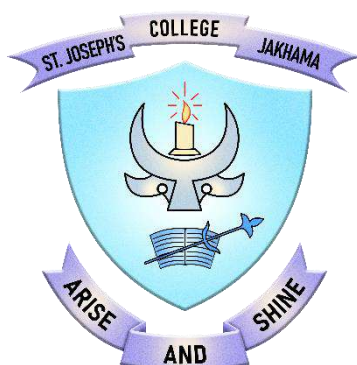


# **EXAMINATION**

## **Choice Based Credit System (CBCS)**

### **GUIDELINES FOR ASSESSMENTS AND EXAMINATIONS (Undergraduate & Postgraduate Programme)**



**ST. JOSEPH'S COLLEGE (AUTONOMOUS), JAKHAMA**  
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***Choice Based Credit System (CBCS)***  
***Guidelines for Assessments & Examinations***  
***(Undergraduate & Postgraduate Programme)***

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## THE EXAMINATION COMMITTEE

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The Examination Committee shall compose of the following members:

- i) Chairman : Principal (Chief Controller of Examinations)
- ii) Chief Coordinator : Vice-Principal (Academic Affairs)
- iii) Vice Principal (Student's Affairs)
- iv) Controller of Examinations (COE)
- v) Deputy Controller of Examinations
- vi) TWO regular faculty members of the College with at least FIVE years of teaching experience

## DEFINITION ON RELEVANT KEYWORDS

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**Academic Year** : Academic Year means two consecutive (one odd and one even) Semesters of 6 months each in a Calendar Year.

**Semester** : Semester means 17 to 18 weeks of academic work equivalent to 90 working days.

The odd semesters may be scheduled from June/ July to November/ December, and the even semesters from December/ January to May/ June.

**Programme** : Programme means a set of the required number of Semesters leading to the award of a degree.

**Course** : Course (also referred to as Paper) means a component of a Programme. It is a unit of instruction or segment of a subject matter carrying a specific number of credits.

Each Course is identified by a unique alphanumeric Course Code and Course Title, and indicative of the Semester. All courses need not necessarily carry the same weight.

The Courses should define the learning objectives and learning outcomes.

A Course may be designed to comprise lectures/ tutorials/ laboratory work/ field work/ outreach activities/ project work/ vocational training/ viva/ seminars/ term papers/ assignments/ presentations etc. or a combination of some of these.

**Credit** : Credit means the weightage of the content of the syllabi of a Course/ Paper which determines the number of hours of instructions required per week.

**Credit Point** : Credit Point means the product of Grade Point and the number of Credits of a Course/ Paper.

**Grade Point** : Grade point means the numerical equivalent allotted to each Letter Grade on a 10-point grading scale.

**Letter Grade** : Letter Grade means an index of the performance of a Candidate in a Course/ Paper.

## PART – I

### SECTION – I: ASSESSMENT AND SCHEME OF EXAMINATIONS

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- 01 Residence Requirement and Semester Duration**  
(Undergraduate and Postgraduate)
- a. The *minimum and maximum* residential requirement to qualify for an Undergraduate Programme/ Bachelor's Degree (B.A./ B.B.A./ B.Com./ B.Sc.) shall be *3 YEARS (6 Semesters) and 5 YEARS (10 Semesters)* respectively.
  - b. The *minimum and maximum* residential requirement to qualify for a Postgraduate Programme/ Master's Degree (M.A.) shall be *2 YEARS (4 Semesters) and 4 YEARS (8 Semesters)* respectively.
  - c. The residential requirement shall be continuous from the date of admission/ registration into the Degree Programme (1<sup>st</sup> Semester).
  - d. A Candidate failing to complete a Programme within the maximum period shall be required to take re-admission into the FIRST year (1<sup>st</sup> Semester).
  - e. The Academic year of the College consists of TWO consecutive Semesters (odd and even) of *SIX Months each*, during which Admission, Coursework, Semester Examinations, declaration of Results and Semester break shall be completed.
  - f. The dates of commencement and termination of each Semester shall be decided by the Academic Council.
  - g. A Semester shall have a *minimum of 90 working days* (excluding Examination days). If the required number of working days fall short due to unanticipated or unintended development, the same shall be made up by arranging extra classes by the Teacher/ Course-in-charge.
- 02 Courses**  
(Undergraduate and Postgraduate)
- a. The Courses for both the Undergraduate (Honours) and Postgraduate Programme shall be as recommended by the respective Departments and approved by the Academic Council and Governing Body of the College.
  - b. The types of Courses include Core Course, Discipline Specific Electives, Generic Electives, Ability Enhancement Courses and Skill Enhancement Courses.
  - c. Courses with only Theory component carries a total of 100 marks (6 Credits). Courses with both Theory and Practical component carries a total of 100+50 marks (4+2 Credits). Ability and Skill Enhancement Courses contain only the Theory component and shall carry a total of 50 or 100 marks (2 Credits).
  - d. Besides Theory and Practical, some courses may include field study, seminars, industrial tours etc., as part of the Curriculum.
  - e. Each Course Teacher shall be responsible for ensuring the coverage of the prescribed syllabi of the Courses. The Head/ Coordinator shall supervise the Academic activities of their respective Department under the supervision of the Principal.

**03 Credit Points and Contact Hour System**  
(Undergraduate and Postgraduate)

- a. St. Joseph's College (Autonomous), Jakhama shall follow a uniform pattern of Credit Loads and Academic Calendar in each Semester.
- b. For the maintenance of a standard Teaching and Learning, Credit Points and Contact Hours shall be followed for assessment of the level of learners. Credit Points and Contact Hours has a bearing on the number of classes taken per week for each Course/ Paper.
- c. Each Course has been assigned Credits equivalent to its Theory and/ or Practical content.
- d. One Contact Hour shall be of ONE hour (60 minutes) duration, which is in correspondence to the Credits.

*A Course having SIX Credits shall have a minimum of SIX Contact Hours in a week, and a Course having TWO Credits shall have a minimum of TWO Contact Hours in a week.*

*For the Practical Courses, every TWO Hours shall make ONE Contact hour.*

*For field visit, seminar, tours etc., Contact Hours shall be as per the University Grants Commission (UGC) Guidelines.*

- e. Each Course may have a combination of any two or three of the components – Lecture(L), Tutorial (T) and Practical (P). The total Credits earned by a Candidate at the end of each Semester is  $L+T+P$ .
- f. The minimum Credits to be completed/earned by a Candidate in a Programme shall be 140 (for the Undergraduate) and 76 (for the Postgraduate).

**04 Evaluation and Assessment**  
(Undergraduate and Postgraduate)

- a. The performance of the Candidates/ Learners shall be evaluated in two components for all the Courses. The first component shall be the *Continuous Internal Assessment* carrying a weightage of 30%, and the second component shall be the *End Semester Examinations/ External Assessments* carrying a weightage of 70% of the total marks.
- b. Evaluation and Assessment of all Courses shall be conducted in accordance with the Curricula and Syllabi approved by the Academic Council.
- c. Internal Assessments and End Semester Examinations/ External Assessments (Theory and Practical) shall be mandatory to clear each Course.
- d. **Undergraduate** Courses with *FOUR or more Credits shall be evaluated for 100 marks* (30 for Internal Assessment and 70 for End Semester Examinations).
- e. **Undergraduate** Courses with *TWO Credits shall be evaluated for 50 marks* (15 for Internal Assessment and 35 for End Semester Examinations).
- f. **Undergraduate** Practical Courses shall be evaluated for 50 marks only.
- g. **Postgraduate** Courses shall be evaluated for 100 marks (30 for Internal Assessment and 70 for End Semester Examinations).

