

**ADIKAVI NANNAYA UNIVERSITY  
RAJAMAHENDRAVARAM**



**EXAMINATION POLICY MANUAL**

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# ADIKAVI NANNAYA UNIVERSITY

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RAJAMAHENDRAVARAM, ANDHRA PRADESH INDIA - 533296

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## EXAMINATION POLICY MANUAL

### 1. PURPOSE OF THE POLICY.

The Examination Policy of Adikavi Nannaya University (AKNU) aims to achieve smooth running of examinations of all Campus and Constituent Colleges including affiliated Colleges of Adikavi Nannaya University (except 14 Autonomous Colleges). It is the Dean Examinations and the Controller of Examination offices are responsible for the execution of the examinations till the declaration of the results and the generation of Original Degrees. Academic Staff are responsible for setting appropriate assessment through the conduction of formal examinations and valuations that will foster learning, assess the student and meet the overall teaching objectives.

This policy applies to all examinations that are part of the assessment process of AKNU award Programmes, Academic regulations. Directorate of Admissions, Academic affairs, College Development Council and Examination sections should coordinate each other from the entry of the student into the University/College until the student is awarded degree.

### 2. OBJECTIVE AND SCOPE.

The main objective of Examination Policy of AKNU is to ensure that examinations are conducted in a transparent manner. To abide to the academic calendar and assess the student in an incremental way until all the semester end examinations are completed. To conduct examinations with utmost precision and clarity, so that the students understand the purpose and solemnity of examinations. All rules and procedures with regard to examinations should be very well delineated as to leave nothing for assumptions and chances of misconduct.

This manual is an effort to fulfill the above objectives. To implement in an efficient manner many roles and duties are defined for the Staff, protocols are to be followed, procedures that are adapted to be executed at all levels and various measures are taken to conduct the examinations at AKNU and affiliated Colleges in a paramount way.

All Templates and forms that are used in this process are designed in a well formatted way and in standardised notations. Documentation for each and everything including malpractices and punishments are also listed.

### 3. OFFICE OF THE CHIEF SUPERINTENDENT OF EXAMINATIONS.

#### Duties and responsibilities of the Chief Superintendent.

- The Chief Superintendent (CS) is the key person responsible for proper and smooth conduct of examinations at her/his centre. He/She shall take all necessary actions/precautions before/during and after the examination for the smooth conduct of examination and dispatch of answer booklets promptly to the office of Controller of Examinations (CE).
- The CS will receive duplicate Hall-Tickets (HT), answer booklets and Nominal Rolls from CE Office.
- Later CE will send SEF (Student Enrolment Forms) Question Papers (QPs).



- CS should ensure that the QP packets are sealed and are not tampered before handing it to the Invigilator.
- CS should see that Q.papers are distributed and collected in the given time frame.
- CS should make students to sign on SEFs.
- Based on SEFs seating plan arrangement should be planned.
- CS should open QPs as per the Subject Code on Question Papers on the day of the exam.
- QPs should be opened in front of the Invigilators and one Invigilator should sign on the sealed cover of QPs.
- CS should assign Invigilators as per the Rooms allotted for the students.
- CS should assign Invigilation duties one invigilator for 20 students.
- Invigilators should also sign on the SEFs.
- After the examination, CS also should sign on the SEFs.
- Total number of SEFs of the centre will reveal the total number of students to be present for the exam, Number of students present, Number of absentees and the details of the students' course wise.
- CS will collect unused QPs and send to Library and the department to maintain a record of the Q.Papers of that particular Semester course wise concerned.
- Squad will visit the campus during the exams suddenly.
- CS should attempt to resolve any serious attempt/discrepancies related to Malpractices w.r.t students and take necessary action from the level of warning to cancel all the exams of that particular student. Besides that CS should resolve any other issues like, misprint, wrong code, mistranslation, omissions or ambiguity etc.,.
- CS should not leave the examination centre until the exam hours are completed.
- Generally any exam is conducted for 3 hours.
- CS should appoint the sweepers and other staff to supply water and the necessary requirements for students.
- The CS shall depute the number of Invigilators and Assistant to the examination hall. CS should also appoint Assistant Chief Superintendent of exams if necessary.
- The CS should address the staff briefly on the supervisors' commencement of the examination.
- The CS should instruct students and invigilators that extra additional Answer booklet will not be provided.
- CS should see that all HT s are valid and resolved any discrepancies of identity credentials by taking authorisation from students if necessary.
- CS should see the timings of the examination maintained properly and students should enter into the examination hall at least 15 minutes before and not after 15 minutes after the examination is commenced. No student is allowed to leave the hall within 30 minutes of the commencement of the examination.
- CS should see that bell rings are ringed at proper timings.
- All Answer Booklets confiscated in malpractice cases should be packed separately in one bundle and marked "Malpractice Case" on the label. This bundle should not be mixed with the other papers/bundles.
- CS has the power to expel any arrogant examinee during the examination on his/her misbehaved attitude and inform to CE.
- In case of any major law and order problem or in the event of any external factor causing a disturbance in the examination centre, the examination office should be notified immediately by the CS.
- CS should distribute all remunerations to Invigilators and the supporting staff and take signatures of them. CS should sign on attendance summary, remuneration acknowledgement sheet and on other relevant forms.



#### 4. DUTIES AND THE RESPONSIBILITIES OF THE CONTROLLER OF XAMINATIONS.

As per the University Code Volume, below are the duties and responsibilities of the Controller of Examinations:

- The Controller of Examinations (CE) shall be a whole- time salaried officer of the University appointed by the Executive Council on such pay, terms and conditions of service as may be fixed by it.
- The Terms and conditions of service including the leave shall be the same as applicable to persons holding similar positions in superior service.
- The following categories of persons shall be eligible for appointment as Controller of Examinations:-
  - A Deputy Registrar of the University;
  - An Asst. Registrar of a University or holder of an equivalent post, with a Minimum of 5 years of administrative experience preferably in the conduct of examinations as Asst. Registrar or an equivalent cadre; and
  - A teacher of and above the rank of an Associate Professor with five years of experience in educational administration; and with knowledge in the conduct of examinations.

##### 4.1 Subject to the general control of the Vice-Chancellor Registrar and the Dean Examinations, Registrar, the Controller of Examinations shall exercise and discharge the following powers and duties:

- He shall be the in charge of examination branch of the University;
- He shall fix the duties of the staff working under him, exercise control over them and assess their work;
- He shall, strictly in accordance with the provisions of the Code and instructions issued by the Executive Council and the Vice-Chancellor from time to time, make necessary arrangements for the conduct of all University Examinations, including paper setting, printing and issue of question papers, preparation, scheduling, valuation, tabulation, publication of results and such other matters connected there with;
- He shall be responsible for the safe custody of all Registers, papers, documents, certificates and other confidential files connected with the conduct of all University Examinations;
- He shall keep the Minutes of the meetings of the Boards of Examiners and all related Committees;
- He shall convene meetings and issue notices therefore to the members of the Malpractices Enquiry Committee constituted by the University, the Boards of Examiners, question paper-setters, and other Committees appointed by them and to conduct the official correspondence thereof;
- He shall have the power to countersign the travelling allowance bills and remuneration bills of examiners and question paper-setters and all other bills relating to the University Examinations;
- He shall, with the prior approval of the Vice-Chancellor appoint the Examiners and paper setters from the panels recommended by the respective Boards of Studies or any other body authorised to submit the panel;
- He shall take all the steps necessary for eliminating scope for malpractice by the candidates.
- He shall take steps for computerisation of all processes in the conduct of examinations, tabulation, publication of results and issue of Certificates;
- He shall perform such functions and duties as assigned to him in the conduct of Convocation;
- He shall acquaint himself with the latest trends relating to 'Examination Reforms' and



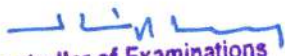
propose for consideration of the Authorities steps for improving the reliability, validity and objectivity in evaluation and for removing the deficiencies in the examination system;

- He shall be responsible for collection of all kinds of fees prescribed by the Executive Council regarding all process in and after conduct of examinations.
- He shall perform such other functions as may be assigned to him by the Executive Council and the Vice-Chancellor.

When the Office of the Controller of Examinations is vacant or when the Controller of Examinations, by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the Controller of Examinations shall be performed by the Registrar or by such suitable person as the Vice-Chancellor may appoint for the purpose until permanent arrangements are made.

**5. THE FOLLOWING WORK SHALL BE ATTENDED BY THE OFFICE OF THE CE. THESE WORKS PERTAIN NOT ONLY TO THE CAMPUS COLLEGES BUT ALSO TO AKNU AFFILIATED COLLEGES.**

- Issue of Calendar of events and schedule of examination, notification of examination fees and inviting applications from the students for admission into examination, Convocation and such other related work.
- Preparation of detailed Time Tables and their publication in time.
- Setting up of examination centres for theory courses.
- Scrutiny of examination application forms of students before the commencement of Practical/ Theory examinations.
- Prepare statement of the amount of fees paid, date of payment, whether paid in full to cover the subject/subjects offered including the carry-over subjects(backlogs)
- Printing of students' lists and issue of the same to the centre of examinations and posting on the University website.
- Preparation of the subject-wise, paper-wise and date-wise statement to print question papers with code. Question Papers to be printed shall be 20% in excess of what is actually required in each subject.
- The question paper packets shall indicate course code, course name, semester number, date of examinations, Branch name, time of examinations, number of question papers in each packet etc.
- Maintenance of all records, statistics, stock registers and database of students pertaining to examinations.
- Processing and passing of Bills of remuneration of TA, DA, other Conveyance/Allowance, and Maintenance of correspondence.
- Registration, Distribution and dispatching of day to day communications/ letters.
- Appointment of Squads and observers for each session of the examination and issue of instructions regarding the conduct of examinations and issue orders accordingly.
- Arrangements for the work for dispatching of all examination material to examination centres, collect answer scripts, valuation and submit the valuation marks for processing results to Systems Manager.
- Preservation and disposal of valued answer scripts at least for three years after the announcement of results.
- Arrangement for preparation and distribution of transcripts, consolidated mark sheet and other certificates to the students through Systems manager Office.
- Collection and maintenance of statistical data regarding the number of examinations, number of students registered for each examination, regular students and arrears, percentage

  
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- of passes, receipts and expenditure on each category of examination etc.,
- Collection of work done statements from the Chairman, Paper setters and Examiners and forwarding them to the Finance Section for payment of remuneration.
- Preparation of the lists of lapses and irregularities committed by the evaluators and others and forwarding the list to the competent authorities for consideration and necessary action.
- Arrangement for photo-copy/re-evaluation of valued answer-booklets requested by the students on prescribed application form with due fees.
- Approval of contingent expenditure to departments/valuation centres to conduct theory and practical examinations.
- Constitution of committees to deal with all types of cases of misconduct/ malpractices, detected before, during and after examinations.
- Dealing with matters of examination fees and refunds if any. Passing of conveyance bills, postal reimbursement bills and such other remuneration matters.
- Announcement of results of examinations, dealing the cases of withheld results for future announcement and follow up work in cases of any discrepancies.
- Issue of duplicate transcripts/ duplicate degree certificate, consolidated grade sheet, provisional Degree certificate, rank certificate, etc.
- Preparation of Merit lists, in collaboration with the various Departments of Teaching/ Study and Faculties of the University.


## 6. DUTIES OF DEAN EXAMINATION.

Dean Examination (DE) is an honorary post who advises CE whenever required on policy matters.

- He/She identifies the question paper setters for setting questions papers.
- DE office maintains all confidential issues related to question papers, setters, receiving question papers and sending them to CE office.
- CE approaches DE for any clarifications on policy matters.
- DE works to bring changes in the system for the development of examination system
- DE brings reforms in the system like automation etc.,
- Panel of Examiners for Valuation, Question Paper setting, allotments of them to which subjects are done by DE confidentially.
- Confidential Section is also under DE.

### 6.1 Below are the tasks from DE Office. Panel of Examiners and Question Papers.

- Panel of Examiners will be nominated for each course of study by HoDs/Principals of the Departments/College concerned.
- No one can claim appointment as paper setter/ scrutinizer or any other examination work as a matter of right. The Head of Department/Principal shall finalise the question paper setters/ scrutinisers.
- The Question Paper setter must also be a member of the Examiners. Whenever requested, it shall be the duty of the member of the Examiners to set the question paper and submit within the given time frame to the confidential section.
- No person shall be appointed as a paper-setter for an examination if any of his/her near relatives are appearing for that examination.
- The external examiners (project/viva-voce) shall intimate their acceptance or otherwise as soon as they receive the communication from the Institution or in the prescribed time limit. The acceptance of the offer may also be informed by email to the CoE. If no communication is received within the prescribed time limit, it will be presumed that the assignment is not accepted by the examiner.

  
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- The paper setters/ scrutinisers/ examiners shall follow all the regulations of the Institution from time to time in respect of setting of question papers, scheme of evaluation etc.
- Confidential section should see the questions are given within the syllabus and marks allowed to each question and the total are as per the Board of Studies resolutions and marks defined.
- All arrangements shall be made to get the required sets of question papers for each paper of examination sufficiently in advance to the commencement of the examination period.
- The question paper(s) shall meet the specifications/ pattern as per the academic regulations of each programme of study in the Institution. Question papers for each subject shall be available in a set to meet any eventuality.

