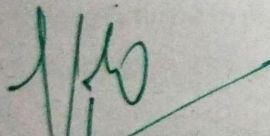


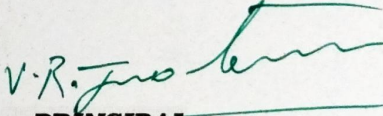
Examination Manual 2021-22



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

This Examination Manual is intended to serve as a Hand Book to be consulted by the Office of the Controller of Examinations for Chief Superintendent, Invigilators, Squad members and other persons who discharge the examination work. The guidelines, rules, regulations, procedures, instructions etc., are made available for ready reference.


CONTROLLER OF EXAMINATIONS
GCW(A), GUNTUR
Controller of Examinations
Govt. College For Women (A)
GUNTUR


PRINCIPAL
GCW(A), GUNTUR
PRINCIPAL
GOVT. COLLEGE FOR WOMEN (A)
GUNTUR

Examination Cell Manual 2021-22

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. Semester system was introduced from the academic year 2014-15. The following is the data pertaining to the academic year 21-22.

COMMITTEE MEMBERS(2021-2024)

1. Dr.V.R. Jyothsna Kumari-Convener of the Examination Cell.
2. Smt.D.VijayaSri-Controller of Examinations
3. SmtB. Dorka Vijaya Kumari- Addl. Controller of Examinations
4. Dr.G. Mallikarjun- Addl. Controller of Examinations

Note: If any member of the committee is transferred another member will be nominated by the Principal.

SUPPORTING STAFF:

1. Programmer– V.Sireesha
2. Assistant Programmer-Smt G. Jayalakshmi
3. Office Attendant–N.KrishnaKumari

All are working on a full-time basis with consolidated pay.

ESTABLISHMENT OF EQUIPMENT

1. The Examination cell is equipped with Five computers, three laser printers, Two copiers and Two Master Servers.
3. Online examination centre has 20 computers.

THE EVALUATION SYSTEM

As per the autonomous system, Govt. College for Women (A), Guntur is

adopting the semester system. The academic year is divided into two semesters, each consisting of 90 instructional days. The odd semesters are from June to October and the even semesters are from November to March. The instructional methods include conventional lectures, Mana TV and LMS lessons, Virtual classroom lessons, Invited lectures, Seminars, Symposia, Workshops, Fieldtrips and various pedagogical methods of teaching etc as planned and resolved by the respective departments in the BOS meeting.

1.Examination and Evaluation:

The College has a system of Continuous Internal Assessment (CIA) and Semester End Examination (SEE). The ratio between CIA and SEE is 30:70 for every course. The CIA in Theory consists of 30 marks in total which comprise of mid semester tests, assignments, Students Seminars, group discussion, fieldtrip, powerpoint presentation and any other activity during the semesters **I to VI**.

As each semester is a complete unit by itself, any deficiency in CIA cannot be made up in subsequent semesters. If a student needs to repeat a semester for some reason, all her CIA marks will be cancelled.

Allotment of marks for each subject in CIA in each semester are distributed as follows:

- | | |
|--|----------------------------|
| 1. Mid-Semester Test (Written or Online) | :20x2=40marks |
| 2. 5 Assignments | :10marks |
| 3. Seminars/Group discussion/any other | :05marks |
| 4. Fieldtrip/minor project/PPTs/any other | : 05 marks Total 60 |

marks are scaled down to 30marks.

1. Mid-Semester Tests:

Two mid-semester tests are to be held approximately after 30 days of instruction for each semester. The average of two mid semester exams is considered for final evaluation and award of grade.

Mid-Semester Tests question paper pattern: Each mid-semester test is to be held

approximately after 30 days of instruction.

- I. 10 objective type (MCQs, Blanks, Matching, True / false etc.) $10 \times 1/2 = 5$
- II. 5/7 short answer questions $5 \times 2 = 10$ marks
- III. 1/3 essay type $1 \times 5 = 5$

Re-Mid:

If a student is absent for both mid semester exams or any one mid semester exam, **Re- mid exam will not be conducted.** However, those students who represent the College in various National, State and University level events and also NCC and NSS activities and fail to appear in the mid semester exams will be given an opportunity under discretion.

2. Assignments:

Every student is expected to complete 5 assignments (one per each unit) in every course. The choice & mode of the assignments, its nature and the schedules for submission will be decided by the concerned faculty.

