



CH.S.D.ST.THERESA'S COLLEGE FOR WOMEN

(AUTONOMOUS)

Affiliated to Adikavi Nannaya University, Rajamahendravaram
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POLICY OF THE EXAMINATION SYSTEM UNDER

Autonomous System

The examination cell is the backbone of the autonomy and the College was granted autonomous status by the Andhra University in 1987. From 2013 the College is affiliated to the Adikavi Nannaya University, Rajamahendravaram. From 2019 PG courses also were granted autonomy by Adikavi Nannaya University.

The strong traditions combined with modern technology makes the heart of autonomy to function effectively in designing need based curricula, providing multifaceted learning experiences, through innovative and challenging program options. Choice based credit system, online testing, online results, online student progress from entry to exit are some of the best practices in the evaluation system in practice.

1. **The Aim of Autonomy:** To make the Degree College a responsible self-governing body, committed to the values symbolized in the College Emblem.
2. **Objectives of Autonomy:**

The following objectives are worked out to achieve the aim.

- i. To reshape the curriculum keeping in view self-generation and self-sustaining factors relevant to today's needs.
- ii. **To encourage self-learning**
 - a. by offering various modified courses
 - b. by providing opportunities for service
 - c. by providing options in curricular as well as co-curricular activities.
- iii. To promote scientific approach and research interest both in staff and students through project work and other innovations.
- iv. To promote a sound value system by offering Value Education and Community Service through NSS, Personality Development camps and other activities.
- v. To create opportunities to students to be financially self-reliant and confident through "earn while you learn scheme."

- vi. To promote creativity and responsible action in faculty and students as:
 - a. Autonomy is self-governing.
 - b. It allows freedom in mature decision making.
 - c. It permits freedom to be one's best self.

3. Examination and Evaluation system:

- i. Each semester has two periodical tests and an assignment as part of Continuous Assessment (C.A.) and Semester End Exam (S.E.E.)
- ii. C.A. is closely linked with attendance. A student who continues to absent herself scores low percentage of marks in C.A. as she misses tests, assignments and seminars, She is not eligible to appear for S.E.E. if she gets less than 75% of attendance in each semester (including Science Practicals)
- iii. C.A. will not be re-conducted for absentees.
- iv. Students should undertake two short term Projects; one at the end of the II Semester (Community Service Project) and the other at the end of the IV Semester (Subject Project). An Internship Programme is conducted for the whole duration of the VI Semester to equip them with the managerial skills in their respective fields and to work with research orientation in their final year.
- v. Original marks list will be issued after each semester.
- vi. The application for Revaluation should be submitted to the Controller of Examination's office, within one week after the declaration of the results, in the prescribed format.
- vii. On the consolidated marks list Month and year of passing is indicated to know if the student had passed at one attempt or not.
- viii. All the eligible candidates should pay the examination fee in full irrespective of the candidate undertaking the examination or not.
- ix. Calculators are allowed for Mathematics, Statistics and III B.Com Accounts papers only with the prior permission of the controller.

4. The Powers and Duties of Examination Committee (EC):

Examination Committee works with the aim of reviewing and planning the new strategies in the examination system periodically. Examination committee also looks into the grievances from the students if any to relieve the students from fear and tension.

The EC shall ensure proper performance of the various duties in conducting examinations viz. paper setting, time table preparation, assessment and declaration of results.

- i. The EC shall recommend examination reforms and shall implement them after the approval of Academic Council (AC).
- ii. The EC shall prepare the detailed time table of examinations as per the schedule approved by Academic Council.
- iii. The EC shall arrange for strict vigilance during the conduct of examinations in order to avoid use of unfair means/ malpractices by the students, faculty and invigilators.
- iv. Complaint Redressal Committee (CRC) shall be an independent committee consisting three members appointed by Chairman, EC as and when required to deal with the complaints related to the conduct of examinations.
- v. The recommendations of the CRC shall be approved by the Chairman and EC to take appropriate disciplinary actions in the concerned matter. The disciplinary actions shall be endorsed by the EC.
- vi. For any meeting of EC, one-third members shall constitute a quorum.
- vii. The members of EC shall meet at least twice during the academic year and at other times as and when necessary.
- viii. The various formats shall be prepared by EC for record keeping and monitoring all examination related activities.
- ix. The EC shall perform such duties and responsibilities that are assigned by Academic Council of the institute from time to time.

