

EXAMINATION POLICY DOCUMENT



ANDHRA MAHILA SABHA
ARTS & SCIENCE COLLEGE FOR WOMEN
Autonomous - NAAC Re-Accredited
O.U. Campus, Hyderabad - 500 007.



EXAMINATION POLICY



K. S. Shetty Rao

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Examination Rules and Regulations for UG

These rules and regulations shall be applicable to AMS, Arts & Science College for Women under Graduate Programme under the CBCS offered to the students admitted in to B.A., B. Com, BBA and B.Sc.

I. Definitions

- a) *Grade letter* is an index to indicate the performance of a student in a particular course. It is the transformation of actual marks secured by a student in a course. Grade letters are O, A, B, C, D, E, F.
- b) *Grade Point* is the weightage allotted to each grade letter assigned depending on the range of marks awarded in a course.
- c) *Credit Points* refer to the product of no. of credits multiplied by the Grade Point for a given course.
- d) *Semester Grade Point Average (SGPA)* refers to the performance of the student in a given Semester. SGPA is based on the total credit points earned by the student in all the courses and the total number of credits assigned to the courses in a Semester.
- e) *Cumulative Grade Point Average (CGPA)* refers to the Cumulative Grade Point Average weighted across all the six Semesters.

I. Main features of the Choice Based Credit System (CBCS)

AEC, SEC Courses:

- 1) A student has to complete 2 AEC's in I, II Semesters Each course end Semester examination duration is 1½ hours and valued by internal examiner (The Teacher).
- 2) A student has to complete 4 SEC's in III & IV Semesters out of which 2 are Department specified and 2 are UGC specified courses. Each course end Semester examination duration is 1½ hours and valued by internal examiner (The Teacher).
- 3) It is mandatory to take the AEC & SEC courses but the grades will be included in CGPA.
- 4) UG student has a choice of selecting one GE course in V semester offered by other Departments/ Faculties.



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- 5) All the UG Arts, Social Sciences, Commerce and Science Departments in the Faculties shall participate in this Choice Based Credit System (CBCS) i.e. the student has the choice of selecting one course offered by any other Department of the same Faculty or a Department of any other Faculty, depending on her interest, needs and long term goals.
- 6) Each UG Department designs, offers and teaches one course i.e. one during Semester V for the students admitted in other UG programs. These two courses/papers are designated as choice Based/ (General Electives) which carry a weightage of 4 credits. & end Semester examination duration is 3 hours and valued by External examiner.
- 7) In the CBCS system continuous evaluation of the students in all the semesters is done through Internal Assessment Examinations.
- 8) Contents of each UG programme are designed to meet the ever changing requirements of the industry/job market/ needs of society

III. Attendance

- a) 75% of attendance is compulsory to all the students. A student shall be considered to have satisfied the requirement of attendance for appearing the end Semester end examination, if she has attended not less than 75% of the total number of classes (both regular and interdisciplinary courses) held up to the end of the semester including tests, and practical etc.
- b) However, there is a provision for condonation of attendance to the extent of 10% for the students on Medical Grounds and on payment of a prescribed fee and production of medical certificate.
- c) If a student represents her institution, University, State or Nation in Sports, NCC, NSS or Cultural or any other officially sponsored activities, she shall be eligible to claim the attendance for the actual number of days participated, subject to a maximum of 20 days in a Semester, based on the specific recommendations of the Head of the Department and Principal of the College concerned.

GRADING SYSTEM

- The performance of the student is evaluated in terms of percentage of marks with a provision for conversion to grade points. A student earns credits in each paper only if she obtains minimum pass marks in each subject. A minimum of 150 credits are required for the award of degree.
- Candidates who have passed all the examinations of B.A. / BBA / B.Com / B.Sc. Degree course shall be awarded in accordance with the grade secured by them in all I, II, III, IV, V & VI semester Examinations in I, II and III years taken together, including the Internal assessment marks secured in those years.

