

EXAMINATION MANUAL

1. **Nominal Rolls:**

- After the admissions are completed as per the schedule for the academic year, the Academic Coordinator shall send the list of admitted candidates to the Controller of Examinations.

2. **Examination Process:**

- 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.

3. **Issue Of Hall Tickets:**

- 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 Principal, on the recommendation of the Controller of the Examinations may condone the deficiency in attendance as per rules in the special cases like:
 - I. The students who have attendance between $\geq 65\%$ and $< 75\%$ on medical grounds are allowed to write the examinations.
 - II. The student who have attendance above 50% and less than 65% there is a provision to write the examination under the provision of paying condonation fee.
 - III. The students who do not satisfy the requirements of attendance shall not be permitted to take Internal Assessment as well as the Semester End Examinations.
- The Controller of the Examinations will prepare the 'D' Forms Session wise and paper wise of the candidates appearing for the examinations.

4. **Appointment, Functions and Duties of Examinations Officers:**

- The Principal is the Chief Superintendent for all the Examinations.
- The Controller of Examinations with the help of the Academic Coordinator shall prepare the list of the required number of invigilators and other staff as per the norms to conduct the examinations.
- The required number of invigilators and other staff are appointed as per the norms. He/she is expected to keep in view the integrity, honesty and efficiency of persons while drafting them for examination duty.

4.1. **Principal/Chief Superintendent:**

- The Chief Superintendent shall convene a meeting of all personnel involved in the conduct of examinations, give them instructions to ensure the conduct of the Examinations in fair manner and instruct them to be punctual, alert & strict in conducting the Examinations. Copies mentioning the duties of the invigilators shall be given to all the invigilators.
- The Controller of Examinations should ensure the availability of the required stationery like Main Answer books, Additional Answer Books, presentee statements, proforma of the Malpractice Report, TA/DA bills etc. well in advance. He shall make proper seating arrangements for the examinees by marking their Hall Ticket number on their respective seats. He shall also take necessary care to see that the Examinees are seated in a manner so as to render all communications between them impossible. The seating plan should be displayed in a prominent and accessible place to all the examinees before the commencement of the examination.
- The Controller of Examinations shall be personally responsible for safe custody of the question paper packets, answer books and additional answer books.
- The Controller of Examinations shall arrange to keep the doors of the Examination Halls opened at least 45 minutes before the time specified for commencement of the examination and ensure removal of any incriminating material, from the examination Halls and other places in the premises.
- The Controller of Examinations shall arrange for checking the examinees at the entrance and permit only legitimate candidates into the premises on production of the Hall tickets of examination after removing incriminating material, if any, found in their possession.
- The Controller of Examinations shall not permit a candidate to write any examination for which he is not registered to the hall ticket issued to her.

- **The Controller of Examinations shall not permit an examinee into the examination Hall after half-an-hour from the time of commencement of the Examination. The Controller of Examinations shall ensure marking of attendance of all the examinees present at an examination in all examination halls after half-an-hour from the commencement of examination by duly verifying the identity of the candidates with the D-Form. COE shall arrange to prepare attendance and absentee statements pertaining to all the candidates allotted to his/her center.**
- The Controller of Examinations shall arrange for collection of the Answer Books from the halls at the expiry of the time allotted for an examination.
- The original copy of the respective 'D' forms, and presentee statements should be kept in safe custody.
- The Controller of Examinations shall have the power to expel an examinee from the examination Hall temporarily or permanently on any of the following grounds:-
 1. Causing nuisance or disturbance at the center.
 2. Indulging in malpractice in the examination.
- The Controller of Examinations shall be present in person in the premises of examination center during the entire Examination.
- If any invigilator indulges in any unfair, unlawful and illegal practices, stern action must be taken against such invigilator by the Controller of Examinations. The Controller of Examinations shall prepare a report of all the malpractice cases booked in the college in the prescribed proforma along with the explanations of the candidates concerned. If any candidate refuses to give the explanation, the same may be recorded in the report. The COE shall maintain the account of main Answer Books and Question paper used day-wise and session-wise on conclusion of the examination.

4.2 Academic Coordinator:

- The Academic Co-ordinator shall coordinate with the Controller of Examinations and ensure declaration of results without mistakes.

4.3 Invigilators:

- All members of the teaching staff of the college including those shall be available for supervision of examinations.
- Generally the teachers of the college shall be eligible for appointment as Invigilators. However, in case of necessity, librarian or physical director can also be drafted as Invigilators.

