

PVKN Govt. COLLEGE (A), CHITTOOR
(Affiliated to S.V. University, Tirupathi)



Examination and Evaluation Policy

1. Preamble:

PVKN Govt. College (A), Chittoor is the first college in the district to get autonomous status from UGC in the academic year 2018-19. 'Teaching and Learning' is the core function of the College, and it aims to cater to the diverse educational needs of marginal section and also to augment the students' capabilities and potentialities. College offers 18 UG & 10 PG Programmes. Academic policies, Evaluation patterns and procedures become the integral part of Examination system to set standards in achieving programme outcomes. Academic & Examination policies from time to time are formulated and amended by Examination Committee by taking final approval from the Academic Council.

2. Short title and Commencement:

The term 'Evaluation' refers generally to the gathering, collating and interpretation of information related to the student's learning abilities, learning attainments, learning strengths and areas of learning that need addressing. In brief, an evaluation is any assessment of a student's performance in a credit or non-credit course which will count towards the final grade achieved by the student in that course. Evaluation of student performance is established by the faculty through their respective Departments (or Programs), under the authority of Lecture In-charge/Ward in-Charge and Exam cell. The College recognizes the need for evaluation of student performance to adhere to college-wide standards to ensure fairness and consistency in good practice.

The Examination and Evaluation policy aims to explain the rationale & importance of assessment, enlist various patterns of assessments, schedules, post assessment procedures to publish the results and award the degree. The regulations listed under this head are common for all undergraduate and Post Graduate programmes offered in the College based on the Guidelines for Implementation of Academic Autonomy at College level by Sri Venkateswara

University, Tirupathi. The regulations are subject to amendments as may be made by the Academic Council of the college from time to time, keeping the recommendations of the Examination Committee in view. Any or all such amendments will be effective from such date and to such batches of candidates including those already undergoing the programme, as may be decided by the Academic Council.

3. Examination Committee:

The methodology for examination and evaluation of the programmes run by this college is as under **Examination Committee (EC)** which is constituted as follows:

- (i) Principal (Chairman),
- (ii) Controller of Examinations (CoE),
- (iii) Chairpersons of the Boards of Studies (BOS) and
- (iv) Academic Coordinator.

The members of EC shall meet at least twice during the academic year and at other times as and when necessary. For any meeting of EC, one-third members shall constitute a quorum

The Powers and Duties of Examination Committee (EC):

- The EC shall ensure proper performance of the various duties in conducting examinations viz. paper setting, time table preparation, assessment and declaration of results.
- The EC shall recommend examination reforms and shall implement them after the approval of Academic Council (AC).
- The EC shall prepare the detailed time table of examinations as per the schedule approved by Academic Council.
- The EC shall arrange for strict vigilance during the conduct of examinations in order to avoid use of unfair means/ malpractices by the students, faculty and invigilators.
- Complaint Redressal Committee (CRC) shall be an independent committee consisting of three members appointed by Chairman. The EC (as and when required) deals with the complaints related to the conduct of examinations.
- The recommendations of the CRC shall be approved by the Chairman and EC to take appropriate disciplinary actions in the concerned matter. The disciplinary actions shall be endorsed by the EC.

- The various formats shall be prepared by EC for record keeping and monitoring all examination related activities.
- The EC shall perform such duties and responsibilities that are assigned by Academic Council of the institute from time to time.
- Controller of Examinations (CoE) shall be assisted by the Assistant Controllers of Examination (ACoE) for carrying out all the examination activities

5. Assessment Pattern:

Assessment of the students' performance is made on the basis of the knowledge, skills and competencies for the course as defined in the curriculum. The assessment of students' performance in course work during and/or at the conclusion of a programme has to be done in the examinations. In general, an examination addresses different objectives, like achievement-testing, prediction-testing, endurance-testing, creativity-testing and testing for ranking.

The Regulations given below enable the Autonomous Colleges to achieve this goal and gain the confidence and respect of the stake holders, particularly students. Typically achievement- testing is done in two parts as follows, both of them being important in assessing a student's achievement.

Evaluation of UG & PG programmes is based on both **Continuous Internal Assessment (CIA)**, held twice in the course of the semester at pre-determined intervals and the **End Semester Examination (SEE)** held at the end of each Semester.

i) Sessional / Continuous Internal Assessment (CIA), to be conducted by the course teacher all through the semester. This includes mid-term tests, weekly/ fortnightly class tests, homework assignments, problem solving, group discussions, quiz, seminar, mini-project and other means.

