

MAHARAJAH'S COLLEGE (Autonomous)

Accredited by NAAC with 'B' Grade Listed u/s 2(f) & 12(B) of UGC Act 1956.

(Affiliated to Andhra University, Visakhapatnam)

Vizianagaram-535005, Andhra Pradesh



Estd in 1879

EXAMINATION CELL POLICY DOCUMENT

&

EXAMINATION MANUAL

Notification or Govt. order on Autonomy

The Autonomy is confirmed by UGC on Maharajah's college, Vizianagaram with the letter No. 7.14-7/87(UPN) on 11-05-1987 and the Autonomous Examination work was started from the academic year 1987-1988.

Members of Manual committee

Prof.M.Sambasivarao, Chief Controller of Examination

Sri. G.Sreenivasarao, Controller of Examinations

Sri. R.Ramu, Assistant Controller of Examinations

Sri. N.Dharmarao, Assistant Controller of Examinations

Sri. G.Chandrasekhararao, Assistant Controller of Examinations

Examination Cell Advisory Committee

Prof.M.Sambasivarao, Chief Controller of Examination

Sri. G.Sreenivasarao, Controller of Examinations

Prof. K. V. L. Raju, Correspondent, MEI, Vizianagaram

Sri P. Satyanarayana Rao, Convener, Academics & In-charge of Physics

Sri V. Babji, In-charge of Chemistry, M.R.College(A)

Dr. P. Madhu, In-charge of Commerce, M.R.College(A)

Sri S. Naveen kumar, In-charge of Computer Science, M.R.College(A)

Sri D. Sanyasi Rao, In-charge of History, M.R.College(A)

Dr. P. Atchutarao, Associate Professor, Department of Chemistry, Coordinator of IQAC

Dr. P. Ganapathi Rao, In-Charge of Dept. of Geology, Convener, Accreditation and Establishment

Preface on Examination Manual

We have incorporated all requisite provisions for the planning, conduct, evaluation, and result declaration of internal and external examinations of UG students under the purview of autonomous status with effect from 1987-1988 admitted batch. The basic orders/rules regarding examination fees, attendance and ratio of internal-external examination components framed in 2006-2007 by following Andhra University, Visakhapatnam rules and regulations, there after revising time to time. The University Grants Commission extended Autonomous status through **No. F.2-10/2023(AC-Policy) dated: 31-05-2023**. Our aim is to streamline and optimize the examination system and bring out results at the earliest for the benefit of the student community in pursuing higher studies or seeking employment. It also aims to facilitate credit transfer as per NEP 2020.

Controller of Examinations

MAHARAJAH'S COLLEGE (AUTONOMOUS)

CHAPTER - I

EXAMINATION CELL & STATUTORY BODIES

1.1 Governing Body

1.1.1 Functions of Governing Body

1.2 Academic Council

1.2.1 Functions of the Academic Council

1.3 Board of Studies

1.3.1 Functions of Board of Studies

1.4 Finance Committee

1.4.1 Powers and Responsibilities of the Finance Committee

CHAPTER -II

EXAMINATION SYSTEMS & EXAMINATION CELL

2.1 Examination system

2.2 Examination Cell

2.2.1. Constitution of Examination Cell

2.2.2 Rules and Regulations

- UG Regulations
- PG Regulations

2.3 Job Roles

2.3.1 Chief Controller / Principal

2.3.2. Controller of Examinations

2.3.3. Assistant Controller of examinations

2.3.4. Convener of Examinations & Members

2.3.5. Observers & Squad

2.3.6. Invigilators

2.3.7. Instructions to Candidates

2.4. Functions of the Examination cell

CHAPTER -III

PREPARATION FOR THE EXAMINATIONS

- 3.1. Appointment of various Panels
- 3.2. Panel of Question Paper setters
 - 3.2.1. Eligibility criteria for Question Paper Setters
 - 3.2.2. Instructions to Question Paper Setters
 - 3.2.3. Appointment of question paper setters and their duties
- 3.3. Panel of Examiners
 - 3.3.1. Appointment of Examiners
 - 3.3.2.. Terms for Appointment of Examiners
 - 3.3.3. General Instructions and Duties of Examiners
- 3.4. Chief Examiner (valuer) Board
- 3.5. Scrutiny Board
- 3.6. Practical / Viva Voce Board
- 3.7. Pass Board

CHAPTER –IV

CONDUCT OF EXAMINATIONS

- 4.1. Pre Examination System
 - 4.1.1 Semester System
 - 4.1.2 Registration of Examination
 - 4.1.3 Setting of Question Papers
 - 4.1.4 Checking the Question Papers
 - 4.1.5 Submission of Examination applications by the candidates
 - 4.1.6 Issue of Hall Tickets
- 4.2. Conduct of Examinations
 - 4.2.1. Sem End Theory Examinations
 - 4.2.2. Internal Examinations & Semester End Lab Examinations
 - 4.2.3. Conduct of Projects
 - 4.2.4. Conduct of Supplementary Theory Examinations
 - 4.2.5. Malpractices during the conduct of examinations

4.2.6. Postponement of examinations under emergency circumstances

4.3. Post Examination Works

4.3.1. Coding of Answer Scripts

4.3.2. Evaluation of Answer Scripts

4.3.3. Scrutiny of Answer Scripts

4.3.4. Moderation

4.3.5. Results Processing and Publishing

4.3.6. Procedure Pertaining to Revaluation of UG & PG Examination

4.3.7. Tabulation and Declaration of Results

4.3.8. Printing and issue of Grade Memo's

4.3.9. Issuing Transcripts

4.4. Declaration of Results

4.4.1 Pass Mark Regulations

4.4.2 Grafting System

4.4.3. Award of Grades

4.4.4. Grievance/ Revaluation and Re-totaling

4.4.5 Suspected Malpractice cases

4.5. Attendance Policy

4.6. Examination Fee

CHAPTER -V

I.T. INTEGRATION

- I. Best Practices of the Examination Cell
- II. Vision Plan for the next three years

CHAPTER- VI

MISCELLANEOUS

6.1 Condonation of shortage of Attendance

6.2 Cancellation of Examination

6.3 Promotion to the next higher semester

6.4 Certificates

6.5 Register of Candidates

6.6 Important Registers to be maintained in the CE's Office

CHAPTER- VII

ANNEXURES

- 7.1. Conferment letters of Autonomous status to Maharajah's college by UGC
- 7.2. Examination Fee and Remuneration and Honorarium for staff details
- 7.3. Terms and Conditions of Online payment and Refund Policy
- 7.4. SOP for Retention and Disposal of Examination Papers and Records
- 7.5. Grievance Policy
- 7.6. Application Forms

CHAPTER-I

EXAMINATION CELL & STATUTORY BODIES

1.1. Governing Body:

The Governing Body (GB) of the college, constituted as per the guidelines of the University Grants Commission, and it functions as the executive authority of the institution. The GB is empowered to create academic guidelines and issue directives to ensure the effective and credible conduct of examinations.

The constitution of Governing Body:

Number	Category	Nature
5 Members	Management	Trust or Management as per the constitution or byelaws with the chairman or President/Directors as the Chairperson.
2 Members	Teachers of the college	Nominated by the Principal on seniority by Rotation.
1 Member	Educationist or industrialist	Nominated by the Principal for two years
1 Member	UGC Nominee	Nominated by UGC
1 Member	State Government nominee	Nominated by the State Government
1 Member	University Professor	Nominated by the University
1 Member	Principal of college	Ex-Officio member

Term: Two Years except for the UGC Nominee whose term will be a full six years.

Meeting: At least twice a year.

1.1.1 Functions of Governing Body:

Subject to the existing provision in the bye-laws of respected college and rules laid down by the state government the Governing Body of the above college shall have powers to-

- a. Approving the policies for conducting examinations for each academic program and publishing the results and issue of mark lists to the students.
- b. Ratification of examination results to be submitted to Andhra University, Visakhapatnam for the awarding of original degrees.
- c. Fix the fees and other charges payable by the students of the college on the recommendations of the Finance committee.
- d. Approving the annual budget of the Examination Cell and proposals recommended by the Finance Committee.
- e. Ratification of previous year's Financial Statements.
- f. Approve institution of new programmes of study leading to Degree and/or Diplomas.

g. With the input from the Academic Council, institute of medals and certificates for ranks and distinctions during the Graduation Day ceremony.

1.2. Academic Council:

The Academic Council (AC) is the principal academic body of the autonomous college, headed by the Principal. It is responsible for overseeing and coordinating the academic programs and policies of the college, ensuring the maintenance of high standards in teaching and learning, examinations, evaluation, and related activities.

The Constitution of Academic Council:

1. The Principal (Chairman)
2. All the Heads of Departments in the college
3. Four teachers of the college representing different categories of teaching staff by rotation on the basis of seniority of service in the college.
4. Not less than four experts/academicians from outside the college representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering, Sciences etc., to be nominated by the Governing Body.
5. Three nominees of the university not less than Professors.
6. A faculty member nominated by the Principal (Member Secretary).

The Academic Council operates within the framework of the guidelines given by University Grants Commission.

Term: The term of the nominated members shall be Two Years.

Meeting: At least twice a year.

1.2.1 Functions of the Academic Council:

Without prejudice to the generally of functions mentioned, the Academic Council will have powers to:

- a) Scrutinise and approve proposals with or without modification of the Boards of Studies with regard to courses of Study, Academic Regulations, Curricula, Syllabi and Modifications thereof, Instructional and Evaluation Arrangements, Methods, Procedures relevant thereto etc., provided that where the Academic Council differs on any proposal, it will have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.
- b) Make regulations regarding the admission of students to different Programmes of Study in the College.
- c) Make regulations for Sports, extra-curricular activities, and proper maintenance and function of the Playgrounds and Hostels.
- d) Recommend to the Governing Body proposals for institution of new Programmes of Study.

- e) Recommend to the Governing Body Institution of Scholarships, Studentships, Fellowships, Prizes and Medals and to frame regulations for the award of the same.
- f) Advise the Governing Body on suggestions pertaining to academic affairs made by it.
- g) Perform such other functions as may be assigned by the Governing Body.

In relation to the conduct of examinations, the Academic Council has the following powers and responsibilities:

- a. Submitting proposals to Governing Body on all academic matters for approval.
- b. Formulating, amending or repealing regulations, with the approval of the Governing Body.
- c. Establishing or modifying regulations for the conduct of examinations.
- d. Prescribing the courses of study and the scheme of examinations.
- e. Setting qualifications and criteria for student admissions to various programs and examinations, including conditions for granting exemptions.
- f. Defining the criteria for evaluating student performance and classifying them based on their examination results.
- g. Determining the equivalence of examinations, degrees and certificates from other universities, institutes, and boards.
- h. Arranging the conduct of examinations and deciding on any remuneration for individuals involved in examination-related work.

1.3. Board of Studies:

Composition of Board of Studies:

1. Head of the Department concerned (Chairman).
2. The entire faculty of each specialization.
3. Two subject experts from outside the Parent University to be nominated by the Academic Council.
4. One expert to be nominated by the Vice-Chancellor from a panel of six recommended by the college principal.
5. One representative from industry/corporate sector/allied area relating to placement.
6. One postgraduate meritorious alumnus to be nominated by the principal. The Chairman, Board of Studies, may with the approval of the principal of the college, co-opt:
 - (a) Experts from outside the college whenever special courses of studies are to be formulated.
 - (b) Other members of staff of the same faculty.

1.3.1 Functions of Board of Studies:

The Board of Studies of a Department in the college shall:

- a) Prepare syllabi for various courses keeping in view the objectives of the college, interest of the stakeholders and national requirement for consideration and approval of the Academic Council;
- b) Suggest methodologies for innovative teaching and evaluation techniques;
- c) Suggest panel of names to the Academic Council for appointment of examiners;
- d) Coordinate research, teaching, extension, and other academic activities in the department/college.

Term:

The term of the nominated members shall be Two Years.

Meeting:

The principal of the college shall draw the schedule for meeting of the Board of Studies for different departments. The meeting may be scheduled as and when necessary but at least once a year.

1.4. Finance Committee:

Finance Committee is one of the statutory committees is constituted the college as per the rules and regulations of the UGC. It is the apex authority at college level to sanction, approve and ratify all transactions related financial aspects. Finance Committee meets yearly twice to discuss and frame guidelines to disburse funds and grants available at the college level.

Composition of Finance Committee:

- a) The Principal (Chairman).
- b) One person to be nominated by the Governing Body of the college for a period of two years.
- c) Finance Officer of the affiliating University
- d) One senior-most teacher of the college to be nominated in rotation by the principal for two years.

1.4.1 Functions of Finance Committee:

- a. Approval of Yearly Budget of the Examination Cell approved in Examination Cell Committee.
- b. Ratification of previous year financial statements i.e., Balance Sheet, Income and Expenditure Statement and Receipts & Payments account.
- c. Revision of Fee structure to students, Honorarium and Remuneration of invigilators, Question paper setters and Examiners from time to time.
- d. Submission of proposals and resolutions approved in Finance committee meeting to Governing Body for its approval.

CHAPTER –II

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 on the basis of 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.

