

EXAM MANUAL

ACADEMIC YEAR

2022



ST. JOSEPH'S DEGREE & PG COLLEGE

Autonomous-Affiliated to Osmania University

Re-accredited by NAAC with B⁺⁺ Grade

King Koti Road, Hyderabad-500029

EXAMINATION MANUAL

2022

DECLARATION

This Examination Manual is intended to serve as a Hand Book to be consulted by the Office of the Controller of the Examinations, Chief Superintendent, Invigilators, Squad members and other persons who discharge the examination work. The guidelines, rules, regulations, procedures, instructions etc., are made available for ready reference.

CONTROLLER OF EXAMINATIONS

St. Joseph's Degree & PG College

PRINCIPAL

St. Joseph's Degree & PG College

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1. INTRODUCTION

St. Joseph's Degree & PG College, a Catholic Christian Minority Institution, established by HAES (Hyderabad Archdiocese Educational Society) in the year 1997 has emerged as a synonym for "Distinct Environment of Excellence in Education" which is envisioned and endorsed through the exemplary motto of "Knowledge, Love and Service".

The Academic and Extension activities of the college are drawn from the well-defined Vision and Mission statements which integrate the core values of the college with the goals and objectives of higher education, to promote globally competent knowledge citizens who are Skill and employable, morally upright and spiritually inspired with "humane values and social commitment".

An affiliated college of Osmania University, the College had been on a Non-Autonomous status from 1997 to 2011. Owing to constant dynamics of globalization, technological revolution, knowledge explosion and fast-growing needs of industry, the purpose and scope of higher education has been redefined to include components of employability, research, innovation and social relevance, whereby 'academic flexibility' has come to be an integral part of quality education. Hence St. Joseph's sought Autonomy in the year 2010 and was conferred the status in March 2011. The college, now an 'Autonomous College' of Osmania University has engaged itself in the rigorous process of curriculum enrichment and enhancement.

As an Autonomous college, examinations are conducted by the Examination Branch headed by a Controller of Examinations along with Additional Controllers, Computer Programmers, Office Assistants, Data Entry Operators and other helpers.

Continuous and Comprehensive Evaluation incorporating both Scholastic and non-scholastics aspects of education spread over the total span of Instructional time. Evaluation at the Institution level is streamlined and the predominance of external examinations is reduced.

The Semester Examinations are conducted in the ratio **40:60**. **40%** of marks are allotted for internal examinations and **60%** is allotted for External examinations for both Theory & Practical. Two Internal Assessment tests, Skill based test and End Semester Examination are centralized and are conducted as per the schedule spelt out in the Almanac/Handbook. The continuous assessment enables the teacher to monitor the student performance and mentor them for improvement.

Skill-based test is conducted which comprises assignments, quizzes, presentations/seminars, article writing, book/film review, group discussions.

The Examination Branch conducts the Examinations and declares the results. The results are approved by the Result Review Committee consisting of Principal, Controller of Examinations, Asst. Controller of Examinations, Deans and all Heads of the Departments. The results are declared in the presence of Osmania University Exam branch representatives. The results are displayed on the college notice boards and published in the college website.

The examination branch issues semester memorandum of marks, consolidated marks sheets and Provisional Certificate. The Degree Certificate is issued to the students from the affiliating University along with the college name.

The Examination Branch maintains the marks records of the students admitted to various courses. It carries its activities in accordance with the guidelines and recommendations by UGC/Osmania University seeking approval from the college statutory bodies. The Students are governed by the rules and regulations framed by the Examination Branch of the College.

2. COURSES OFFERED

The UG & PG Courses offered in the College under Semester System are:

UNDER GRADUATE COURSES

| Sl. No. | Course | Group | Medium |
|---------|--------|---|--------|
| 1. | B.A | Mass Comm. & Journalism (2011-12) | EM |
| | | Journalism, Psychology, English Literature (2012-13) | EM |
| 2. | B.Com | General | EM |
| | | Computers | EM |
| | | Honors | EM |
| | | Professional (2012-13) | EM |
| | | Information Technology (2015-16) | EM |
| | | International Finance & Accounting (2016-17) | EM |
| 3. | B. Sc | Mathematics, Physics, Computer Science | EM |
| | | Mathematics, Statistics, Computer Science | EM |
| | | Mathematics, Electronics, Computer Science | EM |
| | | Networking, Hardware Engineering, Mathematics (2012-13) | EM |

| | | | |
|----|-------|---|----|
| 4. | B.B.A | Bachelor of Business Administration (2011-12) | EM |
| | | Information Technology (2015-16) | EM |
| | | Business Analytics (2017-18) | EM |
| | | Entrepreneurship (2019-20) | EM |
| | | Financial Markets (2019-20) | EM |

POST GRADUATE COURSES

| Sl. No. | Course | Medium |
|---------|---|--------|
| 1 | MASTER OF BUSINESS ADMINISTRATION (2014-15) | EM |
| 2 | MA(JOURNALISM & COMMUNICATION) (2014-15) | EM |

3. PRE EXAMINATION PROCESSING

After the admission process is completed the list of the admitted candidates in U.G. & PG Courses is submitted to the Controller of Examination (CoE).

The Principal gets the certificates of the qualifying examination verified soon after the I-year admission process is completed and before submitting the Examination form.

3.1 Nominal Rolls

A Notification will be issued by the Controller of Examinations calling for the Examination Application Forms from the eligible candidates, as per regulations in force.

The Principal of the College shall receive the completed Examination Application Forms from the eligible students of the College along with prescribed Examination fees within the stipulated time as mentioned in the Notification.

The Principal shall forward the particulars of all the eligible candidates after due verification to the office of the Controller of Examinations as per the schedule along with the following documents.

1. Nominal Rolls
2. Examination Forms attested by the Principal
3. The Total Examination Fee collected

The Examination Forms received by the office of the Controller of Examinations will be scrutinized and if any errors found, the forms will be returned to the Principal.

3.2 Issue of Hall Ticket

The Controller of Examinations shall arrange for dispatch of original Hall Tickets along with Time Table to the concerned Head of the Departments.

The Principal shall make arrangements for the issue of the Hall tickets only to the eligible candidates who have undergone the regular course of study with minimum 75% of attendance and fulfill other requirements as per the rules.

However, in special cases and for sufficient cause shown, the college academic committee may condone the deficiency in attendance not exceeding 10% (65% and above, and below 75%) on genuine and valid grounds, based on the student's representation with supporting evidence. In case, condonation in attendance, the applicant shall pay the prescribed fee. Students having less than 65% of attendance in a subject will not be allowed to write the examination for the subject. Students attending State/National Camps/Workshops have to produce the attendance certificate duly signed by the principal immediately after the camps. A student who is not allowed to write end semester examination due to shortage of attendance has to repeat the same semester the next year.

The Hall tickets of all the candidates to whom the Hall tickets are not issued for want of attendance etc. shall be returned to the Controller of Examinations along with a list of such candidates. The Controller of Examinations will furnish the 'D' Forms, Sessions wise and Paper wise.

3.3 Provision for Scribe

The candidates are expected to write the examination by themselves but if any student request to providing a scribe and extra time on health grounds or disability to write, the CoE after verification of medical reports will allow scribe or extra time to write the examination. The Writer Qualification as under and subject to the satisfaction of the Chief Superintendent.

| Examination | Qualification of Writer |
|-------------|---|
| B.Com | 12 th standard Other than in Commerce stream of study |
| B.Sc | 12 th standard Other than in Science stream of study |
| B.A | 12 th standard Other than in Arts & Commerce stream of study |
| BBA | 12 th standard Other than in Arts & Commerce stream of study |

The qualified scribe as to submit the following Documents

- a. Bonafide Certificate from the College
- b. Photo ID Proof (Aadhaar Card, Driving License, PAN Card, Ration Card Etc.)

3.4. Concessions to Physically Challenged students with minimum 40% of disability are implemented.

- i. Exemption from paying the Examination fee for blind students
- ii. Allowing excess time as per the norms
- iii. Seating arrangement in the ground floor
- iv. Wheel chair facilities

4. APPOINTMENT, DUTIES AND RESPONSIBILITIES OF EXAMINATION OFFICERS

A Chief Superintendent shall be appointed by the Principal before the commencement of end semester examinations. The Chief Superintendent with the help of Examination Committee shall appoint the required number of invigilators and other staff as per the norms to conduct the examinations.

4.1 Chief Superintendent

The Chief Superintendent shall convene a meeting of all personnel involved in the conduct of examinations, give them instructions to ensure the conduct of the examinations in fair manner

and to be punctual, alert & strict in conducting the examinations. Copies mentioning the duties of the invigilators shall be given to all the invigilators.

Any person whose relatives are appearing for examination shall not be associated with the examination work. The Chief Superintendent shall ascertain this from all the concerned staff before any examination duties are assigned to them.

The Chief Superintendent shall alone receive the Question Papers sent by the Controller of Examinations. The Chief Superintendent shall be responsible for conducting the examinations fairly.

