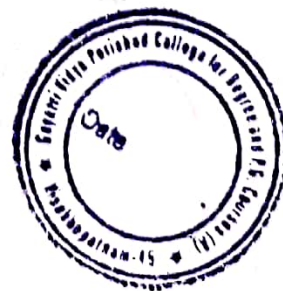# GAYATRI VIDYA PARISHAD COLLEGE FOR DEGREE AND PG COURSES (A)

Rushikonda, Visakhapatnam-530 045 | website: www.gvpcdpgc.edu.in
(Approved by AICTE | Permanently Affiliated to Andhra University | Accredited by NAAC)
PG-MBA and UG Engineering B. Tech (CE, CSE, ECE, ME) programs are Accredited by NBA

# EXAMINATION POLICY

## ABOUT OUR INSTITUTION:

The Gayatri Vidya Parishad College for Degree and P.G. Courses(A) ever since its establishment, it's been progressing tremendously and today it is one of the premier institutions in the state of Andhra Pradesh run with the funds generated by itself.

The College was accredited by NAAC with B++ Grade and conferred the I cycle of Autonomy by the UGC and the Andhra University in April 2007, II cycle in June 2014 and successfully got the III cycle in the year 2019. The responsibility of the College has been increased with the accreditation and the conferment of Autonomy for establishing a conducive academic atmosphere to learning and enable the student to develop a holistic personality and make the student adaptable to any situation.

## 1. COURSES OFFERED:

Following Courses are offered at UG, PG and Engineering and Technology Programs:

| UG Courses | | Engineering and Technology | | PG Courses |
|---|---|---|---|---|
| B.Sc | M.P.C | B.Tech | Mechanical | M.B.A |
| | M.P.Cs | | Electronics and Communication | M.C.A |
| | M.E.Cs | | Computer Science | M.Sc (Comp.) |
| | M.S.Cs | | Civil | M.Sc.(Organic Chemistry) |
| | MB BT BC | | | M.H.R.M |
| B.Com | General | | | |
| | Computers | | | |
| BCA | | | | |
| BBA | | | | |

## 1. Examination System of the College

### a) Academic Calendar:

The college conducts all the examinations according to the academic calendar, prepared by the Dean Academic Affairs. The examination time-table will be released as per the academic calendar and displayed on college website by the Controller of Examinations.

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## b) Scope of Exam Policy:

At present the college offers Choice Based Credit System (CBCS) and adopted grading system for all courses. The College conducts examinations for the students who are on regular rolls.

## 2 .Process of conducting Examinations:

- **Question Paper Setting and Confidentiality:**

    The model question papers, syllabus, list of names of Paper setters (minimum three experts) are approved in Board of Studies of each department. HODs submits the copies to the examination cell with the due approval of the principal.
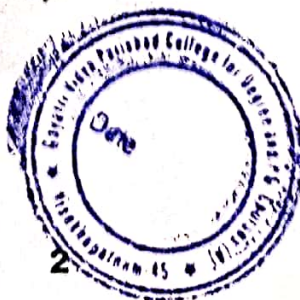
- **Process of Paper Setting:**

    After receiving the approved model question papers, syllabus, list of names of Paper setters, the Assistant Controllers of Examination sends the same to the approved paper setters confidentially either physically or through email (by protecting password) with the consent of Controller of Examinations, for preparation of question papers to all the UG, Engineering &Technology and PG courses. The examination section maintains at least 4 sets of question papers.

    After receiving the sealed question papers from the paper setters, they are handed over to the Controller of Examinations and the duly signed covers, will be kept under the safe custody.

- **Appointment of Observers:**

    The college nominates senior faculty as Observers to visit the Examination Centers at various campuses with the conduct of all UG, Engineering &Technology and PG Examinations. The Observers submits the report to the concern Chief Superintendent, then it is sent to the Controller of Examinations, (UG&PG) to take appropriate action on the Malpractice Cases booked if any.

- **Provision for Students with Back logs:**

    After conduct of Regular and Supplementary Examinations the following additional provisions are made to conduct the Examinations for the benefit of the Students in order to complete their Courses.

    - Instant Examinations: The College conducts Instant Examination to the Regular candidates who fail in one subject in Final Year Semesters in all the UG, Engineering &Technology and PG Courses in every academic year. The results are declared within 10 days.