The Internal Assessment marks shall be awarded as per the academic regulations of the individual programme. The Internal Assessment marks shall be submitted to the Controller of Examinations at the end of each academic session before the commencement of the Semester End Examinations in the prescribed form or upload in specified link provided by the COE.

ii) Terminal, covering Semester End Examinations (SEE)

A comprehensive examination for each course, irrespective of the number of credits allotted to it, will be held at the end of each semester. SEE shall be conducted by the Examination Committee at the end of a semester, on dates to be fixed at the College level. This includes a written examination for theory courses and practical/design examination with built-in oral part for laboratory/design courses.

The eligibility of a student to write the End Semester Examination is based on :

1. Minimum Attendance Requirement (refer Course Requirement)
2. Minimum CA requirement (refer Continuous Assessment)
3. Payment of the prescribed examination fee, for courses for which he/she has registered.

Both CIA and SEE being equally important in judging the coursework performance of students, they need to be conducted with equal rigour and equal seriousness in the credit system. A student's performance in coursework shall be judged by taking into account the results of both CIA and SEE individually and also together by giving below mentioned weightage for them. This practice is followed for all courses offered and for all programmes.

5.1 EVALUATION / ASSESSMENT PATTERN For UG Programmes

- (a) A continuous internal assessment (CIA) (for 25 marks) by the concerned Course teacher as well as by an end of semester examination (for 75 marks) will be consolidated at the end of the course for 100 marks.
- (b) Passing minimum for end of semester exam will be 40% out of 75 marks (i.e., 30 marks). Passing minimum for Internal Examination will be 40% out of 25 marks (i.e., 10 marks).
- (c) Internal Assessment component for 25 marks shall be split into following pattern.

Two Mid exams are conducted for each semester for UG and PG students in order to make them ready to write sem end exam confidently.

The first mid exam which is descriptive in nature will be conducted for 25 marks. The second mid exam which is also descriptive is conducted for 75 marks in the sem end exam

pattern. However, the marks will be reduced to 25. The average marks of the two mid exams will be reckoned in the final count.

Sl. No	Assessment pattern	Evaluation method		Marks Allotted
1 a	I Mid term (Descriptive type)	Conducted for 25	proportionately reduced for 15 marks	15
1 b	II Mid term (Descriptive type)	Conducted for 75marks proportionately reduced for 15 marks	*Average of 1a and 1b	
2	Seminar/Assignment	Submission of Records		05
3	Area Study Programme / Study Project	Submission of Records		05
Total				25

(d) (d) Lab Courses (Practical / Field trip/Study project): Practicals are being conducted for 100 marks split between odd and even semesters for 50 marks each. Out of 50 marks, 40 marks are to be awarded for experiments/job works and 05 marks for record and 5 for viva-voce examination.

5.2. EVALUATION / ASSESSMENT PATTERN For PG Programmes

- (a) A continuous internal assessment (CIA) (for 20 marks) by the concerned Course teacher as well as by an end of semester examination (for 80 marks) and will consolidated at the end of the course for 100 marks. The components for continuous internal assessment are :
- (b) Passing minimum for end of semester exam will be 40% out of 80 marks (i.e., 32 marks). Passing minimum for Internal Examination will be 40% out of 20 marks (i.e., 08 marks).
- (c) Internal Assessment component for 20 marks shall be split into following pattern.

Mid exams for PG courses.

The first descriptive mid exam is conducted for 80 marks which will be reduced to 15 marks. The second mid exam which is objective in nature will be conducted for 30 marks and reduced to 15 marks. The average of 1(a) and 1(b) will be reckoned for the final count.

Sl. No	Assessment pattern	Evaluation method		Marks Allotted
1 a	I Mid term (Descriptive type)	Conducted for 80 marks	proportionately reduced for 15 marks	15
1 b	II Mid term Objective Type	Conducted for 30 marks	*Average of 1a and 1b	
2	Seminar/Assignments/Study projects/Area study programme	Submission of Records		05
Total				20

(d) Internal Assessment component for Elective foundation for 20 marks shall be split into following pattern.

