

**SHRI VISHNU ENGINEERING COLLEGE FOR WOMEN:: BHIMAVARAM**  
Approved by AICTE, New Delhi, Permanently Affiliated to JNTUK, Kakinada



# **Annual Examination Report**

## **2017-18**

# Shri Vishnu Engineering College for Women:: Bhimavaram Examination Branch

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## 1 Organization Structure

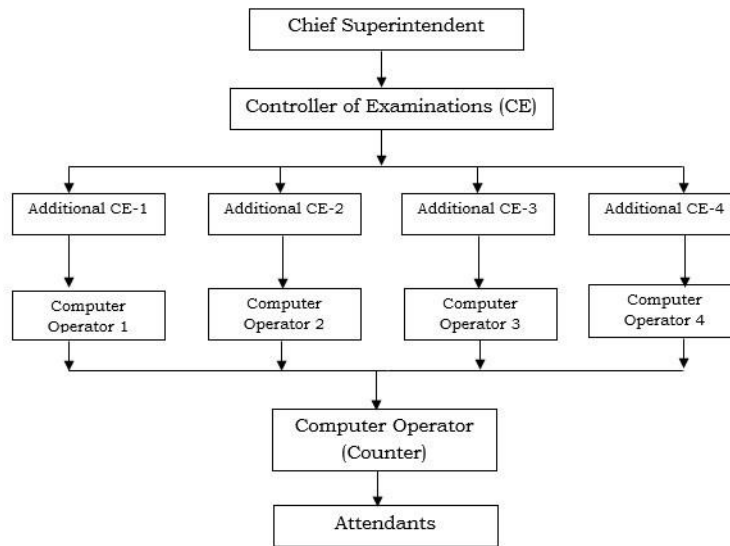


Figure 1: Organizational Structure

## 2 Members

- |    |                             |   |
|----|-----------------------------|---|
| 1  | Dr. G. Srinivasa Rao        | - Chief Superintendent                    |
| 2  | Mr. P. Surya Prakash Varma  | - Controller of Examination               |
| 3  | Mr. K. S. N. Raju           | - Additional Controller of Examinations 1 |
| 4  | Mr. M. Narasimha Raju       | - Additional Controller of Examinations 2 |
| 5  | Dr. Y. Phani                | - Additional Controller of Examinations 3 |
| 6  | Dr. M. Pradeep              | - Additional Controller of Examinations 4 |
| 7  | Mr. S. Murali Krishnam Raju | - Computer Operator 1                     |
| 8  | Mr. K. Rajashekar           | - Computer Operator 2                     |
| 9  | Mrs. A. Durga               | - Computer Operator 3                     |
| 10 | Mr. Ch. Srinivas            | - Computer Operator 4                     |
| 11 | Mr. D.S.N. Raju             | - Computer Operator Counter               |
| 12 | Mr. G. Ramesh               | - Attender                                |
| 13 | Mr. K. Sai Ajay Varma       | - Attender                                |

### 3 Role of Chief Superintendent

- ◇ Principal should act as the Chief Superintendent, who should be thorough with Examination System.
- ◇ The chief superintendent is the presiding officer of all the examinations conducted in the college. The examinations are supposed to be JNTU university end examinations, Autonomous end examinations and competitive examinations.
- ◇ The chief superintendent shall appoint other person who should be thorough with Examination System as chief superintendent in his absence.
- ◇ The chief superintendent randomly selects one question paper from a set of minimum six question papers for each subject before one hour of the commencement of the examination.
- ◇ The selected question papers are handed over to the controller of examinations to arrange the question papers room wise based on the seating plan using High Speed Printers/Photocopying Machines.
- ◇ In the presence of chief superintendent, the internal subject experts will verify the question papers for any misconceptions or printing errors in the question papers with in the first 15 minutes after commencement of examination. If they found any correction, the same will be intimated to the students during the examination without any late.
- ◇ Only teaching staff are to be drafted as invigilators.
- ◇ Subject teachers should not be posted as invigilators in the examination halls where the students are writing/ write the examination in that subject.
- ◇ “No Relation Certificate” must be obtained from the staff drafted as invigilators stating that none of their relatives are appearing in that Examination Hall.
- ◇ Seating arrangement is to be made in such way that only a maximum of twenty students in the examination hall. For each examination hall there should be one invigilator. One reliever for every eight rooms and squad for every twenty rooms is to be appointed.
- ◇ No blank answer booklet shall be issued to the students unless permitted by chief superintendent.
- ◇ Proper account of both answer booklets shall be maintained with due care.
- ◇ The Answer Booklets must be packed branch wise subject wise in separate bundle along with D-Form and to be handed over to the concerned ACE on day to day basis.
- ◇ A Team of HODs/Senior Professors/Squad may make a surprise visit to the examination Halls during the conduct of Examinations.
- ◇ A certificate giving the details of question paper printed and number of question papers issued to the candidates and balance available should be signed by the CE and Chief Superintendent for each day of examination.
- ◇ The D forms must be signed by the Chief Superintendent after thorough verification by the ACE and CE.
- ◇ The Chief Superintendent may refer the malpractice cases to the malpractice committee or he can take the decision on malpractice cases based on the rules framed by the malpractice committee.

## **4 Role of Controller of Examinations**

- ◇ Paper setting process
- ◇ Results process
- ◇ Identification of scripts for revaluation
- ◇ Hall tickets generation
- ◇ Hi-Tech bills payments
- ◇ Interaction with Hi-Tech printer regarding booklets, Lab OMR & Marks Memos.
- ◇ Preparation of data for PC's as JNTUK formats
- ◇ Different examinations creation including regular supply
- ◇ Scanning process
- ◇ Results file Preparation
- ◇ Results file processing & grade generation examination wise
- ◇ Results upload into website
- ◇ Consolidated results upload into website
- ◇ Marks memo sheets generation (Hi-Tech)
- ◇ Downloading of JNTU sheets for P.C.
- ◇ Certificate Verification
- ◇ Software/Data Maintenance

## **5 Role of Additional Controller of Examinations**

- ◇ Notifications for Exams
- ◇ Registration of students into a particular semester and mapping of subjects & students promotion.
- ◇ Question paper checking & put them into covers before start of examination.
- ◇ Preparation of MID question papers
- ◇ Coding of answer scripts
- ◇ Revaluation registration
- ◇ Hall tickets verification
- ◇ Student promotions
- ◇ Subjects upload
- ◇ Subject mapping
- ◇ Mid exams time tables
- ◇ Internal marks finalization
- ◇ External exam time table

- ◇ Notifications & time tables upload into website
- ◇ External examination conduction
- ◇ Conducting spot valuation
- ◇ Statistical Reports

