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1. Attendance and Examination Process

- a) A candidate shall be considered to have satisfied the requirement of attendance for a semester if he/she attends not less than 75% of the number of classes actually held up to the end of the semester in each of the subjects.
- b) If the candidate is detained due to lack of required attendance, he/she has to repeat the course. He/she will not be permitted to the subsequent semester unless he/she complete the detained semester. Condonation for the shortage of attendance may be granted on the recommendation of the Principal of the College concerned provided, that no condonation shall be recommended in the case of candidates who have not put in attendance at the college for at least 65% of the total number of working days.
- c) If a candidate represents his/her institution/University/State/ Nation in Sports/ NCC/ NSS/ Cultural or any officially sponsored activities he/she may be permitted to claim attendance for actual number of days participated, based on the recommendation of the Head of the Institution concerned. If a candidate is selected to participate in national level events such as Republic Day Parade etc., he/she may be permitted to claim attendance for actual number of days participated based on the recommendation of the head of the Institution concerned.
- d) The Principal is authorized to condone the shortage of attendance in theory & practical courses in deserving cases, by collecting prescribed fee. However, the student should have to put in a minimum attendance of 60% in aggregate of the total number of periods worked in theory or practical courses for that programme.
- e) Any student of II – VI semesters who fail to satisfy rules attendance shall be required to repeat the semester, in the next academic year. However, a student of I semester in the event of detention or discontinuation should seek fresh admission.
- f) All the students who have registered for Semester-end Examinations and satisfy rules of attendance are eligible for promotion irrespective of their Pass or Fail.

Registration for Examination:

A candidate shall register for all the papers of a semester when he/she appears for the examination of that semester for the first time. The student, who has not registered for the semester shall not be permitted to attend the examinations for the next semester and he shall repeat the same semester in the next year along with his/her juniors.

Conduct of Semester end Examinations:

There shall be Theory and Practical examinations at the end of each semester, ordinarily during October/November for odd semesters and during April/May for even semesters, as prescribed in the Scheme of Examinations. A student who had required percentage of attendance and paid the examination fee and has not attended the semester end examinations for various

Conduct of practical examinations:

Asstated in the schemes of examination, practical examinations shall be conducted at the end of each semester.

UG Courses:

The odd semester practical examinations are to be conducted with both internal examiners. The even semester practical examinations (year-end) are to be conducted by two examiners, one internal and one external and shall never be conducted by both internal examiners.

PG Courses:

The odd and even semester end practical examinations are to be conducted by one internal and one external examiner.

- The statement of marks sheet and the answer books of practical examinations shall be sent to the Controller of Examinations through the Chief Superintendent by the respective departments immediately after completion of the practical examinations.
- External/Internal should have at least three years of teaching experience in the paper.

Minimum for a Pass:

UG Courses:

No candidate shall be declared to have passed the Semester Examination unless he/she obtains not less than 35% marks in semester end examination (i.e.26 out of 75 marks) and 40% marks in the aggregate of semester end examination and internal assessment put together in each of the subjects (i.e. 40 out of 100 marks), 40% marks in foundation courses and practical examinations. Further, a candidate has to secure a minimum of 4.0 SGPA for a pass in each semester. A student who fails to secure over all 40% should re-appear for the external examination in the respective semester exam only.

PG Courses:

The student is declared to have passed in a semester if he/she secures at least 50% in aggregate in all papers put together for all PG programmes.

The student shall be declared to have passed the Semester Examination unless he/she obtains not less than 40% marks in semester end examination (i.e.30 out of 75 marks) and 40% marks in the aggregate of semester end examination and internal assessment put together (i.e. 40 out of 100 marks) for all PG programmes.

The student is declared to have passed in a practical subject if he/she secures at least 50% in aggregate (i.e. marks in continuous internal assessment and marks in semester-end examination taken together) in Practical / Project work/Comprehensive viva-voce for all PG programmes.

