

Examination Manual

wef 2018-19



Exam Cell
GOVT. COLLEGE FOR WOMEN
(A), GUNTUR

ABOUT THE COLLEGE

With constant encouragement from social reformers Smt. Unnava Lakshmi Kanthamma, Rao Bahadur Tellakula Jalaiah, Rao Bahadur Jagarlamudi Kuppaswamy Choudary, Rao Saheb D. Srimannarayana Choudary, Maddi Sudarsanam, Karumanchi family, Janab Mohammad Kareem Saif and the Municipal Councils of G. Vijayawada and Eluru, Lady Hope College, Guntur came into existence in 1942 under the management of Guntur Municipality.

The college was established with the aim of providing Higher Education to Women and this college brought joy and hope into the hearts of millions of ladies living in Guntur and surrounding districts.

In 1947 the college was taken over by then composite Madras state and renamed as Government College for Women, Guntur. The college was recognized by UGC in 01-06-1956.. Presently the college is affiliated to Acharya Nagarjuna University.

The College was bifurcated in 1996 into Junior College and Degree College. Presently the college is running with 1600 strength with wide variety of courses.

The college is blessed with Autonomy by UGC from the academic year 2013-14. But the Autonomy came into force from the academic year 2014-15. In this connection the Examination Cell was established in 2014.

Our motto is '**THAMASOMA JYOTHIRGAMAYA**'

EXAMINATION CELL

The Examination Cell came into existence after the announcement of autonomy in the academic year 2013-14. The committee is headed by the Principal, the Controller of Examinations with supporting staff. The Examination Cell takes care of the formative and summative assessment and monitors the progress of the students of the institution. But the Examination Cell started its functioning from 2014-15.

Conducting of all Semester End examinations and internal assessment are the prime responsibilities of the Examination Cell. Further, Examination cell coordinates with the Internal Examination Committee and various boards of the departments in examination matters. The Controller of Examinations works under the guidance of the Principal, the Convener of Examinations regarding the examination matters. The examination committee announces the results and prepares the Provisional Certificates of the passed candidates as per the guidelines of Acharya Nagarjuna University as our college is affiliated of Acharya Nagarjuna University, Guntur.

CONSTITUTION OF EXAMINATION CELL

The Examination cell was started during the academic year 2014-15 since the Autonomous status came into force to our college. The examination cell was constituted with one Convener, one Controller of Examinations and two supporting members.

Committee members for the year 2018-19

1. Dr. Ch.PullaReddy, Principal & Convener of the Examination Cell.
2. Smt N. Praveena Kumari, Controller of Examinations,
3. Smt. Kusuma Kumari, member
4. Kum. G. Pranayani Devi, member

SUPPORTING STAFF OF EXAMINATION CELL

One programmer and one office attendant were appointed initially during the academic year 2018-19.

- ❖ M. Buela – Programmer
- ❖ G. Jaya Lakshmi – Asst. Programmer
- ❖ N. Krishna Kumari - Attender

THE FUNCTIONS OF THE CELL

- ❖ Prepares an examination calendar for the whole academic year.
- ❖ Prepares modalities for collection of fees from students.
- ❖ Prepares the time table for the Internal Assessment and Semester End Examinations,
- ❖ Announces Seating arrangement in the Examination halls.
- ❖ Notifies the students and staff about the examinations dates and time tables.
- ❖ Takes the necessary confidential steps to prepare the question paper for the semester end examinations well in advance
- ❖ Takes necessary steps for distribution of answer sheets and question papers and award lists
- ❖ Invites all the departments to submit their list of courses along with the pattern of examination and the list of students who completed the course
- ❖ Prepares Marks Memos of various examinations from distributes them to the students.
- ❖ Analyzes all examination results with the Principal academic committees, prepares necessary reports to be submitted to authorities from time to time
- ❖ Maintains all records pertaining to examinations.
- ❖ Prepares consolidated marks register along with the duly filled provisional certificates and submits to the University for approval.
- ❖ Addresses the grievances of students related to examination issues.

