# VIKRAMA SIMHAPURI UNIVERSITY

## Nellore- 524 324

## Andhra Pradesh, India

## Examination Manual

## 1. General

The University conducts examinations for each course of study for its students, including the students of affiliated colleges at the end of each year/semester, for those who have received instructions and maintained the attendance prescribed by the Academic Senate, so as to enable them to obtain their respective degrees. The administrative set up for the Examination Branch will be decided by the Executive Council from time to time.

The Controller of Examinations shall be the overall in charge of the Examination related activities. The routine files relating to procedure get terminated at the level of Rector. Only issues of policy and files of confidential nature will be placed before the Vice-Chancellor for decision. The work in the Examination Branch shall generally be carried out in three stages, namely pre-conduct, conduct, and post conduct stages.

## 2. Pre-Conduct Stage

The work in pre-conduct stage shall be divided between Controller of Examinations (CE), Addl. Controllers and the Co-ordinators in the following manner.

*Controller/ Addl. Controllers:*

➢ Issuance of Notification of Examination with the permission of the Vice-Chancellor.
➢ Framing of Time-table.
➢ Getting the Nominal Rolls prepared.
➢ Preparation of Hall-tickets.
➢ Verification of attendance and other eligibility conditions
➢ Scrutiny of applications.

(a) Verifying the correctness of examination fee paid by each candidate by matching the number of papers/practical's applied for semester-wise/year-wise with examination fee prescribed together with certificate fee, if any, by running a computer software program while processing nominal rolls data by incorporating appropriate columns therein and thereby arriving at total fee for all semesters/years put together payable by individual candidates. So that the shortfall, if any, in examination fee payable, can be detected and measures can be taken to collect dues from the concerned candidates/Colleges.

(b) Getting the approval of the Vice-Chancellor in finalizing the Examination Centres, appointment of Chief Superintendents, and payment of entitlement charges to the examination Centre's.

Notification shall be issued for the conduct of every examination calling for applications in the prescribed form, intimating the date of commencement of Examinations and the last date for apply of examination application with fine and without fine which shall ordinarily be in conformity with the Academic Calendar already approved. The notification inviting applications for examinations shall ordinarily be issued at least one month in advance of the date of commencement of examinations The Principals of the University and the Affiliated Colleges shall be responsible for the following:

➤ Proper filling up of the Examination application forms of the students.
➤ Collection and remittance of the Examination fee to the University as per the rates prescribed.
➤ Returning the corrected Extracted Nominal Rolls (ENRs) to the C.E office within 10 (ten) days in respect of year-end examinations and 2 (two) days in respect of semester-end examinations from the last date for payment of fee with penalty/late fee.
➤ Issuance of Hall-tickets to the students at least seven days in advance to the date of commencement of examinations.
➤ Submission of list of detained/ineligible candidates to the CE along with gallies together with the reasons for detention.

*The C.E. office shall be responsible for the following*:
➤ Determining the eligibility of candidates including fulfillment of rule of attendance as prescribed for different courses of study.
➤ Verifying the correctness of payment of Examination fee.
➤ Submitting the corrected ENRs to the Computer Centre entrusted with the processing of results.
➤ Ensure the issuance of Hall-tickets, through the Principals, to only the eligible candidates after sending the finalized Nominal Rolls received from the computer centre.
➤ The C.E./ Addl. Controllers shall ensure that the required examination stationery is dispatched well in advance to the examination Centre's.
➤ The C.E./ Addl. Controllers shall take steps to get back the unused examination stationery from examination Centre's.

- The C.E. shall obtain the particulars relating to the number of Question Papers required from the Computer Centre/s.

- The C.E. shall get the approval of the Vice-Chancellor for the appointment of paper setters and the Chairpersons for the Board of Paper Setters, wherever necessary.

- The C.E. shall provide the following material to the paper setters and Chairperson of the Board of Paper Setters, so as to enable them to set the Question Papers strictly in accordance with the syllabus and the model approved by the University.

- Title sheet indicating the particulars of the examination, Code No. of the Question paper, year, maximum marks and other instructions, if any.

- Copy of the syllabus and model Question paper obtained from the Academic Section.

- Detailed guidelines to the Paper Setters and to the Chairpersons of Boards of Paper Setters.

- The C.E. shall obtain scheme of valuation from the paper setters/Chairpersons of Boards of Paper setters and provide copies of the same to the Examiners at the time of valuation including revaluation so as to ensure uniformity in valuation by different examiners.

- The C.E. shall maintain strict confidentiality with regard to the names of the paper setters/Chairpersons of the Boards of paper setters.

- The C.E. shall arrange to send the Question papers set in sealed covers to the confidential printers, approved by the Vice-Chancellor, without opening the covers containing the Question papers.

- The C.E. shall ensure the translation of Question papers, wherever necessary. As far as possible, the translation may be obtained from the paper setter himself/ herself.

- The C.E. shall be responsible for the dispatch of Question paper boxes/Question Papers in CD form, as the case may be, to the examination centres/nodal centres, at least three days in advance of the examination concerned.

## 3. Conduct Stage

- The C.E. / Addl. Controllers shall arrange to prepare detailed guidelines for the smooth and fair conduct of examinations at all the examination centres approved by the Vice-Chancellor, following the jumbling system wherever feasible, containing the following matters.

- Appointment of Chief Superintendent.

- Appointment of invigilating staff.

- Seating arrangements in examination halls and number of invigilators to be appointed.

- Procedure for the opening of Question papers and distribution of question papers/ answer books to the examinees.
- Duties of Chief Superintendents and Invigilators.
- Number of supporting staff to be appointed.
- Remuneration payable to the staff engaged in the examination work (theory/practicals).
- Reporting procedure of examination in case of Suspected Mal-Practices.
- Preparation of absentee statements.
- Preparation of answer booklet account.
- Dispatch of answer booklets in sealed covers.
- Rates of remuneration prescribed for the Staff engaged in the conduct of theory and practical examinations including material charges.

The University has implemented the guidelines to avoid the risk of COVID-19 in conducting the examinations. Every student, staff of examination centres and College Managements should follow the instructions issued by the Governments and the University from time to time for containment, control and prevention of Covid-19.

## 4. Post-Conduct Stage

The C.E/Addl.C.E/Co-ordinator shall be responsible for the safe custody of answer scripts for a period of six months, after which the scripts (except those pertaining to suspected malpractices cases or legal cases) can be disposed off by the Engineering Department as per the existing norms with the prior approval of the Vice-Chancellor. Proper verification and coding of the answer scripts as per the guidelines prepared by the Co-ordinator in this behalf. The Co-ordinator may utilize the services of the Teachers and the Non-teaching staff for this work, with the approval of the Vice-Chancellor. After due verification and coding, the Co-ordinator shall arrange to send the answer scripts to the valuation centres fixed or to the examiners appointed by the Rector for valuation. Wherever feasible, valuation work shall be undertaken through spot valuation system under the supervision of a Chief for each spot valuation centre to be appointed by the Vice-Chancellor.

The C.E/Addl.C.E shall prepare a list of all eligible examiners with not less than three years teaching experience in each paper and get the approval of the Rector for appointment of Chief Examiners, Examiners and Scrutinizers. In the case of non-availability of adequate number of examiners at any spot valuation centre, the Co-ordinator may appoint any eligible teacher with less than three years teaching experience as examiner. There shall be detailed

guidelines to the Chief of Spot Valuation Centre, Chief Examiners and Examiners, which shall include the method of valuation in accordance with the scheme of valuation and the number of scripts to be valued each day.

The Chief of Spot valuation shall be the custodian of all the answer scripts and he/she shall be responsible for the smooth and proper conduct of valuation as per the guidelines at the valuation centre. Wherever Chief examiners are appointed, they shall revalue at least 20% of papers valued by the examiners and they shall give proper instructions to the Examiners for a uniform valuation. The Scrutinizers shall be responsible for the correctness of the marks entered for each question as posted in the first sheet/ award list and the totaling of marks of all the questions put together. The Scrutinizers shall also ensure that the examiner has valued all the answers to the questions written by the candidate. While valuing the answer scripts, if an examiner notices that any candidate has made any attempt to reveal the identification of the script or indulged in any other type of examination malpractices, the same shall be reported to the Chief of Spot Valuation Centre/ Co-ordinator concerned in writing for further course of action. The Chief of the Spot valuation centre shall collect the award lists in duplicate from the examiners every day and submit the consolidated paper wise award lists to the Co-ordinator. In respect of Bar Code Scripts, the Examiner shall enter question-wise marks in Part II and bubbling/total marks in Part – III provided in the front page of the script. Part – III shall be detached from the script by the Chief of Spot Valuation Centre and forwarded to the Coordinator along with control bundle slips. Soon after the completion of practical examinations, the respective Co-ordinators shall take steps to get the practical marks on to the OMR sheets in sealed covers. Wherever there is a provision for internal assessment, as per the norms in force, the Co-ordinator shall ensure that the internal assessments are conducted as per norms and he/she shall make arrangements to get the marks from the Principals of the colleges soon after such assessment is completed in case of Degree Courses. In case of PG and Professional Courses, internal assessment marks are received by the Controller of Examinations from the Principals of the Colleges.