## **6 Examination Process**

### **6.1 Pre-Examination process**

- ◇ Admission Approval
- ◇ Release of Notification
- ◇ Receiving of Examination Applications from students
- ◇ Student Registration
- ◇ Candidates List
- ◇ Supply of Answer Scripts and Stationery
- ◇ Question Papers
- ◇ Exam Time Table
- ◇ Hall Tickets

### **6.2 Examination**

- ◇ Seating Arrangement
- ◇ Assigning Invigilation Duties
- ◇ Printing and Supply of Question Papers
- ◇ Collection of Answer Scripts
- ◇ Coding of Answer Scripts
- ◇ Valuation & Scrutinize of Answer Scripts

### **6.3 Post-Examination Process**

- ◇ Processing of OMR answer sheets
- ◇ Result Generation
- ◇ Results
- ◇ Revaluation Process
- ◇ Revaluation Results
- ◇ Grade Sheets
- ◇ Consolidated Grade Sheet for eligible passed out students

## 7 Instructions to the Invigilators

- ◇ The invigilators are required to be present in the examination cell at least 30 minutes before actual start of the examination or as informed by the Chief Superintendent.
- ◇ The invigilators are required to count the main answer scripts and make sure that the serial number and chief superintendent's facsimile on the main answer script are present.
- ◇ The code books / data books and other books necessary for the examination will be sent to the examination halls. The invigilators are required to count and return the same at the end of the examination.
- ◇ One of the invigilators is required to check the hall tickets before a candidate enters the examination hall. No candidate shall be allowed to enter the examination hall without the hall ticket.
- ◇ The invigilators must instruct the students not to keep any printed or written material with them and not to write anything on the question paper which leads to malpractice. The students must be asked to hand over their belongings, not required for the examination.
- ◇ No invigilator shall leave the examination hall unless a reserve occupies his place on the instructions of the chief superintendent. A reserve will be sent only for attending some important work.
- ◇ The invigilators are required to sign on the main answer scripts in the space provided and also to put the initial with date on the backside of hall ticket. The number on the main answer script is to be mentioned in the candidates' attendance sheet and the candidate's signature to be taken on the attendance sheet.
- ◇ The invigilators are required to instruct the candidates not to write their roll no. i.e. hall ticket number, anywhere except in the space provided in the first page of main answer script.
- ◇ The invigilators are required not to allow the candidates into the examination hall after 15 minutes from the commencement of the examination.
- ◇ The invigilators should not allow the candidates to leave the examination hall during examination.
- ◇ The invigilators should not put their signature on graph / drawing sheets.
- ◇ The invigilators are required to handover the answer scripts after the completion of the examination in the examination cell.
- ◇ One of the invigilators is required to distribute and collect the answer scripts personally. The invigilator should not ask the candidate to take (in the beginning) or keep (at the end) the answer scripts on the table. The invigilator will be held responsible for any loss of the answer scripts.
- ◇ In case of any discrepancies, the matter may be brought to the notice of the chief superintendent immediately.
- ◇ The invigilators are required not to carry cell phones etc. in the examination halls.
- ◇ The invigilators are required to watch carefully in the examination hall to prevent malpractice.
- ◇ Invigilators are advised to maintain silence in the examination hall, so as to provide conducive environment for the smooth conduct of examination.
- ◇ Staff members who are not having examination duties should strictly not enter into the examination halls.

## 8 Instructions to the Students

- ◇ Please check the details of your particulars in the OMR Sheet. i.e. Name, Hall Ticket No., Examination and Subject Code etc.
- ◇ In case of any deviation in the above or if the OMR sheet is torn / damaged, the defective answer book may be returned to the invigilator and ask for a blank OMR sheet signed by chief superintendent and fill the particulars properly.
- ◇ Ensure that the OMR Barcode Sheet is properly secured to the Answer Booklet given.
- ◇ You are prohibited from writing on or tampering the Barcodes as they may affect marks allotted to you.
- ◇ Candidates are prohibited from
  - Writing their H.T. Nos. in any part of the answer booklet.
  - Writing their names in any part of the answer booklet.
  - Addressing the examiner in any manner whatsoever in the answer booklet. If they do so, their answer scripts will not be valued.
  - Writing religious symbols.
  - Bringing Cell Phones / Mobile phones and Electronic Gadgets.
- ◇ Before beginning to answer any question, the candidates should write the correct number of that Question. They should complete the answer for any question and commence writing answer for the next question. Answers written at different places for the same question will not be valued.
- ◇ Answers should be written on both sides of the paper.
- ◇ No loose sheets of paper will be allowed in the examination room; no paper must be detached from or attached to the answer booklets.
- ◇ Answers must be legibly written and figures must be neatly drawn. Candidates should write not less than 25 lines in each page. It is not necessary to begin each answer in a fresh page.
- ◇ This answer booklet should be returned to the Invigilator before leaving the examination hall.
- ◇ Students are not allowed outside during the examinations.
- ◇ No Additional Answer Booklets will be supplied.

## 9 Guidelines to Valuers

- ◇ Assessment of answer booklets of semester end examination shall be done by external evaluators.
- ◇ All evaluators to sit together to discuss about the scheme of valuation, which was prepared by subject expert of the internal faculty. They should come to a common conclusion before starting the evaluation of answer scripts.
- ◇ If the number of answer scripts are more than 100 in any subject. There should be an appointment of chief examiner for valuation of that subject. Based on qualification, experience and number of times taught the subject will be the criteria for appointment of Chief Examiner.
- ◇ The chief examiner evaluates 10% of the total scripts which were valued by valuator of that subject. Each bundle comprises maximum of 40 scripts. After valuation of the complete bundle, valuator handovers the bundle to the chief examiner. He will select 1 script from each ten scripts to do valuation. So the maximum number of scripts in each bundle will be 4 scripts.



- ◇ Award step-wise marks for each solved question.
- ◇ Transfer marks carefully on the front page of the answer book and carry out total of marks correctly.
- ◇ Blank pages should be struck and signed by evaluator of the answer book.
- ◇ The evaluator shall neither put any comment nor any markings in the answer script. He/she shall place the marks for answers in specified spaces provided on the cover page.
- ◇ He/she shall put signature with his/her name in the space provided on the cover page of the answer book.
- ◇ He/she, who handled the answer book later, should hand over valued answer books to concerned officials.
- ◇ Valuation of answer scripts: Rs. 20/- per script for UG & Rs. 20/- per PG
- ◇ Chief examiner remunerations: He will value the scripts at Rs. 20/- per script and 10% of the scripts to be valued by him and along with that as a Honorarium 1,000/- will be paid.
- ◇ TA will be Rs. 1.50 per KM
- ◇ DA will be Rs. 300/- per day
- ◇ Lodging charges will be Rs. 200/- per day (min travel distance to claim is 50Km distance)

## 10 Malpractice Cases Guide Lines

The Principal shall refer the cases of malpractices in internal assessment tests and Semester- End Examinations, to a Malpractice Enquiry Committee, constituted by him/her for the purpose. The Principal will take necessary action, against the erring students basing on the recommendations of the committee as per JNTUK regulations.

