

**A.G. & S.G. SIDDHARTHA DEGREE COLLEGE OF ARTS & SCIENCE
(AUTONOMOUS), VUYYURU - 521 165**

(An Autonomous College in the Jurisdiction of Krishna University, Machilipatnam)

Examination Policy



Internal Quality Assurance Cell (IQAC)

EXAMINATION POLICY

Objective:

The objective of the examination policy is conducting the autonomous exam in an effective manner and implementation of examination reforms from time to time.

Salient Features of Examination Policy:


Principal is the chief controller of examinations. He has appointed controller of examination and deputy controllers for monitoring the examination system and allied processes in an efficient manner.


The controller of examination, along with all the members of examination cell deputy controllers and secretarial staff will be responsible for following examination related matters:

- (a) Preparation of Hall tickets, coding and decoding of Answer scripts.
- (b) Setting of question Papers and Valuation of answer Scripts.
- (c) Revaluation of answer sheets.
- (d) Financial matters related to equipment and stationery related to examination.
- (e) Income and expenditure statement of fund generated from the examination fee and audit report will be maintained.
- (f) The principal will constitute the following committees discussion of controller of examination.
 - An examination committee consisting of senior members will scrutinize the results before declaration.
 - An Examination committee staff members to conducting UG & PG exams, for each spell will be constituted as follows:

Exam chief Superintendent - 01
Assistant Superintendents – 03
 - A committee constituted by the principal and Controller of examinations will be disposing off the used answer sheets. The vendor (Confidentially appointed by Controller of examinations) who buys these answer sheets, has to give an affidavit regarding maintenance of confidentiality.

Various provisions will be made for exemption of examination fee for sports and meritorious students, and those students who have brought laurels to the institute in the field of sports and cultural activities.


Controller of Examinations
A.G.S.G.Siddhartha Degree College
(Autonomous)
VUYURU-521165.


Principal
AG & SG Siddhartha Degree College
of Arts & Science (Autonomous)
VUYURU-521 165