

# **Examination Manual**

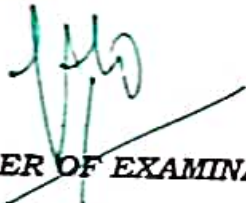
**wef 2023-24**



***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, 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**

**(Approved at the Academic Council Meeting held on 18-11-2023)**  
**(Effective from Nov-2023)**

Empowering Women, Igniting Futures: Government College for Women (A), Guntur - Where Excellence Meets Empowerment since 1942 With a lush 10-acre campus, cutting-edge labs, and tech-savvy classrooms, we've clinched a stellar 'B++' grade with 2.92 CGPA in the NAAC accreditation during 2019. Celebrating 81 years of dedication, we're the catalysts for rural women's education and career triumphs.

At present, the college is offering 23 UG Programs. The college also bagged CPE, Autonomy, RUSA grants – these are not just feathers in our cap; they're the wings propelling our students to new heights. Join us as we march forward, shaping the destiny of rural women.

The Exam Cell Manual serves as a cornerstone in our endeavor to ensure the highest standards of academic integrity, efficiency, and transparency in the administration of examinations at Govt. College for Women (A), Guntur. This document signifies our unwavering commitment to maintaining the sanctity of our examination processes and upholding the excellence we strive for in the realm of education.

## **Purpose and Vision**

**Upholding Academic Excellence:** The primary purpose of this manual is to establish guidelines and procedures that enable the conduct of examinations that mirror the quality of education provided at Govt. College for Women (A), Guntur. Our vision is to conduct fair, reliable, and credible examinations that accurately assess the learning outcomes of our students.

**Ensuring Fairness and Integrity:** We are resolute in upholding the principles of fairness and integrity in all our examination processes. The manual outlines measures and safeguards designed to prevent misconduct and maintain the integrity of our assessment procedures.

**Promoting Efficiency and Accountability:** Efficient examination administration is beneficial for students and faculty alike. This manual defines the roles and responsibilities of all stakeholders involved in the examination process, thereby clarifying expectations and accountabilities.

**Responding to Change and Improvement:** The Manual is a dynamic document, subject to regular updates and enhancements, reflecting our dedication to adopting best practices and staying abreast of emerging trends in examination administration.

We encourage all members of our academic community to embrace the principles and guidelines outlined in this manual. By doing so, you actively participate in ensuring that

our examination system remains a robust, transparent, and equitable process that supports the academic growth of our students.

The "Exam Cell Manual" is more than just a document; it symbolizes our commitment to excellence. Together, we will uphold the highest standards of education, fostering an environment where learning is celebrated, and success is measured with integrity.

The Examination Cell was started during the academic year 2014-15 since the inception of Autonomous status along with CBCS and with the semester system.. The examination cell was constituted with one Controller of Examinations and two supporting members. The Principal of the college acts as Chief Controller of examinations.

**Existing UG Courses III Year (21<sup>st</sup> Batch)**

**for Academic Year 2023-2024**

| <b>STREAM</b> | <b>GROUP</b>                              | <b>MEDIUM</b> |
|---------------|---|---------------|
| BA            | HISTORY,ECONOMICS, POLITICS               | EM            |
|               | SOCIOLOGY, HISTORY, SPL. TELUGU           | EM            |
|               | ECONOMICS, POLITICS,COMMUNICATIVE ENGLISH | EM            |
|               | SPL. ENGLISH. HISTORY. TOURISM            | EM            |
|               | ECONOMICS,POLITICS,PSYCHOLOGY             | EM            |
|               | FIN.ECONOMICS, STATISTICS,COMPUTERS       | EM            |

|                                |   |    |
|--------------------------------|---|----|
| B.COM                          | GENERAL                                   | EM |
|                                | COMPUTERS                                 | EM |
|                                | BANKING                                   | EM |
|                                | ACCOUNTING & TAXATION                     | EM |
| B.SC<br>(PHYSICAL<br>SCIENCES) | MATHS, PHYSICS,CHEMISTRY                  | EM |
|                                | MATHS,PHYSICS,COMPUTERS                   | EM |
|                                | MATHS,STATISTICS,COMPUTERS                | EM |
|                                | MATHS,ELECTRONICS,COMPUTERS               | EM |
|                                | MATHS,COMPUTERS, MULTIMEDIA               | EM |
|                                | MATHS,COMPUTERS,CLOUD COMPUTING           | EM |
|                                | COMPUTERS,STATISTICS,DATA SCIENCE         | EM |
| MATHS, PHSYICS, ECLECTRONICS   | EM  |    |
| B.SC<br>(LIFE<br>SCIENCES)     | MICROBIOLOGY,BOTANY,CHEMISTRY             | EM |
|                                | MICROBIOLOGY,ZOOLOGY,CHEMISTRY            | EM |
|                                | BIOTECH,BOTANY,CHEMISTRY                  | EM |
|                                | HOME SCIENCE                              | EM |
|                                | BOTANY, ZOOLOGY,CHEMISTRY                 | EM |
|                                | CHEMISTRY,ZOOLOGY, AQUACULTURE TECHNOLOGY | EM |
|                                | FOOD TECH, MICROBIOLOGY, BIO CHEMISTRY    | EM |
|                                | FOOD SCIENCE, ZOOLOGY, BIO CHEMISTRY      | EM |
|                                | BIO TECH, ZOOLOGY, CHEMISTRY              | EM |
| B.VOC                          | MULTIMEDIA                                | EM |
|                                | SOFTWARE DEVELOPMENT                      | EM |