Table 1: MALPRACTICES RULES

A	Nature of Malpractices / Improper conduct	Punishment
-	<b>If the candidate</b>	-
1.(a)	Possesses or keeps accessible in examination hall, any paper, note book, programmable calculators, Cell phones, palm computers or any other form of material concerned with or related to the subject of the examination (theory or practical) in which he is appearing but has not made use of. (material shall include any marks on the body of the candidate which can be used as an aid in the subject of the examination)	Expulsion from the examination hall and cancellation of the performance in that subject only.
(b)	Gives assistance or guidance or receives it from any other candidate orally or by any other body language methods or communicates through cell phones with any candidate or persons in or outside the examination hall in respect of any matter.	Expulsion of all the candidates involved from the examination hall and cancellation of the performance in that subject only. In case of an outsider, he will be handed over to the police and a case will be registered against him.

2.	Has copied in the examination hall from any paper, book, programmable calculators, palm computers or any other form of material relevant to the subject of the examination (theory or practical) in which the candidate is appearing.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted to appear for the remaining examinations of the subjects of that Semester/year. The Hall Ticket of the candidate will be seized and cancelled.
3.	Impersonates any other candidate in connection with the examination.	The candidate/Person who has impersonated shall be expelled from examination hall. The candidate will also be debarred and forfeits the course. The performance of the original candidate, who has been impersonated, shall be cancelled in all the subjects of the examination (including practicals and project work) already appeared and shall not be allowed to appear for examinations of the remaining subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all semester end examinations. The continuation of the course of such candidate is subject to the academic regulations in connection with forfeiture of seat. If the imposter is an outsider, he will be handed over to the police and a case is registered against him.
4.	Smuggles in the Answer book or additional sheet or takes out or arranges to send out the question paper during the examination or answer book or additional sheet, during or after the examination.	Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all semester end examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.
5.	Uses objectionable, abusive or offensive language in the answer paper or in letters to the examiners or writes to the examiner requesting him to award pass marks.	Cancellation of the performance in that subject.

6.	Refuses to obey the orders of the Chief Superintendent / Asst. Superintendent / any officer on duty or misbehaves or creates disturbance of any kind in and around the examination hall or organizes a walk out or instigates others to walk out, or threatens the officer-in-charge or any person on duty in or outside the examination hall of any injury to his person or to any of his relations whether by words, either spoken or written or by signs or by visible representation, assaults the officer-in-charge, or any person on duty in or outside the examination hall or any of his relations, or indulges in any other act of misconduct or mischief which results in damage to or destruction of property in the examination hall or any part of the College campus or engages in any other act which in the opinion of the officer on duty amounts to use of unfair means or misconduct or has the tendency to disrupt the orderly conduct of the examination..	In Case of students, they shall be expelled from examination halls and cancellation of their performance in that subject and all other subjects the candidate(s) has (have) already appeared and shall not be permitted to appear for the remaining examinations of the subjects of that semester / year. The candidates also are debarred and forfeit their seats. In case of outsiders, they will be handed over to the police and a police case is registered against them.
7.	Leaves the examination hall taking away answer script or intentionally tears of the script or any part thereof inside or outside the examination hall.	Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate will also be debarred for two consecutive semesters from class work and all semester end examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.
8.	Possess any lethal weapon or firearm in the examination hall.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate will also forfeit his/her course.
9.	If the student of the college, who is not a candidate for the particular examination or any person not connected with the college indulges in any malpractice or improper conduct mentioned in clause 6 to 8.	Student of the college expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate will also forfeit the course. Person(s) who do not belong to the College will be handed over to police and a police case will be registered against them.

10.	Comes in a drunken/intoxicated condition to the examination hall.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year.
11.	Copying detected on the basis of internal evidence, such as, during valuation or during special scrutiny.	Cancellation of the performance in that subject and all other subjects the candidate has appeared including practical examinations and project work of that semester/year examinations.
12.	If any malpractice is detected which is not covered in the above clauses 1 to 11	Reported to the Principal for further action to award suitable punishment.

## 11 Time Frame

Table 2: TIME FRAME

S.No	Particulars	Time Frame
1	Quotations for Examination Materials	
A	Mid Exam Answer Booklets, Graphs and Drawing Sheets for Mid Exam	Academic Year Starting
B	Placement of Indent	June
C	Budget Approval	June
2	Requisition of Question Papers	One month after commencement of semester
3	No. of days given for paper setter	20 – 30 Days
4	MID Time Tables	2 weeks before Mid
5	Examination Fee Notification	1 Month before commencement of End Examinations
6	Semester End Examination Time Tables	1 Week before Last Working Day
7	Finalization of Attendance and Detained Lists	1 Week before Last Working Day
8	Allotment of Invigilation Duties	1 Week before Exams
9	Preparation of Examination Material	1 Week before Exams
10	Results	20-25 Days after last examination date
11	Revaluation (Applications)	10 Days after result declaration
12	Revaluation (Results)	15 Days after last date of revaluation

## 12 Number of Programs Offered Year Wise

S.No	Academic Year	Number of Programs offered in UG	Number of Programs offered in PG
1	2017-18	6 Civil Engineering, Electrical & Electronics Engineering, Mechanical Engineering, Electronics & Communication Engineering, Computer Science Engineering & Information Technology	6 Master of Business Administration, M.Tech - GIO Informatics, M.Tech - Power Electronics, M.Tech - VLSI Design, M.Tech - Computer Science Engineering, M.Tech - Software Engineering

## 13 Number of students registered in the Academic Year:2017-18

S.No.	Academic Year	B.Tech				MBA		M.Tech	
		I Year	II Year	III Year	IV Year	I Year	II year	I Year	II year
1	2017-18	705	741	738	664	60	56	27	24

