



SRR & CVR Government Degree College (Autonomous)

Machavaram Vijayawada-520004

NAAC accredited with B+ Grade

ISO 900:2015 Certified Institution

UG STUDENTS' EVALUATION POLICY

- College has decided to follow APSCHE revised syllabus w.e.f. AY 2020-21 for Life Skill Courses and Skill Development Courses in respective semesters as framed.
- College has decided to follow the revised common framework of CBCS for colleges framed by APSHE (revised w.e.f. AY 2020-21) for BA, B.Com, BBA and B.Sc. programmes with change in allotment of marks for internal and external marks.

College has decided to allot 60% marks for external exams and 40% for internal exams in the common framework.

ATTENDANCE:

1. A minimum attendance of 75% is necessary for a student to qualify to take Semester – end examination.
2. The attendance for laboratory work (practical's) should be 75% and the student should complete 75% of the practical's prescribed for the year.
3. The Principal is authorized to condone the shortage in attendance in deserving cases, on collection of a fee prescribed. However, the student should have to put in a minimum attendance of 60% in aggregate of the total number of periods worked for that course.
4. In case a student is deputed to represent the college at inter-collegiate or inter-university or district or state or national level tournaments / athletics the actual number of days (excluding Sundays and holidays), the student is engaged in such tournaments / athletics, shall be added to her class attendance, subject to a maximum of 30 days in a year and further subject to a maximum of 20 days in a semester. Similarly, the actual number of days spent by a student, in approved N.C.C. and N.S.S., camps will be added to her class attendance, subject to a maximum of 30 days in a year, and further subject to a maximum of 20 days in a semester. However, special consideration may be given to candidates participating in National events.
5. If the attendance of the student in aggregate is less than 60% of the total number of periods worked, she shall be required to repeat the semester, in the next academic year.



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6. A candidate, who is detained or discontinues a semester for whatever reason, on admission into the same semester in the subsequent year(s), shall be required to pass in all the papers in the curriculum prescribed for such a batch of students in which she joins subsequently to be eligible for the award of degree. However, exemption will be given from passing all those papers of the subsequent semesters, (of the batch which she joins now) which she had been required to pass the new papers, if any, introduced in the new curriculum.
7. A candidate who seeks admission into any semester on transfer shall be required to pass in all the papers in the curriculum prescribed for such a batch of students, she joins to be eligible for the award of degree. However, exemption will be given in all those papers of the semester(s) of the batch which she joins now, which she had passed earlier. However, admission of such candidates on transfer certificate is subject to the approval of Krishna University.

Regulations for sports person, NCC cadets and NSS volunteers:

- a. Re-exam of internal exams will be conducted if the student has participated in a tournament or training.
- b. 1% grace marks will be given to the meritorious players for pass percentages in the subjects on the recommendation of physical directors.
- c. 5% grace marks will be given to medal winners at South Zone Level, Inter University level tournaments and NCC cadets and NSS volunteers who participated in State Level Republic Day/Independence Day celebrations.
- d. 10% grace marks will be given to Medal winners at National Level / International level and NCC cadets and NSS volunteers who participated in National Level Republic Day/Independence Day celebrations.

Certain Concessions for HI/OH/Visually Challenged students:

The following concessions to be implemented for Hearing Impaired/Orthopedically handicapped/Visually challenged students.

- Exemption from payments of examination fee or scribe remuneration will be paid by the college.
- The exemption to study only one language paper.
- Half-an-hour extra time for each subject be extended to write examination papers and have to necessarily use scribe.



