GOVERNMENT COLLEGE (AUTONOMOUS)

RAJAHMUNDRY

EXAMINATION CELL

MANUAL ON RULES AND REGULATIONS

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I. Constitution of Examination Cell:

Autonomous status was conferred to Government College, Rajahmundry with effect from the academic year 2000-01. The Executive committee of the college established the Examination Cell for conduct of examinations and evaluation of the students of the college. The Examination Cell was constituted with the following members for the Academic year 2018-19:

1. Dr. R David Kumar Swamy, Principal   Chairperson
2. Sri Babjee Pothuraju, Lect. in Political Science   Controller of Examinations
3. Sri P V Satyaji, Lect. in Physics   Asst. Controller
4. Dr. P. Shanmukha Rao, Lecturer in Commerce   Asst. Controller

The Examination cell is constituted in the following manner. A panel of names is proposed for the appointment of the Controller and Asst. controllers of examinations by the Staff Council of the college and is placed before the Executive Committee of the college for selection. After the selection is made by the executive committee, the Principal appoints the Controller and Asst. controllers of examinations.

The Examination Cell is a fully computerised, fool proof environment which 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. Printing of Answer booklets with Barcode.
10. Preparation of answer scripts by coding for valuation.
11. Undertaking valuation of answer scripts and scruitiny of answer script.
12. Decoding of scripts and verification of marks already entered.
13. Processing of marks and prepare the list of candidates for Moderation by Grafting.
14. Announcement of results in-time through college website.
15. Notification for Re-valuation.
16. Printing and distribution of marks memoranda.
17. Preparation of consolidated marks memo cum provisional pass certificates.

18. Submission of all data and marks to the University for the award of original degrees by the University.
19. Maintenance of tabulated marks register and degree registers.
20. Preparation of Degree register for submitting to affiliated University for printing and signature of issuing authority of affiliated University.
21. Prepare the list of students for awarding endowment prizes constituted by the philanthropists.
22. 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 Executive Committee and the Academic Council of the college. As the college is affiliated to Adikavi Nannaya University, Rajahmundry, its rules are also followed in some cases.

a. Semester System:

Under the Autonomous set up, the College introduced Semester system. The syllabus for each semester and the examination pattern are approved with the help of Board of Studies (BoS) for each subject. The College introduced CBCS pattern from the Academic year **2014-15.** 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 excluding examinations.
2. The second, fourth and sixth semesters span from December to April with a minimum of 90 instructional days excluding examinations.

b. Panel of question paper setters:

The meetings of BoS of different departments are conducted twice a year. In their 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.

c. 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.

d. Moderation of Question Papers

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, the Government College (A), Rajahmundry constituted the moderation committee from the Academic Year 2017-18.

Constitution of the Committee

The Chairman, Board of Examinations, shall appoint "Moderation Committee" for the purpose of moderation of question papers of the Semester End Examinations submitted by various paper setters / subject faculty.

Composition of the Committee

The Moderation Committee shall consist of: -

- ➢ the Principal, Chairman;

- ➢ the Academic Coordinator, Member;

- ➢ the Chairman of the concerned Board of Studies, Member;

- ➢ the Controller of Examinations, member Secretary.

Functions of the Committee

The moderation committee is required to do the following functions

- ➢ 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, Board of Examinations, who shall have the power to change the paper, if necessary.

After moderation, the question papers and other material will be sealed intact in the presence of all members.

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.

Remuneration

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

e. 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.

f. Submission of examination applications:

1. The exam applications are supplied to the students of all classes through their respective proctors.
2. The proctors should attest the photo and signature on the application form.
3. Minimum of 15 days time is given to the students for the payment of examination fees without penal fees and later with a penal fee.

g. Issue of Hall Tickets:

1. The details in the application of the student are computerized with the data entry.
2. Hall tickets are prepared duly checking the subjects and papers opted by the candidates.
3. Computerized hall ticket is being issued to students with the data submitted with the application.
4. The hall tickets are issued to students through Proctors at least one week before the start of the examinations.
5. If a candidate forgets to bring the hall ticket or if it is lost a duplicate hall ticket is issued.