## 6.2 Functions and Responsibilities of Paper Setters.

- The Paper setter shall set the papers only on the texts and courses of study prescribed, and ensure that no question on topics not included in the prescribed syllabus is set.
- The Paper Setter shall take all the necessary precaution for the maintenance of confidentiality of his/ her appointment and the question paper(s) submitted set by him/ her.
- The Paper setter shall set the number of sets of question papers as requested, as per the prescribed pattern containing questions covering a wide range of contents of the courses for which they are set and send them all in sealed packets to the COE.
- The Paper setter shall ensure that the question papers set carry the correct name of the subject, Title and code of the paper, applicable Regulation(s). He/ she shall also indicate the duration of the paper, the maximum marks allotted to each question of the paper, choice, and maximum marks of the full paper. If the question paper is common to one or more schemes/courses, it shall be clearly indicated.
- The Paper setter as well DE Office shall provide necessary instructions for the guidance of students at the top of the question paper. Any Mathematical, Physical tables, charts, data and handbooks permitted to be used should also be clearly indicated.
- The question paper should be fairly distributed over the whole syllabus of study and not concentrated on any one or a few units/ portions only.
- The question paper setter shall indicate the permissible use of mathematical, Physical tables, Charts, data or hand books, gazettes etc. which are permitted to be used by the examinee in the examination hall. He/she shall affix his/her signature on each page of the question paper without fail.
- If there are any sections which need to be answered in different answer-booklets, the paper setter shall provide clear instructions for the same. The number of questions to be answered in each section shall also be indicated clearly. All questions and subdivisions shall be marked clearly as per the pattern provided.
- The Paper setter shall type personally, avoiding additions, alterations and erasures. Abbreviations are to be avoided. Special care shall be taken in the delineation of mathematical signs of index figures. He/she should workout the numerical problems before including them in the question papers.
- The Paper setters shall observe strict secrecy regarding the work allotted to them. The Paper setter is not permitted to keep carbon copies of hand written question paper. Drafts or copies of the paper set should be destroyed as soon as the papers set have been sent to the COE.
- The paper setter shall not delegate the task of setting the question paper partially or entirely to anyone else.
- The paper setters shall submit the Scheme of valuation whenever demanded while setting the question papers and send them in the same envelope.
- The check list shall be marked to ensure that all required documents/ components have been included in the cover.

  
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- The Paper setter must carefully paste the inner cover provided by the Institution and affix his/ her signature on the joints of the cover and fix a cellophane tape on the signatures. The Paper setter shall fill in all the details required on the inner cover. This inner cover shall then be enclosed in a cloth-lined outer envelope marked “CONFIDENTIAL” and sent through Speed Post/ Registered post to the Dean of Examinations, or delivered to the DE in person.

### 6.3 Handling Question Papers Received from Paper Setters.


- The question paper(s) received from the respective paper setters are received processed and stored securely maintaining full confidentiality warranted of an examination system. An account keeping must be done in order to send reminders to the paper setters if question papers are not received within the stipulated time.
- All the question papers received from the paper setters are subjected to scrutiny in order to validate its conformity with the pattern and academic regulations in force. Any aberrations are subjected to necessary corrections.
- The printing of the question papers shall be done in a classified zone with restricted entry. The printing process shall NOT leave any trail which may eventually result in the leakage of full or part of the question paper.
- All the printed question papers shall be packed in cover and sealed securely for storage under the custody of the DE.
- e)The sealed envelopes containing Question papers should be arranged examination-wise, and Course-Code Number-wise and kept under strict secrecy and vigil. The almirah, in which these Question papers are kept, should be sealed every time it is opened.
- Relevant sealed envelopes containing the Question-papers should be taken out of the confidential almirah strictly in accordance with the Examination Programme. Envelopes should be counted and an entry made in the Stock Register before the envelopes are carried to the Control Room of each of the Examination Centres.

## 7. REGISTRATION OF STUDENTS FOR EXAMINATION.

- CE office will schedule the Time-table and release notification to pay the examination fee by giving time bounds and circulate to all colleges. Colleges pay the examination fee depending on the registrations of the students appearing for the examinations.
- Instructions to students for filling the examination forms shall be displayed on the examination notice-board of the Departments or a printout provided. The Examination fee details shall be provided in a structured manner for theory/ practical/ viva-voce/ project-work etc.
- Examination forms duly filled and verified should be collected by the Departments office along with the examination fee receipt. The forms are to be arranged exam-wise/ programme/branch- wise / semester-wise/ year-wise and submitted to the Examinations section by due date. Forms submitted after the due date shall be accepted only if due penalty/ fine applicable for late submission has been paid along with the fees.

### 7.1 Scrutiny of Examination Applications.

- All application forms received from the Students shall be subject to thorough scrutiny for the validity/ correctness of details.
- It should be verified that the students have paid the due fee and fine/ late fee, if any, along with the application form and tally the same with the receipts in the Institution accounts.
- All valid applications are processed further for data entry into the appropriate database

  
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systems at the examination computer centre. Such data entry shall also be cross-checked and validated.

## 7.2 Preparation of Students list.

- A list of all eligible students for each examination shall be prepared after thorough scrutiny and accounting for attendance or other deficiencies.
- The programme-wise list of students shall be sent to the Departments concerned of Teaching/ Study along with the printed Hall Tickets.
- Programme-wise list shall also be made available at the theory examinations centres for verification in certain exigencies/ circumstances by the Chief Superintendent.

## 8. PRE-EXAMINATION WORK/ ACTIVITIES: THESE PRE-EXAMINATION WORKS ARE MANUAL WORKS FROM CE OFFICE.

### 8.1 The format of Hall Ticket.


- The Hall Ticket is issued to all the eligible students admitted to the Semester End Examination. Any student found ineligible due to valid reasons such as attendance deficiency etc. shall not be issued Hall Ticket.
- Hall Ticket shall contain information regarding the Name of the student, Register number, Photograph, Programme of Study, Semester/Year, School/Department and the Code numbers of the Course(s) in which he/ she is registered for the current examination. The office of the CE shall send the Hall Tickets to the Departments concerned at least 3 days before the commencement of the examinations.
- The Department office shall distribute it after due verification to the concerned student with due acknowledgement by signature. If any discrepancy or error is found in the Hall Ticket, it should be communicated to the examination section concerned with the recommendation of the Head of the Department.

### 8.2 Scheduling and Time Table of Examinations.

- While scheduling examinations all care should be taken to ensure that no overlap in the subjects/ papers of examination occurs for any regular or arrear paper of the student.
- The Examination time-table shall be cross validated for any overlap and necessary amendments made.
- The scheduling of all Practical Examination shall be provided by the Head of the Departments concerned to the CE sufficiently in advance of the scheduled commencement of the examinations.
- The Time-table of examinations shall be dispatched sufficiently in advance to the Departments for record and display on the Notice boards.
- The Time tables shall also be posted on the Institute website before the commencement of the examinations.

### 8.3 Initial Preparations for the Theory Examination Period.

- The number of Students, day-wise, session-wise, shall be ascertained on the basis of the examination schedules, List of students registered and admitted for the examination.
- On the basis of the Number of students and the seating capacity of halls available, the number of examination halls required should be fixed and necessary steps taken to make arrangements for the conduct of examinations. This will be handled by the Chief

  
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- Superintendent of the Examinations at their respective centres.
- The order of appointment of invigilators be issued and communicated to the invigilators.
- Attendance sheets/ register of students seated in each of the examination hall are prepared based on the Programme of study and Semester/ Year of study.
- Preparation of Answer-booklets Stock register at the examination centre which need to be updated after each session of examination.
- Specific number of Answer-booklets shall be prepared centre-wise. The University seal shall be affixed.
- It should be verified that sufficient quantum of Question Papers of each paper have been sent in sealed envelopes. The sealed envelopes are arranged date-wise, hall-wise and paper-wise and kept inside a sealed almirah/safe/locker at each examination centre and proper instructions are issued.

#### **8.4 Appointment of Support Staff for Examination Centre.**

The CE shall appoint a team of members from various cadres of staff in the Offices of the DE as well CE to facilitate the conduct of day-to-day affairs in the conduct of examinations at the Centre.

### **9. STRONG ROOM AND CODING ROOMS OF THE UNIVERSITY.**

During the examination period, all the question papers arrived are kept in the strong room. This room has strong security and Explicit Coding rooms are there for coding protected the answer booklets and from there they are sent to examination centres.

#### **9.1 General Policies of Misconduct and Malpractices.**

- If the Vice-Chancellor receives complaints to the effect that the integrity of a Semester examination has been violated at the examination centre as a consequence of mass copying or other use of unfair- means, he may after enquiry, order re-examination in one or more papers.
- Ordinarily, the University shall conclude the issues/ matters related to malpractices and the processes thereof within a period of three months or in any case before the commencement of the next examination.
- The Vice-Chancellor shall have the power at any time to institute an enquiry and to punish such malpractice/ misconduct or breach of rules by exclusion of such student(s) from any Semester examination or from any programme in the Department/college for the purpose of conferring degree either permanently or for a specified period, or by cancellation of the result of the student in the Semester examination for which the student appeared or by deprivation of any Institution Scholarship held by him/her or by cancellation of the award of any Institution prize or medal to him/ her or by imposition of fine or in multiple of the aforesaid ways within a period of six months.
- Examination Result(s) of the examinee(s)involved in such misconduct/ malpractice cases shall be withheld till the Competent Authority arrives at a final decision in the matter and the concerned examinee(s) and the Department/College to which he/she belongs to, shall be informed accordingly.

#### **9.2 Malpractices and their punishments.**

The malpractices and misconduct of the students observed and caught hold during the examinations are punished based on the level of the misconduct.

  
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S.No.	Nature of Malpractice	Punishment
1.	The student found during the examination with any material having answers, talking with other candidates without the permission of the invigilator or communicating information through any means.	<ul style="list-style-type: none"> <li>The candidate is disqualified for that paper.</li> <li>The student shall not be eligible for substitute examination for that Test / Examination.</li> </ul>
2.	The student found copying or writing answer from or through any material/means.	<ul style="list-style-type: none"> <li>The candidate is disqualified for the whole Examinations.</li> </ul>
3.	The student found violating the basic rules of the examinations misbehaves towards any person or forces others to yield his violation of exam system.	<ul style="list-style-type: none"> <li>The candidate is debarred from the University exams up to three years.</li> </ul>

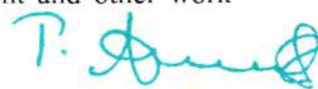
## 10. POST EXAMINATION WORK ACTIVITIES:

- On the day of commencement of Central Valuation, the Answer-script packets shall be transferred to Valuation Centre. Panel of valuers submitted by Board of Studies Chairman, who are appointed for the valuation subjected to the Paper entitled, they should collect the answer scripts from the examination section after verifying the number of papers.
- Valuation should be done in the specified period.
- Once the papers are evaluated they are bundled and the consolidated marks which are given are sealed and sent to the CE office.
- From there CE will verify subject wise and examination wise and then will send to Systems Manager(SM) for further processing.
- From here the automation process starts from the Systems Manager section.

### 10.1 Appointment, Duties and Responsibility of Examiners.

- No one can claim appointment as examiner or any other examination work as a matter of right. The COE shall appoint examiners for each examination from among the list of eligible examiners approved by the Vice-Chancellor depending upon the need in each paper. Persons whose names are not in the approved list shall not be appointed. However, under special circumstances after obtaining the permission of the Vice-Chancellor, exceptions may be made. Under no circumstances can the Chairman of the BoS issue appointment orders on his/ her own. All Examiners will be required to submit their acceptance of the offer or otherwise. The Internal examiners shall not normally decline the assignment of examination work except in extraordinary situations since examination duty is treated as an essential service by the University.
- The external examiners shall intimate their acceptance or otherwise as soon as they receive the communication from the Institution or in the prescribed time limit. The acceptance of the offer may also be informed by email to the CE. If no communication is received within the prescribed time limit, it will be presumed that the assignment is not accepted by the examiner.
- If by chance, a subject has been assigned wrongly to the examiner, he shall indicate the same and decline the offer. He shall not accept an offer that is not related to his subject/ expertise/ knowledge domain.
- The Examiners shall maintain strict secrecy regarding their appointment and other work

  
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allotted in connection with the examinations.

- On the day of commencement of valuation, if applicable sufficient time shall be utilized for discussion with regard to valuation guidelines and regulations concerning the Examination.
- The Examiners shall NOT evaluate the answer scripts NOT related to his/ her subjects.
- The Examiners have to count the number of answer scripts in the packet and ensure that it tallies with the claim on the Packet. Discrepancies, if any, should be brought to the notice of the Chairman, BoE immediately.
- The examiners shall value the scripts strictly in accordance with the scheme of valuation given by the paper setters, if any.
- The examiner shall value all the answers and take into account the marks of only the maximum required or permitted questions by considering the marks awarded to the questions advantageous to the student and round off those not considered.
- The examiner shall ensure that no answer or part of any answer is left out in valuation. The examiners should read the answer script in detail and evaluate the scripts.
- The marks awarded for each question shall be entered in the appropriate row & column on the mark- table on the Front Page of the Answer-booklet. The total marks shall be entered both in figures and words with his/ her signature.
- The examiner shall not take the answer scripts out of the valuation centre under any circumstances.
- If the examiner during valuation of the scripts suspects any case of malpractice, he/she shall immediately report it to the CE through the Custodian. He/she shall submit the suspected script after valuing it fully along with his/her report to the Chairman of BoS, who in turn shall forward the same to the CE.
- The examiner shall report to the CE, cases of any students of other person on his/ her behalf approaching him/ her for any favour or writing letters to him/her indicating the name of the person, the register number/ code number of the student, subject/paper etc.
- The examiners shall value maximum of 100 scripts (PG) per day and not beyond that.
- The examiners shall enter marks in the prescribed proforma provided for the purpose. Sufficient care should be taken while preparing these marks lists.