The Chief Superintendent shall appoint required number of invigilators and other staff as per the norms laid down by the College. He/she is expected to keep in view the integrity, honesty and efficiency of persons while drafting them for the examination duty.

The Chief Superintendent shall procure, the required stationery like Main Answer Books, Additional Answer Books, Presentee statements, Question paper, Proforma of the Malpractice Report, T.A/D.A. Bills etc., well in advance from the office of the Controller of Examinations. The Chief Superintendent shall make proper seating arrangements for the examinees by marking their Hall Ticket number on their respective seats. He/She shall take necessary care to see that the Examinees are seated in a manner so as to render all communication between them impossible. The seating plan should be displayed in a prominent and accessible place to all the examinees before the commencement of the examination.

The Chief Superintendent shall be personally responsible for safe custody of the question paper packets, Answer Books and Additional Answer Books sent and he/she shall render proper account thereof to the Controller of Examinations.

The Chief Superintendent shall arrange to keep the doors of the Examination Halls opened at least 30 minutes before the time specified for commencement of the examination and ensure removal of any forbidden material, from the examination halls and other places in the premises.

The Chief Superintendent shall arrange for checking the examinees at the entrance and permit only legitimate candidates into the premises on producing of the Hall Tickets issued by the Controller of Examinations and after removing forbidden material, if any, found in their possession.

The Chief Superintendent shall not permit a candidate to write any examination for which he is not registered according to the hall ticket issued to him and the list sent by the Controller of Examinations. However, in genuine cases he/she may allow a candidate to take the examination provisionally at the candidate's risk (an undertaking to this effect is to be taken) and immediately report the matter to the Controller of Examinations. The Answer Books of such candidates shall be sent to the Controller of Examinations in a separate cover along with a report mentioning the facts, on the basis of which the candidates was so allowed to take the examination superscribing the envelope as "DECLARATION CASES".

The Chief Superintendent shall ensure that the correct question paper pertaining to the scheduled examination is opened. He/She shall open the outer cover not before 15 minutes from the specified time of the commencement of the examination, after thoroughly satisfying himself/herself about the contents being relevant to the date and time of the examination to be held, in the presence of at least two invigilators. He/She shall be held responsible for any lapses in the above procedure.

The Chief Superintendent shall ensure that the inner cover containing the Question papers are opened in the respective examination halls by the concerned invigilators, not before five minutes from the specified time of commencement of the examination.

The Chief Superintendent shall not permit an examinee into the examination hall after half an hour from the time of commencement of the Examination.

The Chief Superintendent shall ensure marking of attendance of all the examinees present at an examination in all examination halls after half an hour from the commencement of examination by duly verifying the identity of the candidates with the hall tickets available with him/her. He/she shall arrange to prepare attendance and absentee statements pertaining to all the candidates allotted.

The Chief Superintendent shall arrange for collection of the Answer Books from the examination halls after the expiry of the time allotted for an examination. He/She shall get the Answer Books packed, by making paper wise packets, immediately after the conclusion of an examination, in the presence of the invigilators. The original copy of the respective 'D' forms and Presentee statements shall invariably put in the packets to enable the Controller of Examinations to verify dispatch of Answer Books of all the candidates who had taken the examination in each session. In case of failure to send the 'D' forms and Presentee Statements along with the Answer Books

packets, the Chief Superintendent shall be held personally responsible for the Answer Books which are found missing subsequently. Packets shall be sent through the messengers immediately after each session.

The Chief Superintendent may arrange invigilation duties to ensure that the same invigilator is not allotted to the same hall on consecutive days.

The Chief Superintendent may seek the help of local police authorities to maintain law & order for fair conduct of examination.

The Chief Superintendent is not empowered to alter or modify the contents of a Question Paper under any circumstances. Complaints, if any, by the examinees in this regard shall be forwarded to the Controller of Examinations promptly.

The Chief Superintendent shall have the power to expel an examinee from the examination hall temporarily or permanently on any of the following grounds.

1. Improper Conduct or disturbance in the examination hall
2. Indulging in malpractice in the examination

The Chief Superintendent shall send a report to the Controller of Examinations at the end of each session about such incidents in a separate cover along with the packets of Answer Books.

The Chief Superintendent shall be present in person in premises of the examination center during the entire examination.

The Chief Superintendent shall send his/her report of all the malpractice cases booked at the center in the prescribed proforma along with the explanations of the candidates concerned.

The same may be sent in separate cover super scribed as “**Malpractice Cases**”. If any candidate refuses to give the explanation, the same may be recorded in the report.

If any invigilator indulges in any unfair, unlawful and illegal practices, stern action must be taken against such invigilator by the Chief Superintendent and the same shall be reported to the Controller of Examinations.

The Chief Superintendent shall send the account of Main Answer Books used day wise and session wise on conclusion of the examination.

4.2 Examination Committee

The Examinations Committee will be responsible for conducting the Internal Examinations and allotting invigilation duties. The committee shall take all necessary action before, during and after the test for the smooth conduct of the examination.

Responsibilities of the Examination Committee

1. Arrangement of student seating Plan
2. Preparation of Invigilation Duty chart
3. Collection of Examination Material from the CoE office
4. Handing over of the Exam material to the room invigilator
5. Visiting the Examination room in order to see the Exams are conducted in the right manner
6. Ensuring the marking of attendance in the exam rooms
7. Ensuring the punctuality of ringing of the bell to mark the examination timings.
8. Receiving the answer sheets from the room invigilators after the exam
9. Arranging the answer sheets in a serial order
10. Submission of the answer scripts in the CoE office as per the Attendance

4.3 Invigilators

1. The teachers of College shall be eligible for appointment as Invigilators. However, in case of necessity, librarians, research assistants can also be drafted as Invigilators.
2. Invigilators shall report to duty at least half an hour before the time specified for commencement of an examination.
3. Invigilators who are assigned “Gate duty” shall properly check the candidates at the entrance and permit them into premises only on producing of valid Hall Tickets and after removal of all forbidden material from their possession.
4. Invigilators shall open the inner cover of the Question Papers given to them in the Examination Hall just five minutes before the commencement of examination, after thoroughly satisfying themselves that the question paper pertains to the examination being conducted.
5. Invigilators shall not allow examinees into the Examination Halls after half an hour from the time of the commencement of the examination.
6. An invigilator is required to

- a. Distribute the Answer Book, Question Paper when a candidate takes the seat assigned to him/her.
 - b. Deliver additional answer books, with signature and date only after checking that the original answer book is properly utilized.
 - c. The invigilator must verify the hall ticket number written on the main answer book in the place provided by comparing digit by digit with the number written on hall ticket and put his/her signature with date compulsorily.
 - d. Take attendance after half an hour from the commencement of the examination.
 - e. Prepare Presentee and Absentee statements, paper wise, subject wise.
 - f. Collect the Answer Books from the candidates on expiry of the time allotted for an examination and arrange them in ascending order of hall ticket numbers.
 - g. Receive the answer books from the candidates who wish to handover the same during examination hours.
 - h. Take all measures to prevent examinees from indulging in malpractices.
 - i. Report the cases of malpractice detected by him/her or reported by the squad as per the procedure laid down in this regard and take further action.
 - j. Render account of Answer books, additional answer books and question papers given to him/her.
 - k. Not to permit any candidate to go out of the examination halls before half an hour is completed after the commencement of the examination.
 - l. The invigilator should hand over the unused main answer books and question papers to the chief superintendent after half an hour from the commencement of the examination.
7. An invigilator shall remain in the examination hall during the time allotted for each paper and shall not leave the hall even for brief periods, without making alternate arrangements.
 8. During the course of an examination, invigilators are expected to keep on moving in the respective examination hall and they shall not engage themselves in reading/conversation/any work other than supervision of examination.
 9. Use of cell phones, Laptop, Palm top or Digital Diaries or similar articles and listening to radios, Transistors by the invigilators and the examinees is strictly prohibited during the examination.
 10. In case an invigilator feels that it is necessary to permit a candidate to leave the examination hall for a brief period during the examination hours (for attending to

nature calls) he/she shall be permitted. The invigilators may fix the time for return of candidate. Failure on the part of the candidate to return within the specified time will entail him/her to be expelled from the examination hall for the paper.

11. Use of programmable calculators is strictly prohibited.

4.4 Squad Members

The Principal will constitute Squads for monitoring and ensuring fair and clean conduct of examination.

Following are the duties of the Squad Members:

1. The staff and the invigilators who are found indifferent towards their duties may be brought to the notice of the Chief Superintendent.
2. Candidates who are writing the examination and are found with forbidden material in the examination hall, toilets or in the College premises during the timing of examinations shall be immediately handed over to the Chief Superintendent for booking under malpractice. Misbehavior of the examinees with the staff on the duty may be brought to the notice of the Chief Superintendent.
3. Under no circumstances, the candidates found with forbidden material shall be left off even though there is a resistance from the candidates, it may be reported to the Principal.

