

D.N.R.COLLEGE (AUTONOMOUS), BHIMAVARAM

EXAMINATION MANUAL

About Examination Section

As per the New Education Policy of the Government of India and according to the Revised Guidelines of the U.G.C – 1986 the Andhra University has conferred status of Autonomy of D.N.R College, Bhimavaram for Degree courses with effect from the academic Year 1987-1988

Staff of the Examinations Section

1. Sri.M. V. Raghupathi Raju, Principal(FAC)

Chief Controller of Examinations

2. Dr K.Bhaskara Rao

Dean of academic affairs

3. Dr.M.V.S.Prasad

Controller of Examinations

4. Sri D.Srinivasa Raju

Assistant Controller of Examinations

5. Sri A.V.Subba Rao

Junior Assistant

6. Sri K. Satish Kumar

Computer Programmer

7. Sri P.R.L.P. Varma

Computer Programmer

8. Sri K. Satyanarayana

Attender

9. Sri M. Vijaya Raju

Office Subordinate

Functions of Examinations cell

1. Filing the Syllabus and model question papers that are approved by the Academic council from time to time.
2. Sending offer letters to paper setters.
3. Filing the acceptance letters of paper setters and examiners from different colleges.
4. Collecting more than 3 sets of Question Papers– 2 months before the commencement of the examinations.
5. Issuing notice to the students for the payment of examinations fee – 30 days before the examination schedule.
6. Issuing examination Applications (with subjects, photo etc...) and chalanas – 30 days before the examination schedule.
7. Filing the received Applications and fee receipts
8. Announcing the Examination schedule (time-table) – 20 days before the examination schedule.
9. Preparation of nominal rolls of the registered candidates.
10. Issuing Hall Tickets Which is printed with exam dates – 7 days before the Examination schedule.
11. Issuing Invigilation Duty Slips for all examinations for Both Teaching & Nonteaching staff 2 days before the Examination schedule.
12. Preparation of room wise Nominal Rolls with Photo and Registration Number one day before the examination schedule.

13. Code Letter which was selected by Principal is stamped on required answer scripts.
14. Randomly selecting of one question paper Set out of 3 sets {prepared by subject experts from various colleges), in Autonomous Confidential Room (a day before the examination schedule)
15. Typing the Question Paper, copying it number of copies required and sealing it in a confidential cover.
16. Room allotment of the Students is displayed on the Notice Board 30 minutes before the scheduled time of the Examination.
17. The Question Paper Confidential Seal is opened only after taking the signatures of two invigilators on the question paper bundle 30 minutes before the scheduled time of the examination under the supervision of the Principal.
18. To avoid mistakes either in questions or in paper pattern, formal rechecking of the question paper is done by the subject expert concerned just before the question paper is handed over to the invigilator.
19. Examination halls for invigilators are assigned on lottery basis. (Every Examination Hall accommodates 24 Students).
20. Issuing the Question Papers, 24 Pages Answer Scripts with marked serial number and Students Seating arrangement sheet to the Invigilators 15 minutes before the Examination.

21. Every Answer Script contains **hidden marks**.
22. Additional Answer Sheets supplied, if necessary, to the students.
23. A computerized bell system makes the bell ring every half an hour as an alert to the students when the examination is going on.
24. No student is allowed to leave the examination hall until the examination time is over.
25. Two flying squads keep observing every examination hall throughout the examination period.
26. Examination Conducting Team Collect the Absentee's Statement from each examination room 30 minutes after the commencement of the examination.
27. Entering the Student Absents in **Examination Software** and prepare the Students absentee statement (After completing every examination)
28. Invigilators will submit the Answer Scripts after the completing the examination.
29. Verifying the scheme of valuation by the Head of the Department which is given by the Paper setter.
30. Subject wise Answer Scripts put in a order
31. Hand over to the coding staff. After completing the coding work the coding staff will cut the student filled in part of the face page of the answer script and hand over to the controller.