**Existing UG Courses II Year (22<sup>ND</sup> Batch)**

**for Academic Year 2023-2024**

| <b>STREAM</b>                  | <b>GROUP</b>                             | <b>MEDIUM</b> |
|--------------------------------|--|---------------|
| BA                             | HISTORY,ECONOMICS,POLITICS               | EM            |
|                                | SOCIOLOGY,HISTORY, SPL. TELUGU           | EM            |
|                                | ECONOMICS,POLITICS,COMMUNICATIVE ENGLISH | EM            |
|                                | SPL. ENGLISH, HISTORY, TOURISM           | EM            |
|                                | ECONOMICS,POLITICS, PSYCHOLOGY           | EM            |
|                                | FIN.ECONOMICS, STATISTICS,COMPUTERS      | EM            |
| B.COM                          | GENERAL                                  | EM            |
|                                | COMPUTERS                                | EM            |
|                                | BANKING                                  | EM            |
|                                | ACCOUNTING & TAXATION                    | EM            |
| B.SC<br>(PHYSICAL<br>SCIENCES) | MATHS,PHYSICS,COMPUTERS                  | EM            |
|                                | MATHS,STATISTICS,COMPUTERS               | EM            |
|                                | MATHS,ELECTRONICS,COMPUTERS              | EM            |
|                                | MATHS,COMPUTERS,CLOUD COMPUTING          | EM            |
|                                | COMPUTERS,STATISTICS,DATA SCIENCE        | EM            |
|                                | MATHS, PHYICS, ELECTRONICS               | EM            |
|                                | MICROBIOLOGY,BOTANY,CHEMISTRY            | EM            |
|                                | MICROBIOLOGY,ZOOLOGY,CHEMISTRY           | EM            |
|                                | BIOTECH,BOTANY,CHEMISTRY                 | EM            |

|                                |   |    |
|--------------------------------|---|----|
| B.SC<br>(LIFE<br>SCIENC<br>ES) | HOME SCIENCE                                  | EM |
|                                | BOTANY, ZOOLOGY, CHEMISTRY                    | EM |
|                                | CHEMISTRY, ZOOLOGY, AQUACULTURE<br>TECHNOLOGY | EM |
|                                | FOOD TECH, MICROBIOLOGY, BIO CHEMISTRY        | EM |
|                                | FOOD SCIENCE, ZOOLOGY, BIO CHEMISTRY          | EM |
|                                | BIO TECH, ZOOLOGY, CHEMISTRY                  | EM |
|                                | BOTANY, HORTICULTURE, CHEMISTRY               | EM |
| B.VOC                          | MULTIMEDIA                                    | EM |
|                                | SOFTWARE DEVELOPMENT                          | EM |

**Existing UG Major Courses I Year (23<sup>RD</sup> Batch)  
for Academic Year 2023-2024**

| <b>S.No</b> | <b>Stream</b>  | <b>Programme Name</b>         | <b>Medium</b> |
|-------------|----------------|-------------------------------|---------------|
| 1           | B.A. Honours   | Tourism and Travel Management | EM            |
| 2           | B.A. Honours   | Financial Economics           | EM            |
| 3           | B.A. Honours   | Political Science             | EM            |
| 4           | B.A. Honours   | Special Telugu                | EM            |
| 5           | B.A. Honours   | Special English               | EM            |
| 6           | B.Com. Honours | General                       | EM            |
| 7           | B.Com. Honours | Computer Applications         | EM            |
| 8           | B.Com. Honours | Tax Procedures and Practice   | EM            |

|    |                |                         |    |
|----|----------------|-------------------------|----|
| 9  | B.Com. Honours | Finance                 | EM |
| 10 | B.Sc. Honours  | Mathematics             | EM |
| 11 | B.Sc. Honours  | Physics                 | EM |
| 12 | B.Sc. Honours  | Computer Science        | EM |
| 13 | B.Sc. Honours  | Data Science            | EM |
| 14 | B.Sc. Honours  | Cloud Computing         | EM |
| 15 | B.Sc. Honours  | Chemistry               | EM |
| 16 | B.Sc. Honours  | Botany                  | EM |
| 17 | B.Sc. Honours  | Zoology                 | EM |
| 18 | B.Sc. Honours  | Biochemistry            | EM |
| 19 | B.Sc. Honours  | Microbiology            | EM |
| 20 | B.Sc. Honours  | Aquaculture             | EM |
| 21 | B.Sc. Honours  | Nutrition and Dietetics | EM |
| 22 | B.Sc. Honours  | Home science            | EM |

BCom Honours Retailing: Allotted course to the college. But no students joined.

#### ***FUNCTIONS OF EXAMINATION CELL***

- *Proposing Examination Calendar*
- *Notify the schedule and dates of various stages connected with the examinations*
- *Procurement of stationery, equipment and all the articles necessary for the conduct of examinations.*
- *Fixing the Time Table for the conduct of the examinations.*
- *Question paper setting as per syllabi and model question papers decided by the Boards of Studies.*
- *Printing of Question Papers.*



- *Issue of examination applications to the candidates.*
- *Processing of Examination Applications and Issue of Hall Tickets.*
- *Printing D-forms.*
- *Preparation of semester wise nominal rolls.*
- *Issuing of Answer scripts one day before examination to the Internal Examination Committee.*
- *Conduction of Examinations*
- *Receiving of Answer scripts as per the D-forms supplied.*
- *Coding of the answer scripts after the examination and bundling the scripts.*
- *Undertaking valuation, Scrutiny of Answer scripts, posting & verification of marks*
- *Results declaration.*
- *Printing and distribution of marks memos.*
- *Revaluation/Recounting of Answer Scripts.*
- *Attending of any kind of Grievances*
- *Preparation of Consolidated Marks Memoranda cum Provisional Pass Certificates.*
- *Submission of student's data to the University for the award of Original Degrees.*
- *Maintenance of Tabulated Marks Register (TR's) and Degree Registers.*
- *Organizing Graduation Day*
- *Recording keeping of marks.*