- Invigilators shall report to duty at least half-an-hour before the time specified for commencement of an examination.
- Invigilators who are assigned “Gate duty” shall properly check the candidates at the entrance and permit them into premises only on production of valid Hall Tickets and after removal of all incriminating material from their possession.
- Invigilator shall open the inner cover of the Question Papers given to them in the Examination Hall just five minutes before the commencement of the examination, after thoroughly satisfying themselves that the question paper pertains to the examination being conducted.
- Invigilator shall not allow examinees into the Examination Hall after half-an hour from the time of commencement of the examination.
- The Invigilator is required to
 1. Distribute the Answer Books, Question Papers when a candidate takes the seat assigned to him/her.
 2. Verify the identity of an examinee with the Centre copy of the Hall Ticket. The Invigilator must verify the Hall Ticket Number written on the main answer book in the place provided by comparing digit by digit with the number written on hall Ticket and put his/her full signature with date, compulsorily.
 3. Take attendance after half-an hour from the commencement of the examination.
 4. **Prepare Presentee and Absentee Statements, paper wise, subject wise and medium wise. This is very essential particularly for the scripts in the media other than English and Telugu.**
 5. Collect the Answer Books from the candidate on expiry of the time allotted for an examination and arrange them in ascending order of Hall Ticket Numbers.
 6. Receive the Answer Books from the candidate who wish to hand over the same during examination hours.
 7. Take all measures to prevent examinees from including in malpractices.
 8. Report the cases of malpractices detected by him/her or reported by the Observers/Squads as per the procedure laid down in this regard and take further action.
 9. Render account of Answer Books, additional Answer Books and Questions Papers given to her.

10. Not to permit any candidate to go out of the Examination Halls until half an hour is completed after the commencement of the examination.
11. The invigilator should hand over the unused Main Answer Books and Question papers to the Controller of Examinations after half an hour from the commencement of the examination.
13. An Invigilator shall remain in the Examination Hall during the time, without making alternate arrangements.
14. During the course of an examination, Invigilators are expected to keep on moving in the respective Examination Halls and they shall not engage themselves in reading/conversation/any work other than supervision of examination.
15. Use of cell phones, Walkman, laptop, Palm Top or Digital Diaries or similar articles and listening to radios, Transistors by the Invigilators and the examinees is strictly prohibited during the examination.
16. In case an Invigilators feels that it is necessary to permit a candidate to leave the Examination Hall for a brief period during the examinations hours (for attending to nature calls) he/she shall be permitted by provoking an escort. The Invigilators may fix the time for return of candidate. Failure on the part of the candidate to return within the specified time will entail him/her to be expelled from the Examination Hall for the paper.
17. Use of Programmable calculators is strictly prohibited.

4.4. Observers and Squad Members:

- The Principal shall appoint flying/sitting squads/observers following the procedures laid down by the affiliating university for appointment of such members where ever necessary for monitoring and ensuring fair and clean conduct of examinations in the college.
- The squad member should contact the Chief Superintendent/Principal of the college and disclose their identity and only then visit the Examination Halls. Direct confirmation either with the Controller of Examinations or Invigilators must be avoided.
- **Following are the duties of the Squad Members:**
 1. To verify Physical facilities provided at the Examination Center (Proper seating arrangements in the Examination Halls, provision of toilets, drinking water, etc.). If arrangements are not proper, this may be brought to the notice of the Chief Superintendent.

2. The staff on duty (Invigilators) who are found indifferent towards their duties may be brought to the notice of the Chief Superintendent.
3. Candidates who are writing the examination and are found with forbidden material in the Examination Hall, toilets or in the college premises during the timing of examinations shall be immediately handed over to the Chief Superintendent for booking under malpractice. Misbehavior of the examinees with the staff on duty may be brought to the notice of the Chief Superintendent.
4. Under no circumstances, the candidates found with forbidden material shall be let off even though there is a resistance from the candidates and the same may be reported to the Chief Superintendent.
5. The day-wise strength particulars and Absentee statement may be verified by the squad members.

