

**SRR & CVR GOVERNMENT
DEGREE COLLEGE (A),
VIJAYAWADA - 04**



COE MANUAL

Introduction

The Office of the Controller of Examinations was established in accordance to the UGC Regulations for Autonomous Institutions in the year 2017 after the college was conferred the autonomy status. The institution is affiliated to the Krishna University and adheres to the norms prescribed by the University relating to Choice Based Credit System (CBCS), the computation of Semester Grade Point Average (SGPA), Cumulative Grade Point Average (CGPA), and the ten point Grading Scale. The CBCS was adopted in 2017 since autonomy. The 'autonomous' status grants the institution a considerable degree of flexibility with regard to the introduction of new courses, Value added courses, Diploma courses, revision of existing courses through enrichment of the curriculum, methodology of evaluation which are exercised after being approved by the Board of Studies and the Academic Council.

Conduct of Board of Studies, Academic Council, Finance Committee and Governing Body Meetings

Each department constitutes the Board of Studies as per the UGC regulations for Autonomous Institutions. Regular Meetings of the Academic Council, Finance Committee and Governing Body are held.

MISSION:

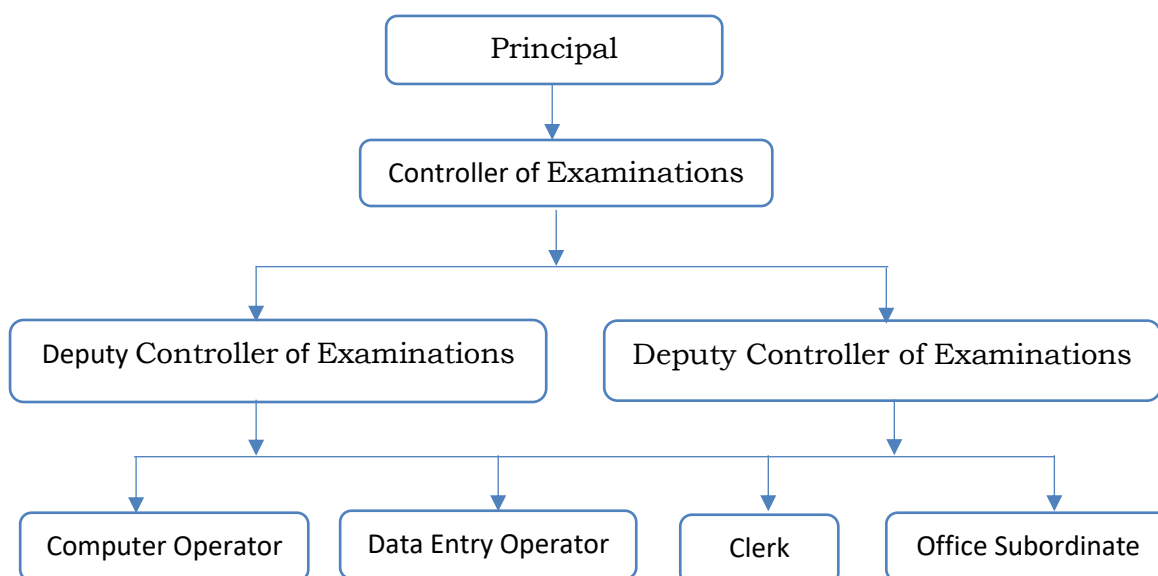
“To ensure quality sustenance in the evaluation process imbibing the principles of transparency, validity, accountability, timeliness, efficiency and effectiveness contributing to the attainment of the mission and vision of the College”.