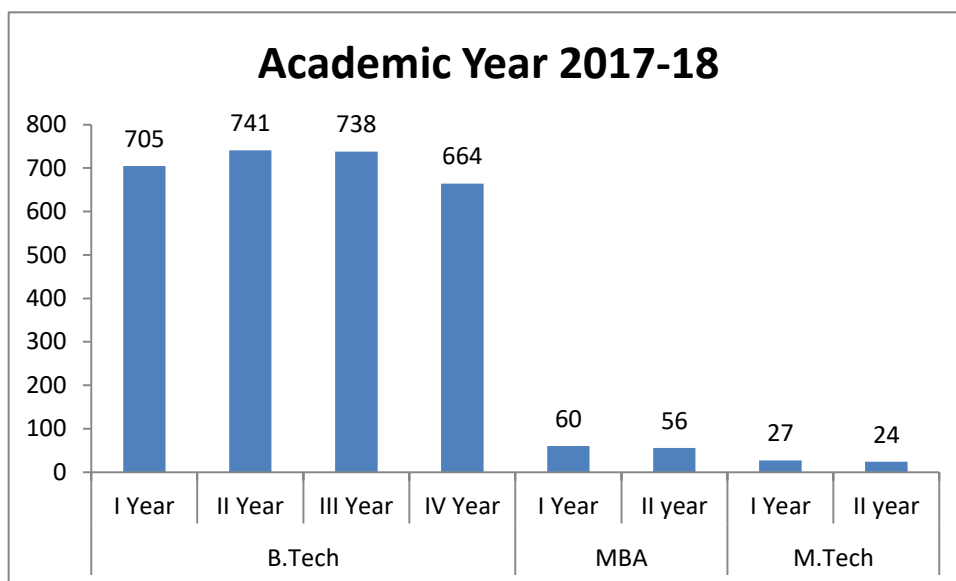


Figure 2: Number of Students Registered

## 14 Pass percentage of students in the AcademicYear:2017-18

S.No.	Academic Year	B.Tech		MBA		M.Tech	
		Total No.of Students Appeared	Total No.of Students who passed in the examination	Total No.of Students Appeared	Total No.of Students who passed in the examination	Total No.of Students Appeared	Total No.of Students who passed in the examination
1	2017-18	663	646	51	51	30	27

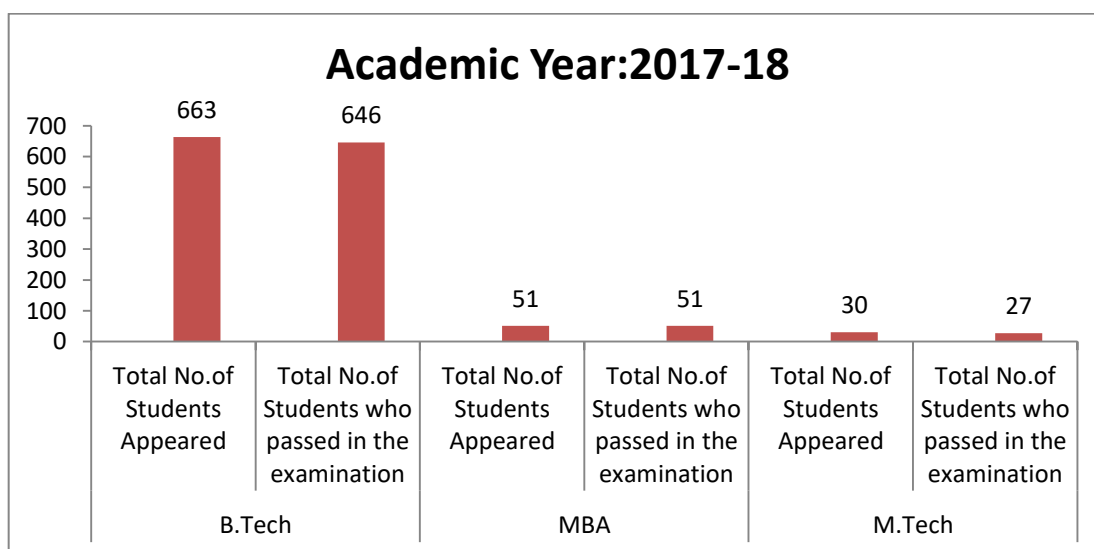


Figure 3: Pass percentage of students

**15 Number of students appeared in the examination conducted by institution, year wise::UG**

S.No.	Academic Year	B.Tech							
		I-I	I-II	II-I	II-II	III-I	III-II	IV-I	IV-II
1	2017-18	705	699	735	732	734	730	663	663

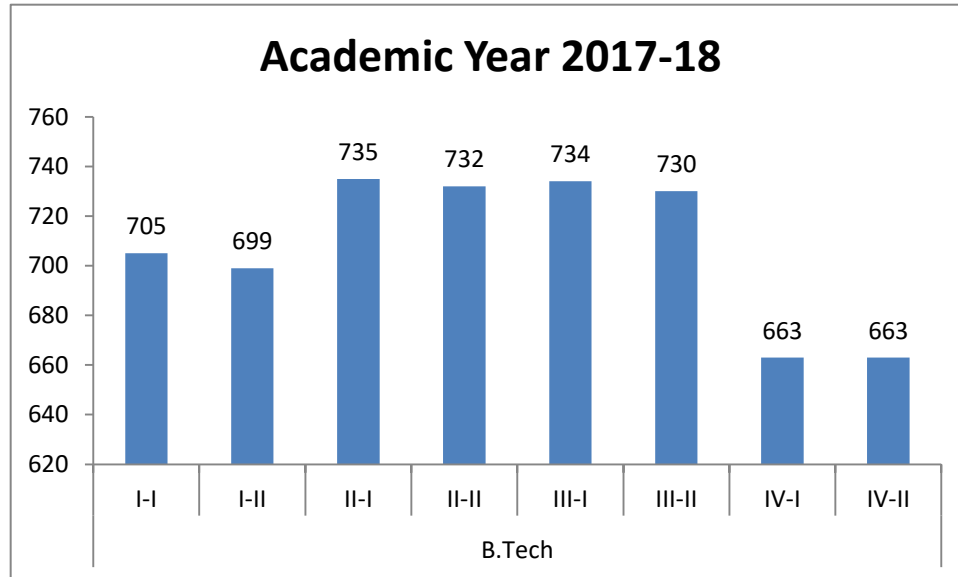


Figure 4: Number of Students Appeared in the Examination

**16 Number of students appeared in the examination conducted by institution, year wise::PG**

S.No.	Academic Year	MBA				M.Tech			
		I-I	I-II	II-I	II-II	I-I	I-II	II-I	II-II
1	2017-18	57	56	51	51	26	24	30	30

