

EXAMINATION MANUAL



**BY
THE CONTROLLER OF EXAMINATIONS**

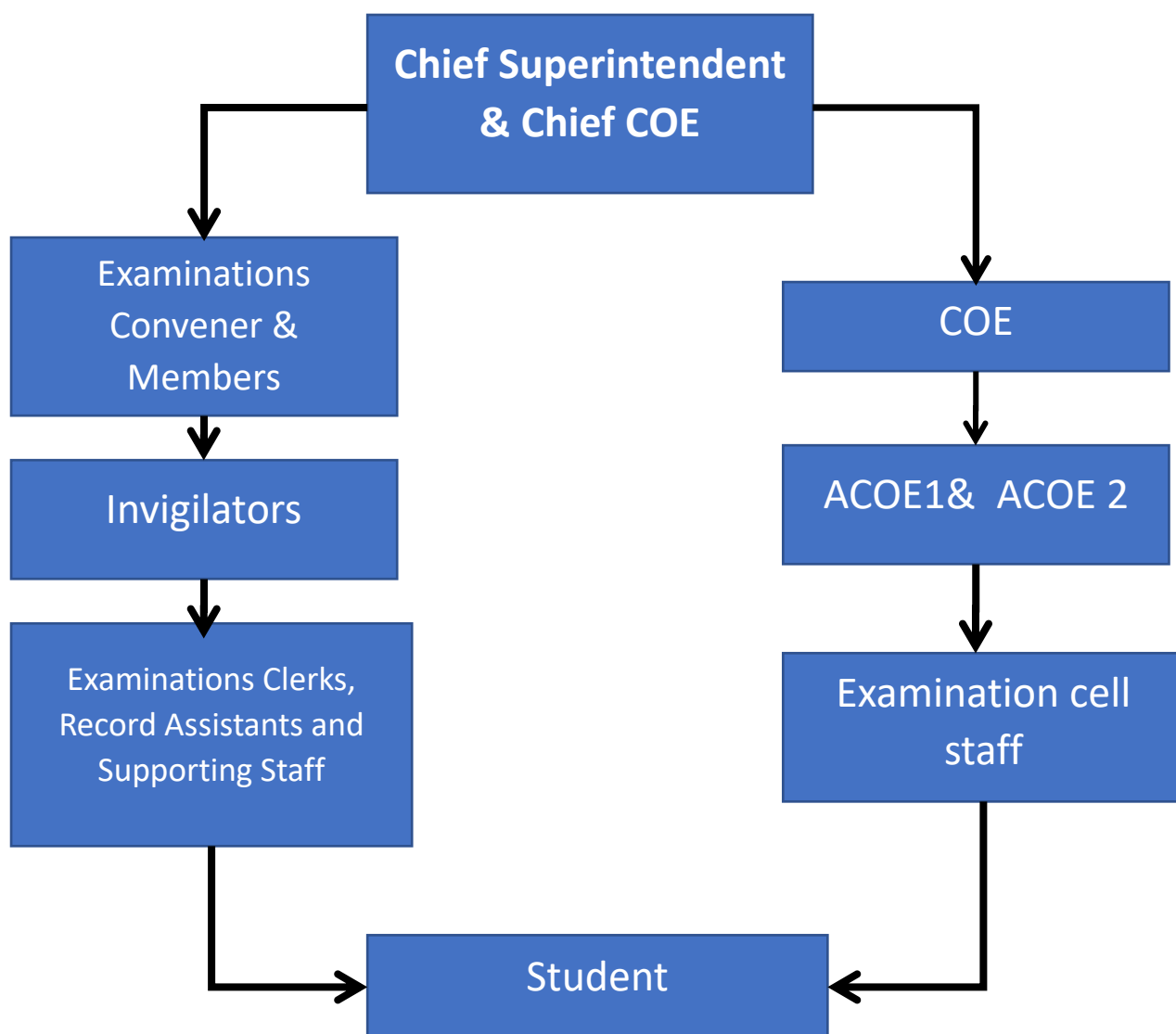
**PITHAPUR RAJAH'S GOVERNMENT COLLEGE (AUTONOMOUS)
KAKINADA-533001, ANDHRA PRADESH
(affiliated to Adikavi Nannaya University)
NAAC Reaccredited with 'A' Grade at 3.17/4.00 CGPA
E-mail: kakinada.jkc@gmail.com
Phone: 0884-2379480**