SOFTWARE FOR THE EXAMINATION PROCEDURES

The software for the total examination procedure was introduced to avoid manual procedures and man made errors. The software was designed and managed by Manasa Solutions, Tenali. Once the data of students was entered, the further out puts like results, percentages , marks memos and provisional certificates can be printed automatically through proper procedures.

ESTABLISHMENT OF EQUIPMENT

1. The Examination cell is equipped with five computers, two laser printers and two Xerox copiers; it is proposed to strengthen the examination Cell with a master server from Autonomous funds.
2. During the academic year 2017-18 one Master Server was purchased with Autonomy grant.
3. During the academic year 2018-19 one canon copier and one Air conditioner were purchased.

EXAMINATION REFORMS

1. On line examination system is to be introduced in selected subjects from this academic year 2019-20. For this purpose one on line examination center is established with one master Server and 20 computer systems with the assistance of UGC autonomy funds from examination cell funds.
2. For the automation of examination cell software was purchased to conduct internal evaluation.

THE EVALUATION SYSTEM

- ❖ The ratio of external and internal assessment will be 70: 30.
- ❖ The Examination cell takes the responsibility of conducting two internal assessment examinations ie., for 20 marks. The question paper and answer sheets are provided by the Examination cell. The average will be taken for 20 marks. There will be no minimum mark or re-examination for internal assessment.
- ❖ The examination cell invites all the departments to submit the completed internal award sheets for each subject at the end of each semester. These marks are consolidated through software solutions.
- ❖ From the academic year 2017-18 the semester end examination will be for 60 marks and internal evaluation will be for 40 marks. The division of these 40 marks will decided by the Academic Council.

THE SEMESTER END EXAMINATIONS

This is the most confidential and careful part of the examination system. In the first phase question paper setting will be completed and in the second phase the valuation process will be taken up.

QUESTION PAPER SETTING

- This is the most confidential part of evaluation system. This process is started at least 3 months before the schedule of examinations.
- After the completion of the Academic Council meeting all the in-charges of the depts. Will submit an approved copy of syllabus, model question paper, blue print and list of examiners and paper setters to the Academic council. In turn these approved copies will be sent to the Examination cell.
- The Examination cell gathers the profiles of question paper setters and examiners from various colleges and calls for paper setting in the prescribed way
- Three different sets of question papers will be called for from different paper setters. The examination cell provides all the required inputs ie., model question paper, blue print ,syllabus and appointment order etc.,
- After a fortnight days these paper setters send the prepared question papers in a sealed cover by post or courier.
- Among the three sets of papers one is selected in a confidential meeting of the examination cell committee for all subjects.
- Then the question paper is opened and relevance is checked in all respects and is preserved.
- Just one week before the date of examination the selected paper is typed and verified in all respects and required number of question papers are printed within the confidential room and bundled.
- Day wise question papers are kept in order and just one day before the scheduled date these papers pertaining to that day will be handed over to the Chief superintendent of Examinations ie., Principal in a sealed box.
- If there is any discrepancy regarding the relevance and errors, the Examination cell would follow the instructions of the Grievance Redressal Cell.

CODING AND VALUATION OF ANSWER BOOKS

- After the day examination is over the answer books will be returned to examination cell along with the marked D-form.
- The coding work of written answer books will be done. The sheet containing student data is detached before it is sent for valuation
- This bundle is now sent to the examiners concerned by parcel or by courier or by our authorized cell member.
- After valuation of answer books, they are returned along with the award list duly signed by the examiner concerned.
- Now the scrutiny work is done at this stage in order to minimize the errors in valuation.
- These marks are uploaded marks register using software After thorough verification of marks in all respects the results are ready for announcement

NOTIFICATION OF RESULTS

- Results will be declared in presence of the Examination cell Committee with the permission of the principal
- These results are notified to students through our website, to the departments through mails and also displayed on college notice board.
- Any grievances regarding the results will be solved through Grievance Redressal Cell.
- After that the marks memos will be issued to the students concerned.

APPROVAL OF CLUSTER SYSTEM FOR SEMESTER - VI

As per the APSHE, new cluster system is introduced in our college from the academic year 2018-19 for Semester – VI in all programmes. (BOS books are submitted).