Sl. No	Assessment pattern	Evaluation method	Marks Allotted
1	Descriptive type/Objective Type/online pattern exam will be conducted during II Mid-term examinations	Conducted for 75 marks proportionately reduced for 20 marks *Best of 1a or 1b	20
Total			20

- (e) Lab Courses (Practical / Field trip/Study project): Practicals are being conducted for 100 marks split between odd and even semesters for 50 marks each. Out of 50 marks, 40 marks are to be awarded for experiments/job works and 5 marks for record and 5 for viva-voce examination.

Students are expected to take all the assessment units administered to them. The assessment units carry equal weightage. Students should write at least one CIA test in order to qualify to write the End Semester Examination.

There will be no provision for additional tests on grounds of absence. However, students who were unable to take tests on the specified test days due to participation in College sponsored activities will be permitted to complete the course requirement before the commencement of the End Semester Examinations. They should state the reasons for not taking the test in writing to the Lecturer in-charge of the Department as well as to the course teacher. Permission to take the re-test should be obtained from the Controller of Examinations, a week before the CA test schedule.

A student will be permitted to take the End Semester Examination only if he/she has completed the Continuous Assessment requirements of test / assignments / seminars / project work, etc. However, on special grounds they are allowed on next academic year by paying due fine prescribed by the Controller of the Examinations.

6. Paper Setters and Examiners:

The Question papers shall be set by the External Examiner for 75 Marks for UG courses and 80 marks for PG courses (Semester-end Examinations) as per the Choice Based Credit System (CBCS). The Semester-end Examination Question papers shall be sent to the respective Principal by the Controller of Examinations.

- Every precaution is taken to set the question paper correctly and to maintain the secrecy. Each paper setter is supplied with the approved syllabus, model question paper and blue print. The paper setter is requested to send a soft copy of the scheme of valuation to the Examination Cell and also is directed not to mention the name of the college on the question paper.
- The paper setting of SEE shall be done by the external faculty who is teaching the course. A panel of subject experts from outside the college shall be prepared for this

purpose by the BoS. This step is necessary for gaining the confidence of the parent University and also of the society at large, on the fairness and transparency in the system.

- Two sets of papers to be possessed for each course.
- The remuneration for paper setting is to be proposed by the Finance Committee.
- Moderation of Question Papers and Model Answers: Moderation is the process by which the Institution ensures the consistency of question papers within the framework of the syllabus, thereby ensuring consistency of assessment for all students. It also ensures that weightage within a module is appropriate and conforms to the blueprint and other guidelines issued by the Board of Studies, thereby ensuring fairness, accuracy and consistency in conducting and the announcement of results. With this intention, constitute the moderation committee from the Academic Year 2018-19.

6.1 Moderation Committee:

Constitution of the Committee: The Chairman, Examinations Committee, shall appoint “Moderation Committee” for the purpose of moderation of question papers of the Semester End Examinations submitted by various paper setters / subject faculty.

Composition of the Committee: The Moderation Committee shall consist of the Principal as Chairman; the Academic Coordinator as Member; the Chairmen of the concerned Board of Studies, as Members and the Controller of Examinations as member Secretary.

Functions of the Committee: The moderation committee:

- shall ensure that the questions are from within the syllabus and framed in a manner intelligible to the student.
- shall ensure that the coverage and level of the question paper are appropriate and consistent with the curriculum and assessment framework
- shall ensure that the question paper contains no ambiguity and the wording of each question is precise, definite and easily understandable
- shall ensure that the rubric for the question paper is correct
- shall ensure that the question paper model conforms to the scheme of evaluation submitted by the paper setters.
- shall ensure that the scheme of evaluation is sufficiently flexible and detailed
- shall ensure that there are no spelling mistakes or other errors in the question paper.

In case, the moderation is done in a question paper is more than 30% (not merely edited), the case shall be reported with full justification to the Chairman, Examination Committee,

who shall have the power to change the paper setter, if necessary. After moderation, the question papers and other material shall be sealed intact in the presence of all members.

Prohibitions and security requirements:

As the Moderation Committees' work is secret in nature, members must meet certain security requirements.