#### 11. PRACTICAL/ CLINICAL/ VIVA-VOCE EXAMINATIONS:

- The Institution shall notify the examination schedule of conduct of Practical/ viva-voce examinations at least two weeks prior to the Practical examinations.
- Detailed time table of the Practical examinations, subject wise, batch wise etc shall be announced by the Chairman, BoS, wherever necessary.
- The University will appoint Examiners for Practical examinations for different courses/ subjects from the panel of examiners submitted by the respective Boards of studies. The HOD of the department concerned and the Chairman of BoS shall be responsible for the conduct of the practical/ viva-voce examination(s) in the respective department.
- The required number of answer booklets and other material shall be obtained from the University by the Chairman, BoS/ HOD well in time for practical examinations.
- Students shall be in possession of Hall Tickets on all the days of Practical examinations. In the event of non-possession or loss of Hall Tickets the HOD is empowered to permit the student to appear in the examination in exceptional circumstances after verifying the identity of the student.
- Practical answer scripts after the practical examination shall be packed in separate covers and sent to the Office of the CE after completion of all the Practical examinations.
- Marks allotted by the examiners for the practical and viva-voce examination shall be entered in words and figures on prescribed format and enclosed in covers prescribed for the same.

  
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- For Project Viva-Voce, Vice-Chancellor will mark any one External from the list submitted by the Principal of the concerned college.

## 12. REMUNERATION OR HONORARIUM ALLOWANCES.

- For theory paper setters, Practical externals and Valuers remuneration is granted as per the UGC norms. Any examiner should submit the TA bills and they will be paid accordingly as per the UGC norms.
- For valuers, remuneration will be paid based on the number of answer scripts.
- Project Viva-Voce will also be in the similar norms.

## 13. POST-EVALUATION DATA PROCESSING AT SYSTEMS MANAGER OFFICE FOR RESULTS GENERATION.

This Post-Evaluation work is done at Systems manger office. Systems manager has designed an in-house application for processing results starting from the students' registration till the generation of the Marks memos and Original Degrees. A detailed function of that office is described in next sections.

## 14. ADDRESSING REVALUATION IN EXAMINATIONS.

### 14.1 Revaluation.

- Any sort of examination related grievances like revaluation are dealt as per University norms. Revaluations of scripts are done after giving the notification. Whoever has the grievances regarding the marks obtained they will apply within the time frame by submitting the fees and a copy of two papers with their handwriting.
- CE Office will resolve these issues by calling externals again for revaluation. If there is 15% of marks difference between the first and revaluation then again valuation will be given for third time. Average of nearest two marks will be awarded to the student.


### 14.2 Name Change of the Student during study.

- A student who is currently enrolled may change or alter his/ her full, legal name on the permanent academic record by presenting the appropriate application along with the necessary supporting documentary evidence to the CE. Assuming a new name by any person which has been notified by the order of the Central Govt. or a State Govt.
- No change in his/her name will be made in the past records of the Institution.  
22.7.5 Students should send this application through the Head of the Department and Dean of the course concerned.
- The student should apply along with the attested copy of the 12th Standard and/or last eligible examination (on which student's eligibility is finalized).
- Documents required for change in name are as follows and must accompany the application for change in name:
  - Govt. Gazette (Original copy)
  - Photocopy of the Statement of Marks of last examination.
- After the necessary changes in permanent documents, corrected copy/ copies of the statement(s) of the marks and other certificates shall be issued on the payment of the fees applicable at that time.

## 15. ERROR CORRECTION IN NAME.

To correct the spelling or the proper sequence of the name which are not due to data entry errors, the student shall present a copy of his/ her Secondary School Certificate. Any errors in the Name of students printed in the Marks statement/ Certificate/ Hall Ticket may be

  
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brought to the notice of CE for necessary correction with appropriate evidence.

#### **16. SCRIBES FOR DISABLED STUDENTS:**

The facility of Scribe/Reader/Lab Assistant may be allowed to any person who has disability of 40% or more if so desired by the person. Such students may be given compensatory time of half an hour for examination of 3 hours duration.

#### **17. WORK RELATED TO CONVOCATION AS UNDER:**

CE office is also responsible for organising Convocation at the University Campus. An outline of the tasks are given below:

- Inviting applications for award of Degrees.
- Preparation of Eligibility lists for Convocation, Department wise and year wise.
- Receipt and scrutiny of applications for conferring degree in person and in absentia at the Convocation.
- Preparation of Presentation lists, year wise, in person and in absentia separately.
- Preparation of lists of Prize winners, and medal winners.
- Print the lists of students attending the convocation and preserving the bound volume of such list.
- Writing/Printing Degree certificates/Rank certificate/Prize or medal certificate, Ph.D. certificate.
- Intimating the students about the date and venue of convocation.
- Distribution of admission cards and parent passes to students for the convocation.
- Distribution of Degree Certificates.
- Seating arrangements in the Convocation hall.

#### **18. REFORMS - AUTOMATION OF EXAMINATION DIVISION.**

##### **18.1 Examination Management System (EMS).**

Adikavi Nannaya University had adopted the semester examination system with choice based credit system (CBCS) for continuous evaluation of the performance of the students for all the departments and colleges in the University and also the UG,PG and Professional colleges affiliated to the University.

The Examination system of Adikavi Nannaya University is automated using In house IT software which was developed and maintained by the University staff. The university has been continuously carrying out reforms in its examination procedure through integration of IT in all the procedures and processes of the examination system.


The processes and work related to the conduct of examinations, declaration of results and award of degrees and diplomas are processed and monitored in Computer Centre of the University together with the University Examination Cells.

##### **18.2 Computerized Modules.**

Examination Management System of our University is automated for all courses (UG, PG, Professional, Diploma, Certificate courses) offered by our University from Student Registration, results processing to printing of all examination reports and certificates. The details of automated modules are attached.

The main objectives of EMS are:

- ✓ Generation of Hall ticket Numbers.

  
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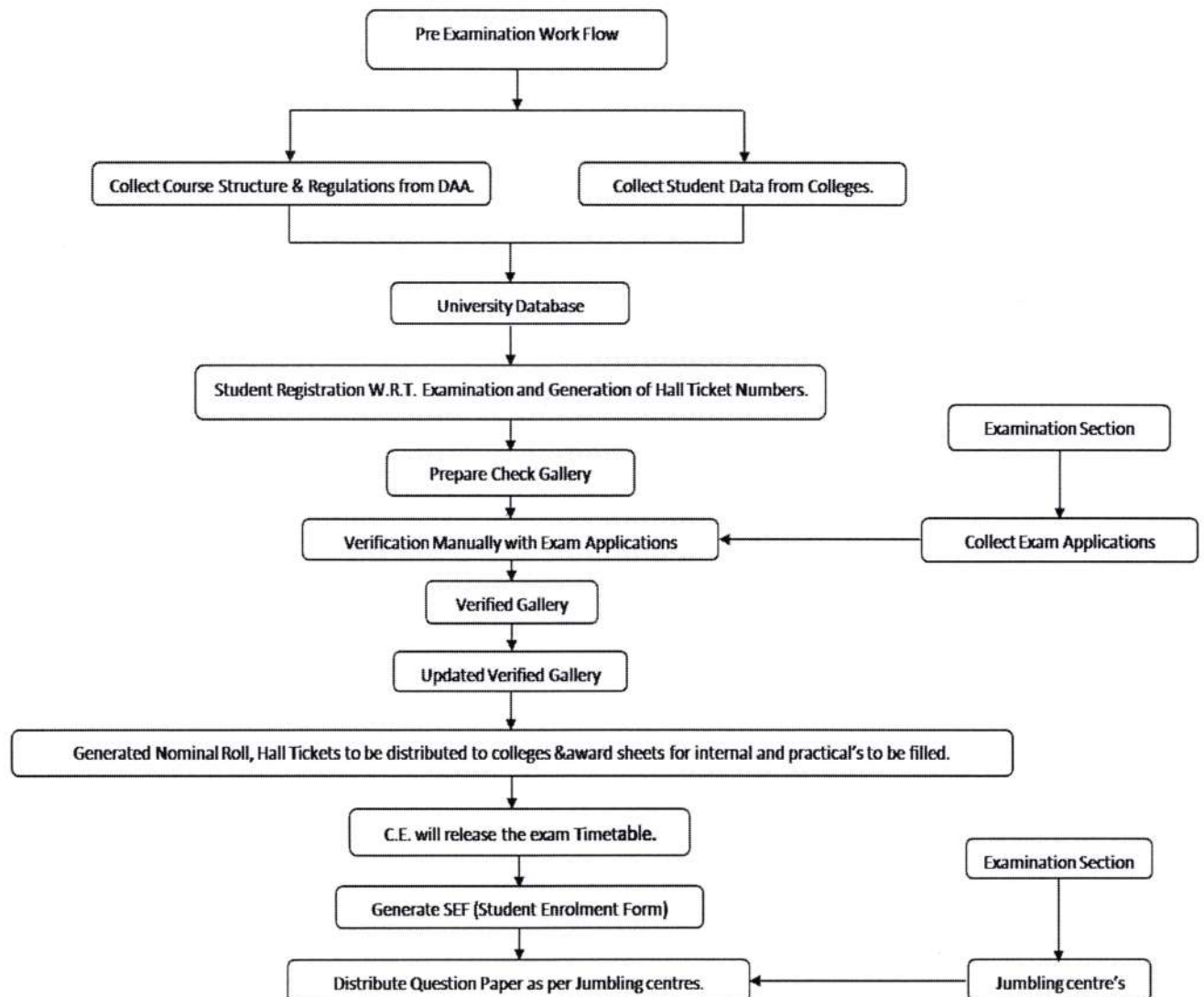
- ✓ Printing of Nominal Rolls, Sessional & Practical Award sheets, Student Enrollment Form reports.
- ✓ Jumbling Centre wise Question Paper and all other required reports to conduct examination.
- ✓ Processing of results and publishing of results.
- ✓ Revaluation results.
- ✓ Printing of Grade Cards, Checklists.
- ✓ Printing of Hi-tech Consolidated Memorandum of Grades and Original Degrees.

The automation has resulted in an extensive improvement in the efficiency and transparency of the Examination Department and other stakeholders.

**Software's:** SQL Server 2008, Visual Studio 6.0 and Crystal reports 9

### PRE EXAMINATION WORK

This pre-examination work which is from Systems manager's office describes the process flow from the students registration till the question papers are disappeared to the respective examination centers. Based on the number of students registered for particular paper and number of examination centers (Jumbling centers) question papers are distributed accordingly.



Flowchart1: Pre Examination work flow.

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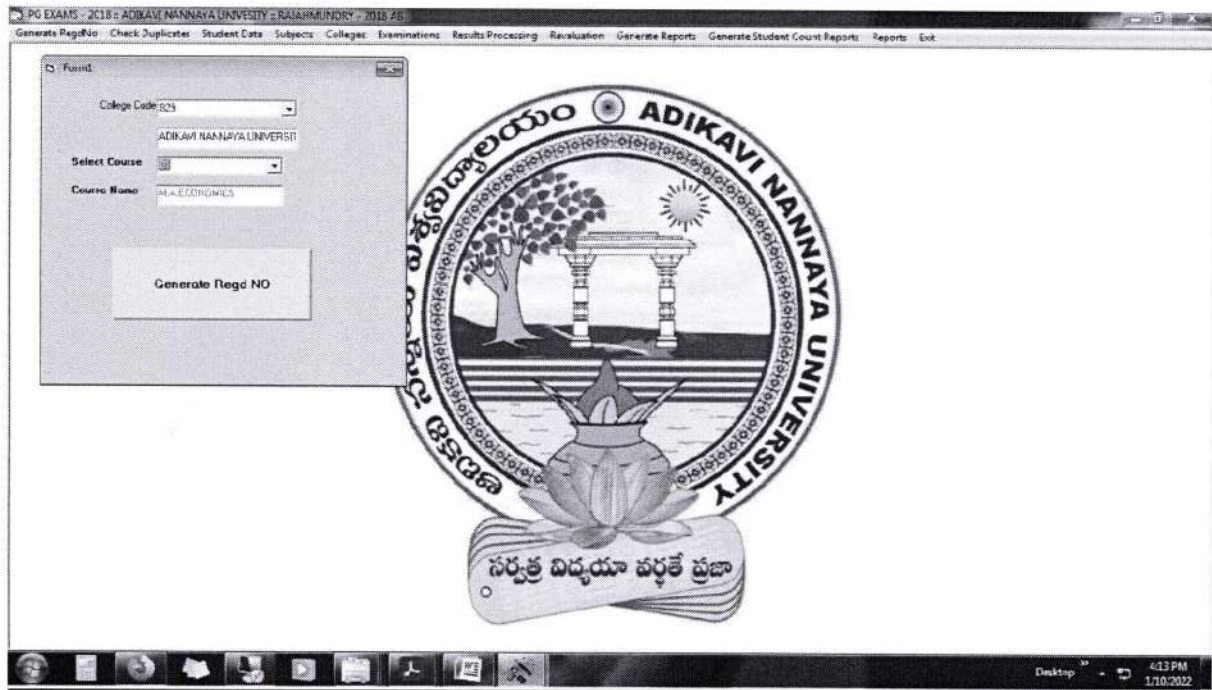



## Work process:

- Staff working in Computer centre receives
- CD with student admission data in the prescribed format from all affiliated colleges (For new admitted batch only).
  - Course structures and regulations of the courses were received from the office of the Dean, Academic affairs.
  - Heading slips from confidential section.
- CD Data from all colleges will be consolidated Course wise and importing into database.
- Finalization of Subjects with Title, YE (Max.marks, Min Pass), Sessionals (Max/Min Pass), Practicals (Max/Min Pass).
- Finalization of Pattern of Examination (Regulations) for that Year/Scheme.
- Entering Subjects with above information in to DB.
- Map Subjects to Groups (For courses having groups) / subjects to courses.