4.5 Board of Examiners

1. The COE shall propose the Board of Examiners along with the examination committee.
2. All BOE members must have a minimum of two years of teaching experience. If the department does not have qualified members then outsider examiners will be considered.
3. List of panel of examiners will be taken from respective Heads of Department
4. The Head of Department shall be the Chairperson of the BOE.
5. In each subject at least 3 to 4 Names will be suggested by the HoD
6. Controller of Examinations will select any one from the list of examiners given by respective HoD's
7. It is the duty of the Board of Examiners to scrutinize external and internal question papers and approve it if it is set according to the blue print.
8. Selected paper setter will be required to set two/more Question papers as requested by CoE.
9. BOE will supervise the smooth functioning of the valuation work.

10. Paper setters will provide the scheme of valuation to the evaluators. If paper Setter is not the evaluator she/he shall review 10% of the papers valued by other examiner.

4.6 Paper Setters & Examiners

1. The paper setters shall set the papers on the courses of study prescribed.
2. The paper setter should be set strictly in accordance with the Syllabus and the Model Paper Pattern
3. A scheme of valuation with necessary instructions and complete key of the question paper is to be given by the paper setter /examiner.
4. Necessary instructions for the guidance of candidates shall be at the top of the question paper.
5. The paper setter shall type personally and send it to the Controller of Examinations.
6. Confidentiality shall be strictly maintained.
7. The Examiners shall value the scripts as per the guidelines sent.
8. The question paper for the end semester exam (Two sets) will be set by external /internal examiner who taught the subject for at least three years drawn from the list of paper setters approved by the Board of Studies. The question paper drawn at random from the two sets is moderated by a senior internal teacher for the required standard and coverage of the syllabus.

4.6.A. Question paper setting as per BLOOM'S Taxonomy for MBA from 2020-21

The following reforms in the Examination System are presented and approved in the BoS Meeting, A.Y. 2020-2021.

1. The Question Paper formats of “CIA & SEE” are revised with three sections by introducing CO-PO, Bloom’s Taxonomy Levels and LOTs & HOTs as per the OBE (Outcome Based Education).
2. Compulsory Case Study Analysis introduced in the question paper to assess the students’ skills related to their thinking and problem solving nature.
3. Internal Question Paper (30 Marks) was revised with three sections:
Section-A: Short Answer Questions (5Q * 3 = 15 Marks)
Section-B: Long Answer Questions (2Q * 5 = 10 Marks) (Internal Choice)
Section-C: Case Study (Compulsory Question) (1Q * 5 = 5 Marks)
4. The Coverage of Units for Internal Examination

Internal Examination – I: Unit – I & Unit – II

Internal Examination – II: Unit – III, Unit – IV, Unit – V

5. The question paper of Semester End Examination (SEE) of 60 Marks is revised with TWO SECTIONS.

Section-A: Long Answer Questions (5Q * 10 = 50 Marks) (Internal Choice)

Section-B: Case Study (Compulsory Question) (1Q * 10 = 10 Marks)

4.7 Moderation

End Semester Question papers will be given for Moderation to the subject Expert suggested by the Heads of the Department, one hour before the Examination schedule under the supervision of Controller of Examinations.

5.MALPRACTICE CASES

A candidate indulging in any unfair/ illegal practices during or after the examination as prescribed in ordinance VII part V is deemed to have committed malpractice and is liable for punishment as per schedule of punishment.

The answer books of the examinees, which have been caught while indulging in the malpractice, shall be sent by the Chief Superintendent separately to the Controller of Examinations, along with the following:

1. Hall ticket of the candidate in original;
2. Forbidden material (if any) seized from the candidate. The forbidden material shall contain the hall ticket number of the candidate, the signatures of the candidate and invigilators/squad members;
3. Explanation of the candidate if available;
 - A. Report of malpractice duly filled in the prescribed proforma.
 - B. Copy of seating plan of the examination hall in which the candidate had appeared for the examination.

In case the examinee runs away from the exam hall along with his answer book, immediately an FIR shall be lodged with nearest police station having jurisdiction and the candidate shall be booked under malpractice and a copy of FIR shall be enclosed with the Malpractice report and the candidate will be debarred for the rest of the examinations.

5.1 Malpractice Redressal Committee and its Functions

1. All instances of malpractices relating to the examinations detected and reported by Chief Superintendent, Squads and invigilators, shall be examined and disposed off by a Malpractice Redressal Committee appointed as per the rules. The Malpractice Redressal Committee shall award punishment, if in its opinion, the guilt of the candidates is established by the evidence available, such as, the prohibited material, reports of Chief Superintendent, invigilator/Squad member and explanation of the candidate admitting his/her guilt.

2. (a) In case a candidate denies the allegation against him/her, or if the committee feels it desirable, it shall fix a date, time and place for holding an enquiry and give atleast seven days notice to the candidate to give him/her an opportunity of being heard, by sending the information by post, to the address given in the examination application form. On the date and time mentioned in the notice, the committee shall meet at the place mentioned in the notice and hear the candidate, if present. The committee thereafter shall take a decision in the matter. No candidate shall be permitted to present his/her case before the committee through a person other than himself/herself.

(b) If an examiner reports to the Controller of Examinations indication of act of unfair means, which could be, detected during the course of valuation of Answer Books the same shall be referred to the Chairman, Board of Studies to determine if there is a *prima facie* case. If the Chairman is satisfied that there is a *prima facie* case, it shall be referred to the Malpractice Redressal Committee. If the Chairman, Board of Studies decides otherwise, the Controller of Examinations shall have the opinion to refer it to the Malpractice Redressal Committee. The Malpractice Redressal Committee shall make appropriate recommendations in the matter after getting the answer books revalued, and giving a reasonable opportunity to the candidate(s) to defend. However, no such opportunity is to be given to the candidate(s) if it is group malpractice.

3. In case, if it is brought to the notice at any stage after the examination, that a candidate is suspected to have indulged in malpractice, his/her case shall be referred to the Malpractice Redressal Committee by the Controller of Examinations. The Committee on the basis of such evidence, as made available to it, and after giving reasonable opportunity to the candidate to defend himself/herself shall recommend the punishment to be awarded to him/her or them, if any.

4. If a candidate is found guilty of malpractice after declaration of the result, the result shall be cancelled besides awarding him/her the punishment that would have been awarded to him/her, had the facts come to the notice of the college, before the declaration of the result.
5. Any other act of unfair means, misconduct by an examinee during course of or after examination, not contained in this provision shall be dealt by the Malpractice Redressal Committee following principles of nature justice and make suitable recommendation for necessary action.

5.2 Schedule of the Nature of Malpractice and the Punishment Thereon

| Sl.No | Nature of Malpractice/Improper conduct | Punishment |
|-------|---|--|
| 1 | Possession or keeps accessible of the Forbidden (written/ printed/digital) papers, books, notes during the examination period but which were not used. | Expulsion from the examination hall and cancellation of the performance in that subject only. |
| 2 | Matter relevant to the examination being written on any part of the body or on the clothes worn, or in the instruments, wrapping etc. | Expulsion from the examination hall and cancellation of the performance in that subject only. |
| 3 | Has copied in the examination hall from any paper, book, programmable calculators, palm computers or any other form of material relevant to the subject of the examination (theory or practical) in which the student is appearing. | Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the student has already appeared including practical examinations and UG major project and shall not be permitted to appear for the remaining examinations of the subjects of that semester/year. The hall ticket of the student is to be cancelled and sent to CoE office. |

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| 4 | Gives assistance or guidance or receives it from any other student orally or by any other body language methods or communicates through cell phones with any student or persons in or outside the exam hall in respect of any matter | Expulsion from the examination hall and cancellation of the performance in that subject only of all the students involved. In case of an outsider, he will be handed over to the police and a case is registered against him. |
| 5 | An examinee who attempts to disclose his/her identity to the paper valuer by writing his/her roll number at a place other than the place prescribed for it, or by writing his/her name or any coded message or an examinee who makes an appeal to the paper valuer in the answer book. | Cancelling the result of that paper. |
| 6 | Writing such as invocation of God's name in any form | A due disciplinary action will be taken |
| 7 | Using abusive and obscene language in the answer book. | Cancellation of the result of that paper. |
| 8 | Examinee allowing or destroying prohibited material found in his possession or acting in any other manner with a view to destroying evidence. | Cancellation of the result of all examinations taken or proposed to be taken during that session and prohibiting his/her admission to or continuation in any course of the College for a period of one year. |
| 9 | Refusing to obey instructions of the Chief Superintendent/Invigilator | Cancellation of the result of that paper. |
| 10 | Smuggling an answer book/additional answer book/matter into or out of the examination hall | Cancellation of the result of all examinations taken or proposed to be taken during that session and prohibiting his/her admission to or continuation in any course of the College for a period of one year. |