1. Malpractice Cases:

- A candidate including in any unfair /illegal practices during or after the examination is deemed to the committed malpractice and is liable for punishment as per schedule of punishment presented in page no.
- The Answer Books of the examinees who have been caught while indulging in Malpractices shall be registered by the controller of examination along with the following documents:
 1. Hall Ticket of the candidate in original:
 2. Forbidden material (if any) seized from the candidate. The forbidden material shall contain the Hall Ticket Number of the candidate, the signature of the Candidate and invigilator/Squad Member:
 3. The report of the invigilator/Squad Member:
 4. Explanation of the candidate if available:
 5. Report of Malpractice duly filled in the prescribed Performa.
 6. A copy of seating plan of the examination hall in the candidate had appeared for the examination.
- In case the examinee runs away from the Exam Hall along with Answer Book, immediately an FIR shall be lodged with the nearest police station having jurisdiction and the candidate shall be booked under malpractice and a copy of FIR shall be enclosed with the M.P. Report and the candidate be debarred for the rest of the examinations.

1.1.Malpractice Committee and its Functions:

- All instances of malpractices relating to the Examinations, detected and reported by Flying Squads/Observers/invigilators/Valuers/Tabulators shall be examined and disposed of by a Malpractice Committee appointed by the Principal. The Malpractice Committee shall award punishment, if in its opinion the guilt of the Candidates is established by the

evidence available, such as, the prohibited material, reports of Controller of Examinations, Invigilators/Squad Member/Observer and explanation of the candidate admitting his/her guilt.

- In case a candidate denies the allegation against him/her, or if the Committee feels it desirable, it shall fix a date, time and place for holding an enquiry and give at least seven days notice to the candidate to give him/her an opportunity of being heard, by sending the information by post, to the address given in the Examination Application Form. On the date and time mentioned in the notice, the Committee shall meet at the place mentioned in the notice and hear the candidate, if present. The Committee thereafter shall take a decision in the matter. No candidate shall be permitted to represent his/her case before the committee through a person other than himself/herself.
- If an examiner reports to the Controller of Examinations indication of act of unfair means, which could be, detected during the course of valuation of Answer Books the same shall be referred to the chairman, Board of studies to determine if there is a prima facie case. If the chairman is satisfied that there is a prima facie case, it shall be referred to the Malpractices Committee. If the Chairman, Board of studies decides otherwise, the Controller of Examinations shall have the option to refer it to the committee of malpractices. The Malpractices Committee shall make appropriate recommendations in the matter to the Chief Superintendent after getting the Answer Books revalued, and giving a reasonable opportunity to the candidate(s) to defend. However no such opportunity is to be given to the candidate(s) if it is a group malpractice.
- In case it is brought to the notice of the college at any stage after the examination, that a candidate is suspected to have indulged in malpractice, her case shall be referred to the Malpractices Committee by the Controller of Examinations. The Committee on the basis of such evidence, as is made available to it, and after giving a reasonable opportunity to the candidate to defend herself shall recommend the punishment to be awarded to her or them, if any.
- If a candidate is found guilty of Malpractice after declaration of the results, the result shall be cancelled besides awarding her the punishment that would have been awarded to her, had the facts come to the notice of the college before the declaration of the results.
- Any other act of unfair means, misconduct by an examinee during the course of or after examinations, not contained in these provisions shall be dealt with by the Malpractices Committee following principles of natural justice and make suitable recommendation to the Principal for necessary action.

Schedule of the Nature of Malpractice and the Punishment there on

1	Possessions of the prohibited (written or printed) papers, books, notes during the examinations period but which were not used.	Shall be debarred from appearing at the subsequent papers of the Exam. Apart from cancelling the result of the examinations in which he/she had indulged in malpractice.
2	Matter relevant to the examinations being written on any part of the body or on the clothes worn, or in the instruments, wrapping etc.	--do--
3	Attempting to take held from any prohibited papers, notes, written or printed matter, writings on the walls, furniture and attempting to take help from or giving help to other regarding answer to any question or questions of the examination paper.	--do--
4	Taking help from or consulting of prohibited written of printed material; consulting and / or taking help from or helping other examinee during the examination period inside the Examination Hall or outside it: with or without their consent, or helping other candidate to receive help from anyone else.	--do--
5	An examinee who attempts to disclose his/her Roll Number at a place other than the place prescribed for it, or by writing his/her name or any coded message or an examinee who makes an appeal to the examiner in the answer book	Cancelling the result of that paper
6	Writing such as invocation of God's name in any form	To be ignored
7	Writing on the question paper or other papers: the answer to questions, rough work etc., with no intention of passing it on to another examinee.	To be warned not to do so
8	Using abusive and obscene language in the answer book	Cancellation of the result of the paper.
9	Examinee allowing or destroying prohibited material found in his possession or acting in any other manner with a view to destroying evidence.	Cancellation of the result of a Examinations taken or proposed to be taken during that session and prohibiting his/her admission to the continuation in any course of that University for a period of one year.