Seminars/Group discussion/Field trip/minor project/PPTs /any other:

Any two activities, each for 5 marks to be conducted.

Semester-End examinations (SEE) (Regular Examinations):

Regular Semester-End examinations (SEE) for odd semesters (I, III, V) are held in **Oct/ Nov** and for even semesters (II, IV, VI) in **March/April** every academic year. The exam duration will be as follows

For 70 marks paper-3hrs,

For 50 marks paper –2hrs,

For 40 Marks paper-1.30hr

The college proposes a uniform question paper pattern for all the core courses across all the programmes to bring in qualitative reform in assessment and avoid any discrepancy. Accordingly, the following structure is

proposed and has been adopted by all the Boards of Studies.

Section 1: 2 marks questions 5 out of 8 = 10 marks

Section 2: 4 marks questions 5 out of 8 = 20 marks

Section 3: 8 marks questions 5 with Internal choice in each unit of 5 units
= 40 marks

The examination pattern is applicable from the academic year 22-23 onwards w.e.f. I, III & V Semesters

Eligibility Conditions:-

1. A minimum of 75% of attendance in a semester is mandatory for eligibility to take the Semester- End Examinations.
2. Any student who has between 60% and 75% of attendance in a semester may be permitted to take the semester end examinations on payment of the prescribed condonation fee for attendance.
3. Students having less than 60% attendance in a semester will not be permitted to take the semester end examination. She has to repeat that semester, in the event to which, all her earlier CIA marks shall stand cancelled. However, if any student is between 60% and 75% of attendance in the preceding semester of the same academic year, she may be permitted to take the examinations on payment of the prescribed condonation fee for attendance.

Condonation of Attendance:

- i. A student cannot be promoted for next semester unless she pays the required examination fee, even though she has the required percentage of attendance.
 - ii. 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.
4. In semester VI if a student has attendance between 60% and 75% ,

she may be permitted to write the examination at the discretion of the Principal, under the following conditions.

- a. In all previous semesters, her average attendance should be 75% or more
- b. Her prolonged absence is due to illness or other exigencies of life and she has been regular to classes at other times.
- c. If her case is recommended for consideration by a committee constituted by the Principal.

Students are not permitted to take Semester-End Examinations if the attendance is below 60% and approve the following labs of condonation fees.

- I. If attendance is between 60-65%=1000/-
- II. If attendance is between 65-70%=700/-
- III. If attendance is between 70-75%=500/-

Registration for SEE (Semester End Examinations):-

Every eligible student shall register herself for the semester end examinations through an application by paying the prescribed examination fee within the stipulated time as per the Examination Calendar. The college reserves the right of permitting/ rejecting a student for Semester-End examinations on grounds of discipline, attendance, etc even after payment of the exam fee.

Important Note:-

1. Two sets of Question papers for Semester-End examinations are prepared according to the latest syllabi, Blue print and model question papers approved by the Boards of Studies and the Academic Council.

- 1. Students who repeat a semester will have to take the Semester -End examinations with the syllabus and the model questions papers which are in force at the time of examinations.
- 2. All students have to answer the question papers in the medium as specified in their application for admission into the course. No change of

medium will be permitted there after.

Practical Examinations/Project Evaluation:

Practical examination will be held at the end of each Semester. All semester end practical examinations will be held once in each semester during October/November for odd semesters and during March/April for even semesters. All eligible candidates should take the examinations only during this period.

Practical examinations will be conducted for 50 marks. Separate Practical Examination Schedule will be given by the Examination Cell. The external examiner will be appointed by the exam cell for **even semester** end examinations only. Odd semester end practical examinations are purely internal and no external examiner will be appointed except for project evaluation.

Project evaluation in theory will be conducted for 100 marks/50 marks as per the BoS of the departments. External examiner will be appointed by the exam cell committee. External evaluation is compulsory for both odd and even semester examinations for Project evaluation.

1. Eligibility criteria for Practical Examination:

1. Students should have at least 80% attendance in laboratory work in a Semester.
2. Should possess a duly certified record of laboratory work.
3. Students have to register themselves for all practical examinations by paying the specified practical examination fee along with theory examinations. No student is allowed to take these examinations without registration

2. Eligibility criteria for Project Work evaluation:

1. Students should have at least 75% attendance during a Semester.
2. Students should possess a duly certified project report and one copy of the project report should be submitted to the exam cell.
3. Students should register themselves for Project Work evaluation by

paying the specified fee for the project along with theory examinations. No student is allowed to take these examinations without registration.

