



## ST. ANN'S COLLEGE FOR WOMEN

(Affiliated to Acharya Nagarjuna University,  
Recognized Under Section 2(f) of UGC Act 1956-New Delhi)

**Amaravathi Road, Gorantla, Guntur – 522034 (A.P)**

Email: [st\\_anns\\_coll@yahoo.co.in](mailto:st_anns_coll@yahoo.co.in) Website: [www.stannscollegeforwomen.org](http://www.stannscollegeforwomen.org)

**Criterion: II**

**Metric – 2.5.1**



**2.5.1**

**EXAMINATION POLICY**



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### EXAMINATION POLICY

St. Ann's College for women actively and transparently evaluates the student's performance in the examinations. Under CBCS framework Evaluation consists of two components Continuous Internal Assessment (CIA) and Semester End Examination (SEE). CIA is given weightage of 25% and SEE carries the remaining 75% weightage in the total evaluation for a given course other than practical papers.

#### EXAMINATION COMMITTEE:

Our college has an Institutional Internal Examination Committee to look after the whole internal assessment process.

#### FUNCTIONS:

- Prepare Examinations Calendar at the beginning of the semester duly following academic calendar of the affiliating university.
- Notifies the schedule well in advance to the students through circular besides displaying on the notice boards and website.
- Ensures that the setting of question paper is in accordance with the pattern adopted for CIA.
- Conducts the Mid Semester Examinations as per the schedule.

#### Grievance Redressal Mechanism (Internal Examination):

The following three tier grievance Redressal mechanism is practised by our college to redress the grievances raised by students regarding examinations.

- ❖ After the time bound evaluation of answer scripts, students get an opportunity to review their papers and interact with the teacher about their performance and resolve the grievances if any within one day.
- ❖ If the students are not satisfied, they may approach to the HOD of the respective departments and get it resolved.
- ❖ Still the students are not yet satisfied, they may approach the Grievance redressal Committee and express her grievance.
- ❖ The committee looks into examination related grievances. It takes necessary steps to redress them amicably within one week.
- ❖ Thus obtained grievances are taken into consideration, resolved and final marks are brought to the notice of the students and the same are uploaded in the University portal finally.





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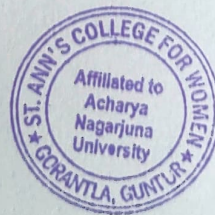
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### SEMESTER END EXAMINATIONS (SEE):

The grievances reported if any with respect to SEE are sent to controller of examinations of affiliating University. The chief superintendent of the examination looks after grievances during the university examinations and coordinates in case of any discrepancy in the hall tickets. As soon as the results are declared the students are given awareness about the procedure of applying for revaluation, recounting, personal verification and obtaining Photo Copy of Answer Scripts. The applications thus received are consolidated and sent to the University for necessary action.

### EXAMINATION COMMITTEE:

S. No	Name of the Faculty	Designation
1.	Dr. Sr. Fathima Rani. P	Principal
2.	Mr.Ch. Rama Rao	Convenor
3.	Mrs. G. Anitha Bhanu	Member
4.	Mrs. B. Usha Rani - PG	Member
5.	Mr. S.M. Subhani - Commerce	Member
6.	Mrs. L. Mary Anusha	Member
7.	Mrs. N. Aparna	Member
8.	Dr. G. Radhika-PG	Member



*Do. L. Fathima*  
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