➢ There shall be double valuation of answer scripts for all P.G. Courses i.e. one by the internal examiners and the other by the external examiners. The marks of both valuations shall be averaged to determine the marks secured by the candidate.

➢ If the difference in the total marks in any paper between the two valuations exceeds 20%, such paper shall be sent for third valuation. After the third valuation, the highest marks obtained in two of the three valuations shall be averaged to arrive at the marks secured by the candidate.

➢ Wherever the aggregate is a fraction, it may be rounded off to the nearest integer. The fraction 0.5 should be treated as nearer to the next higher integer.

➢ Before finalizing the results, the grace marks, if any, as may be decided by the Academic Senate from time to time, shall be taken into account.

➢ The Coordinators and the C.E./ Addl. Controllers shall work together in the processing of examination results for the speedy and effective publication of results

➢ The papers relating to suspected malpractice (SMP) cases shall be got valued separately and the award lists shall be kept with the Co-ordinator without sending them to the computer centre for data entry. They shall be disposed off as per the orders of Vice-Chancellor based on the recommendations of the Malpractices Enquiry Committee. Till such time their results shall be withheld.

➢ The Coordinator shall prepare detailed guidelines incorporating the procedure for dealing with the cases involving malpractices in examinations together with scales of punishment for the guidance of the Malpractices Enquiry Committee and take steps to get them approved by the Executive Council. Wherever necessary, the Malpractice Enquiry Committee may refer to the provisions of "The A.P. Public Examinations (Prevention of Malpractice and Unfairness) Act, 1997 and subsequent amendments, if any and to the rules issued in G.O.Ms.No.114/ Edn(IE), dated 13-5-1997.

➢ The Vice-Chancellor shall constitute the Malpractices Enquiry Committee (MEC), which shall enquire into all such cases as per the guidelines and the scales of punishment approved in this behalf by the Executive Council and submit its recommendations to the Vice-Chancellor, who will take the final decision in each case.

➢ Any examinee of the University shall, notwithstanding anything contained in this Chapter, have a right to appeal within such time as may be prescribed by the statutes to the Executive Council against the decision of any Officer of the University affecting such examinee and thereupon the Executive Council may confirm, modify or reverse the decision appealed against.

➢ The University may enter into an agreement with a computer agency for outsourcing the work relating to the examinations. Such an agreement should provide penalty clauses for any wrong or unauthorized entries or any other impropriety or breach of trust in the processing of the examination work.

➢ The results of candidates, in respect of whom the data available in the University is not adequate, shall be kept under "Announced Later" category and immediate steps

must be taken by C.E./ Addl. Controllers to secure the requisite data to declare such results as expeditiously as possible, in any case, not exceeding one month from the date of publication of results.

➢ The C.E./ Addl. Controllers shall finally publish the results, strictly adhering to the rules laid down for pass/class by the Academic Senate from time to time, after obtaining the approval of the Vice-Chancellor and shall ensure that the results are kept in the University Website.

➢ The C.E./ Addl. Controllers shall also authenticate the T.Ms and T.Rs.

➢ The C.E./ Addl. Controllers shall arrange to send the marks lists and the provisional certificates and original degree certificates, other than research degrees, to the Principals of the Colleges concerned for onward delivery to the candidates.

The C.E./ Addl. Controllers shall ensure that Citizens Charter, indicating the duration within which different services shall be rendered to the students, shall be invariably exhibited in the premises of the examination branch and that the said services are rendered to the students within the time prescribed. The C.E./ Addl. Controllers shall take all steps necessary for the maintenance of data bases/records/archives. The Executive Council may, in exceptional circumstances and for valid reasons explained in writing, review the examination results of a course/program and order for fresh valuation of all the answer scripts in one or more papers of that course.

## 5. Examinations Automation

➢ Setting up of and mapping of all courses, regulations, subject parameters and Paper codes.

➢ Generate the Passwords for the Colleges for opening of the VSU web portals.

➢ Opening of the Server for Uploading of Examination Applications online for all Colleges as per the Fee notification given by the University.

➢ Generate the online applications in the VSU website to enter the students' information by the Colleges.

➢ Online capturing of Admission data of candidates Capture the entire data which is uploading by the Colleges.

➢ Follow the fee structure of the University and create the Challan(s) online and update the payments as well as submitting by the colleges.

➢ Design a secured Gateway payment Service.

➢ Record of the Exam Fee details to be generated college wise time-to-time.

- Follow the regulations/structure of the Course, Subjects and papers at the time of uploading of Online Examination applications as per the syllabus given by the University.
- Late applications will be processed offline.
- To support in Revaluation, Re-totaling/Challenge valuation/ Board valuation / 3rd valuation such as pulling out Answer scripts/ masking of marks coding / entry of revaluation marks generation of 3rd valuation report.
- Preparing data for next examination after updating the results announced later and incorporating the Revaluation Re-totaling/ Challenge Valuation results, also hosting results on internet &enabling Results declaration through SMS to candidates
- Support to be given for old correction such as name correction, announcement of to be announced later cases- TAL cases II, etc,. (for cases which are computerized)
- Legacy data to be converted to support the above said activity
- Tracking and mapping of marks card with registration number
- Hosting of results on the Internet Cloud. (Data availability for candidates on the website)
- NAD integration capability for certificate depository enablement (Space & Server &Internet Bandwidth will be provided by the University)
- Receiving, Capturing, adapting and updating of Old data (Starting to ending).
- Printing of duplicate/additional provisional pass certificate/degree certificate etc., for both Old and New batches.
- Provision for colleges to enter absentees and malpractices details online
- Generation of all mandatory reports such as marks ledger (bounded), results sheets rank list, marks list, topper list statistical reports, etc.,
- Generation of Register Numbers.
- Hosting of Admission list, Examination Application, IA Marks, Hall-Tickets, D-Forms, attendance sheets, Nominal rolls on Internet of VSU website for downloading and verification of the same by the college concerned.
- Online generation of Answer booklets requirement and generate the Barcode against each paper.
- Entry of marks, scanning of OMR to extract theory memos.
- Solve the discrepancies and amending by the University time to time.
- Generation of data fills for hosting results on internet.
- Convocation process (staring to ending).

- Printing of marks cards college wise.
- Providing the count of students, courses, subjects, papers for the allotment of Exam Centre's and for arranging the Question Papers.
- Mapping of Time Tables.
- Mapping of Exam Centre's.
- Jumbling of Colleges and Students as per the Orders of Authorities
- Providing the Indent of Question Papers (Exam Centre wise) in excel format for printing purpose.
- Providing the Bar Code data student wise, course wise, Exam Centre wise for Printing of OMR Booklets.
- Mapping of D-Forms as per the seating in the Examination Centre
- Printing of D-Forms (Seating arrangement) Exam Centre Wise.
- Mapping of attendance sheets of students date wise.
- Printing of Attendance sheets of the students Exam Centre wise.
- Online Process for entering of the Internal Marks by the Colleges.
- Capture and Process of Internal Marks.
- Mapping and Process of Practical Marks.
- Scanning of Barcode and Awarded Marks after completion of Evaluation of Answer script.
- The External marks of OMR sheet map with the Barcode of the candidates for results processing.
- Mapping of External marks, Practical Marks and Internal Marks with Coding Slips, Barcode and Hall Ticket number.
- Processing of Absents.
- Processing of Final Results.
  - Follow the Course structure.
  - Follow the Grade System course wise
  - Follow the rules of Maximum Marks and Minimum Marks.
  - Follow the rules of Moderation of Marks.
  - Declaring of Results (Pass/Fail) as per the University norms.
  - Follow the rules as per the amendments of the VSU/Govt. time-to-time.
- Announcement of Results on VSU portals
- Clear and update the discrepancies time to time

- Printing of Marks Memos.
- Printing of Consolidated Marks Memos.
- Printing of Provisional Certificates.
- Process of Revaluation Applications through Online.
- Provide the script pulling data for revaluation.
- Mapping of Revaluation Marks.
- Processing of Revaluation Results.
- Printing of Marks Memos after announcement of Revaluation.
- Printing of Provisional Certificates after announcement of Revaluation.
- Printing of TM and TR.
- Provide the data pertaining to the examinations, students' information as per the requirement of VSU, Govt. of A.P., UGC, etc..
- Jnanabhumi Portals works.
- UGC works
- NAD works, the Digital Certificates already designed and the certificate will be hosted to the NAD as directed by the UGC, New Delhi.
- Pratibha Awards list for all courses.
- Other works relating to the Higher Education, Social Welfare Dept, Govt. of A.P, and UGC as well as amended time-to-time.
- All examinations works for UG, PG & Professional courses shall be done simultaneously (No time to be allotted course wise/semester wise).
- Soft Copy semester wise, year wise shall be provided to the Controller of Examinations, VSU after completion of process and same to be updated in VSU server module.
- Providing the Login in Server for Controller of Examinations and other identified University authorities for pursuing of the examination works.