**The step by step work flow is illustrated below with screen shots:**

**Generation of Regd No(Hall ticket No) (For New Adm.Batch).**



  
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**Update/Delete Student Data (If any corrections).**

PG EXAMS - 2018 - ADIKAVI NANNAYA UNIVERSITY - RAJAHMUNDRY - 2018 AE

Generate Regd.No Check Duplicates Student Data Subject: Colleges Examinations Results Processing Revaluation Generate Reports Generate Student Count Reports Reports Exit

Form1

**Update/Delete Student Data**

Enter Regd.No: 1882901001 Admitted College Code(NEW CODE): B3

Submit DELETE

Existing College Code(OLD CODE): B29 Existing College Code(NEW CODE): B3

Student Name: AMMDETI ISHAISH Father Name: A VENKATESU

Mother Name: A MAHGA

Course Code: 01 Medium of Study: CM (Tel/Eng)

Religion: 1 Gender: M

Second Language: NUSFC - ANS (Telugu/Sanskrit/Hindi/Urdu)

Category: 7 1 - OC / 2 - BC - A / 3 - BC - B / 4 - BC - C / 5 - BC - D / 6 BC - E / 7 - SC / 8 - ST

Select Category to Update: 7

Student Status: REGULAR

UPDATE

Desktop 4:13 PM 1/10/2022

**Registration of Examinations (Entering Examination Notification and Time table).**

PG EXAMS - 2018 - ADIKAVI NANNAYA UNIVERSITY - RAJAHMUNDRY - 2018 AE

Generate Regd.No Check Duplicates Student Data Subject: Colleges Examinations Results Processing Revaluation Generate Reports Generate Student Count Reports Reports Exit

Form1

**Register Exam To be Conducted**

Select YOF: Aug2

Select for entering DCE

Select Exam Type: SI Kambadi

PG EXAMINATIONS AT THE END OF FOURTH SEMESTER - AUG 2021

Select Course: 0 MAECONOMICS

select year: 4

Select subject: 40101 ECONOMIC OF QUANTITATIVE ANALYSIS

Examination Code: 40101 A21

Date of Examination [MM-DD-YYYY]: 01-06-2021

Enter DCE

Register Examination Exit

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## Mapping electives.

PG EXAMS - 2018 - ADIKAVI NANNAYA UNIVERSITY - RAJAHMUNDRY - 2018 AP

Generate RegdNo Check Duplicate Student Data Subjects Colleges Examinations Results Processing Revaluation Generate Reports Generate Student Count Reports Reports Exit

Form1

**Map Students to Elective Papers**

Course Code: 0  
Course Name: M.A. ECONOMICS  
College Code: 029  
College Name: ADIKAVI NANNAYA UNIVERSITY  
RAJAHMUNDRY

Select Elective Subject: 20104  
Select Elective Paper: Industrial Economics

For All Students  Not For All Students

Map Exit DELETE

**Get Electives not mapped Colleges**

College Code:   
College Name:   
RAJAHMUNDRY

Desktop 4:15 PM 1/10/2022

## Register Students for Examinations.

PG EXAMS - 2018 - ADIKAVI NANNAYA UNIVERSITY - RAJAHMUNDRY - 2018 AP

Generate RegdNo Check Duplicate Student Data Subjects Colleges Examinations Results Processing Revaluation Generate Reports Generate Student Count Reports Reports Exit

Form1

**Student Registration for Examinations**

Select YOP: 2017

REGULAR EXAM  SUPPLEMENTARY EXAM

Supp Type:   
RAJAHMUNDRY

Select Exam Type: S1-Sem4-A21  
PG EXAMINATIONS AT THE END OF FOURTH SEMESTER - AUG-2017

Select Course: M.A. ECONOMICS  
Select Year: 4

Check if u want to register: Single Student

Enter Regd No:   
RAJAHMUNDRY

Check if u want to register: Single College

Enter College Code:   
RAJAHMUNDRY

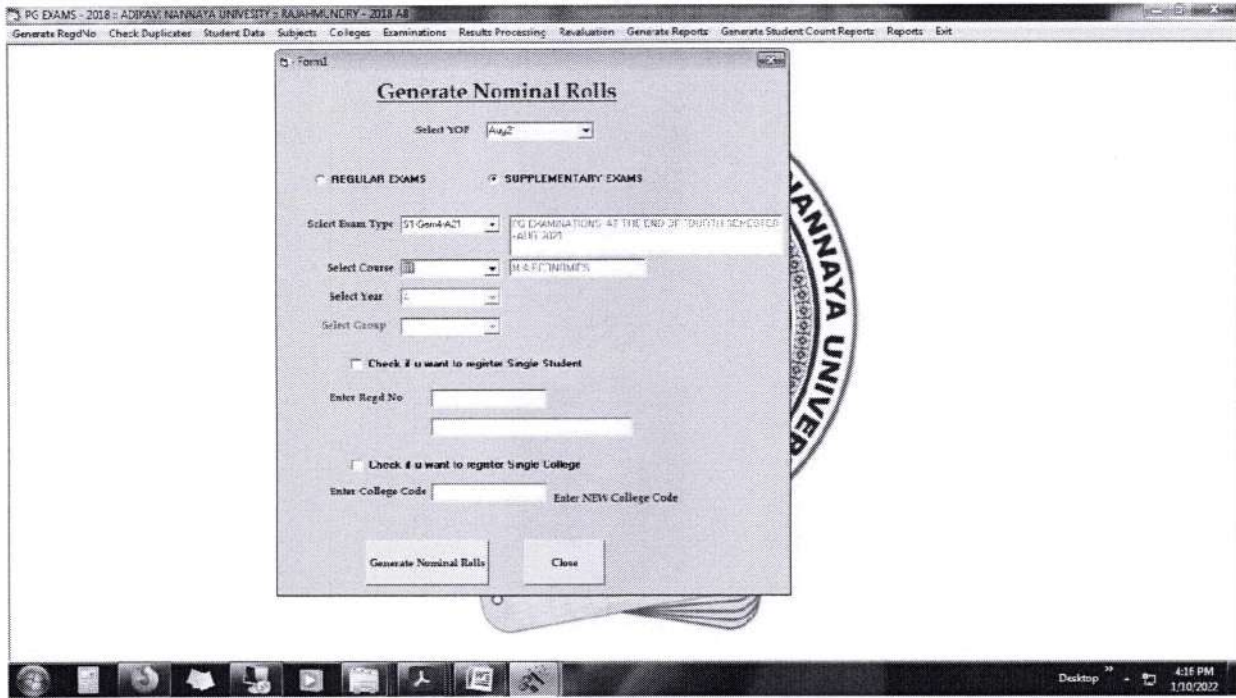
Register Student for Selected Examination Close

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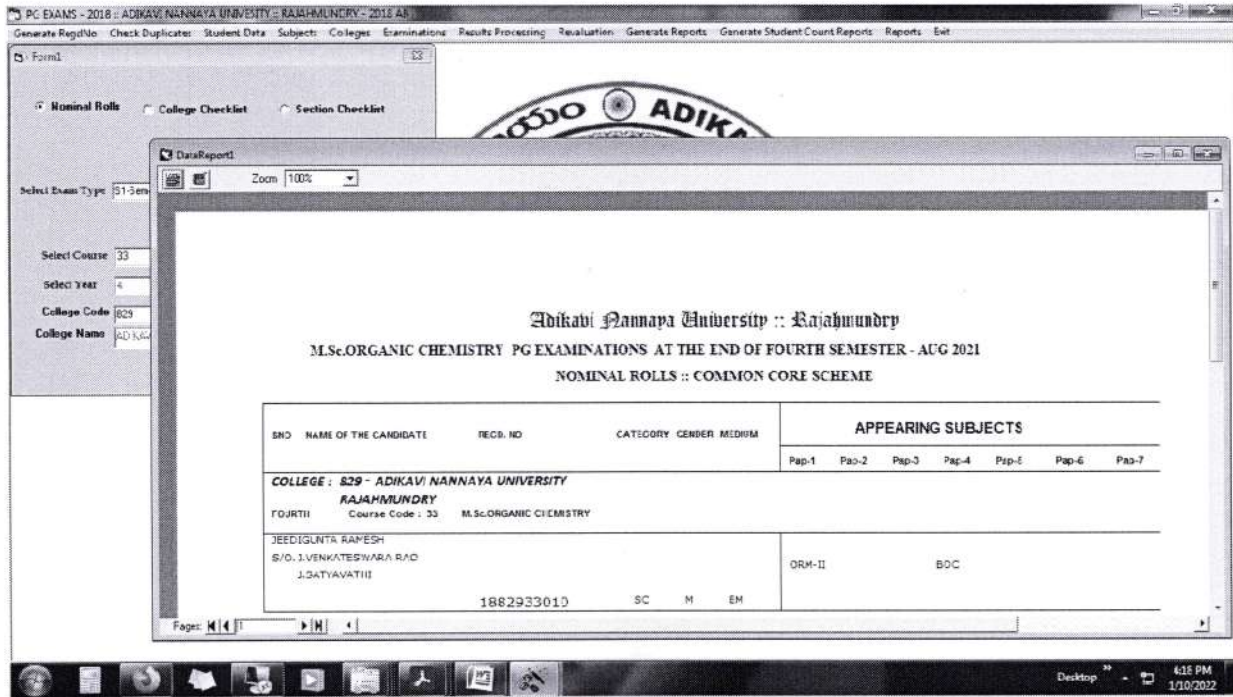
  
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**Generate Check Galley/Nominal Rolls.**