CONTINUOUS INTERNAL ASSESSMENT (CIA):

1. Out of a maximum of 100 marks in each theory paper, 40 marks shall normally be allotted for Continuous Internal Assessment (CIA). The Assessment shall be made by the teacher handling that paper in the manner prescribed here under. Where the same paper is handled by two or more teachers, the Head of the Department shall decide upon the teacher, who shall make the internal assessment or fix the proportion of the marks among the teachers for the internal assessment of the students.
2. The CIA has been divided into four categories of inventory tasks and activities as detailed below:

S.No.	Type of Assessment	Weightage Assigned
1	Assignments	5
2	Project-Work/Seminar/ Group Discussion / Role play/ Quizzes/ Presentations	5
3	Cleaning, Greening and Attendance	5
4	Testing of knowledge though Mid-term examinations (Mid -1 + Mid -2)	20 + 15
	Total	50
	Scale down to	40

3. The marks obtained by a student for 50 marks (Total of two Mid exams for 35, Assignments 5, Classroom Activities 5, Clean, Green and Attendance 5) is to be scaled down to 40 and this should be treated as the CIA score of the student in that course.
4. **Assignments:** A writing assignment encompasses any writing task a teacher asks of students that involve more and more thought processes including analysis, evaluation, interpretation, narration, syntheses, reflection, clarification, summarization, creative expression and application or demonstration of knowledge or learning. Every faculty member should determine the purpose of the assignment and the levels of students and accordingly assignments should be given. There should be at least one assignment for each unit/module as and when the syllabus (unit/module) is completed. The weightage of marks, assigned for the assignments should be awarded after completion of all the assignments in respect of all the units/modules and it should be finished before conduct of II Mid Examination.



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5. **In class activities:** laboratory/manipulative skill which include as described below for different subjects should be organized by every faculty member in respect of the subjects being taught by him/her

S.No	Subject	Suggested Activity/ Activities for CIA
1	Chemistry, Physics, Mathematics, Electronics, etc.	Peer teaching, Student seminars, quiz, worksheets on subjects, KWL (Know, Want-to-know, and Learned Group Work, Work sheets on subject, Industrial visit. Individual and Group Projects
2	Zoology, Botany, Computer Science, etc.	Field visit, Student projects. Student seminars, peer teaching, filling gaps, Matching, quiz, worksheets on subjects, KWL, Hydroponic gardening. live projects, Vermi compost Preparation, growing Nursery plants, Aquarium maintenance, Fish farming.
3	Micro Biology, Biochemistry, Food Technology, Horticulture, Aquaculture, etc.	Industrial visit, Lab visit, Student seminars, quiz, worksheets on subjects. KWL. Student Projects, Hydroponic gardening, live projects, Vermi Compost Preparation, growing Nursery plants, Aquarium maintenance, Fish farming, Mushroom Cultivation, Organic farming.
4	Statistics. Economics, History, Political Science, Public Administration, etc.	Socio economic survey, Group discussions, Student seminars, peer teaching, quiz, worksheets on subjects, KWL, Field visits, Mock Parliament, Web assignments
5	Languages	Comprehension paragraphs, Book review, Think-pair-share actions, Student seminars, peer teaching, filling gaps, quiz, worksheets on subjects. KWI, Group Discussion, LSRW activities
6	Commerce and Management	Industry visits and tours, group discussion, group projects, Student seminars, one-word answers, Multiple choice questions, peer teaching, filling gaps, Matching, quiz, worksheets on subjects, KWL. Socio economic surveys.

6. Students should be encouraged to participate in Activities like Clean & Green of the campus/in the community etc. Pucca record should be maintained showing the authenticity of the participation and accordingly marks should be awarded to each student. There should not be any malpractices in this regard. Attendance should also be taken into account for awarding total marks of 5. The award of marks for this should be completed before conduct of II Mid examinations.



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7. Testing of knowledge subject-wise Mid Examinations is a very important outcome of learning, with a weightage to the extent of 70% of the total internal assessment.
8. Two mid-term examinations as explained below should be conducted, I Mid after completion of 50% syllabus and II Mid after completion of total Syllabus with 35 marks for Mid Exam (Mid -1 for 20 Marks and Mid-2 for 15 Marks).

Mid-I: Suggested to conduct Mid I Examination through three kinds of questions:

- Firstly, One out of Three Essay type questions carrying 5 marks should be given.
- Second, five out of seven short answer questions should be set carrying 5x2:10 marks with weightage and
- Third, ten objective type questions should be framed carrying 10x ½ : 5 marks with weightage comprising multiple choice answers, fill in the blank questions, matching answers questions, comprehension etc.,
- The duration of examination is 1 Hour per paper for a total of 20 Marks.