32. Coding number will be entered in computer against with Reg. Number.
33. A print out will be taken and it will be manually verified whether the given code number tallied with the register number.
34. The scripts are bundled with convenient number and a bundle slip will be pasted on each bundle.
35. Controller/additional controller of the examinations will distribute the answer script bundles to different subject experts from the different colleges for the valuation.
36. After completion of the valuation the controller/additional controller of the examinations will collect the answer script bundles.
37. Under the supervision of the controller/additional controller of the examinations the scrutiny members will scrutinize the answer scripts.
38. Entering the answer script final marks in Examination Software (After completing scrutiny) and take a print for verification with award list.
39. Through the Examination Software, decode the marks of the every student.
40. Conducting a meeting with the results committee consisting of the principle, controller of examinations, dean academic affairs and all heads of the departments and discuss the pass percentage and also to consider the proposal of giving moderation marks if necessary.

41. *Announcement of results.*
42. *Distribution of marks list by semester wise.*
43. *Generate consolidated marks memo for course completed students along with the provisional certificate signed by dean of examination of the college and university controller of examination of the affiliated university.*

Powers of the College Principal

The Principal of the college shall be the chairman of the AC and the Chief Controller of Examinations.

1. She/he shall be responsible for the preparation, scheduling and conduct of all examinations of the college. The execution of the same may be entrusted to the Controller of Examinations (CE) nominated by the Principal from among the permanent faculty members on the basis of potential of the person in accordance with the guidelines of the UGC and the person is to be formally appointed by the Government of Andhra Pradesh.
2. She/he shall have the responsibility and power to provide enough human resource for the timely completion of works related to the conduct of examinations and the publication of results.
3. The Principal shall have the power to convene meetings of the AC, Board of Studies and Examination Committee or any other authority of the college to discuss matters related to the conduct of examinations and the publication of results.

Functions of Board of Studies

- ☞ To suggest methodologies and road map for innovative evaluation techniques

- ☞ To design curriculum and prepare syllabi for the various programs.
- ☞ To suggest panel of names to the Academic Council of the college for the appointment of question paper setters and examiners.

EXAMINATION SYSTEM AND EXAMINATION CELL

Examination System

Examinations are planned according to the 'Regulations' designed separately for these programs by the Academic Committee and approved by the GC from time to time.

The evaluation of all semester papers (courses), theory / practical and project / dissertation shall be carried out in two parts, viz. 1) continuous internal evaluation and 2) end semester external evaluation. 25% of total marks will be set apart for the first component and 75% for the second.

The Examination Cell will conduct all examinations and issue mark lists with requisite security features. Adikavi Nannayya University will issue the final degree certificate as per the directions contained in the UGC and Government.

There shall be continuous and comprehensive evaluation of students through internal and external examinations.

End Semester external examination shall be conducted for theory / practical papers (courses) will be conducted as per the requirement of the

course. The guidelines set by the AC in the form of regulations shall be followed for the conduct and evaluation of the external examinations.

At least two internal examinations per semester and one end semester examination should be conducted. Remuneration for examination work shall be decided by the Finance Committee and should be approved by the GC. Parity with the rates existing in the parent university must be ensured in the process.

EXAM CELL, ITS POWER AND DUTIES

Controller of Examinations

The CE shall be responsible for the conduct of all examinations of the college. It shall be his/her duty to arrange the preparation, scheduling and conduct of end semester examinations of the college and to take care of other incidental matters. The CE, in the execution of his/her office, shall periodically report to the Principal in the performance of his/her duties.

