

**GOVERNMENT DEGREE COLLEGE FOR WOMEN,  
BEGUMPET, HYDERABAD  
AUTONOMOUS,  
AFFILIATED TO OSMANIA UNIVERSITY**

**Annual Examination Report  
2021-22**



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## **LIST OF STAFF MEMBERS IN THE EXAMINATION COMMITTEE AND BRANCH**

### **Exam Branch Members:**

- Dr. K. Padmavathi, Principal –Chief Controller of Exams
- Dr. K. Vijay Kumar, Controller of Exams
- Dr. M. J. Eliat, Additional Controller
- Dr. D. Pushpa, Additional Controller
- Smt. P. Meena Kumari, Computer Operator
- Sri. A. Rajender, Store Keeper
- Sri. Raj Kumar, Office Subordinate

### **Exam Branch Committee Members:**

- Dr. K. Padmavathi, Principal –Chief Controller of Exams
- Dr. K. Vijay Kumar, Controller of Exams
- Dr. M. J. Eliat, Additional Controller
- Dr. D. Pushpa, Additional Controller
- Dr. D. Prasanna, Member
- Dr.G. Narsimulu, Member
- Dr. R.Sreelatha, Member
- Dr.M.Sundara Murthy, Member
- Dr. R. Praneetha, Member
- Dr. M. Rama Chary, Member

## **EXAMINATION & PROMOTION RULES**

### **Examination System**

The College has devised an evaluation system that is based on continuous assessment and end semester examination with a ratio of 40:60. The continuous assessment includes class tests, assignments, seminars, MCQs, group discussion, group presentations, laboratory work, project work.

### **Continuous Assessment**

The college has continuous evaluation methods to assess the learning outcomes effectively: The Internal Assessment comprising Total Marks of 40 is apportioned as follows:

- a. To measure the subject knowledge.  
Written Examination of 2 internal assessments with 20 marks average taken
- b. Continuous evaluation of Learning:  
Four unit tests MCQS each of 10 marks of which average is taken.
- c. To measure the depth of knowledge:  
Assignments ( 5 marks)
- d. To measure the communication and presentation skills:  
Seminar/Viva Voce ( 5 marks)

### **Semester Examination Eligibility**

- A student will be permitted to take the end semester examination in all subjects only if she has put in at least 75% of attendance per subject (Theory and practical separately).
- On medical grounds a student is allowed a dispensation of 15% attendance on payment of an exemption fee of Rs. 100/- per subject, provided the student submits the medical certificate immediately after the period of illness and signed by the concerned H.O.D. Medical certificate submitted later will not be accepted.
- Students having less than 60% attendance in a subject will not be allowed to write the examination for the subject.
- Students attending state/ national camps/ workshops etc., have to produce the attendance certificate duly signed by the Principal to be eligible for attendance, immediately after they report to college.
- Students should submit leave letter signed by the principal to help them promote to next semester in case of medical issues.

## **End Semester Examination**

All students are expected to report to the examination hall on time. Late comers will not be allowed into the hall, 30 minutes after the stipulated time of commencement of examinations. The end semester examinations of 2 hours duration evaluated out of 60 marks will be in the form of a comprehensive written exam. External experts set the question papers and External examiners evaluate the answer scripts. Model question papers will be provided to students and examiners.

- For Courses with maximum marks of 100, duration of end semester exam 2 ½ hours.
- Ratio of continuous assessment & End Semester examination marks is 40:60.
- For Courses with maximum marks of 50, duration of end semester exam 1½ hour.
- Ratio of continuous assessment & End Semester examination marks is 10:40.

## **UG Students can clear backlogs if any, in any semester.**

CGPA is awarded for an undergraduate student, when the student clears all the papers.

For PG the end semester examinations of 2 ½ hours duration, evaluated out of 60 marks will be in the form of a comprehensive written exam. External experts set the question papers and External examiners evaluate the answer scripts. Model question papers will be provided to students and examiners. PG supplementary Examinations will be conducted only in the Even Semester.

## **Declaration of Results**

- There is no minimum passing marks for internal Assessment test. The minimum mark for passing in a subject is 40% in the End Semester and 40% of marks in the aggregate of the Internal Assessment and the End Semester. Those who secure less than the stipulated minimum will be declared failed.

- If a student passes the end semester examination but fails to get the adequate aggregate of the Internal Assessment and the End Semester she should repeat the End Semester Examination.
- The minimum mark for passing in a subject in PG is 40% in the End Semester and 40% of marks in the aggregate of the Internal Assessment and the End Semester.
- The college has implemented Grading System for UG. PG Students are graded similarly by the University.
- There is no provision for an Improvement Examination.

### **Requirement for Promotion**

No student is automatically eligible for promotion to the next semester. A student should have to pass a minimum of 50% in all the subjects to be eligible for promotion to the next semester. A student must earn a minimum of 25 credits (in academics) in one academic year to be eligible for promotion to the next year.

### **Appeals Regarding Internal Assessment**

Any student who has a grievance regarding internal assessment may bring it to the notice of the lecturer concerned within one week after the receipt of the answer script. If she still feels dissatisfied, the matter can be presented to the head of the department. After that she may appeal to the Principal who will set up a committee consisting of two external lecturers, the Controller of Examinations and the Head of the department. The decision of the committee will be final.

### **Representation Regarding Semester Examination Results**

- a. Such representations must be made to the Principal in writing within 10 days after the publication of results.
- b. In case of dissatisfaction with end semester examination results a student can ask the controller of examination in writing for revaluation on payment of the prescribed fee.