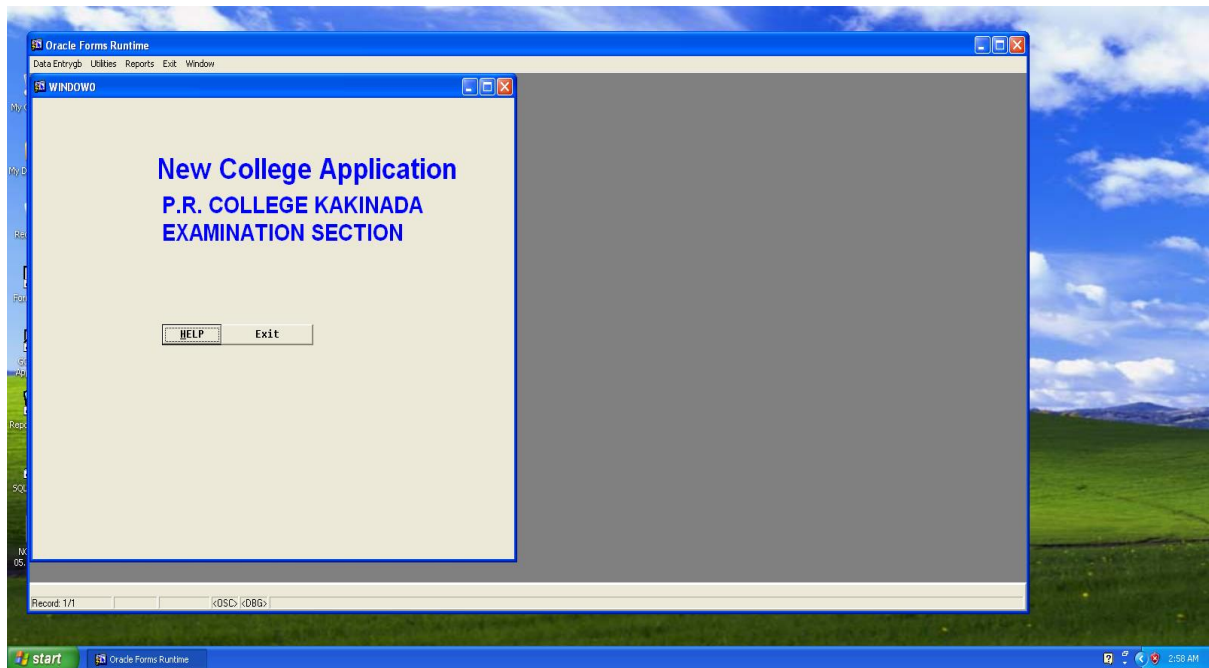
P R GOVERNMENT COLLEGE (AUTONOMOUS), KAKINADA EXAMINATION CELL

Examination cell using Oracle Based Software developed by M/S Hari Enterprises, Dowleswaram.