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| 11 | Comes in a drunken condition to the Examination hall. | Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the student has already appeared including practical examinations and project and shall not be permitted for the remaining examinations of the subjects of that semester/year |
| 12 | Inserting in or removing from the answer books/additional; answer book of any sheet. | Cancellation of the result of all examinations taken or proposed to be taken during that session and prohibiting his/her admission to or continuation in any course of the College for a period of one year |
| 13 | Substituting wholly or partly an answer book/additional answer book | Cancellation of the result of all examinations taken or proposed to be taken during that session and prohibiting his/her admission to or continuation in any course of the College for a period of one year |
| 14 | Impersonates any other student in connection with the examination | The student who has impersonated shall be expelled from examination hall. The student is also debarred and forfeits the seat. The performance of the original student who has been impersonated, shall be cancelled in all the subjects of the examination (including practicals and UG major project) already appeared and shall not be allowed to appear for examinations of the remaining subjects of that semester/year. The student is also debarred for two consecutive semesters from class work and all university examinations. The continuation of the course by the student is subject to the academic regulations in connection with forfeiture of seat. If the imposter is an outsider, he will be handed over |

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|----|---|---|
| | | to the police and a case is registered against him |
| 15 | Cases of examinees conspiring to inter change the hall ticket nos. | Cancellation of the result of all examinations taken or proposed to be taken during that session and prohibiting their admission into or continuation in any course of the College for a period of one year. |
| 16 | Creation of disturbance or otherwise misbehaving in and around the examination hall during or before the examination. | Cancellation of the result of all examinations taken or proposed to be taken during that session and prohibiting their admission into or continuation in any course of study for a period of two year. |
| 17 | Guilty of assaulting/ abusing / intimidating any person connected with the examination work any time before, during or after the examination. | Cancellation of the result of all examinations taken or proposed to be taken during that session and the next session and prohibiting admission into or continuation in any course for a period of two year. |
| 18 | Possess any lethal weapon or firearm in the examination hall | Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the student has already appeared including practical examinations and project and shall not be permitted for the remaining examinations of the subjects of that semester/year. The student is also debarred and forfeits the seat. |
| 18 | Punishments for malpractices not defined here. | As Recommended on the merits of the individual cases by the Malpractices Redressal Committee |

Note: Definition: 'Examination' in this context refers to all papers taken by the candidate on the hall ticket. **All disputes are subject to the jurisdiction of the courts in twin cities of Hyderabad & Secunderabad only.**

6. POST EXAMINATION PROCESSING

6.1 Dispatch of Answer scripts

Soon after the conclusion of the examination for a particular session, the answer books shall be received by the Chief Superintendent from the invigilators of the respective examination halls. These answer books shall be arranged subject wise, paper wise, and in ascending order of hall ticket numbers.

The Chief Superintendent shall personally check each answer script with printed 'D' form & Presentee statement. Additions, if any, may be included in the printed 'D' form and the totals be modified accordingly.

The Chief Superintendent shall certify the correctness of the 'D' form & the Presentee statement.

The answer script shall be packed, sealed and sent to the Controller of Examination as per the procedure prescribed. The details of the examinations i.e. the Date of Exam, Subject, Paper Code, Time of the Exam & Time of Dispatch of the bundle should invariably be mentioned on the bundle wrapping.

However, the answer scripts of the candidates booked in malpractices cases shall be packed & sent separately to the Controller of Examinations.

6.2 Valuation

The Chairman, Board of Studies of the concerned Department should prepare the panel of paper setters and examiners for both theory and practicals, for each paper separately, get it approved by the board and send it to the Controller of Examinations. This will be done at the beginning of the academic year/ semester, as soon as the teaching arrangements for various subjects are made, as the Chairman, Board of Studies has to send the panel to the Controller of Examinations well in advance i.e., three months before the start of semester examinations.

Teachers appointed by a duly constituted selection committee and who have put in **three years** of teaching experience in the concerned subject at the university/ constituent/ Govt/ Affiliated/ Autonomous Colleges of the university shall be eligible for appointment as examiners for theory and practicals.

At the time of valuation, the Controller of examinations shall send appointment orders to the examiners.

For PG courses, Double valuation is conducted. If the difference between the two valuations of the answer script is 20% and above of the total marks, the respective answer script is sent for third valuation and the average of the higher of two valuations are considered.

6.3 Scrutiny

Valued answer scripts will be scrutinized by the faculty only. The total marks entered in the answer scripts is verified and the marks entered in the award list will be cross verified with the marks awarded in the answer scripts, if any variation it will rectified by the scrutinizer and report to the Controller of Examinations.

6.4 Moderation

Moderation is not welcome in general. But under some circumstances, a body comprising of the Principal, the Controller of Examinations and the Chairman of the board concerned recommends to apply Osmania University guidelines of moderation.

Moderation Rules for UG and PG Examinations:

First Moderation: If the Pass percentage is less than 30% of all the candidates appeared in a particular paper.

Second Moderation: If 70% of the candidates appeared in a particular paper have not secured 55% and above marks.

If one of the above conditions is fulfilled One Moderation is applied and if Two Conditions are fulfilled Two Moderations are applied. Each Moderation Marks are awarded to all the students on the following Basis.

| Paper Marks Range | Marks to be Added |
|--------------------------|--------------------------|
| 0-50 | 3 |
| 51-75 | 4 |
| 76 and above | 5 |

Note: Moderation marks to be added to those candidate who score atleast 1 mark

RULES FOR AWARDING GRACE MARKS FOR U.G. EXAMINATIONS

1. Grace up to 2 Marks: Any candidate of I year, II year and III year up to only V semester is failing by 1 mark or 2 marks in any one or two papers → Grace marks of only TWO can be added . If he I she is failing in more than two subjects, the grace can be given to reduce their BACK LOG PAPERS.
2. To improve the division from III - II division; II to I division, one or two marks grace can be given to a candidate if he I she can improve the division.
3. 0.5% rule applies only for Final year final semester students. 0.5% of grand total (parts, I & II) marks of the course can be given as grace only if he I she is completing the course.

Example: If grand Total is 2000 marks, then 0.5% of 2000 = 10 marks. These 10 marks can be added to failing subjects to complete the course but not to reduce the backlogs.

NOTE: If 0.5% rule is applied, No grace is given.

Rules for grace marks for sports:

1. To award to the extent of 10% grace marks in each subject for the students who represented the country in the official international competitions provided they played for the university during the course of study i.e., should be on rolls during the particular academic year.
2. To award to the extent of 10% grace marks in each subject for the All India Inter University medalist provided, they played for the university during the course of study i.e., should be on rolls during the particular academic year.
3. To award to the extent of 5% grace marks in each subject for the South Zone Inter University winners who represented university during the course of study i.e., should be on rolls during the particular academic year.
4. The above grace marks are applicable for maximum marks of paper i.e., internal and external put together, for failed papers only.
5. The above grace marks are to be awarded in addition to the existing grace marks i.e., 0.5 rule marks common to all.

6.5 Declaration of Results

After the valuation process is completed, the marks will be carefully tabulated after the scrutiny and the results will be declared after getting the approval from the result committee. The whole will not exceed 30 days from the last date of the examination.

Results will be displayed on the college notice board and will be published in the College website.(www.josephscollege.ac.in)

The candidates can also access the College website and download their memorandum of marks. If the candidate wishes to apply for either recounting or revaluation as per the rules, he/she could use this printout and apply to the College.

The memorandum of marks, the consolidated memo & provisional certificates will be issued to the student within 40 days after the declaration of the results.

The Controller of Examinations shall verify all the entries in the memos with the help of nominal rolls before issuing the memos to the respective candidates. If any defects are noticed in the memo, the candidates shall return it to the Controller of examinations for necessary corrections.

6.6 Revaluation/Recounting

There is a provision for revaluation of the answer scripts. A candidate may apply for revaluation of one or more papers in the prescribed application form available in the College along with prescribed fees on or before the last date notified by the Controller of Examinations.

If the revaluation is 5% to 10% more than the original, revalued marks is taken as final and awarded to the candidate, and the result will be declared accordingly.

If the revalued marks are more than 10% of the marks secured in the first valuation, the script will be sent for the third valuation. Average of the marks secured in second and third valuation will be considered for awarding marks.

Only for those candidates whose marks have increased by 5% to 10% than the original marks due to revaluation new memos will be issued.

For the candidates, where there is no change in the revalued result, no separate intimation is given.

Recounting for PG students

For PG courses there is no provision for Revaluation but a student can apply for Recounting. A candidate may apply for recounting of one or more papers in the prescribed application form available in the College along with prescribed fees on or before the last date notified by the Controller of Examinations.

If the recounted marks are more than awarded marks secured in the first valuation the recounted marks will be considered for awarding marks. If there is no change in the recounting, the first awarded marks will be retained and the result will be declared accordingly.

The students whose marks have improved in the recounting will be displayed and a new memo will be issued in exchange of old memo.

The Revaluation/recounting results will be declared within 15 days from the last date of the Revaluation/recounting form submission.