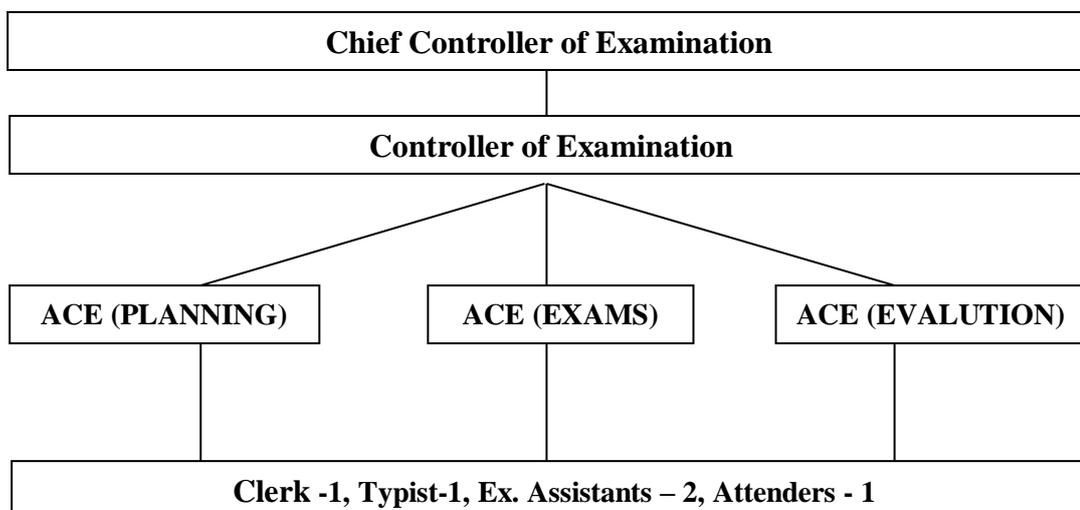
1. Continuous Internal Assessment (CIA)
2. Semester End External Evaluation (SEE).

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. Andhra University, Visakhapatnam 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. There shall be provisions for grievance redressal at two levels: -

- a. At the level of the course, teacher concerned w. r. t. CIA
- b. At the level of the college, an examination committee consisting of the CCoE, CoE and other members’ w.r.t. SEE.

2.2. Examination Cell:



INFRASTRUCTURE:

SL.NO.	ITEM NAME	NO.OF QUANTITY
1	Examination Software	2
2	Xerox machines	B/W -4, COLOUR-1
3	Gestetner printer	2
4	Desktop computers	6
5	Laptops	2
6	Scanner	1
7	Bar code scanner	3
8	Bar code reader	4
9	Printers	1
10	UPS (2 KV)	2
11	Generator(20KV)	1
12	External Hard Disk (1TB)	1
13	AC's (2.5 Ton)	3

In accordance with the UGC guidelines for autonomous colleges, shall constitute an Examination Cell headed by CoE who is a permanent faculty member approved and ratified by the Governing Body and Three Assistant Controller of Examinations nominated and appointed by the Principal as per the recommendations of the Staff Council. The tenure of CoE and ACoE is two years as per the UGC norms.

The Examination section is a confidential section responsible for the conduct of Internal and External Examinations, Evaluation, publication of results, maintenance of student data. The examinations are conducted strictly adhering to academic calendar of the institution.

The examination cell came into existence on 01-12-1987 and the following members acted as Principal & CoE :

- 1.Sri. M.V.Jaganadha Rao,Principal & Chief Controller of Examinations

Succession list of Controllers of Examinations

1. Sri. M.V.Jaganadha Rao,(1987-1988)
2. Sri.P.B.Venkatapathi Raju (01-09-1988 to08-07-1990)
3. Sri.G.V.R.Subramaniam (09-07-1990 to 31-07-1993)
4. Dr.C.Madhan Mohana Rao((01-08-1993 to 30-09-1994)
5. Sri. K.Ranga Rao (01-10-1994 to 30-09-1996)
6. Sri. P.V.Srinadha Sastry (01-10-1996 to 31-12-1997)
7. Sri. P.Naga Raju (01-01-1998 to 05-05-1998)

8. Sri. P.V. Ramanayya (06-05-1998 to 31-05-1999)
9. Dr. D.B. Subba Rao (09-06-1999 to 31-07-1999)
10. Dr. T.V. Raghuram (01-08-1999 to 31-12-2000)
11. Sri. A. Venkatapathi Raju (01-01-2001 to 28-02-2003)
12. Dr. K. Subramaniam ((01-03-2003 to 31-08-2003)
13. Dr. A. Raghava Rao (01-09-2003 to 31-08-2004)(01-09-2006 to 30-09-2006)
14. Sri. K. Atchutha Rao (16-09-2004 to 30-06-2005)
15. Dr. A.V.D. Sarma (01-10-2006 to 31-01-2008)
16. Sri M.V. Prabhakara Rao (01-02-2008 to 31-07-2008)
17. Dr. D.R.K. Raju (01-08-2008 to 03-04-2009)
18. Dr. K. Krishna Kishore (04-04-2009 to 09-07-2013)
19. Dr. G. Sanyasi Rao (10-07-2013 to 06-07-2016)
20. Dr. S. Ravi kumar (07-07-2016 to 19-01-2016)
21. Dr. D.B.R.K. Murthy (20-01-2017 to 31-03-2021)
22. Dr. J Chinna Rao (01-04-2021 to 09-09-2021)
23. Sri. M. Srikanth (21-01-2022 to 31-07-2024)
24. Sri. G. Sreenivasa Rao (01-08-2024 to till date)

Present Staff of the Examination Cell

Prof. M. Samba Siva Rao, M.Sc., M.Ed., M.Phil., Ph.D. -- Chief Controller of Examination

Sri. G. Sreenivasa Rao, M.Sc., B.Ed. -- Controller of Examinations

Sri. R. Ramu, M.Sc., B.Ed. -- Assistant Controller of Examinations

Sri. N. Dharma Rao, M.Sc., B.Ed., APSET -- Assistant Controller of Examinations

Sri. G. Chandra Sekhara Rao, M.Sc., (Ph.D.) -- Assistant Controller of Examinations

Present Non-Teaching Staff of the Examination Cell

Sri S.P.Ch. Sekhara Rao, M.A. -- Clerk

Sri. R.A.S. Prasada Raju, M.Com. -- Typist

Sri S. Vijaya Kumar, B.A. -- Examination Assistant

Sri. K. Venkata Rao, B.Com., -- Examination Assistant

Sri. G. Pakeer Raju, B.A. -- Attender

All part-time /full time functionaries of the Examination Cell shall be paid honorarium for their additional work. Such honorarium shall be proposed by the Examination

cell in its annual budget and with the recommendations of the Finance Committee, shall be approved in the Governing Body meeting held every year. Remuneration for examination work shall be decided by the Finance Committee and shall be approved by the Governing Body. Parity with the rates existing in the parent university must be ensured in this process.

2.2.2 Rules and Regulations:

The Examination Cell, in all its functions, is guided and regulated by the University Grants Commission rules, resolutions of the Academic Council and Governing Body of the college.

UG Regulations

COURSE STRUCTURE:

Maharajah's College(A) of is rated as one among the best colleges in the state of Andhra Pradesh as it set up highest standards in all areas of curricular, co-curricular and extra-curricular activities and in students' placements. Student is supposed to study in 8 semesters of 4 years of honors course.

B.Sc (Honours) with Single Major																								
Semester	Major* (4 Cr)			Minor (4 Cr)			AECC (3 Cr)			Multi Disney' (2 Cr)			Skill Enhancement Courses (2Cr)			OOTC			Env. Edn (2 Cr)			Total		
	C	H	Cr	C	H	Cr	C	H	Cr	C	H	Cr	C	H	Cr	C	H	Cr	C	H	Cr	C	H	Cr
Sem 1	2*	10	8				2	8	6	1	2	2	2	4	4							7	24	20
Sem 2	2	6+4	8	1	3+2	4	2	8	6				2	4	4							7	27	22
Community Service Project of 180 hours with 4 Credits.																								
Student is eligible for Exit Option-1 with the award of Certificate in respective discipline																								
Sem 3	4	12+8	16	1	3+2	4				1	2	2	1	2	2							7	29	24
Sem 4	3	9+6	12	2	6+4	8				1	2	2	1	2	2							7	29	24
Short-Term Internship/Apprenticeship/OJT of 180 hours with 4 Credits.																								
Student is eligible for Exit Option-2 with the award of Diploma in respective major with minor																								
Sem 5	4	12+8	16	2	6+4	8													1	2	2	7	32	26
Sem 6	Semester Internship/Apprenticeship/OJT with 12 Credits.																							
Student is eligible for Exit Option-3 with the award of Degree in respective major																								
Sem 7	3	9+6	12										2*	6+4	8	1	2	2	1	2	0	6	29	22
Sem 8	3	9+6	12										2*	6+4	8	1	2	2	1	2	0	6	29	22
	21		84	6		24	4		12	3	6	6	10	32	28	2	4	4	2	4	0	47		160
20 Additional Credits for 10 month mandatory Internship/OJT/Apprenticeship																								
C Courses			H Hours			Cr Credits			OOTC Open Online Transdisciplinary															
IKS# Indian Knowledge Systems - Audit Course																								

B.A/B.Com/BBA (Honours) with Minor																								
Semester	Major* (4 Cr)			Minor (4 Cr)			Languages (3 Cr)			Multi Disney' (2 Cr)			Skill Enhancement Courses (2Cr)			OOTC			Env. Edn (2 Cr)			Total		
	C	H	Cr	C	H	Cr	C	H	Cr	C	H	Cr	C	H	Cr	C	H	Cr	C	H	Cr	C	H	Cr
Sem 1*	2	8	8				2	8	6	1	2	2	2	4	4							7	22	20
Sem 2	2	8	8	1	4	4	2	8	6				2	4	4							7	24	22
Community Service Project of 180 hours with 4 Credits.																								
Sem 3	4	16	16	1	4	4				1	2	2	1	2	2							7	24	24
Sem 4	3	12	12	2	8	8				1	2	2	1	2	2							7	24	24
Short-Term Internship/Apprenticeship/OJT of 180 hours with 4 Credits.																								
Sem 5	4	16	16	2	8	8													1	2	2	7	26	26
Sem 6	Semester Internship/Apprenticeship/OJT with 12 Credits.																							
																			IKS#					
Sem 7	3	12	12										2*	8	8	1	2	2	1	2	0	6	24	22
Sem 8	3	12	12										2*	8	8	1	2	2	1	2	0	6	24	22
	21		84	6		24	4		12	3	6	6	10	32	28	2	4	4	2	4	0	47		160
20 Additional Credits for 10 month mandatory Internship/OJT/Apprenticeship																								
C Courses			H Hours			Cr Credits			OOTC Open Online Transdisciplinary															
IKS# Indian Knowledge Systems - Audit Course																								

1. PROGRAM PATTERN:

B.Sc (Honours), B.A(Honours), B.Com (Honours)& BBA(Honours):

The program is for 4 academic years and 8 semesters.

2. AWARD OF DEGREE:

A student will be declared eligible for the award of degree if he/she fulfils the following academic regulations.

- A student shall be declared eligible for the award of degree, if he/she pursues a course of study for not less than four academic years and not more than eight academic years from the date of admission.
- The student shall register for credits:

Name of the Programme	No of Credits
B.Sc	180
B.Com	180
B.A	180
B.B.A	180

The student shall secure all the credits.

- The medium of instruction for the entire under graduate program will be in **English** only.

- d) Students who fail to complete Four Years Course of study within 8 years shall forfeit their seat and their admission shall stand cancelled.

3. COURSES OFFERED:

Name of the Course	Name of the subject
B.Sc.(Honours)	Botany Chemistry Computer Science Data-Science Geology Mathematics Physics Zoology
B.A (Honours)	Economics History
B.Com (Honours)	General Computer Science
B.B.A (Honours)	General Business Analytics
M.Sc (Master of Sciences)	Organic Chemistry Analytical Chemistry

GUIDELINES TO BE FOLLOWED FOR THE ALLOTMENT OF MINOR COURSES

The guidelines for the allotment of minor courses to the first year students of AI Regulation (R23) from the AY 2023-24 are given hereunder:

1. All the Theory courses offering under the category of minor shall have 3 credits.
2. All the Laboratory course offering under the categories of minor shall have 1 credit.
3. One credit of any theory course under the category of minor shall be delivered through 1 hour per week and one credit of any laboratory course under the category of minor shall be delivered through 2 hours per week.
4. The students have to choose a minor in the second semester, onwards up to fifth semester, cutting across the disciplines or from allied disciplines.
5. A student has to study 6 courses in the chosen minor with 24 credits.
6. To choose a minor course, the student has to fulfill the eligibility requirement of studying the same specialization in his/her Intermediate course. For choosing the minor as Computer Science, the student has to study Mathematics as one of the subjects in his/her Intermediate.
7. A student, if the student wishes, can complete an additional second minor through online from approved sources during the period of study and submit the credits to the institution/university for inclusion in the Degree certificate.
8. The list of minors, offering programs, and the respective eligibility criteria is given hereunder:

S.No	Program/ Departments	Title of the Minor	Eligibility for opting
1	BA	Political Science History Finance	Any Group in Intermediate
2	B.Com	Digital Marketing (for commerce and other majors) History Political Science Finance (for commerce and other majors)	Any Group in Intermediate
3	BBA	Digital Marketing Travel & Tourism Management	Any Group in Intermediate
4	B.Sc.	Botany Chemistry Mathematics Physics Statistics Zoology Computer Science Data Science	Bi.PC. in Intermediate MPC/Bi.PC in Intermediate MPC/MEC in Intermediate MPC/Bi.PC in Intermediate MPC/MEC in Intermediate Bi.PC. in Intermediate MPC/MEC in Intermediate Any Science group in Intermediate

9. Allotment of minor courses to the Ist year students shall be subject to the availability of resources and logistics. Any minor course shall be conducted only after satisfying minimum criteria with respect to strength of the section.
10. Allotment of minor courses to the Ist year students shall be considered based on the merit of the students obtained in Intermediate education. However, the final decision will be based on the recommendation of the Management of the institution.
11. A list of possible minors and the departments offering the respective minors is given below:

S.No	Program	Minor	Eligibility for opting
1	BA(H) History	Political Science/Finance	Any Group in Intermediate
2	BA(H) Economics	History/Political Science/ Finance	Any Group in Intermediate
3	B.Com (General)	Finance/History/Political Science	Any Group in Intermediate
4	B.Com (CA)	Finance/History/Political Science	Any Group in Intermediate
5	BBA (G)	Finance/History/Political Science	Any Group in Intermediate
6	BBA (BA)	Finance/History/Political	Any Group in

		Science	Intermediate
7	B.Sc(H) Botany	Zoology, Chemistry, Physics	Bi.P.C. in Intermediate
8	B.Sc(H) Zoology	Botany, Chemistry, Physics	Bi.P.C. in Intermediate
9	B.Sc(H) Mathematics	Physics, Chemistry, Statistics, Computer Science Data Science	M.P.C. in Intermediate MPC/MEC/Bi.PC in Intermediate
10	B.Sc(H) Geology	Chemistry, Physics, Statistics, Computer Science, Mathematics Chemistry, Physics, Statistics, Computer Science, Mathematics Botany, Zoology, Chemistry, Physics	MPC in Intermediate MPC/MEC/BiPC in Intermediate BiPC
11	B.Sc(H) Physics	Chemistry, Computer Science, Data Science, Mathematics Botany, Zoology, Data Science	M.P.C. in Intermediate BiPC in Intermediate
12	B.Sc(H) Chemistry	Computer Science, Physics, Data Science, Mathematics Botany, Zoology, Physics, Data Science	MPC in Intermediate BiPC in Intermediate
13	B.Sc(H) Computer Science	Mathematics, Physics, Chemistry Data Science	MPC in Intermediate MEC in Intermediate
14	B.Sc(H) Data Science	Mathematics, Statistics, Physics, Chemistry, Computer Science Mathematics, Statistics Computer Science Botany, Zoology, Chemistry, Physics	MPC in Intermediate MEC BiPC

4. DISTRIBUTION AND WEIGHTAGE OF MARKS:

a). Theory:

All Theory courses will have 5 units and assessed for 100 marks, of which, 40 marks for internal assessment and 60 marks for semester end examination.