The responsibilities of the CE include:-

- 1. The conduct of all continuous assessment tests and semester end examinations and it shall be his/her duty to arrange the preparation, scheduling, marking and reporting of all examinations and for the payment of remuneration to question paper setters and examiners and all other incidental matters connected with examinations.*
- 2. Direct superintending control over the examination wing including examination sections, examination confidential wing, examination stores, examination computer section and records.*
- 3. Taking decision on all matters related to examinations not falling within the powers of statutory officers of the college.*

4. Making necessary arrangements for the safe custody of office files connected with the conduct of examinations of the college, documents, certificates etc. by the officers under whom such documents are kept.
5. He shall convene meetings and issue notices to the board of examinations and committees appointed by them and conduct official communications thereof.
6. He shall keep the minutes of the Board of Examiners and all committees appointed by the said boards.
7. Take special care to see that secrecy and confidentiality are maintained in connection with examinations.
8. Payment of remuneration and travelling allowances to question paper setters and examiners, as per the provisions of the Autonomous Finance rules.
9. Take quick decisions as circumstances warrant with or without taking advice from subordinate officers.
10. Exercise control over valuation of the answer scripts.

Additional Controller of Examinations

1. Additional Controller duties shall include assisting the Controller of Examinations in various activities such as:
2. Membership in Examination Committee

3. *Be In-Charge of office staff of CE office and managing the assistants and office staff posted to assist the office works, involving physical exertion as and when needed.*
4. *Preparation of examination schedule and examination calendar by consultation with IQAC team.*
5. *Follow up of all examination related duties*
6. *Communications at various levels of examination planning, preparation, execution, valuation, tabulation and mark list printing and distribution*
7. *Preparation and printing of answer booklets for various examinations*
8. *Make sure the question papers are ready before examinations*
9. *Helping CE in all his activities (finding question paper setter, examiners, actual organization and implementation of examination system)*
10. *Availability of forms related to examinations is made ready well in advance (applications, hall tickets, challan, etc.)*
11. *Prepare a list of remuneration for all examination related activities (Question paper setters, invigilators, revaluation, recounting, supplementary examinations etc.) in consultation with the CE.*
12. *The answer scripts should be kept in the safe custody of the office of the CE for a period of two years after publication of the results.*

13. All other tasks required in the conduct of evaluation process, including hospitality.

Qualifications of Question Paper Setters

A person engaged in teaching with not less than three years of experience in relevant subject in College affiliated to Universities, including Adikavi nannayya University, shall be appointed to set question papers. Retired lecturers can also be included as question paper setter.

If question paper setters are not available as mentioned in the above clause, for special subjects such as fine arts, media & communication, technology etc., persons with five years of practical experience in relevant areas, could be considered.

The Principal reserves the right to approve appointments as question paper setters waiving the above requirements in exceptional cases and his/her action shall be reported to the Academic Council.

Appointment of question paper setter duties

Communications are to be sent to the setters requesting them to undertake the question paper setting work. The paper setters are required to set or sets of question papers along with scheme of valuation/ solutions

(if required) for each course. They may be advised to avoid repetition of questions. The following materials are to be sent along with the request.

- ☞ Copy of the guidelines for question paper setters
- ☞ Syllabus of the concerned course /courses
- ☞ Model question papers
- ☞ Text Books prescribed, if language papers are to be set
- ☞ Facing sheet and additional sheets for writing questions
- ☞ Bill forms for remuneration and TA/DA as applicable
- ☞ Covers required for sending question papers/ answer key properly labeled.
- ☞ Any other items to suit particular requirements, if necessary
- ☞ The question paper setters shall send the question papers with scheme of valuation/ solutions in separate covers properly labeled.
- ☞ He/she shall be responsible for the safe transmission of the papers to the CE.
- ☞ The CE shall request question paper setters they shall return the original manuscripts promptly in sealed covers in accordance with the instructions issued in this regard.
- ☞ The proceedings of question paper setters shall be treated as strictly confidential.