**Succession of Controller of examinations from 2014 onwards**

| <b>Name of the CoE<br/>Dr/Sri/Smt</b> | <b>Designation in College</b> | <b>Duration</b>              |
|---------------------------------------|-------------------------------|------------------------------|
| KMS Sailaja Rani                      | Lecturer in Computer Science  | 25 June 2014 to 25 July 2016 |
| D. Vijaya Sri                         | Lecturer in Physics           | 27 July 2016 to 17 June 2017 |
| S. Venkateswara Rao                   | Lecturer in Physics           | 18 June 2017 to 18 June 2017 |
| M. Praveena                           | Lecturer in Microbiology      | 24 June 2017 to 23 Apr 2022  |
| D. Vijaya Sri                         | Lecturer in Physics           | 20 Apr 2022 to till date     |

## **COMMITTEE (2021-2024)**

1. Dr. D. Vijaya Sri - Controller of Examinations
2. Smt. B.Dorka Vijaya Kumari- Addl. Controller of Examinations
3. 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. Data processing Assistant – Ms. B. Chandi Priya
2. Data processing Assistant - Smt Padma Priya
3. DTP operator - Ms. J. Naga Pavani Devi
4. Junior Assistant – Ms. B. Suneetha
5. Record Assistant - Mrs. K. Kotamma
6. Office Attendant – N. Krishna Kumari

All are working on a full-time basis with consolidated pay (Except Mrs. K. Kotamma, who is regular Govt. employee).

Honorarium of COE: Rs.16000/- per month

Honorarium of supporting staff:

Honorarium will be paid to the supporting staff as per the resolutions made by the Examination Committee & Finance Committee. At present (Nov 2023) the Honorarium is paid to the supporting staff as given below

1. Data Processing Assistant– Rs 13500/-
2. Data Processing Assistant - Rs 12,500/-
3. DTP Operator - Rs 11,000/-
4. Junior Assistant - Rs 10,000/-
5. Office subordinate – Rs 8500/-

## **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 our college operates under the Choice-Based Credit System (CBCS) within a semester framework, the academic year is divided into two distinct semesters, each encompassing 90 working days. The odd-numbered semesters extend from June to October, while the even-numbered semesters span from November to March. Our instructional methodologies encompass a wide array of approaches, including traditional classroom

lectures, digital learning through platforms Learning Management Systems (LMS), Podcasts, virtual classroom sessions, guest lectures, seminars, workshops, field trips, and a diverse range of pedagogical techniques accommodating AI tools wherever required . These methods are thoughtfully planned and determined during the respective department's Board of Studies (BOS) meetings to ensure a holistic and effective teaching approach.

### **OLD Pattern (20, 21 & 22 batches ):**

#### **1.Examination and Evaluation for III to VI Semester (As per old system):**

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, field trip, powerpoint presentation and any other activity during the semesters **III to V**. Allotment of marks for each subject in CIA in each semester are distributed as follows:

- **Mid-Semester Test (Written or Online) : 20 x2=40 marks**
- **5 Assignments : 10 marks**
- **Seminars/ Group discussion/ any other : 05 marks**
- **Field trip/ minor project/ PPTs/any other : 05 marks**

**Total 60 marks are scaled down to 30 marks.**

#### **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 Test question paper pattern (for 23-24 acad. year): Each mid-semester test is to be held approximately after 30 days of instruction. Max Marks: 25 m

- I. 10 objective type (MCQs, Blanks, Matching, True/false etc.) 10x1m=10
- II. 5/7 short answer questions 5x2m= 10 marks
- III. 1/3 essay type 1x5m= 5 m

#### **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 Principal's discretion.

#### **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 and they will be designed as per outcomes of bloom's taxonomy.

For 23-24 acad. year: 5 assignments x2m = 10m

Seminars/ Group discussion/Field trip/ minor project/ PPTs/any other : Any two activities, each for 5m are to be conducted. (10 marks)

CIA = 2 mids  $20 \times 2 = 40$  marks + 10m Assignments + 10m Any other activities =  $60/2 = 30$  marks

LSC & SDC CIA: Internal for 10m marks, which can be test, assignment, group project, seminars, PPT presentations ... can be decided by the department.

**Semester – End examinations (SEE) (Regular Examinations) (old pattern for 21 & 22 batches):**

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 -3 hrs,

For 50 marks paper – 2 hrs,

For 40 Marks paper -1.30 hr

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 wef I, III & V Semesters (21 & 22 batches)

**Commencement of Single Major Programs from the  
academic year 2023-2024**

As per NEP2020, APSCE has introduced 4 year UG program Honours with single major in all UG colleges of AP, including GCW(A), Guntur, as per Curriculum & credit Framework for UG programmes by UGC with an option of Multi entry & exit.

**Major & Minor disciplines :**

**Major:** The discipline or subject of main focus and the degree will be awarded in that discipline. Students should secure the prescribed number of credits (about 50% of total credits) through core courses in the major discipline.

**Minor:** Minor discipline helps a student to gain a broader understanding beyond the major discipline. For example, if a student pursuing an Economics major obtains a minimum of 12 credits from a bunch of courses in Statistics, then the student will be awarded B.A. degree in Economics with a Minor in Statistics.