**Printing of Check Galley for verification with examination applications.**

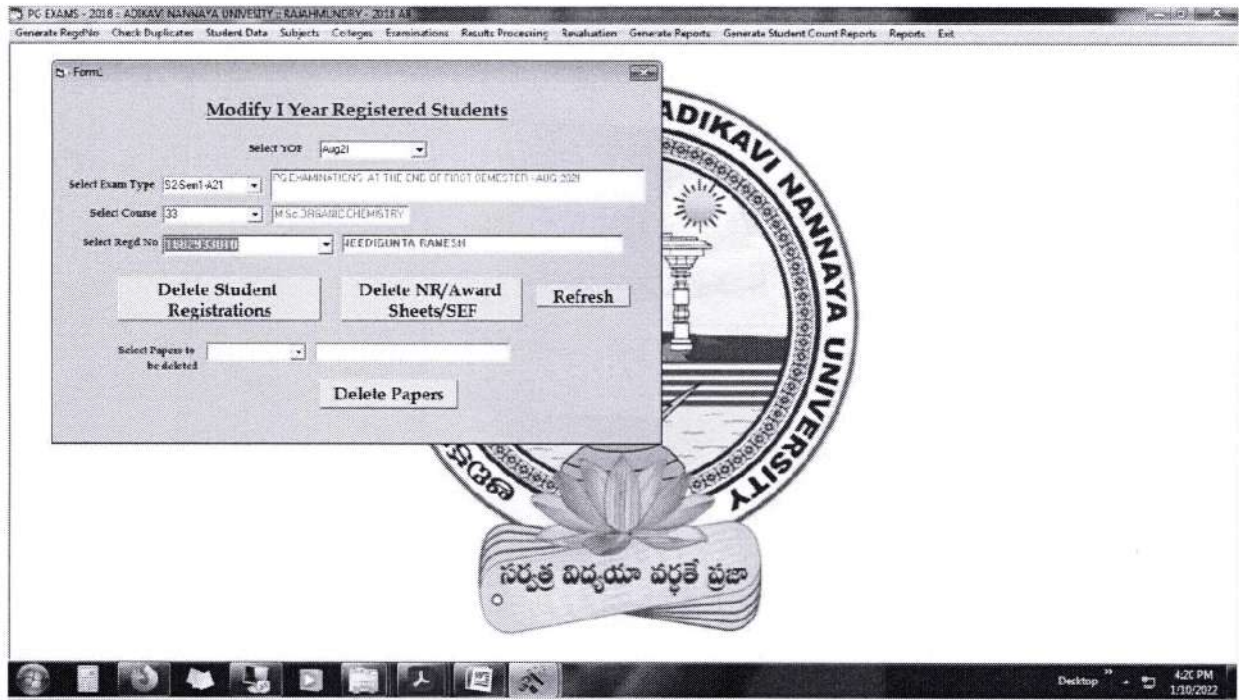


*L. Lakshmi*  
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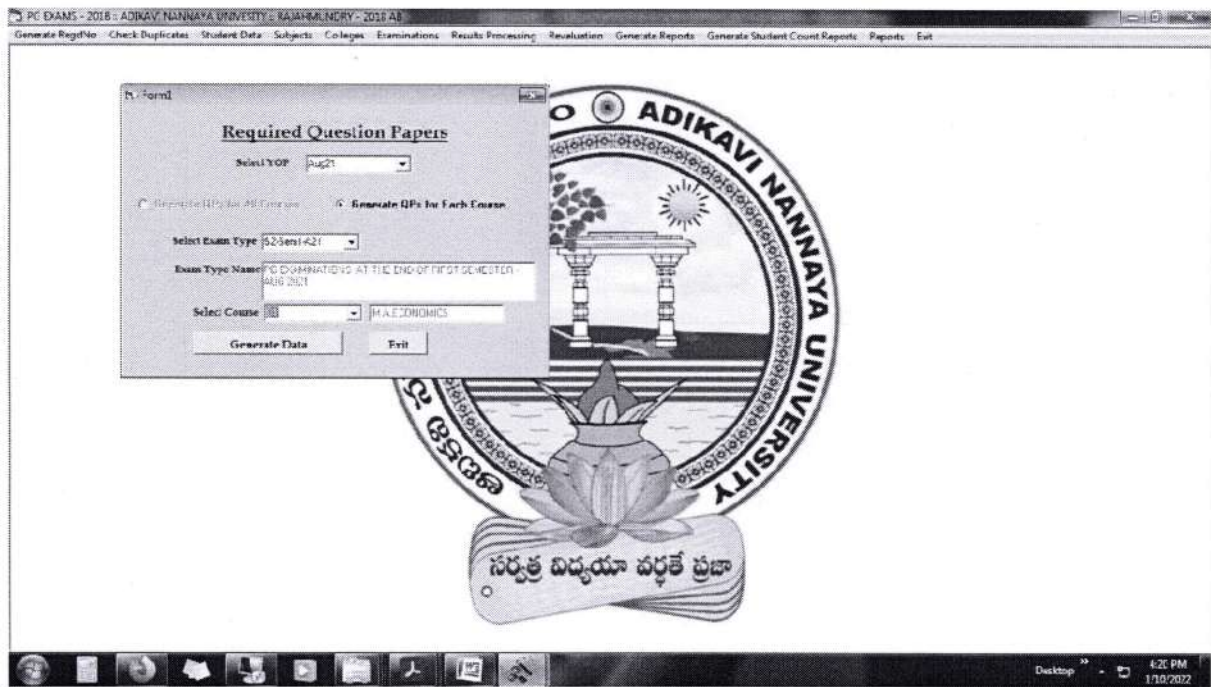
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**Registrar**  
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**Modify the registered students data based on the Check Galley Updations done by examination section staff.**



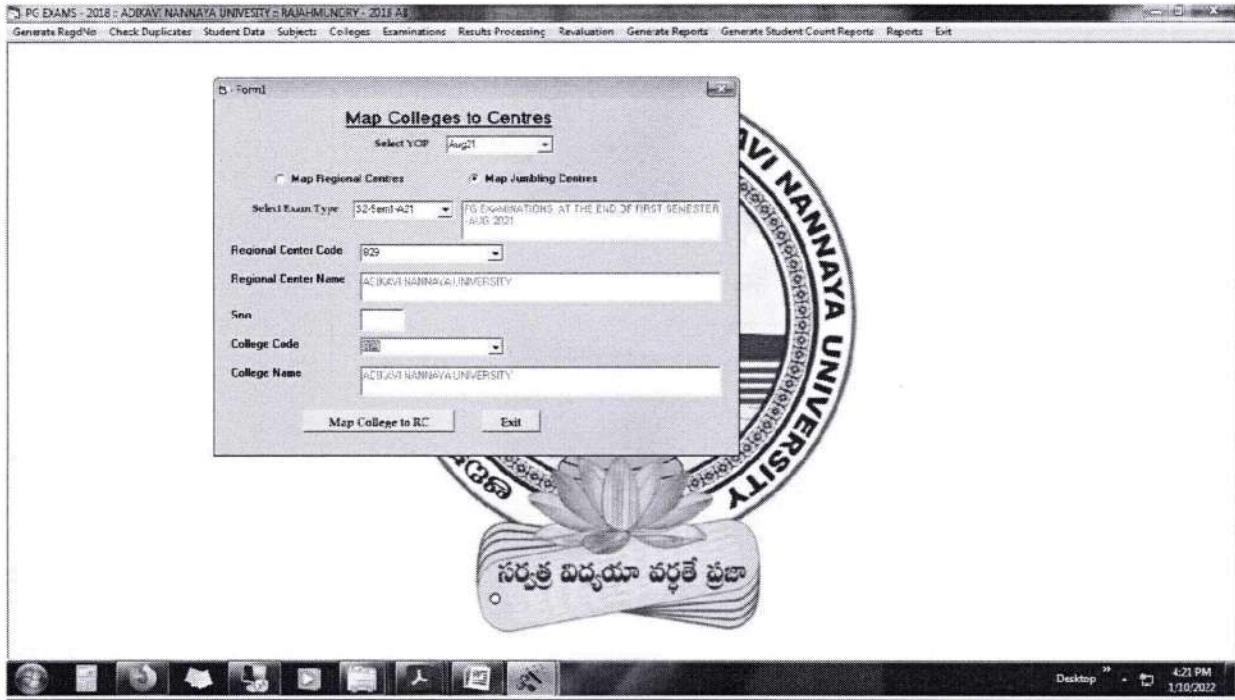
**Generation of Course wise Question Paper requirement.**



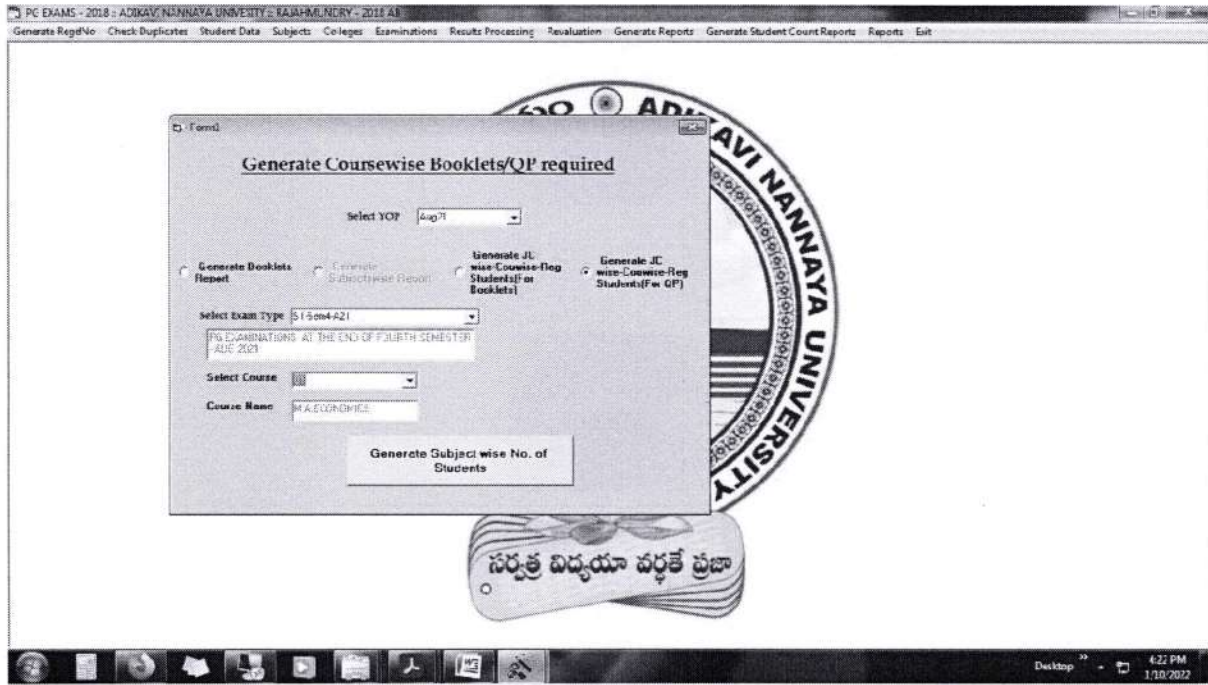
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**Mapping of Colleges to Jumbling Centres.**



**Generation of Jumbling Centre wise - Subject wise OP.**



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**Printing of Subject wise - Jumbling Centre wise OP.**

**Display No. of Booklets/QP (Course wise) Required for Examinations**

Select YOP: Aug21

Select Exam Type: S1-Sem4-A21

Select Course: 33

Centre Code: [ ]

Centre Name: [ ]

Select Subject: 43301

**Adikavi Nannaya University :: Rajahmundry**  
**PG EXAMINATIONS AT THE END OF FOURTH SEMESTER - AUG 2021**  
**CBCS :: Required Theory Booklets / QPs :: As on 27-Oct-2015**

Course: **M.Sc.ORGANIC CHEMISTRY**  
**Subject : 43301 ORGANIC REACTION MECHANISMS - II AND ORGANIC PHOTOCHEMISTRY**

Centre : **812** ADITHE SATYANARAYANA P.G.COLLEGE AMALAPURAM DOE: 28 Aug 2021

S.No.	College Code	College Name	Location	No. of Booklets Required
2	828	LAMP DEGREE & PG COLLEGE	MUMMIDIVARAM	1
Total				1

Centre : **817** V.S. LAKSHMI WOMENS DEGREE COLLEGE KAKINADA DOE: 28 Aug 2021

S.No.	College Code	College Name	Location	No. of Booklets Required
1	818	ADITYA DEGREE COLLEGE	KAKINADA	3
2	819	ADITYA DEGREE COLLEGE FOR WOMEN (PG COURSES)	KAKINADA	1
Total				4

Centre : **818** ADITYA DEGREE COLLEGE KAKINADA DOE: 28 Aug 2021

**Printing of Nominal Rolls.**

**Nominal Roll**

Select Exam Type: S1-Sem4-A21

Select Course: 25

Select Year: 4

College Code: 829

College Name: ADIKAVI

**Adikavi Nannaya University :: Rajahmundry**  
**M.Sc.BOTANY PG EXAMINATIONS AT THE END OF FOURTH SEMESTER - AUG 2021**  
**NOMINAL ROLLS :: CBCS**

SNO	NAME OF THE CANDIDATE	REGD.NO	CATEGORY	GENDER	MEDIUM	APPEARING SUBJECTS														
						Pap-1	Pap-2	Pap-3	Pap-4	Pap-5	Pap-6	Pap-7	Pap-8	Pap-9						
COLLEGE : 829 - ADIKAVI NANNAYA UNIVERSITY RAJAHMUNDURY																				
FOURTH Course Code: 25 M.Sc.BOTANY																				
1521	MEKA VANI D/O. BHARMAYYA KUMARI	1682825016	OC	F	EM	SEP	EPB	IEB	PM											

సర్వత్ర విద్యయా వర్ధకే ప్రణామ

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# Generation and Printing of Internals and Practical Award Sheets.