## 6. Personal Verification and Revaluation

The University shall make a provision for personal verification of valued answer scripts and for the issuance of Photostat copies of the same, on payment of the fee prescribed by the Executive Council. In case of any wrong totaling or unvalued answers found during the personal verification or when applied for Photostat copies of the script by the candidate, the Co-ordinator shall obtain orders of Vice-Chancellor for the award of marks as re-totaled or for valuation of the unvalued portion by the same examiner. The fee paid for personal verification may be refunded to such of the candidates who secure more marks than the

marks originally awarded as per the rules made by the University in this regard. The applications by candidates for personal verification or for Photostat copy of the answer script or for revaluation shall reach the Co-ordinator concerned through the Principals of the respective colleges as per the dates specified at the time of publication of results by the C.E./ Addl. Controllers. The University shall make a provision for revaluation of the answer scripts on payment of the prescribed fee fixed by the Executive Council subject to the following guidelines:

If the difference between the original marks and marks secured in the revaluation exceeds 6% there shall be a second revaluation and in such case the highest marks secured in any two valuations shall be averaged. In the case of PG students who have the benefit of double valuation, the marks secured in revaluation, if beneficial, shall be final without need for any averaging. If the marks secured in the revaluation are higher than the original marks, the candidate shall be given the benefit (treated as Benefitted) and if the revaluation marks are lower than the original marks, the revaluation marks shall be ignored (treated as not Benefitted) in the case of those who secured pass marks in the original valuation. In the case of failed candidates, even after revaluation if he/she fails to secure pass marks even after adding residual grace marks, such marks shall be ignored. For revaluation of scripts, coding and decoding of scripts has to be followed. Wherever the marks secured by the candidate are noted in the answer script, the same shall be properly defaced before sending the script for revaluation. The revaluation generally shall be done by the examiners from outside the University area approved by the Rector. The Coordinator/Officer in charge of revaluation shall ensure that all the particulars are properly filled up by the examiner in the award list of revaluation. A separate register for entering the marks of revaluation shall be maintained by the Coordinator's Office. A soft copy of the register shall also be maintained with full security through password. The revised marks lists shall be sent to the Principals of the Colleges concerned for onward delivery to the candidates. The revaluation fee is not refundable, except in special cases, as may be decided by the Rector.

In such cases where the revaluation process is not complete before the date of the next examination, the candidate will be permitted to take the supplementary examination. After writing the examination, if the candidate passes the examination in revaluation or gets higher marks in revaluation, the fee paid for writing the examination will be refunded. If the candidate chooses to retain the marks obtained in the examination, he/she will be permitted to do so in which case examination fee need not be refunded. Such candidates shall be treated as supplementary/another appearance candidates with cautionary implication to the award of

Class/Rank/Gold Medal/Prize, etc., in accordance with prescribed regulations. Marks obtained in revaluation in the regular examination shall be taken into consideration for deciding the award of Class/Rank /Gold Medal/Prize, etc.

## 7. Rule of Moderation

One percent (1%) of marks on the year-wise/semester-wise aggregate marks for the papers for which a candidate has appeared for University examinations shall be added as moderation marks to enable him/her to secure paper-wise pass, overall pass, pass in aggregate, II Class, I Class and I Class with Distinction, wherever applicable. Residual grace marks if any; available to the candidates shall be added to revaluation marks so as to enable the candidates to secure pass or second class or 55% or first class or distinction. However, in special cases, whenever any question paper contains significant number of questions from out of syllabus causing hardship to students, University may appoint a committee, in consultation with the Chairperson, Board of Studies, to examine the same and to recommend moderation marks, if needed.

## 8. Rank Certificates and Gold Medals

Only those candidates who appear and pass the examinations in all papers of each year/semester at the first appearance shall be eligible for the award of Ranks/Gold Medals/Prizes. Candidates who have been awarded Distinction or First class shall alone be eligible for the award of rank certificates. Candidates who passed in the instant/supplementary examinations shall not be considered for this purpose. For each course of study, rank certificates shall be issued to the candidates, up to a maximum of 10 ranks. Candidates securing equal marks shall be awarded the same rank. Gold Medals/Prizes shall be awarded at the Convocation to the eligible candidates identified as per the terms and conditions approved by the Executive Council. In case of tie, Gold Medals/Prizes shall be awarded to all candidates covered under tie fulfilling the conditions of award. Total amount of interest accrued on all endowments pertaining to the Gold Medals to be awarded at a Convocation be pooled up and average amount of interest accrued for one medal be arrived at by dividing total interest with number of medals to be awarded. All the medals to be awarded at the Convocation be got prepared at the uniform amount thus arrived at.

## 9. Other Regulations

The maximum time limit for appearing in the University examinations for different courses of study shall be as follows:

➤ 1 year Diploma PG Course - 2 years from the year of admission.

➤ 2 years P.G. Courses - 5 years from the year of admission.

- 3 years PG. Courses - 6 years from the year of admission.
- 5 years Integrated PG Courses - 10 years from the year of admission

In case of any change in syllabus or the pattern of examinations, the transitory regulations shall be in force for a period of three years in any course of study. On completion of the three years period the new regulations shall apply uniformly for all students, subject to the condition that the candidates who passed certain papers under earlier regulations, shall appear for remaining papers under new regulations as per the equivalent papers prescribed by the respective Boards of Studies or Chairpersons of Boards of Studies.

Every candidate who passes the University examinations prescribed for different UG/PG/Research Courses and successfully completes any other training program wherever stipulated by the University shall be eligible to receive original degree on application and payment of prescribed fee in the following three ways:

- In advance of the Convocation.
- In person at the Convocation.
- In absentia after the Convocation.

The Original Degrees shall be finally signed by the following Administrative Officers of the University after scrutiny by the sections concerned:

- Research Degree Certificates - Vice-Chancellor
- Post-Graduate Degree Certificates - Controller of Examinations

Duplicate certificates of having passed any of the examinations shall be issued to candidates on production of satisfactory evidence that the original certificates are lost or destroyed and on payment of fee prescribed by the Executive Council. All duplicate certificates shall have the word "Duplicate" marked indelibly across the face of the certificate. The Registrar shall ensure that a Manual of Examinations containing comprehensive guidelines on the following is prepared:

- Guidelines for scrutiny of applications/nominal roles, verification of eligibility of examinees, issue of hall-tickets, etc.
- Guidelines to Chief Superintendents and Invigilating staff on the conduct of Examinations.
- Guidelines to members of squads and observers.
- Guidelines regarding the procedure to be adopted for coding of answer scripts and coordination between the coding section and Coordinator's Office-Duties of CTAs/TAs.

- Guidelines regarding appointment and functions of Chiefs of Spot Valuation Centre's, Chief Examiners, Examiners, Scrutinizers, etc., including number of scripts to be valued per day by the Examiners.
- Guidelines for handling the cases of suspected mal-practices in the examinations by the Committee concerned along with scales of punishment.
- Guidelines for entrusting examination work to external agencies by outsourcing method.
- Guidelines for establishing Examination Centre's.
- Guidelines for releasing entitlement amounts for the conduct of theory/ practical examinations/Spot Valuations by colleges including schedule of rates for remuneration/ examination – connected expenditure.
- Guidelines on minimum attendance required for eligibility to appear for University Examinations for different courses, rules of condonation of shortage in attendance and stoppage from appearing for examinations in case of shortfall in attendance even below condonation limit.
- Guidelines on period for course completion, period for betterment examinations, pass percentages, award of higher class for different courses of study and award of ranks/medals/ prizes.
- Guidelines for the processing and publication of results under both Bar Code and Non-Bar Code systems. Guidelines for personal verification and revaluation of scripts.
- Guidelines for payment of examination/other remuneration including TA/DA.
- Guidelines for authentication of records.
- Guidelines for safe custody of records.
- Employees authorized to sign various examination related memos/certificates/ original degrees.
- Procedure to be followed for issue of certificates. Any other items.

## Ph.D. PROGRAMME w.e.f. 2021-2022

1.0 Coursework and Pre-Ph.D. Examination
2.0 Seminar before Thesis Submission
3.0 Submission of the Thesis/Dissertation
4.0 Evaluation of the Thesis
5.0 Viva–Voce Examination
6.0 Applicability of Academic Regulations
7.0 Anti-plagiarism

## 1.0. COURSE WORK AND PRE-Ph.D. EXAMINATION

The research programs are aimed at giving a broad-based training in the concerned field in addition to specialization in a particular area. The course work shall be prescribed in the relevant field of research for the Pre-Ph.D. examinations from the Vikrama Simhapuri University approved list of subjects as recommended by the Supervisor and co-supervisor, and to be forwarded to the Controller of Examinations. The area/field of research once selected for Pre-Ph.D. exams cannot be changed. The Pre-Ph.D. examination dates and schedule will be notified by the Controller of Examinations (Examination Branch) in Vikrama Simhapuri University website. No individual letters will be sent to research scholars.