The college offers 26 UG and 10 PG academic programmes. The prime responsibility of planning and conducting both Continuous Internal Assessment (CIA) and Semester End Examinations (SEE) for all UG and PG academic programmes is executed by the COE office in a centralised, systematic and transparent manner. Examinations are planned as per the academic calendar released in the beginning of the academic year. The COE reports to the Chief Controller of examinations/Principal and is assisted by the Deputy Controllers of Examinations and Support staff. The Examination Cell is a fully computerised, fool proof environment which conducts examinations in a confidential and transparent manner and makes the evaluation process in a highly confidential and professional environment. The

COE office is provided with the necessary infrastructure for its effective functioning. The COE prepares the schedule of Examination related activities from time to time which are communicated to the Heads of the Department and students through display on Notice Boards, circulars, mail sent to Institutional email ids and messages through What's app groups and website. The annual report provides a comprehensive overview of the activities of the COE office.

Organisation Structure of the Examination Section

The COE office plays a key role and is responsible for all activities relating to examinations, publication of results, award of grade sheets and other examination related documents. The Office of the COE has a vibrant team committed to extend relentlessly quality service to the students in all spheres of examination matters. The COE staff maintains the soft copies of student data, right from entry level until completion of the course. This office works along with an external partnering software agency, (outsourced since 2017), for all software applications and automation.



Examination Committee:

The Examination Committee shall have the final authority in matters relating to examinations. Composition of the Examination Committee;

The Examination committee consists of

- Principal / the Chief Controller of Examinations

- Controller of Examinations
- Deputy Controllers of Examinations

The Examination Cell was constituted with the following members for the Academic year 2021-22:

1. Dr. K.Bhagya Lakshmi, Principal	Chief Controller of Examinations
2. Dr.K.Sudhakara Rao, Lect. in Commerce	Controller of Examinations
3. Dr.J.Nageswara Rao, Lect. in Physics	Deputy Controller
4. Dr.C.Brahmaiah, Lecturer in Commerce	Deputy Controller

The Examination cell is constituted in the following manner. A panel of names is proposed for the appointment of the Controller and Deputy Controllers of Examinations by the Staff Council of the college and is placed before the Executive Committee of the college for selection. After the selection is made by the executive committee, the Principal appoints the Controller and Deputy Controllers of Examinations.

Apart from the central examination system every department has departmental examination committee comprising HOD and two senior faculty members in addition to the Internal Examination Committee.

Functions of Examination Committee;

- ✚ Lay the Examination guidelines according to the College and University.
- ✚ Propose reforms in the examination system of the college for improving the quality.
- ✚ Generating the Register Numbers for newly admitted students
- ✚ Generating the Programme Codes as well as Course Codes.
- ✚ Notifying the examination schedule and dates of various stages connected with the examinations.
- ✚ Fixing the timetable for conduct of the examinations.
- ✚ Provide necessary material towards conducting the internal examinations.
- ✚ Question paper setting as per the syllabi, model question papers approved in Board of Studies.
- ✚ Moderation of Question Papers to rectify, if any.
- ✚ Printing of question papers.

- ✚ Procurement of stationary, equipment and all the articles necessary for the conduct of examinations.
- ✚ Supply of Examination applications to the candidates.
- ✚ Processing of examination applications and generation of Hall tickets.
- ✚ Printing of Course-wise OMR sheets and D-Forms.
- ✚ Preparation of semester-wise Nominal rolls.
- ✚ Issuing of Answer Booklets to the Internal Examination Committee one day before of every exam.
- ✚ Handing over the question papers to the Internal Examination Committee half an hour before the commencement of the examinations.
- ✚ Receiving of Answer scripts and absentees' statement as per the D-forms supplied to the Internal Examination Committee.
- ✚ Coding of the answer scripts after the examinations and bundling the scripts.
- ✚ Undertaking valuation of answer scripts.
- ✚ Scrutiny of answer scripts.
- ✚ Computerising the marks.
- ✚ Processing and verification of marks with register.
- ✚ Announcement of results in-time through college website and placing on the Notice board.
- ✚ Notification for Recounting/Revaluation/Challenging Valuation.
- ✚ Printing and distribution of Grade Cards.
- ✚ Recounting/Revaluation/Challenging Valuation of answer scripts.
- ✚ Attending any kind of Grievances.
- ✚ Preparation of Consolidated Marks Memo and Provisional Certificates
- ✚ Submission of all data and marks to the University for the award of original degrees by the University.
- ✚ Maintenance of Tabulated Marks Register (TR) and Degree Registers.
- ✚ Conducting the Graduation Day.
- ✚ Maintenance of up-to-date records related to examination section.