#### **Awarding UG Certificate, UG Diploma, and Degrees:**

- A **UG certificate** after completing 1 year with 40 credits & in addition have to complete CSP for 4 credits. These students are allowed to re-enter the degree programme within three years and complete the degree programme within the stipulated maximum period of seven years.
- A **UG diploma** after 2 years & have to secure 80 credits, will be awarded the UG diploma if, in addition, they complete one vocational course of 4 credits during the summer vacation of the second year. These students are allowed to re-enter within a period of three years and complete the degree programme within the maximum period of seven years.
- **3-year UG Degree:** Students who wish to undergo a 3-year UG programme will be awarded UG Degree in the Major discipline after successful completion of three years, securing 120 credits and satisfying the minimum credit requirement.
- **4-year UG Degree (Honours):** A four-year UG Honours degree in the major discipline will be awarded to those who complete a four-year degree programme with 160 credits and have satisfied the credit requirements.
- **4-year UG Degree (Honours with Research):** Students who secure 75% marks and above in the first six semesters and wish to undertake research at the undergraduate level can choose a research stream in the fourth year. They should do a research project or dissertation under the guidance of a faculty member of the University/College. The research project/dissertation will be in the major discipline. The students who secure 160 credits, including 12 credits from a research project/dissertation, are awarded UG Degree (Honours with Research).

#### **Letter Grades and Grade Points**

The Semester Grade Point Average (SGPA) is computed from the grades as a measure of the student's performance in a given semester. The SGPA is based on the grades of the

current term, while the Cumulative GPA (CGPA) is based on the grades in all courses taken after joining the programme of study.

Mention of marks obtained in each course and a weighted average of marks based on marks obtained in all the semesters taken together for the benefit of students.

| <b>Letter Grade</b> | <b>Grade Point</b> |
|---------------------|--------------------|
| O (outstanding)     | 10                 |
| A+ (Excellent)      | 9                  |
| A (Very good)       | 8                  |
| B+ (Good)           | 7                  |
| B (Above average)   | 6                  |
| C (Average)         | 5                  |
| P (Pass)            | 4                  |
| F (Fail)            | 0                  |
| Ab (Absent)         | 0                  |

When students take **audit courses**, they may be given pass (P) or fail (F) grade without any credits.

**Internals & Externals (40:60) from Academic year 23-24 (I & II Sem) :**

**Internals : 40 marks**

CIA: Mid 1= 25 + Mid 2=25; = 50 marks

5 assignments of 4 marks each ; 20 marks

Seminar/project/GD /Quiz (Any two)=10;

Total 80 marks scaled down to 40 marks in Internal Assessment.

External and Internal assessment in the ratio of 40:10 for Multidisciplinary and Skill Enhancement courses.

Pattern for Mid Exam : In Mid exam 10 Marks for Objective questions each question carrying 1 mark (Five questions should at least be given from L3 and L4 levels.) 15 marks for descriptive questions.

10x1m = 10m

5/7 x 2m = 10m

1/3 x 5m = 5m

Total = 25 marks

**Sem End Examination : 60 marks**

Section 1: 5x4m=20M (5 out of 8 without internal choice)

Section2: 5X8m=40M ( internal choice & 2 q from each unit)

The model question paper should be as per blooms taxonomy.

To conduct Centralised mid examinations by COE.

Multidisciplinary courses allotted for I Sem (23-24) are

SEC Communication Skills -English:

SEC Analytical Skills — Maths;

### **Eligibility to Semester End Examination - Conditions:-**

1. A minimum of 75% of attendance in a semester is mandatory for eligibility to take the Semester-End Examinations.
2. Any student 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 of which, all her earlier CIA marks shall stand cancelled.

### **Condonation of Attendance:**

- i. A student cannot be promoted for next semester unless he 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 with the discretion of the Principal.
- iii. 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 and academic coordinator.

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 (as a whole) 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 **even after payment of the exam fee.**

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 thereafter.

### **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. But **V Semester** would be an **external** practical in case of Semester Internship in VI Semester.
- Odd semester end practical examinations are internal and no external examiner will be appointed except for project evaluation in the framework of curriculum.
- 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.
- Internship Project evaluation will be conducted as per the guidelines of CCE & APSCHE.

### **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, internal squads will be appointed 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 resolution of the exam cell committee / on par with the remuneration of invigilator.

- A senior faculty(s) having more than 5 years of (preferably women faculty) teaching experience of the institution is appointed as squad member by the Principal before the commencement of examinations.
- The squad member must be on duty during the entire period of the examination and report any cases of malpractices to the Controller of Examinations immediately.
- She shall submit the report on the conduct of examination for that session to the Controller of Examinations immediately after the completion of examination.
- In case of leave of absence/non availability under unavoidable conditions, they are required to intimate the Controller of Examinations in advance for smooth conduct of the examinations.

## **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 Enquiry Committee" will consist of the academic coordinator as Coordinator, CoE and two to three senior faculty as members. They have to submit a consolidated report on cases, immediately after all examinations. The CoE will take necessary action based on the report through "Proceeding of the Principal/CoE"

**Malpractices/Improper conduct Punishment:** If a student

i. (a) Possesses or keeps accessible in examination hall, any paper, notebook, programmable calculators, Cell phones any other form of material concerned with or related to the subject of the examination (theory or practical) in which he is appearing but has not made use of (material shall include any marks on the body of the candidate which can be used as an aid in the subject of the examination)

**Punishment:** Expulsion from the examination hall and cancellation of the performance in that subject only.

ii. Gives assistance or guidance receives it from any other candidate orally or by any other body language methods or communicates through cell phones with any candidate or students in or outside the exam hall in respect of any matter.

**Punishment:** Expulsion from the examination hall and cancellation of the performance in that subject only of all the candidates involved.

iii. Has copied in the examination hall from any paper, book, and programmable calculators, mobile any and any other form of material relevant to the subject of the examination in which the candidate is appearing.

**Punishment:** Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared for and shall not be permitted to appear for the remaining examinations of the subjects of that semester. The Hall Ticket of the candidate is to be cancelled and sent to the Exam Branch

iv. Uses objectionable, abusive or offensive language in the answer paper or in letters to the examiners or write as to the examiner requesting him to award pass marks.

