



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 Website: www.stannscollegeforwomen.org

Criterion: II

Metric – 2.5.1



2.5.1

- **EXAMINATION POLICY**
- **COLLEGE EXAMINATION CIRCULAR AND TIME TABLE**



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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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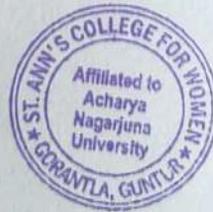
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SEMESTER END EXAMINATIONS (SEE):

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



Dr. Sr. Fathima
PRINCIPAL
St. Ann's College for Women
GORANTLA, GUNTUR-522 034

St. Ann's college for Women, Gorantla, Guntur – 34

NOTICE – UG (Staff & Students)

III Year – V Semester / I – Internal Examinations - November - 2023

Circular

Date : 27 -11-2023

As per the schedule given by Acharya Nagarjuna University, all the III year B.Com & BCA - V Semester students must attend the I -Internal Examinations (Max. Marks - 15, Time- Forenoon 9.30am to 10.30am & 2.00pm to 3.00pm) from 04-12-2023 to 07- 12-2023 without fail.

The Examination time table schedule enclosed as follows.

All the Staff members are advised to prepare I – Internal Examination Question Papers with the following Conditions.

1. Authentication of Question Paper with Principal's Signature.
 2. Date of the Examination to be mentioned on the Question Paper
 3. Take the No. of Xerox copies of the question papers as per the needed students strength
 4. Course/Subject wise question papers to be submitted as per University question paper model to Examination Committee on or before **02-12-2023**
 5. Valued answer scripts should given to the students on or before **15-12-2023**
 6. Marks entered Award List should be displayed in the respective Departmental Notice Boards signed by the Principal on or before **15-12-2023**
 7. No Casual Leave should be granted without the prior permission of the Principal and intimate to the Controller of Examinations.
 8. All the staff members are advised to co operate Examination Committee for the smooth conduction of Internal Examinations
 9. All the Invigilators are advised to go to the Examination Hall with Answer Scripts on or before 15 Minutes of the Commencement of the Examinations
- ❖ Add the note as if any discrepancy is found in the displayed marks statement in the notice board you must report to your subject Lecturer / HOD /Principal on or before **16-12-2023**

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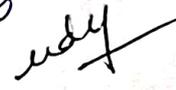
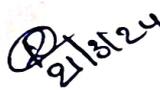
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ST. ANN'S COLLEGE FOR WOMEN, GORANTLA, GUNTUR - 34
 II & IV SEMESTERS - II - INTERNAL EXAMINATIONS - MARCH 2024
 INVIGILATION DUTIES -FOORNOON & AFTER NOON

DATE	107	108	109	110	129	132	133	134	135	138
22-03-2024 Friday	Mrs.J.Prameela Rani	Mrs.K.Vanaja	Mrs.G.Anitha Bhanu	Mrs.G.Saroja	Mrs.K.Vidya dharl	Mrs.P.Sandhya	Mrs.I.Adi Lakshmi	Mrs.B.Ranjitha	Mrs.G.Vijaya Lakshmi	Mr.S.M.Subhani (M)
	Mrs.D.V.Ramanamma	Miss.K.Grace	Mrs.L.Mary Anusha	Mrs.R.P.R. Lakshmi	Miss.G.Vani	Mr.D.Simon	Miss.P.Anitha	Miss.N.Sri Harika	Miss.B.Manasa	Mrs.B.Usha Rani
26-03-2024 Tuesday	Mrs.B.Usha Rani	Mrs.J.Prameela Rani	Mrs.K.Vanaja	Mrs.L.Mary Anusha	Mrs.G.Saroja	Mrs.K.Vidya	Mrs.G.Anitha Bhanu	Mrs.I.Adi Lakshmi	Mr.S.M.Subhani (M)	Mrs.G.Vijaya Lakshmi
	Miss.K.Grace	Miss.G.Vani	Miss.P.Anitha	Mrs.D.Anitha	Miss.B. Manasa	Mr.SK.Subhani (c)	Mr.D.Simon	Mrs.L.Mary Anusha	Mrs.B.Ranjitha	Mrs.D.V.Ramana
27-03-2024 Wednesday	Mrs.P.Sandhya	Mrs.M.Anjana	Miss.K.Grace	Mrs.K.Vanaja	Mrs.G.Anitha Bhanu	Mrs.G.Saroja	Mrs.K.Vidya	Mr.D.Simon	Mrs.I.Adi Lakshmi	Mrs.B.Ranjitha
	Miss.N.Sri Harika	Mrs.G.Sailaja	Mrs.M.Usha Rani	Miss.P.Anitha	Miss.G.Vani	Miss.B.Manasa	Mr.SK.Subhani (c)	Mrs.L.Mary Anusha	Mrs.D.Anitha	Mrs.R.P.R. Lakshmi
28-03-2024 Thursday	Mrs.D.V.Ramana	Mr.S.M.Subhani (M)	Mrs.G.Sailaja	Mrs.J.Prameela Rani	Mrs.K.Vanaja	Mrs.G.Ranjitha	Mrs.G.Saroja	Mrs.K.Vidya	Mr.D.Simon	Mrs.I.Adi Lakshmi
	Mrs.L.Mary Anusha	Mrs.P.Sandhya	Mrs.J.Sireesha	Mrs.M.Usha Rani	Miss.P.Anitha	Miss.B.Manasa	Mrs.M.Anjana Devi	Mr.SK.Subhani (c)	Mrs.D.Anitha	Miss.K.Grace