Internal Assessment:

Internal Assessment -30 Marks

Assignments - 10Marks

- Two Internal Assessment shall be conducted. One on first 50% of the syllabus and second on remaining 50% of the syllabus.
- Each Internal Assessment consists Subjective test
- Each subjective test shall be conducted for 60 Minutes and assessed for 30 marks
- Assignments shall be assessed for 10 marks
- Final Internal Assessment marks can be calculated from the average of the two Internal Assessments.

Semester End Examinations:

- External examination is for 60 marks (150 min). Question paper contains Essay questions and short answer questions.

Assignments: The student has to submit 5 assignments (1 for each unit) and assessed for 10 marks. Each assignment shall consist of 4 questions (4X10 = 40 marks) and the same shall be scaled down to 10 marks. Average of 4 assignments shall be considered as final assignment marks.

b) Semester End Practical's:

All Laboratory courses are assessed for 50 marks.

- Semester end practical examination shall include assessment of the student on
 - a) Knowledge of principles/concepts involved
 - b) Experimental design
 - c) Result interpretation and analysis
 - d) Experimental report
- Semester end examination is for 50 marks (150 min) conducted and assessed by both external and internal examiners.

5. ATTENDANCE REGULATIONS:

- I. A student shall be eligible to appear for end semester examinations, if he or she acquires a minimum of 75% of attendance in aggregate of all the subjects (Theory & Lab.) for the semester.
- II. Condonation of shortage of attendance in aggregate up to 10% (65% and above and below 75%) in each semester may be granted by the college academic committee.
- III. Shortage of attendance below 65% in aggregate of all the subjects (Theory & Lab) for the semester shall not be condoned.
- IV. Detained student shall seek re- admission for that semester when offered within 4

weeks from the date of commencement of class work.

PROMOTION RULE (Based on attendance):

- A Student shall be promoted to the next semester on fulfilment of minimum attendance requirement (75%) of current semester
- A Student shall be pay examination fee for one of semesters out two Semesters(one academic year)

6. MINIMUM ACADEMIC REQUIREMENTS (Theory/ Practical):

A student is deemed to have satisfied the minimum academic requirements for a course on securing minimum 40% of marks in the semester end exam and minimum 40% of marks in the sum total of the internal marks and semester end marks.

7. GRADING SYSTEM:

Semester Grade Point Average (SGPA) for the current semester which is calculated on the basis of grade points obtained in all courses.

$$SGPA = \frac{\Sigma (\text{course credits earned} \times \text{Grade points})}{\Sigma (\text{Total course credits in the semester})}$$

$$CGPA = \frac{\Sigma (\text{course credits earned} \times \text{Grade points}) \text{ up to successfully completed semesters}}{\Sigma (\text{Total course credits up to successfully completed})}$$

The UGC recommends a 10-point grading system with the following letter grades as given below:

Letter Grade	Grade Point
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

The Minimum qualifying "Letter Grade "is "P" for both Theory and Practical courses.

Semester Grade Points Average (SGPA) for successful completion of each semester is calculated as below:

Course	Credit	Grade letter	Grade point	Credit Point (Credit x Grade)
Course 1	3	A	8	3 X 8 = 24
Course 2	4	B+	7	4 X 7 = 28
Course 3	3	B	6	3 X 6 = 18
Course 4	3	O	10	3 X 10 = 30
Course 5	3	C	5	3 X 5 = 15
Course 6	4	B	6	4 X 6 = 24
	20			139

Thus, $SGPA = 139/20 = 6.95$

Semester 1	Semester 2	Semester 3	Semester 4
Credit : 20 SGPA:6.9	Credit : 22 SGPA:7.8	Credit : 25 SGPA: 5.6	Credit : 26 SGPA:6.0
Semester 5	Semester 6	Semester 7	Semester 8
Credit : 26 SGPA:6.3	Credit : 25 SGPA: 8.0	Credit : 25 SGPA: 8.0	Credit : 22 SGPA:7.8

$$CGPA = (6.9 \times 20 + 7.8 \times 22 + 5.6 \times 25 + 6.0 \times 26 + 6.3 \times 26 + 8.0 \times 25 + 8.0 \times 25 + 7.8 \times 22) / 191 = 7.02$$

Note:

1. Performance of a student at the end of each successfully completed semester is indicated in terms of SGPA
2. Performance of a student up to the successfully completed semester is indicated in terms of CGPA
3. SGPA will be awarded for the students who have cleared all the subjects in the semester.

4. CGPA will be awarded for the students who have cleared all the subjects up to that semester.

5. Audit Course registered if any are not counted for the calculation of SGPA. For Audit course, the letter grade S-Satisfactory, NS-No Satisfactory

6. Medium of Instruction and Examinations in English.

8. ELIGIBILITY FOR AWARD OF DEGREE:

A student shall be eligible for award of the degree if he/she fulfils the following conditions:

- 1) Successfully completes all the courses prescribed for the Program.
- 2) CGPA greater than or equal to 5.0 (Minimum requirement for Pass),

9. AWARD OF CLASS:

Eligible Candidates for the award of Degree shall be placed in one of the following Classes based on CGPA.

CLASS	CGPA
First Class	≥ 6.5
Second Class	≥ 5.5 to < 6.5
Pass Class	≥ 5.0 to < 5.5

10. INSTRUCTION DAYS:

A semester shall have a minimum of **90** clear instruction days (including internal examinations).

11. SUPPLEMENTARY EXAMINATIONS:

Supplementary examinations shall be conducted for final year students of Vth & VIth semesters within 4 weeks from the date of announcement of results of regular examinations.

12. WITH HOLDING OF RESULTS: The result of a student shall be withheld

- If any case of pending disciplinary action ,
- Involvement in any sort of malpractices etc.
- Involvement in ragging.

ACADEMIC REGULATIONS FOR M.Sc. PROGRAM

Applicable to the students admitted from the Academic year **2023-24** onwards.

Course Pattern:

The program is for **2** academic years with **4** semesters.

Award of Degree:

A student will be declared eligible for the award of degree if he/she fulfills the following academic regulations.

- a) A student shall be declared eligible for the award of the degree, if he/she pursues a course of study for not less than Two academic years and not more than Four academic years.
- b) The student shall register for 112 credits and secure all 112 credits.
- c) Students who fail to complete their Two Years Course of study within Four years shall forfeit their seat and their admission shall stand cancelled.

STRUCTURE OF THE PROGRAMME (INSTRUCTION & EXAMINATION)

M.Sc. ANALYTICAL CHEMISTRY & ORGANIC CHEMISTRY COURSE STRUCTURE																		
SEMESTER	COURSES						VALUE ADDED COURSE			MOOCS		PROJECT		COMPREHENSIVE VIVA		TOTAL		
	T	H	CR	L	H	CR	T	H	CR	T	CR	L	CR	T	CR	C	H	CR
I	4	16	16	3	9	9										7	25	25
II	4	16	16	3	9	9										7	25	25
III	4	16	16	2	6	8	1	2	2	1	2					8	24	28
IV	4	16	16	2	6	8	1	2	2	1	2	1	4	1	2	10	24	34

T- Theory
H-HOURS
CR- CREDITS
L- LAB

DISTRIBUTION AND WEIGHTAGE OF MARKS:

a). Theory:

All Theory courses will have 5 units and assessed for 100 marks, of which, 40 marks for internal assessment and 60 marks for semester end examination.

Internal Assessment:

Internal Assessment -30 Marks

Assignments - 10Marks

- Two Internal Assessment shall be conducted. One on first 50% of the syllabus and second on remaining 50% of the syllabus.
- Each Internal Assessment consists Subjective test
- Each subjective test shall be conducted for 60 Minutes and assessed for 30 marks
- Assignments shall be assessed for 10 marks
- Final Internal Assessment marks can be calculated from the average of the two Internal Assessments.

Semester End Examinations:

- External examination is for 60 marks (150 min). Question paper contains Essay questions and short answer questions.

Assignments: The student has to submit 5 assignments (1 for each unit) and assessed for 10 marks. Each assignment shall consist of 4 questions (4X10 = 40 marks) and the same shall be scaled down to 10 marks. Average of 4 assignments shall be considered as final assignment marks.

b) Laboratory/Practice:

All Laboratory/Practice courses are internally assessed for 50 marks. The assessment shall be done on the following aspects.

- a) Knowledge of principles/concepts involved
- b) Experimental design
- c) Result interpretation and analysis
- d) Experimental report

c) Project Evaluation:

- A student shall take a project at the end of IV semester.
- A Project Review Committee (PRC) is constituted at the end of the second semester.

- PRC includes HOD and two other senior faculties, one being the guide.
- to register for project work, a student shall complete all the course work requirements of I and II semesters.
- the progress of the work shall be periodically reviewed by PRC.
- The PRC shall authorise /approve change of guide/topic/title as deemed fit.
- A student shall submit Status Report in line with the recommended project calendar as approved by PRC.
- Project is evaluated for 100 marks at the end of IV semester.
- A student shall report to the guide/external supervisor and work under his supervision at least 30 hours per week for 6 weeks at the end of forth semester.
- Also, a student shall engage a minimum of 2 hours per week in IV semester in consolidating the data, report writing, results & analysis, conclusions etc. Evaluation shall comprise of internal and external assessment. Internal: 20 External: 80
- A project committee comprising of HOD, department Academic Coordinator, R&D member of the department, One senior faculty and guide shall review the progress once in four weeks.
- Internal evaluation shall be done by HOD, department Academic Coordinator, R&D member of the department, One senior faculty and guide for 20 marks.
- External evaluation shall be done by HOD, Guide/Internal Examiner and External Examiner for 80 marks.
- Assessment shall be on:
 - a. Problem definition
 - b. Literature review
 - c. Review on fundamental knowledge involved
 - d. Inter disciplinary aspect
 - e. Experimental/methodology design
 - f. Result analysis and interpretations
 - g. Report writing
 - h. Presentation
 - i. Viva-voce

d. Comprehensive Viva-Voce:

Comprehensive Viva-Voce shall be evaluated for 50 marks by PRC in the IV semester.

Attendance Regulations:

I. A student shall be eligible to appear for end semester examinations, if he or she acquires a minimum of 75% of attendance in aggregate of all the subjects (Theory & Lab.) for the semester.

II. A Student shall not be promoted to the next semester unless he/she fulfills the attendance requirement of the current semester.

III. A student may seek re- admission for that semester when offered a least one week ahead of the commencement of class work.

IV. To appear for end laboratory examination a candidate shall put up a minimum of 75% attendance for regular lab sessions and should have completed all the laboratory experiments/tests along with submission of record complete in all respects.

Minimum Academic Requirements:

A student is deemed to have satisfied the minimum academic requirements if he has earned the credits allotted and secures at least 24 marks out of 60 marks at semester end examination and overall 50 marks out of 100 marks put together both internal and semester end examinations.

About Grading System:

Performance of a student is evaluated in terms of earned credit weighed marking system. Earned credits are defined as the sum of course credits in which grade points above a certain cut off have been obtained for declaring student pass in that course. Points earned in a semester

Σ (course credits earned x Grade points)

Semester Grade Point Average (SGPA) for the current semester which is calculated on the basis of grade points obtained in all courses, except audit courses and courses in which satisfactory or course continuation has been awarded,

$$\text{SGPA} = \frac{\Sigma(\text{course credits earned} \times \text{Grade points})}{\Sigma(\text{Total course credits in the semester})}$$

Cumulative Grade Point Average (CGPA) is calculated on the basis of all pass grades obtained in all courses, except audit courses, obtained in all completed semesters

$$\text{CGPA} = \frac{\Sigma(\text{course credits earned} \times \text{Grade points}) \text{ over all semesters}}{\Sigma(\text{Total course credits in all the semesters})}$$

The UGC recommends a 10-point grading system with the following letter grades as given below:

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

A student obtaining Grade F shall be considered failed and will be required to reappear in the examination.

Illustration of Computation of SGPA and CGPA and Format for Transcripts

Computation of SGPA and CGPA

Illustration for SGPA

Course	Credit	Grade letter	Grade point	Credit point
				(Credit X Grade)
course 1	3	A	8	24
course 2	4	B+	7	28
course 3	3	B	6	18
course 4	3	O	10	30
course 5	3	C	5	15
course 6	4	B	6	24
	20			139

$$\text{SGPA} = 139/20 = 6.95$$

Illustration for CGPA

SEMESTER 1	SEMESTER 2	SEMESTER 3	SEMESTER 4
CREDIT 25	CREDIT 25	CREDIT 28	CREDIT 32
CGPA 6.9	CGPA 7.8	CGPA 5.6	CGPA 6.0

$$\text{CGPA} = (6.9 \times 25 + 7.8 \times 25 + 5.6 \times 28 + 6.0 \times 32) / 112 = 6.39$$

Eligibility for Award of Degree:

A student shall be eligible for award of the degree if he/she fulfills the following conditions:

- 1) Successfully completes all the courses prescribed for the Program.
- 2) CGPA greater than or equal to 5.5 (Minimum requirement for Pass),
- 3) Should have cleared all dues.
- 4) Complied with all the rules and regulations during the period of study governing satisfactory conduct.