Appointment of Internal Squad:

For smooth conduct of Semester End Examinations, two internal squads will be appointed along to check and prevent malpractices by the students. The internal squad member should have a minimum service of 5 years as a degree college lecturer. They will be paid remuneration as per the resolutions of the exam cell committee.

Malpractice Cases

Malpractice cases are enquired by the malpractices committee appointed by the principal during exams and the decision of the malpractices committee is final. Malpractice Committee will consist of the Principal, the academic coordinator, the Controller Of Examinations and three Academic Council members.

Results

To pass any course a candidate must secure a minimum of 28 marks out of 70 marks in SEE and an aggregate of 40% marks in both CIA and SEE and is applicable for all courses & all semesters as per UGC norms.

Computation of Grade

In CBCS system, 10 point scale evaluation followed. Computation of grade will be carried out only at the end of semester VI, when the candidate gets through all the six semesters as per CGPA-10 point formula. A student is eligible for the award for a grade only when she completes the part- II (Group) subjects within three academic years from the date of admission into the course.

C.G.P.A Grade Points

Range	Grade	Specification
9.5-10	O	Outstanding
9.0-9.4	A++	Excellent
8.0-8.9	A+	Very Good
7.0-7.9	B+	Good

6.0-6.9	B	Satisfactory
5.0-5.9	C	AboveAverage
4.0-4.9	D	Average
3.5-3.9	E	Pass
Lessthan3.5	F	Fail
AB	AB	Absent

Note: While calculating the grade the marks range is considered up to the first decimal. Hence the range is adjusted to the first decimal only.

SUPPLEMENTARY EXAMINATIONS

- ★ Supplementary examinations will be conducted once in a year in May/June every year only for odd semesters.
- ★ Only final year outgoing students and old students are allowed to writetheseexaminations.
- ★ No separate supplementary examinations for First and Second yearstudents are allowed. However they are permitted to write the examinations in failed subjects during the regular semester end examinations schedule.
- ★ Students have to write the supplementary examination in the existing syllabus and model paper. How ever if there is any change in APSCHE Prescribed syllabus students are allowed to write supplementary exams as per the previous syllabus and model paper for **only up to two years**.

INSTANT EXAMINATIONS:

1. Instant examinations are conducted only for the Final Year (V & VI Semester) regular outgoing students immediately after declaration of VI Semester end results.
2. Generally Instant Examinations Will Be Scheduled 10 days after declaringfinalyearresults.
3. Eligibility for Instant : Student who failed only in two examinations in V orVIsemesters.
4. Instant examinations will be conducted for the benefit of the candidates ofthe regular batch, who failed in only Two papers in the final year,

having passed in all other papers in that academic year (V & VI Semesters).

Revaluation

1. The students are permitted to apply for revaluation of their answer scripts in one or more subjects if they're not satisfied with their first valuation.
2. The students are required to pay the prescribed amount of fee for each paper in which they sought revaluation.

- **Third valuation for revaluation:**

It is proposed to go for third valuation if the difference of marks between first valuation and revaluation is more than 15%. The third valuation marks will be considered for the benefit of the students. (As per ANU-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).

- **Malpractices/Improper conduct Punishment If the candidate:** If a student has been caught in any sort of malpractice, the cases are dealt by Mal-practice committee.

- **Moderation of results with grafting of marks**

There is no in-built provision of automatic moderation.

The moderation by grafting is considered for one paper only in which the pass percentage is less than 40 with a maximum of two marks.

Grafting is a procedure in which the individual who has got less marks than aggregate in one paper will be adjusted with a maximum of two marks from the high scored paper of that student. (Ex: for an MPC Candidate, if she has failed with two marks in mathematics she will be benefited from the other subjects where she scored higher marks). Grafting allows transfer of marks from donor paper to make up for the deficiency of marks in the failed paper. The paper with 60% or more than 60% marks have been considered as donor paper. After the grafting, the

failed paper will be marked as passed.

- a. The maximum number of marks that can be transferred from donor paper is two marks only.
- b. Grafting procedure is limited to only one paper.
- c. The transfer of the marks will be allowed from theory to theory only
- d. Grafting is allowed within the parts only:
 - i) Part-A-Languages.
 - ii) Part-B-Foundation Courses.
 - iii) Part-C-Subjects.