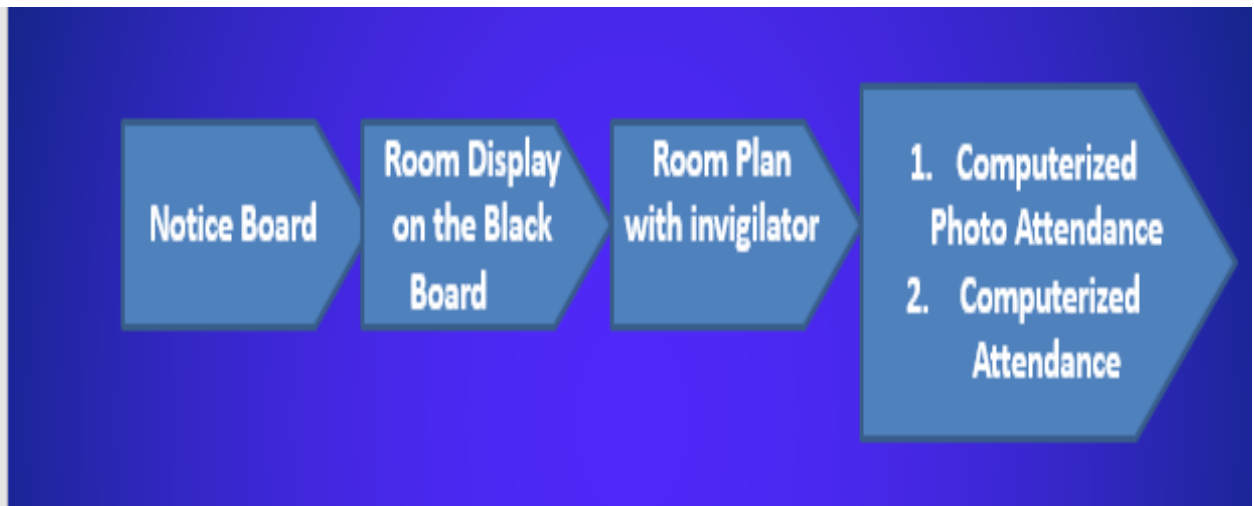
Organisation pattern of Examination cell and Chief superintendent



Application window of examination cell software



Process of Examination



UPGRADED ROOM PLAN

STAGE			
Row→	1	2	
	1L1 1R1	2L1 2R1	
	1L2 1R2	2L2 Right	
	1L3 Right	Left Right	
	4L1 Right	Left Right	
	5L1 Right	Left Right	
	LL1 Right	Left Right	
	Left Right	Left Right	
	Left Right	Left Right	

PR GOVT COLLEGE (AUTONOMOUS), KAKINADA									
Room Plan									
OCT-17 AN									
Side	1-L	Regd No	Bench	Side	1-R	Regd No	Bench	Room No	101
Subject	1000-ENGLISH	1173021	1	Subject	1007-ENGLISH	1103326	1		
	1000-ENGLISH	1173025	2		1008-ENGLISH	1173111	2		
	1008-ENGLISH	1173120	3		1001-ENGLISH	1153313	3		
	1001-ENGLISH	1153417	4		1008-ENGLISH	1173209	4		
	1008-ENGLISH	1173210	5		1001-ENGLISH	1153001	5		
	1001-ENGLISH	1183003	6		1008-ENGLISH	1173212	6		
Count:	24								
Side	2-L	Regd No	Bench	Side	2-R	Regd No	Bench		
Subject	1000-ENGLISH	1173022	1	Subject	1007-ENGLISH	1103404	1		
	1001-ENGLISH	1153129	2		1008-ENGLISH	1173113	2		
	1008-ENGLISH	1173121	3		1001-ENGLISH	1153414	3		
	1001-ENGLISH	1163210	4		1008-ENGLISH	1173205	4		
	1008-ENGLISH	1173211	5		1001-ENGLISH	1153002	5		
	1001-ENGLISH	1183004	6		1008-ENGLISH	1173213	6		
Count:	24								

EXAMINATION CELL PRGC

MODERN ATTENDANCE SHEET

PR GOVT COLLEGE (AUTONOMOUS), KAKINADA											
Consolidated Attendance Report											
Note to Student: Verify Booklet Number and Question Paper Code before Sign											
Date Exam	30-OCT-17	AN	Room No. 103								
Bench	1-L	Regd No	Booklet No	No. Addis	Total	Bench	1-R	Regd No	Booklet No	No. Addis	Total
1	1173214	446214	Q Paper Code 1008			1	1183005	326005	Q Paper Code 1001		
2	1183007	378007	Q Paper Code 1001			2	1173216	466216	Q Paper Code 1008		
3	1173319	496319	Q Paper Code 1008			3	1183010	406010	Q Paper Code 1001		
4	1183012	426012	Q Paper Code 1001			4	1173413	436413	Q Paper Code 1008		
5	1173422	526422	Q Paper Code 1008			5	1183014	446014	Q Paper Code 1001		
6	1183016	466016	Q Paper Code 1001			6	1173425	556425	Q Paper Code 1008		
Bench	2-L	Regd No	Booklet No	No. Addis	Total	Bench	2-R	Regd No	Booklet No	No. Addis	Total
1	1173215	456215				1	1183006	336006			