**05 Semester Tests and Examinations**  
(Undergraduate and Postgraduate)

- a. St. Joseph's College (Autonomous), Jakhama shall conduct and evaluate the Mid Semester Tests and End Semester Examinations/ External Assessment (for Theory and Practical) for all the Semesters.
- b. The tentative dates for the Semester Tests and Examinations shall be based on the Academic Calendar.
- c. The Schedule/ Routine for the Semester Tests and Examinations shall be notified through the Office of the Vice-Principal (Academic Affairs), and after the approval of the Principal. The schedules shall not be altered in the event of any unexpected holiday. However, in case of any emergency the Examination Committee is empowered to reschedule an examination.
- d. All the Question Papers (setting and moderation) shall be done through the Office of the Controller of Examinations, and in consultation with the Principal.
- e. Regular Classes shall ordinarily be suspended for 2 to 3 days prior to the date of commencement of the End Semester Examinations. However, for Mid Semester Tests (Internal Assessment), there shall be no suspension of regular classes prior to the date of commencement.
- f. *Guidelines for Semester Tests and Examinations (APPENDIX - I)*

**06 Internal Assessment**  
(Undergraduate and Postgraduate)

- a. Internal Assessments for each Course shall be of *30 or 15 marks* (as the case may be), and carrying a weightage of 30% of the total marks.
- b. The minimum requirement of marks to clear the Internal Assessments (for each Course) shall be 45%.
- c. Outline for Internal Assessments (of 30 marks in the ratio 10:10:10) shall include the *Mid Semester Tests (10 marks), Assignment (10 marks) and Class Test/ Presentation/ Project/ Viva-voce (10 marks)*.  
Outline for Internal Assessments (of 15 marks in the ratio 10:5) shall include *Mid Semester Tests (10 marks) and Assignment/ Presentation (5 marks)*.
- d. At the start of a Semester, the Teacher of a Course/Paper shall inform the Candidates the scheme in which he/she is going to assess their performance.
- e. The Teacher of a Course shall conduct separate Internal Assessments for the Backlog Candidate(s).
- f. Except for Mid Semester Tests, the other Internal Assessment activities shall be regulated and conducted by the respective Department under the supervision of the Head/Coordinator. And the marks awarded shall be kept confidential until they are moderated and approved by the Moderation Board.
- g. For the entry of marks, the Examination Office shall provide the format (both soft and hard copy) for all Courses. *The Teacher in-charge of each Course shall record the marks of the various Internal Assessments activities in the marks list and submit the same to the Examinations Office on or before the due date, and as specified in the Academic Calendar.*

- 07 Mid Semester Tests**  
(Undergraduate and Postgraduate)
- a. The Mid Semester Test shall be a Centralised Examination conducted by the Examination Department.
  - b. The Mid Semester Test shall be conducted for 50 marks for all the Courses, and regardless of the number of Credits. The marks secured shall be converted to 10 marks (*i.e.*,  $\text{marks obtained} \div 50 \times 10$ ).
  - c. The evaluated Answer Scripts and awarded marks of the Mid Semester Test shall be made accessible to the Candidates by the Examiner(s). Any discrepancies/ errors shall be attended by the Examiner(s) before the submission of the final marks and Answer Scripts to the Examination Office.
  - d. A Candidate who is absent for the Mid Semester Tests in any of the Course(s) shall not be granted the provision to write the test at a later time, unless otherwise (with genuine reasons) and approved by the Principal.
- 08 End Semester Examinations/ External Assessments**  
(Undergraduate and Postgraduate)
- a. End Semester Examinations for theory Courses shall be of *70 or 35 marks* (as the case may be), carrying a weightage of 70% of the total marks.
  - b. The minimum requirement of marks to clear the End Semester Examinations/ External Assessments (for each Theory Course) shall be 45%.
  - c. There shall be a 3-tier system of evaluation consisting of the Examiner, Scrutiniser and Chief-Examiner (or Moderator).
  - d. Evaluation of Answer Scripts shall be done internally/ externally as the case may be, and as approved by the Principal.
  - e. Under no circumstances shall the Answer Scripts be made accessible to the Candidates. And the marks awarded by the Examiner(s) shall be kept confidential till they are moderated and approved by the Moderation Board.
  - f. For the entry of marks, the Examination Office shall provide the marks list for all Courses. The Examiner(s) shall record the marks and submit the same along with evaluated Answer Scripts to the Examination Office on/ before the due date notified by the Controller of Examinations.
- 09 Practical Examinations**  
(Undergraduate)
- a. Practical Examinations shall be conducted as part of the End Semester Examinations by the Course-in-charge to be nominated by the Principal.
  - b. End Semester Examinations for Practical Courses shall carry a total of 50 marks per Course and consisting of *TWO Credits*. And the minimum requirement of marks to clear each Practical Course shall be 45%.
  - c. Practical examination shall be conducted in any one of the following manners:
    - i) *Laboratory practical examination* in which a Candidate is required to perform a given practical/ experiment, followed by the written and/ or *viva voce*.
    - or**
    - ii) *Field Work* in which a Candidate is required to do fieldwork, followed by the written and/ or *viva voce*.
  - d. *Question Pattern for Practical Courses (APPENDIX – II)*

**Contd. ...**

- e. Practical Examinations and evaluation (for both Regular and Backlog) shall be completed at least a week before the End Semester Examination commences.
- f. The Head of each Department shall act as Coordinators in conducting the Practical Examinations and shall be responsible for all the related activities.
- g. The Coordinators and Examiners shall make all the necessary arrangements of equipment/ laboratory setup required for conducting Practical Examinations of their respective Courses.
- h. *Viva voce* of each Course shall be conducted on the day of the Practical Examination. At no point the *Viva voce* Examination shall be held before the Practical Examination commences.
- i. The Practical Examiner(s) shall ensure that all assessments are conducted in accordance with the assessment regulations and guidelines.

**10 Evaluation of  
Dissertation/  
Project  
(Undergraduate and  
Postgraduate)**

- a. Dissertation/ Project Courses shall be evaluated out of 50 or 100 marks (as the case may be), and the marks shall be awarded by the concerned Department.
- b. The minimum requirement of marks required for a Dissertation/ Project to be considered *Satisfactory* and to clear the Course shall be 45%.
- c. Submission of the Dissertation/ Project Report should be completed for evaluation within the concerned semester.
- d. Dissertation/ Project Report for the End Semester Examinations has to be HARD BOUND and, in the Style/ Format of *St. Joseph's College (Autonomous), Jakhama* for evaluation.
- e. A copy of the Dissertation/ Project shall be submitted to the Examination Office by each concerned Department for record

**11 Eligibility for  
End Semester  
Examinations  
(Undergraduate and  
Postgraduate)**

**Internal Assessment**

- a. A Candidate should *complete all the activities of the Continuous Internal Assessment and* obtain the minimum mark of 45% for each Course to be eligible for the End Semester Examinations.
- b. It shall be mandatory for a Candidate to fulfill all the requirements of the Internal Assessment activities. In the event of failure to fulfill any of the requirement(s), a Candidate shall not be eligible to appear the End Semester Examinations even if he/ she has secured the required 45% of marks.
- c. A Candidate failing to complete all the activities of the Internal Assessment and/ or failing to obtain the required 45% of marks in THREE or more Courses shall not be eligible to appear the entire End Semester Examinations. He/ She shall be regarded as having failed that Semester, and shall be required to repeat the Semester with the Junior Batch in the subsequent Academic Year.
- d. In the event of a Candidate appearing the End Semester Examinations without fulfilling the Internal Assessment requirements, his/ her Answer Script shall be or remain cancelled on the grounds of non-fulfilment of Internal Assessment requirements.