Further, a candidate has to secure a minimum of 5.0 SGPA for a pass in each semester. A failed candidate will be permitted to appear in any subject/paper to secure a minimum prescribed grade, to enable the candidate to pass at the end of any semester end examination.

Internal Assessment:

1. The examination system would be 75 marks for Semester end examination and 25 marks for internal assessment.

The internal assessment evaluation would be as follows:

- Two written Mid Semester Examinations should be conducted for fifteen marks each and the average of both written examinations will be awarded.
 - Five marks for seminars/quiz/assignments.
 - Five marks for Swachhata Activity.
2. The Internal assessment marks shall be communicated to the Controller of Examinations at least 15 days before the commencement of the semester end examinations.
 - There shall be no minimum pass marks percentage fixed for the internal assessment of theory and practical.
 - There is no provision to have revaluation of internal marks or to call back the marks statements issued in the earlier semesters.
 - The internal assessment should be done during the course time in the respective semester only i.e. no repetition for internal assessment of theory and practical.
 - Re-mid exam shall be conducted to the students, who seek prior permission from the Principal to attend NCC/NSS/Sports activities.

II. CONDITIONS FOR MODERATION FOR SEMESTER END EXAMINATIONS

Ratified the decisions taken by Results Review Committee Regarding grace marks.

- a. Resolved to give moderation if the pass percentage is below 60% in a subject.
- b. Resolved to give maximum of 5 Marks as moderation.
- c. Resolved to give moderation who failed in one or two subjects in a semester. The moderation is given to the candidates only who will pass all subjects by adding maximum of 5 Marks
- d. Resolved that the moderation is applicable to regular students only, It is not applicable to the supplementary students in any subject.

III. Rules for Giving Grace Marks for U.G. & P.G Examinations:

It is resolved the the following Grafting and Grace rules be adopted and implemented to all UG, PG and PG Professional Courses (M.B.A., M.C.A.,) w.e.f. 2019-20 admitted batch.

- i. 1% of the maximum marks (Excluding Practical Marks) of that Semester can be added for Graft by taking them from other theory subjects in which student got highest marks starting from highest to least.
- ii. Also after above Grafting. 1% of the maximum marks be given for Grace if necessary for passing Theory Subjects.
- iii. Graft/Grace marks shall be given to the students who can clear entire Semester with them.
- iv. The student has to clear all Practicals/Projects/ for applying Grafting/Grace.
- v. The students has to secure 75% of Min. Pass mark in failed subject in Semester end examinations to apply grafting and then Grace marks.

Report on Results:

CBCS scheme and syllabi were implemented for UG in 2015-16. There were 10 UG programmes and 6 PG programmes.

Semester I UG (2018-21 Batch) Examinations were conducted in November 2019 (24-10-2019 to 20-11-2019). The results were published on 25-11-2019 (5 days after the last examination). Out of 784 students who appeared for the examination 375 students passed. The average pass percentage was 47.83%. 73 applications received for re-valuation and marks were changed only in 06 cases.

Semester III UG (2018-21 Batch) Examinations were conducted in November 2019 (23-10-2019 to 19-11-2019). The results were published on 25-11-2018 (5 days after the last examination). Out of 520 students who appeared for the examination 247 students passed. The average pass percentage was 47.50%. 97 applications received for re-valuation and marks were changed only in 32 cases.

Semester V UG (2018-21 Batch) Examinations were conducted in November 2019 (24-10-2019 to 20-11-2019). The results were published on 25-11-2018 (5 days after the last examination). Out of 463 students who appeared for the examination 288 students passed. The average pass percentage was 62.20%. 67 applications received for re-valuation and marks were changed only in 20 cases.

Semester II UG (2018-21 Batch) Examinations were conducted in November 2020 (02-11-2020 to 17-11-2020). The results were published on 24-12-2020 (36 days after the last examination). Out of 751 students who appeared for the examination 312 students passed. The average pass percentage was 41.54%. 11 students applied for re-valuation and marks were changed only in 02 cases.