Instructions to Question Paper Setters

- All question paper setters are required to keep their appointments strictly confidential.
- Question papers can be sent to the Controller of Examinations.
- Hard and soft copies are preferable. Hand written questions shall be submitted in exceptional cases where the questions must be legibly written in the paper setters' own handwriting on one side of paper and shall contain no alterations, additions, or erasures as far as possible (Abbreviations of any kind shall be avoided). Special care must be taken in the delineation of mathematical signs and index figures.
- In the case of Sanskrit papers, only the Devanagiri script shall be used. If the person is CD providing, the used font should be copied in it.
- Each question paper must contain the name of the examination, the name of the subject, the total marks assigned, the duration of the paper and special directions as given in the model question paper provided. The marks assigned to each question shall be noted against the concerned question on the question papers except when it is stated that all questions carry equal marks. The maximum marks for the whole paper shall also be noted at the top of each question paper. Marks for sub-divisions of questions shall also be indicated.

- All the pages shall be numbered. While numbering the pages, the total number of pages shall also be indicated e.g.1/3, 2/3, 3/3 where 1, 2 etc refers to the numbers of pages and 3 the total number of pages.
- The questions shall be typed /written on blank sheets on one side of the paper only. The paper setter shall not sign his/her name or put his/her initials on any part of the sheets on which the questions are written.
- No question shall be set calling for a declaration of religious or political belief on part of the candidate.
- Questions must be set with relation to the prescribed program and the books recommended by the Academic Council of the College and must conform to the standard and syllabi laid down by the College. These papers shall be destroyed as soon as the question papers are finally prepared and sent to the CE.
- All the soft copies of the draft and question papers shall be deleted from the computer after sent to the Controller of Examinations.
- All questions shall be clear and unequivocal in language. They should be logical in terms of the form and nature of the answer expected. Questions shall not be farfetched, or beyond the scholastic level expected of the student. Questions are to be evenly distributed over

the whole course and cover all the prescribed texts, as specified in the syllabus.

- *Question papers shall prepared in such a manner so that a candidate, well prepared in the subject, can reasonably, answer the paper completely within the allotted time and secure full marks.*
- *Question paper setters after finishing the work of setting question papers shall send to the CE along with the remuneration bill at the earliest.*

General Conditions for the Appointment of Examiners

- 1. The appointment of examiners shall be made by the CE from the panel of examiners prepared by the BoS and approved by the AC.*
- 2. Generally, a person with a minimum teaching experience of three years in a college or university department eligible for appointment as examiner. However, this may be waived by the Chief Controller of Examinations in special cases.*
- 3. For selecting new examiners, the first preference shall be given to those with three years or more of teaching experience and who have not been appointed so far.*

4. No person above the age of 70 shall be appointed or allowed to continue as an examiner. However this can be waived by the Chief Controller of Examinations in special cases.
5. The willing examiners have to send their letter of acceptance to the CE.
6. The internal examiner (For Practicals) shall not decline the duty assigned under any circumstances unless exempted by the Principal on valid grounds. Teachers who decline to serve as examiners shall forthwith be asked to furnish their explanation for doing so.

Memorandum of Instructions to Examiners

The Examiners shall comply with the following instructions.

1. All routine correspondence relating to examinations shall be addressed to the CE,
2. Examiners are appointed by for valuing answer scripts and/or for conducting viva and/or practical examinations at the college during any session. Examiners appointed for any session of examinations shall hold office for that particular session only.
3. If examiners accept their appointment and then decline to work without citing reasons acceptable to the college (thus causing

- inconvenience to the college and dislocation of the time schedule) shall be debarred from the panel for a period of two years.
4. All examiners are required to keep their appointments and the marks/grades awarded by them strictly confidential.
 5. The appointment of examiners is offered on the distinct understanding that such persons have had no connection with any tutorial college or coaching institution during the two years previous.
 6. In case any member of the examiner's family or any near relative is appearing for the examination for which he/she is an examiner, the fact shall be promptly reported to the CE giving the name and register number of the candidate.
 7. All examiners in a subject should do their best to secure uniformity of marking. The examiners should use red coloured pen for valuation. They shall enter marks in the facing sheet and margin of the answer.
 8. Answers must be checked for a second time by examiner to verify that no answer to a question or a sub-division has been left out.
 9. If there are grave defects in the valuation, totaling/entering of marks, or inefficiency in the discharge of duties entrusted to them, action may be taken against him/her and will not be eligible for full remuneration and they will also be removed from the panel for a period to be decided by the college.