**Punishment:** Cancellation of the performance in that subject.

v. Refuses to obey the orders of the Chief Superintendent/Assistant – Superintendent/any officer on duty or misbehaves or creates disturbance of any kind in and around the examination hall.

**Punishment:** they shall be expelled from examination halls and cancellation of their performance in that subject and all other subjects the candidate(s) has (have) already appeared and shall not be permitted to appear for the remaining examinations of the subjects of that semester/year.

vi .Leaves the exam hall taking away answer script or intentionally tears of the script or any part thereof inside or outside the examination hall.

**Punishment:** Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the candidate has already appeared not

be permitted for the remaining examinations of the subjects of that semester. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.

vii. Copying detected on the basis of internal evidence, such as during valuation or during special scrutiny.

**Punishment:** Cancellation of the performance in that subject and all other subjects the candidate has appeared for the semester.

viii. If any malpractice is detected which is not covered in the above clauses, shall be reported to the “Malpractice Enquiry Committee” for further action of suitable punishment.

In all the instances mentioned above, the decision of the 'Malpractice Enquiry Committee' shall be deemed as FINAL and will be duly reflected in the proceedings of the Principal.

### **Results:**

Pass percentage in all courses is 40%

For III to VI Semesters (21, 22 batches) : 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 of 21 & 22 batches.

For 50 marks: Ext + Int = 40 + 10; Where a student has to secure a minimum 16 marks in SEE and overall 20 marks (40%) to pass.

### **From 23rd Batch Onwards:**

To pass a course with 100 max. marks, a candidate must secure a minimum of 24 marks out of 60 marks in SEE and an aggregate of 40marks in both CIA and SEE and is applicable for all courses & all semesters wef 23rd batch.

For 50 marks: Ext + Int = 40 + 10; Where a student has to secure a minimum 16 marks in SEE and overall 20 marks (40%) to pass.

### **SUPPLEMENTARY EXAMINATIONS**

- ★ No separate supplementary examinations for First and Second year students 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. However 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**.

- ★ Advanced Supplementary examinations will be conducted once in a year during July/Aug of every year. (See Advanced Supplementary examinations)

#### **INSTANT EXAMINATIONS:**

1. Instant examinations are conducted only for the Final Year regular outgoing students immediately after declaration of VI Semester end results.
2. Generally Instant Examinations Will Be Scheduled 10 days after declaring final year results.
3. Eligibility for Instant : Student who failed **only in two examinations** in any **semester**.
4. Instant examinations will be conducted for the benefit of the candidates of the **regular batch**, who failed in only Two papers in any semester from I to VI, having passed in all other papers in that academic year.

#### **ADVANCED SUPPLEMENTARY EXAMINATIONS (for AC 23-24):**

- Those students who have more than 2 subjects in 3<sup>rd</sup> year V & VI Semester are eligible to write ADVANCED SUPPLEMENTARY EXAMINATIONS, held probably in the month of July/Aug every year.
- ADVANCED SUPPLEMENTARY EXAMINATION is ONLY for 5<sup>th</sup>& 6<sup>th</sup> semester students irrespective of number of backlog subjects.
- No separate supplementary exam for 1<sup>st</sup>& 2<sup>nd</sup> year students in an academic year.
- Only the **Regular batch Final year students are eligible** for Advanced Supplementary exams.

#### **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 after 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).

It is proposed in Academic council for 22-23, to start discarding the answer scripts starting from the first batch of students as three years were completed since the successful completion of graduation by first batch (2014 to 2017) students after the establishment of autonomy. The question papers should be retained with the exam cell for two consecutive semesters.

### **SPECIAL EXEMPTIONS**

1. For orphans & single parent students and physically challenged students (Blind, Deaf& Dumb) exam fee is exempted. But they have to pay non-examination fee like CMM, provisional, OD fee etc.
2. For visually challenged students scribe will be provided by the college.
3. For Deaf and Dumb candidates pass mark is 25% in every subject.
4. **The For orphans & single parent students**

### **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 15hrs 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 2 credits will be given.

b) 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 30 hrs.

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

#### **3.SPORTS - Allotment of Credits**

| <b>Criteria of Evaluation</b>     | <b>Credits</b> |
|-----------------------------------|----------------|
| 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**

| <b>S.No</b> | <b>Criteria of Evaluation</b> | <b>Credits</b> |
|-------------|-------------------------------|----------------|
|-------------|-------------------------------|----------------|

|   |  |           |
|---|--|-----------|
| 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

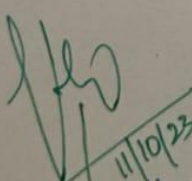
| <b>YEAR</b> | <b>Criteria of Evaluation</b>   | <b>CREDITS</b> |
|-------------|---|----------------|
| I Year      | 35 parade classes at college with minimum attendance of 75%   | 1 Credit       |
| II Year     | 1. ATC/CATC training camp/NIC/Army attachment camp/ Pre RDC, LRDC / RDC /Adventure camps etc.,<br>2. Attendance of 32 parade classes with minimum attendance of 75%<br>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.,<br>2. Attendance of 28 parade classes with minimum attendance of 75%<br>3. Qualifying in 'C' certificate Examination | 2Credits       |

