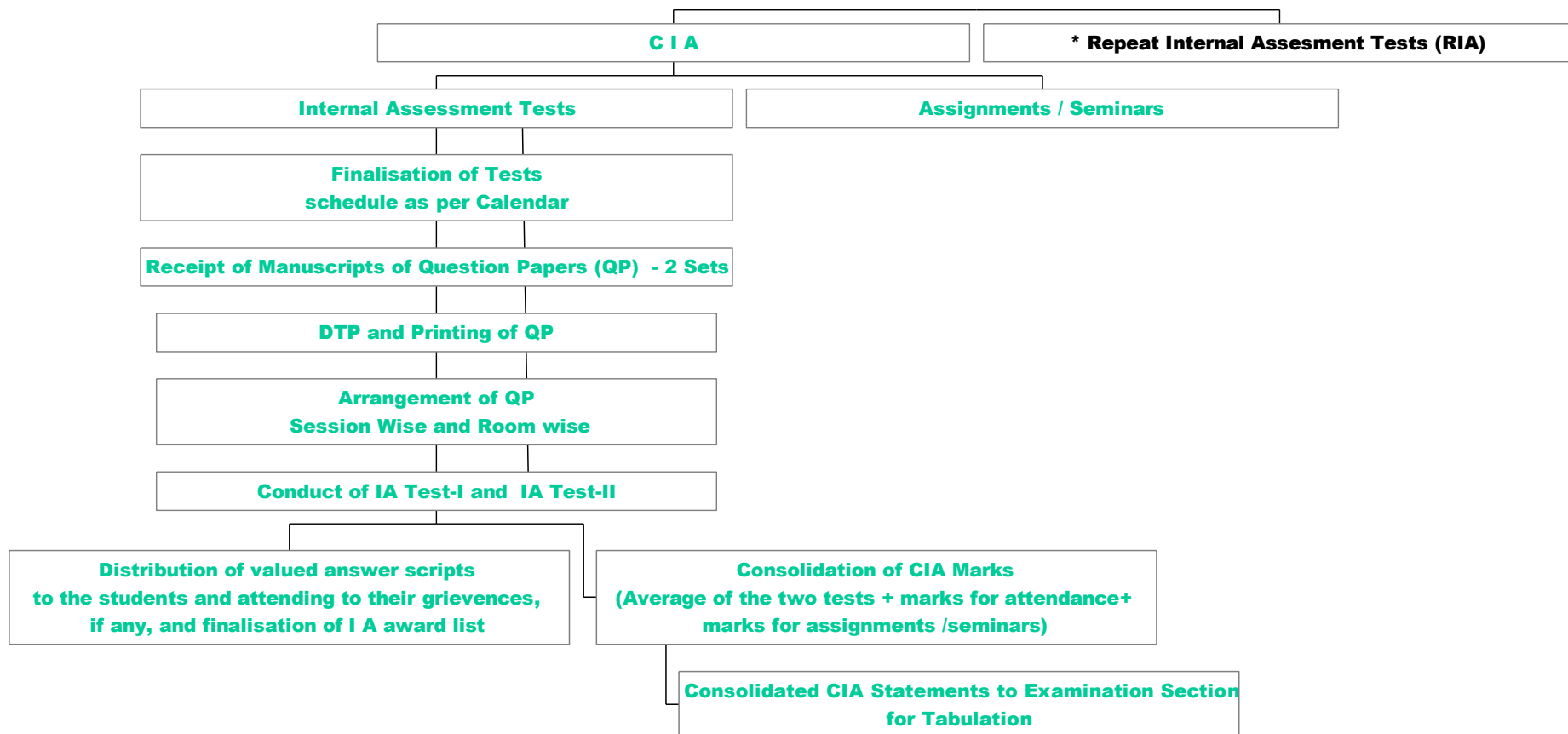# SRI DURGA MALLESWARA SIDDHARTHA MAHILA KALASALA

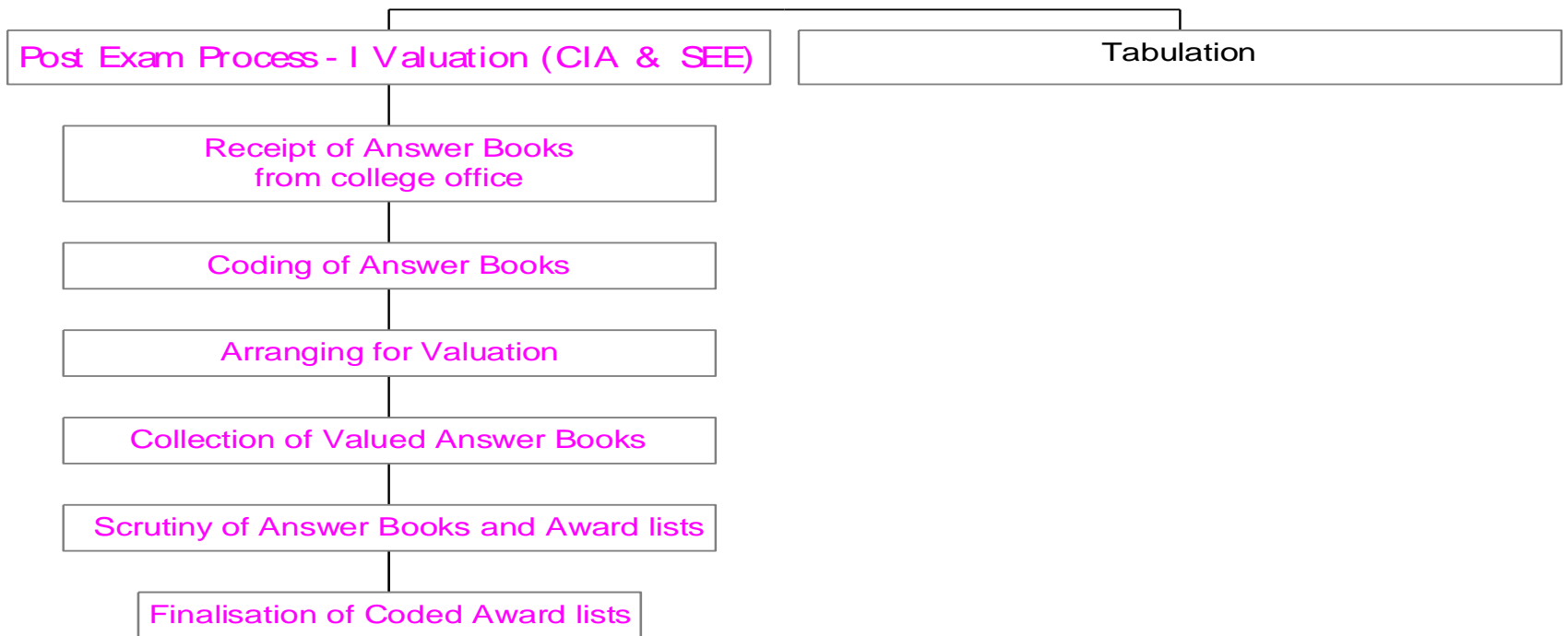## VIJAYAWADA – 520 010

EVALUATION PROCESS

Examination Section – Evaluation Process

The evaluation of a student is based on Continuous Internal Assessment (CIA) and Semester-End Examinations (SEE) in 1:3 ratio

C I A	* Repeat Internal Assesment Tests (RIA)

Internal Assessment Tests | **Assignments / Seminars**

**Finalisation of Tests
schedule as per Calendar**

Receipt of Manuscripts of Question Papers (QP) - 2 Sets

DTP and Printing of QP

**Arrangement of QP
Session Wise and Room wise**

Conduct of IA Test-I and IA Test-II

**Distribution of valued answer scripts
to the students and attending to their grievances,
if any, and finalisation of I A award list**

