

Meeting Minutes

25/08/2016

A meeting is held under the Chairmanship of Sri B. Rajendrakumar, Principal, Tara Government college, Sangareddy in the principal chamber on 25/08/2016 at 2:00 PM to frame Guidelines with regard to Examinations under autonomy at Tara Government college, Sangareddy.

The meeting was attended by the Staff members of the college. The following Resolutions were made.

1. Each Semester consists of 15-18 weeks or 90 working days from the date of commencement of classes, as the college adopted CBCS from 2016-17 AY for UG & PG.
2. During each Semester, Two Internal Examinations will be conducted, First Internal Examination after completion of 45 days and the second I.E. at the end of 90 days.
3. At the end of 90 days of each Semester, Semester - End Examinations will be conducted in Theory and end of the academic year Practical Examinations.
4. If the student pays the Prescribed I-Semester Examination Fees, he/she will be allowed to appear for all papers of the concerned Semester. If the student is absent for one or all papers in the Semester - End Exams (Exam Fee Paid but Absent), he/she will be promoted automatically to II Semester provided the student puts up 75% attendance in I Semester.
5. If the student Does not pay the I Semester Exam Fees, he/she will not be allowed to appear for any paper of the concerned Semester Examinations. If the student fails to pay I Semester Examination Fee, he/she will not be allowed to apply for II Semester Exams.
6. If the student is Absent for First or Second or both the Internal Exams of I Semester, Reconduct of Such Internal Exams will not be entertained.
7. A student of II Semester will be promoted to III semester provided he/she passes in at least 50% of all the papers of both I and II semesters put together. Otherwise, he/she will be detained in I year itself until he/she meets the said criterion. The same rule applies for promotion from IV to V Semester.

8. If the Candidate fails in any paper or all papers of I Semester, he/she can apply and appear for the backlog papers at the end of Subsequent Regular Semester Examinations.
9. The Examination Fee prescribed upto Two Backlog papers is Rs. 300/- (250 + 50 for memo). Examination Fee Prescribed as per University.
10. The Students can apply and appear for Improvement provided they should pass in all papers of that particular semester. The Improvement Fees prescribed for one paper is Rs. 300/- (250 + 50 for memo).
11. Recounting Fee for (PG only) each paper is Rs. 100/-
12. Revaluation Fee for (UG only) each paper is Rs. 500/-
13. In order to Pass in any paper, the student should secure minimum marks of 40 (from both External Exam + Internal Exam) out of 100 marks provided he/she should secure a minimum of 28 Marks in External Exam and remaining 12 marks from Internal Exams. However, if the student secures 40 (or) more in External Exam alone is also considered Pass
14. The assessment of Answer Scripts of PG Programmes includes Double evaluation, First evaluation by External Examiner and the second evaluation by Internal Examiner. However, if the difference between two valuations is equal to or more than 20%, then it has to be assessed by Third Examiner (External).
15. The announcement of Semester Results of both UG & PG should be declared within the time frame of 45 days from the date of last Semester Examination concerned.

16. Backlog Exams should be conducted along with Even Number Semester - End Exams.
17. Revaluation is allowed only for UG Programmes.
18. The UG Programme should be completed in 3 years (Regular) + 3 years (Backlog) + 2 years (Grace period) totaling to a maximum of 8 years. After exceeding this period, the student has to go for Readdmission into First year.
19. The PG Programme should be completed in 2 years (Regular) + 2 years (Backlog). However, there is no Grace period. After exceeding this period, the student has to go for Readmission into First year.
20. Re-counting is permissible only for PG Programmes.

Moderation / Proof Reading of Question Paper Setting By Chairman / Chairperson BOS.

21. Verification of Question paper set as per approved syllabus under CBCS
22. Verification of Paper Title and Paper Code NO. on the Question paper
23. Verification of any repetition of Question and out of syllabus.
24. check for spelling and Grammar mistakes.
25. Check the Maximum Number of Marks, sum of Marks of all questions is tallying with the Maximum Marks or not
26. check the Instructions, S. NO. of Questions and Section Heading and

GRACE MARKS RULES

27. If the student is falling short of two marks to pass in 1/2 Subjects, 2 grace marks can be given.
28. If the student is falling short of $\leq 0.5\%$ of Course maximum marks to complete the course then, grace marks can be given to the extent of 0.5% Course maximum marks.
29. If the student is improving PART I / PART II division by adding 1 or 2 marks, then grace marks can be given to extent of 2 marks.