### **Attendance**

- e. A Candidate shall be eligible to appear the End Semester Examinations only if he/ she attains a minimum of 80% in the attendance as per the College and the University Grants Commission (UGC) ordinance.
- f. Even if a Candidate has passed all the Internal Assessments, he/ she shall not be eligible for the End Semester Examinations without the required attendance.
- g. For valid reasons, if a Candidate's attendance is 60% or above, he/ she may be permitted a relaxation from College Management on the following grounds:
  - i) Prolonged illness: An application for leave within THREE days of absence shall be submitted. The Candidate should submit all the relevant medical evidences and certificate in support of the claim.
  - ii) Extracurricular activities: The Candidate should submit a written confirmation of participation from the concerned authority.
  - iii) Loss of parent or other incidents that need special consideration.

## **12 Duration of Semester Tests and Examinations** *(Undergraduate and Postgraduate)*

### **Mid-Semester Tests**

- a. The duration of Mid Semester Tests of the Undergraduate and Postgraduate Programme for all Courses shall be TWO hours.

### **Undergraduate End Semester Examinations**

- b. The duration of Examination for the Theory Courses having FOUR or more Credits (70 marks) shall be THREE hours.
- c. The duration of Examination for the Theory Courses having TWO or THREE (35 marks) shall be TWO hours.
- d. The duration of Practical Examinations (50 marks) shall be THREE hours.
- e. Additional time for the Practical Examinations may be granted in consultation with the Head of Department, Dean of Science and the Vice-Principal (Academic Affairs), and duly authorised by the Principal.

### **Postgraduate End Semester Examinations**

- f. The duration of Examination for all the Theory Courses having THREE or more Credits (70 marks) shall be THREE hours.

**13 Question Pattern for Semester Tests and Examinations (Undergraduate)**

**Mid Semester Tests**

- a. The Question Papers shall be set from a portion of each Course covered/ completed by the Course Teacher.
- b. The Question Paper for Courses regardless of the number of Credits is divided into four sections: **(APPENDIX – II)**
  - i) Multiple Choice Questions (1 mark each)
  - ii) True or False/ Fill in the Blanks (1 marks each)
  - iii) Medium Answer Type Questions (4 marks each)
  - iv) Essay/ Descriptive Type Questions (8 marks each)

**End Semester Examinations**

- c. The Question Papers shall be set covering all the Units of the Syllabus, and which shall test the different skills of the Candidates as per **Bloom's Taxonomy**.
- d. *The Question Papers shall be a composition of 33% to test the knowledge skill, 33% to test the Understanding, and 33% to test the Application.*
- e. The Question Paper for Courses with FOUR or more Credits (70 marks) is divided into four sections: **(APPENDIX – II)**
  - i) Multiple Choice Questions (1 mark each)
  - ii) Short Type Questions (2 marks each)
  - iii) Medium Answer Type Questions (5 marks each)
  - iv) Essay/ Descriptive Type Questions (10 marks each)
- f. The Question Paper for Courses with TWO Credits (35 marks) is divided into three sections: **(APPENDIX – II)**
  - i) Multiple Choice Questions (1 mark each)
  - ii) Short Type Questions (2 marks each)
  - iii) Essay/ Descriptive Type Questions (8 marks each)

**14 Question Pattern for Semester Tests and Examinations (Postgraduate)**

**Mid Semester Tests**

- a. *SECTION – I, Sl. No. 13(a) applies*
- b. The Question Paper for Courses regardless of the number of Credits is divided into four sections: **(APPENDIX – III)**
  - i) Multiple Choice Questions (1 mark each)
  - ii) Short Type Questions (2 marks each)
  - iii) Medium Answer Type Questions (5 marks each)
  - iv) Essay/ Descriptive Type Questions (10 marks each)

**End Semester Examinations**

- c. *SECTION – I, Sl. No. 13(c & d) applies*
- d. The Question Paper for Courses with THREE or more Credits (70 marks) is divided into four sections: **(APPENDIX – III)**
  - i) Multiple Choice Questions (1 mark each)
  - ii) Short Notes (2 marks each)
  - iii) Medium Answer Type Questions (5 marks each)
  - iv) Essay/ Descriptive Type Questions (10 marks each)

- 15 Supplementary Examination**  
(Undergraduate)
- a. St. Joseph's College (Autonomous), Jakhama shall grant the provision of *Supplementary Examination* for the *Undergraduate Programme* only.
  - b. After the completion of the Final End Semester Examinations, the VI<sup>th</sup> Semester Candidates shall be granted the provision to appear for the arrear/ backlog Course(s) of the V<sup>th</sup> Semester.
  - c. Supplementary Examination shall be applicable for both Theory and Practical Courses.
  - d. Supplementary Examination shall not be a provision for Grade improvement.
  - e. Supplementary Examination shall be optional.
  - f. Refer Section Sl. 18 (*Regulations for Repeaters*)
- 16 Grade Improvement Examination**  
(Undergraduate)
- a. St. Joseph's College (Autonomous), Jakhama shall grant the provision of *Grade Improvement Examination* for the *Undergraduate Programme* only.
  - b. A Candidate shall be eligible for Grade Improvement Examination only after passing the Final Semester Examination.
  - c. A Candidate who has passed the B.A., B.B.A., B.Com. and B.Sc. Degree Examinations shall be permitted to re-appear an Examination for Grade Improvement for a maximum of *TWO* Theory Courses, and passed with Grades lower than 'A'.
  - d. Grade Improvement Examination shall not be applicable for any of the Internal Assessments and Practical Courses.
  - e. Grade Improvement Examination shall not be permissible more than once, and beyond TEN Semesters (5 years) counting from the time of enrolment.
  - f. Refer Section Sl. 18: (*Regulations for Repeaters/ Improvement Examination*)
- 17 Application for Examinations**  
(Undergraduate and Postgraduate)
- a. Based on the tentative dates of the Academic Calendar, Examination Forms shall be issued from the College Office.
  - b. The Office of the Vice-Principal (Academic Affairs) shall also notify the date(s) for the issue of Examination Forms, payment of Examination Fee(s) and the deadline for submission.
  - c. The eligible Candidates shall submit the following to the College Office on/ before the deadline for submission:
    - i) Duly filled and signed Application Form(s)
    - ii) Payment receipt of Examination Fee(s)
    - iii) Other documents (*as specified by the College Management*)
  - d. Late submission/payment of Examination Forms/ Fees may be accepted with a late fine at the discretion of the College Management.

