

Examination Manual

wef 2019-20



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

EXAMINATION CELL REPORT 2019-20

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 this academic year 2014-15.

COMMITTEE MEMBERS (2018-2021)

1. Dr. V.R. JyothsnaKumari - Convener of the Examination Cell.
2. Smt. N. PraveenaKumari- Controller of Examinations,
3. Kum. G.V.S Pranayani Devi- member

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

SUPPORTING STAFF: Programmer -M. Buela

Assistant Programmer - Smt G. Jayalakshmi

Office attendant – N. Krishna Kumari

All are working on full time basis:

ESTABLISHMENT OF EQUIPMENT

1. The Examination cell is equipped with five computers, two laser printers, two copiers and two Master Servers.
3. Online examination centre is equipped with 20 computers
4. Preparation of internal exams question papers by exam cell through selecting questions from list of questions given by the departments.

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 a minimum 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 lessons, Virtual classroom lessons, Invited lectures, Seminars, Symposia, Workshops, Field trips and various

pedagogical methods of teaching etc. as planned and resolved by the respective departments in 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

2. The CIA in Theory consists of tests, assignments and regular attendance during the semesters **I to VI**. Allotment of marks for each subject in CIA in each semester are distributed as follows:

Mid-Semester Test (Written or Online) :20 marks

Assignments/ paper presentation/Seminars etc: 05 marks

Attendance :05 marks

1. Mid-Semester Tests: Two mid-semester tests are to be held approximately after 30 days of instruction. Among them the average is considered for final evaluation and award of grade.

2. 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 these mid semester exams will be given an opportunity under discretion.

3. Assignments: In general, every student is expected to submit some assignments in each subject in each of the semesters. The choice of the assignment, its nature and the schedules for submission will be decided by the concerned faculty.

4. Attendance: Attendance will be calculated on the basis of percentage of attendance while awarding marks.

Percentage of Attendance	Marks Allotted
60% -75%	3
76% - 89 %	4
90% -100 %	5

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.

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. Student 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 of which, all her earlier CIA marks shall stand cancelled. However, if any student between 60% and 75 % of attendance in the preceding or subsequent semester of the same academic year, she may be permitted to take those examination's on payment of the prescribed condonation fee for attendance.
4. In semester VI, if a student has between 60% and 75% attendance, 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.
5. 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.

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.

Important Note:-

1. Question papers for Semester-End examination are prepared according to the latest syllabi and model question papers approved by the Boards of Studies and the Academic Council.
2. Students who repeat a semester will have to take the Semester-End examinations with the syllabus and the model questions papers which are on force at the time.
3. All students have to answer the question papers in the medium as specified in their application for admission in to the course. No change of medium will be permitted thereafter.

PRACTICAL EXAMINATIONS

Practical examination will be held at the end of each Semester for 50 marks. All semester end practical examinations are 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. No separate supplementary examinations are held.

1. Eligibility for Practical Examination:

- 1. A student should have at least 80% of attendance in laboratory work in a Semester.**
- 2. A student should possess a duly certified record.**

2. Registration For Practical Examination

All eligible students have to register themselves for all practical examinations along with theory examinations. No student is allowed to take the practical examinations without registration.

3. Practical Examinations

Separate Practical Examination Schedule will be given by the Examination Cell. External Examiners from other colleges will be appointed by the Examination Cell for each Department as per the requirement. External examiner will be appointed for even semester end examinations only. Odd semester end practical examinations are purely internal and no external examiner will be appointed.

Appointment of observer

For smooth conduct of Semester End Examinations, an External Observer from other college will be appointed. An internal squad team supports the External Observer in preventing malpractices by the students.

Malpractice Cases

If students are caught for malpractice in the examinations, the malpractices committee will enquire the case .The decision of malpractices committee is final and binding.

Results

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

Computation of Grade

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 in to the course.