PITHAPUR RAJAH'S GOVERNMENT COLLEGE (AUTONOMOUS), KAKINADA										
I-SEMESTER END EXAMINATIONS-OCTOBER/NOVEMBER-2017										
1 YR B.A., B.Com & B.Sc. SUBJECT: PAPER: ENGLISH (NEW)										
DATE: 30-10-2017 (MONDAY) TIME: 02.00 PM										
Max. Marks	60	Reg. No.		Duration	2 1/2 Hrs					
CODE: 1001 (CBCS)										
FOR 17 SERIES										
PITHAPUR RAJAH'S GOVERNMENT COLLEGE (AUTONOMOUS), KAKINADA										
I-SEMESTER END EXAMINATIONS-OCTOBER/NOVEMBER-2017										
1 YR B.A., B.Com & B.Sc. SUBJECT: PAPER: ENGLISH										
DATE: 30-10-2017 (MONDAY) TIME: 02.00 PM										
Max. Marks	70	Reg. No.		Duration	3 Hrs					

OMR SHEET WITH CANDIATE PHOTO, ROLL NO, SEAT LOCATION, BARCODE

533694102266 69F439

Signature



B.Com

OCT-17



3162439

Semester 5

NAYANA SIDDESWARA BHAVANI REDDY

01-NOV-17 FN

E-COMMERCE BFS

B.VOC RETAIL MGMT

RB 3-R 07

5322 42



Date Exam	Room	Sub Code	From	Upto	Total
30-OCT-17 FN	91	MATHS III	2160316 to	2160329	12
		BOT III	2161019 to	2161031	12
	92	MATHS III	2160330 to	2160332	3
		MATHS III	2160401 to	2160415	8
	93	MATHS III	2160416 to	2160428	12
		BOT III	2161033 to	2161046	12
	94	MATHS III	2160431 to	2160431	1
		MATHS III	2160501 to	2160511	11
	95	MOL BIOLO	2160712 to	2160722	10
		BUS LAWS	3162001 to	3162002	2
	96	MATHS III	2160512 to	2160528	12
		BUS LAWS	3162003 to	3162016	12
	97	MATHS III	2160501 to	2160514	12
		BUS LAWS	3162017 to	3162030	12
	98	MATHS III	2160515 to	2160531	16
		MATHS III	2161101 to	2161109	8
99	BUS LAWS	3162031 to	3162036	5	
	BUS LAWS	3162101 to	3162127	19	
100	MATHS III	2161110 to	2161133	22	
	MATHS III	2161301 to	2161302	2	
101	BUS LAWS	3162128 to	3162156	24	
	BUS LAWS	3162157 to	3162158	2	

PR GOVT COLLEGE (AUTONOMOUS), KAKINADA
Room Plan

30-OCT-17 FN

Side	1-L	Regd No	Bench	Side	1-R	Regd No	Bench
Subject	5301-BUS LAWS	3162003	1	Subject	5301-MATHS III	2160512	1
	5301-MATHS III	2160515	2		5301-BUS LAWS	3162005	2
	5301-BUS LAWS	3162007	3		5301-MATHS III	2160517	3
	5301-MATHS III	2160520	4		5301-BUS LAWS	3162010	4
	5301-BUS LAWS	3162012	5		5301-MATHS III	2160522	5
	5301-MATHS III	2160525	6		5301-BUS LAWS	3162015	6
	6	6			6	6	

Side	2-L	Regd No	Bench	Side	2-R	Regd No	Bench
Subject	5301-BUS LAWS	3162004	1	Subject	5301-MATHS III	2160514	1
	5301-MATHS III	2160516	2		5301-BUS LAWS	3162006	2
	5301-BUS LAWS	3162008	3		5301-MATHS III	2160518	3
	5301-MATHS III	2160521	4		5301-BUS LAWS	3162011	4
	5301-BUS LAWS	3162013	5		5301-MATHS III	2160523	5
	5301-MATHS III	2160528	6		5301-BUS LAWS	3162016	6
	6	6			6	6	