**Display Sessionals/Practical Award Sheets**

Select YOP: Aug21

Select Exam Type: R\_Sem6-A21

Course Code: 51  
Course Name: MCA

College Code: 829  
College Name: ADIKAVI NANNAYA UNIVERSITY RAJAHMUNDRY

Sessionals Award Sheet  Practical Award Sheet  SEF7 Report

Subject Code: 65101P  
Subject Name: PROJECT WORK

Buttons: Display Award Sheet, Exit

---

**Adikavi Nannaya University :: Rajahmundry**

PG EXAMINATIONS AT THE END OF SIXTH SEMESTER - AUG 2021  
MCA - CBCS - SIXTH SEMESTER

SESSIONALS AWARD SHEET

COLLEGE : 829 ADIKAVI NANNAYA UNIVERSITY RAJAHMUNDRY

SUBJECT : 65101P PROJECT WORK

NAME & ADDRESS OF THE EXAMINERS (IN BLOCK LETTERS) : 1) EXTERNAL :  
2) INTERNAL :

Date :  
Time :  
Max Marks: 100

NAME OF THE CANDIDATE	REGD. NO	MARKS OBTAINED	MARKS OBTAINED (IN WORDS)
AAKETHI KRISHNA	1882951001		
ADABALA ROJA TRIVENI	1882951002		
APPANA TEJA SRI LAKSHMI	1882951003		
BURLE SWETHA VEERA VENKATA NAGADIYYA	1882951004		
CHIRINAMSETTY CHAITANYA	1882951005		

**Display Sessionals/Practical Award Sheets**

Select YOP: Aug21

Select Exam Type: R\_Sem6-A21

Course Code: 51  
Course Name: MCA

College Code: 829  
College Name: ADIKAVI NANNAYA UNIVERSITY RAJAHMUNDRY

Sessionals Award Sheet  Practical Award Sheet  SEF7 Report

Subject Code: 65101P  
Subject Name: PROJECT WORK

Buttons: Display Award Sheet, Exit

---

**Adikavi Nannaya University :: Rajahmundry**

PG EXAMINATIONS AT THE END OF SIXTH SEMESTER - AUG 2021  
MCA - CBCS - SIXTH SEMESTER

PRACTICALS AWARD SHEET

COLLEGE : 829 ADIKAVI NANNAYA UNIVERSITY RAJAHMUNDRY

SUBJECT : 65101P PROJECT WORK

NAME & ADDRESS OF THE EXAMINERS (IN BLOCK LETTERS) : 1) EXTERNAL :  
2) INTERNAL :

Date :  
Time :  
Max Marks: 100  
Min Pass: 20

NAME OF THE CANDIDATE	REGD. NO	MARKS OBTAINED	MARKS OBTAINED (IN WORDS)
AAKETHI KRISHNA	1882951001		
ADABALA ROJA TRIVENI	1882951002		
APPANA TEJA SRI LAKSHMI	1882951003		
BURLE SWETHA VEERA VENKATA NAGADIYYA	1882951004		
CHIRINAMSETTY CHAITANYA	1882951005		
CHITTIMENU PRASADU	1882951006		

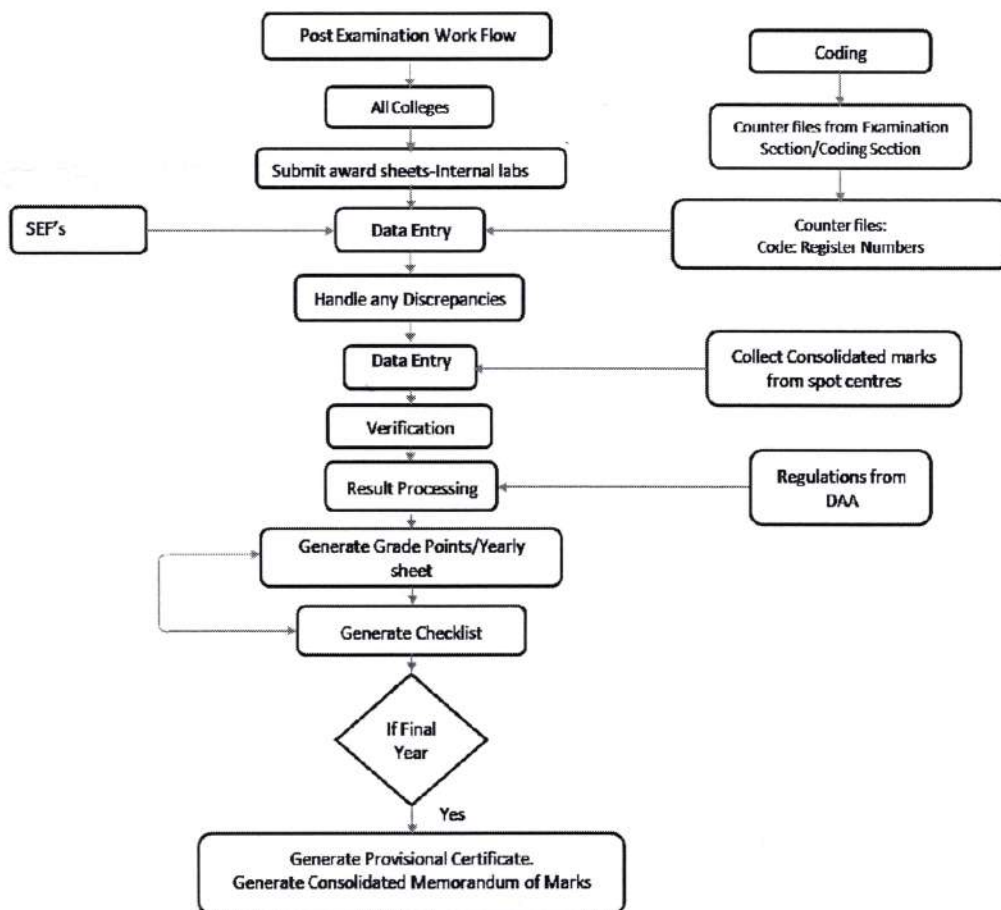
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## Generation and Printing of SEF report.

## POST EXAMINATION WORK



Flow Chart2: Post Examination Process.

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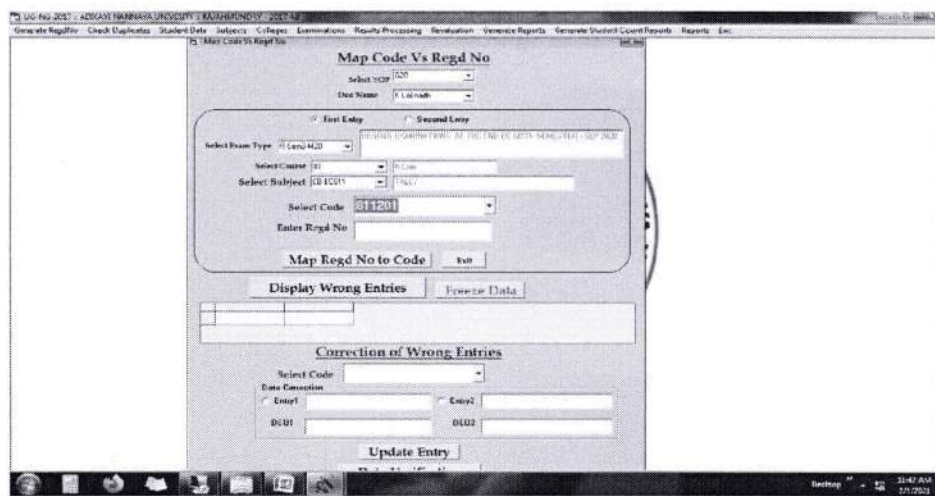
**Work Process:**

In post examination work, computer centre of the University receives examination data (counter foils, SEF, Award sheets, CM forms) from the respective examination sections and that confidential data is entered by the hired data entry operators.

- ✓ All the data entered by data entry operators will be verified by the teaching staff of the University.
- ✓ Application level, coding level discrepancies will be sent to the concerned sections and then they will be resolved accordingly with the information provided by the respective section.

**The step by step work flow is illustrated below with screen shots :**

**Mapping of Code vs Regd.No.**



**Preparing and printing of Image sheets for verification of data entered into DB and the main data source (counterfoils).**

**ADIKAVI NANNAYA UNIVERSITY :: RAJAMAHENDRAVARAM**  
**M.A.ECONOMICS PG EXAMINATIONS AT THE END OF SECOND SEMESTER - OCT 2021**  
**2019 ADMITTED BATCH : CODE vs REGD.NO**

Sub Code : 20111  
 Sub Name : MICRO ECONOMIC ANALYSIS - II

100001	2081101011	100024	2082901016	100047	2084401007
100002	2081101012	100025	2082901017	100048	2084401008
100003	2081101013	100026	2081101027	100049	2084401009
100004	2081101014	100027	2085601002	100050	2084401010
100005	2081101004	100028	2085601003	100051	2084401011
100006	2081101005	100029	2085601004	100052	2084401003
100007	2081101006	100030	2085601005	100053	2084401004
100008	2081101007	100031	2081101019	100054	2084401005
100009	2081101008	100032	2081101020	100055	2082901011
100010	2081101001	100033	2081101021	100056	2082901012
100011	2081101003	100034	2081101023	100057	2082901013
100012	2082901023	100035	2081101026	100058	2084401001
100013	2082901024	100036	2081101015	100059	2084401002

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## Mapping of Code vs Marks/Entry of Internal & Practical Marks.

## Preparing and printing of Image sheets for verification of data entered into DB and the main Data source (CM Forms).

**ADI KAVI NANNAYA UNIVERSITY :: RAJAMAHENDRAVARAM**  
**M.Sc.ORGANIC CHEMISTRY PG EXAMINATIONS AT THE END OF SECOND SEMESTER - OCT 2021**  
**(2020 BATCH) - Code Vs Marks**

Sub Code : 222333511  
 Sub Name : GENERAL CHEMISTRY - II

116201	66	116221	42	116241	47	116261	56	116281	60	116301	45
116202	68	116222	37	116242	41	116262	38	116282	56	116302	69
116203	67	116223	48	116243	32	116263	0	116283	42	116303	46
116204	66	116224	0	116244	42	116264	34	116284	59	116304	64
116205	30	116225	3	116245	51	116265	40	116285	60	116305	64
116206	69	116226	55	116246	54	116266	62	116286	54	116306	30
116207	68	116227	30	116247	19	116267	61	116287	60	116307	32
116208	51	116228	18	116248	30	116268	54	116288	59	116308	30
116209	70	116229	31	116249	36	116269	65	116289	44	116309	22
116210	50	116230	47	116250	63	116270	53	116290	55	116310	46
116211	55	116231	4	116251	53	116271	57	116291	55	116311	30
116212	69	116232	0	116252	42	116272	68	116292	60	116312	62
116213	19	116233	53	116253	67	116273	66	116293	50	116313	54

*[Signature]*  
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*[Signature]*  
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**Preparing and printing of Image sheets for verification of data entered into DB and the main data source (Internals Award sheets and Practical Award sheets).**

**ADIKAVI NANNAYA UNIVERSITY :: RAJAMAHENDRAVARAM**  
**M.A.ECONOMICS PG EXAMINATIONS AT THE END OF SECOND SEMESTER - OCT 2021**  
**(2020 BATCH): SESSIONALS MARKS**

Sub Code : 20111  
 Sub Name : MICRO ECONOMIC ANALYSIS - II Max Marks :25

2081101001	23	2081101027	24	2082901024	21	2085601002	22
2081101002	22	2081101028	22	2082901025	14	2085601003	21
2081101003	23	2082901001	20	2082901026	23	2085601004	23
2081101004	22	2082901002	23	2082901027	22	2085601005	23
2081101005	22	2082901003	13	2082901028	23		
2081101006	22	2082901004	24	2084401001	23		
2081101007	23	2082901005	14	2084401002	13		
2081101008	24	2082901006	23	2084401003	23		
2081101009	24	2082901007	25	2084401004	24		
2081101010	23	2082901008	22	2084401005	23		
2081101011	23	2082901010	26	2084401006	20		
2081101012	23	2082901011	23	2084401007	24		
2081101013	24	2082901012	22	2084401008	24		
2081101014	23	2082901013	23	2084401009	21		

**ADIKAVI NANNAYA UNIVERSITY :: RAJAMAHENDRAVARAM**  
**M.SC.ORGANIC CHEMISTRY PG EXAMINATIONS AT THE END OF SECOND SEMESTER - OCT 2021**  
**(2020 BATCH) : PRACTICALS MARKS**

Sub Code : 222333515P  
 Sub Name : INORGANIC CHEMISTRY - II LAB Max Marks :75

2081133001	62	2081133026	65	2081533012	65	2081833013	62	2081933002	67
2081133002	64	2081133027	63	2081533013	62	2081833014	68	2081933003	68
2081133003	63	2081133028	65	2081533014	60	2081833015	67	2081933004	68
2081133004	68	2081133029	68	2081533015	0	2081833016	68	2081933005	67
2081133005	64	2081133030	66	2081533016	59	2081833017	69	2081933006	66
2081133006	67	2081133031	65	2081533017	0	2081833018	64	2081933007	68
2081133007	66	2081133032	62	2081533018	0	2081833019	63	2081933008	68
2081133008	69	2081133034	67	2081533019	60	2081833020	66	2081933009	68
2081133009	64	2081133035	67	2081733001	67	2081833021	68	2081933010	64
2081133010	65	2081133036	65	2081733002	65	2081833022	69	2081933011	67
2081133011	66	2081133037	63	2081733003	67	2081833023	62	2081933012	67
2081133012	64	2081133038	68	2081733004	67	2081833024	62	2081933013	66
2081133013	65	2081133039	66	2081833001	67	2081833025	68	2081933014	67
2081133014	66	2081533001	61	2081833002	65	2081833026	64	2081933015	64

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## Entry of Absentees

PG EXAMS - 2018 : ADIKAVI NANNAYA UNIVERSITY - RAJAHMUNDRY - 2018 AP  
Generate RegdNo Check Duplicates Student Data Subjects Colleges Examinations Results Processing Revaluation Generate Reports Generate Student Count Reports Reports Exit

Form

**Enter Absentees**

Select YOP: M2  
Deo Name: A. Lakrad

Select Exam Type: PG EXAMINATIONS AT THE END OF THIRD SEMESTER - MAR 2021  
Select Course: M.Sc. ORGANIC CHEMISTRY  
Select Subject: MODERN ORGANIC SYNTHESIS - I

Select Attendance:  Alloted  SMP

Select Regd No: 1882983010  
JEEDEGUNTA RAMESH

Insert Attendance Exit

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## Generation of final Discrepancies

PG EXAMS - 2018 : ADIKAVI NANNAYA UNIVERSITY - RAJAHMUNDRY - 2018 AP  
Generate RegdNo Check Duplicates Student Data Subjects Colleges Examinations Results Processing Revaluation Generate Reports Generate Student Count Reports Reports Exit