The candidates should not apply for the issue of degree certificate before the results of revaluation/recounting are declared.

NOTE: The students whose marks have not improved in the revaluation/recounting will not be mentioned in the result list.

7. WITHHOLDING OF RESULTS

If the student has not paid the fees to the college at any stage, or has dues pending due to any reason whatsoever, or if any case of indiscipline is pending, the result of the student may be withheld, and student will not be allowed to go into the next semester. The award or issue of the degree may also be withheld in such cases.

8. TRANSITORY REGULATIONS

Student who has discontinued for any reason, or has been detained for want of attendance or lack of required credits as specified, or who has failed after having undergone the degree programme, may be considered eligible for readmission to the same subjects/ courses (or equivalent subjects/ courses, as the case may be), and same electives (or from set/category of electives or equivalents suggested, as the case may be) as and when they are offered (within the time-frame of 5 years from the date of commencement of student's first year first semester).

9. ACCOUNTS AND EXAM BILLS

The Principal/ Controller of the Examinations may draw advance through the abstract bill if he/she so desires before the commencement of examinations and settle the advance immediately after the exams are over.

After the completion of exams, the Controller of the Examinations shall get the bills prepared in the prescribed proforma. The bills should be prepared strictly as per the rules and the scale permitted for drafting examination personnel should be adhered to, strictly. The details of the advance amount drawn for conducting the examination should be mentioned. The bills should be prepared and should be invariably be fully vouchered.

The claims regarding to the expenditure, remuneration incurred in connection with conducting of exams should be settled immediately.

Copies of all the bills submitted to the Accountant should invariably be maintained by Controller of Examinations.

Maintenance of Account of Stationery & Question Paper

The account of main answer books and additional answer books is to be maintained by the Examination branch.

The day wise account of question papers received from the Controller of Examinations and the balance left should be accounted for and should be recorded.

The Controller of Examinations should assess the requirement of all stationery required for the ensuing exams and procure stocks.

10.STUDENT SUPPORT SERVICES

10.1 Memorandum of Marks

Separate counter is provided in the College to enable students to submit examination application forms and issue of Memorandum of Marks, Provisional Certificates, Consolidated Memos, etc.

Information with regard to fee particulars and procedure for filling the application is also provided at the counter.

The details of fee particulars will be displayed prominently near the counter.

10.2 Original Degree Certificates

Prescribed application form for obtaining the Degree Certificate before convocation is available in the Examination Branch of the College and **Degree in Absentia** after the mini convocation is available at the Osmania University Press. The application form has to be submitted with the following enclosures:

- a. Xerox copies of SSC & intermediate certificates or equivalent
- b. Xerox copies of provisional certificate and consolidated memorandum of marks of the qualifying examination.
- c. Xerox copies of Aadhar/driving license or any photo ID proof
- d. Demand draft for the prescribed fee issued by any nationalized bank drawn in favour of the Controller of Examinations payable at the SBH, OU Branch, Hyderabad.

The provisional certificate is issued to the candidates before mini convocation or within one year from the year of passing the examination.

AWARD OF DEGREE

- The Final Degree will be awarded by the parent University (Osmania University)
- The name of the college will be mentioned in the Degree certificate along with Osmania University.

10.3 Migration Certificate

The prescribed application form for obtaining “Migration Certificate” is available at the Osmania University Press. The candidates are advised to apply for the certificate in the university after the verification from the college and attested by the Controller of Examinations along with following enclosure:

- i. Xerox copies of memorandum of marks.
- ii. Demand draft for the prescribed fee issued by any nationalized bank drawn in favour of the Controller of Examinations payable at the SBH, OU Branch, Hyderabad.

10.4 Duplicate Hall Ticket

Duplicate Hall ticket may be obtained by submitting the request to the Controller of examinations along with prescribed fee.

10.5 Duplicate Semester Memo/Consolidated Memo

Duplicate Semester Memo/Consolidated Memo may be obtained by submitting the request to the Controller of examinations along with prescribed fee.

10.6 Duplicate Degree Certificate

There is no provision to issue a duplicate degree certificate. However, in case the original degree certificate is lost /damaged, a **CERTIFICATE** is issued in lieu of the lost/damaged degree certificate. The prescribed application form to obtain the said **CERTIFICATE** is available at the Osmania University Press. The application form has to be submitted to the Controller of Examinations, OU with the following enclosures:

- i. Original Police FIR certificate to the effect that the original degree certificate is beyond recovery and that the efforts made to trace the original degree certificate proved futile.
- ii. Affidavit stating the above fact on a non- judicial stamp paper of Rs.20/- duly sworn before a notary.
- iii. A Demand Draft issued by any nationalized bank in favour of the Controller of examinations, OU payable at SBH, OU Branch, Hyderabad. (Amount shall be as per the rules)
- iv. Xerox copies of Memorandum of marks, lost certificate and other relevant documents.
- v. Four recent passport size photos – two plain and two self – attested photos out of which one is to be pasted on the application form.
- vi. In case of damage, the damaged certificate in original.

10.7 Issue of Transcripts

A written request may be addressed to the Controller of Examinations, along with the prescribed fee, Original document i.e., certificate/ memo of marks along with Xerox copies of Transcripts.

10.8 Genuineness Certificate (Manual and Online)

The certificate of various Courses issued by the College are verified for their genuineness on submission of a written request addressed to the Controller of examinations, either from an

individual or an agency enclosing Xerox copies of the certificates, memorandum of marks etc., on payment of prescribed fee through demand draft. The report will be sent to the concerned within 30 days from the date of receipt of the request.

Note: Online certification verification through Direct verify 'www.directverify.in' including WES (World Education Services) from 2020 onwards.

10.9 Unclaimed Documents

The Semester Marks Memo/Provisional Certificates /Consolidated Marks Memo which are not collected by the candidate within three months from the issue of such certificates will be kept in the archives. To get the unclaimed documents from office of the Controller of Examinations, an application should be submitted together with the payment of stipulated fee. The candidates should produce hall ticket or any photo identity proof to collect the unclaimed documents from the College.

11. CODING SYSTEM

Guidelines of coding

- i. Every semester examination Coding of Answer Scripts (CAS) starts with number of that particular semester (odd/even).
 - a.For Odd Semester the starting digit is 1
 - b.For Even Semester the starting digit is 2
- ii. The Second digit of the code indicates the particular semester (I/II/III/IV/V/VI). The next digits follow the serial numbers(1 to 99999).
- iii. In every semester examination coding of a paper must be in multiples of hundreds only. After completing of coding of a paper, the next coding starts with next hundred for another paper. This system continues until the last paper in that semester.
 - For example in I semester - coding English language paper scripts starts with 1100001 and assume that it may end with 1100650.
 - Coding of the next paper (example Telugu language) starts with 1100701 and assumes that it may end with 110950.
 - Coding of the next paper (example Hindi language) starts with 1101001.

11.1 Odd Semester

Answer Book Coding system for UG Courses

| SL no | Semester | Starting Number |
|-------|----------|-----------------|
| 1 | I | 1100001 |
| 2 | II | 1200001 |
| 3 | III | 1300001 |
| 4 | IV | 1400001 |
| 5 | V | 1500001 |
| 6 | VI | 1600001 |

Answer Book Coding system for PG Courses

| SL no | Semester | Starting Number |
|-------|----------|-----------------|
| 1 | I | 1100001 |
| 2 | II | 1200001 |
| 3 | III | 1300001 |
| 4 | IV | 1400001 |

11.2 Even Semester

Answer Book Coding system for UG Courses

| SL no | Semester | Starting Number |
|-------|----------|-----------------|
| 1 | I | 2100001 |
| 2 | II | 2200001 |
| 3 | III | 2300001 |
| 4 | IV | 2400001 |
| 5 | V | 2500001 |
| 6 | VI | 2600001 |

Answer Book Coding system for PG Courses

| SL no | Semester | Starting Number |
|-------|----------|-----------------|
| 1 | I | 2100001 |
| 2 | II | 2200001 |
| 3 | III | 2300001 |
| 4 | IV | 2400001 |

12.EXAMINATION SYSTEM (Non CBCS)

12.1 Under Graduate Courses (Non CBCS)

All Under Graduate courses follow semester pattern with respect to Teaching and Evaluation. The Academic year is divided into Two Semesters. The first or Odd Semester is from June – October and the second or Even Semester is from November – March. Each Semester has Two Internal Examinations with one End-Semester Examination in the ratio of 40:60 Marks in each subject as part of a reliable and sustainable evaluation process.

Semester Course Subjects:

Part – I: Languages

- English
- Second Language

Part – II: Core Subjects

- Compulsory subjects (With or without practical)
- Optional Subjects

Part – III: Value Addition Subjects

- Indian Culture & Heritage/ Environmental Studies/ Science Civilization/
Value Education

Note: It is mandatory to pass Part – III Subjects though it is not considered for Divisional declaration.

A. Examination Pattern

Examination system has two components - **Continuous Internal Assessment (CIA)** and **End Semester Assessment (ESA)**.