10	Refusing to obey instructions of the Controller of Examinations/ Invigilator.	Cancelling the result of that paper.
11	Smuggling an answer book/additional answer book/matter into or out of the Examination Hall	Cancellation of the result of examinations taken or proposed to be taken during that session and prohibiting his/her admission to or continuation in any course of the University for a period of one year.
12	Inserting in or removing from the Answer Books/additional answer book of any sheet.	--do--
13	Submitting wholly or partly an answer book/additional answer book.	--do--
14	Impersonation even at a single Examination.	To be dealt with as per law.
15	Cases of examinees conspiring to inter change the Hall Ticket Nos.	Cancellation of the result of all examinations taken or proposed to be taken during that session and prohibiting their admission into or continuation in any course of study for a period of one years.
16	Creation of disturbance or otherwise misbehaving in and around the Examination Hall during before the examination.	Cancellation of the result of all examinations taken or proposed to be taken during that session and prohibiting their admission into or continuation in any course of study for a period of two years.
17	Guilty of assaulting/abusing/intimidating any person connected with the examination work any time before, during or after the examination.	Cancellation of the result of all examinations taken or proposed to be taken during that session and prohibiting their admission into or continuation in any course of study for a period of two years.
18	Punishment for Malpractice not defined here would recommended on the merits of the individual cases by the Malpractice committee.	

Note: Definition: 'Examination' in this context refers to all the papers taken by the candidate on the same Hall-ticket.

- **All disputes are subject to the jurisdiction of the Courts in twin cities of Hyderabad & Secunderabad only.**

6. Post Examination processing:

6.1 Valuation:

- Soon after the conclusion of a particular session, the Answer Books shall be received by the Controller of Examinations with the help of the Academic Coordinator from the Invigilators of the Exam Halls. These Answer Books shall be arranged subject wise, medium wise and in ascending order of Hall Ticket Number.
- The Controller of Examinations shall personally check each Answer script with the printed 'D' form & Presentee statement. Additions, if any, may be included in the Printed 'D' form.
- The Controller of Examinations shall certify the correctness of the 'D' form & the Presentee statement.
- The Answer Scripts shall be packed, and sealed and sent to the External Examiners approved by the Board of Studies of the respective departments. The Controller of Examinations shall also ensure sending examiner appointment orders to the external examiners.
- The original 'D' form and the original presentee statement should be preserved in the Examination Branch.

6.2 Scrutiny:

- The valued answer scripts are scrutinized by the college teachers to identify any errors in the process of valuation.

6.3 Declaration of Results:

- As soon as the valuation process is completed, the marks are tabulated and results declared after getting the approval of the Results Committee comprising the following members:
 1. Principal
 2. Controller of Examinations
 3. Academic Coordinator
 4. HOD's of Department
- The results are declared by the Controller of Examinations, Osmania University.
- The Memorandum of Marks, the Consolidated Memo & Provisional certificates will be issued by the college after the declaration of the results.

- The Controller of Examinations and the Academic Coordinator shall verify all the entries in the memos with the help of Nominal Rolls before issuing the Memos to the respective candidates. **The defective Memos, if any, shall not be issued to the candidates, but shall be returned to the Controller of Examinations for necessary corrections.**

6.4 Revaluation and Recounting:

- There is a provision for Revaluation/Recounting of the answer scripts in all the courses.
- A candidate may apply for revaluation of one or more papers in the prescribed application form available in the examination branch of the college along with the prescribed fees on or before the last date notified by the Controller of Examinations.
- If the discrepancy between the original marks and the revalued marks is 10% or more of the maximum marks of that paper, the revalued marks shall be taken as final and awarded to the candidate, and the result will be declared accordingly.
- On the request of the student there is a provision to give photocopy of answer script by paying an amount of Rs. 500/- through Online Payment.

7. Conduct of Practical Examinations:

- The Controller of Examinations with the help of the Academic Coordinator shall prepare and announce the schedule of practical Examinations.
- The Controller of Examinations shall appoint Internal Examinations for the respective subjects and also instruct the persons in-charge of all the Depts. to prepare the various materials/chemicals/specimens for the ensuing examinations. The Controller of Examinations shall also instruct all the internal Examiners to personally write the correct and complete hall ticket Numbers of the Examinees on the Award List which should tally with the Hall Ticket Numbers written by the candidates on practical Answer Scripts.
- The Controller of Examinations shall appoint the external examiners for all subjects and the same be intimated to the Principal. Letters of appointment shall also be sent to the external examiners well in advance with the instructions that the detailed time tables shall be sent to them by the Principal. The External examiners shall be instructed to report for examination duty on time.
- If an external examiner does not report to the college alternative arrangements may be made by the Principal.
- The External and Internal Examiners shall verify the marks posted in the Original & Duplicate Award List, both in words and figures and write their names and addresses and put their signatures on the Award Lists.