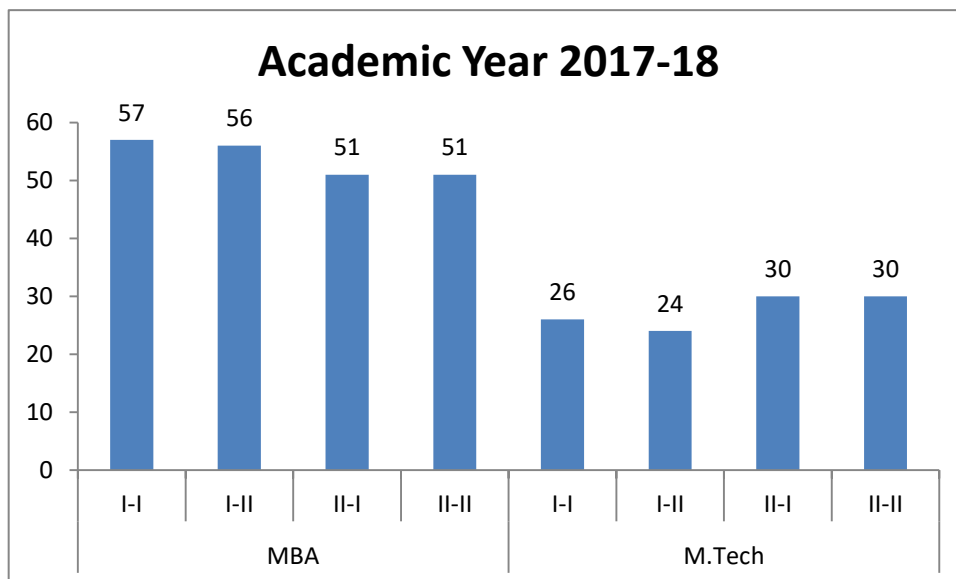


Figure 5: Number of Students Appeared in the Examination

**17 Number of Revaluation Applications Received in the academic year:2017-18**

S.No.	Academic Year	Number of students appeared in the examination	Number of revaluation applications received
1	2017-18	2990	69



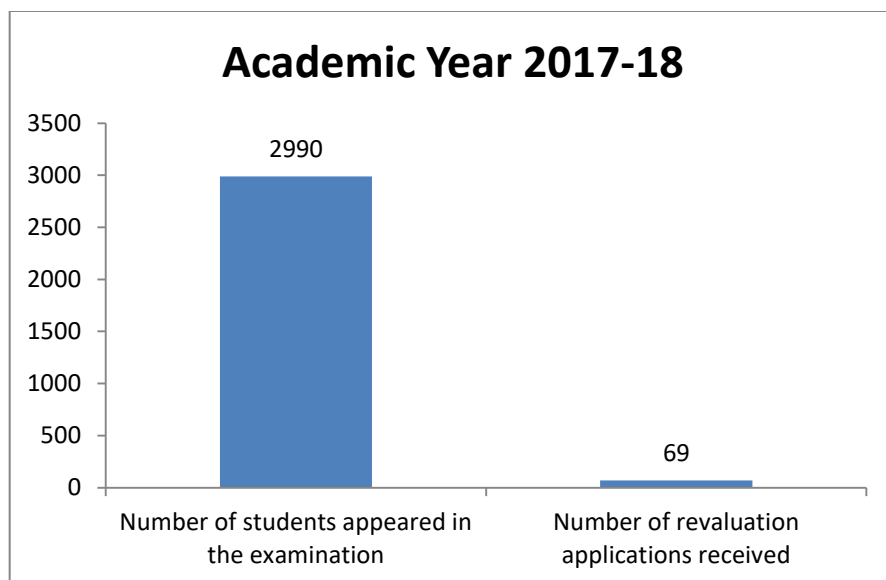


Figure 6: Number of Revaluation Applications Received in the Academic Year::2017-18

**18 Average number of days from the date of last semester-end/ year- end examination till the declaration of results in the academic year:2017-18:: UG**

Academic Year:2017-18									
S.No	Name	B.Tech							
		I-I	I-II	II-I	II-II	III-I	III-II	IV-I	IV-II
1	Last date of the last semester-end/ year- end examination	24-11-2017	28-04-2018	10-11-2017	23-04-2018	14-11-2017	24-04-2018	13-11-2017	09-04-2018
2	Date of declaration of results of semester-end/ year- end examination	26-12-2017	24-05-2018	26-12-2017	30-04-2018	26-12-2017	30-04-2018	26-12-2017	30-04-2018
3	Average Number of days(Semester wise)	<b>28.12</b>							
4	Total Average Number of days(Year wise)	<b>28.12</b>							

**19 Average number of days from the date of last semester-end/ year- end examination till the declaration of results in the academic year:2017-18:: PG**

Academic Year:2017-18							
S.No.	Name	MBA				M.Tech	
		I-I	I-II	II-I	II-II	I-I	I-II
1	Last date of the last semester-end/ year- end examination	22-12-2017	18-05-2018	04-12-2017	28-04-2018	16-02-2018	25-08-2018
2	Date of declaration of results of semester-end/ year- end examination	18-01-2018	16-06-2018	26-12-2017	24-05-2018	22-03-2018	04-09-2018
3	Average Number of days(Semester wise)	<b>18.28</b>					
4	Total Average Number of days(Year wise)	<b>16.40</b>					
5	Overall Average Number of days (UG+PG)	<b>22.79</b>					

**20 Number of student complaint/Grievances received about evaluation against total number appeared in the examinations year wise during 2017-18AY**

S.No.	Academic Year	Year/Sem	No.of Complaints Received	Nature of Complaints
1	2017-18	-	-Nil-	-Nil-

## 21 Infrastructure Facilities

S.No	Description	Specification	Quantity
1	Server	Lenovo ST-550 Tower Server, Octa Core, 2.1 GHz, 32GB	1
2	Computer Nodes		12
3	Lap Top	HP-15, 8GB RAM, 1TB Hard Disk	1
4	External Hard Disc	SEGATE Hard Disc – 2TB, SEGATE Hard Disc – 1TB	2
5	Scanner		1
6	Bar Code Reader		1
7	Printer cum Xerox Machine		2
8	Printers		5
9	Xerox Machines		2
10	Iron Racks Open		5
11	Iron Cupboards		24
12	Tables		24
13	Computer Tables		11
14	Boards (Marker)		4
15	Fans		30
16	Tube Lights		28
17	Air Conditioners		1
18	Telephones (Landline)		4
19	Mobile Phone		1
20	Notice Boards		3
21	S Type Chairs		6
22	Plastic Chairs		24
23	Office Chairs		5

## 22 Guidelines to Question Paper Setter

### 22.1 B.Tech

The Question Paper setter is requested

- ◇ To keep this assignment strictly confidential.
- ◇ To go through the syllabus and study the model question paper.
- ◇ To see that the script is clear and legible.
- ◇ To see that Part A must contain the Questions covering all the units of the syllabus.

To see that Part B The subdivision of each question, if it is there, must be from single unit.

- ◇ To set the questions as per the model question paper with due weightage to each question
- ◇ To see that each question given is within the scope of the syllabus.
- ◇ To set the paper covering the entire syllabus, without leaving any chapter.
- ◇ To set the questions in such a way that the student can answer the paper within the stipulated time.
- ◇ To set each question clearly without any ambiguity.
- ◇ To keep all the materials in the respective covers and seal them with the gum.
- ◇ To affix his/her signature on each cover at the appropriate place.
- ◇ To keep the Question paper cover the syllabus, the model question paper and the certificate in the big cover and seal it with gum.
- ◇ To take the print out of the typed question paper.
- ◇ To dispatch the material to the Principal, SVECW on or before xx-xx-xxxx by Regd. post parcel/Courier Services.
- ◇ To send the remuneration bill along with postal charges using the cover enmarked for it.
- ◇ The claim bill will be settled within 20 days after receiving it.