**Consolidation of CIA Marks
(Average of the two tests + marks for attendance+
marks for assignments /seminars)**
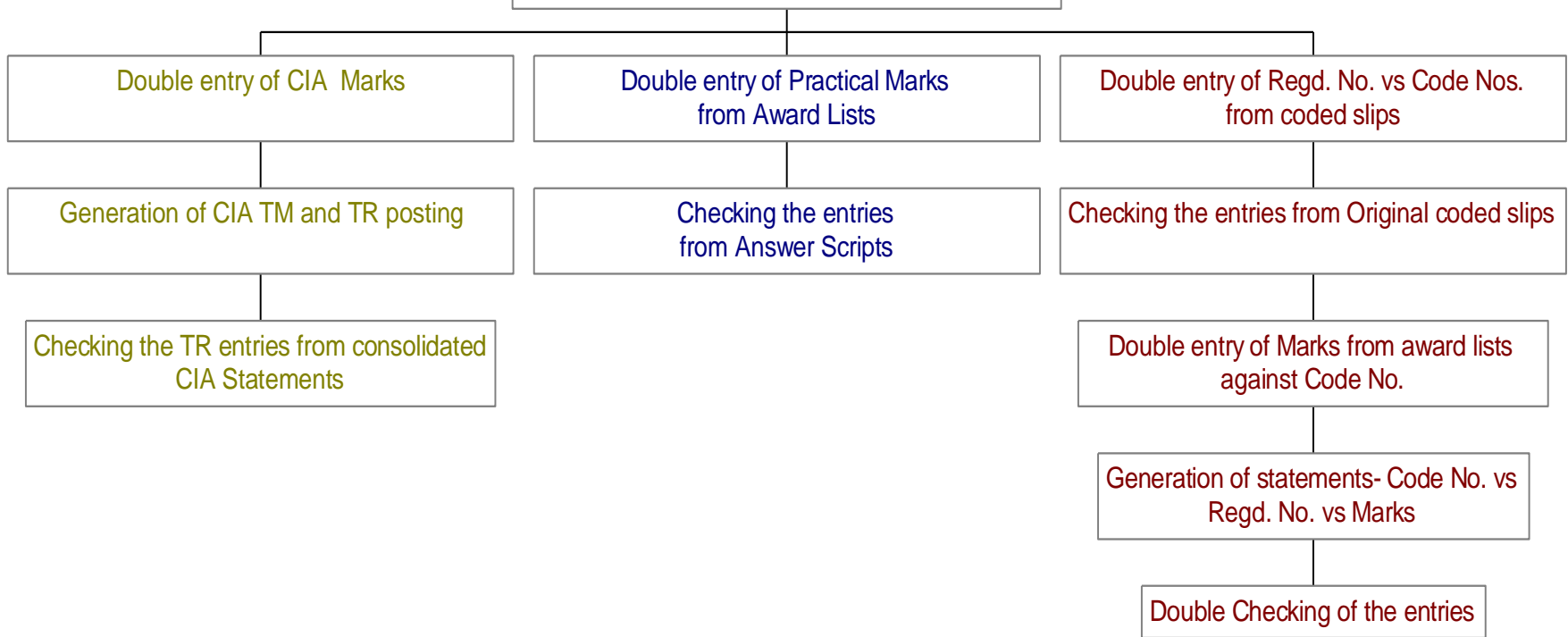
**Consolidated CIA Statements to Examination Section
for Tabulation**

* RIA Tests for failed and permitted candidates are conducted respectively after subsequent S.E.E. and regular S.E.E.

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| SEE - I | Post examination process |

Pre Examination Process - I

| Finalisation of Exam Schedule as per Calendar | Receiving exam applications | Arrangement for Question Papers |

Generation of Time Table

Preparation of nominal rolls

Finalisation of cnadidates as per norms eligible to take the Examination

Dispatch of Admn. Cards for distribution

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| Post Exam Process - I Valuation (CIA & SEE) | Tabulation |

Receipt of Answer Books from college office

Coding of Answer Books

Arranging for Valuation

Collection of Valued Answer Books

Scrutiny of Answer Books and Award lists

Finalisation of Coded Award lists

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Post Exam Process - (2) Tabulation (CIA & SEE)

Double entry of CIA Marks	Double entry of Practical Marks from Award Lists	Double entry of Regd. No. vs Code Nos. from coded slips
Generation of CIA TM and TR posting	Checking the entries from Answer Scripts	Checking the entries from Original coded slips
Checking the TR entries from consolidated CIA Statements		Double entry of Marks from award lists against Code No.
		Generation of statements- Code No. vs Regd. No. vs Marks
		Double Checking of the entries

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Post Exam Process - (3)

Generation of TM - CIA , SEE and RIA Marks

Marks posting in TR

Excercising Grafting and or Moderation in TR as per norms and dealing with SMC cases, if any

Generation of Final TM

* * Finalisation of certification with Classification, grading and weighted average

Genaration of Marks Memos, Course Completion Certificates, Provisional Certificates and University Record

Verification with original TR - Classification/Totals/Marks Memos/University Record

Declaration of Result and Handing over University record and Provisional Certificates to the university for counter signature by University Dispatch of Marks Memos and Course Completion Certificates to college office

Arranging for issue of Provisional certificates, * Revaluation and Instant Examinations

Handing over of supplementary list of successful candidates to the university

* 50% of Revaluation fee is refunded to benefited candidates.