Examination Fee Structure for the Academic Year 2021-22

S.No	Nature	Amount	ANU FEE Structure
1	Semester End Examination fee (whole) For I to V Semesters (Theory)	Rs 650/-	Rs 745/-
2	Semester End Examination fee (whole) For I to V Semesters (Theory) under Tatkal scheme (One week before starting of exams)	Rs 1000/-	---
3	Semester End Examination fee (whole) For VI Semester.	Rs 750/-	--
4	Semester End Examination fee (whole) For VI Semesters fee under Tatkal scheme (One week before Starting of exams)	Rs 1000/-	----
5	Semester End Practical Exam Fee I, III, V semesters	Rs 100/- for Each paper	
	Semester End Practical Exam Fee II, IV, VI semesters	Rs 150/- for Each paper	Rs 300/-
	Projectwork	Rs 250/-	Rs 315/-
	Supplementary Exam fees		
	For single paper appearance	Rs 250/- for each paper	Rs 315/-
	Two paper appearance	Rs 350/- for each paper	Rs 420/-
	Three paper appearance	Rs 400/- for each paper	Rs 470/-
	Four or more paper appearance (I, III Semesters), V	Rs 650/-	Rs 745/-
	Four or more paper appearance (II, IV, VI semesters)	Rs 750/-	
	Revaluation fee for each script	Rs 550/- per paper	Rs 980/-
	Instant Exam Fee (One exam in VI Sem)	Rs 550/- per paper	

Non Examination Fee Structure for The Academic Year 2021-22

S.N	Nature	Amount	ANUFEEstructure
1.	Consolidated marks memo	Rs100/-	Rs. 290
2	Provisional certificate	Rs250/-	----
3	ConvocationFee/ODfee	Rs700/-	Rs1500/- (OD+PC+ Medium of instruction certificate)
4	Attendance Condonation fee		---
	Ifcondonationfeeisbetween60-65%	Rs1000/-	
	If condonation fee is between 66-70%	Rs700/-	
	If condonation fee is between71-75%	Rs500/-	
5.	Latefee	Rs50/-	--
6.	Duplicate hallticket	Rs50/-	---
7.	Course completion certificate	Rs50/-	Rs250/-
8.	Re-admission fee payable by the candidate(candidates who discontinued studies and will be Allowed only for one Years)	Rs2000/- to bepaidinoffice	Rs2350/-
9.	Fee for genuine certificate for privateorganizations	Rs 1200 or 1600/-	Rs1600/-
10.	Fee for genuine certificate for governmentorganizations	Rs500/-	Rs820/-
11.	Exam non registration fee (should Pay along with exam fee)	Rs800/-	Rs1000/-
12.	Fee for duplicate Marks list for eachyear	Rs.200/-	Rs.300/-

CHARGES FOR CONDUCTING THE SEMESTER END EXAMINATIONS

S.No	Nature of Duty	Amount (Rupees) Per session	Per
1	Chief Superintendent (Principal)	150/-	
2	Asst. Chief Superintendent	125/-	
3	COE (Exam Cell)	125/-	
4	Squad member/External observer	125/-	
5	Invigilator	125/-	
6	Clerk (Office)	100/-	
7	Clerk (Examination Cell)	100/-	
8	Attender	60/-	
9	Attender (Examination Cell)	60/-	
10	Water boy	60/-	
11	Sweeper	60/- Per day	
12	Night Watchman	60/- Per day	
13	Remuneration to scribe	125/- for each paper	

- 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 2021-22

S.No	Nature of work	Amount (Rupees)
1	Paper setting with 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	35/- per km
8	Paper valuation	16/- per script (Minimum Rs. 100/- up to 6 papers)
9	Scrutiny	2.50/- per script (Minimum Rs. 100/- up to 40 papers)
10	Coding	1.25/- per script

***Bundle should have a minimum of 10 paper**

Practical / Practical work Remuneration 2021-22

S.No	Nature of work	Amount (Rupees)
1	Chief superintendent	125/-persession
2	Remuneration for valuation	16/-(distributed equally between internal and external examiners) per paper
3	Paper setting (distributed between the two examiners equally)	40/- per single batch 30/- per batch if more than one batch
4	Project work Evaluation	50/- (To External Examiner-30/- & Internal Examiner 20/-)
5	DA (For Non Local appointments only)	300/-perday
6	Local conveyance Allowance (for local appointments)	110/-perday
7	Skilled Assistant	75/-persession
8	Clerk (office)	50/-persession
9	Store keeper/herbarium keeper/museum keeper/Lab technician	40/-persession
10	Lab attender/gas mechanic/Electrician/peon	30/-persession
11	Clerk(Examination cell)	50/-persession
12	Attender(Exam.Cell)	30/-persession
13	Sweeper(Lab)	30/-persession