Award of Class:

The candidates who are eligible for the award of M.Sc, Degree shall be placed in one of the following Classes based on CGPA.

CLASS	CGPA
Distinction	≥ 7.5
First Class	≥ 6.5
Pass Class	≥ 5.5

Supplementary Examinations:

Supplementary examinations shall be conducted along with regular examinations for every semester.

Withholding of Results:

The result of the student will be withheld

- If the student has not paid the dues, if any, to the institution
- If any case of pending disciplinary action against him,
- Involving in any sort of malpractices etc.

12. AMENDMENTS TO REGULATIONS:

The Academic Council of Maharajah's College (Autonomous) reserves the right to revise, amend, change or nullify the Regulations, Schemes of Examinations, and/ or Syllabi or any other such matter relating to the requirements of the program which are compatible to the contemporary/emerging trends effectively meeting the needs of society/industry/stake holding groups.

15.Regulations for MALPRACTICES during the conduct of examinations:

These cases are to be dealt as per Andhra University guidelines. Mall Practice committee will consists of the Principal, COE and three Academic Council Member.

Present Mall Practice committee Members are

Prof.M.Sambasivarao, Principal & Chief Controller of Examination

Sri. G.Srinivasarao, Controller of Examinations

Incharge of the Dapartment consult Subject.

	Nature of Malpractices/Improper conduct	Punishment
1 (a)	If the candidate possesses or keeps accessible in examination hall, any paper, note book, programmable calculators, Cell phones, pager, palm computers or any other form of material concerned with or related to the subject	Expulsion from the examination hall and cancellation of the performance in that subject only.

	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)	
(b)	If the candidate gives assistance or guidance or receives it from any other candidate orally or by any other body language methods or communicates through cell phones with any candidate or persons in or outside the exam hall in respect of any matter.	Expulsion from the examination hall and cancellation of the performance in that subject only of all the candidates involved. In case of an outsider, he will be handed over to the police and a case is registered against him.
2	If the candidate has copied in the examination hall from any paper, book, programmable calculators, palm computers or any other form of material relevant to the subject of the examination (theory or practical) in which the candidate is appearing.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted to appear for the remaining examinations of the subjects of that Semester/year. The Hall Ticket of the candidate is to be cancelled.
3	If the candidate impersonates any other candidate in connection with the examination.	The candidate who has impersonated shall be expelled from examination hall. The candidate is also debarred and forfeits the seat. The performance of the original candidate, who has been impersonated, shall be cancelled in all the subjects of the examination (including practicals and project work) already appeared and shall not be allowed to appear for examinations of the remaining subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all University examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat. If the imposter is an outsider/candidate not on rolls, he will be handed over to the police and a case is registered against him.
4	If the candidate mishandles the Answer book or additional sheet or takes out or arranges to send out the question paper during the examination or answer book or additional sheet, during or after the examination. Also if the answer script is mutilated / damaged	Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the candidate has already appeared including practical examinations

	disturbing the shape, of the script, answers, the bar code intentionally.	and project work and shall not be permitted for the remaining examinations of the subjects of that semester. He shall be debarred from class work and all examinations and be allowed to reregistered for the next subsequent odd or even semester only. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.
5.	Uses objectionable, abusive or offensive language in the answer paper or in letters to the examiners or writes to the examiner requesting him to award pass marks.	The same should be brought to the notice of CE who in turn in consultation with malpractice committee makes decision for cancellation of the performance in that subject.
6.	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 or organizes a walk out or instigates others to walk out, or threatens the officer-in charge or any person on duty in or outside the examination hall of any injury to his person or to any of his relations whether by words, either spoken or written or by signs or by visible representation, assaults the officer-in-charge, or any person on duty in or outside the examination hall or any of his relations, or indulges in any other act of misconduct or mischief which result in damage to or destruction of property in the examination hall or any part of the College campus or engages in any other act which in the opinion of the officer on duty amounts to use of unfair means or misconduct or has the tendency to disrupt the orderly conduct of the examination.	In case of students of the college, 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. The candidates also are debarred and forfeit their seats. In case of outsiders, they will be handed over to the police and a police case is registered against them.
7.	Leaves the exam hall taking away answer script or intentionally tears of the script or any part thereof inside or outside the examination hall.	Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all University

		examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.
8.	Possess any lethal weapon or firearm in the examination hall.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred and forfeits the seat.
9.	If student of the college, who is not a candidate for the particular examination or any person not connected with the college indulges in any malpractice or improper conduct mentioned in clause 6 to 8.	Student of the colleges expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester. The candidate is also debarred and forfeits the seat. Person(s) who do not belong to the College will be handed over to police and, a police case will be registered against them. *
10	Comes in a drunken condition to the examination hall.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester.
11	Copying detected on the basis of internal evidence, such as, during valuation or during special scrutiny.	Cancellation of the performance in that subject and all other subjects the candidate has appeared including practical examinations and project work of that semester/year

	examinations.
--	---------------

15. General :

- Wherever the words “he”, “him”, “his”, occur in the regulations, they include “she”, “her”, “hers”.
- The academic regulation should be read as a whole for the purpose of any interpretation.
- In the case of any doubt or ambiguity in the interpretation of the above rules, the decision of the Principal is final.
- The College may change or amend the academic regulations or syllabi at any time and the changes or amendments made shall be applicable to all the students with effect from the dates notified by the college.

2.3. Job Roles:

2.3.1 Chief Controller / Principal

The Principal of the college serves Chief Controller of Examinations of the autonomous college. Being Chief Controller of Examinations, the Principal is responsible for the preparation, scheduling and conduct of all college examinations. This responsibility can be delegated to the Controller of Examinations (CoE).

The functions of the Chief Controller/Principal:

- Adherence to Regulations:** The Principal ensures strict compliance with the provisions of the regulations and possesses all necessary powers to enforce the same.
- Inspection Authority:** The Principal has the right to visit and inspect the examination section at any time.
- Conduct of Examinations:** The Principal is responsible for providing adequate human resources to ensure the timely completion of tasks related to the conduct of examinations and the publication of results.
- Convening Meetings:** The Principal has the authority to convene meetings of the Academic Council, Board of Studies, Examination Committee or any other college authority to discuss matters related to the conduct of examinations and publication of results.

2.3.2. Controller of Examinations

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

The responsibilities of the CoE:-

- a. Conduct of the examinations with all necessary preparations.
- b. Preparation of remuneration list for all examination related activities (Question paper setters, examiners, invigilators, revaluation, recounting, supplementary examinations etc.) as per the guidelines.
- c. Direct superintending control over the examination wing including examination sections, examination confidential wing, examination stores, examination computer section and records.
- d. Decision making on all matters related to examinations not falling within the powers of statutory officers of the college.
- e. 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.
- f. Convene meetings and issue notices to the board of examinations and committees appointed by them and conduct official communications thereof.
- g. Maintain the minutes of the Board of Studies of all departments.
- h. Take special care to see that secrecy and confidentiality are maintained in connection with examinations.
- i. Take quick decisions as circumstances warrant.

2.3.3. Assistant Controllers of Examinations

The Assistant Controller of Examinations shall perform other duties allotted to her/him by the Principal /Controller of Examinations. Her/His duties shall include assisting the Controller of Examinations in various activities such as:

- a. In-Charge of office staff of CoE office and manage the assistants and casual laborers posted to assist the office works, involving physical execution as and when needed.
- b. Preparation of examination schedule and examination calendar in consultation with IQAC team.
- c. Various duties from examination application to convocation (follow up of all examination related duties)
- d. Communication at various levels of examination planning, preparation, execution, valuation, tabulation and mark list printing and distribution.
- e. Preparation and printing of answer booklets for various examinations
- f. Making sure that the question papers are ready well before examinations.
- g. Helping COE in all his/her activities (finding question paper setter, examiners, actual organization and implementation of examination system)
- h. Discuss with BoS at the time of examinations whenever necessary.

- i. Ensures the availability of forms related to examinations well in advance (applications, hall tickets, challan, etc.)
- j. Preparation of TA chart ready reckoner
- k. All other tasks required in the conduct of evaluation process, including hospitality.

2.3.4. Convener of Examinations & Members:

The Convener and Assistants shall conduct the examinations and any other works assigned to them by the examination cell. They shall be conversant with the rules and regulations necessary for carrying out their duties efficiently.

Duties and Responsibilities of Examination Convener –

- a. Prepare nominal rolls for internal examinations.
- b. Collect question papers for Mid Examinations from concerned teachers.
- c. Conduct Internal Examinations, receive Answer scripts of internal examination, and enter the details in the concerned register and handover to the respective teacher.
- d. Conduct Semester End Examination; receive Answer Scripts and handover to the Chief Superintendent along with Attendance sheets, Room Plans and other material.
- e. Prepare remuneration list for all examination related activities (invigilators,) in consultation with Examination cell.
- f. He/ she shall discharge duties entrusted to them by Examination Cell from time to time.

The faculty members extend their cooperation in smooth conduct of examinations like Invigilation, scrutiny, squad etc.

2.3.5. Observers, Squad & Block Incharge:

Observers: Two senior faculty members are appointed as observers to each session of the SEE and they are directed to observe the conduct of Examinations during the Examination days and report to the Chief Superintendent about the issues raised in exams like SMP etc.

Squad: One of the faculty members is appointed as squad and directed to do physical inspection of the examinees in the Examination rooms with the help of reserve staff.

Block Incharge: A "block incharge" during an examination is primarily responsible for overseeing the smooth conduct of the exam within a designated area or "block" of examination rooms, ensuring proper exam protocols are followed, maintaining discipline among students, and addressing any issues that may arise within their assigned area.

Key duties of a block incharge during an exam:

- **Pre-exam preparation:**
 - Checking assigned examination rooms for cleanliness, seating arrangements, and necessary supplies.
 - Verifying student details against attendance sheets.

- Distributing question papers to students according to instructions.
- **During the exam:**
 - Monitoring student activity within their assigned block to prevent cheating or irregularities.
 - Addressing any student queries regarding the exam paper, within the allowed guidelines.
 - Managing disruptive behavior and enforcing exam rules if necessary.
 - Collecting answer sheets at the end of the exam, ensuring proper identification and sequence.
- **Reporting and communication:**
 - Immediately reporting any major incidents or irregularities to the exam coordinator.
 - Communicating with invigilators within their block to ensure consistent implementation of exam rules.
 - Maintaining proper documentation regarding student conduct and any issues encountered.

2.3.6. Duties and Responsibilities of Invigilator:

Invigilation is a crucial task in an examination. Impartial invigilation helps not only to check the use of unfair means but also to keep the morale of the candidates high.

A set of instructions for the invigilators is given below:

- a. Report to the Chief Superintendent at least half an hour before the commencement of the examination.
- b. Collect the correct number of question booklets and answer books from the Examination Committee for the scheduled examination for the day.
- c. No candidate without valid hall ticket is to be admitted into the hall.
- d. Candidates shall be admitted to the examination hall 5 minutes before the scheduled time.
- e. No student shall be admitted to the examination hall 30 minutes after the commencement of the examination.
- f. See to it that strict silence is maintained in the examination hall. Talking amongst candidates, borrowing of materials etc. should be strictly forbidden.
- g. Do not give any clarification to the students regarding mistakes in the question paper, mode of answering etc., if any. Forward the same to the Examination Committee.
- h. Allow the use of logarithm tables, calculators, etc. only if their use is permitted as per the instructions given in the question paper.
- i. Do not allow/ bring mobile phones or any electronic equipment in the examination hall.
- j. Remain alert and vigilant, and check the use of unfair means in the examination hall. In case of any unfair indulgence, immediately take custody of the answer book and submit a written report to the chief superintendent who, in turn, will forward the same to the CE.

k. Do not allow any candidate to write on the question paper. Advise them to use the last page of the answer book for rough work.

l. Do not allow refreshments for the candidates in the examination hall.

m. Do not make any correction in the roll number written by a candidate on his/her answer book. In any such cases ask him/her to correct it and then counter sign it.

n. Candidates should not be allowed to leave the hall till half an hour before the closing of the scheduled time.

o. See that candidates who leave the examination hall more than half an hour earlier than the scheduled time for the close of the examination shall surrender their question papers with their name and register number written on them.

p. Permit the candidates to leave the examination hall only after handing over their answer books to invigilator.

2.3.7. Instructions to Candidates

1. Every student shall register for the college examination of the relevant semester in which s/he to obtain promotion to the next semester.

2. Every student who is eligible to write the examination should submit his/ her application through the Principal / HoD within the stipulated time.

3. Candidate should ensure that they receive their hall tickets at least ONE day prior to the examinations, provided they have adequate attendance and paid required examination fees.

4. They should bring their hall tickets on all days of the examination failing which they will not be admitted to the examination hall.

5. If the hall ticket is lost, they should immediately submit an application for a duplicate hall ticket to the CSE through the HOD

6. The candidates should enter the examination room at least 10 minutes before the commencement of examination and shall not leave the room during the last five minutes. In exceptional cases, the Chief Superintendent can permit relaxation up to a maximum of 30 minutes for candidates to enter the examination hall. No candidate shall be allowed to leave the examination room before 30 minutes after the commencement of examinations.

7. Candidates are permitted to use only blue or black ink pens for writing examinations. No other coloured inked pens are allowed for writing the exam.

8. No materials except writing materials and hall ticket shall be allowed in the examination room. Mobile phones, programmable calculators and other electronic equipment are strictly prohibited in the examination room. Logarithm tables, calculators and other drawing equipment may be allowed only if they are required for answering questions and the question paper contains a note to this effect.