For any clarification feel free to contact the Controller of Examinations on mobile no.xxxxxxxxxx.

## **22.2 MBA & M.Tech**

The Question Paper setter is requested

- ◇ To keep this assignment strictly confidential.
- ◇ To go through the syllabus and study the model question paper.
- ◇ To see that the script is clear and legible.
- ◇ To see that question paper must contain the Questions covering all the units of the syllabus.
- ◇ To set the questions as per the model question paper with due weightage to each question
- ◇ To see that each question given is within the scope of the syllabus.
- ◇ To set the paper covering the entire syllabus, without leaving any chapter.
- ◇ To set the questions in such a way that the student can answer the paper within the stipulated time.
- ◇ To set each question clearly without any ambiguity.
- ◇ To keep all the materials in the respective covers and seal them with the gum.
- ◇ To affix his/her signature on each cover at the appropriate place.
- ◇ To keep the Question paper cover the syllabus, the model question paper and the certificate in the big cover and seal it with gum.
- ◇ To take the print out of the typed question paper.

- ◇ To dispatch the material to the Principal, SVECW on or before xx-xx-xxxx by Regd. post parcel/Courier Services.
- ◇ To send the remuneration bill along with postal charges using the cover enmarked for it.
- ◇ The claim bill will be settled within 20 days after receiving it.

For any clarification feel free to contact the Controller of Examinations on mobile no.xxxxxxxxxx.

## **23 Preparation of OMR answer scripts with variable data – In House**

- ◇ After receiving the finalized list of registration and timetable for final examinations from concerned ACE (Registrations), input is given to Server System which generates registrations file for both theory exams and lab exams.
- ◇ The registrations file for both theory exams and lab exams is sent to Hitech Print Systems for printing of Theory OMR Booklet and Lab OMR Sheets.
- ◇ Hitech Print Systems prints and sends theory OMR Booklets and Lab OMR Sheets with students variable barcode data.

## **24 Post-Examination Process**

### **24.1 Coding and Packing**

- ◇ The concerned ACE will check the answer scripts received from the Invigilators with the D-forms received and malpractice cases if any.
- ◇ After verification, concerned ACE should prepare code serial for each course and branch to be printed on the answer books and bundle numbers and concerned mark statement.
- ◇ Shuffle the answer books in bunches of about 05 to 10, and print code number serially, at four specified places on each answer booklet.
- ◇ Take out the perforated part-I from the answer books.
- ◇ Pack Shuffled answer booklets in bundles each containing 40 for spot valuation.
- ◇ Pack the bundles subject wise along with OMR Sheet .
- ◇ Bundle slip format should be filled and should be paste on the top of the pack.
- ◇ The packed bundles will be kept in the custody of CE.

### **24.2 SPOT VALUATION**

- ◇ The institute adopts the system of Central evaluation of the answer scripts by appointing the external examiners/valuators from reputed institutions. Coordinator for central evaluation will be nominated by the controller of Examination. The coordinator will be responsible for conduct of evaluation.
- ◇ At least fifteen days before the commencement of spot valuation, the ACE-Valuation concerned, should contact the examiners, from the panels of examiners which are approved by Controller of Examinations.

- ◇ The Examiner shall have minimum of 3 years of teaching experience and he/she must have taught the subject of valuation at least once. However, teachers with 2 years experience may also be considered for scarce specializations.
- ◇ Spot valuation will be commenced only after preparation of a Detailed key (solutions cum scheme of valuation), which is prepared by course coordinator.
- ◇ Well in advance arrange the question papers, detailed key award lists and other stationary required for the smooth conduct of spot valuation.
- ◇ On the day of valuation, the question papers and detailed key will be given to the valuator along with answer books.
- ◇ The Examiner can value a maximum of 80 answer scripts per day ( i.e 40 scripts in each session)
- ◇ The valuator should evaluate each answer in answer script and fill the boxes in part-II of OMR sheet representing the question numbers with the marks obtained for each question in the respective boxes.
- ◇ The valuator should not correct the marks by scratching and writing. In case of any correction, strike of previous figures by a line and write the new marks aside.
- ◇ Valuator should enter the total marks in the boxes provided at the answer booklet.
- ◇ Valuator should use ball point pen (Blue or Black) for writing alphabets & numerical numbers in boxes and circles.
- ◇ Valuator should not detach any part of the OMR sheet. If detached, that should be reported to the coordinator.
- ◇ The valuated answer scripts along with marks sheets signed by the valuator should hand over to the Scrutinizer/ ACE-Valuation. If there is any discrepancy in any valuated answer scripts identified by the scrutinizer (i.e., non-valuated answers, wrong total etc.,) that should be reported to the valuator and required corrections to be made by the valuator with counter signature.

### **24.3 Scrutinizer**

- ◇ The work of the scrutinizer starts almost concurrent with the process of evaluation. He/She should verify and ascertain that all the required information entered by the examiner on award list of marks is correct.
- ◇ He /She should check all the questions answered by the students whether valued or not valued by the examiners. If any answer is not valued, it should be immediately brought to the notice of the examiner and get it valued.
- ◇ He should check whether the marks awarded for all answers and posted in the marks table on the OMR sheet of the answer book. The marks posted should be checked for accuracy. Also, check the bubbling of total marks.
- ◇ He should also check whether same total marks on the answer book valued is carried to award list and entered the same in bubbling total. Marks mentioned in the figures on the OMR sheet and award list should tally with bubbling.
- ◇ The valuated answer scripts along with marks sheets signed by the valuator should hand over to the Scrutinizer/ ACE-Valuation. If there is any discrepancy in any valuated answer scripts identified by the scrutinizer (i.e., non-valuated answers, wrong total etc.,) that should be reported to the valuator and required corrections to be made by the valuator with counter signature.
- ◇ If there is no discrepancy, the Scrutinizer should sign on Part-II , detach it and arrange in coding order, pack award list (detached OMR slips) in an envelope with superscription of details.

- ◇ He should put signature only on Part-II of OMR sheet.
- ◇ The Scrutinizer submits answer script bundles to the ACE-Evaluator.
- ◇ ACE-Evaluation should maintain all the details of valuator and scrutinizers in the registers.
- ◇ ACE-Evaluation should handover all the OMR award list to the ACE-Systems for results processing.

#### **24.4 Results Processing & Publishing**

- ◇ After completing the valuation process the Hitech Print Systems will do the scanning and results processing and submit the files to Controller of examinations.
- ◇ Controller of examinations on receiving results scanning and processing files, the results are discussed with Principal and moderations are done if any.
- ◇ Based on the recommendations and directions of the Principal, the Controller of examinations will arrange for publishing results through college website and notice boards of the college.
- ◇ Along with results publishing the controller of examinations will issue notification for Revaluation.