Both full-time and part-time candidates are eligible to take the Ph.D. written examination after one year for full-time and two summers for part-time from the date of registration. The panel of examiners / paper setters for Paper-I (Research Methodology - 4 credits) will be submitted by the Board of Studies (BOS) of the Department concerned and Paper- II (Area of Specialization - 4 credits) shall be furnished by the Research Supervisor of the candidate concerned in consultation with DRC of the Department.

The candidates are required to pass the above course; the minimum marks required for a pass shall be 50%. In case a candidate fails to pass in three attempts (attempt means appearance) and within 4 years from the date of registration, the admission shall be cancelled.

Generally, the Pre-Ph.D. examination shall be held once in a year. The conduct of these examinations, declaration of results, and preparation of mark lists will be carried out by the Office of the Controller of Examinations (Examination Branch) of Vikrama Simhapuri University.

- As per UGC guidelines, Research and Publication Ethics (R&E) 30 hours course is compulsory.
- As per the UGC Guidelines, a Course Work of one Semester is compulsory. The Course work for the Ph.D. Programme, therefore, shall also include:
- One Course (Theory) on "Research Methodology" (Paper-I), with compulsory attendance and a final external examination for 100 Marks with 4 credits.
- One Subject (Theory- Paper-II)) with compulsory attendance and an external examination for 100 Marks with 4 credits, and
- Paper- III: Seminar on work done within One year 50 marks – 2 credits
- Paper - IV: Seminar on published Research work in the second year,50 marks-2 Credits.

> ➤ Paper-V: Pre–Ph.D. open seminar/colloquium meeting at the time of synopsis submission. 50 marks-2 credits

The theory Subject (Paper-II) has to be chosen from the concerned field of specialization (or the nearest specialization). The choice and selection of the subject must be approved by the candidate's Supervisor and Co-Supervisor, if any and the same must be communicated to the Controller of Examinations in soft/hard copy form, with appropriate signatures and seals of the Supervisor and Co-supervisor

All the scholars shall have to be physically present and maintain the required minimum attendance criterion (75%) in this course. The external end examination is of three hours duration with a maximum of 100 marks. The Ph.D. written papers shall be subjected to double valuation by internal and external examiners. Internally Paper-I will be evaluated by the Chairperson of the BOS or any other senior faculty member suggested by the Dean of the Faculty concerned and Paper-II will be evaluated by the Research Supervisor of the candidate.

If the candidates fail in the subject, they have to reappear for the examination of the failed subject, as and when offered, as per the Academic Regulations; they need not attend class work again, provided they maintain the minimum attendance requirements earlier. However, if the candidates do not have the required minimum 75% of attendance in the subject, they will be detained in those subjects and shall have to reappear for class work in those subjects again, as and when they are offered, shall maintain the attendance required and then appear for the examination.

## 2.0. SEMINAR BEFORE THESIS SUBMISSION (COLLOQUIUM)

Each candidate must attend the colloquium meeting. The seminar should be at least two months before submission of the thesis in the concerned department on the research work, carried out by him/her. The Vice-Chancellor shall appoint an external subject expert(s) to the colloquium if required.

The scholar should submit two copies of synopsis to DRC and to the external expert(s), if any highlighting original/significant contributions made in the research work. The colloquium committee is empowered to accept or reject the research work of scholar for submission or may advise to revise/reappear with the modification made. The seminar will be open to all faculty members and research scholars of the department concerned.

The Dean of the Faculty concerned shall be the Chairperson of the colloquium.

**Quorum:** Dean of the Faculty, Chairperson of the BOS, HOD and Research Supervisor or Co- Supervisor of the candidate. The Dean of the Faculty or the Chairperson of the BOS can

nominate a senior faculty member from the concerned Department in case of any exigency. In case the Dean-Faculty and Chairperson-BOS are unable to nominate or attend the colloquium, the HOD concerned will act in their place to fulfill the quorum. In case of exigency, the HOD is unable to attend; the Vice-Chancellor can nominate a faculty member to fulfill the quorum.

## Submission of the Synopsis:

A candidate can submit the Ph.D. Synopsis only when he/she has completed the Ph.D. coursework of 14 credits. Each candidate has to submit TEN (10) copies of the synopsis, one week after the colloquium, through the proper channel to the Controller of Examination at least one month prior to the submission of thesis but not later than Six Months, failing which a penal fee as prescribed should be paid by the candidate for a maximum of three more months extension to submit the thesis. The synopsis should be written in English only, except in the case of vernacular languages.

The following should be enclosed along with the synopsis:

➢ One soft copy of the synopsis

➢ Certificates from DRC stating that he/she has attended the RRMs in the Department.

➢ Recommendations of the Colloquium Committee.

## Submission of Panel of Examiners:

The Research Supervisor of the candidate and the Chairperson-BOS concerned shall send a panel of nine (9) examiners each in a sealed cover to the Controller of Examinations within 15 days from the date of synopsis submission. In the panel of nine (9) examiners, six (6) should be within the country, and three (3) should be outside the country.

➢ Out of six (6) Indian Examiners, for science subjects, three (3) should be from the National Institutes/Universities outside the State and three (3) should be within the State from reputed Universities/Institutions.

➢ Out of six (6) Indian Examiners, for Arts subjects, three should be from Premier Institutions / Central Universities / Universities from outside the State and three (3) should be from other reputed Universities within the state.

➢ Examiner suggested for the adjudication of the thesis should not be below the rank of a Professor/Scientist E & F.

➢ If the foreign examiners are unable to respond within a period of 6 months, the same may be sent to Indian Examiners.

➢ If no reply is received within a month, it may be considered as 'No'.

> If the panel of the examiners is not responded within one month, a fresh panel may be requested from the Research Supervisor and Chairperson-BOS concerned.

**Note:**

> Subject experts from the organization where the supervisor / co-supervisor belongs, and persons related to a candidate shall not be included in the panel of the examiners.

> In case the candidate does not submit the thesis within six months from the date of submission of the synopsis, the panel lapses and a new panel has to be suggested.

## 3.0. SUBMISSION OF THE THESIS/DISSERTATION

For ensuring originality of submitted content, the thesis will be checked by anti-plagiarism software. After completion of Colloquium, a soft copy of thesis in word format should be brought along in person to R & D Cell and have it checked before binding and sending it to the evaluation section. If any text strings/figures are found to be copied or dubious without proper acknowledgment of the source, the thesis has to be thoroughly revised.

**Submission and Adjudication of a Thesis**: A candidate may submit the thesis any time during one month before or within one month after the expiry of the stipulated period of research. Each candidate, after completing the due formalities, is required to submit the specified number of copies of his/her thesis, along with the prescribed application form and with the documents as given in section 7.3, to the Controller of Examinations.

A candidate has to submit five (5) hard copies and one (1) soft copy of thesis, an application enclosed with an online challan for Rs. 5,800/- towards the adjudication fee in favor of Registrar, Vikrama Simhapuri University, Nellore. Copy of Ph.D. admission letter, details of fees paid from time of admission to till the time of submission, S.S.C. Marks sheet (proof of name and age), Copy of Pre-Ph.D. Marks Memo, Qualified lower degree certificate to the Controller of Examinations, Vikrama Simhapuri University.

Five copies of the thesis incorporating a certificate from the supervisor to the effect that the thesis is an original work of the candidate and a declaration by the candidate to the effect that the thesis either in part or full does not constitute any part of any thesis / dissertation / monograph submitted by him/her or any other person to any University/Institute. The thesis should also contain the signature of the Head of the Institution/Organization (from place of work) in addition to the supervisor's signature. The candidate shall be held responsible for the genuineness of his/her work and any false

statement shall lead to the cancellation of his/her registration/degree at any stage even after the declaration of results.

## 4.0. EVALUATION OF THE THESIS

Three examiners (Two from outside the state and one from within the state) shall be selected by the Vice-Chancellor from amongst a panel of examiners for evaluation of thesis. The thesis shall be adjudicated independently by one foreign examiner, one examiner outside the state and one examiner within the state examiner. The maximum time given for the examiner to evaluate the thesis is 60 days. First reminder should be sent after 30 days and second reminder after 45 days. If the examiner doesn't respond within 60 days the next examiner should be contacted. Consent given by the examiners by email can be considered for processing the thesis.

Soft copy of the thesis through email be sent to the examiner(s) and reports and evaluation forms can be obtained through emails/postal mails.

The examiners are required to:

Outline the main features of the thesis.

Critically evaluate the thesis and send a report on the thesis in not less than 500words.

Make one of the four following definite recommendations.

a) The thesis attains the standard requirements for the award of the Ph.D. degree

b) The thesis requires revision and re-submission to the Department Research Committee (DRC).

c) The thesis requires revision and re-submission for re-evaluation by the same examiner

d) The thesis is rejected

The University shall take a decision on the thesis based on the three reports according to the following:

| Recommendation of Examiners | | | Decision |
|---|---|---|---|
| **1** | **2** | **3** | **4** |
| accept | accept | accept | accept |
| revise | revise | revise | revise |
| reject | reject | reject | reject |
| accept | accept | revise | revise |
| accept | revise | revise | revise |
| accept | accept | reject | Send to 4th examiner |
| accept | reject | reject | reject |
| accept | revise | reject | Revise; send to 4th examiner |
| revise | revise | reject | Revise; send to 4th examiner |
| revise | reject | reject | reject |

For revision and resubmission of the thesis, the candidate will be given a maximum period of one year from the date of communication of the report (s) to the candidate. The revised thesis shall be referred to those examiners who have originally recommended revision and re-submission for revaluation.