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- A minimum Cumulative Grade Point Average (CGPA) of 4 is required for the award of degree. The consolidated memorandum of marks reflects the credits / grade scored in each subject and the credits/grades scored in AEC's SEC'S GE' courses and NSS / NCC / Sports / Certified voluntary work. However, part IV will not be included for the calculation of SGPA and CGPA.
- Grades are also allotted to AEC's SEC's GE' and NSS/NCC/Sports/Certified Voluntary Certified work based on the individual performance of the student.
- A candidate shall be deemed to have fully passed the examination of a Semester, if she secures not less than the minimum marks in theory and Practical (40% & 50%) / grade point (4) as prescribed.

IV. Award of Grade

Range of Marks	% of	Grade Letter	Grade Point
85 to 100		O	10
70 to 84		A	9
60 to 69		B	8
55 to 59		C	7
50 to 54		D	6
40 to 49		E	5
Less than 40		F	0

*Transcript (Format): Based on Letter grades, grade points and SGPA and CCPA, a transcript/certificate is issued for each semester and a consolidated transcript/certificate indicating the performance in all semesters.

Semester Grade Point Average (SGPA)

The following examples illustrate the calculation of Grade Points, Credit Points and Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA)

Total Credit Points earned for the Course = No. of Credits assigned for the Course multiplied by Grade Point secured for that course.

SGPA indicates the performance of a student in a given Semester. SGPA is based on the total **credit points** earned by the student in all the courses and the total number of credits assigned to the courses in a Semester.



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Note: SGPA is computed only if the candidate passes in all the courses (gets a minimum 'E' grade in all the Courses)

***Note:** The number of credits assigned may vary from one Course to another.

Computation of SGPA

Total Credit Points obtained / earned for all the Courses in the Semester – I =
Total Credits assigned to all the Courses in the Semester – I

$$\text{SGPA} = \frac{\sum^n c_i \times G_{pi}}{\sum^n C}$$

Where C_1 = Credits for the course

G_{pi} = The grade point obtained for the course

C = The summation over all the course in that Semester and

n = Number of subjects required for that Semester.

i.e. $\frac{\text{Total Credit Points earned in the Semester – I}}{\text{Total Credits assigned in the Semester – I}}$

$$\text{SGPA for Part- II} = \frac{\text{Total Credit Points earned in the Semester – I}}{\text{Total Credits assigned in the Semester – I}}$$

Average of SGPA for Part- I and SGPA for Part- II to be indicted separately

SGPA and CGPA – rounded to the 2nd place of the decimal and recorded as such.

Example for computing SGPA and CGPA see the annexure 1 SGPA and annexure 2 CGPA.

V. Cumulative Grade Point Average (CGPA)

CGPA refers to the Cumulative Grade Point Average weighted across all the six Semesters of Part I and Part II. CGPA is obtained by dividing the total number of credit points (CPTs) in all the Semesters by the total number of credits in all the semesters. The final result at the end of all the Semesters is declared in the form of CGPA.

$$\text{CGPA} = \frac{\sum^m S_i \times C_i}{\sum^m C_i}$$

Where

m = The total number of Semesters (six)

C_i = Total number of credits registered for during a particular semester

S_i = SGPA of that semester.



(Signature)
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Note: CGPA is calculated only after the candidate passes in all the courses of all the Semesters.

Note: The consolidated memorandum of credit report reflects the Semester report card of all the six Semesters, the CGPA.