h. OMR Bar Coded Sheet:

1. OMR Bar Coded system was introduced from October 2007.
2. OMR sheets are given to each candidate for each subject.
3. OMR sheets are stapled to answer booklet before commencement of exam.
4. OMR sheets contain three parts.
5. Part I containing student's bio data i.e. name of the student, Register No., name of the subject, group, semester, date of exam, student photo and Signatures columns of student and invigilators. This part is teared off at the time of coding.
6. In part II, Examiners post the question wise marks and total marks. In this part Examiners and scrutinizers are signed. Only this part is remaining with answer script.
7. After verify the question wise marks in part II, the scrutiniser entered the correct marks and signed in part III. Examiner   also signed in this part. This part is teared off by the scrutiniser for computerising the marks.
8. Each part in OMR sheet, a unique bar code is printed. The bar code is containing all the data of the student like regd. no., subject code, semester, and date of exam. Bar code is decoded by bar code reader.
9. Of late, bubbling of OMR system was introduced from the year 2016-17.

i. Distribution of answer scripts:

After staple the OMR sheets to answer scripts, these scripts are handed over to Examination Committee one day before the commencement of examination.

j. Coding of Answer Scripts:

- D-form will be supplied to the examination sections so that they return the answer scripts according to D-Form.

- The Chief Superintendent hands over the answer scripts to the examination cell on the same day after the examination is over.
- The answer scripts are coded on the same day according to OMR sheets.
- 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.

k. 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.

l. Scrutiny of Answer Scripts

Each answer scripts is thoroughly scrutinized and checked for mistakes in totalling of marks, and any answer not valued.
The marks in part II of OMR sheets are noted in part III of answer scripts.
The marks will be computerised with bar code reader and marks galley will be prepared.

m. Practical Examinations

Practical Examinations are to be conducted with one external and one internal examiner in every paper.
External Examiners will be given TA & DA as per the norms given by the ANUR, Rajamahendravaram.
Practical Examination is to be conducted at the end of the academic year taking the two semesters of the year as a unit.
Practical Internals introduced from the academic year 2008-09.
Maximum marks for external is 75 and maximum marks for Internals is 25.
Internal practical are to be conducted with internal examiners.
From 2016-17 academic year practical will be conducted in semester wise i.e. will be conducted internally in odd semesters (1, 3, 5) and externally in even semesters (2, 4, 6) with 40:60 ratio.

n. 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 (online results)

o. Declaration of Class:

Successful candidates shall be placed in 3 classes on the basis of the aggregate.

Grading system and credit system will be introduced during the academic year 2007-08.rtion

Marks obtained by them in all the examinations.

If the completion takes more than three years only III class is awarded.

In part II the aggregate marks obtained in all the group subjects in six semester end examinations during the course of study of 3 Years irrespective of the number of appearances to complete the subjects.

The first class consists of those obtaining not less than 60%.

The II class consists of those obtained not less than 50%, but less than 60%.

The III class consists of all the rest of the passed candidates.

p. 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.

q. 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.

r. Pass Mark Regulations:

1. CBCS pattern is introduced in the academic year 2014-15.
2. In CBCS system 10 point scale evaluation is followed.
3. Examinations are conducted in Continuous Internal Assessment (CIA) and Semester End Examinations (SEE) pattern.
4. CIA is for 40 marks and SEE examinations are for 60 marks.
5. The student has to secure a minimum of 35 % marks in SEE exams to pass in a particular paper.

s. 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.

t. Supplementary Examinations

There are no supplementary examinations from the Academic Year 2017-18 as per UGC norms. The students have to write the supplementary exams, if any, along with regular examinations conducted at the end of each semester.

u. Instant Examinations

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

v. 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.

w. Condonation of Attendance:

- The students should put in at least 75% of attendance to be eligible to sit for the semester end examinations.
- 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.
- 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.

x. Continuation of Question Paper with Old Syllabus:

- Previously, it was for three 3 years, but now it was modified for 1 year.