**18 Repeaters  
(Backlog and  
Improvement)**

**Internal Assessment and Semester Examinations  
(Undergraduate & Postgraduate)**

- a. A Candidate failing to clear the *Continuous Internal Assessments*, and/ or failing to obtain the required 45% in the *End Semester Examinations/ External Assessments* shall be allowed to reappear for/ or repeat the failed Course(s) in the subsequent Academic Year.
- b. Repeat Assessment/ Examination shall be applicable only in those subsequent Semester Assessment/ Examinations (Odd or Even as the case may be) in which a Candidate has failed the Course(s).
- c. A Candidate with backlog(s) in the Continuous Internal Assessment of any Course shall be required to correspond with the Teacher(s)-in-charge, and undertake a series of Assessment activities conducted by the Course Teacher in order to clear the Internal Assessment. [*Refer SECTION – I: Sl.6(d & e)*]
- d. A Backlog Candidate shall not be permitted to write the Mid Semester Test conducted for the Regular Candidates (of the Junior Batch).
- e. Candidates desirous of appearing the End Semester and/ or Supplementary Examinations for Backlog Course(s) shall apply accordingly once the date(s) for issue and submission of Examination forms are notified, provided he/ she has cleared all the Internal Assessment requirements.
- f. A Backlog Candidate shall be given only to *TWO chances* (excluding the first appearance as a regular Candidate) to clear the backlog Course(s), and which shall be within a span of *TWO years* since the first appearance. Failing to clear the Course(s) within the specified period or number of chances, a Candidate shall be regarded as having failed the Programme and shall be required to take re-admission into the FIRST year (1<sup>st</sup> Semester).
- g. *A Candidate who has repeated/ or is repeating a Course/ Paper/ Semester shall not be eligible for any Award/ Prize/ Rank/ Medal instituted by the College.*
- h. A Repeater/ Backlog Candidate shall submit the following to the College Office on/ before the deadline for submission:
  - i) Duly filled and signed Application Form(s)
  - ii) Payment receipt of Examination Fee(s)
  - iii) Original Mark Sheet of the Semester Examination in which the repeating Course(s) was held previously
  - iv) Original Mark Sheet of the VI<sup>th</sup> Semester (*if applicable/ issued*)
  - v) Other documents (*as specified by the College Management*)

**Improvement Examination  
(Undergraduate)**

(*Addition to SECTION – I: Sl. 16*)

- i. Candidates desirous of appearing for Grade Improvement Examination shall apply accordingly once the date(s) for issue and submission of Examination Forms are notified.
- j. *If a Candidate secure lesser marks in the Grade Improvement Examinations, the original marks shall be retained (applying the policy of “Best-of-the-two”).*

- k. *A Candidate appearing for Grade Improvement Examination shall not be eligible for any Award/ Prize/ Rank/ Medal Instituted by the College.*
- l. Candidates seeking Grade Improvement Examination shall submit the following to the College Office on/before the deadline for submission:
  - i) Duly filled and signed Application Form(s)
  - ii) Payment receipt of Examination Fee(s)
  - iii) Original Mark Sheet of the Semester Examination in which the repeating Course(s) was held previously
  - iv) Original Mark Sheet of the VI<sup>th</sup> Semester (*if applicable/ issued*)
  - v) Other documents (*as specified by the College Management*)

## SECTION – II: GRADING PRINCIPLES AND RESULT

- 19 Grading: Grade Points and Letter Grade (Undergraduate and Postgraduate)**
- St. Joseph's College (Autonomous), Jakhama shall follow both *Relative and Absolute Grading System*.
  - Relative Grading is usual allotment of marks by an Examiner/ Course Teacher to a Candidate in the Internal Assessment and Semester Examinations.
  - In Absolute Grading, the sum of the marks of the Internal Assessment and Semester Examinations obtained by a Candidate (in each Course) shall be converted to a Grade based on pre-determined class intervals.
  - The University Grants Commission's recommendation of a 10-Point Grading Scale, and a Letter Grade assigned at each level of Grade Points shall be used.
  - The Semester (Letter) Grade shall not be assigned to any Candidates failing to clear all the Courses of a Semester.
  - Grading Scheme (APPENDIX – IV)*

- 20 SGPA and CGPA (Undergraduate and Postgraduate)**
- SGPA (Semester Grade Point Average)** is a measure of *performance of work done in a semester*. It is the ratio of total Credit Points secured by a candidate and the sum of the total Credits of all the Courses in a Semester.

$$SGPA = \frac{\sum_i^n (C_i \times G_i)}{\sum_i^n CP_i}$$

- Where, n = Number of Courses in a Semester  
 C<sub>i</sub> = Number of Credits for the i<sup>th</sup> Course  
 G<sub>i</sub> = Grade Points obtained for the i<sup>th</sup> Course  
 CP<sub>i</sub> = Number of Credits in a Semester

- CGPA (Cumulative Grade Point Average)** is a measure of the *overall cumulative performance of a Candidate over all Semesters*. It is the ratio of total Credit Points secured by a Candidate and the sum of the total Credits of all the Courses in all the Semesters of a Programme.

$$CGPA = \frac{\sum_i^n (SGPA_i \times CP_i)}{\sum_i^n TCP_i}$$

- Where, n = Number of Semesters completed  
 SGPA<sub>i</sub> = SGPA of the i<sup>th</sup> Semester  
 TCP<sub>i</sub> = Total Credits Earned in a Programme

- The calculated SGPA and CGPA shall be expressed up to *2 decimal places* in the Mark Sheet/ Transcript.
- SGPA or CGPA multiplied by 10 shall be used to calculate the Percentage. **(i.e., SGPA or CGPA × 10 = % marks)**
- SGPA and CGPA shall not be calculated for any Candidates failing to clear all the Courses of a Semester.
- Illustration for SGPA and CGPA calculation (APPENDIX - IV)*

**21 Declaration of Provisional Results**  
*(Undergraduate and Postgraduate)*

- a. The Examination Office shall prepare the Provisional Result and declare it on such date and in such manner as the Examination Committee may decide.
- b. Ordinarily on the basis of the recommendation of the Department/ Moderators, Dean/ Coordinators and Vice-Principal, the Principal shall approve the Result of the Candidates before their declaration/publication
- c. If need be, the Results prepared shall be scrutinised by the Academic Council and approved by the Principal before their declaration/ publication.
- d. Results shall be published on the [College Website](#) and the College Office notice board.
- e. In such cases where it is found that the Results or the Examination have been affected by error or other matter of whatsoever nature, the Examination Committee under the authority of the Principal shall have the power to amend the result as it may consider necessary.
- f. In such cases where the Results or the Examinations have been affected by malpractice or fraud whereby a Candidate has, in the opinion of the Examination Committee been a party or privy to, or connived at such malpractice or fraud, the Committee shall have the power at any time, notwithstanding the issue of the Mark Sheet to amend the result of such Candidate and to make such declaration as it may consider necessary.

**SECTION – III: SEMESTER PROGRESSION RULES, DEGREE AND AWARD****22 Semester Progression****Rules***(Undergraduate and Postgraduate)***Clearing/ Passing of a Course/ Paper**

- a. Each Candidate is required to obtain a minimum of 45% of the Total marks in the Internal Assessment and End Semester Examinations separately to clear/pass each Course.
- b. Under no circumstances 45% of the aggregate marks (i.e., sum of the Internal Assessment and End Semester Examinations) shall indicate that a Candidate has cleared/ passed a Course.
- c. A Candidate failing in THREE or more Courses in the End Semester Examinations shall not be eligible to proceed to the next Semester. He/ She shall be regarded as having failed that Semester, and shall be required to repeat the Semester with the Junior batch in the subsequent Academic Year.