5. The Evaluation System:

Category	CA	SEE	TOTAL	Pass Minimum
Theory	50	50	100	40
Practical	25	25	50	20

CA- Continuous Assessment, SEE- Semester End Examination

Continuous Internal Assessment (CIA)

- CIA of theory are to be conducted by the course teacher all through the semester. Total marks for CIA of each course are 50. This shall include 30 marks from the total of marks obtained in the 2 periodicalexaminations and 5 marks for attendance. For the remaining 15 Marks, the concerned teacher may follow any of the pedagogical strategies such as seminar, assignments, internship etc to assess the student basing on the academic abilities.

- For the Languages, 40 marks for two periodical examinations and 10 marks for assignment.
- The marks obtained in CIA will be made available to the students in the student login.

Semester End Examinations (SEE)

The external examination shall be conducted at the end of the semester for 50 marks. The question paper shall be set by the examiner (from the list of external examiners approved by the AC/EC) duly following the guidelines and pattern set by BOS of respective course.

Lab Courses (Practical / Practice / Workshop):

Practicals are conducted at the end of every semester for 50 marks each. Out of 50 marks, 25 marks are to be awarded for external practical assessment and 25 marks for internal assessment which includes viva voce, record and practicals.

6. Instructor Course Outline

Instructors will provide, for each course or section, a document that outlines, along with other information such as evaluation procedure of a student's performance and any specific criteria regarding the performance of students, such as penalties for missed tests or extra credit opportunities, etc. All the aforesaid procedures shall be approved by the Staff Council of the College.

A. The *Instructor Course Outline* must include:

1. Instructor's name, residence, office number, e-mail, and office hours
2. Course title, section(s), campus, semester and course prerequisites
3. General description of the course, its topics, scope, methodological approach, etc., as well as required and/or recommended texts and/or materials
4. Instructor's guideline statements relating to
 - ✓ Late assignment penalties
 - ✓ Missed tests/make-up tests or assignments
 - ✓ Academic integrity
 - ✓ Attendance
 - ✓ Course- or section-specific competency standards
5. Value and number of assessments/evaluations, such as exams, tests, essays, labs, class participation, etc., expressed in the final grade.
6. Course-specific requirements, such as that students
 - I. Must complete every assignment in order to receive a passing final grade

- II. Must write one in-class assignment
- III. Must pass both theory and lab components in order to pass this course etc.

7. If necessary, a statement indicating that the means or values of assessments/**evaluations** are subject to change during the semester .

B. The *Instructor Course Outline* may also include:

- ✓ A schedule of assignments, readings, **evaluations** (i.e., syllabus)
- ✓ A general description of course objectives/learning outcomes

C. Number and Timing of Evaluations

Evaluations given by instructors must comply with departmental policies approved by the Staff Council governing **evaluation** and assessment. In addition, all **evaluations** must adhere to the following college-wide conditions:

- i. The final grade awarded to each student shall consist of at least three separate assessments. These could be any combination of tests, examinations or assignments, and may include class participation and attendance if these are included in the course outline.
- ii. No single assessment will be weighted at more than 20% of the final course grade.
- iii. **Evaluations** should be spaced in such a way that they provide students with the earliest possible indication of their achievement. At a minimum, students have the right to receive from an instructor their scores on at least one performance based assessment prior to the mid-term date as published in the College calendar. The purpose of this assessment is to give students a rational basis on which to determine whether they should redouble their study efforts, carry on as before or withdraw from the course.
- iv. The instructors shall provide opportunities for students to make up any missed assignments or tests due to illness, etc., and this make-up work cannot contravene the limitations identified in #1 and #2 above.