- They must take all necessary measures to ensure the security and confidentiality of the examination papers and other material they are working on.
- The members must not disclose their appointment to any unauthorised person. The members must not carry mobile phones or any other communicative gadgets where the moderation committee meeting takes place.
- Failure to preserve the secrecy of all information and examination materials/documents classified as confidential will be viewed seriously and shall be liable for disciplinary action.

7. Conduction of Examinations:

7. 1. Sem End Examinations for theory papers

CoE and the Examination conduction Committee shall be responsible for smooth and proper conduct of examination in the College. CoE shall -

- Give the directions to College Examination Coordinator (CEC) for smooth conduct of examination.
- Prepare the master plan for seating arrangement, by taking into considerations the total number of students appearing for the examination and seating arrangement available in the College.
- Get the examination schedule prepared for the entire programme and send the copy of the same to all Heads of the Department and CEC.
- Receive the requirements of answer books, supplements, drawing sheets, graph papers and other material from CEC and keep it ready centrally for distributing to students during examinations. A record of the same shall be maintained.
- Receive the cases of misbehaviour, malpractices, copying cases from CEC for taking further necessary action.
- Receive the list of external examiners (for conducting practical examinations) for various courses from Heads of the Department for record purpose.
- Seating arrangement shall be made centrally as per the master plan for seating arrangement.

- CoE shall appoint staff for examination as per requirement.
 - There shall be one invigilator for a block of 25- 35 (maximum up to 40) students subject to maximum two per room.
 - Reliever: One reliever per five class rooms subject to maximum of two
 - Invigilators, additional invigilator, and relievers shall be appointed centrally among the faculty of all departments.
 - Depending on the need and availability, CoE may change the number of staff for conducting examination.
- On each day of examination, CoE shall hand over required number of packets of question papers to the Chief Superintendent/CEC at least one hour before the commencement of examination. Prior to opening, however, Chief Superintendent/CEC shall sign on all the packets indicating the date and time of opening the packets. They shall then take out the required number of question papers from the packets and arrange moderator of respective paper to get rectified any discrepancies if found, before distributing them in required quantity to the invigilators.
- CoE shall hand over the required material to the CEC and in turn the CEC will conduct the examination as per the existing rules.
- The invigilators shall follow the “Guidelines/Instructions to the Invigilators” of the college.
- There shall be continuous monitoring by taking rounds in different examination blocks to confirm that invigilators are performing their duties properly and discipline is being maintained during examination.
- CEC shall forward the cases of misbehaviour, indiscipline, malpractices, attempt to copy, copying cases to CoE for taking necessary action.
- After receiving the answer books from CEC, ACoE (Assistant Controller of Examinations) shall check them as per the attendance record submitted by the invigilators and then sort out the answer books of each course separately.
- ACoE shall direct the sealing assistant to tie the bundles of answer books of each course separately along with two copies of question papers; copies of attendance sheet, record of supplements issued etc. and pack them. Thereafter, he/she shall handover all packets to the ACE looking after assessment on the same day or latest on the next day. He/she shall maintain the record of all such packets of answer books.

- Office-clerk (examination) shall maintain the account of answers books and supplements received and consumed for the examination in a register. He/She shall also prepare the bills of remuneration of all staff involved in the examination work and submit those to ACE for further action.
- CEC shall prepare the bill for remunerations of staff involved in SEE as per rules.
- Remuneration shall be paid to the staff involved in conduct of examination after the examination is over and account of payment shall be submitted to the office within a week.

7.2 Semester End Examination for Lab courses

Semester End Examination for lab shall be conducted as per the examination schedule approved by EC. However in case of any emergency, the examination may be rescheduled with the prior approval of CoEs. College Examination Coordinator (CEC) shall act as coordinator for conducting practical examinations.

- CEC /Lecturer in-charge of the concerned department shall be responsible for proper conduct of practical examinations and various examination related activities of the concerned department. However, Lecturer in-charge shall take the services of staff of his/her Department for this purpose.
- CEC in consultation with Lecturer in-charge and CoE shall prepare detailed timetable (batch-wise) for the lab examination of the concerned department.
- The Lecturer in-charge shall submit the schedule and final list of examiners for all lab examinations to exam cell. Based on the list of examiners received from Lecturer in-charge, CoE shall issue the appointment orders.
- For external evaluation of UG project and PG project in practicals, external examiner outside the college is mandatory.
- Appointments of the external examiners for semester end evaluation of Practical shall be done only for Even semesters for UG Courses. Whereas, for PG Courses external examiners are appointed for both odd and even semesters from the list of Examiners recommended by BoS of the respective departments
- Lecturer in-charge of concerned department shall send the required panels of external examiners for UG and PG projects to the exam cell. The appointment orders of internal and external examiner shall be issued by CoE/Convener of Examination Committee.

