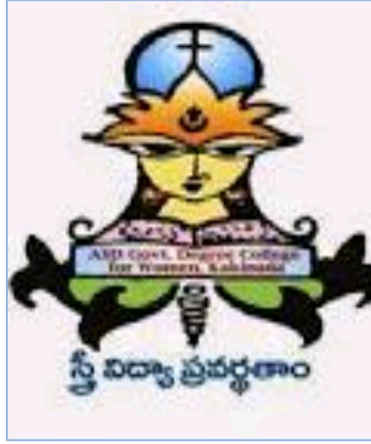


A.S.D. Government Degree College for Women (Autonomous), Kakinada

(Affiliated to Adikavi Nannaya University, Rajamahendravaram)



Estd.1962

EXAMINATIONS - RESULTS POLICY

revised in **2022-2023**

EXAMINATION SYSTEM & EXAMINATION CELL

Examination system:

UG examinations are planned according to the 'Regulations' designed and approved by Academic Council and ratified by Governing Body from time to time. Each Department prepares various modules in syllabi and model question papers are designed based on the said regulations got approved in BOS.

The evaluation of all courses, i.e., theory, practical and project / Internship viva-voce shall be carried out in two parts, viz.

1. Continuous Internal Assessment (CIA)
2. Semester End External Evaluation (SEE).

From 2015-2016 to 2021-2022 admitted batches, the ratio of CIA and SEE is 25:75 and from 2022-2023 admitted batch onwards, the ratio is revised to 40:60 with the approval of Academic Council and Governing Body. The Examination Cell conducts all Examinations through Examination Committee and issues mark lists by adhering to norms. Adikavi Nannaya University, Rajamahendravaram issues the Original Degree certificates.

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

Examination Procedure:

. I. Conduct of Examinations:

Semester End Examinations are conducted with the cooperation Examination Committee, Invigilators and office staff deployed for examination work.

I.1.Semester End Theory Examinations: By appointing invigilators, observers (senior faculty members), squad, the examinations are conducted in a scheduled time.

I.2. Internal Assessment Test for 25 Marks:

The College got Autonomous status in 2015 and has been offering all the UG programmes with 25% internal and 75% External evaluation as per the norms of affiliated university by following CBCS pattern.

S.No	Student centric activity	Marks allocated
1	Mid semester examinations (2 per each semester @15 marks each and average is taken)	15
2	Assignments (5 per each semester)	5

3	Class room seminar	5
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In the BOS meetings of all the departments it was resolved to allocate 1 hour for internal and 3 hours for semester end examinations. This pattern was followed up to 2021-2022 admitted batch.

From 2022-23, with the approval AC and GB, Internal Assessment and External Assessment pattern has been changed from 25:75 to 40:60, 40% marks from CIA and 60% from semester end examination. 2022-23. From 2021-22 the CIA pattern is changed as follows:

MID I	MID II	Total (Mid I + Mid II)	Assignment (II)	Seminar /GD/Field trip (III)	Clean & Green/ Attendance (IV)	Total (I+II +III+IV)	Scale down to
20	15	35	5	5	5	50	25 or 40

Duration of the examination is changed from 1 hour to 1.30 hours.

II. Coding of Answer Scripts:

1. The Chief Superintendent hands over the answer scripts to the Examination Cell on the same day after the examination is over.
2. Generated code numbers are allotted and printed on the upper and lower part of the answer scripts.
3. The answer scripts are prepared for valuation by removing the upper part of the answer script.
4. The upper part of the answer sheet having Regd. No., S. No. of the booklet are preserved.
5. The prepared answer script bundles are kept in sealed packets and preserved in the safe custody of the Controller of Examinations.
6. After the completion of coding process, the answer scripts are taken to different colleges for external evaluation.

III. Evaluation of Answer Scripts:

1. The valuation of scripts is done by external examiners within a period of 7 to 10 days for valuation of a bundle consisting of maximum 110 papers.
2. The answer scripts are brought back after the valuation and preserved in the Examination Cell for further process.
3. The answer scripts are kept in safe custody for a minimum of 3 years after completion of the Examinations.

IV. Scrutiny of Answer Scripts:

Each answer script is thoroughly scrutinized and checked for

- a) Mistakes in totaling of marks.
- b) Any answer not valued by the examiner etc.

V. Declaration of Results:

The gap between the end of examinations and the declaration of Results are usually around two to three weeks.

VI. Pass Mark Regulations:

- a. The student required to attain at least 40% marks by combining internal and external assessment.
- b. A minimum 35% mark is required in case of external assessment.
- c. No minimum pass mark is fixed for the internal assessment.
- d. A student who fails to secure overall 40% should reappear for supplementary examination.
- e. PWD students pass percentage reduce from 40% to 30%.
- f. Candidate is allowed to appear for supplementary examination with the same syllabus prescribed for her period of study for a span of two years only. If fails to finish the course with in this period she must write examination with existing syllabus.

VII. Grafting system:

Grafting of Marks is adopted from 2022-2023 for the students who failed in the examinations. Grafting of marks is done with a minimum of 2 marks for each course for a maximum of 2 courses which benefits the students with no backlogs.

VIII. Award of Grades:

The grades and grade points are given as detailed below:

CBCS Pattern

Range of marks (%)	90-100	80-89.99	70-79.99	60-69.99	55-59.99	50-54.99	40-49.99	>40
	Outstanding	Excellent	Very good	Good	Above average	Average	Pass	Fail
Grade	O	A ⁺	A	B ⁺	B	C	D	F
Points	10	9	8	7	6	5	4	0

IX. Grievance/ Revaluation and Re-totaling:

1. The candidate can apply for revaluation or re-totaling of scripts within 15 days after the declaration of the results.
2. Revaluation is allowed only for Theory Examinations.

3. Revaluation is done as per the rules approved by Governing Body.

X. Suspected Malpractice cases:

Malpractice cases are dealt as per the resolutions taken in the Governing Body Meeting.

XI. Attendance Policy:

1. The students should put in at least 75% of attendance to be eligible to attend the semester end examinations.
2. A student is promoted for next semester, only when she pays the prescribed examination fee, even though she puts in the required percentage of attendance.
3. The Principal can relax the attendance eligibility by 10% for those students who could not attend the classes due to ill health or any other valid reason on submission of Medical Certificate and with a condonation fee of Rs.500.

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