## Examination Calendar 23-24

ACADEMIC CALENDAR 2023-2024 FOR I to VI SEMESTERS.,

GOVT. COLLEGE FOR WOMEN (A), GUNTUR

|   | I SEM  | III SEM   | V SEM  |
|---|--|---|--|
| Class work Commencement   | 8 <sup>th</sup> August 2023                      | August 2023   | Sep 2023   |
| Closure of Instructions   |  |   |  |
| Total No. of Working days   |  |   |  |
| I Internal Examinations   | 16-17 Oct 2023                                   | 25-27 Sep 2023  | 7-9 Nov 2023   |
| II Internal Examinations  |  | 8-10 Nov 2023   | 28-30 Nov 2023   |
| Payment of Examination fee & Submission of Application forms by students.     | 20-23 Nov 2023                                   | 1-7 Nov 2023  | 8-15 Nov 2023  |
| % of Attendance & list of Not eligible students from departments to exam cell |  |   |  |
| Semester End Theory Examinations  | 13 <sup>th</sup> - 22 <sup>th</sup> Dec 2023     | 13 <sup>th</sup> -22 <sup>th</sup> Dec 2023           | 3 <sup>rd</sup> -9 Jan 2024  |
| Semester End Practical Examinations   |  | 4 <sup>th</sup> -12 <sup>th</sup> Dec 2023            | 27 <sup>th</sup> -31 <sup>st</sup> Dec 2023                              |
|   | II Sem   | IV Sem  | VI Sem   |
| Class work Commencement   | 23 <sup>rd</sup> Dec 2023                        | 27 <sup>th</sup> Dec                                  | 10 <sup>th</sup> Jan 2024<br>6 <sup>th</sup> Jan- B.A/B.Com<br>Int. Viva |
| I Internal Examinations   | 5-7 Feb 2024                                     | 5-7 Feb 2024  | 15-17 Feb 2024   |
| II Internal Examinations  | 5-7 Mar 2024                                     | 5-7 Mar 2024  | 15-18 Mar 2024   |
| Payment of Examination fee & Submission of Application forms by students.     |  |   |  |
| % of Attendance & list of Not eligible students from departments to exam cell |  |   |  |
| Semester End Theory Examinations  | 5 <sup>th</sup> - 12 <sup>th</sup> Apr 2024      | 15 <sup>th</sup> -30 <sup>th</sup> Apr 2024           | 27 <sup>th</sup> Apr -8 <sup>th</sup> May 2024                           |
| CSP   | 15 <sup>th</sup> Apr- 10 <sup>th</sup> June 2024 | Internship 1 <sup>st</sup> May -30 <sup>th</sup> June | Int. Viva for science<br>11 <sup>th</sup> May                            |
| Semester End Practical Examinations   | 13 <sup>th</sup> -14 <sup>th</sup> Apr 2024      | 15 <sup>th</sup> -30 <sup>th</sup> Apr 2024           | 10 <sup>th</sup> - 15 <sup>th</sup> June 2024                            |
| Class work Commencement   | III Sem<br>11 <sup>th</sup> June 2024            | V Sem<br>1 <sup>st</sup> July 2024                    |  |

  
 Controller of Examinations  
 Govt. College For Women (A)  
 GUNTUR

  
 PRINCIPAL  
 GOVT. COLLEGE FOR WOMEN (A)  
 GUNTUR

## ***CSP & Internship Guidelines***

### **ASSESSMENT METHODOLOGY FOR COMMUNITY SERVICE PROJECT**

#### **Learning outcomes:**

To facilitate an understanding of the issues that confronts the vulnerable /marginalized sections of the society.□

To initiate team processes with the student groups for societal change.□

To provide students an opportunity to familiarize themselves with urban /rural community they live in.□

To enable students to engage in the development of the community.□

To plan activities based on the focused groups.□

To know the ways of transforming the society through systematic programme implementation.□

While grading the student's performance, using the student's project log, the following should be taken into account -

- a. The individual student's effort and commitment.
- b. The originality and quality of the work produced by the individual student.
- c. The student's integration and co-operation with the work assigned.
- d. The completeness of the logbook.

**The assessment for the Community Service Project implementation shall include the following components and based on the entries of Project Log and Project Report:**

- a. Orientation to the community development
- b. Conducting a baseline assessment of development needs
- c. Number and Quality of Awareness Programmes organised on beneficiary programmes and improvement in quality of life, environment and social consciousness, motivation and leadership, personality development, etc.
- d. Number and Quality of Intervention Programmes (Prevention or promotion programs that aim to promote behavioural change in defined community contexts to address social problems) organised.
- e. Follow-up Programmes suggested (Referral Services, Bringing Community Participation)
- f. Developing short and mid-term action plans in consultation with local leadership and local government officers.



The Project Report shall be prepared as per the guidelines given in the Model Project Report. The Project Presentation is to be made by the student after she reports back to the College.

**The components for assessment are –**

- a. Assessing the involvement in the project
- b. Presentation skills
- c. Final outcome of the project as evinced by the student.

Project Log – 20 marks

Project Implementation – 30 marks

Project Report – 25 marks

Viva – 25 marks

Credits -4

#### **ASSESSMENT METHODOLOGY FOR IV Semester Internship**

Project Activity Log – 25 marks

**Internship Evaluation**– 50 marks

Oral Presentation – 25 marks

Total for 100 marks

Credits-4

#### **GCW (A), Guntur**

##### **VI Semester Internship Evaluation Guidelines wef July 2023**

- Students should be in full uniform
- Allow only the students in the list submitted to APSICHE. No other student is allowed without the permission from Exam Cell.
- Mentors - to be ready with students Internship allotment letters.
- Students have to submit 2 copies of Internship reports
- One copy to Exam Cell (To be submitted on 17<sup>th</sup> along with attendance statement); another copy to the Mentor (To be preserved in their dept.)
- Internal (Mentor) has to complete Internal evaluation simultaneously along with external and has to fill “Internal Assessment form”
- External has to complete External evaluation & has to fill “External Assessment form”.