- Lecturer in-charge of the concerned department shall appoint internal staff for lab examination and forward the copy of the same to the CoE.
- Internal examiners shall make all the necessary arrangements of equipment/laboratory setup required for conducting lab examination of the courses for which their appointment is made.
- After the lab examination of the course is over, internal examiner along with the other examiner shall prepare the mark list, and submit it in sealed envelope to exam cell on the same day or latest by the next working day along with TA/DA and remuneration bills. These marks are not to be disclosed to the students.

7.3 Assessment of Self-study course, Internship, Employability skills and Projects:

- Evaluation of Practicals, self-study course, Internship, Employability skills and projects shall be conducted as per the schedule approved by EC.
- The student is evaluated for his/her self-study course or project through the quality of work carried out, the novelty in the concept, the report submitted and presentation(s) etc.
- Appointments of the external examiners for semester end evaluation of project shall be issued by CoE based on the recommendations from BoS. Examination Committee shall prepare detailed timetable (batch-wise/student-wise) for the project examination and coordinate the conduct of the same.

7.4 Scribes for Disabled Candidates

Students who have identified themselves as students with disability should submit a written request to the Convener of Examination Committee three weeks before the commencement of SEE for scribe assistance. The facility of Scribe/Reader/Lab Assistant may be allowed to any person who has disability of 40% or more if so desired by the person. Such candidates may be given compensatory time of one hour for examination of 3 hours duration.

8. MALPRACTICES:

Every student appearing for the Examination is liable to be charged as malpractice case, if he/she is observed as committing any one or more of the following acts:

1. Misbehaviour with officials or any other kind of rude behaviour in or near the Examination Hall and using obscene or abusive language.

2. Writing on the Question Paper / Admission Ticket and/or passing on the same to other student(s) in the Examination Hall.
3. Disclosing his/her identity by writing name or any words or by making any peculiar marks or by writing USN on the pages other than the facing sheet in the answer scripts.
4. Possession of electronic gadgets like mobile phone, programmable calculator, pen-drive or such other /storage device in the Examination Hall.
5. Communicating with any other student(s) or any other person(s) inside or outside the Examination Hall with a view to take assistance or aid to write answers in the examination.
6. Copying from the material or matter or answer(s) of another student or from similar aid or assistance rendered by another student within the Examination Hall.
7. Making any request of representation or offer of any threat for inducement or bribery to Invigilator and/or any other official for favours in the Examination Hall or in the answer script.
8. Approaching directly or indirectly the teaching staff, officials or examiners or bring about undue pressure or influence upon them for favour in the examination.
9. Smuggling out or smuggling in the answer script pages or supplementary sheets or tearing them off and/or inserting pages written outside the examination hall into the answer scripts.
10. Receiving material from outside or inside the Examination Hall, for the purpose of copying.
11. Bringing into the Examination Hall or being found in possession of portions of an unauthorized book, manuscript, or such other material or matter in the Examination Hall.
12. Copying or taking aid from any material or matter referred to in sub-clauses (9 & 10) above to answer in the examinations.
13. Attempting to write the exam without possessing a valid ID card / Hall Ticket / permission from competent authority. Impersonating or allowing any other person to impersonate to answer in his/her place in the Examinational Hall.
14. Committing any other act or commission or omission intending to gain an advantage or favour in the examination by misleading, deceiving or inducing the examiner or official.

15. Having in one's possession any written matter on scribbling pad, calculator, palm, hand, leg or any other part of the body, hand-kerchief, clothing, socks, instrument box, identity card, hall ticket, scales etc.,
16. Destroying any evidence of malpractice like, tearing or mutilating the answer script(s) or running away along with the answer script(s) from the Examination Hall.

8.1 Procedure for reporting the malpractice/s:

The CoE with the consent of the Chief Superintendent/CEC shall appoint Observers/squad according to the need to ensure proper conduct of examination and to discourage Malpractice(s).