A student can be given grace marks in any one of the above scenarios,

MODERATION RULES

30. If the pass percentage in a subject is < 30 then one moderation i.e. 5 marks per 100 marks, 4 marks per 75 Max. Marks, 3 marks per 50 Max. Marks are added.
31. If the number of students getting 55% of marks in a subject are $< 70\%$, then one moderation i.e. 5 marks per 100 Max. Marks, 4 marks per 75 Max. Marks, 3 marks per 50 Max. Marks are added.
32. If both the above conditions are met then two moderations i.e. 5 marks per 100 Max. Marks, 4 marks per 75 Max. Marks, 3 marks per 50 Max. Marks are added.

The Promotion Rules

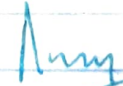
33. From 2nd Semester to 3rd Semester, the candidate must have cleared 50% of subjects of 1st and 2nd semesters put together.
34. From 4th Semester to 5th Semester, the candidate must have cleared 75% of subjects of 1st to 4th semesters put together.




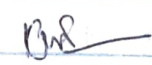






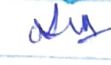
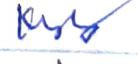




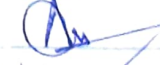


35. The Additional Subjects should not be taken into consideration when applying promotion rules.

Improvement Rules

36. A Candidate must have cleared all the subjects in one attempt to be eligible for applying improvement in the very next exam conducted.

37. When a Candidate is having backlog, he/she should be permitted to write the backlog subjects only. They should not be permitted to write improvement of passed subjects along with backlog subjects.


Principal
PRINCIPAL,
TARA GOVT. COLLEGE
(AUTONOMOUS)
SANGAREDDY-502 001

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|-------------------------|----------------------------|--|
| 1. Dr. P. Damodar | Vice principal |  |
| 2. Sri K. Mohan Rao | Leet. in Commerce |  |
| 3. Sri Y. Ramesh Babu | Asst. Prof in zoology |  |
| 4. Smt K. Devavani | Asst prof in microbiology |  |
| 5. Dr. D. Ratnaprabha | Asst Prof in zoology |  |
| 6. Dr. D. Karunakar | Asst Prof in Chemistry |  |
| 7. Dr. A. Shankar Kumar | Asst Prof in Pub. Adm. |  |
| 8. Smt. R. Lavanya | Asst Prof in Chemistry |  |
| 9. Sri Vinayaka Kumar | Asst Prof in English |  |
| 10. Dr. H.R. Anitha | Asst Prof in zoology |  |
| 11. Dr. G. Rajitha Devi | Asst Prof in Comp. Science |  |
| 12. Dr. K. Yadagini | Asst Prof in English |  |
| 13. Dr. Ch. Jyothsna | Asst Prof in Pol. Science |  |
| 14. Dr. V. Ravikumar | Asst. Prof. in Pub. Adm |  |
| 15. Sri G. Nagaraju | Asst. Prof in Physics |  |
| 16. Sri D. Kishan | Asst Prof in History |  |
| 17. Smt A. AnaSurya | Asst Prof in Economics |  |
| 18. Dr M. Manjusree | Asst Prof in Telugu |  |
| 19. K. Vidya Sagar | Librarian |  |
| 20. S. Surender Singh | Physical Director. | |

MEETING - AUTONOMOUS EXAMINATION COMMITTEE

Dt: 07-12-2016

A meeting was held under the chairmanship of Sri. B. Rajendra - Kumar, principal, Tara Govt. College, Sangareddy along with Examination Committee.

The Committee Resolved the following.

1. The Committee decided to expend an amount Rs. 13/- per Kilometer for the distribution of main Answer Books for evaluation.
2. It is also decided to provide D.A for the distribution of main Answer books
 - Ⓐ for Teaching staff member Rs. 300/-
 - Ⓑ for Non-Teaching staff member Rs. 200/-
 - Ⓒ for office subordinate Rs. 100/-
3. It is decided to pay an amount Rs. 0.6 for coding the each Answer script and also pay an amount Rs. 0.6 for the decoding of each Answer script as Remuneration.
4. It is decided to pay an amount Rs. 15/- for U.G and Rs. 17/- for P.G Answer script each Valuation each.

My
 PRINCIPAL
 TARA GOVT. COLLEGE
 (AUTONOMOUS)
 SANGAREDDY-502 001

1. Dr. P. Damodar, vice principal
2. Dr. D. Karunakar Controller of Examinations *DK*
3. Sri K. Mohan Rao Add. Controller of Examinations *MR*
4. Dr. A. Shankar Kumar Add. Controller of Examinations *AK*
5. Sri Vinayaka Kumar Academic Co-ordinator *VK*
6. Sri Y. Ramesh Babu IQAC Co-ordinator. *RY*