Theory Papers:

Total Marks: 100 (40 for CIA and 60 for ESA)

Practical papers:

Total Marks: 50 (20 for CIA and 30 for ESA)

I. Continuous Internal Assessment (CIA)

a. Theory Papers

- Internal Exam I - 15 marks
- Internal Exam II - 15 marks
- Skill Based Test (SBT) - 10 marks (Assignments, Viva Voce, Presentations etc.)

b. Practical Papers

Internal Practical Exam: 20 marks (Viva- voce, Record submission, Execution)

Note: No Re-Examination will be conducted if the student is absent for internals (The rule applies for both theory and practical papers).

II. End Semester Assessment (ESA)

a. Theory Papers

- Written Examination for each subject will be conducted for 60 marks with a duration of 3 hours.
- Students have to secure a minimum of **22 marks (36%)** out of 60 in End Semester Examination and a total of **36 (CIA+ESA)** marks out of 100 marks to pass in every subject.

b. Practical Papers

- Practical Examination for each subject will be conducted for 30 marks with duration of 3 Hours.

- Students have to secure a minimum of **11 marks (36%)** out of 30 in End Semester Practical Examination and a total of **18(CIA+ESA)** marks out of 50 marks to pass in every subject.

B. Promotion Rules

| S.No. | Semester | Conditions to be fulfilled for Promotion |
|-------|------------------------|---|
| 1. | From Sem-I to Sem-II | Should have undergone a regular course of study of Sem -I and applied for Sem-I examinations |
| 2. | From Sem-II to Sem-III | a) Should have undergone a regular course of study of Sem-II and applied for Sem-II examinations b) The number of backlogs if any of Sem -I & Sem-II together shall not exceed 50% of total No. of papers prescribed for Sem-I & II |
| 3. | From Sem-III to Sem-IV | Should have undergone a regular course of study of Sem -III and applied for Sem-III examinations |
| 4. | From Sem-IV to Sem-V | a) Should have undergone a regular course of study of Sem - IV and applied for Sem-IV examinations b) The number of backlogs if any of Sem-I,II,III & IV together shall not exceed 50% of total No. of papers prescribed for Sem-I,II,III & IV |
| 5. | From Sem-V to Sem-VI | Should have undergone a regular course of study of Sem-V and applied for Sem-V examinations. |

Note: If the student has not submitted the examination application for the semester Examinations due to any reason he/she has to repeat the semester.

C. Backlog Examination

Backlog Examination will be conducted in Odd and Even semesters every year. In the case of change/modification in course content, backlog students will be given three attempts in the old syllabus and thereafter they will be required to take the examination in current syllabus.

In case, any subject is discontinued totally and student has not cleared the paper in spite of giving three chances in the same syllabus, then with the permission of the principal the student will be given equivalent papers.

12.2 POST GRADUATION COURSES(NON-CBCS)(2014-2015 Batch)

All Post Graduate courses follow semester pattern with respect to Teaching and Evaluation. The Academic year is divided into Two Semesters. Each Semester has Two Internal Examinations with one End-Semester Examination in the ratio of 40:60 Marks in MA and 20:80 Marks in MBA each subject as part of a reliable and sustainable evaluation process.

A. Examination Pattern

Examination system has two components

- Continuous Internal Assessment (CIA) and End Semester Assessment (ESA).

- **Master of Journalism & Communication (MA (Journalism & Communication))**

- i. **Theory Papers:**

- Total Marks: 100 (40 for CIA and 60 for ESA)

- ii. **Practical Papers:**

- Total Marks: 50 (20 for CIA and 30 for ESA)

I. Continuous Internal Assessment (CIA)

a. Theory Papers

1. Internal – I Examination - 30 marks
2. Internal – II Examination - 30 marks

3. Skill Based Test (SBT) - 10 marks

Total: (Internal – I + Internal – II) / 2 + SBT = 40 marks

b. Practical Papers

Internal Practical Exam: 20 marks (Viva- voce, Record submission, Execution)

Note: No Re-Examination will be conducted if the student is absent for internals (The rule applies for both theory and practical papers).

II. End Semester Assessment (ESA)

a. Theory Papers

- Written Examination for each subject is conducted for 60 marks with a duration of 3 hours.
- Students have to secure a minimum of 24 marks (40%) out of 60 in End Semester Examination and a total of 40(CIA+ESA) marks out of 100 marks to pass in every subject.

b. Practical Papers

- Practical Examination for each subject is conducted for 30 marks with duration of 3 Hours.
- Students have to secure a minimum of 12 marks (40%) out of 30 in End Semester Practical Examination and a total of 20(CIA+ESA) marks out of 50 marks to pass in every subject.
- **Master of Business Administration (MBA)**

i. Theory Papers:

Total Marks: 100 (20 for CIA and 80 for ESA)

Note: IT applications for Business Organisation (Theory)

Total Marks: 80 (20 for CIA + 60 for ESA)

ii. Practical paper:

Subject: IT applications for Business Organisation (Practical)

Total Marks: 20 (ESA)

I. Continuous Internal Assessment (CIA)

Theory Papers

1. Internal – I Examination - 15 marks

2. Internal – II Examination - 15 marks

3. Skill Based Test (SBT) - 5 marks

Total: (Internal – I + Internal – II) / 2 + SBT = 20 marks

Note: No Re-Examination will be conducted if the student is absent for internals (The rule applies for both theory and practical papers).

II. End Semester Assessment (ESA)

a. Theory Papers

- Written Examination for each subject is conducted for 80 marks with a duration of 3 hours.
- Students have to secure a minimum of 32 marks (40%) out of 80 in End Semester Examination and a total of 40(CIA+ESA) marks out of 100 marks to pass in every subject.
- For Subject: **IT applications for Business Organisation** students have to secure a minimum of 24 marks (40%) out of 60 in End Semester Examination and a total of 32 (CIA+ESA) marks out of 80 marks to pass in the mentioned subject.

B. Promotion Rules

| S.No. | Semester | Conditions to be fulfilled for Promotion |
|-------|------------------------|--|
| 1. | From Sem-I to Sem-II | Should have undergone a regular course of study of Sem -I and applied for Sem-I examinations |
| 2. | From Sem-II to Sem-III | a) Should have undergone a regular course of study of Sem-II and applied for Sem-II examinations b) The number of backlogs if any of Sem -I & Sem-II together shall not exceed 50% of total No. of papers prescribed for Sem-I & II |
| 3. | From Sem-III to Sem-IV | Should have undergone a regular course of study of Sem -III and applied for Sem-III examinations |

Note: If the student has not submitted the examination application for the semester examinations due to any reason he/she has to repeat the semester.

13.EXAMINATION SYSTEM (CBCS)

13.1 CREDIT SYSTEM

Keeping in view the rapid changes in higher education in India and Abroad, the College adopted Choice Base Credit System (CBCS) from the academic year 2015-16 for all UG and PG courses before the Parent University adopted it. Introduction of CBCS aims to redefine the curriculum keeping pace with the liberalization and globalization in education allowing students an easy mode of mobility to various educational institutions spread across the world along with the facility of transfer of credits earned by students. Grade-based Assessment in credit system is introduced to promote healthy competition.

In the UG & PG level the curriculum of all the programs are designed implementing Choice Based Credit Sytem (CBCS) and evaluation through grading system is introduced with the following UGC guidelines:

L: T: P: C (Lecture periods: tutorial periods: practical periods: credits) structure based on the following general pattern.

- One credit for one hour/ week/ semester for theory/ lecture (L) courses/tutorials
- One credit for two hours/ week/ semester for laboratory/ practical (P) courses.

Under Graduate (CBCS)

All Under Graduate courses follow semester pattern with respect to Teaching and Evaluation. The Academic year is divided into Two Semesters. The first or Odd Semester is from June – October and the second or Even Semester is from November – March. Each Semester has Two Internal Examinations with one End-Semester Examination in the ratio of 40:60 Marks in each subject as part of a reliable and sustainable evaluation process.

In the UG Level all the programmes are designed to include

- Compulsory core courses (CC) – English and Second Languages
- Ability Enhancement Compulsory Courses (AECC)- Human Values and Gender Sensitization & Environmental Studies
- Discipline Specific Core courses(DSC)

- Discipline Specific Elective courses (DSE)
- Skill Enhancement Courses (SEC)
- Generic elective courses (GE)

POST GRADUATION COURSES (CBCS)

All Post Graduate courses follow semester pattern with respect to Teaching and Evaluation. The Academic year is divided into Two Semesters. Each Semester has Two Internal Examinations with one End-Semester Examination in the ratio of 40:60 Marks in each subject as part of a reliable and sustainable evaluation process

In the PG Level all the programmes are designed to include

- Ability Enhancement Courses (AEC)
- Discipline Specific Core courses(DSC)
- Discipline Specific Elective courses (DSE)

CBCS GUIDELINES

- Minimum 40% is the Pass Mark in every Course
- No Supplementary Examination for those who completed 6 semesters study
- SGPA Shown in Semester Grade Report (No SGPA if fail in any one of the paper)
- CGPA is awarded after passing all 6 semester papers
- SEC Grade will be Included in SGPA & CGPA
- No Part I & Part II Separation in final Results
- Students of UG/PG have to clear their backlogs and get degree in maximum of 2 additional years in addition to the regular duration of the Program 3/2 Years.
- Only Grades & Credits indicated in the Grade Report

NOTE: Marks will not be shown in Grade report

13.2 EXAMINATION PATTERN

Examination system has two components - **Continuous Internal Assessment (CIA)** and **End Semester Assessment (ESA)**.