9. Instances of malpractice such as copying using manuscripts, copying from other candidates, smuggling of answer books, indecent behaviour in the examination room, use of unfair means etc., are liable to be punished as per Academic Council rules.

10. The candidate should write their roll numbers / stick the bar code, name of examination etc., in the appropriate places in the answer books. Instructions given in the answer books and question paper should be strictly followed. They are not permitted to write any identification mark anywhere inside the answer paper. Also they are not permitted to write roll number anywhere over additional/ main book.

11. They should not write anything on the question paper other than his/her name and register number. The last page of the main question booklet can be used for rough work.

12. Strict silence should be maintained in the examination hall. Candidates are not allowed to get clarification from other students. In case of any doubt, they can seek the help of the invigilator.

13. They should return all answer books before leaving the room. Candidates are not permitted to leave the examination hall without the permission of the invigilator during the course of the examination.

14. Candidates are forbidden to ask questions of any kind during the examination. Invigilators are instructed to refuse to answer any inquiries whatsoever related to the question papers, whether as explanation of meaning or correction of typographical errors. Candidates are not allowed to write anything except the register number and name on the question papers supplied to them.

15. Candidates shall take their places in the examination hall at least FIVE minutes before the time fixed for distributing the question papers. Candidates presenting themselves more than half an hour after the commencement of examination should not be admitted.

16. The rule that candidates should not be allowed to leave the hall before the expiry of half an hour from the commencement of the examination should be strictly followed.

17. No candidates shall be allowed to leave the examination hall till the expiry of half an hour after a question paper has been given. No candidate who leaves the room during the period allotted for the paper shall be allowed to return within that period.

18. Candidates who leave the examination hall more than half an hour earlier than the scheduled time for the close of the examination should surrender their question papers with their name and register number written on them to the invigilator/ Assistant Superintendent. They may collect them after the examination, if they desire so.

19. Candidates who leave the hall refusing to surrender the question papers, as stated above, shall not be allowed to appear for examinations on subsequent days and the matter may be reported to the chief superintendent and CoE.

20. Candidates shall be permitted to leave the examination hall only after his/her answer book is taken charge of by the invigilator on duty in. They should not be permitted to leave the hall after keeping their answer books in their seats.

2.4. The Examination Cell is entrusted with the following functions:

a. Notifying the schedule and dates connected with the examinations. (Examination Calendar of the year)

- b. Issue of notification of Examination Schedule and fixing the time table.
- c. Question paper setting as per the syllabi, model question papers decided by the Boards of Studies.
- d. Procurement of stationery, blank marks sheets, equipment and all the articles necessary for the conduct of examinations.
- e. Printing of question papers.
- f. Conduct of 2 mid examinations in each Semester.
- g. Supply of examination applications to the candidates.
- h. Processing of examination applications and printing of hall tickets.
- i. Preparation of semester wise nominal rolls.
- j. Supply of answer booklets and receiving written answer booklets.
- k. Code numbers generation and decoding process.
- l. Preparation of answer scripts (Removing the upper part of the sheet) for valuation.
- m. Undertaking valuation of answer scripts, Scrutiny of Answer scripts.
- n. Entering the marks as per decoded numbers and their verification
- o. Announcement of results through website.
- p. Printing and release of marks memoranda semester wise.
- q. Revaluation of answer scripts.
- r. Issue of notification of instant examination schedule and fixing the time table
- s. Preparation of consolidated grades memoranda cum provisional pass certificates for submitting to the University.
- t. Submission of all data to the University for the award of Original Degree by the affiliating University.
- u. Celebration of Graduation Day for awarding Original Degrees.
- v. Maintenance of Tabulated Marks Register (TR's) and Degree Registers.
- w. Maintenance of Cash Book and accounts of the Examination Cell.

The above works are highly confidential and the responsible persons are requested to maintain the confidentiality in the above work. Apart from their class work the staffs is requested to spare extra time to discharge the duties.

CHAPTER -III

PREPARATION FOR THE EXAMINATIONS

3.1. Appointment of various Panels (boards)

The following panels (boards) shall be constituted by the CE with the approval of the Principal for each examination. The boards are meant to facilitate the smooth conduct of examinations.

I. Panel of Question Paper setters

II. Panel of Examiners

III. Scrutiny Board

IV. Practical / Viva Voce Board

V. Pass Board

3.2. Panel of Question Paper Setters:

The Boards of Studies of different faculties in their meetings from time to time approve the list of paper setters and submit same for approval by Academic Council. The paper setters are nominated from the colleges of all universities of Andhra Pradesh.

The CE shall, with the approval of the Principal, constitute for each semester, a board of question paper setters from the list supplied by the corresponding BoS. S/he may assign the required number of question paper setters and a chairman for the board of question paper setters for each subject or group of subjects for which examinations are likely to be held, provided that **no person shall ordinarily be appointed to more than one Board**. There shall be separate boards of question paper setters for PG and UG programs. The same person can be included in separate UG and PG boards. The duties of the Board of question paper setters shall be to set the question papers for the subject along with answer key/ scheme of valuation and to see whether the prescribed standards have been kept and whether the scope of the questions are within the prescribed syllabus and to do such other duties as may be prescribed by the Academic Council and Governing Council from time to time. A model question paper along with corresponding syllabus and blue print approved by the academic council as regulations for question setting may be handed over to the question paper setter well in advance.

A Question Bank for each course shall be prepared by the Internal Board of question paper setters, which may be continuously updated with the help of teaching faculty. Inputs and feedback of students may be used in the process. The CE's office shall generate a question paper of the prescribed format for each course using computer programs from the Question Bank, if possible. The questions from the question bank can be included by the question paper setter. The maximum percentage of such selection can be limited to 20% of the maximum marks allotted.

The following **guidelines** shall be followed in the constitution of Board of Question paper setters if question papers are set by outside question paper setters:-

01. There shall be separate panels of question paper setters for each subject for various PG & UG programs.
02. The panels of question paper setters are to be prepared by the Chairman, Board of Studies (BoS) of the concerned subject in consultation with two senior most members of the department and forwarded to the CoE at the start of the semester itself.
03. The panel prepared by the Chairman, BoS shall be treated as highly confidential and shall not be included in the minutes of the meeting of the BoS or the department. He/she shall handover the panel with email ID and phone number and complete mailing address of question paper setters to the CoE personally in a sealed envelope in the personal name and address of the Controller and marked "CONFIDENTIAL" at the start of the semester itself.
04. There shall be a minimum of three members in the panel of question setters for each course/paper and the validity of the panel shall be for two years.
05. Every two years, the existing panel available with the CoE shall be forwarded to the Chairman of the BoS for revision.
06. The CoE shall select the required number of persons from the panel for consideration for appointment as question paper setters. Communications are sent to all such persons to obtain their consent to serve as question paper setters according to the terms and conditions of the Autonomous College. If any person declines the nomination, another person selected by the CoE from the panel is addressed and his/her consent is obtained. When adequate number of persons is available for a subject, a formal order of appointment is issued to them with the approval of the Principal.
07. The appointment of question paper setters shall be made by the CoE in the first month of each semester with the approval of the Principal.
08. Question Paper Setters shall be appointed for one year and shall be eligible for reappointment for successive years following the year of first appointment.
09. The period of appointment of all paper setters shall be limited to the date of publication of results of the examinations for which he/she is appointed. However, they are eligible for consideration for re-appointment in subsequent examinations. Copies of all communications from the examination cell, which have relevance in the conduct of examinations, shall be maintained in the office of the CoE.

3.2.1 Eligibility criteria for Question Paper Setters:

1. The paper setters should have at least five years of teaching experience.
2. They should be teaching the paper currently.
3. Their children or near relatives should not be studying in this institution.

3.2.2 Instructions to Question Paper Setters:

Question paper setters are instructed to:

1. Keep appointment very confidential.
2. Study carefully: a. Syllabus b. Model Question Paper and c. Special instructions.
3. Give the Telugu version of the questions immediately after English version if necessary.
4. Indicate the marks assigned to each question and its sub-divisions opposite to the question /sub-division.
5. Ensure that the questions are specific, precise and without ambiguity. It is important that the candidate is clear about the quantum of answer to be given by /her.
6. Verify and make sure that each question or sub-division set by you does not require more than the time stipulated to answer.
7. Give scheme of valuation for the question paper, including the key for the objective questions on the paper provide.
8. Workout the problems on a separate sheet and insert the solutions to problems in the envelope if there are numerical problems.
9. Keep Question paper, Scheme of valuation, Problem solving paper in the envelope with “INNER COVER” and seal it with gum.
10. Return -
 - a. The cover containing the question paper, solutions to the problems and scheme of valuation in sealed cover provided for it.
 - b. Copy of the syllabus sent.
 - c. The model question paper supplied.
 - d. The other material given in the bigger “OUTER COVER” along with the remuneration bill.

3.2.3 Appointment of question paper setters and their duties:

Every precaution is taken to set the question paper correctly and to maintain its secrecy. Three paper setters are selected randomly in each paper, two from the panel and one from the other colleges. Their acceptance is sought to set the question paper in the subject. After receiving their acceptance, paper setters are requested to set one question paper each. They are supplied with the approved syllabus and model question paper. The relevant text books are also supplied if requested. They are requested to furnish the scheme of valuation and solutions to numerical problems if any. The paper setter is requested to send a hard copy of the question paper.

Thus 3 question papers are (for each paper) preserved in sealed covers in the safe custody of the Examination Cell. They are kept along with the un-used question papers procured in the previous years.

3.3. Panel of Examiners:

The panel of examiners for theory paper valuation for each course shall be prepared by the Chairman, BoS, in consultation with the members of the BoS and shall be forwarded to the CoE in the prescribed form after getting approval in Academic Council.

3.3.1. Appointment of Examiners:

As per the panel sent by BoS Chairman, Examiners are appointed through CoE.

3.3.2 Terms for Appointment of Examiners:

1. The members who are teaching the paper currently are appointed as examiners.
2. Only lecturers with at least 5 years of teaching experience are appointed as examiners.

3.3.3 General Instructions and Duties of Examiners:

Examiners are requested –

- a. To keep their appointment as examiner strictly confidential.
- b. Not to communicate with any faculty of our college regarding paper valuation.
- c. That in case of any doubt please contact the Controller or Assistant Controller of Examinations.
- d. To Kindly follow the instructions indicated in the Question paper and scheme of valuation.
- e. Fill in the boxes representing the question numbers with the marks obtained for each question in the respective boxes.
- f. That overwriting is not permitted.
- g. To consider the answers with higher marks in case, extra questions are answered. Marks of the excess answer may be rounded off and marked as 'extra'.
- h) The Examiner should evaluate each answer in answer script and fill the boxes in part-II of OMR sheet representing the question numbers with the marks obtained for each question in the respective boxes.
- i) In case of any correction, strike of previous figures by a line and write the new marks aside and attest with initial.
- j) Examiner should enter the total marks in the boxes provided for.
- k) Examiner should use ball point pen (Black) for writing alphabets & numerical numbers in boxes and circles.
- l. To affix full signature with date at the bottom of the OMR sheet of each answer script.
- m. To keep his/her initial, if corrections are made while posting the marks on the script /on the main page / in the marks statement.
- n.To maintain strict discipline, and avoid chatting while correction to ensure proper evaluation.

o. To kindly complete the paper valuation within the stipulated time & hand over to the person in charge with duly filled-in remuneration claim forms.

3.4. Chief Examiner (Valuer) Board:

At least fifteen days before the commencement of spot valuation, the controller of examinations requests Board of Studies (BOS) to provide panel of experts of examiners for all the subjects listed in the examination timetable. From this panel the chief controller of examination appoints the chief Examiners (valuers). On the day of valuation, the question papers and detailed scheme of evaluation is given to the valuers along with answer books.

Duties of Chief Examiner (Valuer):

a. Two hours before the commencement of the examination, a Chief Examiner (Valuer) of the college actually teaching the paper will check the question paper.

b. The question paper is checked for all typographic errors, whether followed the blueprint or not, whether all the questions are set within the syllabus etc. discrepancies, if any are recorded in a deviation register.

c. Typographic errors and minor errors, if any are announced to the students during the examination.

d. Other discrepancies like questions not pertaining to the syllabus etc., the concerned subject teacher will change the question after thorough discussion and with the permission of the CoE.

e. The chief examiner evaluates 10% of the scripts in the bundle to ensure that the examiner evaluates as per the scheme.

f. If there is any discrepancy in any valued answer scripts identified by the scrutinizer (i.e., non-valuated answers, wrong total etc.) that should be reported to the valuator and required corrections to be made by the valuator with counter signature.

3.5. Scrutiny Board:

The CoE shall constitute a Scrutiny Board consisting of CoE and ACoE and faculty members of the college subject to scrutinize the Answer scripts. The Answer scripts received from the examiners shall be confidentially and meticulously scrutinized in the office of the Controller.

Duties of Scrutinizer:

a. The work of the scrutinizer starts almost concurrent with the process of evaluation. He / She verify and ascertain that all the required information entered by the examiner on award list of marks is correct.

b. He / She check all the questions answered by the students whether valued or not valued by the examiners. If any answer is not valued, it should be immediately brought to the notice of the examiner and get it valued.

c. He / She checks whether the marks are awarded for all answers and posted in the marks table on the OMR sheet of the answer book. The marks posted are checked for accuracy. Also, shall verify bubbling of total marks is made or not.

d. He/She also check whether same total marks on the answer book valued is carried to award list and entered the same in bubbling total. Marks mentioned in the figures on the OMR sheet and award list should tally with bubbling.

e. If there is any discrepancy in any valued answer scripts identified by the scrutinizer (i.e., non-valuated answers, wrong total etc.) that should be reported to the valuer and required corrections to be made by the valuer with counter signature.

f. If there is no discrepancy, the Scrutinizer should sign on Part-II , detach it and arrange in coding order.