Mid II: Mid-II examination is to be conducted after the completion of syllabus choosing two kinds of question, as explained above for a total of 15 Marks.

9. For Assignment, Seminar/Qui/Field trip/ Project work and Clean. Green and Attendance etc., for the three components, the marks to be allotted once in a semester before conduct of II Mid Examinations.
10. Internal Assessment shall be conducted not only in theory papers but also in laboratory work. Out of a maximum of 100 marks in a practical paper 40 marks or the marks prescribed by the Board of Studies and approved by Academic Council shall be allotted for internal assessment. The mode of internal assessment in practical paper shall be decided by the respective board of studies.
11. Every student is required, to take every test for Internal Assessment, unless she is permitted by the Principal to write at a later date on valid reasons, before the submission of internal marks. In case where permission is not obtained, the decision of the Principal to hold or not to hold separate examination for such candidate is final.
12. Permission to write Internal Assessment test at the end of corresponding Semester – end exams may be given on medical grounds and other valid grounds with the payment of prescribed fee. For such candidates, test/s is/are conducted by the



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teacher concerned in consultation with the Head of the Department with a different question paper.

13. The valued answer scripts of the first internal assessment tests should be made available to the students within 15 days from the completion of the tests. The scripts of the second internal assessment tests should be make available within 15 days from the completion of the tests or at least 7 days before the last instructional day whichever is earlier. They should be given to the students for their personal verification in one of the class hours and collected back in the same class hour.
14. Schedule of Internal assessment of the students shall be decided by the Heads of the Departments concerned in consultation with the Controller of Examinations.
15. A candidate who fails in internal assessment in any paper should take repeat internal assessment tests with the payment of prescribe fee and secure minimum marks to pass. It may take the examination in those papers in which she failed either in the supplementary examination conducted at the end of the next semester or along with the regular candidates of the subsequent batch as the case may be.
16. Failure in our absence from semester-end examinations shall not cause forfeiture of marks scored by the candidate in the Internal Assessment tests. The marks scored in internal assessment tests shall be carried forward.

SEMESTER-END EXAMINATIONS:

1. The maximum marks for Semester-End Examinations shall be normally 60 and the duration of the examination shall be 3 hours.
2. Semester-End Examinations shall be conducted in theory and practical paper at the end of every semester, unless otherwise stated, I, II, III, IV, V & VI Semesters.
3. The date of Semester-End Examinations is fixed by the principal in consultation with the Head of the Departments and the Controller of Examinations.
4. For Semester-End Examinations, the question papers of part-I and II shall be set by External Paper-setter and the answer scripts shall be valued by the External Examiner.
5. Failure in any paper or papers in the Semester-End Examinations or absence from the examinations shall not cause detention of the candidate in that semester. All the



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candidates registered shall be promoted to the next semester.

6. The principal may not permit a student to take the Semester-End Examinations, if she has not paid all fee due to the college and / or hostel or if she is found guilty of misbehaviour and / or bad conduct.
7. A candidate, who fails in Semester-End Examinations, may take the examination in the papers in which she failed either in the supplementary examination conducted at the end of the next semester or along with the candidates of the subsequent batch at the regular Semester-End Examinations as the case may be.

Evaluation Policy for Life Skill Courses and Skill Development Courses:

The college is adopted the same frame work as suggested by the APSCHE under revised syllabus w.e.f. AY 2020-21 for Life Skill Courses and Skill Development courses. The elevation is done at the end of semester for 50 marks in each course. There is no CIA for these courses. Only SEE is conducted for 2 hours for 50 marks. The Question Paper is consisting 10 Essay questions and student is required to write any 5 questions: $5 \times 10 = \text{Total } 50 \text{ Marks}$.

IMPROVEMENT / BETTERMENT:

A candidate who fails to pass in all the papers relating to Part – II of I to VI semesters, passing all the papers of VI Semester in one attempt at the end of VI semester can write and pass as a reappearance candidate the papers in which she has failed under Part – II, the papers of V & VI Semester can write at the immediate succeeding supplementary examination to be eligible for the award of higher class.