Freeze Marks

Select YOP: Aug 21

Select Exam Type: PG EXAMINATIONS AT THE END OF FOURTH SEMESTER - AUG 2021  
Select Course: M.A. ECONOMIC

Check to get Subject wise Discrepancies

Find Discrepancies

Enter Regd No

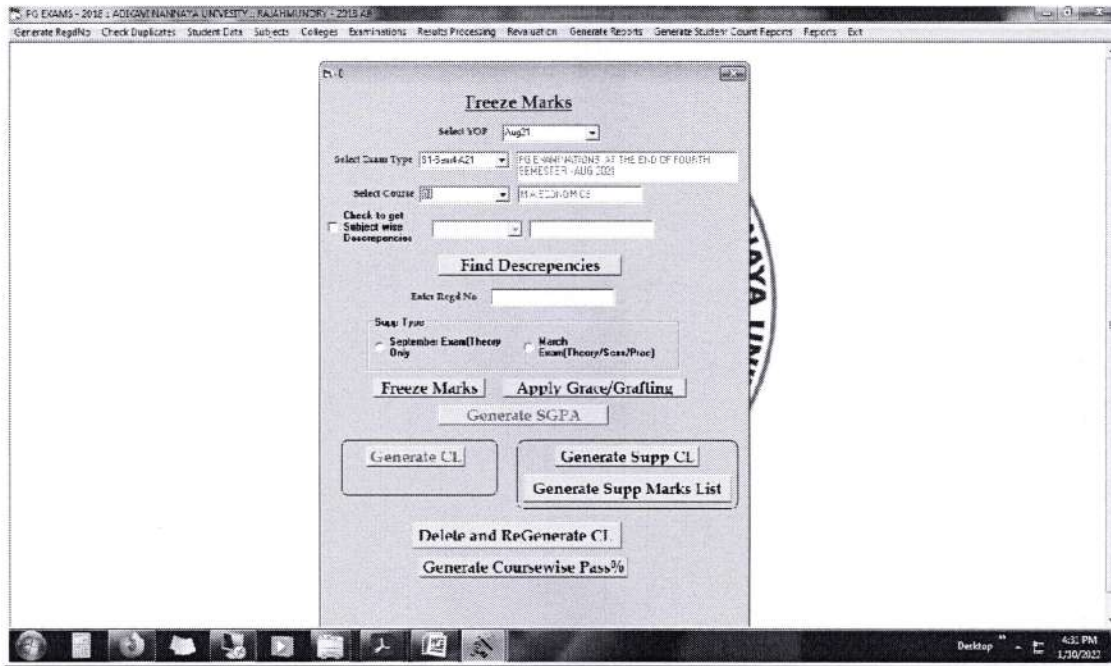
ADIKAVI NANNAYA UNIVERSITY  
సర్వత్ర విద్యాయా పర్యతే ప్రజా

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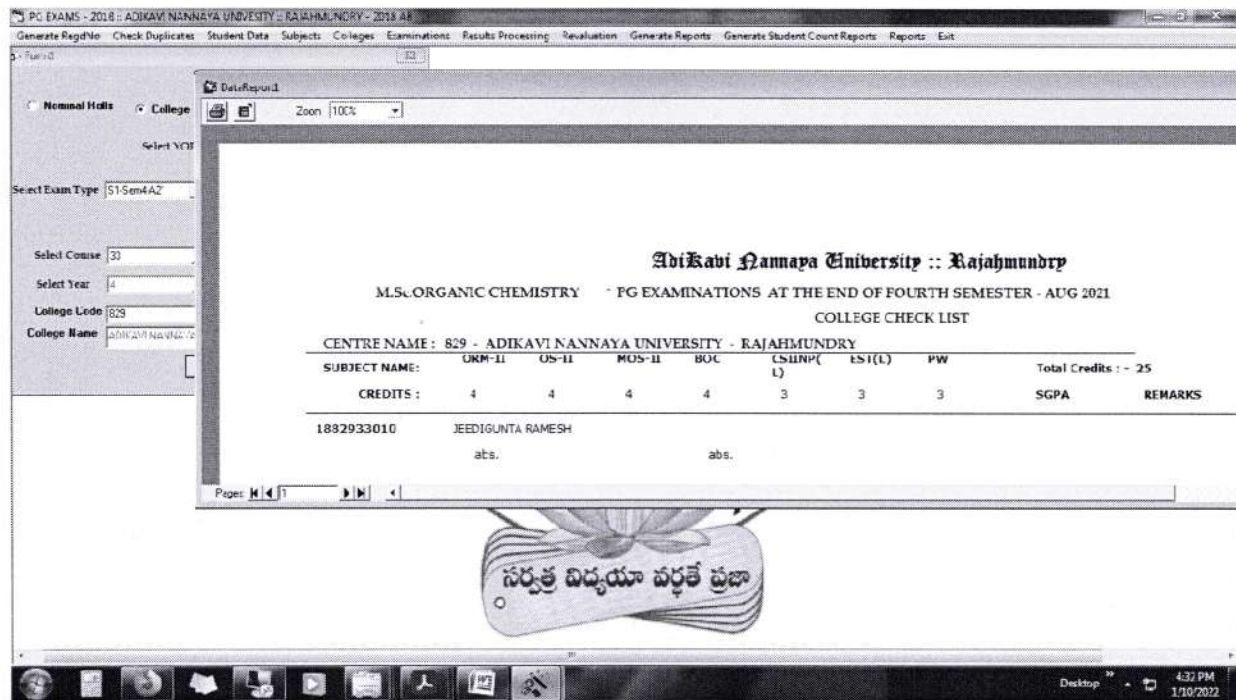
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**Applying Freezing of final marks/ Graft and Grace rules/ Generation of SGPA, Checklists, Grade Cards.**



**Generation and Printing of College Checklist**



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**Designing Grade Card in Crystal report and printing**

**STATEMENT OF GRADES FOR M.A.ECONOMICS  
PG EXAMINATIONS AT THE END OF SECOND SEMESTER - OCT 2021**

NAME OF THE CANDIDATE: **AKKAPU DURGA SATISH**

THE FOLLOWING GRADES WERE SECURED BY THE CANDIDATE:

REGISTER NO: **2081101001**

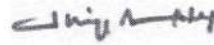
SUBJECTS	CREDITS	GRADE	POINTS	GRADE POINTS
MICRO ECONOMIC ANALYSIS - II	4	A+	9	36
MACRO ECONOMIC ANALYSIS - II	4	B+	7	28
QUANTITATIVE METHODS - II	4	F	0	0
PUBLIC ECONOMICS - II	4	B+	7	28
INDIAN ECONOMIC POLICY - II	4	B	6	24

**TOTALS :** **20** **0**

**SGPA :**

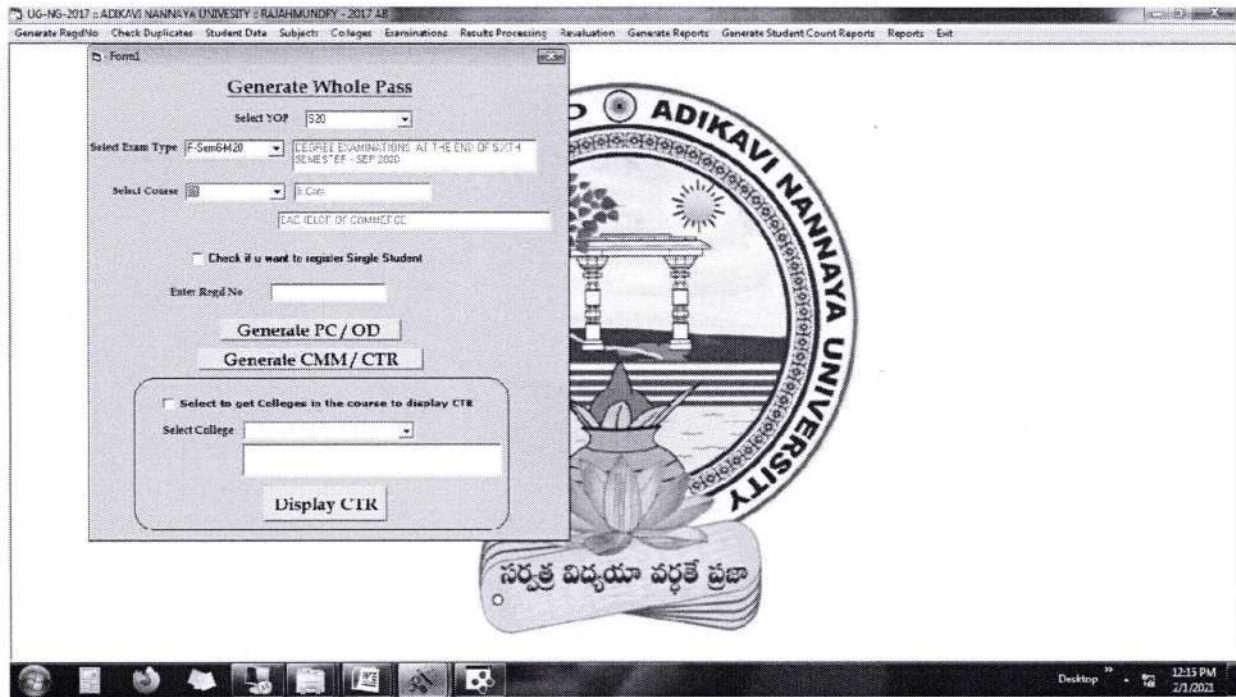
RANGE OF MARKS (%) :	>=90	80-89.99	70-79.99	60-69.99	55-59.99	50-54.99	40-49.99	<40
GRADE:	O	A+	A	B+	B	C	P	F
POINTS:	10	9	8	7	6	5	4	0


RAJAMAHENDRAVARAM  
DATE : 08-January-2022



CONTROLLER OF EXAMINATIONS

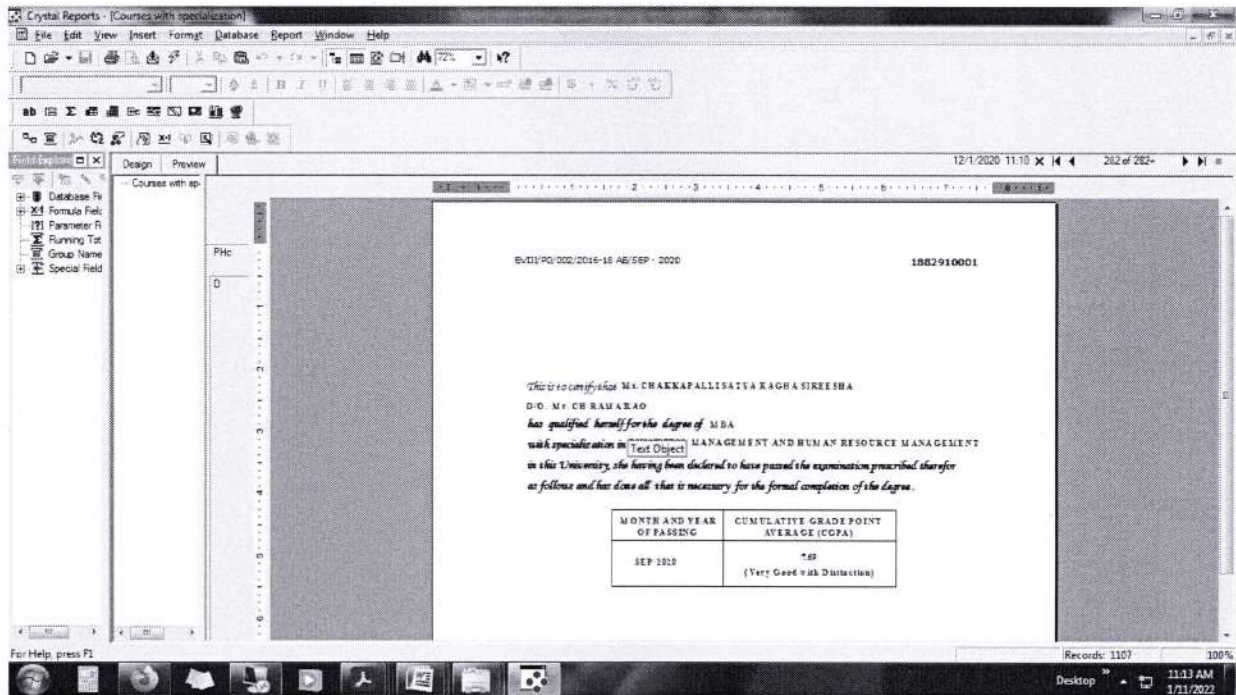
**Generation of Provisional Certificate for all the Course completed students**