PRACTICAL EXAMINATIONS

- ❖ Practical examinations will be conducted at the end of each semester.
- ❖ External Examiners will be appointed for each subject depending upon the number of batches.

PROVISIONAL CERTIFICATES

At the end of the sixth semester TMR(Total Marks Register) is generated separately for B.A, B.Com and B.Sc. They are presented in the form of bound Register to the University ie., Acharya Nagarjuna University along with duly filled provisional certificates of the passed candidates.

The college has to pay the prescribed fee(Rs 100/- per each candidate)for the University for this purpose. After the necessary verification, the university issues the approved Provisional Certificates. These certificates are to be presented to the students through convocation

ORIGINAL DEGREE

The Original degree will be issued by the Acharya Nagarjuna University only as per their rules and regulations.

REVALUATION OF ANSWER SCRIPTS.

- The student who is not satisfied with the valuation process may opt for revaluation in any subject or subjects. A nominal fee is being collected from the student.
- After the publication of results a student may opt for this process.
- At the request of the student the paper concerned is valued again. If there is any change in marks it will be considered and entered in marks memo. The old marks get cancelled

THE GRIEVANCE REDRESSAL CELL

- A grievance redressal cell (GRC) acts as a bridge between students and examination cell and is constituted by the Principal to solve any issues pertaining to Examinations,
- Students may approach GRC for different problems related to marks memos like wrong posting in marks, name correction or regarding grade points.
- Staff members may also approach GRC regarding the examination i.e., mistakes in question paper or relevance of question paper.
- GRC tries to resolve the problem through thorough investigation
- Later it gives some guidelines or instructions to the Examination Cell
- Finally the Examination Cell finds out the necessary solution.

Fee structure table

Year wise Examination Calendar

Examination cell committee year wise

Grievances addressed year wise.

SUPPLEMENTARY EXAMINATIONS

- Supplementary examinations will be conducted once in a year in May/June every year.
- Only final year out going students and old students are allowed to write these examinations.
- No supplementary examinations for First and Second year students are allowed. However they are permitted to write the examination in failed subjects during the regular semester end examinations schedule.
- Instant Examination will be held for the students who failed in V or VI semester for single subject only.
- Instant Examination will be held for the students who failed in V or VI semester for single subject only.

Revaluation: Any student can opt for Revaluation in one or more subjects.

Honorarium

For CEO	:	Rs. 5000/- per month
Other Functional Members for assisting the CEO (2)	:	Rs. 1500/- each per month
Exam Cell Staff :	Programmer	: Rs. 8500/- per month
	Asst. Programmer	: Rs. 6000/- per month
	Attender	: Rs. 4500/- per month

EXAMINATION FEE STRUCTURE FOR THE ACADEMIC YEAR 2018-19

S.No	Nature	Amount(Rupees)
1	Semester End Examination fee (whole) For I to V Semesters (Theory)	450/-
2	Semester End Examinations fee (whole) For VI Semesters including Provisional Certificate fee and Consolidated Marks Memo fee (Theory)	650/-
3	Semester End Practical Exam. fee	100/- for each paper
4	Supplementary Exam fees	125/- for each paper
5	Revaluation fee	350/- per paper
6	Instant Exam fee	500/- per paper

CHARGES FOR CONDUCTING THE EXAMINATIONS

S.No	Designation	Amount(Rupees)
1	Chief Superintendent	150/-
2	Asst. Chief Superintendent	100/-
2	Invigilator/Squad member/External observer	100/-
3	Clerk	75/-
4	Attender	40/-
5	Water boy	40/-
6	Sweeper	40/- per day
7	Night watchman	40/- per day
8	Attenders(3)- For conducting Internal Examinations (One from Examination Cell)	30/-

Note: 1. For every 28 students one Invigilator is allowed.