- The Observers shall be faculty members of the college and/or from other institutions.
- The Observers / Squad shall inspect the Examination Blocks/Halls assigned to them by the CoE frequently and through surprise visits to ensure whether the arrangements made and procedures established for conducting the examination(s) are adequate and fool-proof.
- The Observers shall initiate action to curb Malpractices as covered in previous Section and report any incident of Malpractice impartially to the CS and CoE through the CEC.
- The Observers shall report all the instances of grave Malpractices such as Mass Copying etc., to the CS/CoE immediately.
- If a Malpractice Case is detected by the invigilator/ or any other Official, he/she shall seize the incriminating materials and the answer script(s) and report the same to the CS/CEC or to CoE.
- When malpractice is brought to the notice of CS/CEC either by the Observer(s) or by the Room Superintendent, he/she shall hold a preliminary inquiry and record the Report of the Room Superintendent, the statement of the student(s) concerned in the presence of a teaching staff other than the Invigilator concerned. Only then, he/she shall forward malpractice report along with the answer script(s), other incriminating materials and other enclosures in a sealed cover to the CoE immediately. *However, answer script(s) of subsequent papers of such student(s) booked under Malpractice, shall be sent along with other answer scripts and shall not be marked as Malpractice Case (MPC) anywhere.*

- The student, the invigilator and the CEC / Observer (if the case was detected by the Observer) shall be required to give their statement in their own handwriting in the prescribed proforma given by CoE office. If the space provided in the printed proforma is not sufficient, extra sheet(s) shall be attached. These statements shall always be concise, clear, specific and complete in every respect and include all the known facts and the relevant circumstances of the case and other evidences.
- If the student refuses to handover the forbidden material or the student refuses to give the statement, the student shall be asked to record in writing his/her refusal to give a statement. If he/she refuses to do even that, the facts shall be recorded, duly witnessed by any other two members of the faculty.
- The CEC shall report each Malpractice case separately to CoE, unless it is inter-related to any other case(s).
- The student(s) booked under Malpractice shall be allowed to write the subsequent papers. Having allowed to appear for the papers after booking the case under Malpractice, the student shall have no claim over the performance of the subsequent papers. The answer scripts of those students booked under Malpractice shall be evaluated and the results shall be kept in abeyance, until such time the Chief Superintendent passes his orders based on the recommendations of the Examination Monitoring Enquiry Committee.
- When, a student is booked under Malpractice(s), the CS / CEC shall strictly adhere to following steps:
 - Stop the student from writing that particular paper, in which he/she has been booked under alleged Malpractice.
 - Issue a memo instructing the student to attend the meeting of the Malpractice Cases Consideration Committee as per instructions of the CoE.
 - Send the answer script of that particular paper separately to the Office of the CoE, along with other relevant documents, in a sealed cover. The said cover shall be super scribed as MPC.
 - Do not confiscate the Hall Ticket.
 - Permit the student to write the subsequent papers of the examinations, if any and such answer scripts shall be sent to the CoE along with other answer scripts, without being marked as MPC anywhere.

8.2 Examination Malpractices Enquiry Committee

The Malpractice cases registered during the Continuous Internal Evaluation (CIE) / Semester End Examinations (SEE) are resolved by the EMEC, which is constituted by the College shall be the competent authority to enquire the act of misconduct/ malpractice and recommend appropriate disciplinary action against the students using, attempting to use, aiding, abetting, instigating or allowing unfair means at the examination conducted by the University.

The Examination Malpractices Enquiry Committee (EMEC) shall be appointed by the Principal of the College. It shall consist of not more than five members.

1. Convener –Faculty of the College not below the rank of Lecturer in-charge
2. Controller of Examinations
3. Two members (Teaching faculty of the College) nominated by the Principal
4. One external member from any other autonomous college

Functions of the Committee:

- The EMEC shall function as a recommendatory body and submit its recommendations in the form of a report to principal through CoE. The Competent Authority (Principal of the College) may impose a fine and/or punishment on the student /person concerned declared guilty taking into account the recommendation of the Examination Malpractices Enquiry Committee (EMEC).
- The EMEC shall have all the powers to issue notice, summon the candidate and witness, record their statements and recommend appropriate punishment/ penalty as per the norms provided in the regulations.
- A *prime facie* case of Misconduct/ Malpractice in examinations reported to the College by the Chief Superintendent/ or Examiners shall be enquired into by the EMEC.
- Lecturer in-charge of the Department / Ward in-charge shall be the competent authority to implement appropriate disciplinary action recommended against the candidate.

