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**ADIKAVI NANNAYA UNIVERSITY  
RAJAMAHENDRAVARAM**

**Quality Management System  
Process Manual**

Document No.: AKNU/QMS/PCM  
Issue No. : 02

**AdikaviNannaya University  
Rajahmahendravaram  
Andhra Pradesh, India**

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**ADIKAVI NANNAYA UNIVERSITY  
RAJAMAHENDRAVARAM  
QUALITY MANAGEMENT SYSTEM  
PROCESS MANUAL**

<b>DOC. NO.:</b> AKNU/QMS/PCM	<b>SECTIONNO.:</b> 1	<b>REV. NO. :</b> 00	<b>EFFECTIVE DATE:</b> 07.05.2022	<b>PAGE :</b> 1 of 2
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	PREPARED BY	REVIEWED BY	APPROVED BY
DESIGNATION	ISO Coordinator	Management Representative(s)	Vice-Chancellor
DATE	07.05.2022	07.05.2022	07.05.2022
SIGNATURE			



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**5.3 EXAMINATION AND EVALUATION(AKNU/PCS/03)**

**1. PURPOSE**

To conduct examinations and evaluation in all the affiliated colleges and constituent colleges.

**2. SCOPE**

This is applicable to all courses viz. diplomas, PG diplomas or UG/PG/Doctoral courses conducted by AKNU in all of its affiliated and constituent colleges in the jurisdiction of East Godavari and West Godavari districts of Andhra Pradesh.

**3. RESPONSIBILITY**

Controller of Examinations  
Dean and Assistant Dean of Examinations  
Special officer (Confidential)  
Principals

**4. REFERENCES**

The AKNU Code.  
Standing orders of the Executive Council

**5. PROCEDURE**

- 5.1 The Examination Schedules will be prepared by the Controller of Examinations of the University basing on the Academic Calendar fixed by the University as approved by the Vice-chancellor.
- 5.2 The syllabus, norms and regulations will be given by the Chairman, Boards of Studies and approved by the Academic Senate.
- 5.3 In each Department 2 Mid Semester Internal Examinations are conducted by the concerned teacher to evaluate the performance of the students. The teachers submit the list of marks obtained by the candidates in his/her examinations to the Head of the Department. The Head of the Department will consolidate the marks and send the award list to the Examination Section.



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**5.4 Existing Procedure for process of Examination Applications**

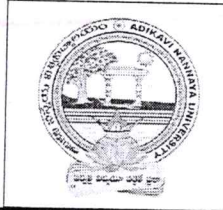
- 5.4.1 The Student in each Department of constituent colleges will collect the application form and submit with examination fee in the Department. The Head of the Department will prepare a list of applications for each course Semester-wise and send to the Examination Section through the Principal's Office.
- 5.4.2 Printed course-wise enrolled lists duly signed by the Heads of the Institutions or Departments will be sent to the Examinations Office along with the Challan receipts.
- 5.4.3 After completion of the verification process, the Examination office will dispatch the Hall Tickets to the principals of Colleges.
- 5.5 The Chief superintendent (Head/Principal) shall make seating arrangements for all the candidates allotted to the Department/college for conducting the examinations.
- 5.6 The examination Section (Confidential Section) will get the Question Paper setting work done by various PAPER Setters as recommended by the Chairman, Board of Studies and approved by the Vice-Chancellor.
- 5.7 The Printed papers are bundled in covers and sealed in the Confidential Section.
- 5.8 The Question papers are sent to the concerned Chief Superintendents three days before commencement of examinations schedules.
- 5.9 The Invigilators are appointed by the Chief Superintendents.
- 5.10 The University Staff will collect the Answer Scripts Bundles from the Deposit Centers through university Vehicles and hand over to the Coding Section, Examination Branch.
- 5.11 All the answer scripts are re-numbered with unique identification of each script by Coding Section. The Original Numbers are detached from the main answer booklet and kept separately.