Evaluation Methods:

a) Theory Examinations

- out of the total marks for each course 20% marks shall be allotted for continuous Assessment (internal assessment) and remaining 80% for the end Semester examinations valued by external examiners. Duration of semester end theory examination to be 3 hrs
- The pass marks in each paper shall be 40%. There is no separate pass mark for internal assessment. A candidate has to secure a minimum of 40% of marks in the end semester examination to pass a paper.
- Each paper is evaluated for 100 marks, 80 marks for semester end + 20 marks for internal assessment out of which two Internal assessments to be conducted of 15marks each and average of two internals are taken. Out of two internals one to be (10 multiple choice for 5 marks + 10 fill in the blanks for 5marks + 5 descriptive questions) and another internal to be one essay question of internal choice to be of 7 marks and 4 short answers questions for two marks each i.e., 8 marks. (Out of 2 internals average to be taken) plus assignment/project of 5 marks to be added to the average of two internals.
- The semester end examination is for 3hrs to be 80 marks: Section A- 8 questions, $5 \times 4 = 20 = 20$ marks Section B- $4 \times 15 = 60$ marks with internal choice for Science Stream and for Arts ,Commerce and Social Science streams Section A $5 \times 4 = 20$ marks out of 8 questions B- $5 \times 12 = 60$ marks with internal choice. A student has to secure 40 % i.e., 32 marks in the Semester end examination and there is no separate pass mark for internal examination.
- The duration of semester end theory examination to be 3 hrs

b) Practical Examinations

- In the case of science faculty, there shall be practical examination at the end of every Semester. The pass marks for each practical paper shall be 50%. The duration of semester end practical examination to be 3 hrs. For evaluation by internal examiners for I, III & V semesters and for II, IV & VI end semesters by external examiner.

Part – I, II Evaluation

Part I: Languages – Core Credit (Languages) and Part II: Core Credit (Optional)

There shall be one end Semester examination of 3 hours duration. Each answer script of end Semester examination shall be valued by an external examiner.



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Part III: Generic Electives (GE): There shall be one end Semester examination of 3 hours duration. Each answer script of end Semester examination shall be valued by an external examiner.

Part III SEC Electives: There shall be end Semester examination of 1 ½ hours duration. The answer scripts shall be valued by internal examiners (the teacher) in III & IV Semesters.

Note: SGPA and CGPA shall be calculated separately for I and II Parts (Languages and Core Discipline).

Note: Grades in part IV shall be shown separately and they shall not be taken into an account for calculation of SGPA and CGPA.

VI. Improvement of Grades and Completion of the Course

Candidates who have passed in all theory paper / papers are allowed to appear again for theory paper/ papers only once in order to improve her grade, by paying the prescribed fee. Such candidates are allowed to appear for improvement examination only once in the next immediate semester examination. If candidate improves her grade, then her improved grade will be taken into consideration of the award of GPA.

VII. Promotion, Re-admission Rules and Maximum Time for Completion of Course

Rules for Promotion

Conditions to be full-filled for promotion from I / III / V Semesters to II / IV / VI Semesters.

- No detention to move from I to II, III to IV and V to VI Semesters provided if the candidate has put in required attendance.


Conditions to be full-filled for promotion from II to III semester and IV to V semesters

- Must have earned at least minimum 50% subjects of I and II Semesters put together including AECC and SEC

Conditions to be fulfilled for promotion from IV to V semester

- Must have earned at least 50% of subjects of I, II, III & IV Semesters including AECC, SEC, GE courses put together.

Re-Admission Rules


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VIII. Readmission is sought by the students in the following cases:


- 1) A student who did not put in the required attendance in a Semester / year of a course and thus detained.
A student who did not pass in the required number of papers and thus detained.
- 2) A student after completing a Semester / year did not continue their studies in the next immediate Semester/ year on personal / health grounds but desired to continue her studies after a short break.
- 3) A student who has put in not less than 40% of attendance in a Semester and not registered for the examination can take re-admission in the same Semester.
- 4) Candidates who, after completing a Semester / year of the course but taken T.C to join some other college and come back to continue the earlier course in all the above cases, readmission is permissible provided they are within the period of double the duration of the course. Further, the approval of the university has to be obtained in respect of those students who take TC to join some other course and come back for readmission in the same college with the University permission within six years after taking the TC supernumery.
- 5) A student who did not put in the required attendance in a Semester / year of a course and thus detained.
- 6) A student who did not pass in the required number of courses and thus detained.
- 7) A student after completing a Semester / year did not continue her studies in the next immediate Semester on personal / health grounds but desired to continue her studies after a short break.
- 8) A student who has put in not less than 65% of attendance in a Semester and not registered for the examination can take re-admission in the same Semester.