## 5.0  VIVA-VOCE EXAMINATION

Once the thesis is accepted, by all the three examiners a comprehensive Viva-voce examination shall be arranged by the Controller of Examinations, Vikrama Simhapuri University.

One copy of the approved Ph.D. thesis along with a soft copy in the INFLIBNET format shall be submitted by the candidate before the viva-voce examination to the Controller of Examinations. The hard copy shall be placed in the University Library as a record. The soft copy will be uploaded into UGC INFLIBNET, accessible to all the institutions/universities.

The open Viva-voce examination shall be conducted in the concerned Department / Unit / Centre by a Board of Examiners, consisting of the following:

 a. Chairperson of the adjudication committee (one of the examiners to be appointed by the Vice-Chancellor)

 b. The Dean of the Faculty concerned.

 c. The Chairperson of the Board of Studies (PG/ Combined) in the concerned Subject.

 d. The Head of the Department concerned.

 e. The Research Supervisor and Co-Supervisor of the candidate or both.

The Chairperson of the Committee, Dean of the Faculty, the Research Supervisor, Chairperson- BOS and the HOD are must for the viva-voce examination. The Dean and the Chairperson-BOS can nominate a senior faculty member from the concerned departments in case of their exigency. In case, the examiners who accepted the thesis are not available for the conduct of the viva-voce Examination, the Vice-Chancellor may nominate another examiner from the approved list of adjudicators.

(i) The reports of the External Examiners and the recommendations of the Colloquium Committee shall be made available to the Board for the Viva-voce Examination before 3 days of conduct of viva-voce examination.

(ii) The viva-voce examination should primarily be designed to test the understanding of the candidate on the subject matter of the thesis, including methodology employed and the candidate's competence in the general field of study. The candidate should also be asked to clarify any of the points raised by the adjudicators in their reports.

The Board of viva-voce Examination may on the basis of the unanimous opinion recommend either

a) That the candidate be awarded the Ph.D. Degree

(Or)

b) That the candidate may appear for the viva-voce examination again after a stipulated time.

c) Any candidate who does not satisfy will not be considered for the award of degree. Upon successful completion of the viva-voce examination, and on consideration of the reports of the individual examiners, the Vice-Chancellor may approve the announcement of the award of the provisional Ph.D. Degree to the candidate and provisional certificate will be issued.

The award of the Degree shall be confirmed by the Executive Council of the University.

## 6.0 APPLICABILITY OF ACADEMIC RE GULATIONS

The academic regulations should be read as a whole for purposes of any interpretation. In case of any doubt or ambiguity in the interpretation of the above rules, the decision of the Vice-Chancellor is final. The University reserves the right to alter the regulations from time to time as and when necessary. The Ph.D. regulations of Vikrama Simhapuri University – 2016 are applicable to the students admitted before 2020. The candidates admitted during the year 2021-2022 shall come under the purview of the Ph.D. regulations 2021-22.

## 7.0 Anti-plagiarism:

A maximum of three chances will be given to the Research Scholar if the percentage of plagiarism exceeds the approved limit (30%). The revised soft copy of the thesis after removing the plagiarism material must be submitted by the Research Scholar for second or third verification within one month itself.

The candidates are advised to visit the Vikrama Simhapuri University website www.vsu.ac.in for instructions from time to time. For any clarifications, candidates can contact Office of the Dean, Research and Development Cell, Vikrama Simhapuri University. Nellore.

# Encloses:

# Tabulated Register

COLLEGE NAME : (039) VELANKANNI INSTITUTE OF MANAGEMENT STUDI,NELLORE                                                                  Page : 107

| Reg.No. | Name Of The Candidate Father Name | Paper-1 Paper-10 | Paper-2 Paper-11 | Paper-3 Paper-12 | Paper-4 Paper-13 | Paper-5 Paper-14 | Paper-6 Paper-15 | Paper-7 Paper-16 | Paper-8 Paper-17 | Paper-9 Paper-18 |
|---|---|---|---|---|---|---|---|---|---|---|
| 210100039022 | DURNALA PENCHALA NARASIMHA S/o-D/o:D SRINIVASULU | 101MBA19 39 P 30 P | 102MBA19 31 P 30 P | 103MBA19 32 P 50 P | 104MBA19 26 P 50 P | 105MBA19 36 P 30 P | 106MBA19 30 P 50 P | 1MBAHV19 33 P 30 P | | |
| | Credits : - | 4 | 4 | 4 | 4 | 4 | 4 | 0 | | |
| | Grade  : - | 6.90 | 6.10 | 8.20 | 7.60 | 6.60 | 8.00 | 6.30 | | |
| | Credits×Grade : - | 27.60 | 24.40 | 32.80 | 30.40 | 26.40 | 32.00 | 0.00 | | |
| | Grade Letter  : - | A+ | A | O | O | A+ | B | A | | |
| | Gender  : Male | Jun-22 | Jun-22 | Jun-22 | Jun-22 | Jun-22 | Jun-22 | Jun-22 | | |
| | Medium  : Telugu | | | | | | | | | |
| | Total Marks :497 | Total Credits :24 | | | Total Grade Points :174 | | | SGPA : 7.23 | | Results :Pass |
| 210100039023 | MOLATHRATI SIVARAJKUMAR S/o-D/o:MOLATHRATI SANKARAIAH | 101MBA19 28 P 30 P | 102MBA19 30 P 30 P | 103MBA19 14 F 50 P | 104MBA19 20 P 50 P | 105MBA19 32 P 30 P | 106MBA19 28 P 50 P | 1MBAHV19 28 P 30 P | | |
| | Credits : - | 4 | 4 | 4 | 4 | 4 | 4 | 0 | | |
| | Grade  : - | 5.80 | 6.00 | 0.00 | 7.00 | 6.20 | 7.80 | 5.80 | | |
| | Credits×Grade : - | 23.20 | 24.00 | 0.00 | 28.00 | 24.60 | 31.20 | 0.00 | | |
| | Grade Letter  : - | B+ | A | F | A | A | A | B+ | | |
| | Gender  : Male | Jun-22 | Jun-22 | | Jun-22 | Jun-22 | Jun-22 | Jun-22 | | |
| | Medium  : Telugu | | | | | | | | | |
| | Total Marks :450 | Total Credits :24 | | | Total Grade Points :131 | | | SGPA : 0.00 | | Results :Fail |
| 210100039024 | EDURU HAREESH S/o-D/o:E VENU | 101MBA19 28 P 30 P | 102MBA19 28 P 30 P | 103MBA19 19 F 50 P | 104MBA19 25 P 50 P | 105MBA19 11 F 30 P | 106MBA19 23 P 50 P | 1MBAHV19 26 F 30 P | | |
| | Credits : - | 4 | 4 | 4 | 4 | 4 | 4 | 0 | | |
| | Grade  : - | 5.80 | 5.80 | 0.00 | 7.50 | 0.00 | 7.30 | 0.00 | | |
| | Credits×Grade : - | 23.20 | 23.20 | 0.00 | 30.00 | 0.00 | 29.20 | 0.00 | | |
| | Grade Letter  : - | B+ | B+ | F | O | F | B | F | | |
| | Gender  : Male | Jun-22 | Jun-22 | | Jun-22 | | Jun-22 | | | |
| | Medium  : Telugu | | | | | | | | | |
| | Total Marks :430 | Total Credits :24 | | | Total Grade Points :106 | | | SGPA : 0.00 | | Results :Fail |
| 210100039025 | NELLIPUDI JASVANTH S/o-D/o:N.PRASANTH | 101MBA19 31 P 30 P | 102MBA19 34 P 30 P | 103MBA19 38 P 50 P | 104MBA19 26 P 50 P | 105MBA19 31 P 30 P | 106MBA19 38 P 50 P | 1MBAHV19 40 P 30 P | | |
| | Credits : - | 4 | 4 | 4 | 4 | 4 | 4 | 0 | | |
| | Grade  : - | 6.10 | 6.90 | 8.80 | 7.60 | 6.10 | 8.80 | 7.00 | | |
| | Credits×Grade : - | 24.40 | 27.60 | 35.20 | 30.40 | 24.40 | 35.20 | 0.00 | | |
| | Grade Letter  : - | A | A+ | O | O | A | O | O | | |
| | Gender  : Male | Jun-22 | Jun-22 | Jun-22 | Jun-22 | Jun-22 | Jun-22 | Jun-22 | | |
| | Medium  : Telugu | | | | | | | | | |
| | Total Marks :513 | Total Credits :24 | | | Total Grade Points :177 | | | SGPA : 7.38 | | Results :Pass |

Note : ×P Indicates Passed Previously.