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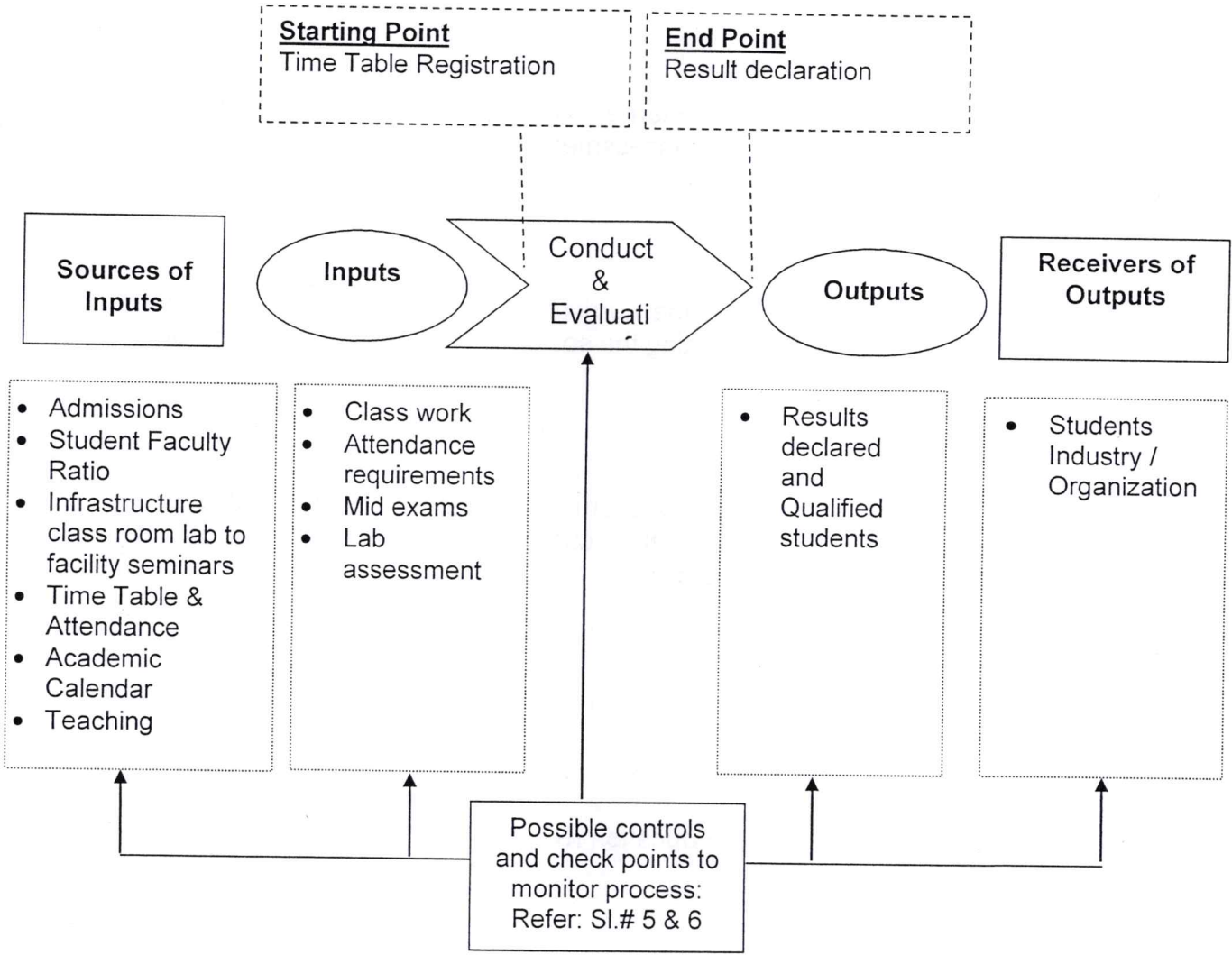
- 5.12 a) For UG and PG Examinations scripts are valued by Single Valuation.
- b) The Spot Valuation work for all PG Examinations will be done at the Examination branch.
- c) The Chairman, Board of Studies concerned shall send the approved list of examiners for PG Examinations.
- d) The University will identify the Spot Valuation Centers for UG Examinations in each District and the University will appoint the spot Chiefs for conduct of Spot Valuation Work.
- 5.13 The results processing will be done by the Examination Section after obtaining the marks for Theory/Sessional/Practical Examination.
- 5.14 The Memorandum of marks for each candidate is prepared and issued to the candidate through the Heads of the Departments/Principals of Affiliated Colleges.
- 5.15 Those candidates who qualify in the concerned examinations and fulfill all the norms set by the University will be issued Provisional Certificate/Original Degree Certificates.
- 6. RECORDS**
- Records are maintained with Controller of Examinations, Special officer (Confidential) and Dean of Examinations.



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**7. PROCESS MAP**



**8. PERFORMANCE INDICATORS**

Students' performance – Results analysis and review