All the readmissions including such of those students, who take TC and come back, shall be granted by the Principal of the College subject to the fulfillment of the following conditions.

1. They should join the course within 4 weeks from the date of commencement of classes.
2. They should pay the readmission fee as prescribed by the College.

Time for Completion of Course

1. In the normal course of time a candidate is expected to complete UG Degree course within three years from the date of admission
2. Whenever the syllabus is revised, the candidate reappearing shall be allowed for UG degree examinations according to the old syllabus up to 5 years from time of her admission


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3. The six semester three year course should be completed by a student within 5 years (3 + 2) as per the guidelines of UGC.

X. Procedure for Revaluation

There is a provision for revaluation of the answer scripts. Revaluation is applicable only to those courses for which there is single valuation where as recounting is applicable to all the courses.

- In case a student is not satisfied with the results of the end semester examination in any course, she can apply to the controller of examinations in writing for revaluation on payment of prescribed fee within 10 days after the publication of results.
- If the difference is less than 10% marks between the original and revalued marks, the former will be taken into consideration.
- If the discrepancy between the original marks and the revalued marks is 10% or more of the maximum marks of that paper, the revalued marks shall be taken as final awarded to the candidate, and the result will be declared accordingly and displayed.
 - **The candidate should submit marks sheet along with the application and prescribed fee in the examination branch while applying for revaluation / recounting.**
 - **The marks sheet would be issued to the candidates if results have been changed due to revaluation and no separate intimation will be sent to the candidates where there no change in the revalued result.**
 - **Further, the applications of the candidates for the issue of degree certificate would not be considered before the results of recounting / revaluation are declared.**

XI. Backlog Examination

- Students who fail in the end Semester examination can take the supplementary Exams in alternative semester only along with respective end semester exam
- Supplementary exam may not be taken more than twice for a subject under the same syllabus

XII. Transitory regulation

Whenever there is a change in syllabus / model paper, the candidate will be allowed to appear for the failed paper with the same syllabus only in the two additional consecutive exams failing which she will have to write the exams with the new syllabus.

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Examination Rules and Regulations for PG

Rules & Regulations

These regulations shall be called Arts & Science College for Women regulations governing P.G. Programme under the CBCS. The system is offered only to the students admitted in to M.Com M.Sc Chemistry and M.Sc Mathematics with Computers in the Academic year 2014-15, MA(Economics) in the Academic year 2021-22.

Definitions:

In these Regulations, unless the context otherwise requires:

- a. **Post Graduate programmes** - master's degree courses in the Faculties of Science, Arts, Social Sciences and Commerce
- b. **Student** - student admitted to Post Graduate programmes under these Regulations
- c. **Degree** - Post Graduate Degree
- d. **Board of Studie** - PG Board of Studies of the college in the discipline/subjects concerned.
- e. **Academic Council** - Academic Council of AMS Arts & Science College for women
- f. **Fee** - the fee prescribed by the College for the Post Graduate Programmes from time to time.
- g. **Credit** - the unit by which the course work is measured. In these Regulations one credit means one hour of teaching work or two hours of practical work per week for 16 weeks in a Semester.
- h. **Grade letter** is an index to indicate the performance of a student in a particular course (Paper). It is the transformation of actual marks secured by a student in a course/paper. Grade letters are O,A,B,C,D,E.
- i. **Grade Point** is the weightage allotted to each grade letter depending on the range of marks awarded in a course/paper.
- j. **Credit Points** refer to the product of No. of credits multiplied by the Grade Point for a given course/paper
- k. **Semester Grade Point Average (SGPA)** refers to the performance of the student in a given semester. SGPA is based on the total credit points earned by the student in all the courses and the total number of credits assigned to the courses/papers in a Semester.