Compared By :  _____        Supdt/A.R. : _____        D.R. : _____        C.E. : _____

# Tabulated Marks Sheet

VIKRAMA SIMHAPURI UNIVERSITY :: NELLORE
B.Ed. FOURTH SEMESTER TABULATED MARKS (TB) November 2022 EXAMINATIONS

COLLEGE NAME : (023) ST.MARY'S COLLEGE OF EDUCATION, MUCHIREDDYPALEM

Page : 1

| Reg.No. | Subcode | Ctrl.Num | SlNo | Barcode | Marks | Subcode | Ctrl.Num | SlNo | Barcode | Marks | Subcode | Ctrl.Num | SlNo | Barcode | Marks |
|---------|---------|----------|------|---------|-------|---------|----------|------|---------|-------|---------|----------|------|---------|-------|
| 178023016 | 418011 | 170270 | 11 | 2001673 | 30 | 418021 | 170363 | 17 | 2001295 | 29 | 418031 | 170511 | 10 | 2001514 | 18 |
|  | 418041 | 170616 | 22 | 2001735 | 26 |  |  |  |  |  |  |  |  |  |  |
| 178023037 | 418011 | 170209 | 5 | 2000681 | 23 | 418021 | 170351 | 17 | 2000214 | 31 | 418031 | 170498 | 11 | 2000423 | 27 |
|  | 418041 | 170620 | 33 | 2000637 | 28 |  |  |  |  |  |  |  |  |  |  |
| 178023039 | 418011 | 170267 | 10 | 2001574 | 13 | 418021 | 170347 | 11 | 2001096 | 29 | 418031 | 170512 | 22 | 2001515 | 21 |
|  | 418041 | 170620 | 13 | 2001736 | 28 |  |  |  |  |  |  |  |  |  |  |
| 178023046 | 418011 | 170201 | 7 | 2360002 | 29 | 418021 | 170351 | 23 | 7000215 | 29 | 418031 | 415031 | 16 | 2000424 | 24 |
|  | 418041 | 170210 | 4 | 2000838 | 33 |  |  |  |  |  |  |  |  |  |  |

13/8/22

R. Prabhakar

## Control Bundle Slip:

**168907**

**PART - I**

Course :

Year :

Subject :

Subject Code :

Prepared by :

No. of Scripts in the Control Bundle :

Checked by :

**PART - II**

# Vikrama Simhapuri University : Nellore
## Control Bundle Slip

**168907**

| AB No. | 1 | 2 | 3 | 4 | 5 | SUB TOTAL |
|--------|---|---|---|---|---|-----------|
| MARKS |  |  |  |  |  |  |
| AB No. | 6 | 7 | 8 | 9 | 10 |  |
| MARKS |  |  |  |  |  |  |
| AB No. | 11 | 12 | 13 | 14 | 15 |  |
| MARKS |  |  |  |  |  |  |
| AB No. | 16 | 17 | 18 | 19 | 20 |  |
| MARKS |  |  |  |  |  |  |
| AB No. | 21 | 22 | 23 | 24 | 25 |  |
| MARKS |  |  |  |  |  |  |
| AB No. | 26 | 27 | 28 | 29 | 30 |  |
| MARKS |  |  |  |  |  |  |

No. of Answer Books in the Bundle

No. of Corrections

**Grand Total** (of all answer books)

| Full Signature of the Examiner | Full Signature of the Scrutinizer | Full Signature of the Chief Examiner |
|---|---|---|
| | | |
| Name | Name | Name |
| No. | No. | No. |

Place PART - I of Answer Scripts Control Bundle Slip on Top of Answer Scripts before packing and storing them

(Detach here for Scanning)

**PART - III**

# Vikrama Simhapuri University : Nellore
## Control Bundle Slip

To be Filled by the Examiner / Scrutinizer

Grand Total (of all answer book)

No. of Answer Books in the bundle

**168907**

| Full Signature of the Examiner |
|---|
| |
| Name : |

| Full Signature of the Scrutinizer |
|---|
| Name : |

| Full Signature of the Chief Examiner |
|---|
| |
| Name : |

26

## Migration Certificate:

Disposal No. : B.Ed/2023                    SI No. 4776

# VIKRAMA SIMHAPURI UNIVERSITY :: NELLORE
## MIGRATION CERTIFICATE

Register No. : 198059046          Degree / Course :: B.Ed
Period of Study. : 2019-2021

It is here by Certified that this University has no objection
Mr / Ms ............ PRIYANKA SAHOO ............
former Student of ... HUZZAINY COLLEGE of EDUCATION
affiliated to this University for processing his / her study in any
University

Date : 09-2-23

Place : NELLORE. A.P

Written By :

Compared By:                              CONTROLLER OF EXAMINATIONS
                    A.C.E

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**Original Degree Certificate with Grade System:**

Sl.No. **U** 003891
Register No. 198059001

# VIKRAMA SIMHAPURI UNIVERSITY
విక్రమ సింహపురి విశ్వవిద్యాలయం

## Faculty of Education

*This is to certify that*
ధృవీకరణ

Mr./Ms. **Bishnupriya Paikaray**
శ్రీ/శ్రీమతి/కుమారి

Son/Daughter of
కుమారుడు/కుమార్తె

*has been duly admitted to the Degree of*
పట్టదారానికి అర్హతపొందినందున

## Bachelor of Education

*in this University he/she having been declared to have passed the examination prescribed therefor as follows :*
ఈ విశ్వవిద్యాలయం నుండి క్రింద సూచించిన విధంగా అతడు/ఆమె పట్టదారానికి నిర్ణయించిన పరీక్షలో అత్తీర్ణత పొందినట్లు ప్రకటించబడింది.

| Subjects అభ్యాసన అంశాలు | Month & Year of Passing అత్తీర్ణత పొందిన నెల, సంవత్సరం | Cumulative Grade Points Average గ్రేడ్ పాయింట్ల సగటు | Letter Grade లెటర్ గ్రేడ్ |
|---|---|---|---|
| Methodology I<br>Social Sciences<br>Methodology II<br>English<br><br>Medium : English | October-2021 | 7.55 | B |

*Given under the Seal of the University*
విశ్వవిద్యాలయం అధికార ముద్రతో ఇవ్వబడినది.

Nellore, A.P., India.
నెల్లూరు, ఆంధ్రప్రదేశ్, భారతదేశం

Date : **27.01.2023**
తేది :

Controller of Examinations
పరీక్షల నియంత్రణాధికారి

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The Original Degree issued in advance / in person / in absentia to ☑ EIGHTH Convocation.

**DEGREE VERIFIED BY**

| Jr. Assistant | Sr. Assistant | Superintendent | A.R. (Exams.) | A. C.E. |
|---|---|---|---|---|
| | | | – | |

# Original Degree Certificate with Class wise System:

**Sl.No. P 002429**

**Register No. 150100046339**

## VIKRAMA SIMHAPURI UNIVERSITY
### విక్రమ సింహపురి విశ్వవిద్యాలయం

### Faculty of Management

*This is to certify that*
ధృవీకరణ

Mr./Ms. **Velapati Sudha Parimala**
శ్రీ/శ్రీమతి/కుమారి

Son/Daughter of **V Srinivas**
కుమారుడు/కుమార్తె

*has been duly admitted to the Degree of*
వర్డలారావని అర్హతలను**Master of Business Administration**

*in this University he/she having been declared to have passed the examination prescribed therefor as follows:*
ఈ విశ్వవిద్యాలయం నుండి క్రింద సూచించిన విధంగా అతడు/ఆమె వర్డలారావని పరీక్షలను పరీక్ష పరీక్ష అత్తర్ గౌరవంతో ఉత్తీర్ణులైనారు.

| Subjects<br>అధ్యయనం అంశాలు | Month & Year of Passing<br>అర్హత సాధించిన నెల, సంవత్సరం | Class Awarded<br>రాంక శ్రేణి |
|---|---|---|
| **Specialisation**<br>**Marketing**<br>**Human Resource Management** | **May-2017** | **First class**<br>**with Distinction** |

*Given under the Seal of the University*
విశ్వవిద్యాలయ అధికార ముద్రతో ఇవ్వబడినది.

Nellore, A.P., India.
నెల్లూరు, ఆంధ్రప్రదేశ్, భారతదేశం

Date : **09.01.2023**
తేది :

**Controller of Examinations**
పరీక్షల నియంత్రణాధికారి

The Original Degree issued in advance / in person / in absentia to **EIGHTH** Convocation.