Register Number Generation:

- ❖ To procure the Final Admission list for UG and PG Programme from the Office/ Admission Committee.
- ❖ Generation of Register Number:
 - 21202201 - Eight Digit Register Number in compliance with the notification of affiliating University.
 - 21 : First two digits represents the Admitted year
 - 202 : Next three digits represents the programme code i.e. B.Com (CA)
 - 201: Last three digits represents the student running number.

Preparation of Course Master:

- ✓ To obtain the list of courses with correct nomenclature / Marks segregation and type of examination (theory or practical) with syllabus and relevant credits allotted to each course acknowledged by Heads of the Programmes from the Academic Coordinator.
- ✓ To check the number of core, elective, language, skill (General & Special), Internship, projects with maximum marks and credits including the Interdisciplinary elective acknowledged by the Heads of various departments.

Generation of Course Codes:

To Group the courses as core, elective, supportive, skill (General and Special) and check whether it is theory or practical and generate the code accordingly.

The Course Code has been generated for first semester English subject i.e.

ENG 1001 – Old Syllabus

ENG N-1001 – New Syllabus

ENG; Represents English

1: Represents the semester number

001: Represents the Department Code

Inputs for Software Customizing for filling up of examination application form:

- ✚ List of Courses and list of students who are to appear for regular examinations.
- ✚ List of students who have arrears with course names.
- ✚ Examination time Table
- ✚ Photographs of all I year students with Name / Register Number.

RULES AND REGULATIONS:

The Examination Cell, in all its functions, is guided and regulated by the UGC rules of Autonomy, resolutions of the Examination Committee and the Academic Council of the college. As the college is affiliated to Krishna University, Machilipatnam, its rules are also followed in some cases.

a. Semester System:

Under the Autonomous set up, the College introduced Semester system. The syllabus for each semester and the examination pattern are approved with the help of Board of Studies (BoS) for each course. The College introduced CBCS pattern from the Academic year 2017-18. Consequently, the academic year is divided into two semesters.

- ✚ The first, third and fifth semesters span from June to November with a minimum of 90 instructional days excluding examinations.
- ✚ The second, fourth and sixth semesters span from December to April with a minimum of 90 instructional days excluding examinations.

b. Panel of question paper setters:

The meetings of BoS of different departments are conducted at least once a year. In their meetings, paper setters are selected and the same are submitted to the Academic Council for approval.

Criteria for the selection of Question Paper setter:

1. The paper setters should have at least 2 years of teaching experience in the paper.
2. They should be teaching the paper currently.
3. Faculty of other Autonomous colleges are given preference as paper setters.
4. A panel of paper setters is prepared for each subject by the departments.



c. Setting of question papers:

Every precaution is taken to set the question paper correctly and to maintain the secrecy. Each paper setter is supplied with the approved syllabus, model question paper and blue print. They are requested to furnish the scheme of valuation and solutions to numerical problems if any. The paper setter is requested to send a soft copy to Examination Cell mail ID and also is directed to send the hard copies to the examination section through speed post.

d. Moderation of Question Papers

Moderation is the process by which the Institution ensures the consistency of question papers within the framework of the syllabus, thereby ensuring consistency of assessment for all students. It also ensures that weightage within a module is appropriate and conforms to the blueprint and other guidelines issued by the Board of Studies, thereby ensuring fairness, accuracy and consistency in marking and the provision of results.

With this intention, the SRR & CVR Government Degree College (A), Vijayawada constituted the moderation committee from the Academic Year 2021-22.

Constitution of the Committee

The Chief Controller of Examinations shall appoint “Moderation Committee” for the purpose of moderation of question papers of the Semester End Examinations submitted by various papersetters / subject faculty.