3.6. Practical/ Viva Voce Board:

a. Practical examinations are to be conducted with one external and one internal examiner in every paper in even semesters and with internal examiner in odd semesters.

b. External examiners are appointed by CoE based on the eligibility criteria.

c. Practical examination is to be conducted at the end of each semester and maximum marks for each practical paper is 50.

d. Viva voce for long term internship is conducted for 200 marks.

3.7. Pass Board:

When the tabulation of an examination is completed, the CE shall convene a meeting of the Pass Board constituted by the CE for each subject.

3.7.1. There shall be a separate pass board for every subject for UG and PG for a semester. The Board shall consist of the Chairman and two senior most chief examiners of the subject. The meeting of the pass board shall be held to finalize the results of PG and UG examinations.

3.7.2. The Chairman shall be given a consolidated statement of marks of all candidates by the CE before the commencement of the meeting. The statistics of the results shall also be presented to the Board for consideration. The board has the right to call for any answer script which they consider as requiring revaluation at the Board meeting, or which has given rise to points of doubts to be cleared at such a meeting, especially when the Chairman observes considerable disparity in the marks for the different papers of a candidate.

3.7.3. It shall be competent for the pass board to decide on the moderation of marks or grade to normalize the results in comparison to the result of previous years with sufficient justification. The moderation shall be in accordance with the guidelines issued by the Academic Council on a case-by-case basis.

3.7.4. The minutes of the Board shall be put up for approval by the CE. The minutes shall be recorded and signed by the members present and the Chairman of the Board in the minutes book available with the office of the CE. The minutes of the meetings of the Pass Boards shall contain the following details:

1. Time, day, date, venue and place of the meeting
2. Names and signatures of the members present
3. A brief statement regarding consideration and approval of the results
4. The percentage or marks of moderation, if any, recommended by the Board
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. Any other remarks relevant to the conduct and results of the examination
7. The concluding time of the meeting
8. Signature of the Chairman

The minute's book shall be kept under safe custody of the CE.

3.7.5. The CE shall submit the results to the GC on time for approval before the same is published.

CHAPTER –IV
CONDUCT OF EXAMINATIONS

4.1. Pre Examination System

4.1.1. Semester System:

As per the resolutions the academic year was divided into 2 semesters. The I, III and V semesters span from June to October/November with a minimum of 90 instructional days. The II, IV & VI span from November /December to March/April with a minimum of 90 instructional days.

4.1.2. Subjective test (Mid- Examinations)

Question Paper pattern for UG

MAHARAJAH'S COLLEGE (AUTONOMOUS)
B.A./B.Sc./B.COM/B.B.A – (SUBJECT NAME) – () SEMESTER
FIRST/SECOND INTERNAL ASSESSMENT EXAMINATIONS – MONTH & YEAR.

(Paper – I :)

Time: 1¼ Hours () Date : Max. Marks: 30

SECTION – A

Answer any **THREE** Questions from the following : (3 X 2 = 6 Marks)

- 1.
- 2.
- 3.
- 4.
- 5.

SECTION – B

Answer **ALL** the Questions : (3 X 8 = 24 Marks)

6. A) (O R)
B)
7. A) (O R)
B)
8. A) (O R)
B)

@ @ @

Question Paper pattern for PG

MAHARAJAH'S COLLEGE (AUTONOMOUS)
M.Sc. – (SUBJECT NAME) – () SEMESTER
FIRST/SECOND INTERNAL ASSESSMENT EXAMINATIONS – MONTH & YEAR.

(Paper – I :)

Time: 1¼ Hours ()

Date :

Max. Marks: 30

SECTION – A

Answer any **TWO** Questions from the following : (2 X 5 = 10 Marks)

- 1.
- 2.
- 3.
- 4.

SECTION – B

Answer **ALL** the Questions : (2 X 10 = 20 Marks)

5. A) (O R)
B)
6. A) (O R)
B)

@ @ @

- a. Examination Section shall prepare the schedule of Mid Examinations as per academic calendar.
- b. HODs of the concerned Departments ensure circulation of Schedule of Mid examinations to all the faculty concerned and arrange for reading out in the class rooms and display in the departmental notice boards.
- c. Two mid examinations for each theory course and assignments are conducted as per academic regulations.
- d. The departmental examination in-charge gives the estimation of answer scripts to the Examination Cell sufficient to conduct each Mid Exam and internal lab exam in all the subjects two weeks before the commencement of Mid Exams.

e. The mid question papers are generated by the controller of examinations from **30 minutes** before commencement of exam in their subjects as per the guidelines given in the Academic Regulations.

f. The invigilators collect the answer scripts hall-wise, question papers and other examination material 10 minutes before the scheduled time of Mid Exams.

g. The invigilators distribute the question paper to the candidates **5 minutes before** commencement of the examination. The duration of examination is **60 min.**

h. The invigilators collect the answer scripts and submit the same and unused answer scripts to Examination section.

i. The answer scripts collected from the invigilators are handed over to the subject teachers by taking acknowledgement.

j. The subject teacher evaluate the mid answer scripts, distribute the scripts for personal verification of the students in the class and register the marks in their subject registers.

k. The award list signed by the subject teacher concerned is handed over to the department examination in-charge. He/she in turn shall prepare a consolidated marks statement with the support of junior assistance. A soft copy as well as a hard copy of consolidated marks statement signed by HOD shall be submitted to the examination section within **seven days** from the date of completion of mid examinations.

l. The valued answer scripts shall be handed over to the Examination section that in turn shall preserve and maintain in the Examination section for subsequent verification.

k. At end of the course, mid - II examinations and internal lab examinations are conducted and the concerned teachers after valuation hand over the mid - II marks, assignment marks and internal lab marks, project based learning along with continuous assessment marks to the concerned department in charge who in turn submit to the Examination section signed by HOD.

Preparation of final internal marks statement and Verification

a. The Examination Section prepares the final internal marks statements as per academic regulations, using examination tool, after receiving two mid examination marks, two quiz examination marks, assignment marks, internal lab marks, project based learning and continuous lab assessment marks from the departments. The same will be sent to the concerned HOD's for verification by subject teachers.

b. The representations from the students with regard to discrepancies in the final internal marks must be sorted by the subject teachers in next two days and necessary corrections are made in the final marks statement and send the same to the examination section.

4.1.3. Registration of Examination:

The COE issue the Examination notice for various examinations such as Regular, Supplementary and instant, **one month** before the commencement of the end semester examinations.

The semester attendance is finalized by the concerned HOD as per the academic regulations.

- a. The student who has prescribed percentage of attendance ($\geq 75\%$) are eligible to write the exam. The students who fall shortage of attendance (**below 60%**) are not eligible to take their end examination of that semester. The student having attendance with ≥ 60 and $< 75\%$ are eligible to write the exam on medical grounds, has to apply to the Head of the department concerned for Condonation along with medical certificate and the prescribed fee.
- b. On the recommendation of the Head of the department, the Principal forward the condonation of the attendance and such list is sent **two weeks** in advance before the issue of Hall Tickets. The list of the Detained candidates duly signed by the Principal is displayed on the notice board by the departments and a copy of the same is sent to the examination section.
- c. The notification, calling for applications for registration to semester end examinations, shall be issued **one month** before the commencement of examinations. The notification is displayed on college website.
- d. The students pay the examination fee online through college portal(**SBI COLLECT**) and download receipt cum application. A print out of this signed by the students is to be submitted to the examination section **two weeks** before the commencement of the examinations.
- e. The Examination Section consolidates list of students paid, along with courses registered, for the examination and the same is sent to the controller of the examination.
- f. Sufficient time is given to the candidates for the payment of examination fees without penal fee and later, with a penal fee of Rs.100 extended up to Rs.1000.
- g. If a candidate fails to submit exam application form as per the given schedule, he/she can submit the same **two days** before the commencement of the examination by paying a fine of Rs.1000/. This is introduced not as a revenue generation measure but to inculcate promptness and punctuality among the students in the submission of examination applications.

4.1.4. Issue of Hall Tickets:

- a. After the scrutiny of exam applications, hall tickets are generated duly checking the subjects and papers opted by the students.
- b. The fee paid by the students is checked and if any dues are noticed they are collected.
- c. The hall tickets are issued to the candidates through their respective teacher counsellors at least one week before the commencement of the examinations.
- d. Only candidates having the hall tickets are allowed into the examination hall.
- e. If a candidate forgets to bring the hall ticket a duplicate hall ticket is issued by the Examination Cell for that day, on payment of **Rs.50/**.

4.1.5. In House Preparation of OMR answer scripts:

- 6) a) Unit-V
(O R)
b) Unit-V

@ @ @

Three sets of question papers are (for each course) kept in sealed covers in the safe custody of the Examination Cell.

Printing of Question Papers:

The Examination Cell is running in a separate block by taking all protective measures. Examination cell was well equipped with 5 computers and appropriate printing units to enable its effective functioning.

The preparation and printing of question paper is done 2 hours before the commencement of the examination.

- a. The Chief Superintendent, in presence of the Controller and Asst. Controller of Examinations, Observer and the concerned subject teacher will pick out a sealed cover out of three sets of question papers and sign on it.
- b. The Controller of Examinations, Observer and concerned faculty also affix their signatures on the sealed question paper and open the cover.
- c. If the question paper furnished is a computer printout it is directly used to get the copies.

The following details are added at the top of the question paper.

- d. Name of the college.
- e. Semester Number
- f. Full Title of the paper
- g. Date and Time
- h. Max. Marks
- i. Any other instruction necessary.
- j. If the question paper is supplied in manuscript it will be typed on the computer adding the details mentioned above.
- k. All the personnel involved in the preparation of the question paper are not allowed to go out of the Examination Cell till the commencement of the examinations.

Checking the Question Paper:

- a. Two hours before the commencement of the examination, a faculty member of the college actually teaching the paper will check the question paper.
- b. The question paper is checked for all typographic errors, whether followed the blueprint or not, whether all the questions are set within the syllabus etc. discrepancies, if any are recorded in a deviation register.

c. Typographic errors and minor errors, if any are announced to the students during the examination.

d. Other discrepancies like questions not pertaining to the syllabus etc., the concerned subject teacher will change the question after thorough discussion and with the permission of the CoE.

4.2. PROCESS DURING EXAMINATION:

4.2.1. Conduct of Semester End Theory Examinations

Semester end examination shall be of three hours duration and having weightage of 60% of the total marks (For both UG and PG programs).The process of conducting the semester end examinations is as follows:

a. The controller of examinations shall be responsible for the smooth conduct of the semester end examinations with the support of Assistant controller of examinations, Observers, Block Incharges, office staff and faculty invigilators drawn from the various departments.

b. The chief controller of examinations appoints Observer and Block Incharges for the spell of examinations.

c. As per the schedule of examinations, the Controller of examinations generate question papers for the day from one hour(taking into consideration the time required for validation, printing, and delivery of question paper to the invigilators in examination halls and distribution to students) before the commencement of the examinations in the presence of Chief Superintendent of Examinations and observer.

d. The question papers generated are sealed in a cover and are signed by the Chief Superintendent of Examinations and observer.

e. The Examination Section prints the required copies and arranges for distribution to the examination halls.

f. The Chief Superintendent, Observer along with ACE's visits all the examination halls and ensures that the examinations are conducted as per the code of conduct.

g. Malpractices, if any, identified by invigilator should bring in written to the notice of controller of examinations for proper action.

h. All the answer scripts are packet and handover to the Examinations Section for spot valuation

4.2.2. Conduct of Semester End Lab Examinations

a. Semester end lab examinations are conducted as per the academic calendar.

b. The lab examinations are conducted and assessed by the course coordinator (internal examiner) and an external examiner.

c. The controller of examinations requests reputed colleges through mail to depute faculty for lab examiner two weeks before the commencement of the lab exams.

d. As per the galley of the students appearing for the lab examinations, the required stationary (OMR, answer booklet and D-form) is to be obtained by the Department from Examination section.

e. The Examinations Section conduct meeting with department examinations incharges and finalizes the time-table batch wise with respect to the equipment/infrastructure available in the department.

f. After the examination, the internal examiner submits the marks awarded in OMR sheets and D form in sealed covers to the Examinations Section.

g. Examinations Section process the results.

h. Duly signed Remuneration bills are submitted along with the marks awarded in OMR sheets.

4.2.3. Conduct of Projects:

As per the revised CBCS based curriculum which is implemented from the academic year 2020-21, three internships are mandatory for all students irrespective of the Maharajah's College (A) and the programme of study (BA/B.Com/B.Sc/BBA/Honours, etc.).The following is the evaluation methodology for awarding marks/grades.

First internship (April-May after 1st year examinations)

Community Service Project

To inculcate social responsibility and compassionate commitment among the students, the summer vacation in the intervening 1st and 2nd years of study shall be for Community Service Project.

Assessment Model for the First Internship (April-May after 1st year examinations):

There will be only internal evaluation for this internship. Each faculty member is to be assigned with 10 to 15 students depending upon availability of the faculty members. The faculty member will act as a faculty-mentor for the group and is incharge for the learning activities of the students and also for the comprehensive and continuous assessment of the students.

The assessment is to be conducted for **100 marks**. The number of credits assigned is **4**. Later as per the present practice the marks are converted into grades and grade points to include finally in the SGPA and CGPA.

The weightings shall be:

Project Log	20%
Project Implementation	30%
Project report	25%
Presentation	25%

Each student is required to maintain an individual logbook, where he/she is supposed to record day to day activities. The project log is assessed on an individual basis, thus

allowing for individual members within groups to be assessed this way. The assessment will take into consideration the individual student's involvement in the assigned work.

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 Quality and Duration of Intervention/service 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** should contain

- a) Introduction, scope, objectives, and methodology
- b) Project specifications (area / background of the work assigned).
- c) Problems identified.
- d) Analyses of the problems
- e) Community awareness programmes conducted w.r.t the problems and their outcomes.
- f) Intervention/service programmes taken up
- g) Short-term and long term action plan for implementation
- h) Recommendations and conclusions.
- i) References

The **Project Presentation** is to be made by the student after he/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.