2. For every 10 rooms one reliever is allowed.

3. For every 5 rooms one sweeper is allowed.

4. Two attenders are allowed for each session.

5. One water boy is allowed for each 150 students.

PAPER SETTING AND PAPER VALUATION CHARGES

S.No	Nature of work	Amount(Rupees)
1	Paper setting and Scheme of valuation	400/-
2	Solutions (For papers having numerical problems)	75/-
3	Translation if any	75/-
4	Postal charges/ Courier charges	Actual charges on production of receipt
5	DTP Charges	30/- per page for single medium 40/- per page for both media.
6	Bundle handling charges	25/- per bundle*
7	Transport charges	18/- per KM

8	Paper valuation	16/- per script(Minimum 100/-up to 6papers)
9	Scrutiny	2.50/- per script Minimum100/- upto40 papers)
10	Coding	1.25/- per script

*Bundle should have a minimum of 10 papers

PRACTICAL RENUMERATION

S.No	Nature of work	Amount(Rupees)
1	Chief superintendent	125/- per day
2	Remuneration for valuation	16/-(distributed between the two examiners)
3	Paper setting (distributed between the two examiners)	40/- per one batch 30/- per batch in case of more than one batch
4	DA (For Non Local appointments only)	300/- per day
5	Local conveyance Allowance (for local appointments)	110/- per day
6	Skilled Asst	75/- per session
7	Clerk (office)	40/-per session
8	Store keeper/herbarium keeper/museum keeper/Lab technician	30/- per session
9	Lab attender/gas mechanic/Electrician/peon	30/- per session
10	Clerk (Examination cell)	50/- per session
11	Attender(Exam Cell)	30/- per session
12	Sweeper (Lab)	30/- per session

SPECIAL EXEMPTIONS

1. For Parentless students and physically challenged students (Blind, Deaf & Dumb) exam fee exemption will be given.
2. For Deaf and Dumb Candidates English subject is exempted (No need to write the examination)
3. For Deaf and Dumb candidates pass mark is 25% in every subject.

EXTRA CREDITS

1. Certificate Course with minimum 30 days of duration – 1 credit
2. PROJECT: which is approved in BOS – 1 credit
3. SPORTS Allotment of Credits

Criteria of Evaluation	Credits
Participation at University Level	1 Credit
Participation at State Level	2 Credits
Participation at National level	3 Credits

N.S.S Allotment of Credits

S.No	Criteria of Evaluation	Credits
1	Participation in 50% of the total conducted programmes	1 Credit
2	Participation in 80% of the total conducted programmes	2 Credits
3	Participation in 80% of the total conducted programmes & Participation in Special Camp	3 Credits

N.C.C Allotment of Credits

S.No	Criteria of Evaluation	Credits
I Year	35 parade classes at college with minimum attendance of 75%	1 Credit
II Year	1. ATC/CATC training camp/NIC/Army attachment camp/pre RDC, LRDC/ RDC/ Adventure camps etc., 2. Attendance of 32 parade classes with minimum attendance of 75% 3. Qualifying in 'B' certificate Examination	2 Credits
III Year	1. ATC/CATC training camp/NIC/Army attachment camp/Pre RDC, LRDC/RDC/Adventure camps etc., 2. Attendance of 28 parade classes with minimum attendance of 75% 3. Qualifying in 'C' certificate Examination	2 Credits

CGPA Grade points

9.0-10	O	Outstanding
8.0-8.9	A++	Excellent
7.0-7.9	A+	Very good
6.0-6.9	A	Good
5.0-5.9	B+	Satisfactory
4.5-4.9	B	Above average
4.0-4.4	C	Average
3.5-3.9	D	Pass
Less than 3.4	F	Fail
AB	AB	Absent

