



S. P. Sampathy's Siva Sivani Educational Society (2906/97)

SIVA SIVANI DEGREE COLLEGE

(Affiliated to Osmania University)

EXAMINATION CELL:

The Examination Cell of Siva Sivani Degree College is headed by the Principal and the Controller of Examination, which validate and conducts the various duties associated with the exams for a said Academic Semester. This Cell facilitates all the examination related activities on behalf of Osmania University and conducts the various examinations including Assignments, Internals, Practical's and the final Semester Exams. The examination schedules are given by the University and are conducted by the Examination Cell.

Sl.No	Name	Designation	Mobile No	Email Id:
1	Smt: P.Mamatha	Principal/Examination Council Head	9848938811	principal@ssdc.ac.in
2.	Mr. C. Santosh Reddy	Controller of Examination	9848023003	santoshkumar@ssdc.ac.in
3.	Mr. Y. Ananda Reddy	Vice Principal/HOD Of Statistics Department	9849860865	anandareddy@ssdc.ac.in
4	Mr.G.Venkateshwarlu	Examination Co-Coordinator	8143566250	venkatesh@ssdc.ac.in
5	Mr. Ajendher Singh	Examination Office Assistant	9849245319	ajendarsingh@ssdc.ac.in

EXAMINATIONS POLICY:

Siva sivani Degree college, Kompally is one of the leading colleges in the state of Telangana which got affiliated UGC and Osmania University. The Exam cell and internal audit committee for this institute has been constituted as per the Osmania University guidelines to decide upon academic policies and academic activities from time to time. With the approval from principal and Internal Quality Assurance Cell (IQAC), the methodology for examination and evaluation of the programmes run by this institute is as under.

The Role of Exam Cell:

The Exam cell coordinates with Osmania University regarding all matters related to the university examinations. The in charge also coordinates along within the principal regarding all the proceedings of the exam cell. Any information either received or required to be sent to the university is being dealt within the cell. Any circular, guidelines, office order, notifications received by the college is processed in the cell: reply thereof prepared and after principal's signature dispatched to the university.



NH - 44, Kompally, Secunderabad - 500 100. Telangana, INDIA

Mobile: - +91-9247048112. Website: ssdc.ac.in

Mamatha

PRINCIPAL

Siva Sivani Degree College
Kompally, Madhwal-Malkajgiri(D)-500100



S. P. Sampathy's Siva Sivani Educational Society (2906/97)

SIVA SIVANI DEGREE COLLEGE

(Affiliated to Osmania University)

EXAMINATION PATTERN:

- ❖ Daily Revision Tests are conducted during each semester. This revision helps recall the details of the topic they have studied. Revising the topics helps students gain more confidence to attempt any related question in the exam. Timely revision helps reduce the anxiety and stress levels a student is likely to have during the exams. Marks allotted for daily tests is 10.
- ❖ A particular schedule will be given to the faculty to write important questions and the same will be posted in students class group to prepare.
- ❖ The paper will be evaluated by the subject teacher and will be discussed in the class.
- ❖ In that way, students will have to write 5 or 4 revision exams according to the month on the basis of the weeks in the particular month.
- ❖ This schedule will be followed every month. During daily exams, faculty will concentrate on the important questions which is also used to write their internal exams.
- ❖ In Each Semester, we are conducting two internal exams, according to the almanac of Osmania University. The allotted marks for each subject are 15 and 5 marks is given through assignments, etc.
- ❖ Important questions will be given to the students.
- ❖ Internal Question Paper pattern will be discussed and clarify doubts of the students.
- ❖ The student will score 5 marks, if they present their assignment on or before given time.
- ❖ The papers will be distributed among the students within two days and students will clarify their doubts pertaining to the paper.
- ❖ The internal papers will be evaluated by the concerned faculty and will be distributed the evaluated papers in the class later after the clarification of the student, the marks will be uploaded in the examination link.
- ❖ The same link will be posted in the parent's group of the child for verification of the parent.
- ❖ In the same procedure, Internal 2 exam will be conducted.
- ❖ Pre-final exams will also be conducted so that the student can be aware of the paper pattern of the question paper which will be appeared in their final exam.
- ❖ The faculty completes the syllabus by due date
- ❖ The faculty explains the pattern of the final question paper pattern on the board.
- ❖ The faculty helps the student by doing revision and clarifying their doubts.
- ❖ The concerned faculty prepares the question paper and submits to the COE (Controller of the examination)
- ❖ The COE will schedule the time table and the procedure of invigilation accordingly
- ❖ The prefinal papers will be evaluated by the faculty.

NH – 44, Kompally, Secunderabad – 500 100. Telangana, INDIA
Mobile: - +91-9247048112. Website: ssdc.ac.in



Mamatha
PRINCIPAL
Siva Sivani Degree College
Kompally, Medchal-Malkajgiri (D-600100)