D. Class Attendance and Participation

- i. Instructors may use a student's record of attendance and/or level of active participation in a course as part of the student's graded performance. Where this occurs, expectations and grade calculations regarding class attendance and participation must be clearly defined in the *Instructor Course Outline*.
- ii. Prior to departure, students must attend all classes and complete all required assignments or activities to a satisfactory level as determined by the course instructor and as outlined in the *Instructor Course Outline*.

- iii. Any dispute over whether the student has met the required standard prior to departure will be negotiated by the Dean/Head responsible for the program.

E. Submitting Assignments

- i. Instructors are responsible for explaining in advance how and when they should receive assignments from students, whether delivery is to be in-person, via departmental assistant or through electronic means, etc.
- ii. Students are responsible for ensuring that their assignments are delivered appropriately and on-time as specified by instructors.
- iii. Where students submit assignments to someone other than the instructor, they should obtain a proof of receipt. Where students submit assignments electronically, they should retain proof of sending. Students are strongly advised to retain copies of their assignments.
- iv.

F. Penalties for Late Assignments

- i. Expectations and grade calculations regarding penalties for late assignments must be clearly defined in the *Instructor Course Outline*.
- ii. Instructors may choose not to accept late assignments beyond the due date.
- iii. Instructors may reduce the grade awarded for an assignment that is turned in late to the instructor. Where this occurs the reduction in student's grade must be proportional to the degree of lateness and be applied consistently to all assignments turned in late in the course.

G. Final Examinations in Credit Courses

Instructors will determine whether a final examination will be set in a course in accordance with Staff/Academic Council approved department/program/discipline requirements.

- i. Final examinations in credit courses of a semester length must be scheduled during the official examination period after the end of classes.
- ii. Students who do not have the required minimum attendance and who have not written the Periodical tests due to participation in Special Camps of N.S.S or N.C.C will be allowed to write a Special Periodical Exam in lieu of the Periodical Tests.

H. Single major courses Credit system

As per the guidelines of National Education Policy (NEP) 2020, UG honours courses with single major are being adopted and the credit system for the same is given below

B.SC (HONOURS) WITH SINGLE MAJOR

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Semester	Major* (4Cr)			Minor (4Cr)			Languages (3Cr)			Multi Dusny' (2Cr)			Skill enhancement Courses (2Cr)			OOTC			Env.Edn (2Cr)			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 Diplomo 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																							
IKS#																								
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(Honors)With minor

B.A/B.Com/BBA(Honors)With minor																										
Semester	Major* (4Cr)			Minor (4Cr)			Languages (3Cr)			Multi Dusny' (2Cr)			Skill enhancement Courses(2Cr)			OOTC			Env.Edn (2Cr)			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	C	H
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											
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Paper Setters and Examiners:

- a. Every precaution is taken to set the question paper correctly and to maintain secrecy. Each paper setter is supplied with the approved syllabus, model question paper and blue print. The paper setter is requested to send a soft copy of the scheme of valuation to the Examination Cell and also is directed not to mention the name of the college on the question paper.
- b. The paper setting of SEE shall be done by the external faculty who is teaching the course. A panel of subject experts from outside the college shall be prepared for this purpose by the BOS. This step is necessary for gaining the confidence of the University and also of the society at large, on the fairness and transparency in the system.
- c. Two sets of papers to be possessed for each course.
- d. The remuneration for paper setting is to be proposed by the Finance Committee.

7.1 Moderation of Question Papers and Model Answers:

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

With this intention, the moderation committee is constituted from the Academic Year 2017-18.

7.1.1 Constitution of the Committee: The Chairman, Examinations Committee, shall appoint "Moderation Committee" for the purpose of moderation of question papers of the Semester End Examinations submitted by various paper setters / subject faculty.

7.1.2 Composition of the Committee: The Moderation Committee shall consist of the Principal as Chairman; the Academic Coordinator as Member; the Chairman of the concerned Board of Studies, as Members and the Controller of Examinations as member Secretary.