Example:

Name of the Student:		
Class & Year of Study		
Registered Number		
Assessment Component	Max Marks	Marks Secured
1. Project Log	20	15
2. Project Implementation	30	20
3. Project Report	25	20
4. Presentation	25	20
TOTAL OUT OF 100	100	75

Letter Grade	Grade point	Credit	Credit point
O (outstanding)	10	2	20
A+ (Excellent)	9	2	18
A (Very Good)	8	2	16
B+ (Good)	7	2	14
B (Above average)	6	2	12
C (Average)	5	2	10
D (Pass)	4	2	8
F (Fail)	0	0	0
Ab (Absent)	0	0	0

In the above example, 75 marks are converted to letter grade / grade point.

Letter Grade	Grade point	Credit	Credit point
B+ (Good)	7	2	14

Second Internship (April-May after 2nd year examinations)

Apprenticeship / Short term Internship / on the job training / In-house Project / Off-site Project

To make the students employable, an Apprenticeship / Internship / On the job training / In-house Project / Off-site Project shall be undertaken by the students in the intervening summer vacation between the 2nd and 3rd years.

Assessment Model for the Second Internship (April-May after 2nd year examinations):

There will be only internal evaluation for this internship. Each faculty member is to be assigned with 10 to 15 students depending upon availability of the faculty members. The faculty member will act as a faculty-mentor for the group and is in charge for the learning

activities of the students and also for the comprehensive and continuous assessment of the students.

The assessment is to be conducted for 100 marks and the credits assigned are 4. Later as per the present practice the marks are converted into grades and grade points to include finally in the SGPA and CGPA.

The weightings shall be:

Project Log 20%

Project Implementation 30%

Project report 25%

Presentation 25%

Each student is required to maintain an individual logbook, where he/she is supposed to record day to day activities. The project log is assessed on an individual basis, thus allowing for individual members within groups to be assessed this way. The assessment will take into consideration the individual student's involvement in the assigned work.

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 Project Implementation during **second internship / Project Work / On the Job Training / Apprenticeship** shall include the following components and based on the entries of Project Log and Project Report:

- a. Involvement in the work assigned
- b. Regularity in the work assigned
- c. New knowledge acquired
- d. New skill acquired

The **Project Report** should contain

- a. Introduction.
- b. Project specifications (area / background of the work assigned).
- c. Problems taken up.
- d. Analysis of the problem.
- e. Recommendations and conclusions.

The **Project Presentation** is to be made by the student after he/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.

Example:

Name of the Student:		
Class & Year of Study		
Registered Number		
Assessment Component	Max Marks	Marks Secured
1. Project Log	20	10
2. Project Implementation	30	15
3. Project Report	25	20
4. Presentation	25	20
TOTAL OUT OF 100	100	65

Letter Grade	Grade point	Credit	Credit point
O (outstanding)	10	2	20
A+ (Excellent)	9	2	18
A (Very Good)	8	2	16
B+ (Good)	7	2	14
B (Above average)	6	2	12
C (Average)	5	2	10
D (Pass)	4	2	8
F (Fail)	0	0	0
Ab (Absent)	0	0	0

In the above example, 65 marks are converted to letter grade / grade point.

Letter Grade	Grade point	Credit	Credit point
B (Above average)	6	2	12

Third internship (5th/6thSemester period)

Long Term Internship

During the entire 5th /6th Semester, the student shall undergo Apprenticeship / Internship / On the Job Training. This is to ensure that the students develop hands on technical skills which will be of great help in facing the world of work.

Assessment model for the semester long apprenticeship / on the job training / internships during the V/VI Semester:

The assessment for the V / VI Semester long apprenticeship is for **200 marks** and credits assigned are **12**. A monthly report is to be submitted to the teacher guide online within 15 days after the completion of the every month up to four months. The last two months of internship period shall be used for preparation of final project report simultaneously undergoing on the job training / internship / apprenticeship.

The assessment for this internship / on the job training will be both internal and external assessment. The internal assessment will be for 25% of marks which will be continuous and the assessment by the industry / enterprise / organisation where the student does his/her internship will be indicated in grades. A template to that extent is appended as Annexure – 1. This assessment is to be conducted by a responsible person (General Manager / HR Manager / Head of the Division) in consultation with the supervisor under whom the internship was done.

The components of internal assessment during this **third internship (LTI) / Project Work / On the Job Training / Apprenticeship** shall include the following components and based on the entries of Project Log and Project Report:

- a. Involvement in the work assigned
- b. Regularity in the work assigned
- c. New knowledge acquired
- d. New skill acquired

The **Project Report** should contain

- a. Introduction.
- b. Project specifications (area / background of the work assigned).
- c. Problems taken up.
- d. Analysis of the problem.
- e. Recommendations and conclusions.

The **Project Presentation** is to be made by the student after he/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.

There shall be a final evaluation committee comprising of Principal, Teacher Guide, Internal Expert and External Expert nominated by the Examination section. The final evaluation committee shall consider the following for evaluation –

- A. Monthly Reports submitted by the student
- B. Final Project Report

C. Grading given by the Company / Business unit / Enterprise where the student has undergone the training. The grades shall be converted into marks on the scale followed by the University.

To evaluate and award marks, the Committee conducts viva voce examination at the college.

Example:

Name of the Student:		
Class & Year of Study		
Registered Number		
Assessment Component	Max Marks	Marks Secured
1. Project Log	10	10
2. Project Implementation	20	15
3. Project Report	10	10
4. Presentation	10	5
TOTAL OUT OF 50	50	40
External Assessment Component	Max. Marks	Marks Awarded
Performance Assessment by the Evaluation Committee, converting the grades awarded by the industry, enterprise, etc.	100	80
External Viva Voce	50	30
Grand Total	200	150

Letter Grade	Grade point	Credit	Credit point
O (outstanding)	10	2	20
A+ (Excellent)	9	2	18
A (Very Good)	8	2	16
B+ (Good)	7	2	14
B (Above average)	6	2	12
C (Average)	5	2	10
D (Pass)	4	2	8
F (Fail)	0	0	0
Ab (Absent)	0	0	0

In the above example, 75 % marks are converted to letter grade / grade point.

Letter Grade	Grade point	Credit	Credit point
B+ (Good)	7	2	14

Thus the Comprehensive Continuous Assessment for the projects/internships/on the job training shall focus on enhancing the student's learning by ensuring that the student invests considerable time in studying, preparing and building on academic skills, moulding them into competent and skill perspective workforce. The assessment should also cater to the

improvement of education and institutional assessment system that portrays the student performance.

4.2.4. Conduct of Supplementary Theory and Lab Examinations:

Supplementary Theory and Lab Examinations are conducted as per academic regulations of UG & PG. in similar lines.

4.2.5. Malpractices during the conduct of examinations:

These cases are to be dealt as per Andhra University guidelines. Mall Practice committee will consists of the Principal, COE and three Academic Council Member.

Present Mall Practice committee Members are

Prof.M.Sambasivarao, Principal & Chief Controller of Examination

Sri. G.Sreenivasarao, Controller of Examinations

Incharge of the Department consult Subject.

If the MPC is satisfied after an enquiry that there have been malpractices in the conduct of examinations, the body, after providing an opportunity to present his/her case, may punish such person in such manner as it may deem fit.

4.2.6. Postponement of examinations under emergency circumstances

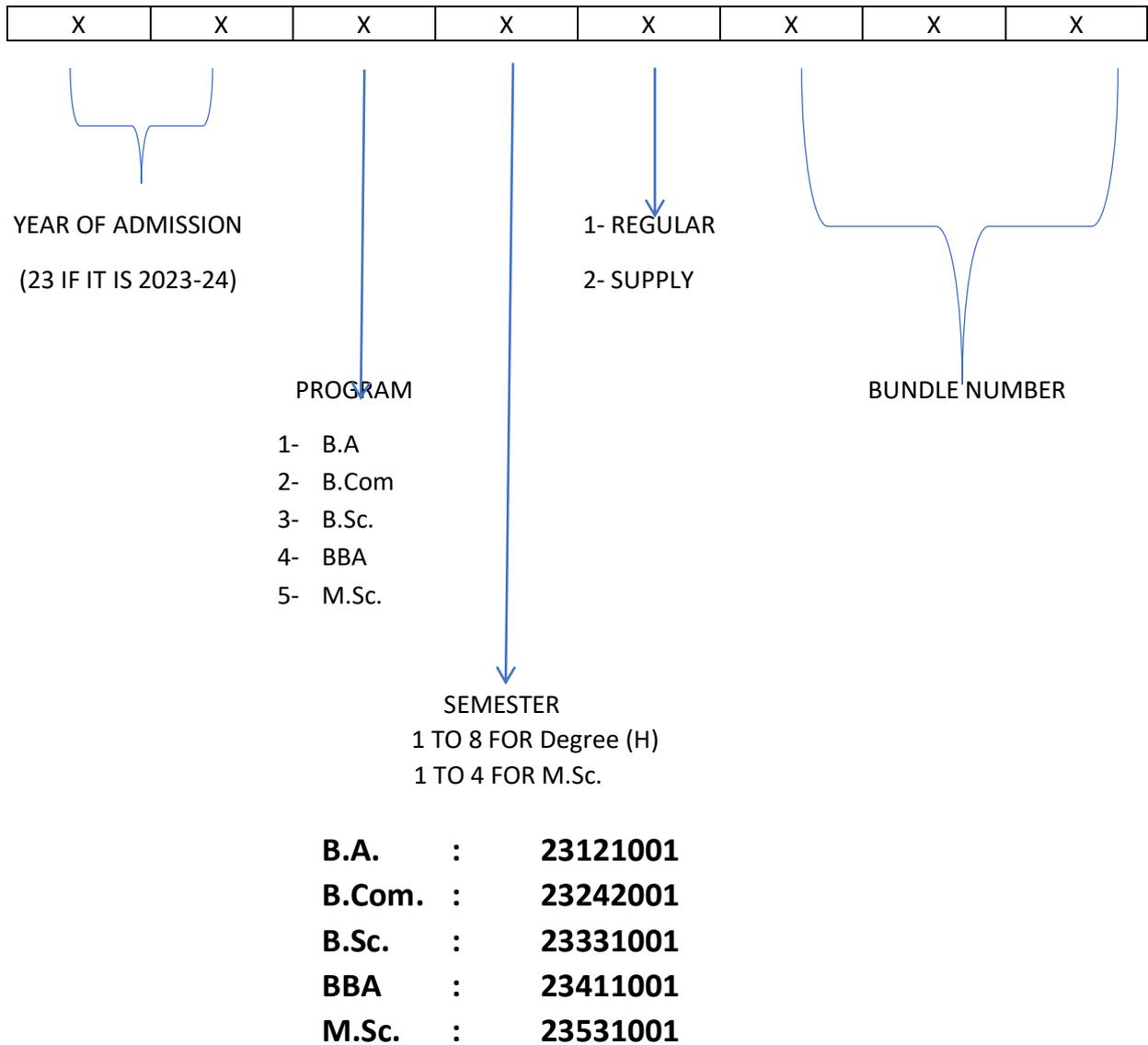
Normally the scheduled examinations dates shall not be postponed. If the date of an examination is to be changed due to unavoidable reasons, the decision will be taken by the by the Principal on the recommendation of the CoE.

4.3. Post examination Process

4.3.1. Coding and Packing:

The Examination Section arranges to check the answer scripts received with the D-forms and malpractice cases if any. After verification, the Examination Section prepares code serial for each course and branch to be printed on the answer books and bundle numbers and concerned mark statement. The answer books are Shuffled and pack bundles of size 40/20 for each course. The bundle number (code serial) is printed on the answer scripts in each bundle, marks award list and the bundle number is labelled on the bundle along with name of examination, subject code. The prepared answer script bundles are kept in sealed packets and preserved in the safe custody of the Controller of Examinations. After the completion of coding process, the answer scripts are taken to different colleges for external evaluation.

BUNDLE NUMBERING



4.3.2. Evaluation of Answer Scripts:

1. The valuation of scripts is done by external examiners within a time period of **7 to 10 days** for valuation of a bundle consisting of maximum 40/20 papers.

2. External Valuation

a. The external valuation shall be done by selected lecturers from other colleges. For this purpose a database of examiners shall be maintained with a minimum of five teachers for each course. Teachers with a minimum three year experience shall be included in the database.

b. For external valuation, **“Home Valuation” method / CV camp method** shall be adopted.

2. The answer scripts are brought back after the valuation and preserved in the Examination Cell for further process.

3. The marks of the external valuation shall be entered in the system in the office of the CoE and initialled by the data entry operator on the mark sheet. The entries shall be verified by examination clerk in the office of the CoE with initial. After entering the marks, the mark sheets shall be kept in designated rack – external valuation

4. The answer scripts are kept in safe custody for a minimum of 3 years after completion of the Examinations.

4.3.3. Scrutiny of Answer Scripts:

Each answer script is thoroughly scrutinized and checked for

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

4.3.4. Moderation

Semester moderations may be granted to students who fail for negligible marks. The level of moderations shall be recommended by the Pass Board for each programme and shall be approved by the Academic Council. The moderations shall not exceed 3% of the total mark of the semester subject to a maximum of 5 marks for a course.

4.3.5. Results Processing and Publishing:

For UG & PG Courses

a) The marks obtained in the first and the second valuations are compared. If the variation in marks is more than **20%** of the maximum external marks, then it will be sent to the third valuation. (Any deviations from above, as per the recommendations of examination committee, the entire subject shall be sent for third valuation.)

b) The marks obtained in the third valuation will be compared with the first and the second valuation. The marks among these two which are closer to the third valuation are considered. If the marks obtained in third valuation in mid-way of valuation one and valuation two then the case to be considered on higher side.

c) The Examination Section process and verify results and the results analysis generated is submitted to the controller of examinations.

d) Controller of examinations prepares minutes of meeting based on results analysis and present before the examination committee headed by the Principal. After receiving approval from the examination committee, the Controller of examinations will arrange for publishing of results through website of college.