9. ATTENDANCE REQUIREMENT:

- Attendance in all the components is compulsory, while pursuing studies in any Semester and shall reckon as,

- Candidate shall be eligible to appear for End semester examination if he/she acquires a minimum of 75% attendance in aggregate in all the subjects during a semester.
- No consideration whatsoever in attendance will be shown to any student for late admission due to any reason.
- Condonation of shortage of attendance may be recommended provided a student puts in at least 62.5% attendance in all the papers put together, and the Principal is satisfied with the reason for shortage of attendance.
- A student who could not satisfy these requirements of attendance as given in clauses above, in any semester, shall have to repeat that semester.
- Further a student is required to complete the course of study satisfying the attendance requirements in all the six semesters, within a period of first twelve semesters from the time of admission, failing which he/she shall forfeit his/her seat.

10. Semester End Examination Result

Results usually shall be declared after 20 days from the date of the last examination. After all grievances are addressed, the final result will be declared by CoE office after two weeks.

11. Supplementary Examinations:

No supplementary examinations as per UGC guidelines.

12. Pass Mark Regulations:

In CBCS system, 10 point scale evaluation is followed. Examinations are conducted in Continuous Internal Assessment (CIA) and Semester End Examinations (SEE) pattern.

- (a) Passing minimum for end of semester exam for UG courses will be 40% out of 75 marks (i.e., 30 marks). Passing minimum for Internal Examination will be 40% out of 25 marks (i.e., 10 marks).
- (b) Passing minimum for end of semester exam for PG Courses will be 40% out of 80 marks (i.e., 32 marks). Passing minimum for Internal Examination will be 40% out of 20 marks (i.e., 08 marks).
- (c) Lab Courses (Practical / Field trip/Study project): Practical's are being conducted for 100 marks split between odd and even semesters for 50 marks each. Out of 50 marks,

40 marks are to be awarded for experiments/job works and 5 marks for record and 5 for viva-voce examination.

13. Instant Examinations

- (a) Instant examinations are conducted only for the Final Year regular outgoing students immediately after declaration of final results.
- (b) If any student fail in any of two papers (including) of any semester are permitted to appear for instant examinations.
- (c) Generally instant examinations will be scheduled within 10 days after declaration of final year results.

14. Credits Required for Award of Degree:

14.1 For UG Courses:

A student shall become eligible for the award of U.G degree, if he/she earns a **minimum of 134** credits for BA, B Com(Gen),148 credits for B Com(CA), 158 credits for BSc by passing all the core and electives along with practicals, seminars, comprehensive viva-voce prescribed for the programme.

14.2 For PG Courses:

A student shall become eligible for the award of P.G degree, if he/she earns a **minimum of 96** credits by passing all the core and electives along with practicals, seminars, comprehensive viva-voce prescribed for the programme.

1. It is mandatory for a student to complete successfully all the core courses pertaining to his/her specialization of study.
2. A student may choose Generic Electives from the list of elective courses offered from his/her specialization of study.
3. Further, a student may select from a list of Elective courses from other Departments as Open Electives to “suit the required” number of credits, such that the total credits is at least **134** credits for BA, BCom(Gen),148 credits for BCom(CA), 158 credits for BSc and 96 for PG Courses.
4. There should be a register maintained by the Lecturer in-charge of the Department indicating for each student, the course (s) registered by the student within the department, so that “Generic Electives” opted by the student are indicated.
5. In the case of Open Elective, the Lecturer in-charge of the Department should prepare a statement /register indicating the courses chosen/opted by the students of the department in other departments.

6. The Lecturer in-charge of the Department should send the list of registered papers (opted by the student) to the Principal with a copy to the controller of examinations immediately within a week commencement of each semester.

14.3 ADDITIONAL CREDITS FOR Certificate/Diploma/Advanced Diploma/Online courses

S. No.	Certificate/Diploma/Advanced Diploma/Online courses	Course duration(days)	Credits
1	Certificate/Diploma/Advanced Diploma/Online courses	30	1
		60	2
		120	3
		150	4

It is resolved by Board of Studies of the all the faculties of various departments unanimously to award extra credits to the students for completing Certificate/Diploma/Advanced Diploma/Online courses offered by the college.