#### **24.5 Printing and issue of Grade Cards**

- ◇ Grade sheets should be printed on grade sheets with multiple security features, verified and issued to students.
- ◇ After the announcement of results and revaluation results, the controller of Examinations will arrange for the printing of grade cards /sheets.
- ◇ The grades obtained by the student and the credits allocated to the course are to be entered into database using the software server installed in the examination branch.
- ◇ Once, all the data are entered, the printing of the grade cards will commence.
- ◇ Before printing the grade cards, the data viewed on the screen will be compared and checked with the data on results sheets.
- ◇ A record for grade sheets printed will be maintained.
- ◇ While issuing the grade sheet to the student, the signatures will be taken as an acknowledgement.
- ◇ If any student loses the grade sheet issued to her, a duplicate grade sheet will be issued on application and payment of prescribed fee.
- ◇ Such grade sheet will be oriented prominently as "DUPLICATE".

### **25 Physical Security Measures**

The examination cell is fully under the surveillance system. Any person other than examination cell staff will be allowed into examination cell with prior permission.

## 26 Syllabus/ Procurement of Question Papers for Sem-end examinations

The structure and syllabus for all courses of each department is prepared by the Board of Studies which is duly approved by the Academic council. The model question papers and a panel consisting of not less than six subject experts from different universities/reputed institutions based on their experience should be received by the examination branch from Chairman, BOS at the beginning of the semester to procure question papers in time. On receipt of panel of question paper setters, the selection of examination question paper setters for both UG and PG would be done by the Controller of Examination. After receipt of the approved copy the paper setters, the Controller of Examinations contacts the paper setters and arranges for setting of the question papers in a most confidential manner.

### 26.1 Conduct of Semester End Theory Examinations

- ◇ Controller of Examinations shall be responsible for smooth and proper conduct of examination in the college. He shall take necessary approvals from Chief superintendent and -
  - Give the directions to all staff members for smooth conduct of examination.
  - 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.
  - Get the examination schedule prepared and approved by chief superintendent for the entire programme and send the copy of the same to all Heads of the Department and ACE's.
  - Receive the requirements of answer books, supplements, drawing sheets, graph papers and other material from various departments and keep it ready centrally for distributing to students during examinations. A record of the same shall be maintained.
  - Receive the cases of misbehavior, malpractices, from Examination Coordinators and forward the same to Chief Superintendent for further necessary action.
  - Receive the list of external examiners (for conducting practical examinations) for various courses from Heads of the Department for record purpose.
- ◇ Seating arrangement shall be made centrally as per the master plan for seating arrangement.
- ◇ Controller of Examinations shall appoint staff for examination as per requirement.
  - There shall be one invigilator for a room maximum up to 40 students subject to maximum two per class room.
  - Reliever: One reliever per ten examination rooms and maximum time of 10minutes per room.
  - Invigilators and relievers shall be appointed centrally among the faculty of all departments.
  - Depending on the need and availability, Controller of examinations may change the number of staff for conducting examination.
- ◇ One week before of examination, Controller of examination shall open the required number of packets of question papers, Prior to opening, however, he shall sign on all the packets indicating the date and time of opening the packets. He 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. After checking the question papers will be sealed and kept in locker.
- ◇ On each day of examination, controller of examinations and chief superintendent will open the required number of Question papers at least one hour before the start of examination.
- ◇ Controller of examinations shall hand over the required material to the invigilators, at least 20 minutes before the start of the examination.



- ◇ The invigilators shall follow the “Guidelines/Instructions to the Invigilators”.
- ◇ 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.
- ◇ After receiving the answer books from invigilators, DCE & ACE shall check them as per the attendance record submitted by the invigilators and then sort out the answer books of each course separately.
- ◇ DCE & 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 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 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 finalized within a week.

## **26.2 Conduct of Semester End Lab Examinations**

- ◇ Semester End Examination for lab shall be conducted as per the examination schedule approved by Examination Committee. However in case of any emergency, the examination may be rescheduled with the prior approval of CS.
- ◇ ACE shall act as coordinator for conducting practical examinations. HOD/ACE 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.
- ◇ HOD in consultation with CE and ACE shall prepare detailed timetable (batch-wise) for the lab examination of the concerned department.
- ◇ The ACE shall submit the schedule and final list of examiners for all lab examinations to the departments. Based on the list of examiners Controller of examinations 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 Chief Superintendent.
- ◇ HOD of the concerned department shall appoint staff for lab examination and forward the copy of the same to the CE.
- ◇ 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 subject is over, internal examiner along with the other examiner (External) shall prepare the mark list, and submit it in sealed envelope to exam cell on the same day along with TA/DA and remuneration bills. These marks are not to be disclosed to the students.

### **26.3 Conduct of Supplementary Lab Examinations**

- ◊ Supplementary Lab Examinations for the failed students shall be conducted in the subsequent semesters. The supplementary lab examination time table will be prepared based on the applications received for the supplementary lab examinations. However in case of any emergency, the examination may be rescheduled with the prior approval of CS.
- ◊ ACE shall act as coordinator for conducting practical examinations. HOD/ACE 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.
- ◊ The ACE collects the tentative schedule for conducting the lab examinations based on the availability of the laboratory rooms from the HOD of concerned department.
- ◊ The ACE shall submit the schedule and final list of internal examiners for all lab examinations to the departments. Based on the list of examiners Controller of examinations shall issue the appointment orders.
- ◊ HOD of the concerned department shall appoint staff for lab examination and forward the copy of the same to the CE.
- ◊ 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 subject is over, internal examiner along with the other examiner (External) shall prepare the mark list, and submit it in sealed envelope to exam cell on the same day along with TA/DA and remuneration bills. These marks are not to be disclosed to the students.

### **27 Procedure pertaining to Revaluation of UG/PG Examination**

The students who intend to apply for Re-Valuation should submit their applications (Through the principal) within 15 days from the date of declaration of results by paying Rs.1,000 (Rupees Thousand only) per subject.

- ◊ The paper will be evaluated by the senior faculty of other college appointed by the Controller of examinations/Chief Superintendent of the college.
- ◊ If there is any change in marks (below 15
- ◊ If there is any change in marks (Equal or above 15
- ◊ Student has to produce Xerox copy of result for which she is applying. If it is based on result in net, the same is to be downloaded and handed over to the examination cell while applying.
- ◊ College Exam cell staff will verify & will forward the application to Controller of Examinations.
- ◊ No Re-Valuation for Laboratory courses.