SPECIAL EXEMPTIONS

1. For parentless students and physically challenged students (Blind, Deaf & Dumb) exam fee is exempted. For visually challenged students scribe will be provided by the college.
2. For Deaf and Dumb candidates General English subject is exempted. (No need to write the examination). Note: If the student is willing, she can write the General English exam.
3. For Deaf and Dumb candidates pass mark is 25% in every subject.

Extra Credits-Co Curricular and extra curricular

1. Certificate Courses

- a) It is proposed to allot credits to online certificate courses by any recognized institutions and Moocs courses as 1 credit for 15 hrs duration course, 2 credit for 30 hrs duration course (May be single course or aggregate more than one course)
- b) For the certificate courses offered by the departments the course should be of 30 hrs and One credit will be given.
- c) It is proposed to allot 1 credit to short term duration certificate courses also with the condition that the duration of all the courses should be 30hrs.

2. Student Project (Not in Framework) :Which is approved in BOS -1 credit

3.SPORTS-Allotment of Credits

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

ParticipationatNationallevel	3Credits
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5. N.S.S AllotmentofCredits

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

6. N.C.CAllotmentofCredits

YEAR	Criteriaof Evaluation	CREDITS
IYear	35 parade classes at college with minimum attendance Of 75%	1Credit
IIYear	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	2Credits
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	2Credits

Honorarium of supporting staff:

Honorarium will be paid to the supporting staff as per the resolutions made by the Examination Committee. At present the Honorarium is paid to the supporting staff as given below

1. Data Processing Assistant–Rs10000/-
2. One Asst. Programmer-Rs 7,500/-
3. One office attendant–Rs 6000/-

Honorarium of COE: Rs.8000/-per month

Examination Calendar for Academic year 2021-22

S. No	Details	IYear	IIYear
1	Commencement of class work	22-11-21 to 19-3-2022	15-06-21 to 19-07-21 for second semester (I semester exams from 20-7-21 to 06-08-21) Recommencement of classes for second semester from 9-08-21
2	Internal Assessment-I	3-1-22 to 5-1-22	07-09-21 to 09-09-21
3	Internal Assessment -II	17-2-22 to 19-2-22	04-10-21 to 06-10-21
4	Dasara Holidays	12-10-21 to 16-10-21	
5	Last instruction day	19-3-22	29-10-21
6	Semesters End Theory Examinations	21-3-22 to 28-3-22	10-11-21 to 23-11-21
7	Semesters End Practical Examinations	29-3-22 to 31-3-22	25-11-21 to 27-11-21
8	Commencement of classes For III semester	-	29-11-21 to 28-3-2022
9	Christmas Holidays	22-12-21 to 25-12-21	

10	Internal Assessment-I	-	3-1-22to5-1-22
11	<i>Pongal holidays</i>	-	12-01-22to 15-01-22
12	Internal Assessment -II	-	24-02-22to 26-02-22
13	Lastinstruction day	-	28-03-22
14	III Semesters End TheoryE xaminations	-	29-03-22to6-04-22
15	III Semester END Practical Examinations	-	7-04-22to9-04-22

S.No	Details	IIIYear
1	Commencement of class work	01-09-2021
2	<i>Dasara Holidays</i>	12-10-21to16-10-21
3	Internal Assessment-I	21-10-21to23-10-21
4	Internal Assessment-II	02-12-21to04-12-21
5	<i>Christmas Holidays</i>	22-12-21to25-12-21
6	Last instruction day	11-1-22
7	Semesters End Theory Examinations	19-01-2022 To 27-01-2022
8	<i>Pongal holidays</i>	12-01-22to 15-01-22
9	Semesters End practical Examinations	28-01-2022 To 31-01-2022
10	Commencement of classes For VI Semester	2-02-2022 to 31-5-22
11	Internal Assessment-I	21-03-22to 23-03-22
12	Internal Assessment-II	10-04-22to 12-04-22
13	Last instruction day	31-05-22
14	Semesters end Theory Examinations	1-06-22 to10-06-22
15	Semester end Practical Examinations	13-06-22 to 15-06-22

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