CHANGE OF SYLLABUS / PAPER:

Where a paper of course is dropped from the curriculum and another paper is introduced, only four chances in succession are given. Similarly, where the syllabus in a paper is revised, only four chances in succession shall be allowed in that paper with pre- revised syllabus. Candidates, who do not pass in these two chances in succession, will have to take the new paper with the revised syllabus / paper for their subsequent attempts.



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PASSING AND CLASSIFICATION REGULATIONS:

1. A candidate who has secured at least 40% marks in the Semester-End Examinations and 40% marks in Internal Assessment shall be declared to have passed in that paper.
2. A candidate who passed in all the paper of Part- I, II, III and IV prescribed for that course within a period of 6 years is eligible for the award of Degree.
3. The classes shall be awarded separately for part – I & II grade shall be awarded for Part – III and IC along with III semester papers basing on continuous internal evaluation.
 - a) The classes shall be awarded on the basis of marks in the aggregate for all the papers in that part, as prescribed by the Board of studies.
 - b) Further a candidate to be eligible for the award of higher class/division shall pass all papers III semester paper of part- I earlier to or along with the III Semester- End Examinations passing III Semester papers of part – I in one attempt and all papers of Part-II earlier to or along with the VI Semester-End Examinations passing VI Semester papers in one attempt.
 - c) Further in order to be eligible for a Rank, Award, gold Medal, Distinction, prizes and similar commendation, a candidate must have appeared and passed all the papers in the respective Semester-End Examinations only.
 - d) Further, candidates are required to pass all papers of the three years course within 5 years from her date of admission into the course to be eligible for the award of higher class i.e., I or II class in Part I and / or Part II. After the prescribed period of 5 years from the date of admission into the course a candidate will be awarded only III class irrespective of the marks scored in Part I / or Part II.
 - e) Further, a candidate shall be declared to have passed in First class, in Part – I or II if she secures at least 60% in aggregate in papers of that part.
 - f) Further, a candidate shall be declared to have passed in Second class, in Part – I or II if she secures 50% or more but less than 60% in aggregate in papers of that part.
 - g) Further, all other candidates shall be declared to have passed in Third class, in Part – I or II.
4. For Part – III and IV:7 point grading scale shall be adopted as per Krishna University



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Guidelines. The interval between the highest mark awarded and the pass mark (40%) is divided into five approximately equal intervals and corresponding grades are awarded from I to D in each course and further minimum number of students are awarded 'O' grade.

5. In case of co-curricular and extracurricular activities (Part – II and IV) if the candidate fails to secure the minimum grade – D, she may undergo continuous evaluation during V and VI semesters along with the succeeding batch of students to get minimum grade.
6. Date of passing Part – III & IV will not affect the Class / division either in Part –I or Part-II.
7. The guidelines followed by Krishna University in respect of moderation / grace marks/ grafting shall be applied.

REVALUATION:

1. A student shall have a right to appeal in case she is not satisfied with the marks awarded to her in Internal Assessment. The student shall seek clarification in writing from the teacher concerned. If she is still not satisfied, she may, in writing request the principal to redress her grievance. The principal shall appoint a Grievance Redressal Committee normally consisting of the Head of Department, one senior teacher from the same department other than the teacher concerned and the Principal. The decision of the grievance committee shall be final.
2. A student shall have a right to appeal to the Principal for revaluation of her answer script, if she is not satisfied with the marks awarded in Semester-End Examinations on payment of prescribed fee. The principal shall, in consultation with the Controller of Examinations, arrange for the revaluation of the answer script.
3. A non-refundable revaluation fee as prescribed by the college shall be levied from the candidates seeking revaluation.
4. Application for revaluation shall be submitted to the COE office within one week from the date of announcement of results.
5. The answer script shall be revalued by the External Examiner, other than the original examiner.