**Semester Progression/ Advancement**

- d. For both the Undergraduate and Postgraduate Programme, advancement to a higher Semester shall be permitted with a maximum of TWO backlog Courses.
- e. Clearing of Backlog Course(s):  
*[SECTION – I, Sl. 18(f): Regulation for Repeaters applies]*
- f. A I<sup>st</sup> Semester Candidate is allowed to proceed to II<sup>nd</sup> Semester with a maximum of 2 Backlogs. Similarly, a II<sup>nd</sup> Semester Candidate is allowed to proceed to III<sup>rd</sup> Semester with a maximum of 2 Backlogs.
- g. A III<sup>rd</sup> Semester Candidate (with a maximum of 2 Backlogs) shall be allowed to proceed to IV<sup>th</sup> Semester, if and only if he/ she has cleared the I<sup>st</sup> Semester Backlog(s).

**Additional Rules for the Undergraduate Programme:**

- h. A IV<sup>th</sup> Semester Candidate (with a maximum of 2 Backlogs) shall be allowed to proceed to V<sup>th</sup> Semester, if and only if he/ she has cleared the II<sup>nd</sup> Semester Backlog(s).
- i. A V<sup>th</sup> Semester Candidate (with a maximum of 2 Backlogs) shall be allowed to proceed to VI<sup>th</sup> Semester, if and only if he/ she has cleared the III<sup>rd</sup> Semester Backlog(s).

**23 Award of a Degree***(Undergraduate and Postgraduate)***Undergraduate**

- a. A Candidate shall be declared 'Passed' and be eligible for the Award of the Bachelor's (B.A./ B.B.A./ B.Com./ B.Sc.) only after clearing all the Courses of all the SIX Semesters and earning the minimum of 140 Credits.
- b. A Candidate shall not be entitled for the Award of a Degree if he/ she has not cleared any of the Course(s) in any of the Semesters.
- c. A Candidate shall be required to clear all the Semester Courses within the maximum period of 5 YEARS (10 Semesters) for the award of a Degree, failing which he/ she shall be regarded as having failed the Programme, and shall be required to take re-admission into the FIRST year (I<sup>st</sup> Semester).



**Contd. ...**

**Postgraduate**

- d. A Candidate shall be declared 'Passed' and be eligible for the Award of the Master's Degree (M.A.) only after clearing all the Courses of all the FOUR Semesters and earning the minimum of 76 Credits.
- e. A Candidate shall not be entitled for the Award of a Degree if he/ she has not cleared any of the Course(s) in any of the Semesters.
- f. A Candidate shall be required to clear all the Semester Courses within the maximum period of 4 YEARS (8 Semesters) for the award of a Degree, failing which he/ she shall be regarded as having failed the Programme, and shall be required to take re-admission into the FIRST year (1<sup>st</sup> Semester).

**24 Ranking/ Awards**  
(Undergraduate and Postgraduate)

- a. Departmental/ Subject ranking shall be declared after the Final End Semester Examinations concludes, and during the declaration of Results. Candidates other than the Regular Batch shall not be considered for ranking.
- b. There shall be ONE topper (overall first position/ rank) from each Department, for both the Undergraduate and Postgraduate Programme.
- c. To qualify for the top position, a Candidate should clear all the End Semester Examinations in a single/ first attempt. Additionally, such Candidates whom special provision was granted to reappear a Test/ Examination in any of the Semester shall not be eligible to qualify for the top position.
- d. The CGPA shall form the basis of a topper. The minimum CGPA required of a Candidate to be a topper shall be 7.00 (SEVEN).
- e. If two or more Candidates secure the same CGPA, the Candidate having a higher SGPA in the Final Semester shall be awarded as the topper. If the rank is not resolved, the SGPA of the preceding Semester(s) may be taken into consideration.
- f. ONE medal shall be awarded to the Candidate of each Department (both Undergraduate and Postgraduate) securing the overall first position.
- g. All medals shall bear the College Insignia and an inscription giving the name of the Programme/ Department along with the year of Examination.
- h. The medals shall be awarded at the Convocation/ Graduation Day. Candidates unable to receive the medals in person may obtain the same from the College Office after proving their identity.
- i. Subsequent ranking shall also include Candidates who secure an overall CGPA of 7.00 or more, and should clear all the End Semester Examinations in a single/ first attempt.
- j. In the event that the Candidates of a Department/ Subject fails to obtain the required CGPA of 7.00, there shall be not topper/ overall first position/ rank for that particular Department/ Subject. Additionally, there shall be no subsequent ranking.

## SECTION – IV: RE-EVALUATION AND CUSTODY OF ANSWER SCRIPTS

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### 25 Re-evaluation of Answer Scripts (Undergraduate and Postgraduate)

- a. Re-evaluation requests shall be routed to the Controller of Examinations through the Principal, and the applicant(s) shall submit the following:
  - i) Duly filled in and signed Application Form
  - ii) Payment receipt for Re-evaluation
  - iii) Photocopy of Admit Card
  - iv) Provisional Statement of Marks / Original Mark Sheet (if issued)
- b. The application shall be screened by the Controller of Examinations, and which shall be sent to the Principal of the College for approval.
- c. The Principal shall appoint an Examiner other than the one who has examined the Answer Script previously.

#### Principles of Re-evaluation

- d. A Candidate may within 15 days of the declaration of results apply for re-evaluation of Semester Examination Answer Scripts of not more than TWO Theory Courses by paying the prescribed fee(s).
- e. Re-evaluation shall be permissible to a Candidate who has secured not less than 29% and not more than 60% in the End Semester Examinations.
- f. Practical Course(s) and Dissertation/ Project Reports, Supplementary and Grade Improvement Examinations shall not qualify for Re-evaluation.
- g. In any case, Re-evaluation in the Internal Assessment components of any Course shall not be permitted.
- h. *The policy of "Best-of-the-two" shall be applied in the Re-evaluation process.*
  - i) If the marks awarded by the Second Examiner is more than that of the First Examiner, the award of the Second Examiner shall stand.
  - ii) If the marks awarded by the Second Examiner is less than that of the First Examiner, the award of the First Examiner shall be retained.
- i. No retrospective benefits such as award of Gold Medal or other Awards of the College shall be accrued to a Candidate as a result of re-evaluation.
- j. Result of the re-evaluated Course(s) and other relevant documents shall be declared in consultation with and the approval of the Principal.
- k. The results of Re-evaluation shall be communicated to the Candidate(s).

### 26 Custody of Answer Scripts

- a. The Office of the Controller of Examinations shall keep all the records of the Examinations (Internal Assessments, End Semester Examinations and Supplementary Examinations) for **THREE years**.
- b. A Candidate shall have no right to seek information on evaluation related matters pertaining to these Examinations.
- c. Records pertaining to the Results of the Candidates shall be kept by the Controller of Examinations.