C.G.P.A Grade Points

Range	Grade	Specification
9.5 – 10	O	Out standing
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	Above Average
4.0 - 4.9	D	Average
3.5 - 3.9	E	Pass
Less than 3.5	F	Fail
AB	AB	Absent

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

**EXAMINATION FEE STRUCTURE FOR THE
ACADEMIC YEAR 2020-21**

S.No	Nature	Amount	ANU FEE structure
	Semester End Examination fee (whole) For I to V Semesters (Theory)	Rs 550/-	Rs 560/-
2.	Semester End Examination fee (whole) For I to V Semesters (Theory) under tatkal scheme	Rs1000/-	---
3	Semester End Examination fee (whole) For VI Semesters	Rs700 /-	Rs710/-(only exam fee)
	Semester End Examination fee (whole) For VI Semesters including Provisional Certificate fee under tatkal scheme	Rs 1200/-	----
	Semester End Practical Exam Fee	Rs150/- for each paper	Rs300/-
	Project work	Rs200/-	Rs300/-
	Supplementary Exam fees	Rs200/- for each paper	Rs 300/-
	Revaluation fee for each script	Rs500/- per paper	Rs 980/-
	Instant Exam Fee	Rs500/- per paper	

**NON EXAMINATION FEE STRUCTURE FOR THE
ACADEMIC YEAR 2020-21**

S.N	Nature	Amount	ANU FEE structure
1.	Consolidated Marks Memo	Rs 100/-	Rs1000/-
2	Provisional certificate	Rs 200/-	----
3	Convocation Fee	Rs500/-	----
4	Attendance Condonation fee	Rs1000/-	---

CHARGES FOR CONDUCTING THE SEMESTER END EXAMINATIONS

S.No	Nature of Duty	Amount(Rupees) Per session
	Chief Superintendent	150/-
	Asst. Chief Superintendent	125/-
	COE (Exam Cell)	125/-
	Squad member/External observer	125/-
	Invigilator	100/-
	Clerk (Office)	100/-
	Clerk (Examination Cell)	100/-
	Attender	60/-
	Attender(Examination Cell)	60/-
	Water boy	60/-
	Sweeper	60/- Per day
	Night Watchman	60/- Per day

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

Note: During Mid Examinations for each session one clerk and three Attenders may be appointed. Rs 60/- will be paid for each session.

PAPER SETTING AND PAPER VALUATION CHARGES

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	18/- per KM
8	Paper valuation	16/- per script Minimum 100/-upto 6 papers)
9	Scrutiny	2.50/- per script Minimum 100/- upto 40 papers)
10	Coding	1.25/- per script

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

Practical / Project work Remuneration

S.No	Nature of work	Amount(Rupees)
1	Chief superintendent	125/- per session
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/- per day
6	Local conveyance Allowance(for local appointments)	110/- per day
7	Skilled Asst	75/- per session
8	Clerk(office)	50/-per session
9	Store keeper/herbarium keeper/museum keeper/Lab technician	40/- per session
10	Lab attender/gas mechanic/Electrician/peon	30/- per session
11	Clerk (Examination cell)	50/- per session
12	Attender (Exam. Cell)	30/- per session
13	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.

TOTAL CREDITS:

Part	Subject(B.A,B.COM,B.SC)	Credits/ Parts
Part –I (Languages)	English, Second Languages	24
Part –II(Core)	Modules - Electives /Major 1,2, 3-Major Practicals, Project Work	92
Part –III (Foundational Courses)	HVPE/ ES/ICT/CSS/AS/LE	10
PART-IV (Extra Credits)	NCC/NSS/JKC/COP-Add on/Sports/Cultural activity	20(Max) 3(Min)
		TOTAL=129

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 Credit
Participation at National level	3 Credits

4. 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

5. N.C.C Allotment of Credits

YEAR	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	2Credits

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 separate 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 VI semester for single subject only.
- Students have to write the supplementary examination in the existing syllabus and model paper. However if there is any change in APSCHE prescribed syllabus students are allowed to write supplementary exam as for the previous syllabus and model paper for only upto two years.