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1. **Cumulative Grade Point Average (CGPA)** refers to the Cumulative Grade Point Average weighted across all the semesters (4 semesters).

2. **Choice Based Credit System (CBCS) in PG Courses**

Main features of the Choice Based Credit System (CBCS):

- i. A Post Graduate student has a choice of selecting two interdisciplinary courses/papers one each in III and IV semesters offered by other Departments/Faculties.
- ii. All the PG Departments in the Faculties of Science, Social Sciences, Arts and Commerce shall participate in this Choice Based Credit System (CBCS) i.e. the student has the choice of selecting two courses offered by any other Department of the same Faculty or a Department of any other Faculty, depending on his/her interest, needs and long term goals.
- iii. Each PG Department designs, offers and teaches one during Semester-III for the students admitted in other PG Departments. These courses/papers are designated as Choice Based /Interdisciplinary (ID) which carry a weightage of 2 credits.
- iv. In the CBCS system continuous evaluation of the students in all the semesters is done through Internal Assessment Examinations, assignments, Seminars, Project Work etc.
- v. The student shall do a project work during the IV semester as a part of the regular course work
- vi. Course contents of each PG programme are designed to meet the ever changing requirements of the industry/job market/needs of society.
- vii. Each paper/course, Seminar and Project work is assigned a specific number of credits and the marks secured by a student are converted into grade points and credit points. The performance of a student in a semester is expressed as Grade Point Average (GPA) and the combined performance of a student in all the four semesters of the PG programme is expressed as Cumulative Grade Point Average (CGPA).

CBCS Course Structure

- a. PG Courses in the CBCS are offered within the existing Semester pattern.
- b. There shall be Four Semesters in each PG course. The duration of an Academic year consists of two semesters, each of 16 weeks for teaching.
- c. The Academic session in each semester will provide 96 teaching days.
- d. There shall be three categories of courses/papers in the PG programmes:
 - i. Compulsory/core courses/papers.



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- ii. Elective/specialization courses/papers (wherever applicable)
- iii. Two Choice Based/Interdisciplinary courses/papers with 2 credits in III Semester offered by other Departments/Faculties.
- e. The student shall compulsorily deliver one seminar lecture in each of the III and IV Semesters from the core subject which will be evaluated.
- f. In the IV Semester, a student shall compulsorily undertake a project work leading to dissertation and the credits for this shall be 4. The project work is a part of the regular course work of the PG programme in the IV semester. The detailed PG course structure for each Department will be designed by the Board of Studies of the Department and finalized by the respective Faculty and approved by the Academic Council of the College from time to time.
- g. **Choice Based/Interdisciplinary courses/papers:**
 - i. The list of courses/papers offered and the detailed syllabus of all the Departments in a given Pool will be displayed on the Notice Board of the Departments concerned, Website of the Department and also in the College website .
 - ii The PG students shall register for the Choice Based/Interdisciplinary Courses during the II Semester of study in consultation with mentors/ student advisors.

3. **Attendance:**


- a. 75% of attendance is compulsory to all the students. A student shall be considered to have satisfied the requirement of attendance for appearing the semester end examination, if he/she has attended not less than 75% of the number of classes (both regular and interdisciplinary courses) held upto the end of the semester including tests, seminars and practicals etc.
- b. However, there is a provision for condonation of attendance for the students those who have put up the attendance between 65% and 74% on Medical Grounds on payment of a fee and production of medical certificate.
- c. If a student represents his/her institution, University, State or Nation in Sports, NCC, NSS or Cultural or any other officially sponsored activities, he/she shall be eligible to claim the attendance for the actual number of days participated subject to a maximum of 20 days in a Semester based on the specific recommendations of the Head of the Department and Principal of the College concerned.
- d. A student who does not satisfy the requirements of attendance shall not be permitted to take internal assessment as well as the Semester end examinations.