D.S. Pillai
 PRINCIPAL
 St. Ann's College for Women
 GORANTLA, GUNTUR-522 034

U.G - Teaching Staff List :: 2023 – 2024

1. Mr. S.M.Subhani 
2. Mrs.R.Sharon Rose 
3. Mrs.J.Prameela Rani 
4. Mr.Ch.Rama Rao 
5. Dr.J.Pratapa Reddy 
6. Mrs.K.Vanaja 
7. Mrs.M.Usha Rani 
8. Mrs.G.Saroja 
9. Mrs.K.Vidhyadhari 
- 10.Mrs.G.Anitha Bhanu 
- 11.Mrs.I. Adi Lakshmi 
- 12.Mrs.B.Ranjitha
- 13.Mrs.P.Sandhya 
- 14.Mrs.L.Mary Anusha 
- 15.Mrs.G.Vijaya Lakshmi 
16. Mrs.R.Phani Rajya Lakshmi 
- 17.Mr.G.Bala Showreddy 
- 18.Mrs.K.Susmitha 
- 19.Mrs.D.Anitha 
- 20.Miss. N.Sri Harika 
- 21.Miss.K.Shanthi Grace Ann 

Part – Time Teaching Staff List :: U.G : 2023 – 2024

1.Mrs.B.Joyce Nirmla Jyothi Kumari

bm

2.Mr.D.Simon

Sim

3.Mr.S.M.Subani

Sc

4.Mrs.M.Anjana Devi

AD

5.Sr.G.Margaret Priyanka

MG

P.G - Teaching Staff List :: 2023 – 2024

MCA

1. Dr.J.Pratapa Reddy

[Handwritten signature]

2. Mr.S.M.Subhani

3. Mrs.D.Swarna Charani Rai

D.K.C.R.

4. Mrs.M.Usha Rani

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5. Mrs.B.Usha Rani

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6. Mrs.D.V. Ramanamma

7. Mrs.G.Vani

G.Vani

8. Miss.B.Manasa

B.Manasa

9. Miss.P.Anitha

P.Anitha

10. Mr.J.Venkateswara Rao

11. Mrs.G.Sailaja

[Handwritten signature]

MBA

1. Dr.P.L.Narasimha Rao

P.L.Narasimha Rao

2. Dr.G.Radhika

3. Dr.V.Vani

4. Sr.T.Sandhya

5. Mrs.J.Sirisha

J.Sirisha

Class List : 2023 -2024

III Year

MPCs

MSCs

MPC

MBC

BBC

BCA

B.Com (Gen)

B.Com(Res)

msc

✓

II Year

MPCs

MSCs

MBC

BBC

BCA

B.Com (Gen)

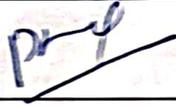
B.Com(Res)

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I Year

S.NO	PROGRAMMES	SIGNATURE
1	B.Sc Honours (Botany)	
2	B Sc Honours (Computer Science)	
3	B Sc Honours (Physics)	
4	B Com Honours (Computer Application)	
5	B Com Honours (General)	
6	BBA Honours	
7	B Sc Honours (Biotechnology)	
8	B Sc Honours (Chemistry)	
9	BCA Honours	
10	B Sc Honours (Mathematics)	
11	B Sc Honours (Artificial Intelligence)	
12	B Sc Honours (Statistics)	
13	B Sc Honours (Microbiology)	

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II & IV SEMESTERS – II –INTERNAL EXAMINATIONS SEATING PLAN 2023-2024

GROUND FLOOR

ROOM NO - 107

I B.Com (Gen)	:	1 – 10	:	10
II B.COM (Gen)	:	1 – 23	:	23
I Computers	:	1 – 23	:	23
				<hr/>
				56

ROOM NO - 108

I B.Com (Gen)	:	11 – 19	:	09
II B.COM (Gen)	:	24 – 31	:	07
II B.COM (Comp):	:	1 – 16	:	16
I Computers	:	24 – 47	:	23
				<hr/>
				55

ROOM NO - 109

II MBC	:	01– 10	:	10
I Computers	:	48– 64	:	16
I Physics	:	01 – 03	:	03
I Statistics	:	01 – 04	:	04
II B.Com (Comp) :	:	17 – 40	:	23
				<hr/>
				56

ROOM NO - 110

II B.Com (Comp):	41- 51	:	10
II B.Com (Gen) :	30 - 34	:	03
II BCA	: 01- 23	:	23
I Biotechnology :	01 - 21	:	21
I Mathematics :	01 - 02	:	02
			<hr/>
			59
			<hr/>

1st Floor

ROOM NO - 129

II MBC	: 11- 20	:	10
II MPCs	: 01 - 23	:	23
I Microbiology :	01- 21	:	21
			<hr/>
			54
			<hr/>

ROOM NO - 132

II MBC	: 21- 27	:	07
II MPCs	: 24 - 49	:	25
I A.I	: 01- 04	:	04
I Botany	: 01- 13	:	13
			<hr/>
			49
			<hr/>

ROOM NO - 133

II MSCs	: 01- 23	:	23
I BBA	: 01- 16	:	16
I BCA	: 01- 09	:	09
			<hr/>
			48
			<hr/>

ROOM NO - 134

II MSCs	:	24 - 36	:	12
II BCA	:	24 - 45	:	21
I BCA	:	01- 43	:	<u>33</u>
				<u>66</u>

ROOM NO - 135

I Chemistry	:	01 - 05	:	05
I BCA	:	44 - 71	:	27
II BBC	:	01- 29	:	29
I B.Com (Comp)	:	39 - 46	:	<u>07</u>
				<u>68</u>

ROOM NO - 138

II MBC	:	27 - 29	:	02
I B.Com (Comp)	:	01- 38	:	<u>38</u>
				<u>40</u>

W.A.H.

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