Semester IV UG (2018-21 Batch) Examinations were conducted in November 2020 (03-11-2020 to 18-11-2020). The results were published on 24-12-2020 (36 days after the last examination). Out of 512 students who appeared for the examination 207 students passed. The

average pass percentage was 40.43%. 10 applications received for re-valuation and marks were changed only in 01 cases.

Semester VI UG (2018-21 Batch) Examinations were conducted in September 2020 (21-09-2020 to 26-09-2020). The results were published on 14-10-2020 (18 days after the last examination). Out of 454 students who appeared for the examination 321 students passed. The average pass percentage was 70.70%. 22 applications received for re-valuation and marks were changed only in 07 cases.

Semester I PG (M.Sc.) (2019-21 Batch) Examinations were conducted in November 2019 (16-11-2019 to 27-11-2019). The results were published on 17-12-2019 (20 days after the last examination). Out of 139 students who appeared for the examination 103 students passed. The average pass percentage was 74.10%. 6 applications received for re-valuation and marks were not changed.

Semester I PG (MBA) (2019-21 Batch) Examinations were conducted in November 2019 (02-01-2020 to 09-01-2020). The results were published on 12-02-2020 (34 days after the last examination). Out of 143 students who appeared for the examination 86 students passed. The average pass percentage was 60.13%. 09 applications received for re-valuation and marks were changed only in 9 cases.

Semester II PG (M.Sc.) (2019-21 Batch) Examinations were conducted in November 2019 (03-11-2020 to 10-11-2020). The results were published on 24-12-2020 (44 days after the last examination). Out of 130 students who appeared for the examination 60 students passed. The average pass percentage was 46.15%. No applications received for re-valuation and marks were not changed.

Semester II PG (MBA) (2019-21 Batch) Examinations were conducted in November 2019 (03-11-2020 to 18-11-2020). The results were published on 24-12-2020 (36 days after the last examination). Out of 136 students who appeared for the examination 111 students passed. The average pass percentage was 81.62%. No applications received for re-valuation and marks were not changed.

Lists of Staff Members in the Examination Section:

| Name of the Employee | Designation |
|-----------------------------|--|
| N.S.V Kiran Kumar | Principal & Chief Controller of Examinations |
| B.V.V. Sagar | Controller of Examinations |
| M.Phani Kumar | Addl.Controller of Examinations |
| S.Manikanta | Addl.Controller of Examinations |
| I.S.S. Eswara Rao | System Programmer |
| M.Arun Kumar | System Programmer |
| K.Venkateswarlu | Office Assistant |

Details of the Equipment/Furniture in the Examination Cell:

| | |
|------------------------|---|
| Ricoh 2401 DDST Copier | 1 |
| Ricoh 2501 Copier | 1 |
| Canon ir3035 Printer | 1 |
| Epson M200 Printer | 1 |
| Computers | 5 |
| Server Desktop | 1 |
| UPS (6 kv) | 1 |
| Inverter | 1 |

Members of the Results Committee:

| Name of the Employee | Designation |
|-----------------------------|--|
| N.S.V Kiran Kumar | Principal & Chief Controller of Examinations |
| B.V.V. Sagar | Controller of Examinations |
| M.Phani Kumar | Addl.Controller of Examinations |
| S.Manikanta | Addl.Controller of Examinations |
| Dr. K.Srinivasa Rao | HOD, Department of Physics |
| Dr.N.Baby Nirmala | HOD, Department of Chemistry |
| Dr. B.Bhavani | HOD, Department of English |
| Dr. R.Srinivas | HOD, Department of Telugu |
| Dr. V.kanchanamala | HOD, Department of Hindi |
| Sri Sn. Ali Ansaari | HOD, Department of Computer Science |
| Sri K.V.V.S Chowdary | HOD, Department of Commerce & Management |
| Smt. N.L.N.Mallika | HOD, Department of Mathematics |
| Smt. A.Venkata Lakshmi | HOD, Department of Botany |
| Smt K.Suji Deva Priya | HOD, Department of Zoology |