    - Special Examinations: The Special Examinations are conducted as a special case to the relieved Batch Candidates who fails in one or two subjects in the respective disciplines for the purpose of employment and admission into further studies basing on the requests made by the candidates and their Parents as a special Case and the results is declared those candidates within 10 days.
    - Special Drive Examinations: The Special Drive Examinations for UG, Engineering &Technology and PG is conducted once in every two years for the old batch Students.

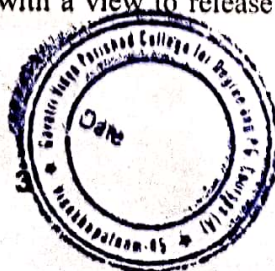## 3. Examinations Committee:

An Examination Committee is constituted by the Principal with the following members for the smooth execution of examination works related. The Committee conducts meetings time to time and makes the necessary resolution.

- Principal
- Dean Academic Affairs
- Controller of Examinations
- Directors of the UG, Engineering &Technology and PG. Courses
- Few Senior Faculty

**Innovations in the Conduct of Examinations:**

The College introduced OMR Answer booklets from the year 2018 onwards for all UG, Engineering &Technology and PG courses with a view to release of results within 15 days from the date of last examination.

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## Student Registration:

For the newly admitted candidates the enrollment is done by collecting complete required information.

## Exam Application:

A pre-filled exam application is given to the student to appear the examinations with the defined fee.

## Hall-Ticket generation:

After receiving the screened applications the hall tickets are generated and will be given to the office before one week of the commencement of the examinations.

## Result Declaration:

The results are declared after the valuation and decoding of the answer scripts with the approval of results committee which includes:

Principal,

Dean Academic Affairs,

All the Directors of UG, Engineering & Technology and PG Courses

## Provision of Grace Marks:

Following the Andhra University norms there is a provision of Grace Marks for the benefit of the students to the maximum of 1% of total external marks (both theory and practical). This provision may be availed by the students who completed their course and failed in a maximum of two subjects in the final year, subject to the discretion of the examination committee.
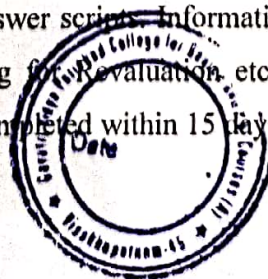
## Examination Grievance:
## Revaluation:

The students who are not satisfied with their grades in the regular examinations can avail the provision of revaluation

## Procedure of Valuation and Revaluation of Answer Scripts:

Students can apply for Revaluation of theory answer scripts. Information about the fees per subject, last date and the procedure of applying for Revaluation. etc., will be intimated through a circular and the total process will be completed within 15 days after the declaration of results.

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Different grievances related to academics, Valuation, malpractice are considered, discussed and resolved by the grievance committee.

The College adopts the affiliated university system

## Grading System for PG Courses:

| S.No. | Range of Marks % | Grade | Aggregate of Marks | Grade Points |
|---|---|---|---|---|
| 01 | > 90 <= 100 | Outstanding 'O' | 85 and above | 10 |
| 02 | ≥ 80 and <90 | Distinction 'A+' grade | 75 and less than 84 | 9 |
| 03 | ≥ 70 and <80 | First Class 'B' grade | 67 and less than 74 | 8 |
| 04 | ≥ 60 and <70 | Second class 'C' grade | 58 and less than 66 | 7 |
| 05 | ≥ 55 and <60 | Pass 'D' grade | 50 and less than 57 | 6 |
| 06 | ≥ 50 and <55 | Pass 'E' grade | 40 and less than 49 | 5 |
| 06 | ≥ 40 and <50 | Pass 'E' grade | 40 and less than 49 | 5 |
| 07 | < 40 | Fail 'F' grade | Less than 39 | 0 |
| 08 | | | 0 | AB (Absent) |

## Award of Class

The student depending on the CGPA acquired will be awarded the class as follows

| Sl. No. | Class | CGPA |
|---|---|---|
| 1 | First Class with Distinction | 7.0 and more |
| 2 | First Class | 6.0 or more but less than 7.0 |
| 3 | Second Class | 5.0 or more but less than 6.0 |
| 4 | Pass Class | 4.0 or more but less than 5.0 |