Revaluation

Any student can opt for Revaluation in one or more subjects

Honorarium of COE:Rs.8000/- per month

Honorarium of supporting staff:

Honorarium will be paid to the supporting staff as per the resolutions made by the Examination Committee.

RESULTS

Semester	Examinations	Result declared	Appeared	Passed	Pass Percentage
I	06-11-19 TO15-11-19	17-12-19	680	470	65.28%
II	09-10-20 TO 18-10-20 (theory)&16-11-20 TO 19-11-20 (Practicals)	01-12-20	615	376	61.1%
III	29-10-19 TO06-11-19	05-12-19	567	391	67.18%

IV	29-09-20 TO 09-10-20 (theory) & 10-11-20 TO 13-11-20 (Practicals)	01-12-20	535	421	78.7%
V	29-10-19 TO 06-11-19	05-12-19	512	359	69.31%
VI	07-09-20 TO 19-09-20	12-10-20	501	468	93.4%

REVALUATION

The revaluation facility was given to the students who were not satisfied with the evaluation process in any subject/subjects. The details are given hereunder

Month/Year	No of students	SEM-I	SEM-III	SEM-V	SEM VI
Oct/Nov 2019	Total Applied	52	155	136	6
&	Total Benefited	27	60	40	6
Mar/Apr 2020	Not Benefited	25	95	96	0

Grievances Addressed: During this year only 40 grievances are received from students and they were resolved.

Examination reforms

1. Online examination system was established.
2. Digitalization of examination procedures and student services related with examinations.
3. Appointment of internal squad to conduct both internal assessment exams and semester end examinations to avoid the malpractices.

LIST OF CLUSTERS OFFERED DURING 2019-20

S.No	SUBJECT	PAPER	TITLE
1	HISTORY	Elective	History of modern europe
		CLUSTER-I	Cultural tourism in andhrapradesh
		CLUSTER-II	Popular movements in andhradesam (1848 to 1956)
		CLUSTER-III	Contemporary history of andhrapradesh (1956-2014)
2	POLITICAL SCIENCE	ELECTIVE	Principles of public administration
		CLUSTER-I	International relations
		CLUSTER-II	Indian foreign policy
		CLUSTER-III	Contemporary global issues
3	ECONOMICS	ELECTIVE	Agriculture economics
		CLUSTER-I	Agribusiness environment in andhrspradesh
		CLUSTER-II	Agricultural output marketing
		CLUSTER-III	Agricultural input marketing
4	SPECIAL TELUGU	ELECTIVE	Alamkarashasthram
		CLUSTER-I	Journalism
		CLUSTER-II	Aadhunikatelugu
		CLUSTER-III	Telugu anuvadham
5	COMMUNICATIVE ENGLISH	ELECTIVE	Communication approach
		CLUSTER-I	Introduction to the study of english literature
		CLUSTER-II	Introduction to the genres of english literature
		CLUSTER-III	Appreciation of literature
6	SPECIAL ENGLISH	ELECTIVE	Introduction to the genres of english literature
		CLUSTER-I	American literature-i
		CLUSTER-II	American literature -ii
		CLUSTER-III	Project work
7	FINANCIAL ECONOMICS	ELECTIVE	Banking theory and insurance
		CLUSTER-I	Central banking
		CLUSTER-II	Rural and farm credit
		CLUSTER-III	Project work
8	TOURISM	ELECTIVE	Tourism marketing
		CLUSTER-I	Accomodation management