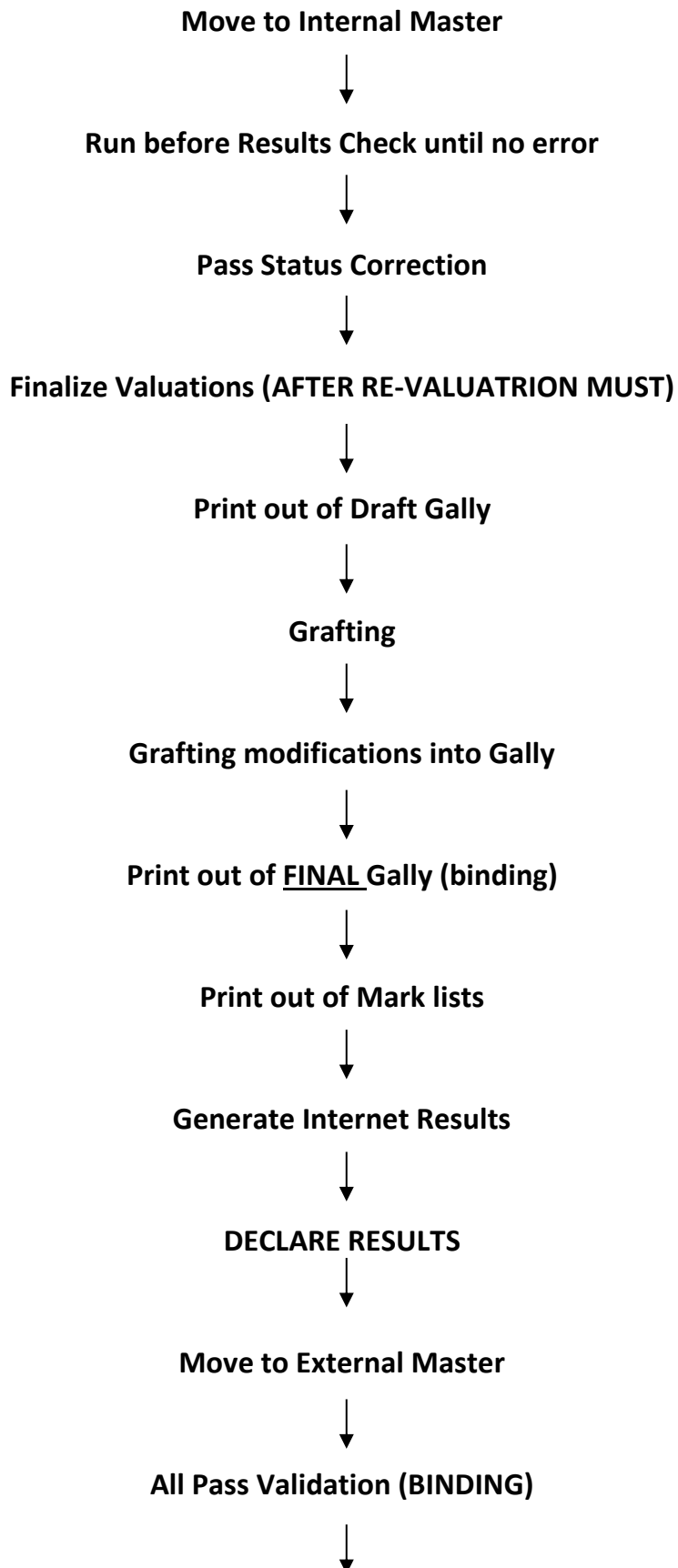
Count: 24

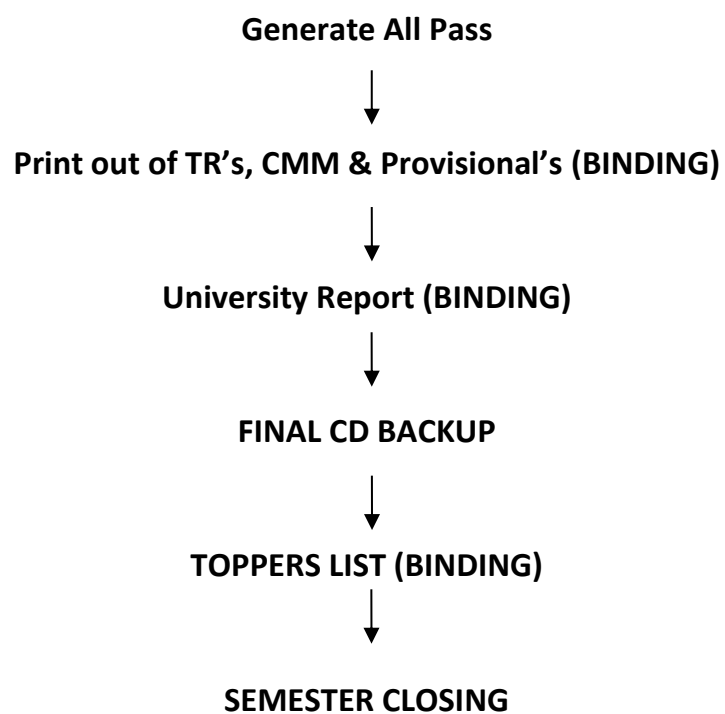
Main Gate Notice Board

STAGE					
ROW1		ROW2		ROW 3	
L	R	L	R	L	R
L	R	L	R	L	R
L	R	L	R	L	R
L	R	L	R	L	R

PROCEDURE OF RESULTS DECLARATION

After Entry of Internals & Externals





TARGET 20-30 DAYS SEMESTER CLOSING



Controller of Examinations

P R GOVERNMENT COLLEGE (AUTONOMOUS), KAKINADA
EXAMINATION CELL

SOP on internal assessment

- CIA assessment of student's performance in that course is important.
- Faculty dealing with that particular course have to take proper measures for the evaluation of internal examinations answer scripts.
- Candidates with above 60% of attendance will be allowed for the internal examinations.
- All the faculty members are requested to evaluate mid exam answer sheets within a week after completion of that mid examination.
- Answer sheets shall be given to students, address grievances if any in awarding marks and see that the answer script is signed by parents and collect the answer scripts back.
- The grievances with regard to awarding marks or evaluation shall be received from students in writing and it shall be addressed if there is any merit.
- All such grievances should be recorded in the activity register of the concerned faculty.
- An hour shall be allocated for discussing the performance of each student and measures for improving marks shall be discussed with students and suggestions shall be given.
- Such parents - signed answer scripts and award list (CIA Register) shall be submitted to the principal by 10 days after completion of the mid examinations.
- The outcome attainment of each student shall be calculated by concerned faculty and submitted to the IQAC within 15 days after completion of internal examinations.
- The advanced learners, moderate learners and slow learners shall be identified basing on 90%, 60-90% and below 60% marks obtained respectively in the internal (CIA) examinations and the lists of such students shall be submitted to Academic Cell within 15 days after completion of internal examinations.