Instant examination is conducted to students who have failed in one theory of VI Semester, for getting a Degree.

* * Calculation of credits earned, Part wise

Part-I : Languages-**11+11** ; Foundation course(2)-**1+1** ; Inter Disciplinary Courses-**1+1** ; Environmental Studies-**01**
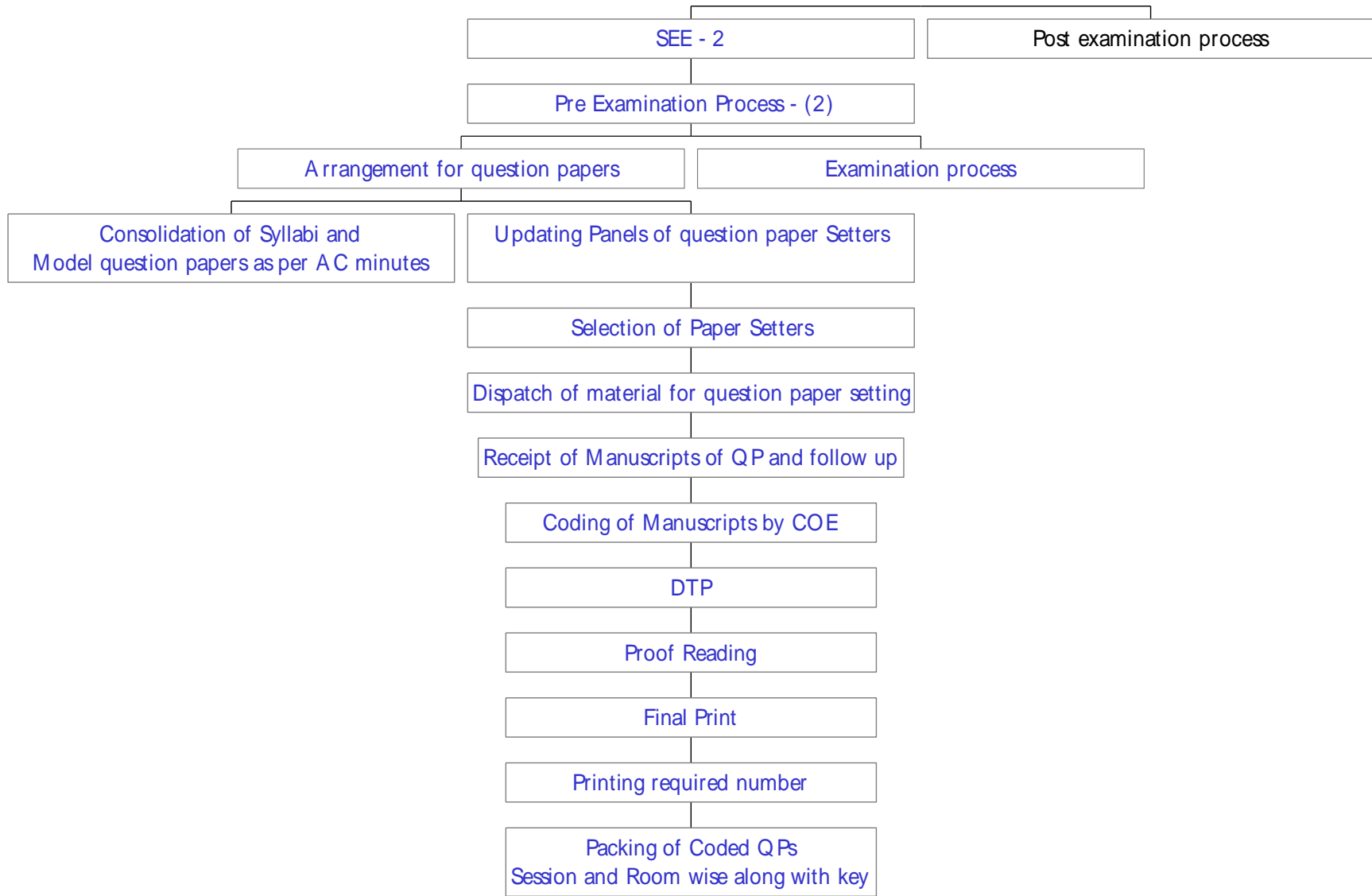
Part-II : Core subjects-**99**   Part-III : Extra curricular activities-**01**   Part-IV : Value Education-**01**   **TOTAL:128**
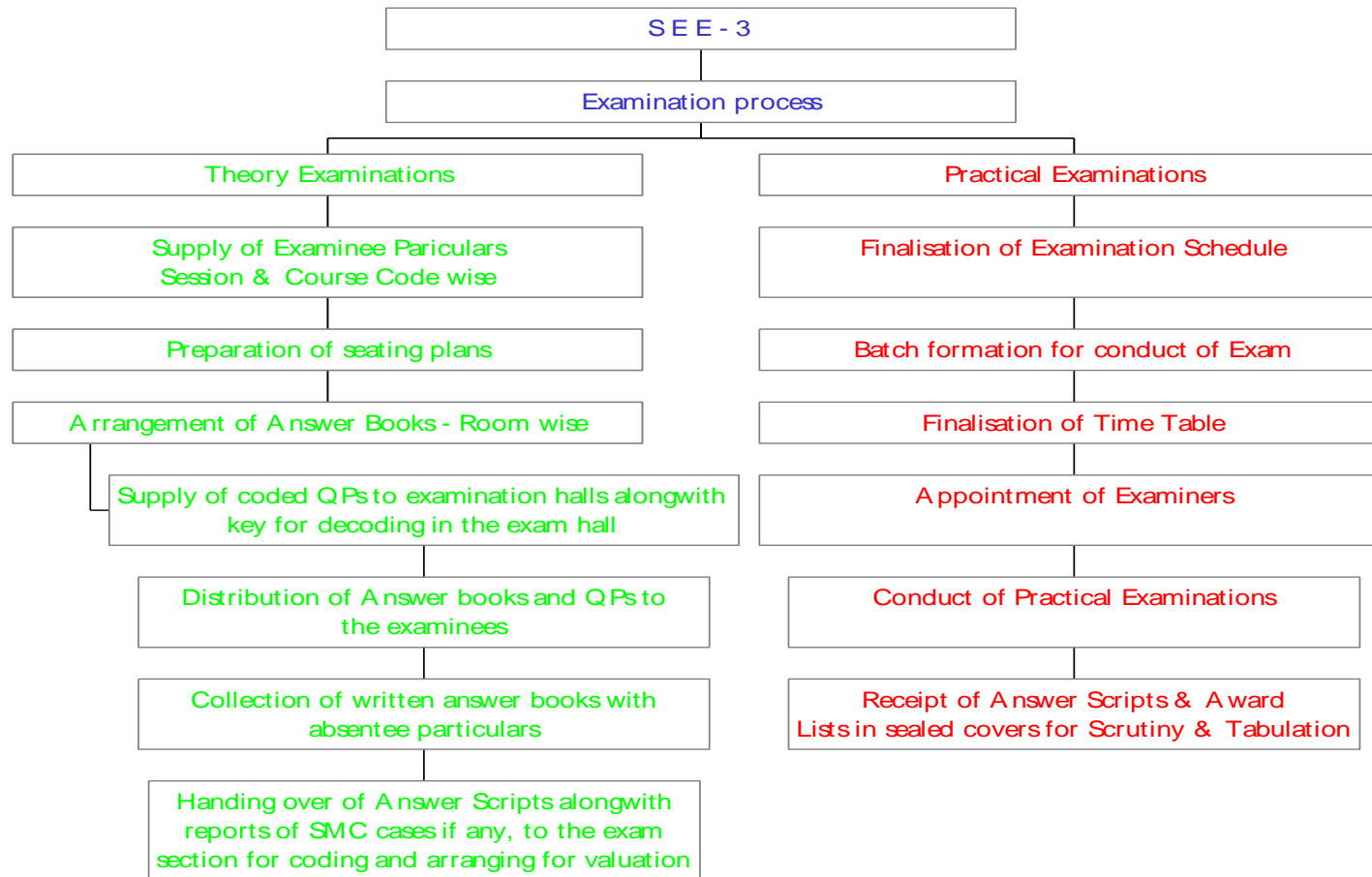
OWAM : ΣCM/ΣC