- Internal & External evaluator has to submit consolidated marks of Internal & external (For 200 marks)
- Skilled asst. has to make necessary arrangements for oral presentations through PPTs in the rooms allotted (Mentors are requested to use their laptops wherever necessary)
- For each allotted room, only 1 skilled assistant, 1 attender and 1 sweeper can claim for remuneration as below.

|                   |   |
|-------------------|---|
| External          | Rs. 25/- per candidate  |
| Internal          | Rs. 25/- per candidate  |
| Skilled assistant | Rs.75/- per session   |
| Attender          | Rs.30/- per session   |
| Sweeper           | Rs.30/- per session   |
| DA to External    | Rs.300/- per day  |
| TA                | Only on production of tickets Train (Not Tatkal/Premium Tatkal) or Bus fares-Super luxury |
| Local Conveyance  | Rs.150/- per day  |

### **ASSESSMENT METHODOLOGY FOR VI Semester Internship**

To conduct VI semester internship as per the guidelines of APSCHE & CCE-AP and the assessment is done as below.

Internal evaluation:

Activity Log 10m

Internship Evaluation 30m

Oral Presentation 10m

Total 50m

External Evaluation:

Internship Evaluation 80m

Supervisor of Industry 20m

Viva voce 50m

Total 150m

Grand Total = 50+150= 200 marks

Credits =12

**Guidelines for awarding of “Programme Topper Gold Medal” by the Exam Cell,  
GCW(A), Guntur**

Students fulfilling the conditions listed below shall be eligible for award of “Programme Topper Gold Medal” instituted by the college for the 2018-21 batch.

- Programme wise Gold medals shall be awarded to the student who secured highest CGPA in her Under Graduate programme.
- In case of a tie, Gold Medals/Prizes shall be awarded to all candidates covered under tie fulfilling the conditions of award.
- Student should have passed all the courses in 'first appearance' within three academic years, considering the marks after revaluation if any.
- Instant marks are not considered for the award of Gold medal.
- Not to be awarded to the student who secures less than 60% aggregate marks. In case if no student secure 60% in a programme, Gold medal is not issued for that programme for the respective batch.
- Student should not have been detained or prevented from writing the semester end examinations in any semester due to shortage of attendance or any other reason.
- Student should not have been punished due to any in disciplinary action.
- The college shall have discretion not to award the medal in any year / in any programme.
- The expenditure for the medal shall be met from the “Examination Cell” of the college.
- The “Programme Topper Gold Medal” is instituted by the college from 2018-21 batch onwards.
- The Controller of Examinations with the permission of the Principal, shall have the power to make changes in the conditions of the award as the circumstances may render necessary.

### Proposed Examination Fee for 2023-24

| Nature   | Amount                   | ANU FEE Structure |
|--|--------------------------|-------------------|
| Semester End Examination fee (whole) For I to VI Semesters (Theory)  | Rs 750/-                 | Rs 745/-          |
| Semester End Examination fee (whole) For I to VI Semesters (Theory) under <b>Tatkal scheme</b> (Three days before starting of exams) | Rs 1500/-                | ---               |
| Semester End Practical Exam Fee I, III semesters   | Rs 100/- for each paper  | Rs 300/-          |
| Semester End Practical Exam Fee II, IV, V, VI semesters  | Rs. 200/- for each paper | Rs 300/-          |
| Semester Internship Evaluation/ Project work   | Rs 300/-                 | Rs 315/-          |
| <b>Supplementary Exam fees</b>   |                          |                   |
| For single paper appearance  | Rs 300/- for each paper  | Rs 315/-          |
| Two paper appearance   | Rs 400/- for each paper  | Rs 420/-          |
| Three paper appearance   | Rs 450/- for each paper  | Rs 470/-          |
| Four or more paper appearance (I TO VI semesters)  | Rs 750/-                 | Rs 745/-          |
| Revaluation fee for each script (Only for Theory)  | Rs 1000/- per paper      | Rs 980/-          |
| Instant Exam Fee (Allowed to write Only for two papers )   | Rs 1000/- per paper      |                   |

**Proposed Non-Examination Fee for 2023-24**

| Nature   | Amount                         | ANU FEE structure |
|--|--------------------------------|-------------------|
| Consolidated marks memo  | Rs. 350                        | Rs. 380/-         |
| Provisional Certificate  | Rs. 150/-                      | Rs. 190/-         |
| Duplicate Provisional Certificate  | Rs. 500/-                      | Rs. 510/-         |
| Duplicate Marks list for each semester   | Rs. 400                        | Rs. 390/-         |
| Triplicate Marks list for each semester  | Rs. 850                        | Rs. 390/-         |
| Original Degree & Application fee  | Rs. 1050                       |                   |
| Original Degree fee -Tatkal  | To approach ANU                | Rs.3300/-         |
| Attendance Condonation fee   |                                |                   |
| If attendance is between 60- 65%   | Rs. 750/-                      |                   |
| If attendance is between 66- 70%   | Rs 500/-                       |                   |
| If attendance is between 71- 75%   | Rs 250/-                       |                   |
| Late fee   | Multiples of Rs.50 per week    |                   |
| Duplicate hall ticket  | Rs 50/-                        |                   |
| Re-admission fee payable by the candidate (candidates who discontinued studies and will be allowed only for one Year of discontinuation, in such case, Candidate must complete 1 <sup>st</sup> semester) | Rs 2500/- to be paid in office | Rs 2350/-         |
| Fee for Genuine certificate for private organization for each student  | Rs 1500 /-                     | Rs 2040/-         |
| Fee for genuine certificate for government organizations   | Rs 500/-                       | Rs 1050/-         |
| Exam non registration fee (Payable in addition to exam fee)  | Rs 1000/-                      | Rs 1280/-         |
| Duplicate CMM  | Rs. 400/-                      | Rs. 380/-         |
| All kinds of Temporary Certificates (Medium of Study, Course Completion, CGPA, Official Transcripts)   | Rs 100/- each                  | Rs 390 + 320+ 320 |