## SECTION – V: ISSUE OF PROGRAMME DOCUMENTS / CERTIFICATES

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- 27 Admit Cards**
- a. Admit Cards (for both Regular Candidates and Repeaters) for the End Semester Examinations shall be issued to the Candidates at least 15 days before the commencement of the Examinations.
  - b. Admit Card shall not be issued to any Candidate who has fees/ dues pending against his/ her name. The admit shall be issued to the Candidate only after the clearance of all the fees/ dues.
  - c. Admit Card shall be collected by the concerned Candidate only. Under no circumstances shall the Admit Card of a candidate be collected by another.
- 28 Mark Sheets**
- a. Mark Sheets for both the Regular Candidates and Repeaters shall be issued only after 30 days of the declaration of the Provisional Results.
  - b. Candidates irrespective of Cleared or Not Cleared shall collect their Original Mark Sheet within *THREE months from the date of issue*. Failure to collect the aforesaid document within the stipulated time shall invite a penalty of ₹500. Failure to collect beyond *ONE year and above* shall invite a penalty of ₹1000.
  - c. Mark Sheet shall be collected by the concerned Candidate only. In exception, a Candidate may authorise another person in writing (approved by the Principal) to collect the Mark Sheet on his/ her behalf. *(A photocopy of both party's College Identity Card shall be attached)*
  - d. Consolidated Mark Sheets shall not be issued to any Candidates of the VI<sup>th</sup> Semester (Undergraduate) and IV<sup>th</sup> Semester (Postgraduate) who has not cleared all the Courses of the Programme. Consolidated Mark Sheets for those Candidates shall be issued only after clearing all the Courses.
- 29 Addendum/ Corrigendum**
- a. Any omission/ technical error(s) detected after the publication of Results or issue of the documents shall be rectified from the Examination Office.
  - b. Any error(s) in the Result, Admit Card and Mark Sheet shall be reported to the Controller of Examinations immediately or within 30 days from the date of publication and/ or issue. The Examination Committee shall take the necessary actions for addendum/ corrigendum.
  - c. A Candidate shall be liable to payment of a requisite fee for each document if request/ application for addendum/ corrigendum of the Result, Admit Card and/ or Mark Sheet exceed 30 days from the date of publication and/ or issue.
  - d. The prescribed amount of the fee shall be decided by the College Management.
  - e. All requests for addendum/ corrigendum shall include the following:
    - i) Application Form verified by the Vice-Principal (Academic Affairs)
    - ii) Written Application forwarded by the Principal
    - iii) Original document issued.
    - iv) Payment Receipt (for addendum/corrigendum request beyond 30 days)
  - f. The Examination Committee reserves the right to insert addendum/ corrigendum in any of the document issued.

- 30 Duplicate Documents**
- a. *Duplicate copy* of a document shall be issued on the ground of *loss or theft, burnt or damage* only.
  - b. The duplicate document shall be issued to the applicant after 3 working days of the submission of application.
  - c. The Examination Committee reserves the right to issue/ not to issue a duplicate document.

**Loss or theft**

- d. The Candidate shall file a *First Information Report (FIR)* at the nearest Police Station and publish a *Lost Notice* in any of the local daily English Newspaper.
- e. The Candidate shall apply for a *duplicate copy* of the lost document after 10 days from the Examination Office with the following documents:
  - i) Application Form verified by the Vice-Principal (Academic Affairs)
  - ii) Written Application forwarded by the Principal
  - iii) Payment Receipt
  - iv) Report/ Certificate received from the Police Station (*Photocopy*)
  - v) Published Lost Notice (*Photocopy*)
  - vi) Affidavit for loss of Document (*Photocopy*)

**Burnt**

- f. The Candidate shall report it to the Fire Service Station or Civil Administrative Officer of the area, and apply for a *duplicate copy* from the Examination Office with the following documents:
  - i) Application Form verified by the Vice-Principal (Academic Affairs)
  - ii) Written Application forwarded by the Principal
  - iii) Payment Receipt
  - iv) Report/ Certificate received from the Fire Service Station or Civil Administrative Officer (*Photocopy*)
  - v) Affidavit for burnt of Document (*Photocopy*)

**Damage**

- g. The applicant(s) shall apply for a *duplicate copy* from the Examination Office with the following documents:
  - i) Application Form verified by the Vice-Principal (Academic Affairs)
  - ii) Written Application forwarded by the Principal
  - iii) Payment Receipt
  - iv) Damaged document
  - v) Affidavit for damage of Document (Original)
- h. Duplicate Provisional Pass Certificate shall not be issued after the award/ issue of the Degree Certificate by the Parent University (Nagaland University).
- i. Fee(s) for issue of duplicate documents:
 

i) Admit Card	: ₹500
ii) Mark Sheet	: ₹1000
iii) Provisional Pass Certificate	: ₹
iv) Others	: <i>As decided by the College Management</i>
- j. Fees for ***TriPLICATE document*** shall be double the fee(s) of the duplicate.

## PART – II

### SECTION – VI: EXAMINATION PROCESS

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#### 31 Appointment of Question Paper Setters

- a. The Examination Office shall provide the *Question Paper Template* (for Internal Assessment and End Semester Examinations) to the Question Paper Setters.
- b. The Controller of Examinations shall appoint the Question Paper Setters at least two or three months before the Semester Tests or Examinations commence. No individual shall claim appointment as a matter of right.
- c. Question Paper Setter shall communicate about his/ her appointment (to accept or reject) within the prescribed time limit.
- d. The Question Paper Setters shall follow all the *guidelines and instructions* given by the Examination Committee in respect of the pattern, model and schemes.

#### Mid Semester Tests

- e. Each Head/ Coordinator of the Department of the College shall nominate the faculty members to set the Question Papers for the various Courses/ Papers.

#### End Semester Examinations

- f. The Examination Office shall obtain at least 2 sets of Question Papers for each Course/Paper in sealed Envelopes.
  - i) First, the Question Paper for each Course/ Paper shall ordinarily be set by an external setter, and who is an expert in the subject/ field.
  - ii) Second, each Head/ Coordinator of the Department of the College shall nominate the faculty members to set the Question Papers for the various Courses/ Papers.
- g. In exceptional cases, where the College is unable to acquire 2 Question Papers, a set from the previous Examination may be considered.

#### 32 Examinations

- a. The Examination Committee shall arrange (and sort the Serial Numbers) of the Answer Scripts and Question Papers to be allotted to each Examination Hall.
- b. The Answer Scripts and Question Papers shall be distributed to the Hall Invigilators only 10 minutes before the Examination commences.
- c. Examination Supervisors appointed by the Principal shall visit the Examination Halls and ensure that the Examinations are conducted as per the Regulations.
- d. Each day on completion of the Examination, the Hall Invigilators shall sort all the Answer Scripts according to the Serial Number specified by the Controller of Examinations for each Examiner.
- e. Evaluation of Answer Scripts shall be done internally/external as the case maybe.

### 33 Appointment of Examiners

- g. Ordinarily, the Examiner (or Evaluator) of each Course/Paper shall be the Teacher-in-charge of the said Course/Paper or Question Paper Setter.
- h. In exceptional cases, the Controller of Examinations may appoint the Head/Coordinator, or a Senior Faculty of the Department as the Examiner.
- i. Appointment of Examiner(s) shall be made 15 (fifteen) days before the End Semester Examination commences.
- j. The Examiner(s) shall follow all the *guidelines and instructions* relating to matters of evaluation given by the Examination Committee.

### 34 Scrutiny of Answer Scripts

- a. Upon return of all the evaluated Answer Scripts of the Semester Examinations by the Examiners, the Controller of Examinations shall invite for scrutiny of the evaluated scripts in consultation with and approval of the Principal.
- b. The Principal shall appoint the faculty members from each Department of the College for Scrutiny. The appointment of the faculty members for scrutiny is not permanent but subjected to change every semester.
- c. The Controller of Examinations shall be the Convenor, and who shall work in association and consultation with the Principal on any matters pertaining to scrutiny of examinations.
- d. The Convenor shall prepare and give the necessary instruction to the scrutinizers regarding the standard of evaluation.
- e. The Scrutinisers shall scrutinise the Answer Scripts according to the instruction given by the Convenor to ensure uniformity of standard of evaluation.
- f. Scrutiny shall be done on at least 15% of the total number of Answer Scripts.
- g. When anomalies are detected in large numbers, the Convenor may authorise the Scrutiny of the entire Answer Scripts of that Course/Paper.
- h. The Scrutinisers shall submit a report to the Convenor, who then shall prepare a summary of the report for the Moderators during Moderation of marks.