10. All valued answer scripts shall be sent by the examiners to the controller of examination concerned as directed.
11. The scheme of valuation along with answers shall be provided by the question paper setters for facilitating the valuation process.
12. Practical examinations will be held at the college from time to time as decided by the CE's office.
13. Answer scripts and mark sheets of practical examinations shall be submitted to the Controller of Examinations, immediately after all the practical examinations are over.
14. In the case of answer scripts of practical, there will be no revaluation; however, there shall be provision for scrutiny by the Controller.
15. Marks should be neatly and carefully entered in the mark sheets supplied by the CE office in the serial order of the register numbers of the candidates as given in the answer scripts. Fractions of marks in the total of each paper should be rounded off to the next integer, which alone should be entered in the mark sheets.
16. Examiners should take special care to see that there is no erasure, correction or overwriting of marking in the mark sheets as far as possible. If correction becomes necessary, it must be attested with full signature.

17. Marks should be written in words also. The word 'only' should be added in the case of marks awarded in round numbers such as 10,20,30 etc. and also in the case of single digit marks.
18. Every Examiner should sign on the mark sheets and face page of the answer book.
19. The examiners will submit the valued answer books and awarded marks immediately after the complete of the practical.
20. Travelling and halting Allowance will be paid only after receiving the T.A. bills and admitting claims. No advance of T.A. will be paid. Examiners are required to submit their T.A. bills in time to enable the college to settle the claim expeditiously.
21. Examiners who have sufficient reason to suspect malpractice on the part of any candidate or candidates should forthwith make all possible preliminary investigation and communicate with a written report to the CE immediately. The nature and possibility of punishment will depend largely upon the evidence furnished.

RESULTS COMMITTEE

1. When the tabulation of an examination is completed, the CE shall convene a meeting with all head of the departments.

2. The CE shall be given statistics of the results of pass percentage to all heads in the meeting. If the paper result is $< 30\%$, the concern subject Head not satisfied, he has to right to ask for revaluation.
3. The head of the departments have right to recommend 5% moderation of marks.
4. It shall be competent for the pass board to decide on the moderation of marks to normalize the results in comparison to the result of previous years with sufficient justification.
5. Special conditions, if any, for the award of moderation, such as class moderation, moderation to attain a specified percentage of marks, in cases of marginal deficiencies, etc. should be unambiguously recorded.
6. The principal has a right to give 5 marks moderation for the course completed candidate, who is failed only in one subject with less than 5 marks margin.
7. The CE shall submit the results to the Chief controller (Principal) for approval.
8. The results are announced with all details i.e. whole pass, subject wise pass, Grades etc.,

Publication of results

The final approved result of the examination shall be published. A list of candidates who have secured the first three ranks in each branch of examination shall be published along with the final result for the courses.

Issue of Consolidated Statement of Marks

All candidates who have appeared for an examination conducted by the college shall be issued a computerized consolidated statement of marks irrespective of the result of the examination.

Revaluation

There shall be provision for personal verification, photo copy of answer script and revaluation on payment of fee. A different examiner will value the paper. Better of the two will be the final mark. If the difference is more than 10% that script will be sent to third valuation. Considered the average mark of the two nearer marks.

Save A Year Examination

There shall be provision for SAY examination for all semester for failed candidates on payment of fee. This examination will be conducted just after publication of the corresponding normal end semester results. The

examination dates will be fixed along with normal time table. There is no Supplementary Examinations.

Tabulation Register

The entire process of calculating the final marks shall be automated using appropriate computer programs. The printed Consolidated Mark sheet and Provisional Certificate bearing with the signature of the Controller of examinations of Parent University, are distributed to course passed candidates within the 10 days from the announced date of the result.