7.1.3 Functions of the Committee: The moderation committee:

- Shall ensure that the questions are from within the syllabus and framed in a manner intelligible to the student.
- Shall ensure that the coverage and level of the question paper are appropriate and consistent with the curriculum and assessment framework .
- Shall ensure that the question paper contains no ambiguity and the wording of each question is precise, definite and easily understandable

- Shall ensure that the rubric for the question paper is correct
- Shall ensure that the question paper model conforms to the scheme of evaluation submitted by the paper setters.
- Shall ensure that the scheme of evaluation is sufficiently flexible and detailed
- shall ensure that there are no spelling mistakes or other errors in the question paper.

In case, the moderation is done in a question paper is more than 30% (not merely edited), the case shall be reported with full justification to the Chairman, Examinations Committee, who shall have the power to change the paper setter, if necessary. After moderation, the question papers and other material shall be sealed intact in the presence of all members.

7.1.4 Prohibitions and security requirements:

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

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

8. Controller of Examinations (COE) & Additional Controller of Examinations (ACE)

8.1 CoE shall be responsible for smooth and proper conduct of examination in the College. He/She shall -

- i.** Give the directions to College Examination Coordinator (CEC) for smooth conduct of examination.
- ii.** Prepare the master plan for seating arrangement, by taking into considerations the total number of students appearing for the examination and seating arrangement available in the College.
- iii.** Get the examination schedule prepared for the entire programme and send the copy of the same to all Heads of the Department and CEC.

- iv. Receive the requirements of answer books, supplements, drawing sheets, graph papers and other material from CEC and keep it ready centrally for distributing to students during examinations. A record of the same shall be maintained.
- v. Receive the cases of misbehaviour, malpractices, copy cases from CEC for taking further necessary action.
- vi. Receive the list of external examiners (for conducting practical examinations) for various courses from Heads of the Department for record purpose.
- vii. Seating arrangement shall be made centrally as per the master plan for seating arrangement.

8.2 COE shall appoint staff for examination as per requirement.

- i. There shall be one invigilator for a block of 25- 35 (maximum up to 40) students subject to maximum two per class room.
 - ii. Reliever: One reliever per five class rooms subject to maximum two Invigilators, additional invigilator, and relievers shall be appointed centrally among the faculty of all departments.
 - iii. Depending on the need and availability, CoE may change the number of staff for conducting examination.
- On each day of examination, CoE shall open the required number of packets of question papers at least one hour before the start of examination. Prior to opening, however, he/she shall sign on all the packets indicating the date and time of opening the packets. He/She shall then take out the required number of question papers from the packets and arrange moderator of respective paper to get rectified any discrepancies if found, before distributing them in required quantity to the invigilators.
 - CoE shall hand over the required material to the CEC and in turn the CEC will conduct the examination as per the existing rules.
 - The invigilators shall follow the “Guidelines/Instructions to the Invigilators” of the college.
 - There shall be continuous monitoring by taking rounds in different examination blocks to confirm that invigilators are performing their duties properly and discipline is being maintained during examination.
 - CEC shall forward the cases of misbehavior, indiscipline, malpractices, attempt to copy, copying cases to CoE for taking necessary action.
 - After receiving the answer books from CEC, ACE shall check them as per the attendance record submitted by the invigilators and then sort out the answer books of each course separately.

- ACE shall direct the sealing assistant to tie the bundles of answer books of each course separately along with two copies of question papers, copies of attendance sheet, record of supplements issued etc. and pack them. Thereafter, he/she shall handover all packets to the ACE looking after assessment on the same day or latest on the next day. He/she shall maintain the record of all such packets of answer books.
- Office-clerk (examination) shall maintain the account of answers books and supplements received and consumed for the examination in a register. He/She shall also prepare the bills of remuneration of all staff involved in the examination work and submit those to ACE for further action.
- ACE shall prepare the bill for remunerations of staff involved in SEE as per rules. Remuneration shall be paid to the staff involved in conduct of examination after the examination is over and account of payment shall be submitted to the office within a week.