Theory Papers:

Total Marks: 100 (40 for CIA and 60 for ESA)

Practical Papers:

Total Marks: 50 (20 for CIA and 30 for ESA)

Continuous Internal Assessment (CIA)

a. Theory Papers

| | |
|--|----------|
| Continuous Internal Assessment Test (CIA) 1 | 30 Marks |
| Continuous Internal Assessment Test (CIA) 2 | 30 Marks |
| Average of Continuous Internal Assessment Test (CIA 1+ CIA 2)/2 | 30 marks |
| Skill Based Test (Assignments + Presentations/mini-projects) | 10 Marks |
| TOTAL | 40 Marks |

b. Practical Papers

Internal Practical Exam: 20 marks (Viva- voce, Record submission, Execution)

Note: No Re-Examination will be conducted if the student is absent for internals (The rule applies for both theory and practical papers).

II. End Semester Assessment (ESA)

a. Theory Papers

- Written Examination for each subject will be conducted for 60 marks with duration of 3 hours. (Except SEC courses for 30 Marks with duration of 2 hours for UG courses).
- Students have to secure a minimum of **24 marks (40%)** out of 60 in End Semester Examination and a total of 40 (**CIA+ESA**) marks out of 100 marks to pass in every subject.

b. Practical Papers

- Practical Examination for each subject will be conducted for 30 marks with duration of 3 Hours.
- Students have to secure a minimum of **12 marks (40%)** out of 30 in End Semester Practical Examination and a total of 20 (**CIA+ESA**) marks out of 50 Marks to pass in every subject.

Note:

Consideration for sports students who participated and represented College in National/International sports events. (in reduction of pass percentage 30%)

In order to promote sports, outstanding students of National and International merit in various sports activities are given special considerations, if they fail to appear for the internal examination from 2018-19.

CONDUCT OF PRACTICAL EXAMINATION

- The Controller of the Examinations shall announce the schedule of practical examinations every semester. The time table for conducting the practical exam in various subjects shall be prepared by the Heads of the Departments well in advance. The dates stipulated by the Controller of Examinations shall be adhered to, while preparing the time table.
- The Controller of the Examinations shall appoint the external examiners for all subjects and the same shall be intimated to the principal. Letters of appointment shall also be sent to the external examiners well in advance along with detailed Time Table. The external examiners shall be instructed to report to the College as per the Time Table. The Chief Superintendent shall also instruct the persons in charge of the respective departments to prepare the required materials for the ensuing examinations.
- If an external examiner does not report to the College on the day of the examination, alternative arrangements may be made by the Controller of the Examinations.
- The Chief Superintendent shall instruct all the internal examiners to personally write the correct and complete hall ticket numbers in the award list which should tally with the hall ticket numbers written by the candidates on practical answer scripts, invariably.
- The external and internal examiners shall verify the marks posted in the award list, both in words and figures and write their names and addresses and put their signatures on the award lists.
- Soon after completion of the practical exam, the Chief Superintendent shall make arrangements for packing the practical answer books, paper wise, subject wise and send them to the Controller of the Examinations. The details of the examinations, such as date of exam, subject of the exam, paper code, date of dispatch of answer scripts should be mentioned on the packets invariably. The original 'D' form should be enclosed with the award list and sent to the Controller of Examinations along with answer scripts.

- In order to conduct the practical examinations in a smooth manner the College has question bank system in different subjects. This system has been accepted by the Board of Studies and found convenient by all the teachers and students

13.3 PROMOTION RULES

UG COURSES

| S.No. | Semester | Conditions to be fulfilled for Promotion |
|-------|------------------------|---|
| 1. | From Sem-I to Sem-II | Should have undergone a regular course of study of Sem -I and applied for Sem-I examinations |
| 2. | From Sem-II to Sem-III | a) Should have undergone a regular course of study of Sem-II and applied for Sem-II examinations b) The number of backlogs if any of Sem -I & Sem-II together shall not exceed 50% of total No. of papers prescribed for Sem-I & II |
| 3. | From Sem-III to Sem-IV | Should have undergone a regular course of study of Sem - III and applied for Sem-III examinations |
| 4. | From Sem-IV to Sem-V | a) Should have undergone a regular course of study of Sem - IV and applied for Sem-IV examinations b) The number of backlogs if any of Sem-I,II,III & IV together shall not exceed 50% of total No. of papers prescribed for Sem-I,II,III & IV |
| 5. | From Sem-V to Sem-VI | Should have undergone a regular course of study of Sem-V and applied for Sem-V examinations. |

PG COURSES

| S.No. | Semester | Conditions to be fulfilled for Promotion |
|-------|------------------------|--|
| 1. | From Sem-I to Sem-II | Should have undergone a regular course of study of Sem -I and applied for Sem-I examinations |
| 2. | From Sem-II to Sem-III | a) Should have undergone a regular course of study of Sem-II and applied for Sem-II examinations b) The number of backlogs if any of Sem -I & Sem-II together shall not exceed 50% of total No. of papers prescribed for Sem-I & II |
| 3. | From Sem-III to Sem-IV | Should have undergone a regular course of study of Sem - III and applied for Sem-III examinations |

Note: If the student has not submitted the examination application for the semester Examinations due to any reason he/she has to repeat the semester.

13.4 BACKLOG EXAMINATION & IMPROVEMENT EXAMINATION

UG COURSES

Backlog examinations

- Backlog examination of Semester I,& III will be conducted along with the main examination of Semesters I,III &V conducted in October/ November for those who have not completed 6 semesters study in the College upto academic year 2020-2021.
- Backlog examination of Semester I,& III will be conducted along with the main examination of Semesters II, IV & VI conducted in April/May for those who have not completed 6 semesters study in the College from 2021-2022
Note: Students who have Completed 3 Years study are eligible to write backlogs only in Even Semester ie: in March/April
- Backlog of Semesters I – VI will be conducted along with main examinations conducted in March/ April.(For All Students)
- In case of change in syllabus of any paper, student is allowed to write the exam in old syllabus in 3 times and thereafter He / She should switch over to new syllabus.
- In case of change of subject, student is allowed to write the exam in old subject for 3 times thereafter He/She should switch over to new subject or equivalent subject
- Instant examination will be conducted immediately after Results declaration for students who failed in any ONE of the VI semester papers only.(Only Current Year Students) w.e.f 2016-17

PG COURSES

Backlog & Improvement Examination

MBA

- Along with the Semester-II Regular Examination, Backlog/Improvement Examination of Semester-I (Current Batch only) will be conducted.
- Along with the Semester-IV Regular Examination, Backlog/Improvement Examination of Semester- I , II, III & IV (Any Batch) will be conducted.
- In improvement examination, student will get only one chance to appear for improvement in the immediate succeeding semester.

MA(Journalism & Communication)

- Along with the Semester-II Regular Examination, Backlog/Improvement Examination of Semester-I & II will be conducted.
- Along with the Semester-IV Regular Examination, Backlog/Improvement Examination of Semester- III & IV will be conducted.
- In improvement examination, student will get only one chance to appear for improvement in the immediate succeeding semester

Note: A student is allowed to appear for improvement examination, if and only if, he has cleared all the subjects in the respective semester.

13.5 INSTANT EXAMINATION

Students who have only one Backlog Examination in final Semester is provided opportunity to appear for an instant examination conducted 15 days from the declaration of the result.