**The following procedure will be followed in revaluation.**

- If the difference is less than 10% of the maximum marks of the paper answered between the original and revalued marks, the former will stand.
- If the difference is 10% or more of the maximum marks of the paper answered the latter will be given

**Supplementary Examinations**

Failed students at UG level can take the supplementary examination in every semester. Supplementary Examination should not be taken more than three times for a subject under the same syllabus. After that the students will have to repeat the examination under the revised syllabus.

**Malpractice**

A student is guilty of malpractice if she is found attempting to copy, copying or in possession of incriminating material. A committee comprising the Principal, Controller of Examinations and the concerned Invigilator will investigate cases of malpractice in internal assessment tests. A student found guilty by the committee will be awarded zero marks in that subject only. The same committee will investigate cases of malpractice in the End Semester Examination. A student found guilty will have all subsequent papers of the semester cancelled and the committee will decide further course of action.

**MODERATION RULES FOR EXAMINATIONS**

*As per the resolution passed by Osmania university members on 8th May 2015:*

If the number of candidates getting 55 % Marks in a paper does not exceed 50%, then 5% of total marks rounded off to the nearest integer will be added as moderation.

## **RULES FOR GRACING IN EXAMINATIONS.**

- Grace up to 2 Marks: Any candidate of I year, II year and III year up to only V semester is failing by 1 mark or 2 marks in any one or two papers -- Grace - marks of only **TWO** can be added. If a student is failing in more than two subjects, the grace can be given to reduce their **BACKLOG PAPERS**
- 0.5 % rule applies only for final year final semester students. 0.5% of grand total (parts, I&II) marks of the course can be given as grace only if he/she is completing the course.
- Example: If grand Total is 2000 marks, then 0.5% of 2000 = 10 marks. These 10 marks can be added to failing to complete the course but not to reduce the backlogs

## **PROCESS OF EXAMINATIONS**

- A Notification will be issued by the Controller of Examinations calling for the Examination Application Forms from the eligible candidates, as per the regulations in force and receive the completed Examination Application Forms from the eligible students of the college along with prescribed Examination fees within the stipulated time as mentioned in the Notification.
- The students are also required to submit copies of the marks memos of the previous semesters.
- The Examination Forms received by the Controller of Examinations will be scrutinized and if any errors are found, such forms will be returned to the students for re-submission.
- The Controller of Examinations shall prepare and display the Examination schedule at least 15 days before the commencement of the Examinations.
- The Controller of Examinations shall make arrangements for the issue of the hall tickets only to the eligible candidates who have undergone the regular course of study with 75% of attendance and fulfill other requirement as per the rules.
- The Controller of the Examinations will prepare the 'D' Forms Session wise and paper wise of the candidates appearing for the examinations.



### **Preparation for the conduct of examinations**

1. Collection of Panel of External Examiners for paper setting from the respective Heads of the department, and copy of the syllabus and model paper.
2. Sending request letter to preparation of question papers to the External Examiners for paper setting by Exam Branch
3. Collecting question papers from the external examiners by Exam Branch
4. Typing and proof reading of question papers by COE.
5. Making required number of copies
6. Conducting of Examinations as per the Time Table
7. Coding of the answer scripts by Exam Branch
8. Sending Answer scripts to the external examiners for valuation
9. Sending code scripts for data entry
10. Collection of valued Answer sheets and Award lists from external examiners
11. Scrutiny of Award lists and Answer sheets by Exam Branch
12. Entering Theory Award list marks for result processing
13. Room wise allotment of candidates by Exam committee

### **Conduct of Practical exams**

1. Issue of Time Table batch wise.
2. Conduct of examinations and collection of answer scripts/award lists and scrutiny.
3. Sending Practical Award for result processing

### **Processing of Results**

Using the marks data as per the examinations Rules candidate wise, subject wise, paper wise, Results will be prepared.

1. Consolidation of Result faculty wise and Semester wise.
2. Verification of the result candidate wise
3. Declaration of the results.
4. Printing of the memos and verifying the memos.
5. Printing of the memos and verifying the memos.
6. Issue of the Consolidate memos and semester memos and provisional certificates

## **Revaluation Process**

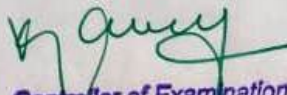
1. Issue of the Revaluation notification.
2. Issue/collection of the Revaluation Application forms.
3. Sending the Answer scripts to examiners for valuation.
4. After valuation collection of Answer scripts
5. Entry of marks using processing.
6. After verification of results
7. Declare the Revaluation results.
8. Issue the memos.


DATE : 19/08/2022

GOVERNMENT DEGREE COLLEGE WOMEN (AUTONOMOUS)  
BEGUMPET :: HYDERABAD  
RESULT ANALYSIS MAY/JUNE 2022

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SNO.	COURSE	APPEARED	PASSED	%AGE	PROMOTED	%AGE	DETAINED	%AGE
1	B.A.							
	SEMESTER II	131	97	74.05	33	25.19	1	0.76
	SEMESTER IV	139	95	68.35	44	31.65	0	0.00
	SEMESTER VI COURSE COMPLETED	98	92	93.88				
2	B.COM.							
	SEMESTER II	399	334	83.71	65	16.29	0	0.00
	SEMESTER IV	373	308	82.57	65	17.43	0	0.00
	SEMESTER VI COURSE COMPLETED	325	311	95.69				
3	B.SC.							
	SEMESTER II	495	339	68.48	156	31.52	0	0.00
	SEMESTER IV	548	420	76.64	128	23.36	0	0.00
	SEMESTER VI COURSE COMPLETED	580	549	94.66				
4	B.B.A.							
	SEMESTER II	47	43	91.49	4	8.51	0	0.00
	SEMESTER IV	50	36	72.00	14	28.00	0	0.00
	SEMESTER VI COURSE COMPLETED	49	48	97.96				

  
Controller of Examination  
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PRINCIPAL  
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