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Time Schedule:

Coding of Answer Scripts and arrangement for valuation	:	2 days (last phase)
Valuation and Scrutiny	:	16 days (simultaneously RIA tests are conducted)
Tabulation	:	7 days
Generation and verification of Marks Memos/		
Course Completion Certificates/ Provisional Certificates/		
University Record	:	5 days

OMR Technology is not used as the maximum number of examinees in any session is not more than 600

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                          ┌──────────────────────────────────────┐
                          │                                      │
              ┌───────────────────────┐        ┌─────────────────────────────┐
              │        SEE - 2        │        │   Post examination process  │
              └───────────────────────┘        └─────────────────────────────┘
                          │
              ┌───────────────────────────┐
              │ Pre Examination Process - (2) │
              └───────────────────────────┘
                   ┌──────────┴──────────────────┐
       ┌──────────────────────────────┐    ┌─────────────────────────┐
       │ Arrangement for question papers │    │   Examination process   │
       └──────────────────────────────┘    └─────────────────────────┘
         ┌─────────┴────────────────────────┐
┌──────────────────────────┐   ┌──────────────────────────────────┐
│ Consolidation of Syllabi and │   │ Updating Panels of question paper Setters │
│ Model question papers as per AC minutes │   └──────────────────────────────────┘
└──────────────────────────┘                  │
                              ┌──────────────────────────────┐
                              │   Selection of Paper Setters  │
                              └──────────────────────────────┘
                                          │
                          ┌────────────────────────────────────────┐
                          │ Dispatch of material for question paper setting │
                          └────────────────────────────────────────┘
                                          │
                          ┌────────────────────────────────────────┐
                          │  Receipt of Manuscripts of QP and follow up │
                          └────────────────────────────────────────┘
                                          │
                          ┌────────────────────────────┐
                          │  Coding of Manuscripts by COE │
                          └────────────────────────────┘
                                          │
                          ┌────────────────────────────┐
                          │             DTP            │
                          └────────────────────────────┘
                                          │
                          ┌────────────────────────────┐
                          │        Proof Reading       │
                          └────────────────────────────┘
                                          │
                          ┌────────────────────────────┐
                          │        Final Print         │
                          └────────────────────────────┘
                                          │
                          ┌────────────────────────────┐
                          │   Printing required number  │
                          └────────────────────────────┘
                                          │
                          ┌────────────────────────────┐
                          │     Packing of Coded QPs    │
                          │ Session and Room wise along with key │
                          └────────────────────────────┘
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S E E - 3

Examination process

Theory Examinations	Practical Examinations
Supply of Examinee Pariculars Session & Course Code wise	Finalisation of Examination Schedule
Preparation of seating plans	Batch formation for conduct of Exam
Arrangement of Answer Books - Room wise	Finalisation of Time Table
Supply of coded QPs to examination halls alongwith key for decoding in the exam hall	Appointment of Examiners
Distribution of Answer books and QPs to the examinees	Conduct of Practical Examinations
Collection of written answer books with absentee particulars	Receipt of Answer Scripts & Award Lists in sealed covers for Scrutiny & Tabulation
Handing over of Answer Scripts alongwith reports of SMC cases if any, to the exam section for coding and arranging for valuation	

Hall Superintendents and Squad Members are appointed by the Chief Superintendent.

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The student is evaluated through Continuous Internal Assessment (CIA) and Semester-End Examination (SEE) in 1:3 ratio.

In order to maintain secrecy and security in the SEE, question papers, main answer books, additional answer books and awarded lists are coded. As the strength is limited we have gone for semi automation without outsourcing.

Before the end of the semester, the date of commencement of SEE is finalized in consultation with the staff council, taking into consideration, the dates given in the calendar. The time table is generated and displayed.

Since the strength is limited, arrangements are made by the bank to collect the fee on the campus in case of students whose progress and attendance is satisfactory. Other students have to approach the principal along with their parents for submitting the examination application. Principal will interact with the parents during this process and enlighten them about the progress of their wards.

Nominal roll of the candidates who satisfy the attendance criteria to take SEE is generated to make arrangements for seating and draft the required invigilators and squad members. Squad duty and room wise invigilation duty is assigned by the principal to the members drafted for that session.

The required material such as the main and additional answer books and the question papers in the form of coded manuscripts are made ready before the commencement of the examination. Question papers are coded, printed and packed room wise along with key for decoding. These question paper packets are handed over to the invigilators in the examination hall by the additional controller.

Coded Answer Books are arranged for valuation. Valued answer books are scrutinized and marks are entered against the code number (already entered along with registered number while the valuation is in progress).

The data is processed and checked by the controller and additional controllers and results are generated. Grafting is exercised as per norms & final result along with classification is given. Marks memos and Provisional certificates are printed. Provisional certificates along with the consolidated record is submitted to university for their certification.

The final result along with Marks memo is given within 15 days from the date of completion of Repeat Internal Assessment tests.