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6. If the difference of marks in original valuation and the revaluation is less than 5, the marks scored in original valuation shall stand and the marks scored in revaluation shall be ignored. However, if the marks scored in revaluation alter the result of the candidate (i.e., the failed candidate getting pass, the passed candidate getting second class and the second-class candidate getting first class the revalued marks shall stand).
7. If the difference in the marks in the first valuation and revaluation is 5 or more but less than 15, the marks scored in the revaluation shall stand.
8. If the difference in the marks in the original valuation and the revaluation is 15 or more, the answer script shall be sent for third valuation and the average of marks shall be taken.
9. If the marks scored in the valuation are less than the marks scored in the original valuation, the marks scored in the original valuation shall stand.

INSTANT EXAMINATIONS:

The Instant Examination will be conducted for the Final year students only, in any two papers in all six semesters together immediately after announcing the regular results of 6th semester on the payment of prescribed Instant examination fee.

AWARD OF DEGREE

A student will be declared eligible for the award of the B.A/B.Com.,/B.Sc./BBA degree if he/she fulfils the following academic regulations:

- i. Regular entry students shall pursue a course of study for not less than Three academic years and in not more than six academic years.
- ii. Students who fail to fulfill all the academic requirements for the award of the degree within six academic years from the year of their admission, shall forfeit their seat in UG Programme and their admission is deemed to be cancelled.

Completing the course of study shall mean not only satisfying the attendance requirements but also passing of all the subjects within the respective stipulated period with prescribed credits.



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The following concessions to be implemented for Hearing Impaired/Orthopedically handicapped/Visually challenged students.

- Exemption from payments of examination fee
- The exemption to study only one language
- Half-an-hour extra time each subject be extended to write examination papers and have to necessarily use scribe.

GENERAL MATTERS:

1. The Controller of Examinations shall plan for the conduct of the Examinations under the supervision of the Principal.
2. The Controller of Examinations shall maintain such stationery and records as are necessary for the conduct of examinations and for recording, storing and retrieving of the marks and other particulars relating to the examinations.
3. The laboratory records and mid-term semester papers and sem end examination papers of all semesters shall be preserved up to 6 years in the college and shall be produced to the Officials as and when the same are asked for.
4. The Controller of Examinations shall make arrangements for the evaluation of the student's performance in the examinations, both in theory and practical and submit the results of the Examinations to the Principal which in turn are transmitted to the University for Award of degrees.
5. The students once pay their fee for any purpose, the amount will not be refunded at any circumstances.
6. The Principal shall deal with any academic problem which is not covered under these rules and regulations, in consultation with the Heads of the Departments in an appropriate manner and subsequently such actions may be placed before the academic council for ratification. Further she is empowered in all exigencies to take decisions, pertaining to academic and examination matters. However, any modification of decisions taken earlier by the academic council, shall be reported to the academic-council for ratification.
7. The Principal may advise the Academic Council for the inclusion and deletion of any rule/ rules, to these Rules and Regulations.



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MALPRACTICES:

1. The cases of malpractices in internal assessment tests and Semester-End Examinations shall be referred, by the Principal, to a Malpractice Enquiry Committee, constituted by her for the purpose. Such committee shall follow the approved scales of punishment which are given below, while dealing with the cases of malpractices. The principal shall take necessary action, against the erring students basing on the recommendations of the committee.
2. Any action on the part of candidate at an examination trying to get undue advantage in the performance at examinations or trying to help another, or derive the same through unfair means is punishable according to the provisions contained hereunder. The involvement of the staff, who are in charge of conducting examination, valuing examination papers and preparing / keeping records and documents relating to the examinations in such acts (inclusive of providing incorrect or misleading information) that infringe upon the course of natural justice to one and all concerned at the examinations shall be viewed seriously and recommended for award of appropriate punishment after through enquiry.

	NATURAL OF OFFENSE	SCALE OF PUNISHMENT
	Semester - End Examinations	
1.	The candidate found in possession of any material relevant to the subject of examination (even in a code form), written, typed or printed or matter relevant to the subject on clothes worn or possessed on any part of the body or pad or hall ticket or vanity bag or purse or any other instrument normally permitted into examination hall.	Expulsion from the examination hall, cancellation of performance of candidates in all papers at the current session of examination.