Composition of the Committee

The Moderation Committee shall consist of: -

- the Principal, Chairman;
- the Academic Coordinator, Member;
- the Chairman of the concerned Board of Studies, Member;
- the faculty of the subject concern
- the Controller of Examinations, member Secretary.

Functions of the Committee

The moderation committee is required to do the following functions

- The Moderation Committee shall ensure that the questions are from within the syllabus and framed in a manner intelligible to the student
- shall ensure that the coverage and level of the question paper are appropriate and consistent with the curriculum and assessment framework
- shall ensure that the question paper contains no ambiguity and the wording of each question is precise, definite and easily understandable
- shall ensure that the rubric for the question paper is correct
- shall ensure that the question paper model conforms to the scheme of evaluation submitted by the paper setters.
- shall ensure that the scheme of evaluation is sufficiently flexible and detailed
- shall ensure that there are no spelling mistakes or other errors in the question paper.

In case, the moderation is done in a question paper is more than 30% (not merely edited), the case shall be reported with full justification to the Chief Controller of Examinations, who shall have the power to change the paper, if necessary.

After moderation, the question papers and other material will be sealed intact in the presence of all members.

Prohibitions and security requirements

As the Moderation Committees' work is secret in nature, members must meet certain security requirements.

- They must take all necessary measures to ensure the security and confidentiality of the examination papers and other material they are working on.
- The members must not disclose their appointment to any unauthorised person.
- The members must not carry mobile phones or any other communicative gadgets where the moderation committee meeting is going on.
- Failure to preserve the secrecy of all information and examination materials/documents classified as confidential will be viewed seriously and shall be liable for disciplinary action.

Remuneration

The chairman and members of the Moderation Committee will be paid sitting allowance as per existing rules of the Institution from time to time.

e. Printing of Question papers:

1. The preparation and printing of question paper is done a day before the commencement of the examination with proper communication from the CCOE pertaining to set number.
2. The following details are added on the top of the question paper
 - a) Name of the college
 - b) Semester number
 - c) Full title of the paper
 - d) Date and Question paper code and
 - e) Maximum marks and time limit.
3. After printing of the question papers, they are packed, sealed and stored in the strong room of the examination section.
4. Handing over the question papers to the Internal Examination Committee half an hour before the commencement of the examinations.

f. Submission of examination applications:

- ✚ The examination fee notification is issued one month before the commencement of the examinations and which is communicated through college's public addressing system and placed in the notice board as well as in the examination section website also.
- ✚ The examination fee will be paid through payment gateways only.
- ✚ Minimum of 15 days time is given to the students for the payment of examination fees without penal fees and later with a penal fee will be charged.
- ✚ Under the Tatkal system, the student will be allowed to pay the examination fee one day before of the commencement of exam with the payment of Tatkal fee.

g. Issue of Hall Tickets:

- ✚ Hall tickets are generated duly checking the subjects and papers opted by the candidates.



- ✚ Computerized hall ticket is being issued to students with the data submitted with the application.
- ✚ The hall tickets are available to the students in web portal one week before the commencement of the examinations.
- ✚ If a candidate forgets to bring the hall ticket or if it is lost, a duplicate hall ticket is issued.

h. OMR Based Answer Sheets:

- ✚ OMR Based answer sheet system was introduced from the academic year 2017.
- ✚ OMR sheets are given to each candidate for each subject.
- ✚ OMR sheets are stapled to answer booklet before commencement of exam.
- ✚ OMR sheets contain three parts.
- ✚ Part I containing student's bio data i.e. name of the student, Register No., name of the subject, group, semester, date of exam, student photo and Signatures columns of student and invigilators. This part is teared off at the time of coding.
- ✚ In part II, Examiners post the question wise marks and total marks. In this part Examiner is signed. Only this part is remaining with answer script.
- ✚ After verify the question wise marks in part II, the scrutiniser entered the correct marks and signed in part III. Examiner also signed in this part. This part is compared with the marks awards list.

i. Distribution of answer scripts:

After staple the OMR sheets to answer scripts, these scripts are handed over to the Internal Examination Committee one day before the commencement of examination.

j. Coding of Answer Scripts:

D-form will be supplied to the examination sections so that they return the answer scripts according to D-Form.