- Soon after completion of all the Practical Examinations, the Controller of Examinations should make arrangements for preserving the Practical Answer books along with original 'D' forms.
- In order to conduct the Practical Examinations in a smooth manner, the College follows the Question bank system introduced by Osmania University in different Science and Commerce subjects.

8. Accounts and Exam Bills:

- After the completion of the examinations, the Controller of Examinations shall get the Bills prepared in the prescribed proforma. The Bills should be prepared strictly as per the rules and the scale permitted for drafting the examination personnel, should be adhered to, strictly. The Bills should be prepared in duplicate & should invariably be fully vouchered.
- The accounts with regard to expenditure, remuneration incurred in connection with conducting of exams should be properly maintained.

9. Maintenance of Account of Stationery & Question Paper:

- The account of Main Answer Books and Additional Answer Books is to be maintained by the Controller of Examinations in the prescribed proforma.

10. Student Support Services:

- Examination Branch will enable students to submit application forms for issue of Memo of marks, Provisional Certificate, Consolidated Memos, Degree Certificate etc., The applicant should obtain receipts with due dates.
- Information with regard to Fee particulars and procedure for filling the application is also provided at the counters.
- The details of Fee particulars are also displayed prominently near the counters.

11. Memorandum of marks:

- A candidate desirous of obtaining a memorandum of Marks has to submit an application addressing the Controller of Examinations while furnishing the following information:
 1. Name of the Candidate
 2. Name of the Course
 3. Year of Examination appeared
 4. Hall Ticket Number
 5. Full Postal Address

12. Original Degree certificate:

- They have to apply for Original Degree online from the Osmania University website.

13. Provisional Certificate

- A written application addressed to the Principal be submitted along with a Fee Payment receipt for the prescribed fee issued by any nationalized Bank drawn in favour of the Principal, GDC (W), Begumpet enclosing Xerox copies of Memorandum of Marks.

14. Migration Certificate:

- A written application addressed to the Principal be submitted along with a Fee Payment receipt for the prescribed fee issued by any nationalized Bank drawn in favour of the Principal, GDC (W), Begumpet enclosing Xerox copies of Memorandum of Marks.

1. Xerox copies of memorandum of marks.
2. Online payment receipt for the prescribed fee issued by any nationalized Bank drawn in favour of the Controller of Examinations, O.U. payable at SBH, OU branch, Hyderabad.

15. Consolidated Memorandum of marks:

- A written application addressed to the Principal be submitted along with a Fee Payment receipt for the prescribed fee issued by any nationalized Bank drawn in favour of the Principal, GDC (W), Begumpet enclosing Xerox copies of Memorandum of Marks.

16. Duplicate Hall Ticket:

- Duplicate Hall Ticket may be obtained by submitting an application to the Controller of Examinations along with a Demand Draft of prescribed fee issued by any nationalized Bank of favour of Principal, Government Degree College for Women, Begumpet.

17. Duplicate Degree Certificate:

- There is no provision to issue a Duplicate Degree Certificate. However, in case the original Degree Certificate is lost/damaged, a **CERTIFICATE** is issued in lieu of the lost / damaged Degree Certificate. The prescribed Application Form to obtain the said **CERTIFICATE** is available in the Examination Branch. The Application form has to be submitted to the Principal with the following enclosures:

1. Original Police Enquiry Certificate to the effect that the original Degree Certificate is beyond recovery and that the efforts made to trace the original Degree Certificate proved futile.
2. Affidavit stating the above fact on a Non-judicial Stamp Paper of Rs.20/- duly sworn before a Notary.

3. A Demand Draft of Rs.1000/- issued by any nationalized Bank in favour of Principal, Government Degree College for Women, Begumpet.
4. Xerox copies of Memorandum of Marks, Lost Certificate and other relevant documents.
5. Four recent Passport size photographs – Two plain and two self –attested photos out of which one is to be pasted on the Application Form.
6. Damaged Certificate **in Original.**