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2	Matter written on a desk or was established to be in the hand writing of the candidate in the examination hall (with sufficient evidence) even if the matter is in somebody's hand writing, taking into account the nearness and circumstantial evidences that invigilating staff is empowered to book the case, however, substantiating the action taken.	As above
3	Possession of a calculator/Organizer/ Cell phone where its use is prohibited.	Expulsion from the examination hall and cancellation of performance of the candidate in the paper concerned.
4.	Destruction or suppression of evidence in any way like swallowing, tearing or throwing out etc.,	Expulsion from the hall, cancellation of performance in all papers of the current examination and disqualification from appearing subsequent semester end examinations. Lighter punishment may be imposed when the attempt for destruction or suppression of evidence is not clearly established.
5.	A candidate found copying or has copied from the forbidden material or is found assisting/helping any one in copying or has been copying from another. (The copied portion in the answer book is to be marked and signed by the invigilator and Chief Superintendent)	Expulsion from the exam hall, cancellation of the performance in all papers of the current exams.



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6	If the rendering of assistance is through transfer or exchange of answer book/ additional book, both candidates are to be punished whether copying has taken place or not.	Expulsion of both candidates from the hall, cancellation of their performance at the current exams, besides disqualification from appearing the subsequent Semester-End Examinations.
7.	Impersonation cases A. A candidate impersonating another or the one who gets impersonated B. Exchange of roll numbers on the answer scripts.	Expulsion from appearing in the subsequent Semester-End Examinations. Expulsion from the hall and debarring for the rest of exams. Cancellation of performance at the current exams and disqualification from appearing any exams for 2 years and debarring from the college for 2 years.
8.	Insertion of main or additional book detected during examination time/valuation	Expulsion from the hall, debarring from the rest of current examinations cancellation of performance of the candidate in all papers at the current exams and disqualification from appearing subsequent Semester-End Examinations.
9.	Forbidden material found in the answer book during valuation whether used or not.	Cancellation of performance of all papers of the candidate at the current examinations.
10	Consulting books or papers or persons outside the hall before handing over the paper (Eg. Going on the plea of easing etc.)	Expulsion from hall, debarring from the rest of current exams and cancellation of performance of all papers at the current examinations.



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11	<p>Candidate writing irrelevant matter or making markings or writing names/initials Regd. No. on the additional books etc., Making request to award pass etc. detected during valuation.</p>	<p>Cancellation of the performance of the paper concerned.</p>
12	<p>A. Writing objectionable language in the answer script found during invigilation/valuation.</p> <p>B. Writing abusive language in the answer book found during invigilation/valuation.</p>	<p>Expulsion from the examination hall and cancellation of performance in all papers at the current exams.</p> <p>Expulsion from the examination hall, cancellation of performance of all papers at the current examination and disqualification from appearing the subsequent Semester-End Examinations.</p>
13	<p>Influencing examiner/Examination personnel directly or through agents to get undue benefit.</p>	<p>As in Case 12.B</p>
14	<p>Taking away the answer book (even if it is returned later) or leaving the hall without handing over the answer script or tearing away the answer book or part of it.</p>	<p>Expulsion from the hall, cancellation of performance in all papers of current exams and disqualification from appearing subsequent Semester-End Examinations.</p>
15	<p>Sending out or throwing out question paper or a paper on which some questions or answers are written with the intention of getting or giving help.</p>	<p>Expulsion from the hall, cancellation of performance in all papers of current exams and disqualifications from appearing subsequent Semester-End Examinations.</p>



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16	Abuses, threats, disrespect to invigilating and supervising staff within the premises or outside.	Expulsion from the hall, debarring for the rest of exams and disqualification from appearing any exams for 1 or 2 years depending on the nature of misconduct.
17	Physical assault on examination personnel or supervising staff.	Cancellation of performance in all papers of current examinations, debarring from appearing any exams in future. Police complaint may be lodged.
18	Instigation to boycott examination.	Cancellation of performance of all papers at the current session.
19	Presentation of records of another candidate at the practical examination.	Cancellation of performance of all the papers at the current examinations (Theory and Practical.)
20	A candidate found guilty for more than one time at the current or earlier examinations.	Cancellation of performance of all papers at the current examinations, disqualification from appearing subsequent Semester-End Examinations. She shall not be promoted to subsequent class.
21	Involvement of any staff member in the leakage of question paper or meddling with answer books, selling or giving examination stationery for use outside the hall or assisting the candidate in the examination hall, or instigating one student to help others.	Recommending suspension from service and disciplinary action depending on the seriousness of offence.
22	Obstruction of the examination personnel or squad from doing its duty by any employee at the exam center.	Recommending loss of increment with entry in the service register of the person causing obstruction.