- ❖ The Chief Superintendent hands over the answer scripts to the examination cell on the same day after the examination is over along with absentee's statement.
- ❖ The answer scripts are coded on the same day according to OMR sheets.
- ❖ The coded answer scripts are kept in sealed packets as bundles and



preserved in the safe custody of the Controller of Examinations.

- ❖ After the examinations are over the answer scripts are taken to different colleges for valuation.

k. Evaluation of Answer Scripts:

- ✚ The valuation of answer scripts is done by external examiners from the panel approved by the Board of Studies and Academic Cell.
- ✚ The staff members who are actually teaching the paper correctly are appointed as examiners.
- ✚ Only lecturers with at least 5 years of teaching experience are appointed as examiners. A time of 7 to 10 days given for valuation.
- ✚ The answer scripts are brought back after valuation and preserved in the examination cell.

1. Scrutiny of Answer Scripts

- ✚ Each answer script is thoroughly scrutinized and checked for mistakes in totaling of marks, carry forward and any answer not valued.
- ✚ Whether the total marks displayed in the given paper matches with the marks awarded to the candidate on the cover page of the answer book.
- ✚ Whether the question-wise marks awarded to all the questions inside the answer book are correctly carried over on the cover page.
- ✚ Whether the total of the question-wise marks on the cover page is correct.
- ✚ Whether all the answers in the answer book have been assessed by the examiner. If any question or part of it in the answer book is observed to be un-assessed, the same shall be got assessed from the examiner in the subject and additional marks, if any, awarded shall be then carried, noted and added on the cover page also and accordingly the total of the marks shall be corrected.
- ✚ The marks in part II of OMR sheets are noted in part III of answer scripts and verified with awards list.
- ✚ The marks will be computerised and marks galley will be prepared.



m. Practical Examinations

- ✚ Practical Examinations are to be conducted with one external and one internal examiner in every paper.
- ✚ External Examiners will be given TA & DA as per the norms given by the affiliating University, Machilipatnam.
- ✚ Practical Examination is to be conducted at the end of the every semester.
- ✚ Practical Internals introduced from the academic year 2017-18.
- ✚ Maximum marks for external is 60 and maximum marks for Internals is 40. Internal practical is to be conducted with internal examiners.

n. Declaration of Result

- ✚ The declaration of result is usually around three to four weeks from the end of examinations.
- ✚ Results are declared in web-site (online results)

o. Declaration of Class:

- ✚ Successful candidates shall be placed in 3 classes on the basis of the aggregate.
- ✚ Grading and Credit system will be introduced during the academic year 2017-18.
- ✚ Marks obtained by them in all the examinations.
- ✚ If the completion takes more than three years only III class is awarded.
- ✚ In part II the aggregate marks obtained in all the group subjects in six semester end examinations during the course of study of 3 Years irrespective of the number of appearances to complete the subjects.
- ✚ The first class consists of those obtaining not less than 60%.
- ✚ The second class consists of those obtained not less than 50%, but less than 60%.
- ✚ The III class consists of all the rest of the passed candidates.

p. Issue of Marks Memorandum

- ✚ Marks memorandums are issued separately for each semester end examinations.
- ✚ At the end of sixth semester a Provisional certificate and CMM including the marks of all the previous appearances is given to the students.



q. Certain Concessions for HI/OH/Visually Challenged students:

The following concessions to be implemented for Hearing Impaired/Orthopedically handicapped/Visually challenged students.