Govt. College for Women (Autonomous), Guntur

Examination Cell

Calendar for Academic year 2018-19

S. No	Item	II & III Years	I Year
1	Commencement of class work	14-06-2018	25-06-2018
2	Internal Assessment – I	13-08-2018 to	17-08-2018
3	Internal Assessment – II	26-09-2018 to	29-09-2018
4	Completion of Syllabus	12-10-2018	27-10-2018
5	Semester Practical Examinations	23-10-2018 to 31-10-2018	02-11-2018 to 13-11-2018
6	<i>Dasara Holidays</i>	13-10-2018 to 21-10-2018	
7	Semesters End Examinations	23-10-2018 To 31-11-2018	02-11-2018 To 13-11-2018
8	Commencement of class work	05-11-2018	15-11-2018
9	<i>Christmas Holidays</i>	23-12-2018 to 26-12-2018	
10	Internal Assessment-I	08-01-2019 to 11-01-2019	
11	Internal Assessment-I (II Semester)	08-01-2019 to 11-01-2019	
12	<i>Pongal Holidays</i>	12-01-2019 to 17-01-2019	
13	Internal Assessment – I	13-02-2019 to 16-02-2019	
14	Completion of Syllabus	14-03-2019	19-03-2019
15	Practical Examinations (II & IV Semesters)	03-04-2019 To 12-04-2019	25-03-2019 To 02-04-2019
16	Semesters End Examinations	25-03-2019 To 02-04-2019	03-04-2019 To 12-04-2019
17	Last Working Day	12-04-2019	
18	Supplementary Examinations for I to V Semesters	15-04-2019 to 25-04-2019	
19	Instant Examinations for VI Semester only	I st week of May	

RESULTS OF SEMESTER I,III& V WHICH WERE HELD IN OCTOBER 2018

Semester	Appeared	Passed	Percentage
I	634	474	71.5%
III	527	390	77.01%
V	523	443	81.47%
Total	1,684	1,307	82.18%

RESULTS OF SEMESTER II, IV& VI WHICH WERE HELD IN MARCH 2019

Semester	Appeared	Passed	Percentage
II	616	514	81.72%
IV	498	447	88.51%
VI	581	449	91.26%
Total	1,695	1,410	82.18%

**PROPOSED BUDGET FOR THE EXAMINATION CELL
FOR THE YEAR 2019-20**

SL.NO	INCOME SOURCE	AMOUNT (Rupees)
1.	Collection of fee towards Examinations for II, IV and VI Semesters and Revaluation Fee	24,0000
2.	Accrued Bank Interest	14,000

Total Rs. Fourteen thousand only

**INCOME STATEMENT OF THE EXAMINATION CELL
FOR THE FINANCIAL YEAR 2018-19**

S.NO	SOURCE OF INCOME	AMOUNT(Rupees)
1.	Collection of fee towards Examinations for I and II Semesters and Revaluation Fee	23,35,230
2.	Accrued Bank Interest	13,000
	Total	23,48,230/-

Total Rs. Twenty Three Lakhs Forty Eight Thousand Two Hundred and Thirty

**EXPENDITURE STATEMENT OF THE EXAMINATION CELL
FOR THE FINANCIAL YEAR 2018-19**

S.L NO	NATURE OF EXPENDITURE	AMOUNT (Rupees)
1	Salaries	2,50,043
2	Paper Setting Charges, University provisional fee	1,23,000
3	Paper Valuation, Scrutiny, Coding	6,02,023
4	BSNL Bills	8,494
5	Answer books for Mid	61,700
6	SEM Main answer books	2,74,500
7	Marks Memos, Provisional Certificates	42,480
8	Stationary	66,656
9	Maintenance	22,575
10	Remuneration	1,74,715
11	Miscellaneous	77,031
12	AC meeting exp	10,200
13	Renovation of exam cell	1,06,000
14	GB EXP	1,00,000
15	Invigilation	66,795
16	CEO Honorarium	96,000
17	BOS Bills	1,26,929
18	Cannon copier	1,12,000
	Net Expenditure	23,21,341/-

Rupees Twenty Three Lakhs Twenty One Thousand Three Hundred and Forty One Only

Total Income :Rs 23,48,230/-

Total Expenditure : Rs 23,21,341/-

Net Balance : Rs 26,889/-

As per bank statement

Balance as on 29-03-19	12,77,878.60/-
Balance as on 31-03-18	11,68,479/-
Net balance	1,09,399/-

FUTURE PLAN

1. To conduct online examinations from the academic year 2019-20.
2. Implementation of automation of internal evaluation.
3. Providing facility to login into college web site and self check their results.