### **CHARGES FOR CONDUCTING THE SEMESTER END EXAMINATIONS**

| S.No | Nature of Duty                          | Amount(Rupees)           |
|------|---|--------------------------|
| 1    | Chief Superintendent (Principal)        | <b>200-</b> Per session  |
| 3    | COE                                     | <b>150/-</b> Per session |
| 4    | Internal Squad member/External observer | <b>150/-</b> Per session |
| 5    | Invigilator                             | <b>150/-</b> Per session |
| 6    | Clerk (Office)                          | <b>125/-</b> Per day     |
| 7    | Clerk (Examination Cell)                | <b>125/-</b> Per day     |
| 8    | Attender                                | <b>80/-</b> Per day      |
| 9    | Attender(Examination Cell)              | <b>80/-</b> Per day      |
| 10   | Water boy                               | <b>80/-</b> Per day      |
| 11   | Sweeper                                 | <b>80/-</b> Per day      |
| 12   | Night Watchman                          | <b>80/-</b> Per day      |

- Note:
1. For every 32 students one Invigilator is allowed
  2. Two sweepers are allowed for each session
  3. Two attenders are allowed for each session
  4. Three water woman are allowed for each session

### Paper Setting and Paper Valuation Charges 2023-24

| S.No | Nature of work                                   | Amount(Rupees)   |
|------|--|--|
| 1    | Paper setting                                    | 400/-  |
| 2    | Scheme of valuation                              | 50/-   |
| 3    | Solutions (For papers having numerical problems) | 75/-   |
| 4    | Postal charges/Courier charges                   | Actual charges on production of receipt                              |
| 5    | DTP Charges                                      | 30/-per page   |
| 6    | Bundle handling charges                          | 25/-per bundle*  |
| 7    | Transport charges                                | 35 /- per km / as per existing charges at the time of implementation |
| 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 /Internship Project / Project work Remuneration (2022 - 23)**

| S.No | Nature of work  | Amount(Rupees)   |
|------|---|--|
| 1.   | Remuneration for valuation                                    | 16/- (distributed equally between internal and external examiners) per paper |
| 2.   | Paper setting (distributed between the two examiners equally) | 40/- per single batch<br>30/- per batch if more than one batch               |
| 3.   | Internship Project / Project work Evaluation                  | 50/- (To External Examiner- 25/- & Internal Examiner 25/-)                   |
| 4.   | DA ( For Non Local appointments only)                         | 400/- per day for Govt & Aided staff   |
| 5.   | DA ( For Non Local appointments only)                         | 300/- per day Pvt / Unaided staff  |
| 6.   | Local conveyance Allowance (for local appointments )          | 150/- per day  |
| 7.   | TA  | As per Govt norms on production of ticket (Car is not allowed)               |
| 8.   | Skilled Assistant   | 75/- per session   |
| 9.   | Store keeper  | 60/- per session   |
| 10   | Lab assistant   | 40/- per session   |
| 11   | Attendar  | 40/- per session   |
| 12   | Sweeper (Lab)   | 40/- per session   |

**Remunerations to conduct BOS and Academic council meetings.**

I. Remunerations to conduct BOS in the departments are as follows (For conducting in offline mode)

i.. University nominee- Sitting allowance or Honorarium- Rs 1500/-

DA- Rs 300/-, TA-Rs200/-

ii. Subject experts/Industrial expert-

Sitting allowance or Honorarium -Rs 1000/-

DA- Rs 300, TA-Rs 200/-

iii. Alumni - Rs 500/-

Sitting allowance - Rs 400/-, TA- Rs 100/-

(If conducted in online mode only sitting allowance will be paid)

iv .Stationery and Printing of BOS books charges - Rs 1000/-



(Departments can claim more charges if required only with the permission of the principal/ Academic Coordinator)

(If subject experts come from more than 100 Km then the Travelling allowance and DA can be provided as per )

### **I. Remunerations to conduct Academic council meeting**

i. University nominee- Rs 2000/-

ii. Members nominated (From Outside of the college) by the principal - - Rs 1000/-

(Proposal- For streamlining attendance attendance consolidation committee / academic counselor should announce number of actual working days every month and the departments should give the lists of students with shortage of attendance to the exam cell and the lists should be displayed in notice board and counselling should be done to such students. Students should not be allowed to write the mid exams with poor attendance without proper reason.

### **Requirements and Proposals for Approval in AC**

1. Moderation through Grace marks

One percent (1%) of marks on the semester-wise aggregate marks for the papers for which a candidate has appeared for Semester End examinations shall be added as moderation marks to enable her to secure Course-wise pass or overall pass, wherever applicable.

OR

2. Moderation of results with grafting of marks:

There is no inbuilt 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.

**Proposed Examination reforms : wef Dec 2023**

- Online generation of Question Paper for Mids & Semester End Examinations – implementing initially for Common Majors during 2023-24.
- Maintenance of question bank as per learning levels & Cos.
- Training of teachers on generation of question bank.
- To end the services of existing Examination software vendor – Sri Manasa Solutions as per the resolution taken in staff council meeting on 2<sup>nd</sup> Aug 2023 due to non-implementation of online fee collections, and other digitalization issues regarding examinations. And to replace the vendor with other competent provider of examination software following the needed procedure.
- As part of reforms, the GCW(A), Guntur has adapted “Outcome based Education” from 22-23. As part of up gradation, the OBE will be implemented through software from the academic year 23-24 after finalizing quotations & other necessary approvals. And also training on OBE by the experts in Teaching – Learning edutech company.
- Implementation of major digitalization in exam cell like online generation of challans, Hall tickets, payment of fee etc through student portal.
- Upgradation of exam cell website to accommodate digitalization
- Implementation of Academic Bank of Credits with 21-22 admitted students.