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23	Other malpractices, if any, not covered above.	The Malpractice Enquiry committee is to make specific recommendations taking into account, the circumstantial evidences and the gravity of offence.
24	<p>INTERNAL ASSESSMENT TESTS</p> <p>a. Posing forbidden material, copying, destruction of evidence.</p> <p>b. All other offences</p>	<p>Expulsion from the examination hall, debarring from taking the rest of the current tests, cancellation of performance of all the papers of the current internal assessment tests.</p> <p>Expulsion from the examination hall, debarring from the rest of tests during the semester, cancellation of performance in all the internal assessment tests of the current semester.</p>

NOTE: In respect of internal assessment tests depending upon the nature and gravity of the offence the Malpractice Enquiry Committee can impose the punishment.

3. In all cases the candidate or the candidates involved shall be sent out of the hall forthwith and kept out from writing the paper on the day but before the candidate or candidates actually leaves or leave the premises, her or their explanation shall be taken in writing and forwarded to the Controller of Examinations along with the report setting forth in detail all the material evidence. The address to which further communications are to be made is to be obtained from the candidate.
4. In case the candidate refuses to give a statement she is not to be forced to do so, only the fact of her refusal shall be reported by squad member/invigilator duly endorsed by Chief Superintendent.
5. In the case of a person who commits the offense under any of these rules but is not a candidate for any examination, the Chief Superintendent may hand over the case to the police.
6. Where a candidate/staff member is alleged to have employed/promoted unfair means/violated examination rules she shall be asked through a letter to explain the



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misconduct or violation of examination rules. If such explanation is not received within the stipulated period, the authorities shall proceed with the case as per the accepted legal provisions.

7. Under any circumstances the candidate shall not be allowed to continue writing the paper. However, the chief superintendent may permit her for the rest of the papers on subsequent days at the current session of examinations only when the candidate is not involved in serious offenses such as copying from the forbidden material, inserting papers with answers written by others or written by him outside, involving in impersonation case, exchanging answer papers in the hall, showing disrespect towards or assaulting the supervising personnel or acting in any manner that his presence is not conducive in maintaining discipline in the examination hall. The permission given by Chief Superintendent to appear at subsequent examinations does not guarantee the candidate that her answer scripts will be valued or result announced which is, however, subject to the final decision of the Malpractice Enquiry Committee in the case already booked.
8. It is often complained that other candidates in the hall have thrown the incriminating material onto innocent candidates or to their nearby places on sensing the approach of supervising staff of squad. In such cases, the person booking the case has to declare if she has clearly seen while the alleged candidate is throwing it out to fall within the hall or outside or if she is suspecting on the basis of tally of handwriting although she could not identify who has actually thrown it out. In the case of typed/printed matter where it is difficult to establish the identity of the person responsible for its origin, and also material found in the verandas when the act of throwing out from the hall is not clearly seen, the benefit to doubt should be passed on to the candidate. However, when the forbidden material is found in the desk or in the folds of answer book or question paper, or on the body or clothes of the candidate, the case may be processed in the normal way, considering the concealing not amounting to an act of suppression of evidence.
9. Where it is possible to send the articles carrying the forbidden material eg. Kerchief, pad, hall ticket etc., they may be produced as exhibits before the committee. In case of any matter on the unwieldy objects or things that cannot be directly produced as pieces of evidence before the committee, the matter transcribed onto a



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paper signed by the candidate, attested by invigilators, squad and countersigned by the Chief Superintendent, shall be forwarded. Where it is difficult to transcribe the matter completely or partially onto a paper because of illegibility or use of a code language or because of large extent, the Chief Superintendent, shall certify to the same effect while forwarding the case.

