



GOVERNMENT DEGREE COLLEGE RAYACHOTY, ANNAMAYYA DISTRICT, A.P. 516269

(Accredited with C grade by NAAC)



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EXAMINATION POLICY

Govt. Degree College, Rayachoty, is an affiliated College of the Yogi Vemana University and is governed in principle by the acts and ordinances of the affiliating University for conduct of its examinations. The College provides various undergraduate programme under semester system of examination as per the academic calendar set by the affiliating University. These examinations are conducted and managed by the College through a well-defined and robust mechanism.

Govt. Degree College, Rayachoty actively and transparently evaluates the student's performance in the examinations. Under CBCS frame work, Evaluation consists of two components continuous internal assessment (CIA) and External assessment (EA). CIA is given a weightage of 25% and EA carries the remaining 75% weightage in the total evaluation for a given course other than practical papers. The College is committed to ensuring that the process of management and administration of the examination is effective and efficient.

This examination policy is an important document for the Teaching Learning and Evaluation process adhered to by the institution. The examination policy will be reviewed every year by a committee formed by the Principal for the purpose and any changes as and when felt necessary will be incorporated after due consultation with all the stakeholders.

OBJECTIVES:

- Ensure smooth planning, management and efficient conduct of the Internal and External examination processes in the best interests of the students.
- A robust and streamlined mechanism of Continuous Internal Evaluation.
- Ensure the operation of an efficient examination system with clearly defined roles for both staff and students.
- A transparent and effective mechanism to address any examination related grievances of the students

INTERNAL EXAMINATION COMMITTEE (IEC)

Our college has an institutional internal examination committee (IEC) for the conduct of UG examinations. The committee is constituted by the Principal of the College from among the teaching faculty of the College. The Committee is headed by the Examination Convener.

FUNCTIONS

- Prepares examinations calendar at the beginning of the semester duly following academic calendar of affiliating university.
- Notifies the schedule well in advance to the students through circular besides displaying on the notice boards and website.
- Ensure that the setting of question is in accordance with the pattern adopted for CIA.
- Conducts the mid semester examinations as per the schedule.
- Advises and settles any grievance related to evaluations both internal and external after due consultation with the Principal.

EXAMINATION RULES

The following are the rules and regulations adhered to by the College for the smooth conduct of the examinations:

1. Candidates are to bring their Examination Hall ticket and College Identity card to be allowed to appear for any examination.
2. Candidates are to keep all their belongings outside the examination hall or in designated spaces. Invigilators are not responsible for the loss of any belongings of the candidates.
3. Candidates are to carry with them only what is permitted as per the requirement of the examination.
4. Candidates are not permitted to keep any electronic devices on their person during examinations. Electronic devices include (but are not limited to) mobile telephones, music players and smart watches.
5. Candidates are not to bring any food and drink into the examination venue, with the exception of water in a transparent bottle.
6. The use of programmable calculators and those with text, symbolic or graphic capabilities is not permitted at examinations.
7. Absolute silence should be maintained in the examination hall.
8. Candidates are not allowed to enter the examination hall after 30 minutes of the commencement of the examinations except with special permission from the examination in-charge in case of unavoidable circumstances.
9. Sharing of examination paraphernalia inside the examination hall is strictly prohibited.
10. At the start of their examination, candidates are provided with the necessary materials on which to answer the examination questions. Candidates are required to answer their examination in accordance with the instructions on the front of the examination paper, and in accordance with any instructions announced by the Invigilator.

11. Tearing out pages or parts of answer books provided for the examination is a punishable offence.
12. No paper except that supplied by the invigilator should be used during the examination and all rough work should be done on the same.
13. Any verbal or nonverbal communication with other candidates inside the examination hall will be treated as a punishable malpractice.
14. Candidates found guilty of using unfair means in the examination hall will be reported to the University which may result in the student being barred from appearing in examinations in the future, be suspended or be expelled as per the Affiliating University Rules.
15. Any candidate requiring assistance during the examination are to raise their arm and wait for an invigilator to attend to them.
16. Candidates are to sign the attendance sheet during every examination.
17. Candidates can leave the examination hall only during the last 30 minutes of the examination time.
18. Candidates are not allowed to leave their desk without permission from the invigilator.
19. Candidates with medical issues are provided separate seating arrangements with permission from the examination in-charge.
20. Candidates with physical disabilities are provided appropriate seating arrangements either in their assigned examination Halls or separately.
21. Candidates with vision impairment are allowed to either bring their own scribes or allotted a scribe by the Principal as per the rules of the University.
22. Candidates who are unable to appear for the internal Evaluations due to genuine reasons are given alternative arrangement by the concerned department after verification of the facts.

23. Minimum percentage of attendance required for eligibility to appear for the End Semester University examination is as per the acts and ordinances prescribed by the affiliating University.

GRIEVANCE REDRESSAL MECHANISM

The committee addresses examination-related grievances, taking necessary steps to resolve them amicably within seven days. Grievances received are considered, resolved, and the final marks are communicated to the students, uploaded on the university portal. If a student remains dissatisfied, they can approach the college's examination committee, which will review the matter and seek resolution after consulting with the college principal.

The grievances reported if any with respect to external examinations are sent to controller of examinations of affiliating university. The chief superintendent of the examination looks after grievances during the university examinations and coordinators in case of any discrepancy in the hall tickets. As soon as the results are declared the students are given awareness about the procedure of applying for the evaluation and recounting. The applications thus received are consolidated and sent to the University for necessary action.

INTERNAL EXAMINATION COMMITTEE

S.NO.	NAME OF THE FACULTY	DESIGNATION
01	Dr. P. Harsha Latha, Principal	Chief Superintendent
02	Smt. B. Sivamma, Lecturer in Telugu	Convenor
03	Sri. U. Prasad , Contract Lecturer in Commerce	Member



P. Harsha Latha
PRINCIPAL
Govt. Degree College
Rayachoty,