**DEGREE VERIFIED BY**

| Jr. Assistant | Sr. Assistant | Superintendent | A.R. (Exams.) | A. C.E. |
|---|---|---|---|---|
| | | | – | |

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## Semester Wise Marks Memo:

VIKRAMA SIMHAPURI UNIVERSITY :: NELLORE

M.SC. Computer Science SEMESTER EXAMINATIONS, JUNE - 2022 - (RV)

MEMORANDUM OF MARKS

Name : CHINCHIMGARI JANUNA

College : RAMAKRISHNA SCIENCE AND ARTS COLLEGE A.Reg.No : 2194C8031002

Medium : ENGLISH

| Subject / Paper | Credits | UE Max. | UE Min. | UE Secured | IA Max. | IA Min. | IA Secured | Total Secured | Grade Point | Grade Letter | Result |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Discrete Mathematical Structure | 4 | 70 | 28 | 48 | 30 | | 30 | 78 | 9.00 | A | Pass |
| Computer Organization | 4 | 70 | 28 | 28 | 30 | | 30 | 58 | 7.00 | C | Pass |
| Data Structures using C | 4 | 70 | 28 | 34 | 30 | | 30 | 64 | 7.00 | C | Pass |
| Database Management Systems | 4 | 70 | 28 | 28 | 30 | | 30 | 58 | 7.00 | C | Pass |
| Operating Systems | 4 | 70 | 28 | 39 | 30 | | 30 | 69 | 8.00 | B | Pass |
| Human Values and Professional Ethics-I | 4 | 70 | 28 | 47 | 30 | | 30 | 77 | 9.00 | A | Pass |
| Pr : Data Structures Using C | 2 | 70 | 28 | 52 | 30 | | 30 | 82 | 9.00 | A | Pass |
| Pr : Database Management Systems Using Sql Server | 2 | 70 | 28 | 55 | 30 | | 30 | 85 | 10.00 | O | Pass |
| Pr : Operating Systems Using Linux | 2 | 70 | 28 | 54 | 30 | | 30 | 84 | 9.00 | A | Pass |

Total 26 900(Nine Zero Zero)

Date: 31/01/2023

R. Prabhakar

Signature of the Principal with Seal

CONTROLLER OF EXAMINATIONS

## Provisional Certificate:

**VIKRAMA SIMHAPURI UNIVERSITY :: NELLORE**
Provisional Certificate cum Consolidated Marks Memorandum of Grades/Marks

S No. 010886  Reg No. 188067030

College: V.R. COLLEGE OF EDUCATION

This is to certify that Mr./Ms. KATHARI RAMAMMA
has qualified himself/herself for the degree of **Bachelor of Education**
in this University, he/she passed the examination in the **Third Class** held in **Jul-22**
with branch **Education** and that he/she has done all
that is necessary for the formal presentation of the Degree.
The following are the marks secured by the candidate:

| Subjects | Credit | Max. Marks | Marks Secured | Grade Points | Year of Passing |
|---|---|---|---|---|---|
| **First Semester** | | | | | |
| PHILOSOPHICAL FOUNDATIONS OF EDUCATION | 4 | 100 | 65 | 7.00 | Dec-18 |
| PERSPECTIVE IN CHILD DEVELOPMENT | 4 | 100 | 43 | 3.00 | Jul-22 |
| ICT FOR ENRICHING TEACHING AND LEARNING | 4 | 100 | 47 | 5.00 | Dec-19 |
| PEDAGOGY OF SOCIAL SCIENCES | 2 | 50 | 32 | 7.00 | Dec-18 |
| PEDAGOGY OF TELUGU | 2 | 50 | 33 | 7.00 | Dec-18 |
| PRACTICUM (ACTIVITIES/PROJECTS/ RECORDS) | 4 | 105 | 75 | 8.00 | Dec-18 |
| **Second Semester** | | | | | |
| SOCIOLOGICAL FOUNDATIONS OF EDUCATION | 4 | 100 | 53 | 6.00 | Apr-19 |
| LEARNING AND TEACHING | 4 | 100 | 60 | 7.00 | Oct-20 |
| CLASSROOM MANAGEMENT  LEADERSHIP AND ACTION RESEARCH | 2 | 50 | 27 | 8.00 | Apr-19 |
| ART EDUCATION | 2 | 50 | 27 | 6.00 | Apr-19 |
| PRACTICUM (ACTIVITIES/PROJECTS/RECORDS) | 5 | 125 | 103 | 9.00 | Apr-19 |
| MICRO TEACHING -1 : PEDAGOGY OF SOCIAL SCIENCE | 1 | 25 | 16 | 7.00 | Apr-19 |
| MICRO TEACHING -2 : PEDAGOGY OF TELUGU | 1 | 25 | 17 | 7.00 | Apr-19 |
| OBSERVATION RECORD-1 : PEDAGOGY OF SOCIAL SCIENCE | 1 | 25 | 17 | 7.00 | Apr-19 |
| OBSERVATION RECORD-2 : PEDAGOGY OF TELUGU | 1 | 25 | 17 | 7.00 | Apr-19 |
| SCHOOL RECORD | 1 | 25 | 21 | 8.00 | Apr-19 |
| **Third Semester** | | | | | |
| Pedagogy of Social Sciences | 2 | 50 | 31 | 7.00 | Dec-19 |
| Pedagogy of Telugu | 2 | 50 | 27 | 6.00 | Dec-19 |
| Learning Assessment | 2 | 50 | 33 | 7.00 | Dec-19 |
| Understanding the Self | 2 | 50 | 33 | 7.00 | Dec-19 |
| Practicum (Activities/Projects/Records) | 4 | 100 | 75 | 8.00 | Dec-19 |
| Practice Teaching -1 : Pedagogy of Social Science | 4 | 100 | 61 | 7.00 | Dec-19 |
| Practice Teaching -2 : Pedagogy of Telugu | 4 | 100 | 70 | 8.00 | Dec-19 |
| Observation Record-1 : Pedagogy of Social Science | 1 | 25 | 17 | 7.00 | Dec-19 |
| Observation Record-2 : Pedagogy of Telugu | 1 | 25 | 22 | 9.00 | Dec-19 |
| **Fourth Semester** | | | | | |
| CONTEMPORARY INDIA AND EDUCATION | 2 | 50 | 33 | 7.00 | Sep-20 |
| GENDER  SCHOOL AND SOCIETY | 2 | 50 | 28 | 6.00 | Sep-20 |
| INCLUSIVE EDUCATION | 2 | 50 | 29 | 6.00 | Sep-20 |
| ENVIRONMENTAL EDUCATION | 2 | 50 | 32 | 7.00 | Sep-20 |
| PRACTICUM (ACTIVITIES/PROJECTS/RECORDS) | 4 | 100 | 78 | 8.00 | Sep-20 |
| SCHOOL INTERNSHIP : PEDAGOGY OF SOCIAL SCIENCE | 4 | 100 | 68 | 7.00 | Sep-20 |
| SCHOOL INTERNSHIP : PEDAGOGY OF TELUGU | 4 | 100 | 68 | 7.00 | Sep-20 |
| PRACTICAL EXAMINATION (TEACHING) : PEDAGOGY OF SOCIAL | 2 | 50 | 30 | 7.00 | Sep-20 |
| PRACTICAL EXAMINATION (TEACHING) : PEDAGOGY OF TELUGU | 2 | 50 | 36 | 8.00 | Sep-20 |

Cumulative Grade Point Average (CGPA) : 7.02
Total Marks Secured : 1408  out of 2200  (64%)

Date: 07.12.2022       CONTROLLER OF EXAMINATIONS

### CLASSIFICATION OF GRADES AND DIVISION

| SL No | Marks | Grade Points | Category | PERFORMANCE |
|-------|--------|-------------|----------|-------------|
| 1 | 90-100 | 10 | O | |
| 2 | 80-89 | 9 | A | |
| 3 | 70-79 | 8 | B | |
| 4 | 60-69 | 7 | C | |
| 5 | 50-59 | 6 | D | |
| 6 | 40-49 | 5 | E | |
| 7 | <40 | Fail | 0 | Fail |

# Examination Answer Booklet (OMR):



Sl. No. : **102720**

VIKRAMA SIMHAPURI UNIVERSITY : NELLORE

OMR ANSWER BOOKLET
(Read the instructions given overleaf)

**(FEBRUARY - 2023)**

PART - 1

To be filled by the Invigilator
FOR ABSENT WRITE 'AB'

| | |
|---|---|
| Course | : LLB3 ( V SEM ) |
| Hall Ticket No. | : 202300044012 |
| Name | : SRINIVASULU GEDDHE |
| Subject Code | : 3YRCB504 |
| Subject Name | : Banking Law |
| Date of Exam | : 08-Feb-23  09.00 am to 12.00 noon |
| Centre Name & Code | : 037 - RAO'S INSTITUTE OF MANAGEMENT STUDIES, BUJABUJA NELLORE |

Full Signature of the Student with date

Full Signature of the Invigilator with date

Signature of the Chief Superintendent

In case the subject code and subject name does not match with your subject name then you should take a new blank OMR Answer booklet.