10. The invigilator/squad member who detected the case shall give in writing a full description of the forbidden material (size, place where written etc.) and countersigned by Chief Superintendent.
11. The signature of the candidate shall also be taken on the transcription paper or papers describing the material when transcription could not be done. The Chief Superintendent/squad member/invigilator should include in her/his remarks why the transcription could not be done in such an event
12. If the committee comes to the conclusion basing on circumstantial evidences that a person has resorted to malpractice despite some procedural lapses in reporting by the concerned supervising staff, the case is to be decided according to the rules prescribed above.



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OVER ALL CREDITS AND GRADING SYSTEM:

“Credit defines the quantum of content/syllabus prescribed for a course and determines the number of hours of instruction required”

The College resolved to implement Credit/Grade system w.e.f. 2017-18 admitted batch of students in all degree programmes with the following guidelines keeping in view the present semester system and CBCS pattern.

Objectives:

- The theory allocation and work load for degree programmes is as follows:

1 hour/week	1 Credit
2 hours/week	2 credits
3-4 hours/week	3 Credits
5-6 hours/week	4 Credits

- For all theory courses 40% of marks are allotted for internal assessment and the remaining 60% of marks are allotted for external evaluation from the academic year 2017-18 onwards.
- For the Practical courses 50% of marks are allotted for internal assessment and the remaining 50% of marks are allotted for external evaluation for the academic year 2017-18 onwards
- Minimum pass % is 40% out of 40 marks for internal assessment i.e.16/40
- 40% is the pass minimum for external examination i.e. 24/60.
- 40% is the pass minimum for practical examination out of 50 marks i.e. 20/50.



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- Grades shall be awarded on the basis of marks secured on a 6 point scale as indicated below

Award of Grades:

After each subject is evaluated for 100 marks, the marks obtained in each subject will be converted to a corresponding letter grade as given below, depending on the range in which the marks obtained by the student fall.

Structure of Grading of Academic Performance

Range in which the marks in the subject fall (%)	Grade	Grade points Assigned
≥ 90	O (Outstanding)	9.0 - 10
80-89	A (Excellent)	8.0 - 8.9
70-79	B (Very Good)	7.0 - 7.9
60-69	C (Good)	6.0 - 6.9
50-59	D (Average)	5.0 - 5.9
40-49	E (Below Average)	4.0 - 4.9
< 40	F (Fail)	0
Absent	Ab (Absent)	0

A student obtaining Grade 'F' or Grade 'Ab' in a subject shall be considered failed and will be required to reappear for that subject when it is offered the next supplementary examination.



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CALCULATION OF CGPA AND SGPA

Cumulative performance of all the semesters together will reflect performance in the whole programme and it is known as Semester Grade Point Average (SGPA), Cumulative Grade Point Average (CGPA) respectively. Thus, 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.

The UGC recommends the following procedure to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e.

$$\text{SGPA (Si)} = \frac{\sum(\text{Ci} \times \text{Gi})}{\sum \text{Ci}}$$

where Ci is the number of credits of the ith course and Gi is the grade point scored by the student in the ith course.

The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e.

$$\text{CGPA} = \frac{\sum(\text{Ci} \times \text{Si})}{\sum \text{Ci}}$$

where Si is the SGPA of the ith semester and Ci is the total number of credits in that semester.



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Illustration for SGPA

Course	Credit	Grade letter	Grade point	Credit Point (Credit x Grade)
Course 1	3	A	9	3 X 9 = 27
Course 2	4	B	8	4 X 8 = 32
Course 3	3	C	7	3 X 7 = 21
Course 4	3	O	10	3 X 10 = 30
Course 5	3	D	6	3 X 6 = 18
Course 6	4	E	5	4 X 5 = 20
	20			148

Thus, SGPA = $148/20 = 7.4$

Illustration for CGPA

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

Thus, **CGPA** = $\frac{20 \times 6.9 + 22 \times 7.8 + 25 \times 5.6 + 26 \times 6.0 + 26 \times 6.3 + 25 \times 8.0}{144} =$
6.73

144

&&