Example : 15% of maximum of marks (60 Marks for External Exam) means , there should be an increase of 9 after Re-Valuation. If a UG/PG student secures 15 marks in external exam & if she applies for Re-Valuation after Regular Examination results are released then after Re-Valuation

- ◊ If she secures 18 Marks (below 15% of the maximum External marks) then new mark 18 will be awarded to the student.
- ◊ If she secures 25 Marks (Equal or above 15% of the maximum External marks) then the script will be evaluated by the third valuator (23 Marks). The marks of all the three valutors are compared and the average of two nearer marks (25 Marks and 23 Marks) i.e 24 Marks, the new mark 24 Marks will be awarded to the student.

## 28 Permission for Scribe to Appear for Examinations

The physically challenged candidates who have availed additional examination time and a scribe during their Intermediate/EAMCET examinations will be given similar concessions on production of relevant proof/documents.

### SCRIBE DECLARATION FORM

#### GUIDELINES REGARDING PERSONS WITH DISABILITIES

Those candidates who are visually impaired or affected by cerebral palsy with loco-motor impairment and whose writing speed is affected can use own scribe at own cost during the online examination. In all such cases where a scribe is used, the following rules will apply:

- ◇ Please ensure you are eligible to use a scribe as per the Government of India rules governing the recruitment of Persons with Disabilities.
- ◇ The candidate will have to arrange his own scribe at his own cost
- ◇ The scribe can be from any academic discipline.
- ◇ Both, the candidate as well as the scribe, will have to give a suitable undertaking, in the pre-scribed format with passport size photograph of the scribe, confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe as mentioned above. Further, in case it later transpires that s/he did not fulfill any of the laid-down eligibility criteria or suppressed material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the examination.
- ◇ Such candidate who uses a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination. (Visually Impaired candidates under Blind/Low Vision and other candidates whose writing speed is affected by cerebral palsy whether availing the facility of scribe or not shall be eligible for a compensatory time of 20 minutes for every hour of the examination.
- ◇ Visually Impaired candidates under Blind/Low Vision, who use scribe, may skip the non-verbal questions, if any, in Test of Reasoning and questions on Table/Graph, if any, in Test of Quantitative Aptitude. The candidates will be awarded marks for such Section based on the overall average obtained in other Sections of the respective test.

Please fill up the DECLARATION and submit along with the call letter.

#### DECLARATION

We, the undersigned, Shri/Smt/Kum. .... eligible candidate for the .....examination and Shri/Smt/Kum. .... eligible writer (scribe) for the eligible candidate, do hereby declare that :

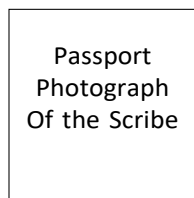
- ◇ The scribe is identified by the candidate at his/her own cost and as per own choice. The candidate is blind/low vision or affected by cerebral palsy with loco-motor impairment and his/her writing speed is affected and s/he needs a writer (scribe) as permissible under the Government of India rules governing the recruitment of Physically Challenged persons.
- ◇ As per the rules, the candidate availing services of a scribe is eligible for compensatory time of 20 minutes for every hour of the examination.
- ◇ In view of the importance of the time element and the examination being of a competitive nature, the candidate undertakes to fully satisfy the Medical Officer of the Organization that there was necessity for use of a scribe as his/her writing speed is affected by the disabilities mentioned in Paragraph '1' above.

- ◇ We hereby declare that all the above statements made by us are true and correct to the best of our knowledge and belief. We also understand that in case it is detected at any stage of recruitment that we do not fulfill the eligibility norms and/or that the information furnished by us is incorrect/false or that we have suppressed any material fact(s), the candidature of the applicant will stand cancelled, irrespective of the result of the examination. If any of these shortcoming(s) is/are detected even after the candidate's appointment, his/her services are liable to be terminated. In such circumstances, both signatories will be liable to criminal prosecution

Given under our signature:-

Signature of the Scribe

Phone Number:  
Postal Address:



Signature of the Candidate

Registration Number:  
Phone Number:  
Postal Address:

Signature of the Invigilator: .....

## 29 Committees Formed for Examination Activities

S.No	Year/Program	Committee
1	I - B.Tech	ACE: Mr. KSN Raju CO: Mr. M. Murali Krishnam Raju
2	II - B.Tech	ACE: Mr. M. Narasimha Raju CO: Mr. K. Rajasekhar
3	III - B.Tech	ACE: Dr. Y. Phani CO: Mrs. A. Durga
4	IV - B.Tech & JNTUK	ACE: Dr. M. Pradeep CO: Mr. Ch. Srinivas
5	I MBA	ACE: Mr. KSN Raju CO: Mr. M. Murali Krishnam Raju
6	II MBA	ACE: Dr. Y. Phani CO: Mrs. A. Durga
7	I M.Tech	ACE: Mr. M. Narasihma Raju CO: Mr. K. Rajasekhar
8	II M.Tech	ACE: Dr. Y. Phani CO: Mrs. A. Durga

The above committees are responsible for the respective years. The following are the responsibilities of committees

- ◇ Mid Time Table Preparation
- ◇ Raising request for stationary
- ◇ Collection of Question banks for Mid Examinations

- ◇ Collection of Quiz papers from faculty
- ◇ Mid Question Papers Preparation
- ◇ Assigning of MID Invigilation's based on the workload
- ◇ Preparation of seating arrangement for Mid Examination
- ◇ Collection of mid examination award sheets
- ◇ Entry of mid marks into data base
- ◇ Correction of Mid Marks (if any)
- ◇ Preparation of Notifications
- ◇ Receiving of applications and examination fee
- ◇ Verification of applications
- ◇ Entry of applications into database
- ◇ End examination time table preparation
- ◇ Student registrations for examination
- ◇ Seating arrangement for end examination
- ◇ Preparation of Invigilation Duties
- ◇ Conduction of spot valuation
- ◇ Preparation of Remuneration statements for theory and practical examinations

The above committees are reported to the controller of examinations and chief superintendent, whenever necessity arises.

Procurement of Question Papers:

1. Mr. P. Surya Prakash Varma - Controller of Examinations

Remunerations of Question Paper Setters:

1. Mr. K. S. N. Raju - Additional Controller of Examinations

Coding of Answer Booklets:

1. Mr. P. Surya Prakash Varma - Controller of Examination
2. Mr. D. S. N. Raju - Computer Operator
3. Mr. G. Ramesh Raju - Attendant
4. Mr. K. Ajay Kumar Varma - Attendant

Collection of Examination Applications & Fees:

1. Mr. D. S. N. Raju - Computer Operator
2. Mr. S. Murali Krishnam Raju - Computer Operator
3. Mr. K. Raja Sekhar - Computer Operator
4. Mrs. A. Durga - Computer Operator
5. Mr. Ch. Srinivas - Computer Operator

Preparation of Indents & Procurement of Stationary (If any):

1. Mr. D. S. N. Raju - Computer Operator