13.6 GRADE POINT TABLE

Marks will be awarded to indicate the performance of student in each theory subject, laboratory / practicals, seminar, project. Based on the percentage of marks obtained (Continuous Internal Evaluation plus Semester End Examination, both taken together), a corresponding letter grade shall be given as below :

GRADE POINT TABLE (2015-2018) Applicable only for 2015-18 Batch

| Marks | Qualitative Meaning | Grades | Grade Point |
|---|----------------------------|---------------|--------------------|
| 90-100 | Outstanding | O | 10 |
| 80 - 89 | Excellent | A | 9 |
| 70 - 79 | Good | B | 8 |
| 60 - 69 | Average | C | 7 |
| 50 - 59 | Moderate | D | 6 |
| 40-49 | Pass | E | 5 |
| Less than 40 | Fail | F | 0 |
| Credit Points = Credits x Grade Points | | | |
| SGPA = Sum of Credit Points obtained in Semester / Total no of Credits in that Semester | | | |

GRADE POINT TABLE (W.E.F 2016-2017 AY)

| Marks | Qualitative Meaning | Grades | Grade Point |
|---|----------------------------|---------------|--------------------|
| 85 and Above | Outstanding | O | 10 |
| 70 - 84 | Excellent | A | 9 |
| 60-69 | Good | B | 8 |
| 55-59 | Average | C | 7 |
| 50-54 | Moderate | D | 6 |
| 40-49 | Pass | E | 5 |
| Less than 40 | Fail | F | 0 |
| Credit Points = Credits x Grade Points | | | |
| SGPA = Sum of Credit Points obtained in Semester / Total no of Credits in that Semester | | | |

GRADE POINT TABLE (W.E.F 2021 – 2022 AY)

| Range of % of Marks | Inference | Letter Grade | Grade Point |
|---|-----------------------|---------------------|--------------------|
| ≥ 90 to 100 | Outstanding | O | 10 |
| ≥ 75 to < 90 | Excellent | A+ | 9 |
| ≥ 60 to < 75 | Very Good | A | 8 |
| ≥ 55 to < 60 | Good | B+ | 7 |
| ≥ 50 to < 55 | Above Average | B | 6 |
| ≥ 45 to < 50 | Average | C | 5 |
| ≥ 40 to < 45 | Pass | D | 4 |
| < 40 | Fail (Re Appear) | F(RA) | 0 |
| | Absent (Not Appeared) | Ab(NA) | 0 |
| Not eligible for end semester examination | In-complete | IC | 0 |

LSGPA CALCULATION

- Credit Points = Credits x Grade Points
- SGPA = Sum of Credit Points Obtained in a Semester/Total No of Credits
- No SGPA is given if a student fails in any of the paper

Illustration of calculation of SGPA

| Course/Subject | Credits | Marks | Grade Letter | Grade Points | Credit Points |
|----------------|---------|-------|--------------|--------------|---------------|
| Course 1 | 4 | 77 | A | 9 | 4X9= 36 |
| Course 2 | 4 | 90 | O | 10 | 4X10 = 40 |
| Course 3 | 4 | 67 | B | 8 | 4X8 = 32 |
| Course 4 | 3 | 58 | C | 7 | 3X7= 21 |
| Course 5 | 3 | 83 | A | 9 | 3X9=27 |
| Course 6 | 3 | 53 | D | 6 | 3X6= 18 |
| | 21 | | | | 174 |

$$\text{SGPA} = 174/21 = 6.28$$

II. CGPA

Illustration of calculation of CGPA:

| Semester 1 | Semester 2 | Semester 3 | Semester 4 | Semester 5 | Semester 6 |
|-------------------------|-------------------------|--------------------------|-------------------------|-------------------------|--------------------------|
| Credit : 20 SGPA:6.9 | Credit : 22 SGPA:7.8 | Credit : 25 SGPA: 5.6 | Credit : 26 SGPA:6.0 | Credit : 26 SGPA:6.3 | Credit : 25 SGPA: 8.0 |

$$\text{Thus, CGPA} = \frac{20 \times 6.9 + 22 \times 7.8 + 25 \times 5.6 + 26 \times 6.0 + 26 \times 6.3 + 25 \times 8.0}{144} = 6.73$$

144

Note: Based on the above recommendations on Letter grades, grade points and SGPA and CGPA, the college issues the Memo for each semester and a consolidated Memorandum of Marks indicating the performance.

III. PROJECT WORK GRADING

Students Project work – (VI Semester for UG & IV Semester for PG)

The following procedure is to be adopted for the evaluation of the Project work. All the Faculty members are requested to follow the uniform procedure while grading.

Maximum Marks per project per students: 100

Separate Award List is to be prepared for the project work

| Marks | Grade | Qualitative Meaning |
|----------------|-------|---------------------|
| 91-100 Marks | O | Outstanding |
| 81-90 Marks | A | Excellent |
| 61-80 Marks | B | Good |
| 40-60 Marks | C | Satisfactory |
| Below 40 Marks | D | Fail |

iii. From the Academic Year 2017 batch onwards

The projects are evaluated & graded based on the grade point table as given above.

GRADE POINT TABLE for PG for Projects (2016-2017)

| Marks | Qualitative Meaning | Grades | Grade Point |
|---|---------------------|--------|-------------|
| 85 and Above | Outstanding | O | 10 |
| 70 - 84 | Excellent | A | 9 |
| 60-69 | Good | B | 8 |
| 55-59 | Average | C | 7 |
| 50-54 | Moderate | D | 6 |
| 40-49 | Pass | E | 5 |
| Less than 40 | Fail | F | 0 |
| Credit Points = Credits x Grade Points | | | |
| SGPA = Sum of Credit Points obtained in Semester / Total no of Credits in that Semester | | | |

IV. Conversion from CGPA to Percentage

In converting CGPA to percentage the following formula will be adopted in the college (CGPA-0.5) * 10. Ex: CGPA is 8.72 then percentage will be [(8.72-0.5) *10 = 82.2%]

13.7 OUTCOME BASED EDUCATION (w.e.f 2018-21 batch onwards)

OBJECTIVE:

Every graduate must attain knowledge, skills and attitude that enable him/her to be an effective and responsible citizen of India and World at large.

GOAL:

The institution aims at achieving academic excellence and holistic development of the students, transforming them into a self reliant, socially committed, highly empowered and employable citizens.

PROCESS

The institution has adopted outcome based education wherein its vision for education is clearly defined through Program Educational Objectives, Program Outcomes, Program Specific Outcomes and Course Outcomes (Co's).

Outcome based education is an approach in which decision about the curriculum and instruction are driven by the exit learning outcomes that the students should display at the end of a program or a course.

Outcomes can be defined at three different levels in an undergraduate program.

Program Outcomes: Program Outcomes (Po's) are statements that describe what the students are expected to know and be able to do by the time of graduation. (POs) represent the knowledge, skills and attitudes all students are required to attain at the time of graduation from any program. POs need to be identified by the Institute offering programs.

Program Specific Outcomes: PSOs (Program Specific Outcomes) are statements that describe what the graduates of a specific program should be able to do.

Course Outcomes: COs (Course Outcomes) are statements that describe what students should be able to do at the end of a course.

PROCESS OF CREATING PO'S, PSO'S AND CO'S

Program Outcomes are decided by the institution with Planning and Evaluation Committee with representation of all stakeholders (includes Alumni, Parents, Faculty and graduating students).

This committee interacts and brainstorms with the stakeholders frame the Program Outcomes.

Similarly the Departmental committee with representation of all stakeholders and Board of Studies members decides Program Specific Outcomes.

Program Outcomes and Program Specific Outcomes together should lead to the design of Curriculum.

The process of writing course outcomes (what the students should be able to do), design assessment (how to measure the ability of students to do what they are expected to do) and instruction (how the teacher proposes to facilitate the students to acquire the ability to do what they are expected to do). All the decisions in all the three steps of the process are done by the subject faculty. The Course outcomes which are drafted using action verbs drawn from Blooms Taxonomy are specific, measurable and can be demonstrated by students on completion of the course.

Each of the courses has well defined course objectives and outcomes which align well with the overall program educational objectives and program specific objectives and Program outcomes.

ATTAINMENT OF PO's, PSO's and CO's

A course is tagged with POs, PSOs it addresses, Cognitive Levels and Knowledge Categories of all its COs, and classroom/tutorial/ laboratory sessions.

PO's and PSO's are to be attained through Core Courses and Ability Enhancement Courses in which all students participate. The process of attainment of CO's, PO's and PSO's starts from writing appropriate CO's for each course of the programme.

Each course is unitized to facilitate equal attention to all units of the syllabus.

A course is mapped with PO's and PSO's of all its CO's and classroom/ laboratory session. The correlation is established between CO's and PO's in the scale of 1, 2 and 3; 3 being substantial, 2 being moderate and 1 being low. A mapping matrix is prepared in this regard for every course of the programme.

The evaluation pattern consists of CIA - I, CIA - II, Skill Based Test and ESA in the ratio of 40:60. The almanac, examination rules and guidelines are shared with the students through the orientation program, student handbook and website to give them a roadmap for planning and preparation.

CO attainment is calculated by using the formula:

Actual number of students on or above threshold value divided by Target number of students attempted

- The outcome is assessed which gives a feedback for relevant measures to be taken to ensure that the course outcome is attained.
- The Program coordinators prepare the consolidated report to calculate the program outcome using the below method to check the attainment level

The PO attainment is calculated by using the formula:

Sum Product of CO Attainment and CO-PO mapping divided by Sum of CO-PO mapping

Overall PO attainment of the course= Average of all PO attainment.

OUTCOME:

In the continuous evaluation process, course outcomes are periodically evaluated at the end of CIA – I and CIA – II examinations and measures are taken to address the gaps

Achievement of CO's and PO's.

Facilitate the review of curriculum and/or teaching methodologies adopted and improvement in the overall results.