4. **Award of Grades, SGPA, CGPA**

Credits, Grade Letter Grade Points, Credit Points.

- **Credit** means the unit by which the course work is measured. In these Regulations one credit means one hour of teaching work or two hours of practical work per week.




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- **Grade Letter** is an index to indicate the performance of a student in a particular course (Paper). It is the transformation of actual marks secured by a student in a course/paper. It is indicated by a Grade letter O,A,B,C,D,E,F. There is a **range of marks** for each Grade Letter.

Grade Point is weightage allotted to each grade letter depending on the marks awarded in a course/paper.

Award of Grades

Range of Marks	% of	Grade Letter	Grade Point
85 to 100		O	10
70 to 84		A	9
60 to 69		B	8
55 to 59		C	7
50 to 54		D	6
40 to 49		E	5
Less than 40		F	0

5. Semester Grade Point Average (SGPA)

Credit Points for the paper = No. of Credits assigned for the paper x Grade Point secured for that course/Paper.

SGPA indicates the performance of a student in a given Semester. SGPA is based on the total **credit points** earned by the student in all the courses and the total number of credits as

Note: SGPA is computed only if the candidate passes in all the papers (gets a minimum 'E' grade in all the Papers) signed to the courses/papers in a Semester.

7. Compulsory Add-on Extra-Disciplinary Courses in Post-Graduate Courses Under

CBCS.

A large number of students admitted in Post-Graduate courses of the University are not well equipped with writing and speaking skills in English language for various reasons. There is a need for enhancing the understanding of areas such as, Human Ethical values. Further, the students need to be trained in soft skills including personality development. It is also important for the student to understand the grass root level problems in the society and provide him/her a sense of participation in community development.



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In view of the above, the following four Choice based **add on courses** are offered in **two semesters** in the PG curriculum in the Two semesters, each course with two credits shall be done by every PG student

The Students shall be divided into batches. The contact classes shall be held by spreading them during the entire semester. Further, the classes allotted for this purpose are shown in the Time Table and the schedule will be mentioned in the CBCS almanac.

Each of the add on courses shall have one internal assessment test (10 marks) and semester end examination (40 marks)

- Human values & professional ethics *Note: This course shall be offered to the batches registered in 2014-15 and 2015-16.*
- Personality development Wellness.
- Community Work.
- Communicative English and Soft Skills.
- Human Resource management

Course done by the student is shown in the memo of marks semester wise. The grades/credit points however shall not be included in the SGPA and CGPA calculations.

6. Evaluation Methods

a. Theory Examinations

- Out of the total marks for each course/paper 20% marks shall be earmarked for continuous assessment (internal assessment/assignments) and remaining 80% for the semester-end examinations.
- There shall be one semester-end examination of three hours duration. Each answer script of semester end examination (theory) shall be valued by two internal examiners in odd semesters and one internal and one external in the even semesters. The marks awarded to that answer scripts shall be the average of these two evaluations. If the difference in marks between the two evaluations is 20% or more of the marks, such scripts shall be assessed by a third examiner (internal). Average of the higher of the two valuations will be taken.
- The pass marks in each paper shall be 40%. There is no separate pass mark for internal assessment. A candidate has to secure a minimum of 40% of marks in the semester-end examination plus internal examination put together to pass a paper.

b. Practical Examination:

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In the case of science faculty, there shall be practical examination at the end of every semester. The pass marks for each practical paper shall be 50%. For odd semesters, practical examinations shall be conducted with internal examiners whereas the even semester examinations shall be conducted with one internal and one external examiner. There shall be no internal assessment test for practical/laboratory work.

c. **Internal Assessment Tests:**

For each paper/course in a semester there shall be two internal assessment tests and one Assignment.