15. Calculation of Cumulative Grade Point Average (CGPA) and Semester Grade Point Average (SGPA)

- Cumulative performance of all the semesters together will reflect performance in the whole programme and it will be known as Semester Grade Point Average (SGPA), Cumulative Grade Point Average (CGPA) respectively.
- SGPA/CGPA is the real indicators of a students’ performance of the programme. CGPA is computed as the ratio of total credits points secured by a student in various courses in all semesters and sum of the total credits of all courses in all semesters. SGPA, CGPA may be computed up to two decimal places.

16. Grievances in Examinations

The examination system of the College shall also provide for mechanism to redress/ resolve any reasonable and valid issue(s) of grievances and provide relief to the concerned Candidates. All such matters shall be resolved subject to the College/parent University rules and regulations.

16.1. Photocopy of Answer-script(s)

After declaration of the examination results with marks, if any candidate wishes to apply for Photocopy/ photocopies of theory answer-scripts (subject to a maximum of 3 scripts/ candidate), he/she shall apply to the COE by paying the prescribed fees notified by the College from time to time within 10 days from the date of announcement of results of the respective course.

16.2. Re-evaluation

1. Re-evaluation is applicable only for theory papers and shall not be entertained for other components such as practical/ Thesis/ Dissertation etc.
2. Every application for revaluation should be submitted by the candidate in the prescribed form along with the prescribed fee so as to be received by the Controller of Examinations within TWO WEEKS of obtaining the Results.
3. Re-evaluation of answer-scripts can be sought only with at least one affirmation by a teacher relevant to the subject as mentioned below and that any of the criteria below are satisfied
 - Finds that any answer(s) that has/have not been evaluated.
 - Finds that the answer valuation in full or part is not justified and there is reasonable ground for revaluation
4. The application for revaluation shall be submitted to the Controller of Examinations through the Lecturer in-charge of the concerned Department of study.
5. The CoE shall arrange for re-evaluation of such answer-scripts by an examiner from the approved panel of examiners. If there is a difference of more than 25% of maximum marks between the first valuation and Re-evaluation, the average of the original and re-evaluated marks shall be awarded to the candidate. Otherwise the candidate is entitled to the marks advantageous to him/ her.
6. The marks awarded by the original examiner if marked on the answer scripts shall be concealed from the answer script and sent for revaluation.
7. In cases of Re-evaluation(s), the College may provide two Answer-scripts of candidates who have secured high marks in the concerned paper/ subject to serve as bench-mark for re-evaluation.

In all cases of revaluation, Fees once paid will not be refunded. Applications which are late and not in the prescribed form and which are found defective in any respect will not be entertained and will be summarily rejected without notice. In the case of applications which are found in order, the College shall take steps to get the answer-scripts re-evaluated.

The result of the revaluation shall ordinarily be made known to the student through the Lecturer in-charge of the Department within 2 months of the last date of receipt of applications by the Office of the Controller of Examinations. No interim enquiries of any kind will be entertained in this regard. It may be noted that the College can never set in any case a time limit for the issue of the results of revaluation. The College will also therefore, not be liable for loss of any kind sustained by candidates concerned on account of the delay, if any, in issuing the results of revaluation.

17. Post-Evaluation Custody and Disposal of Answer-scripts

1. The evaluated Answer-scripts shall be preserved safely for a period of at least 3 yrs from the date of publication of results in their original packets bundled together. The bundles are to be stacked in racks with proper ventilation and free from termites/ pests. The answer-book storage area to be fumigated and aired periodically so that they are preserved without any damage.
2. Appropriate staff shall be assigned the responsibility of safe-keeping of the answer-scripts till they are approved by the Principal after public notice for safe disposal.
3. Records of all such bundles are maintained appropriate computer database/ Register for easy retrieval at a later stage if necessary.
4. Answer-scripts shall be made available from the storage area for purposes such as Photocopying/ Re-totalling/ Re-evaluation etc. Such transactions shall be recorded.
5. The details of all Answer-scripts so shredded/ destroyed/ disposed shall be documented and certified by the COE.