- HOD are requested to monitor the evaluation process and posting and updating of marks in the CIA registers of the department. HOD should sign in the CIA register, after posting of marks, the same to be counter signed by the principal.
- CIA marks should be submitted to the Examination cell in the lists issued by the examination cell with signatures of faculty, HODs and Principal.
- The HODs are requested to monitor the evaluation process, follow procedure prescribed and ensure comply.
- Care should be taken for the genuine evaluation, avoid giving uniform marks to all students.
- Faculty can design their evaluation process and intimate to the students in advance on the same.

P R GOVERNMENT COLLEGE (AUTONOMOUS), KAKINADA
EXAMINATION CELL

Instructions to invigilators

- Faculty who has agreed to be on invigilator duty must attend in person. Report absence in good time to the Student and Examinations Convener.
- Invigilators must arrive in good time, at least 30 minutes before the exam starts. Each invigilator must immediately report to the chief superintendent, and follow the instructions given.
- The invigilators ensure that the candidates bring only writing implements and permitted exam support material to their seats.
- Bags and personal belongings, including mobile phones and other electronic aids not allowed into the examination halls.
- The invigilator asks the candidates to present Hall ticket that includes a photo
- During the exam
- All unnecessary conversation between the invigilators and everything that disturbs the candidates must be avoided.
- Invigilators are not permitted to use mobile telephones or tablet computers, or to read newspapers, etc.
- Invigilators must be helpful and provide candidates with what they are entitled to as quickly as possible.
- The invigilator should not start a conversation with the candidate. It is up to the individual candidate to decide whether he or she would like to talk or prefers quietness and concentration.
- Any conversation about exam questions and exam subjects must be avoided. Candidates must not under any circumstances communicate with each other or with other external parties.