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VIKRAMA SIMHAPURI UNIVERSITY

PART - II

Course : LLB3 ( V SEM )

Subject Code : 3YRCB504

Subject Name : Banking Law

Date of Exam : 08-Feb-23  09.00 am to 12.00 noon

To be filled by the Student

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VIKRAMA SIMHAPURI UNIVERSITY

PART - III

Course : LLB3 ( V SEM )

Subject Code : 3YRCB504

Subject Name : Banking Law

Date of Exam : 08-Feb-23  09.00 am to 12.00 noon

To be filled by the Student

# INSTRUCTIONS TO THE CANDIDATES

1. Please check your particulars printed on the PART I of the OMR Sheet and if any discrepancy found in the Name, Hall Ticket Number and Subject Code, please notify to the Chief Superintendent or Invigilator for change of Answer Booklet.

2. You have to sign in the box specified in Part I.

3. You are prohibited from writing on or tampering the Barcodes & OMR sheets as they may affect marks allotted to you. Answer scripts with tampered barcodes & OMR sheets will not be valued.

4. Do not use sketch pen while answering questions as it may inadvertently tamper the bar codes / OMR sheets.

5. Subject code and Serial No. of the last page (written) of the Answer Booklet should be entered at the specified locations in Part II, Part III, Part IV and Part V.

6. Last page may be used for rough work by duly indicating on the top of the page as 'ROUGH WORK'.

7. "CELL PHONES" are strictly prohibited into the examination hall.

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# INSTRUCTIONS TO THE EXAMINERS TO FILL IN PART – II

1. The Valuer should verify all answer scripts in the bundle before valuation and find whether all scripts belongs to same subject, Regulation, year, semester. If any discrepancy is found the matter should be brought to the notice of C.E.

2. The Valuer shall write the serial number (1 to 25) of the booklet in the bundle in the box provided. He/She shall write and bubble the same serial number of the booklet in the right-side box of Part II, Part III, Part IV and Part V.

3. Fill in the boxes representing the Question Numbers with the marks obtained for each question in the respective boxes.

4. Do not correct the marks by overwriting or by scratching and writing. In case of correction, strike off the previous figures by a line and write the new marks aside.

5. Enter the Total Marks in figures & words in the boxes provided for.

6. Use ball point pen (blue or black) for writing alphabets & numericals in boxes and in circles.

7. Please carefully study the instructions before you start bubbling.

8. As shown in the example, fill in the circles completely. For Example, the shading of circles for 75 marks is shown in figure.

9. Do not write or mark on the Barcodes. Use this OMR sheet with care. Do not fold or smudge.

10. Do not detach any part of the OMR Sheet. If detached, report the matter to the C.E.

11. Valuation should be done up to the serial no. of the last page written by the student in Part – II. or check the last page written in the booklet.

| Total Marks | | |
|---|---|---|
| 0 | 7 | 5 |
| ● | ⓪ | ⓪ |
| ① | ① | ① |
| | ② | ② |
| | ③ | ③ |
| | ④ | ④ |
| | ⑤ | ● |
| | ⑥ | ⑥ |
| | ● | ⑦ |
| | ⑧ | ⑧ |
| | ⑨ | ⑨ |

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# INSTRUCTIONS TO THE EXAMINERS TO FILL IN PART – III

1. The Valuer should verify all answer scripts in the bundle before valuation and find whether all scripts belongs to same subject, Regulation, year, semester. If any discrepancy is found the matter should be brought to the notice of C.E.

2. The Valuer shall write the serial number (1 to 25) of the booklet in the bundle in the box provided. He/She shall write and bubble the same serial number of the booklet in the right-side box of Part II, Part III, Part IV and Part V.

3. Fill in the boxes representing the Question Numbers with the marks obtained for each question in the respective boxes.

4. Do not correct the marks by overwriting or by scratching and writing. In case of correction, strike off the previous figures by a line and write the new marks aside.

5. Enter the Total Marks in figures & words in the boxes provided for.

6. Use ball point pen (blue or black) for writing alphabets & numericals in boxes and in circles.

7. Please carefully study the instructions before you start bubbling.

8. As shown in the example, fill in the circles completely. For Example, the shading of circles for 75 marks is shown in figure.

9. Do not write or mark on the Barcodes. Use this OMR sheet with care. Do not fold or smudge.

10. Do not detach any part of the OMR Sheet. If detached, report the matter to the C.E.

11. Valuation should be done up to the serial no. of the last page written by the student in Part – II. or check the last page written in the booklet.

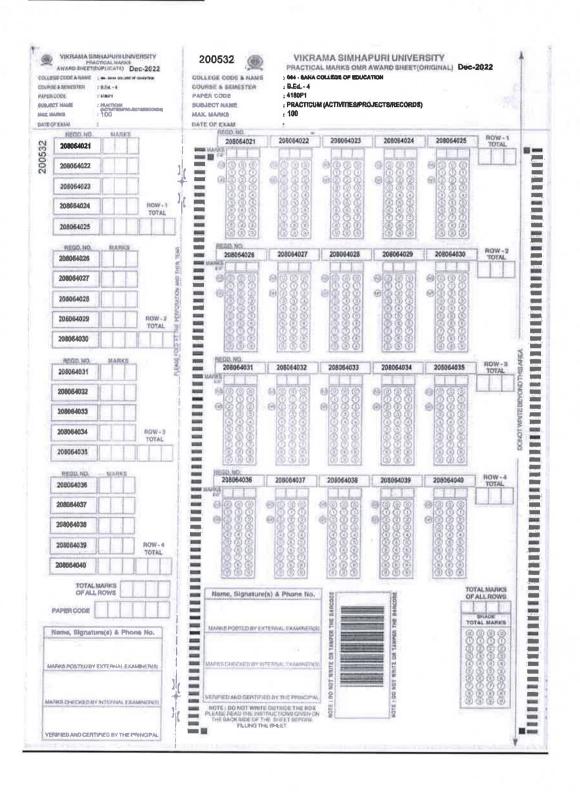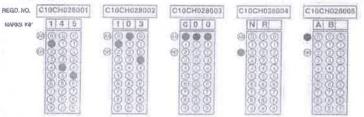| Total Marks | | |
|---|---|---|
| 0 | 7 | 5 |
| ● | ⓪ | ⓪ |
| ① | ① | ① |
| | ② | ② |
| | ③ | ③ |
| | ④ | ④ |
| | ⑤ | ● |
| | ⑥ | ⑥ |
| | ● | ⑦ |
| | ⑧ | ⑧ |
| | ⑨ | ⑨ |

# Practical OMR Sheet:
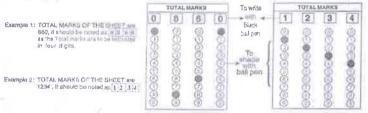
# IMPORTANT INSTRUCTIONS

1) **Use** Black ball point pen only and write numerical marks in the first instant in the square boxes provided against the respective regd. numbers vertically in Duplicate Mark Sheet and horizontally in row wise regd. numbers in original OMR Sheet only.

2) Use Black ball Point Pen only for shading the circles ○ for denoting the marks against the regd. numbers at respective unit and ten's places as per marks written in the squares.

3) If the cadidate of a regd. number printed in the OMR Sheet is not registered, the circle with inscription (i.e.,) ⊕ below the regd. number under the marks heading shall be shaded. Similarly ⊕ to be shaded if the candidate is absent.

4) 1) Note the total marks of 5 Regd. Numbers in each row, row wise correctly with ball pen in the squares provided.
   2) The row totals and cumulative total of all the four rows shall be noted in squares provided for the respective total marks of all rows and shade accordingly.

5) a) Avoid posting and shading wrong marks totally.
   b) Don't use White Fluid.

6) **Do not write any regd. number and put marks and shade the circle, other than the Regd. Number printed by computer even though there is place.**

7) Do not tamper or correct any computerised printed matter in OMR sheet, especially the paper code, Subject Code, Subject Name and Regd. Number.

8) Avoid overwriting the marks for proper and perfect scanning of marks.

9) Do not write or mark on "Barcodes" for proper scanning.

10) **Use this form with care. Do not fold/spoil or make the OMR sheet dirty.**

11) Carefully study the example before you start making and filling the OMR sheet.

12) As shown in the example, shade the circles completely.

| Correct Method | Wrong Method | | |
|---|---|---|---|
| ① ● | ⊙ ◐ | ① ◑ | ① ⊘ | ① ⊘ |

13) The following are the examples for proper shading of Marks secured by the Candidates with different Regd.No.



REGD. NO. | C10CH028001 | C10CH028002 | C10CH028003 | C10CH028004 | C10CH028005
MARKS Fr | 1 4 5 | 1 0 3 | 0 0 0 | N R | A B

14) Example for noting cumulative Vertical Total Marks of all Four rows of all Regd. Numbers in OMR Sheet :



Example 1: TOTAL MARKS OF THE SHEET are 860, it should be noted as 0 8 6 0 as the Total marks are to be indicated in four digits

Example 2: TOTAL MARKS OF THE SHEET are 1234 ; it should be noted as 1 2 3 4

15) The marks noted by E.E should be properly checked by I.E first, and then by PRINCIPAL with reference to the marks of Answer scripts and ensure its correctness in Posting and shading in OMR sheet. **They are totally held responsible for any type of wrong posting and shading of marks.**

R. Prabhakar

**Controller of Examinations**
**VIKRAMA SIMHAPURI UNIVERSITY**