		CLUSTER-II	Eco tourism and sustainable development
		CLUSTER-III	Package tours
9	MATHEMATICS	ELECTIVE	Linear algebra
		CLUSTER-I	Integral transforms
		CLUSTER-II	Advanced numerical analysis
		CLUSTER-III	Project work
10	PHYSICS	ELECTIVE	Analog & digital electronics
		CLUSTER-I	Fiber optic communication
		CLUSTER-II	Electronic instrumentation
		CLUSTER-III	Power electronics
11	ELECTRONICS	ELECTIVE	Micro controller & interfacing
		CLUSTER-I	Embedded system design
		CLUSTER-II	Electronics instrumentation
		CLUSTER-III	Power electronics
12	STATISTICS	ELECTIVE	Applied statistics
		CLUSTER-I	Optimization techniques
		CLUSTER-II	Operation research
		CLUSTER-III	Project work
13	COMPUTER SCIENCE	ELECTIVE	Operating system
		CLUSTER-I	Php my sql& word press
		CLUSTER-II	Advanced jquery, ajax, angular js&json
		CLUSTER-III	Project work
14	CLOUD COMPUTING	ELECTIVE	Salesforce marketing & sales
		CLUSTER-I	Soap integration
		CLUSTER-II	Rest integration
		CLUSTER-III	Project work
15	MULTIMEDIA	ELECTIVE	Advanced character animation-2
		CLUSTER-I	Facial animation and blend modes
		CLUSTER-II	Match move and maya live integration
		CLUSTER-III	Project work
16	HOME SCIENCE	ELECTIVE-I	General psychology counselling
		ELECTIVE-II	Training & hrd
		ELECTIVE-III	Tie & dye
		CLUSTER-I	Retail marketing and merchandising
		CLUSTER-II	Resource management
		CLUSTER-III	Project work
17	BOTANY	ELECTIVE	Plant tissue and its bio technological applications
		CLUSTER-I	Plant diversity & human welfare
		CLUSTER-II	Ethnobotany and medical plants

		CLUSTER-III	Pharmacognosy and phytochemistry
18	ZOOLOGY	ELECTIVE I	Immunology
		ELECTIVE I	Cellular metabolism & molecular biology
		CLUSTER-I	Principles of aquaculture
		CLUSTER-II	Aquaculture management
		CLUSTER-III	Post harvest technology
19	MICRO BIOLOGY	ELECTIVE	Micro bial bio technology
		CLUSTER-I	Diagnostic micro biology
		CLUSTER-II	Microbial quality control in food & pharmaceutical industries
		CLUSTER-III	Bio inforamtics
21	BIO TECHNOLOGY	ELECTIVE	Plant bio technology - animal bio technology
		CLUSTER-I	Basics of fermentation
		CLUSTER-II	Ferment design & down stream processing
		CLUSTER-III	Bio process technology
22	BIO CHEMISTRY	ELECTIVE	Genetic engineering
		CLUSTER-I	Clinical bio chemistry & micro biology
		CLUSTER-II	Protein purification & characterization
		CLUSTER-III	Fundamentals of bio informatics & proten modeling
23	CHEMISTRY	ELECTIVE	Environmental chemistry
		CLUSTER-I	Fuel chem& batteries
		CLUSTER-II	Inorganic materials of industrial importance
		CLUSTER-III	Analysis of applied industrial products

Examination Calendar for Academic year 2020-21

S. No	Item	II & III Years
1	Commencement of class work	02-11-2020
2	<i>Christmas Holidays</i>	24-12-2020 to 26-12-2020
3	Internal Assessment – I	05-01-2021 To 08-01-2021
4	Pongal Holidays	13-01-2021 to 16-01-2021
5	Internal Assessment – II	02-03-2021 To 06-02-2021
6	Completion of Syllabus	04-03-2021
7	Semester Practical Examinations	08-03-2021 To 16-03-2021
8	Semesters End Examinations	17-03-2021 To 25-03-2021
9	Commencement of class work	29-03-2021
10	<i>Summer Holidays</i>	15-05-2021 to 31-05-2021
11	Internal Assessment-I	10-05-2021 to 14-05-2021
12	Internal Assessment – II	22-06-2021 to 25-06-2021
13	Completion of Syllabus	08-07-2021
14	Practical Examinations (II & IV Semesters)	13-07-2021 To 20-07-2021
15	Semesters End Examinations	22-07-2021 To 30-07-2021
17	Supplementary Examinations for I to V Semesters	01-08-2020
18	Instant Examinations for VI Semester only	25-08-2020