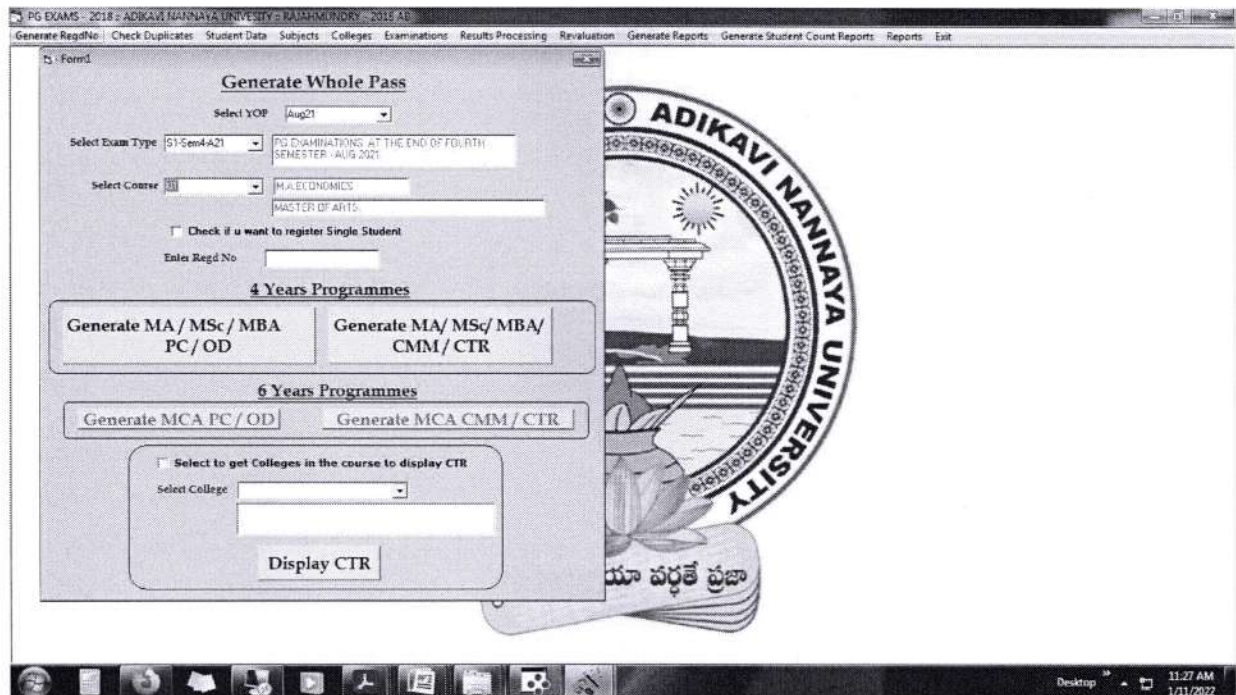
  
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**Designing Provisional Certificate in Crystal report and printing**



**Generation of CMG & CTR for all the Course completed students.**



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## Printing of CTR.

PG EXAMS - 2018 - ADIKAVI NANNAYA UNIVERSITY - RAJAHMUNDRY - 2018 A1  
 Generates Regd/No Check Duplicates Student Data Subjects Colleges Examinations Results Processing Revaluation Generates Reports Generate Student Count Reports Reports Exit

Formal DataReport1 Zoom 100%

Select Exam Select C

Generat

Gene

**M.A.ECONOMICS - CONSOLIDATED TABULATED RESULTS**  
**Admitted Batch - 2018**

COLLEGE: 829 ADIKAVI NANNAYA UNIVERSITY - RAJAHMUNDRY Outgoing in S20 after 4 Sem - Regular Exam

	SUB - 1			SUB - 2			SUB - 3			SUB - 4			SUB - 5			SUB - 6			SGPA		
	GR	PS	CR YOP	GR	PS	CR YOP	GR	PS	CR YOP	GR	PS	CR YOP	GR	PS	CR YOP	GR	PS	CR YOP			
<b>1882901001</b>	<b>AMMISETTI SATISH</b>																				
	Son / Daughter of - <b>A.VENKATESU</b>																				
SEM - 1	B+	7	4	Oct-18	A	8	4	Oct-18	B+	7	4	Oct-18	A	8	4	Oct-18	A	8	4	Oct-18	7.6
SEM - 2	A	8	4	Mar-19	A	8	4	Mar-19	A	8	4	Mar-19	A	8	4	Mar-19	A	8	4	Mar-19	8
SEM - 3	A+	9	4	Oct-19	A+	9	4	Oct-19	A+	9	4	Oct-19	A	8	4	Oct-19	A+	9	4	Oct-19	8.8
SEM - 4	A	8	4	S20	B+	7	4	S20	B	6	4	S20	B+	7	4	S20	B+	7	4	S20	7.33
Cumulative GP:-		bb4			CGPA :-			7.9			YOP :-			SEP 2020			OD SLNo / Issued on :-				
Cumulative Credits:-		84			Very Good with Distinction									CHM SLNo / Issued on :-							
<b>1882901002</b>	<b>AAVALA MOJNIKA</b>																				
	Son / Daughter of - <b>AVEERRAJU</b>																				
SEM - 1	B+	7	4	Oct-18	A	8	4	Oct-18	A	8	4	Oct-18	B+	7	4	Oct-18	A	8	4	Oct-18	7.6
SEM - 2	A	8	4	Mar-19	A	8	4	Mar-19	A	8	4	Mar-19	A	8	4	Mar-19	A	8	4	Mar-19	8
SEM - 3	A	8	4	Oct-19	A+	9	4	Oct-19	A+	9	4	Oct-19	A	8	4	Oct-19	A+	9	4	Oct-19	8.6
SEM - 4	B+	7	4	S20	B+	7	4	S20	B+	7	4	S20	B+	7	4	S20	B+	7	4	S20	7.33
Cumulative GP:-		G00			CGPA :-			7.80			YOP :-			SEP 2020			OD SLNo / Issued on :-				

Page: 1/1

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## Designing CMG Certificate in Crystal report and printing.

Crystal Reports - (5556 - Papers - Economics)

File Edit View Insert Format Database Report Window Help

ab

Field Explorer Design Preview

5556 - Papers

6/9/2021 10:13 20 of 20

**CONSOLIDATED MEMORANDUM OF GRADES**  
**M.A.ECONOMICS**

Report Number: 1882901001 Month & Year of the Exam: SEP 2020

Name of the Candidate: **M. AMMISETTI SATISH**  
 S/O. **A.VENKATESU**

Sl.No	Sub-Title	Sub-Title	Grade	Month & Year of Passing	Score
1	M.A.ECONOMICS SEMESTER - 1	M.A.ECONOMICS SEMESTER - 1	B+	Oct-18	7.60
2	M.A.ECONOMICS SEMESTER - 2	M.A.ECONOMICS SEMESTER - 2	A	Mar-19	8.00
3	M.A.ECONOMICS SEMESTER - 3	M.A.ECONOMICS SEMESTER - 3	A+	Oct-19	8.80
4	M.A.ECONOMICS SEMESTER - 4	M.A.ECONOMICS SEMESTER - 4	B+	S20	7.33
TOTAL GRADES POINTS		EVALUATIVE GRADES POINT AT BACHELOR LEVEL			
TOTAL GRADES POINTS		84			
EVALUATIVE GRADES POINT AT BACHELOR LEVEL		7.90			
		Very Good with Distinction			

For Help, press F1

Records: 92 100%

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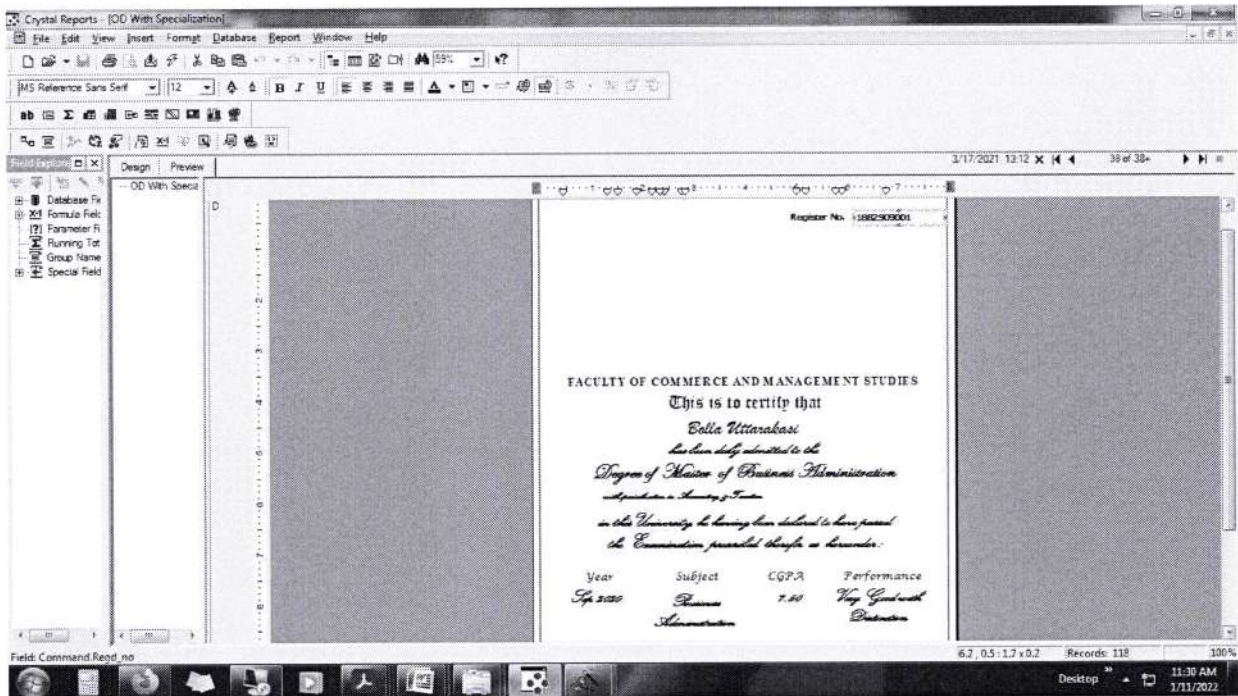
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Registrar  
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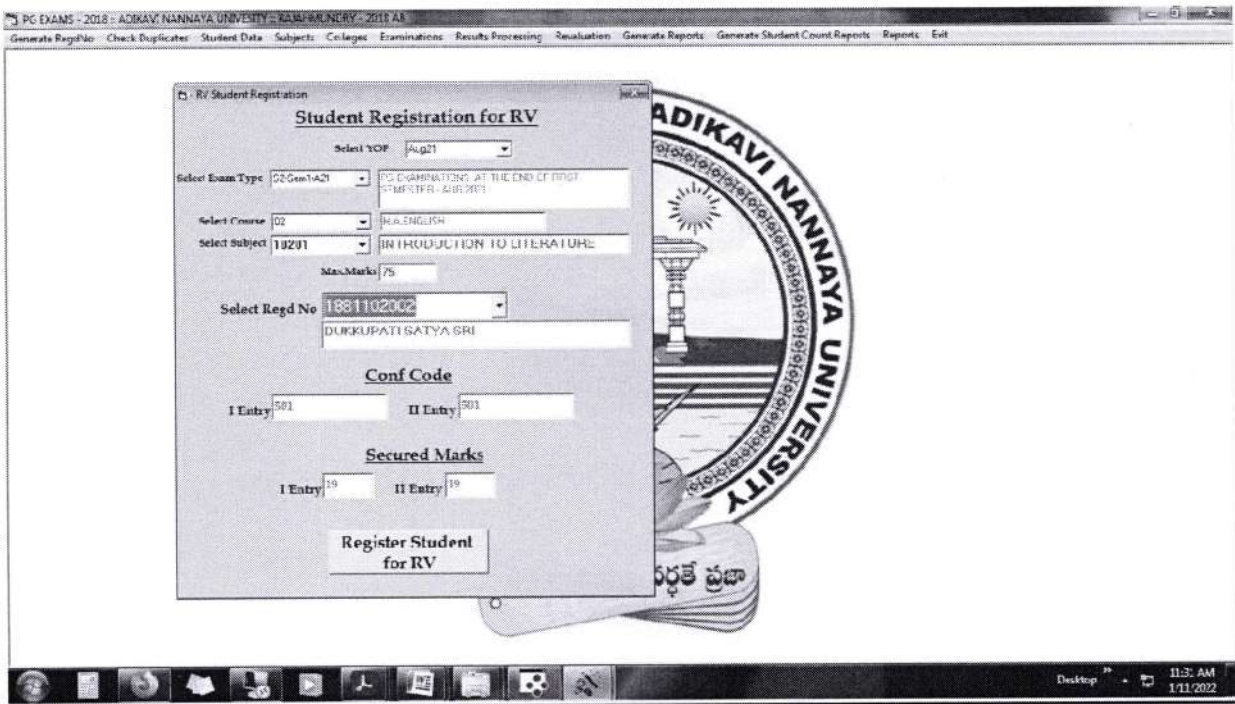
**Designing OD Certificate in Crystal report and printing.**



**REVALUATION**

The details of the revaluation applications will be received from the examination section. Subject wise confidential codes of all the students whoever applied for revaluations were submitted to the concerned section for RV marks. RV marks were entered into DB and codes for which, difference of old marks and RV marks is greater than 15% (for PG courses)/ 25% (for UG courses) will be sent for III Valuation.

**Register students applied for Revaluation:**



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**Enter Revaluation data:**

**Process RV Result:**

- ✓ Revaluation data will be verified by the teaching staff of the University before announcing the revaluation result.

*[Signature]*  
**Controller of Examinations**  
**Adikavi Nannaya University**  
**RAJAHMUNDRY-533 296**

*[Signature]*  
**Registrar**  
**Adikavi Nannaya University**  
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