semester End Examination for lab shall be conducted as per the examination schedule approved by EC. However in case of any emergency, the examination may be rescheduled with the prior approval of CoEs.
- 16.2. CEC shall act as coordinator for conducting practical examinations. HOD/CEC of the concerned department shall be responsible for proper conduct of practical examinations and various examination related activities of the concerned department. He/She shall, however, take the services of staff of his/her Department for this purpose.



- 16.3. CEC in consultation with HOD and CoE shall prepare detailed timetable (batch-wise) for the lab examination of the concerned department.
- 16.4. The HOD shall submit the schedule and final list of examiners for all lab examinations to exam cell. Based on the list of examiners received from HOD, CoE shall issue the appointment orders.
- 16.5. For external evaluation of UG project and PG project, external examiner outside the college is mandatory.
- 16.6. HOD of concerned department shall send the required panels of external examiners for UG and PG projects to the exam cell. The appointment orders of internal and external examiner shall be issued by CoE.
- 16.7. HOD of the concerned department shall appoint staff for lab examination and forward the copy of the same to the CoE.
- 16.8. Internal examiners shall make all the necessary arrangements of equipment/laboratory setup required for conducting lab examination of the courses for which their appointment is made.
- 16.9. After the lab examination of the course is over, internal examiner along with the other examiner shall prepare the mark list, and submit it in sealed envelope to exam cell on the same day or latest by the next working day along with TA/DA and remuneration bills. These marks are not to be disclosed to the students.

17. **Assessment of Self-study course, Internship, Employability skills and Projects:**
 - 17.1. Evaluation of self-study course, Internship, Employability skills and projects shall be conducted as per the schedule approved by EC.
 - 17.7. The student is evaluated for his/her self-study course or project through the quality of work carried out, the novelty in the concept, the report submitted and presentation(s) etc.
 - 17.8. Appointments of the external examiners for semester end evaluation of project shall be issued by CoE based on the recommendations from HOD. CEC shall prepare detailed timetable (batch-wise/student-wise) for the project examination and coordinate the conduct of the same.

18. **Supplementary Examinations**

No supplementary examinations as per UGC guidelines.

19. **Pass Mark Regulations:**
 - In CBCS system, 10 point scale evaluation is followed. Examinations are conducted in Continuous Internal Assessment (CIA) and Semester End Examinations (SEE) pattern.
 - Internal Assessment is for 40 marks and SEE is for 60 marks.
 - The student has to secure a minimum of 35 % marks in SEE exams to pass in a particular paper.

20. **Revaluation:**
 - 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 sought revaluation.

21. **Instant Examinations**



- Instant examinations are conducted only for the Final Year regular outgoing students immediately after declaration of final results.
- If any student fail in any of two papers (including) of any semester are permitted to appear for instant examinations.
- Generally instant examinations will be scheduled within 10 days after declaration of final year results.

22. Calculation of Cumulative Grade Point Average (CGPA) and Semester Grade Point Average (SGPA)

- Cumulative performance of all the semesters together will reflect performance in the whole programme and it will be known as Semester Grade Point Average (SGPA), Cumulative Grade Point Average (CGPA) respectively.
- SGPA/CGPA are the real indicators of a students' performance of the programme. CGPA is computed as the ratio of total credits points secured by a student in various courses in all semesters and sum of the total credits of all courses in all semesters. SGPA, CGPA may be computed up to two decimal places.

23. Suspected Malpractice cases

- These cases are to be dealt as per University Guidelines.
- Malpractice committee will consist of the Principal, the Controller of examinations and three Academic Council members.

24. Condonation of Attendance:

- i. The students should put in minimum 75% of attendance to be eligible to sit for the semester end examinations.
- ii. A student cannot be promoted for next semester unless he pays the required examination fee, even though he puts in the required percentage of attendance.
- iii. The Principal can relax the attendance eligibility by 5% for those students who could not attend the classes due to ill health or any other valid reason. This decision will be taken only on production of relevant certificate and enquiry with the Proctor concerned.

25. Preservation of assessed answer books

- All valued answer books shall be preserved for two consecutive semesters in strong room of Examination cell.

26. Semester End Examination Result

- Results usually be declared after one week from the date of the last examination. After all grievances are addressed, the final result will be declared by CoE office after end of two weeks