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B.Tech & M.Tech 2020-21 Admitted Batch onwards

| S.No | Range of Marks % | Grade | Grade Points | |
|------|------------------|-------|--------------|---|
| 1 | ≥ 90 | A+ | 10 | Out Standing |
| 2 | ≥ 80 and <90 | A | 9 | Excellent |
| 3 | ≥ 70 and <80 | B | 8 | Very Good |
| 4 | ≥ 60 and <70 | C | 7 | Good |
| 5 | ≥ 50 and <60 | D | 6 | Above Average |
| 6 | ≥ 40 and <50 | E | 5 | Average |
| 7 | < 40 | F | 0 | Fail |
| 8 | ... | AB | 0 | Ab(Absent) |

**Award of Class**

The student depending on the CGPA acquired will be awarded the class as follows

| Sl. No. | Class | CGPA |
|---------|-------|------|
| 1 | First Class with Distinction | 7.5 and more |
| 2 | First Class | 6.5 or more but less than 7.5 |
| 3 | Second Class | 5.5 or more but less than 6.5 |
| 4 | Pass Class | 4.0 or more but less than 5.5 |

As per AICTE regulation, conversion of CGPA into equivalent percentage is

**Equivalent percentage = (CGPA-0.5) x 10**

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B.Tech 2019-20 admitted Batch onwards

| S.No | Range of Marks % | Grade | Grade Points | |
|------|------------------|-------|--------------|------|
| 1 | > 90 and ≤ 100 | O | 10 | Out Standing |
| 2 | > 80 and ≤ 90 | A$^+$ | 9 | Excellent |
| 3 | > 70 and ≤ 80 | A | 8 | Very Good |
| 4 | > 60 and ≤ 70 | B$^+$ | 7 | Good |
| 5 | > 55 and ≤ 60 | B | 6 | Above Average |
| 6 | ≥ 50 and ≤ 55 | C | 5 | Average |
| 7 | ≥ 40 and < 50 | P | 4 | Pass |
| 8 | < 40 | F | 0 | Fail |
| 9 | ... | Ab | 0 | Ab(Absent) |

**Award of Class**

The student depending on the CGPA acquired will be awarded the class as follows
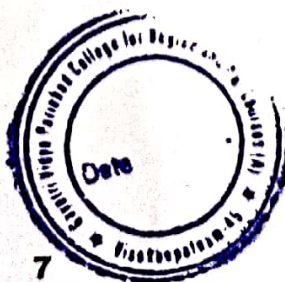
| Sl.No. | Class | CGPA |
|--------|-------|------|
| 1 | First Class with Distinction | 7.0 or / and above pass without supplementary |
| 2 | First Class | 6.0 or more but less than 7.0 |
| 3 | Second Class / Pass | 5.0 or more but less than 6.0 |

**Note:** Supplementary candidates passed with CGPA of 7.0 or more are not eligible for award of First Class with Distinction

As per Andhra University regulation, conversion of CGPA into equivalent percentage is

**Equivalent percentage = CGPA × 10**

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## Grading System for UG Courses:

| S.No. | Range of Marks % | Grade | Aggregate of Marks | Grade Points |
|---|---|---|---|---|
| 01 | > 90 <= 100 | Outstanding 'O' | 85 and above | 10 |
| 02 | ≥ 80 and <90 | Distinction 'A+' grade | 75 and less than 84 | 9 |
| 03 | ≥ 70 and <80 | First Class 'B' grade | 67 and less than 74 | 8 |
| 04 | ≥ 60 and <70 | Second class 'C' grade | 58 and less than 66 | 7 |
| 05 | ≥ 55 and <60 | Pass 'D' grade | 50 and less than 57 | 6 |
| 06 | ≥ 50 and <55 | Pass 'E' grade | 40 and less than 49 | 5 |
| 06 | ≥ 40 and <50 | Pass 'E' grade | 40 and less than 49 | 5 |
| 07 | < 40 | Fail 'F' grade | Less than 39 | 0 |
| 08 | | | 0 | AB (Absent) |

## Award of Class for UG Courses

The student depending on the CGPA acquired will be awarded the class as follows

| Sl. No. | Class | CGPA |
|---|---|---|
| 1 | First Class | 6.5 or more |
| 2 | Second Class | 5.5 or more but less than 6.5 |
| 3 | Pass Class | 4.0 or more but less than 5.5 |

As per Andhra University regulation, conversion of CGPA into equivalent percentage is

### Equivalent percentage = CGPA × 10

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