- i. 1st Internal assessment Test be conducted at the end of the 9th Week of Instruction (Covering 2/3 Units of the Syllabus)
- ii. 2nd Internal assessment Test be conducted in the fifteenth week of instruction (Covering the rest of the syllabus/Units).

The two tests each shall consist of

1. 10 multiple choice questions carrying 1/2 mark each. (Total 5)
2. 10 fill in the blanks questions carrying 1/2 mark each (Total 5)
3. 5 descriptive questions on concepts carrying 1 mark each (total 5)

Total marks for each test will be 15 and the average of two internal assessment tests is taken. There shall be no improvement in the internal assessment. There shall be no separate Grade points for internal tests.

d.

Assignments:

Every student shall submit one assignment per paper in a semester. The Topic for the assignment shall be allotted and the assignment shall be handwritten (student's own handwriting) Definition/explanation of 20 Key concepts worth 1/4 mark each. Total marks for the assignment is $20 \times 1/4 = 5$

Thus the, total marks for internal assessment and assignment shall be 20 marks for each paper in all the semesters including the interdisciplinary/choice based papers.

The duration of the internal assessment test shall be 60 minutes.

There shall be no internal assessment test for practical's.

The paper for internal assessment tests is set by the teacher(s) who is (are) teaching the subject/paper in that semester.

The answer scripts need not be sent to the University but should be preserved by the respective college for verification for a period of one year. However, the marks of I and II internal assessment tests and assignment should be communicated by the respective Principals of the college to the Controller of Examinations, AMSASCW within one week from the date of the internal assessment test



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e. **Seminar:** A PG student shall deliver one seminar lecture (outside the syllabus) from the **core subject** per semester in the III and IV Semesters with a weight age of 25 marks or one credit each. Out of these 25 marks, 15 marks shall be allotted for the write up of the topic of the seminar and 10 marks for the presentation. The seminar topic for the III semester shall be allotted by the Department during the II semester of study and that of the IV semester seminar lecture topic is allotted during the III semester. The seminar lecture is expected to train the student in self study, collection of relevant matter from the books and Internet resources, editing, document writing, typing and presentation. The list of the seminar lectures to be delivered in the departments during III and IV semesters shall be prominently displayed in the Notice Board of the Department. Seminar lecture programme is allotted two hours per week in the time table. The seminar lectures are open to all the students and faculty of the Department. The text of the seminar lecture must be typed and should be of at least 4 to 5 pages, which is evaluated for 15 marks and few selected seminar texts are deposited in the Seminar Library. The Seminar will be evaluated by two faculty members (Senior teachers) appointed by the Head of the Department.

f. **Project Work:**

- i. Every PG student shall do the Project work under the supervision of a Teacher. Every PG student shall do an individual project. There is no provision for group projects.
- ii. The project work and supervisor shall be assigned to the student by the concerned Department during the II semester to enable the student to plan and carry out the work during III and IV semesters.
- iii. The project work is assigned 4 credits and evaluated for 100 marks of which 60% marks are allotted for the dissertation and 40% for the presentation and Viva-Voce.
- iv. The project work must be submitted by the student in the 13th week of the IV Semester. The student will be issued hall ticket to appear for the IV Semester end Theory and Practical Examinations only on submission of Project dissertation.
- v. The dissertation must be typed and be limited to 50 to 75 pages of A4 size.
- vi. Project work shall be evaluated by an external and one internal examiner, which is followed by presentation of work and Viva-Voce
- vii. The evaluation of the project shall be completed before the commencement of IV Semester Theory examinations

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The marks secured by the student in the Internal tests, assignments, Seminars, practicals, project work and semester-end examinations are converted into GPA and CGPA.

7. **Promotion, Re-admission Rules & Maximum Time for Completion of Course:** Rules of promotion are as under:

Rules for Promotion

Conditions to be full-filled for promotion from I / III Semesters to II / IV Semesters.

