



Government College for Men:: Kadapa

Autonomous & NAAC accredited at "B" Grade

Andhra Pradesh-516004



Examination procedures

Introduction:

- Government College for Men (A), Kadapa has established a transparent, efficient, and time-bound mechanism to conduct examinations and to address examination-related grievances, ensuring a smooth and effective evaluation process for students.
- Examinations are the ultimate in assessing the quantity and quality of learning outcomes.
- The policy of the college is to strengthen the procedures of examinations with continuous reforms.

Academic Calendar:

- The Continuous Internal Assessments, the End-Semester Practical and Theory Examinations are conducted as per the schedule of the Academic Calendar enabling the teachers and students to plan for their teaching-learning preparation effectively.

Procedure for Conducting Examinations:

- End semester exams are conducted systematically.
- The Controller of Examination (COE) section meticulously selects the list of Question Paper Setters, Invigilators and Examiners and ensures the authenticity of standard question papers by Subject Experts' scrutiny.
- Before the examination sufficient question papers are received in sealed envelopes. Arrange these envelopes date-wise, hall-wise, and paper-wise in a secure location.
- Keep a copy of the timetable with the envelopes for daily reference and verification.
- **Halls and Seating arrangement** for the whole conduct of examination is done and shared with students in the **online portal**.
- Students can download the hall tickets, look for their timetables and seating arrangements and their attendance details are recorded.
- Students writing their exams are strictly invigilated for the fair conduct of exams.
- Set Up the secure and accessible Control and Services Rooms at the examination centre for the duration of the exams.

- The COE section creates attendance registers for each examination hall according to the program and semester/year of study and also maintain a stock register for answer-booklets, updating it after each exam session.
- Prepare the required number of answer-booklets for each hall, affix the college seal, and prepare seating charts for display. These steps ensure smooth conduct and management of examinations.

Procedure for Evaluation:

1. The **Chief of Examinations**, in consultation with the Camp Officer, finalizes the period for valuating answer scripts.
2. **Appoint Examiners:** Shortlisted examiners receive appointment orders and must confirm acceptance or decline within the specified time.
3. **Prepare Answer Scripts:** Assign dummy numbers and remove identifying flaps from answer scripts before securely sending them to the valuation centre.
4. **Assign Valuation Work:** Only examiners approved by the COE, Principal, or Board of Examiners are assigned to evaluate answer scripts.
5. **Manage Records:** The Camp Officer must maintain accurate registers for issuing and receiving answer scripts from examiners.
6. **Distribute Scripts:** Issue answer scripts to examiners one packet at a time, with a maximum of 50 scripts per day.
7. **Ensure Proper Valuation:** Remind examiners to follow the valuation scheme and avoid hasty evaluation.
8. **Maintain Accounts:** Keep a daily record of the number of answer packets valued and OMR sheets sent to the COE, with acknowledgements.
9. The students' Results are declared within a span of 20 days from last exam.
10. Supplementary exams are conducted for students not qualifying in exams and Revaluation Applications are issued for students wanting reconsideration of marks.
11. Through the Direct method, based on the performance of the students, their Course and Programme Attainments are calculated.

Transparency Initiatives & Mechanism of Efficacy

1. The college strictly adheres to a standardized procedure for conducting internal examinations.
2. The academic calendar sets clear dates and times for internal assessments at the beginning of each semester. Time tables for these assessments are prepared well in advance and posted on various platforms, including the college web portal and student WhatsApp groups to keep students informed.
3. After evaluation, the examination results are uploaded on the college COE portal **i.e., <https://www.coegcmakdp.in>** enabling them to verify their performance. This commitment to transparency fosters an environment of continuous evaluation and enhances the students' learning experience.
4. The college places great emphasis on effectiveness throughout the internal assessment process. College established standard operating procedures for conduction, evaluation, declaration of results, awarding of certificates and examination-related grievances.
5. Instant, Supplementary examinations conduct for failed students in the examination.
6. Examinations are conducted under strict invigilation, with proper duty charts maintained to ensure fair evaluation.
7. Regular peer reviews of question papers and periodic meetings with the internal examination committee ensure efficacy and continuous improvement of the evaluation process

Controller of Examination & Functions

1. According to the UGC autonomous College's guidelines, College has established the Controller of Examinations office. A senior-most faculty was nominated as the Controller of Examination (COE) and two of other faculty members as Additional Controller Examiners (ACOE).
2. The COE periodically prepares schedules, procedures, policies and guidelines necessary for effective conduct of various examinations in the College.