### 35 Moderation

- a. There shall be a **Moderation Board** for each Course/ Paper and Programme duly constituted by the Principal.
- b. The date for Moderation shall be notified by the Controller of Examinations in consultation with the Principal and Vice-Principal (Academic Affairs).

#### **Moderation of Question Papers**

- c. The Moderator(s) shall ensure that all the Question Papers has been set strictly in accordance with the Syllabus and instructions given by the College.
- d. The Moderator(s) shall delete questions set from outside the Syllabus and to make necessary substitution, if required.

**Contd. ...**

- e. The Moderator(s) shall bring to the notice of the Controller of Examinations lapse or omission by the paper-setter, if any.
- f. The Moderator(s) shall remove ambiguity in the language of the questions, if any.
- g. The Moderator(s) shall moderate all the questions properly giving ample opportunity to Candidates of average and exceptional capabilities.
- h. The Moderator(s) shall ensure proper distribution and indication of weightage of Marks for each question and Unit, and time prescribed for the paper.

**Moderation of Marks (Semester Tests and Examinations)**

- i. Before the End Semester Examination commences, the Controller of Examinations shall invite for the Moderation of the Internal Assessment Marks, who then shall declare the list of Candidates eligible to appear the End Semester Examinations.
- j. On completion of the Scrutiny process of the evaluated Answer Scripts of the End Semester Examinations or Supplementary Examinations, the Controller of Examinations shall invite for Moderation of the Marks, who then shall prepare the Provisional Result of the various Courses and Programme.
- k. For the moderation of Marks, only the Roll Number of the Candidates shall be made available to the Moderators for objectivity.

**36 Grace Principle or Transfer**

- a. A Candidate falling short of pass mark in a Course/Paper shall be awarded 1 (ONE) Mark without adjustment.
- b. Grace Mark above 1 (ONE) and a maximum of 3 (THREE) shall be subject to adjustment (Transfer). The adjustment principle is from *Internal Assessment to End Semester Examinations/ External Assessment of the same Course/ Paper*.
- c. Grace Principle or Transfer shall not apply to cases where 45% or more of the Candidates has failed in a Course/Paper. In such cases, the discretion shall be with the Moderation board.
- d. No grace shall be awarded after the declaration/publication of result.

**37 Remuneration**

Examiners (Theory and Practical), faculty and staff shall be paid remuneration for Examination work (Question Paper Setting, Evaluation, Invigilation and Scrutiny) according to the rates approved by the Management of St. Joseph's College (Autonomous), Jakhama.


*Question Paper Setting* : *Mid Semester Test & End Semester Examinations*  
*Evaluation, Invigilation, Scrutiny: End Semester Examinations*

**38 Transitory Provisions** *Notwithstanding anything contained in these guidelines, the Principal who is also the Chief Controller of Examinations has the power to provide by order that these guidelines shall be applied to any Programme with such necessary modification.*

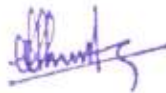
**39 Doubts and Disputes** If any doubt or dispute arises as to the interpretation, intention or application of any of the provisions of these guidelines or matters not covered by these guidelines, the decision of the Management of St. Joseph's College (Autonomous), Jakhama shall be final and binding.

In case of any disputes/ differences, the decision of the College shall be final and binding on the learners. If a learner desires to institute any legal proceedings against the College, such legal proceedings shall be instituted only in courts at Kohima, in whose jurisdiction the application is submitted by the learner, and not in any other court.

St. Joseph's College (Autonomous), Jakhama authorities reserve the right to make modifications in the said rules from time to time.



Dr. Dominic Meyicho  
Controller of Examinations  
St. Joseph's College (Autonomous)  
Jakhama-797001  
Kohima : Nagaland.



Dr. Fr. George Keduolhou Angami  
Principal  
St. Joseph's College (Autonomous)  
Jakhama : Nagaland  
797001, India



## APPENDIX – I

### Rules and Regulations for Semester Tests and Examinations

#### Mid Semester Tests Rules and Regulations for the Students/ Candidates:

1. Examinations shall begin at **09:30 AM**. Therefore, Students are expected to be in the College Campus by **09:00 AM**.
2. Students should satisfy their needs before entering the Examination Hall. Once the Examinations begin, no student shall be permitted to go out.
3. Students **must take their seats at least 5 minutes** before the commencement of the Examinations.
4. Students must sit in their allotted place inside the Examination Hall. **Change of seat without permission shall be considered as malpractice, and the student(s) shall be marked as absent.**
5. Students must bring their College **Identity Card** on all the Examination days, and which shall serve as the Admit Card.
6. **Students shall not be allowed to carry their mobile phone(s) inside the Examination Hall, even if switched off.**
7. Students shall bring their own materials like pen, pencil, ruler, eraser etc. Only **blue or black** pen shall be permitted for writing the Examinations.
8. Students must leave their bag(s) and book(s) outside of the Examination Hall.
9. Students shall not be permitted to use correction fluid pen, but may use eraser or may neatly cross the mistake(s).
10. Students shall not be permitted to tear any paper/ page of the Answer Script.
11. No gadgets shall be permitted inside the Examination Hall, unless with prior permission from the Controller of Examinations by the Course-in-charge.
12. Students must adhere to the **dress code** of the College, and should wear their **uniform** on all Examination days.
13. Students shall **not be permitted to wear mufflers** inside the Examination Hall.
14. Students shall be allowed to leave the Examination Hall only after **60 minutes (1 hr.) of the Examination**.
15. Students must **sign in the attendance sheet for every Examination written**, without which his/ her Answer Script shall remain cancelled.
16. Students must ensure that they have filled in properly all their details correctly and legibly (**Name, Roll No., Semester, Course Name and Course Code**).
17. Malpractices during the Examinations shall not be tolerated, and shall attract stern action against the defaulter(s).

#### Semester Examinations Rules and Regulations for the Students:

1. Examinations shall begin at **09:00 AM**. Therefore, Students are expected to be in the College Campus by **08:30 AM**.
2. Students shall be **allowed to enter the Examination Hall only at 8:45 AM**. The Examination Hall shall be closed 5 minutes before the commencement of the Examination, after which no student shall be permitted to enter the Examination Hall without the approval of the Principal, Vice-Principals or Administrator.
3. Students should satisfy their needs before entering the Examination Hall. Once the Examinations begin, no student shall be permitted to go out.
4. Students **must take their seats at least 5 minutes** before the commencement of the Examinations.
5. Students must sit in their allotted place inside the Examination Hall. **Change of seat without permission shall be considered as malpractice, and the student(s) shall be marked as absent.**
6. Students must bring their College **Identity Card** on all the Examination days.
7. Students must bring their **Original Admit Card** on all the Examination days. **Students who do not have their Admit Card shall not be permitted to write their Examination.**
8. Students must leave their bag(s) and book(s) outside of the Examination Hall.
9. **Students shall not be allowed to carry their mobile phone(s) inside the Examination Hall, even if switched off.**
10. Students shall bring their own materials like pen, pencil, ruler, eraser etc. Only **blue or black** pen shall be permitted for writing the Examinations.
11. Students shall not be permitted to use correction fluid pen, but may use eraser or may neatly cross the mistake(s).
12. Students shall not be permitted to tear any paper/ page of the Answer Script.
13. No gadgets shall be permitted inside the Examination Hall, unless with prior permission from the Controller of Examinations by the Course-in-charge.
14. Students must adhere to the **dress code** of the College, and should wear their **uniform** on all Examination days.