- No detention to move from I to II, III to IV Semesters provided if the candidate has put in required attendance.

Conditions to be full-filled for promotion from II to III semester

- Must have earned at least minimum 50% subjects of I and II Semesters put together.

Readmission

* Registration means obtaining a Hall Ticket for the said examination.

The procedure to be followed for granting readmission to the students in the following cases:

1. A student who did not put in the required attendance in a semester/year of a course and thus detained.
2. A student who did not pass in the required number of papers and thus detained:
3. A student after completing a semester/year did not continue their studies in the next immediate semester/year on personal /health grounds but desired to continue his/her studies after a short break;
4. A student who has put in not less than 40% of attendance in a Semester and not registered for the examination, can take re-admission in the same semester without appearing for the entrance examination.
5. Candidates who, after completing a semester / year of the course but taken T.C to join some other course and come back to continue the earlier course.

In all the above cases, readmission is permissible provided they are within the period of double the duration of the course. Further, the approval of the university has to be obtained in respect of those students who take TC to join some other course and come back for readmission in the same college




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All the readmissions including such of those students, who take TC and come back, shall be granted by the Principals of the concerned colleges directly subject to the fulfillment of the following conditions stipulated by the College.

1. They should have been promoted to next higher class/semester in which they are seeking readmission.
2. They should join the course within 4 weeks in case of semester system from the date of commencement of classes.
3. They should be able to complete the course within the double the duration of the course from the year of their original admission
4. They should pay the readmission fee as prescribed by the College.

NOTE: No readmission shall be made after the cut off date (4th week in a 15 week semester) under any circumstances. The cutoff date for granting readmission shall be reckoned from the date of commencement of classes for different courses as per the almanac communicated by the College every year.

5. In the normal course of time a candidate is expected to complete PG Degree course within two years from the date of admission.
6. Whenever the syllabus is revised, the candidate reappearing shall be allowed for PG Degree examinations according to the old syllabus up to 4 years from the time of his/her admission.

8. Transitory regulation

Supplementary exam may not be taken more than twice for a subject under the same syllabus

Whenever there is a change in syllabus / model paper, the candidate will be allowed to appear for the failed paper with the same syllabus only in the two additional consecutive exams failing which she will have to write the exams with the new syllabus.



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**The examination branch implemented significant changes during the academic year
2022-2023**

Grading System Revision: Beginning with the batch of 2022-2023, the grading system transitioned from the conventional O, A, B, C, D, E, F scale to a revised scale incorporating grades such as O, A+, A, B+, B, C, D, F, AB, and IC.

Conducting Theory Backlog Examinations: All pending theory backlog examinations were scheduled to be conducted alongside even semester examinations, streamlining the examination process for students with pending papers.




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**The examination branch implemented significant changes during the academic year
2023-2024**

Evaluation Pattern Adjustment: For the batch of 2023-2024, the evaluation pattern underwent modification. Semester end examinations were allocated 70 marks, with the remaining 30 marks designated for internal evaluation.

PG Programme Evaluation Transformation: All PG programs for the batch of 2023-2024 saw a transition in evaluation pattern and grading system, embracing continuous and comprehensive evaluation (CCE) as part of their assessment methodology.

Evaluation Pattern Adjustment: In this academic year, the evaluation pattern for PG courses underwent a notable transformation. Semester end examinations were allocated 50 marks, while internal evaluation accounted for 40 marks. Additionally, attendance now carried a weightage of 10 marks, emphasizing the importance of regular class attendance as part of the assessment criteria. These changes aimed to provide a more comprehensive evaluation of students' academic performance while promoting consistent attendance and participation throughout the semester.

Conduction of UG and PG Backlog Practical Examinations: It was mandated that all pending theory backlog examinations would be administered concurrently with the even semester examinations, streamlining the examination process for students with pending papers.



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