SMP Cases

- If cheating is suspected, it is important that this be handled in a way that does not create unnecessary noise and disturbance at the exam venue.
- If an invigilator becomes aware or is made aware of activity that might cause suspicion of cheating, this information must be passed on to the chief superintendent.
- The invigilator removes exam support material that is not permitted and passes this on to the chief invigilator.
- The removed material is marked with the candidate's name or candidate number, as well as the course code.

At the end of the exam

- When a candidate is ready to hand in his or her answer paper, the invigilator must check that all sheets are there consecutively.
- At the end of the exam, it must be as quiet as possible at the exam venue in consideration for other students.
- Submitted answer papers must be sorted by course and ascending candidate number, if applicable in relation to exam committee lists.
- Papers for each course are placed separately and handed over to the chief superintendent

P R GOVERNMENT COLLEGE (A): KAKINADA
EXAMINATION CELL

Instructions to the Squad Members

Instructions to the Squad Members

1. It is a responsibility of squad members to ensure the fair conduct of Autonomous Examinations.
2. Squad Members shall visit the examination Halls and follow the following regulations in order to ascertain the fair conduct of Examinations.

INDISCIPLINE AND MALPRACTICE IN THE AUTONOMOUS EXAMINATIONS

R.1: Nature of Indiscipline The following shall be construed as acts of Indiscipline in the context of Autonomous Examinations:

- a) Misbehaviour on the part of the candidate either verbally, physically or by use of lethal weapons etc., in the examination hall by way of threatening the invigilator, other staff involved in the conduct of examination, squad members, Registrar (Evaluation) or any authorized person appointed.
- b) Making any mark in the answer book with a view to disclose his/her identity to the examiner.
- c) Writing any kind of an appeal or threat or message or enticing statements to examiners in the answer books.
- d) Writing anything on the question paper (Except Exam. Reg. No.) or passing such a question paper to others with an intention to help him/her, copy.
- e) Intentionally tearing or spoiling the pages of an answer book.
- f) Destroying or attempting to destroy any evidence pertaining to a case of indiscipline or malpractice.
- g) The examiner / staff involved indulging in harassing the student/s during internal assessment (IA), theory and practical examinations.

h) Any other unfair incidents, not covered in the above and as decided by the Chief Superintendent of the examination centre if, thereby the sanctity of the Autonomous Examination system is affected.

R.2: Nature of Malpractice

The following shall be construed as acts of Malpractice in the context of the Autonomous Examinations:

- a) Possessing or having access to any book, notes, printed or written materials or possessing gadgets of any kind including a mobile, in the examination hall.
- b) Seeking or receiving assistance from either outside or from within the examination hall and giving assistance to fellow examinees for answering in the examination.
- c) Copying or attempting to copy from a book/*chit* or the answer books of others or allowing copying from one's answer book/*chit*/book.
- d) Attempting to send out / take out answer books or additional sheets from the Examination Hall or receive from outside the examination hall, any assistance of this kind with the object of inserting them in the candidate's answer books.
- e) Any other unfair incidents not covered in the above as decided by the Chief Superintendent of the examination centre by which the sanctity of Autonomous Examination system is affected.

3. Squad members shall verify the following:

- Seating arrangement in the *rooms* as per the instructions given to Chief Superintendent.
- Sufficient light and ventilation in the block.
- Invigilation only by Teachers.
- Answer Booklet Account and question paper distribution details.
- Adhering to the schedule of the examination time table.
- Mass copying if any.
- Indiscipline by the Examiner/ staff involved in conduct of examination if any.

4. Any other anomalies found in the examination centre, shall report *immediately* and followed by submitting the report at the end of Examinations

THE END