9. Semester End Examination for Lab courses

- Semester End Examination for lab shall be conducted as per the examination schedule approved by EC. However in case of any emergency, the examination may be rescheduled with the prior approval of CoEs.
- CEC shall act as coordinator for conducting practical examinations. HOD/CEC of the concerned department shall be responsible for proper conduct of practical examinations and various examination related activities of the concerned department. He/She shall, however, take the services of staff of his/her Department for this purpose.
- CEC in consultation with HOD and CoE shall prepare detailed timetable (batch-wise) for the lab examination of the concerned department.
- The HOD shall submit the schedule and final list of examiners for all lab examinations to exam cell. Based on the list of examiners received from HOD, CoE shall issue the appointment orders.
- For external evaluation of UG project and PG project, external examiner outside the college is mandatory.
- HOD of concerned department shall send the required panels of external examiners for UG and PG projects to the exam cell. The appointment orders of internal and external examiner shall be issued by CoE.
- HOD of the concerned department shall appoint staff for lab examination and forward the copy of the same to the CoE.
- Internal examiners shall make all the necessary arrangements of

equipment/laboratory setup required for conducting lab examination of the courses for which their appointment is made.

- After the lab examination of the course is over, internal examiner along with the other examiner shall prepare the mark list, and submit it in sealed envelope to exam cell on the same day or latest by the next working day along with TA/DA and remuneration bills. These marks are not to be disclosed to the students.

10. Assessment of Self-study course, Internship, Employability skills and Projects:

- Evaluation of self-study course, Internship, Employability skills and projects shall be conducted as per the schedule approved by EC.
- The student is evaluated for his/her self-study course or project through the quality of work carried out, the novelty in the concept, the report submitted and presentation(s) etc.
- Appointments of the external examiners for semester end evaluation of project shall be issued by CoE based on the recommendations from HOD. CEC shall prepare detailed timetable (batch-wise/student-wise) for the project examination and coordinate the conduct of the same.

11. Pass Mark Regulations:

- Examinations are conducted in Continuous Internal Assessment (CIA) and Semester End Examinations (SEE) pattern.
- Internal Assessment is for 50 marks and SEE is for 50 marks.
- The student has to secure a minimum of 40 % marks in SEE exams to pass in a particular paper.

12. Revaluation:

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

13. Instant Examinations

- Instant examinations are conducted only for the Final Year regular outgoing students immediately after declaration of final results.
- If any student fail in any of two papers (including) of any semester are permitted to appear for instant examinations.
- Generally instant examinations will be scheduled within 10 days after declaration of final year results.

14. Calculation of Cumulative Grade Point Average (CGPA) and Semester Grade Point Average (SGPA)

- Cumulative performance of all the semesters together will reflect performance in the whole programme and it will be known as Semester Grade Point Average (SGPA), Cumulative Grade Point Average (CGPA) respectively.
- SGPA/CGPA are the real indicators of a students' performance of the programme. CGPA is computed as the ratio of total credits points secured by a student in various courses in all semesters and sum of the total credits of all courses in all semesters. SGPA, CGPA may be computed up to two decimal places.

15. Suspected Malpractice cases

- These cases are to be dealt as per University Guidelines.
- Malpractice committee will consist of the Principal, the Controller of examinations and three Academic Council members.

16. Condonation of Attendance:


- a. The students should put in minimum 75% of attendance to be eligible to appear for the semester end examinations.
- b. A student cannot be promoted for next semester unless he pays the required examination fee, even though he puts in the required percentage of attendance.
- c. The Principal can relax the attendance eligibility by 5% for those students who could not attend the classes due to ill health or any other valid reason. This decision will be taken only on production of relevant certificate and enquiry with the Proctor concerned.

17. Preservation of assessed answer books

- All valued answer books shall be preserved till the students obtain their original degree certificate in strong room of Examination cell.

18. Semester End Examination Result

- Results usually be declared after one week from the date of the last examination. After all grievances are addressed, the final result will be declared by CoE office after end of two weeks.


Mr. Susela M
Controller of Examinations
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PRINCIPAL
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