4.3.6. Procedure Pertaining to Revaluation of UG & PG Examination:

- a. Revaluation of answer scripts is applicable for semester end theory examination only.
- b. Notification for Revaluation will be notified by Examination Cell on the day of results declaration.

- c. The Candidate has to apply for revaluation in prescribed application format as specified/notified.
- d. The application for revaluation after the last date will not entertained.
- e. Answer scripts pertaining to the RV applicants are picked up for corresponding HT Nos. by tallying with Bar code.
- f. Revaluation will be carried out by examiner other than the first examiner from the panel submitted by the BOS.
- g. In Revaluation, For UG & PG courses, if the marks Secured are less than the previous marks awarded then the previous marks awarded holds good and there is no change in the status.
- h. The Examination Section prepares a consolidated statement of application received for revaluation separately for each branch, subject wise with corresponding HT Nos. and the same should be submitted to CE.

4.3.7. Tabulation and Declaration of Results:

As soon as the marks in two mid examinations and assignment marks are received from HOD's, The Examination Section arrange for course wise data entry of their marks in examination tool. The final marks are evaluated by the tool as per settings made according to the academic regulation. These marks are sent to departments for verification.

The following procedure for the declaration of the examinations results is followed.

- a) After examinations, the answer booklets carrying unique barcode are collected and the first section of the answer booklets with personal details of the student is detached & stored separately.
- b) These personal details of the students are entered against the unique barcode on the answer sheet.
- c) Following this, the Answer booklets without any personal details of the students are sent for evaluation.
- d) After evaluation, marks are entered in the second section of the cover page in the OMR sheet. The marks of individual answers as well as total marks obtained by the student are entered by the examiner.
- e) The marks entered in the OMR sheet are directly read by the scanners and entered against the Barcode of the answer booklet. Thereafter, the system automatically matches and stores the results against the personal details of the students appearing for the Examination with help of same barcodes.
- f) The internal and external examination marks obtained in a particular course are clubbed and evaluated for a total of 100 according to Academic regulations.
- g) Based on the course wise grades, results sheets are to be compiled for each student showing the grades for the course he/she has registered himself/herself for that semester.

- h) The Examination Section verifies the entries in the results sheets for the accuracy in the compilation of results.
- i) The results are published /announced with the approval of the Principal.
- j) The Controller of Examinations arrange for displaying the results on the college website.

4.3.8. Printing and issue of Grade Memo's:

Grade memo's should be printed on grade sheets with multiple security features, verified and issued to students.

- a. After the announcement of Regular/Supplementary results and revaluation results, the controller of Examinations arrange for the printing of grade memos.
- b. Before printing the grade memos, the data viewed on the screen should be compared and checked with the data on results sheets.
- c. A record for grade sheets printed must be maintained.
- d. The printed Grade memos are sent to concerned department for issue of the same to students. While issuing the grade sheet to the student, the signature should be obtained as an acknowledgement.
- e. If any student loses the grade issued to him/her, a duplicate grade sheet may be issued on application and payment of prescribed fee.
- f. Such grade memos may be oriented prominently as "DUPLICATE".
- g. A consolidated grade memo will be issued to the students who have obtained the required credits for award of degree.

4.3.9. Issuing Transcripts:

- a. A transcript is an official document containing the performance of a student, course taken by the student, the credits earned and the grades awarded.
- b. A student can obtain transcripts by submitting the application with prescribed fee.
- c. The application should be accompanied by photo copies of all the grade cards issued to the student by the examination section.
- d. The Examination Section verifies the photo copies of the grade cards with entries in the tabulation register.
- e. If the entries are found to be correct, the transcripts are printed and are signed by the controller of examinations and Chief controller of examinations.
- f. The Examination Section issues the transcript to the student after obtaining signature in "Transcript issue Register".
- g. The PC applications along with prescribed fee received from the students shall be submitted to the Andhra University, Visakhapatnam for issue of the same.

4.4. Declaration of Results:

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

4.4.1. 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 reduces 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 within this period she must write examination with the then existing syllabus.

4.4.2. Grafting system 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 in getting through the examination without backlogs.

4.4.3. Award of Grades:

The grades and grade points for UG and PG are given as detailed below:

The UGC recommends a 10-point grading system with the following letter grades as given below:

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

A student obtaining Grade F shall be considered failed and will be required to reappear in the examination.

4.4.4. Grievance/ Revaluation and Re-totalling:

1. The candidate can apply for revaluation or re-totalling 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.

4.4.5. Suspected Malpractice cases:

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

4.5 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.

4.6. Examination Fee:

1. The examination fee comes under non-governmental funds of the college. Detailed budget on receipts and expenditure estimates for the available non-governmental funds is prepared and proposed by the Examination Cell and the budget proposals are submitted to the Finance Committee for initial approval.
2. The detailed budget is to be submitted to the Governing Body for final approval.
3. PWD Candidates:
 - a. PWD candidates with more than 40% disability are exempted from paying examination fees.
 - b. Scribe facility is provided for PWD candidates with more than 40% disability as and when required to write down the answers dictated by the candidate.
 - c. The Chief Superintendent appoints the Scribe.
 - d. The staff member appointed as a scribe should not belong to same subject.

Chapter V

I.T. Integration

Where Information Technology plays a crucial role in these days, Maharajah's College (A) is committed in leveraging Information Technology (IT) to enhance transparency and error free conduct of examinations. This IT integration outlines on the standards for the use, management, and security of IT resources at the end of examination Cell.

Aim:

The aim is to ensure the effective, efficient, and secure use of technology to support Examination system.

Scope:

This policy applies to all works related to conduct of examinations which facilitate the staff and students.

Objectives:

The primary objective of IT Integration in Examination system is to ensure the effective and efficient utilization of IT resources, safeguard the integrity, confidentiality of the Examination Cell to promote a secure, transparent and reliable environment.

Since attainment of autonomous status in 2006-07, the College has implemented a comprehensive IT integration strategy to enhance its examination procedures Collaborating with **ORACLE** the college introduced the **SPES/SPRS** (Student Performance Review System) to streamline various tasks through pre-examination, during examination and post-examination modules. In 2015-2016 academic year the software updated and **SQL 2014** version is being used in pre, during and post stages of examinations. In the pre-examination phase, IT integration includes student registration, issuance of registration numbers, elective mapping, Faculty Mapping, examination notifications, fee processing, application generation, hall ticket issuance, timetable creation, and room planning, ensuring smooth conduct. During examinations, IT facilitates attendance sheet generation, attendance entry via software, and report production, enhancing efficiency and accuracy. Post-examination, IT integration generates award sheets after coding answer scripts, marks entry through software, and results publication. Customized reports, including social status-based analysis, group and paper-wise results, teacher-wise analysis, department-wise, part-wise, classwise, program-wise, and overall college analysis, provide tailored insights for academic planning and teaching strategies. Teacher-wise analysis evaluates teaching effectiveness, part-wise pass percentage identifies curriculum weaknesses, and batch-wise analysis monitors improvements over time.

Digitalization of exam records and security measures safeguard data integrity. In this purpose the new software **Webprosindia-ECAP (Engineering College Automation Package)** initiated in 2023-24 introduced advanced features like web uploading of student data, online fee payments, application downloads, hall ticket generation, result checking, and faculty login for online entry of CIA marks, enhancing security and efficiency.

Best Practices of the Examination Cell:

1. Introducing Bar-coded OMR Sheets attached booklets in External Examinations.
2. Total examination cell is computerized and IT enabled.
3. For Visually challenged students 10% of marks are added in the semester end examinations if the candidate fails in the subjects.
4. Exemption from payment of fee to PWD candidates.
5. Awarding Gold medals.

Vision Plan for the next three years

1. Online Examination system for Mid semester Examinations.
2. Student Login for Fee payments and download of Hall tickets.
3. Attach “**Digilocker**” for student certification.
4. To provide the facility of issuing Xerox copies of the answer scripts to the candidate for personal verification.
5. Web based availability of Grade Memos for the Semester –End Examinations.
6. Inclusion of more security features in Consolidated Grades Memo.
7. Initiate steps for transfer of credits as per NEP 2020.

CHAPTER- VI

MISCELLANEOUS

6.1 Condonation of shortage of Attendance

Candidate can seek condonation of shortage of attendance only once in a 2/3 year course. Following are the rules regarding attendance requirement:-

1. Every candidate is to secure 75% attendance of the total duration of the course.
2. Candidate having a shortage of 10% can apply for condonation of shortage in prescribed form on genuine grounds. Condonation of shortage of attendance should be obtained at least 10 working days before the commencement of the examination.
3. It is up to the discretion of the subcommittee constituted by the Principal (which contain two members from governing council, three members from academic council, concerned HoD and class tutor) to decide the merit of applications for condonation submitted along with medical certificate from a government medical practitioner.
4. Unless the shortage of attendance is condoned, the candidate is not eligible to appear for the examination.

6.2 Cancellation of Examination

1. The cancellation of examination with a view to improving the marks by appearing again for the examination is not permitted.
2. For the cancellation of examinations where specific norms are prescribed in the regulations, the same shall be followed.
3. Application for cancellation of end semester examinations shall be submitted by the candidates along with prescribed fee and application in plain paper along with hall ticket in original in CE's office forwarded with recommendations by the HoD and Principal.
4. No student shall be allowed cancellation of examination more than once in their program.
5. Cancellation will be effected for the whole examinations for which the candidate has registered in a particular chance.
6. Application, along with the prescribed fee, has to be submitted to the CE via HoD and Principal within three days of the last date of examination.
7. The candidate seeking cancellation shall not be considered for ranking.
8. Internal assessment marks shall be carried over to the subsequent semester examination.

6.3 Promotion to the next higher semester

A candidate shall be eligible for promotion from one semester to the next higher semester if :

- a. S/he secured a minimum 75 % attendance and registered for end semester examination in which s/he is studying
- b. His /her progresses of study and conduct are satisfactory during the semester completed.

6.4 Certificates

1. Degree and Post Graduate certificates are issued by Andhra University, Visakhapatnam, as per the acts and statues of the University on the submission of the consolidated mark / score cards of the students by the college.
2. A consolidated mark / score card shall be issued to the candidates after the publication of the results of the final semester examination taken by the candidate.
3. A Course Completion Certificate with classification shall be issued to students till the provisional certificate is issued by the university.

6.5 Register of Candidates

The CE's office maintains a Register of Candidates in respect of all examinations. The register shall contain the following details:

Register number,

Name of the candidate & date of birth,

Program & year of admission,

Religion/community,

Fee remitted,

Particulars of examination taken,

Results and remarks, if any.

6.6 Important Registers to be maintained in the CE's Office

1. Inward Registers
2. Dispatch registers
3. Minutes book of board meetings.
4. All Registers related to the planning, question paper setting and conduct of Examination.
5. Register related to valuation of answer scripts
6. Mark /Tabulation registers
7. Semester Mark Score sheets
8. Other registers specifically directed to be maintained in CE's office.

Detailed Fee Structure

1. B.A/B.Com/B.Sc./B.B.A. whole examination Rs.

SEMESTER	B.A.	B.Com.	B.Sc.	B.B.A.	M.Sc.
I (All Majors/Groups)	1155	1155	1255	1255	1255
II (All Majors/Groups)	1255	1255	1355	1455	1255
III (All Majors/Groups)	1255	1255	1355	1355	1255
IV (All Majors/Groups)	1255	1255	1355	1355	1255
V (All Majors/Groups)	1255	1255	1355	1355	
VI (All Majors/Groups)	1155	1155	1255	1255	

2. for each supplementary subject for UG & PG - Rs.400

3. Up to Three supplementary subjects for UG & PG - Rs.800

4. Four or All supplementary subjects for UG & PG - Rs.1250

5. Duplicate Marks list for UG & PG - Rs.100 for each semester

6. Duplicate Marks list for UG & PG - Rs.350 for consolidated.

7. Revaluation of Answer scripts for UG & PG - Rs.750 per script

8. Consolidated marks memo cum provisional certificate for UG & PG - Rs.1200

9. Original degree in advance of convocation for UG & PG - Rs.1200

10. PWD candidates with more than 40% disability are exempted from payment of all types of examination fee (Except 8 & 9 above)

11. Genuine certificate – Rs. 500/-

Remuneration and Honorarium for staff

1. Question paper setting & scheme of valuation remuneration includes DTP charges – Rs.500

2. Question paper setting & scheme of valuation remuneration (both media) includes DTP charges – Rs.600

3. Question paper setting & scheme of valuation & providing solutions to problems (Mathematics, commerce etc.) remuneration includes DTP charges – Rs. 650 (single media) & Rs. 800 (Both media)

4. Scripts valuation @ Rs.15 /- (3 Hrs. Paper), Rs.10 (2 Hrs. Paper) –script to a minimum of Rs.100 for 2 Hrs. Paper and Rs. 150 for 3 Hrs. Paper.

5. Practical Examination question paper setting remuneration @ Rs. 50 per single batch and Rs. 50 for more than 1 batch in a day.

6. Practical Examination Answer script evaluation remuneration @ Rs. 12 per script for UG and @ Rs. 15 for PG.

7. Semester Internship Viva-voce remuneration @ Rs 20 to external examiners and Rs. 20 for Internal Examiner inclusive of all allowances.
8. Local Conveyance to external practical examiners @ Rs. 100 per day.
9. Dearness Allowance @ Rs. 300 per day.
10. Handling charges of Answer script bundles / Q. Paper packets Rs.20
11. Chief Superintendent remuneration – Rs.350 per session (Theory) and Rs.200/- for Day (Practical)
12. COE/ACOE remuneration – Rs.200 per session
13. Invigilator – Rs. 150 per session
14. Ministerial Staff – Rs. 90 per session (Regular) and Rs.60/- per session (supplementary)
15. Skilled assistants – Rs.100/- per session.
16. Clerk remuneration – Rs.60/-per session
17. Recd. asst, lab assistant etc., Remuneration – Rs.30/-per session
18. Water man remuneration @ Rs. 50 per session
19. Chief valuer sitting allowance – Rs. 300 per subject.
20. Observer – Rs. 350 (setting allowance) + T.A.

Thank You...