- ✚ Exemption from payments of examination fee
- ✚ The exemption to study only one language
- ✚ A scribe will be arranged for each blind candidate to write down the answer dictated by the blind candidate.
- ✚ The student appointed, as a scribe should belong to a different subject other than the subject in which the blind candidates taking the exam.
- ✚ Half-an-hour extra time each subject be extended to write examination papers and have to necessarily use scribe.

r. Regulations for sports person, NCC cadets and NSS volunteers:

- ✚ Re-exam of internal exams will be conducted if the student has participated in a tournament or training.
- ✚ 1% grace marks will be given to the meritorious players for pass percentages in the subjects on the recommendation of physical directors.
- ✚ 5% grace marks will be given to medal winners at South Zone Level, Inter University level tournaments and NCC cadets and NSS volunteers who participated in State Level Republic Day/Independence Day celebrations.
- ✚ 10% grace marks will be given to Medal winners at National Level / International level and NCC cadets and NSS volunteers who participated in National Level Republic Day/Independence Day celebrations.

s. Pass Mark Regulations:

- ✚ CBCS pattern is introduced in the academic year 2017-18.
- ✚ In CBCS system 10 point scale evaluation is followed.
- ✚ Examinations are conducted in Continuous Internal Assessment (CIA) and Semester End Examinations (SEE) pattern.
- ✚ CIA is for 40 marks and SEE examinations are for 60 marks.
- ✚ The student has to secure a minimum of 40 % marks in CIA & SEE exams to pass in a particular paper.



t. Revaluation of Answer Scripts

- ✚ The students are permitted to apply for revaluation of their answer scripts if they are not satisfied with their first valuation. The students are required to pay the prescribed amount for each paper separately in which they seek revaluation.

u. Supplementary Examinations

- ✚ There are no supplementary examinations from the Academic Year 2017-18. The students have to write the supplementary exams, if any, along with regular examinations conducted at the end of each semester.

v. Instant Examinations

- ✚ Instant examinations are conducted only for the III Year regular outgoing students only. The exams are conducted for any two papers in all semester.
- ✚ No revaluation/recounting/ challenging valuation will be allowed.

w. Suspected Malpractice cases

- ✚ These cases are to be dealt as per University Guidelines. SMP Verification Committee consists of the Principal, the Controller of examinations and three Academic Council members.

x. Condonation of Attendance:

- ✚ The students should put in at least 75% of attendance to be eligible to write for the semester end examinations.
- ✚ A student cannot be promoted for next semester unless he pays the required examination fee, even though he puts in the required percentage of attendance.
- ✚ The Principal is authorized to condone the shortage in attendance in deserving cases, on collection of a fee prescribed. However, the student should have to put in a minimum attendance of 60% in aggregate of the total number of periods worked for that course.



y. Over All Credits and Grading System:

The College resolved to implement Credit/Grade system w.e.f. 2017-18 admitted batch of students in all degree programmes with the following guidelines keeping in view the present semester system and CBCS pattern.

The theory allocation and work load for degree programmes is as follows:

1 hour/week	1 Credit
2 hours/week	2 Credits
3-4 hours/week	3 Credits
5-6 hours/week	4 Credits

Award of Grades:

After each subject is evaluated for 100 marks, the marks obtained in each subject will be converted to a corresponding letter grade as given below, depending on the range in which the marks obtained by the student fall.

Structure of Grading of Academic Performance

Range in which the marks in the subject fall (%)	Grade	Grade points Assigned
≥ 90	O (Outstanding)	9.0 - 10
80-89	A (Excellent)	8.0 - 8.9
70-79	B (Very Good)	7.0 - 7.9
60-69	C (Good)	6.0 - 6.9
50-59	D (Average)	5.0 - 5.9
40-49	E (Below Average)	4.0 - 4.9
< 40	F (Fail)	0
Absent	Ab (Absent)	0

z. Calculation of CGPA and SGPA

The UGC recommends the following procedure to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e.

$$SGPA (S_i) = \sum(C_i \times G_i) / \sum C_i$$



where C_i is the number of credits of the i th course and G_i is the grade point scored by the student in the i th course.

- ✚ The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e.

$$\text{CGPA} = \frac{\sum(C_i \times S_i)}{\sum C_i}$$

where S_i is the SGPA of the i th semester and C_i is the total number of credits in that semester.