15. Students shall **not be permitted to wear mufflers** inside the Examination Hall.
16. Students shall be allowed to leave the Examination Hall only after **90 minutes (1 hr. 30 min.) of the Examination**.
17. Students must enter their **Answer Script number and sign in the attendance sheet for every Examination written**, without which his/ her Answer Script shall remain cancelled.
18. Students must ensure that they have filled in properly all their details correctly and legibly (**Roll No., Registration No., Semester, Course Name and Course Code**).
19. Malpractices during the Examinations shall not be tolerated, and shall attract stern action against the defaulter(s).

#### **Duties and responsibilities of invigilators:**

1. Invigilators shall acquaint themselves with the Rules and Regulations for Examinations, instructions to the examinees and be aware of the rules for prevention and detection of unfair practices on the part of the examinees.
2. The Invigilators shall report for duty at least **20 minutes before the Examination**.
3. Each Hall Invigilators should properly check the Hall No. and the Courses/Papers allotted to that particular Hall before entering the Examination Hall.
4. The Invigilators must ensure that bags and books are deposited outside the Examination Hall before distributing the Answer Scripts.
5. The Invigilators must ensure that the students are sitting in the places allotted to them.
6. The Invigilators must ensure that the correct Question Papers are given to the students.
7. The Invigilators must ensure that **Students who do not have ID Card will not be permitted to sit in the exam Hall**. They should be sent to the Principal or Vice-Principals.
8. It is mandatory that there should always be two Invigilators in the Examination hall. Nature's call and other emergency needs should be used with great discretion.
9. **Mobile phone will not be permitted for the students as well as for the Invigilators in the Examination hall.**
10. The Invigilators must ensure that the **Name, Roll No., Registration No., Semester & Section, Name and Code of Course/Paper etc.** have been correctly entered by the examinee in the first page of the answer booklet.
11. The Invigilators must ensure that all the Answer Scripts are collected according to the Roll No., or Script No.
12. The Invigilators must always **sign with date** in the **Answer Booklets**.
13. To issue additional sheet to the examinees, the Invigilators must ensure that all the pages are used.
14. No Invigilators shall talk nor communicate with any examinee in any manner in the Examination Hall.
15. The Invigilators are required to do the packaging of the Answer Scripts; only then should they leave the packing hall.
16. **If any answer script is found missing, the Invigilators of that hall will be held responsible.**
17. **Information for the Examiner(s):**
  - i) The Examiner(s) appointed for evaluation should take their package after each Examination.
  - ii) The Examiner(s) should verify the number of Answer Scripts with the Top Sheet.
  - iii) The Examiner(s) should mention the No. of Scripts and sign in the Dispatch list before taking for evaluation.
  - iv) The Examiner(s) will be responsible for any missing Answer Scripts thereafter.

## APPENDIX – II

### Question Pattern for Undergraduate Programme

\*\*\* Except for Multiple Choice Questions and Practical, all sections of a Question Paper shall have **2 (TWO) additional choices**.

#### Mid Semester Tests

a) Question Pattern for all Courses/Papers regardless of the number of Credits

Sections	Total No. of Questions	No. of questions to be answered	Marks for Each Question	Total Marks
1. Multiple Choice Questions	5	5	1	5
2. True or False/Fill in the Blanks	5	5	1	5
3. Medium Answer Type Questions	6	4	4	16
4. Descriptive/Essay Type Questions	5	3	10	24
<b>Grand Total of Marks</b>				<b>50</b>

#### End Semester Examinations

b) Question Pattern for Courses with **FOUR or more Credits (70 Marks)**

Sections	Total No. of Questions	No. of questions to be answered	Marks for Each Question	Total Marks
1. Multiple Choice Questions	5	5	1	5
2. Short Answer Type Questions	7	5	2	10
3. Medium Answer Type Questions	7	5	5	25
4. Descriptive/Essay Type Questions	5	3	10	30
<b>Grand Total of Marks</b>				<b>70</b>

c) Question Pattern for Courses with **TWO Credits (35 Marks)**

Sections	Total No. of Questions	No. of questions to be answered	Marks for Each Question	Total Marks
1. Multiple Choice Questions	5	5	1	5
2. Short Answer Type Questions	5	3	2	6
3. Descriptive/Essay Type Questions	5	3	8	24
<b>Grand Total of Marks</b>				<b>35</b>

#### Practical Courses/Papers

d) Question Pattern for Practical Courses with **TWO Credits (50 Marks)**

Sections	Total No. of Questions	No. of questions to be answered	Marks for Each Question	Total Marks
1. Practical				40
2. <i>Viva voce</i>	-	-	-	5
3. Record Keeping	-	-	-	5
<b>Grand Total of Marks</b>				<b>50</b>

\*\*\* The number of questions/activities and mark allotment for Practical may vary depending on the Question Setter. There will be no additional choices, and candidates shall answer/perform all the questions/activities.

## APPENDIX – III

### Question Pattern for Postgraduate Programme

\*\*\* Except for Multiple Choice Questions and Practical, all sections of a Question Paper shall have **2 (TWO) additional choices**.

#### Mid Semester Tests

a) Question Pattern for all Courses/Papers regardless of the number of Credits

Sections	Total No. of Questions	No. of questions to be answered	Marks for Each Question	Total Marks
1. Multiple Choice Questions	5	7	1	5
2. Short Answer Type Questions	5	3	2	6
3. Medium Answer Type Questions	5	3	5	15
4. Descriptive/Essay Type Questions	5	3	8	24
<b>Grand Total of Marks</b>				<b>50</b>

#### End Semester Examinations

b) Question Pattern for Courses/Papers with **THREE or more Credits (70 Marks)**

Sections	Total No. of Questions	No. of questions to be answered	Marks for Each Question	Total Marks
1. Multiple Choice Questions	7	7	1	7
2. Short Answer Type Questions	5	3	3	9
3. Medium Answer Type Questions	5	3	6	18
4. Descriptive/Essay Type Questions	5	3	12	36
<b>Grand Total of Marks</b>				<b>70</b>

## APPENDIX – IV

### Pass Marks, Grade Points and Letter Grade

#### Pass Marks for Examinations

	Internal Assessment		External Assessment	
	Max. Marks	Pass Mark (45%)	Max. Marks	Pass Mark (45%)
<i>Theory Courses (100 Marks)</i>	30	13.5	70	31.5
<i>Theory Courses (50 Marks)</i>	15	6.75	35	15.75
<i>Practical Paper</i>	-	-	50	22.5

#### Grading Range

Letter Grade	Grade Points	Courses	
		100 Marks	50 Marks
<b>O</b>	10	95 to 100	47.5 to 50
<b>A+</b>	9	85 to 94.99	42.5 to 47.49
<b>A</b>	8	75 to 84.99	37.5 to 42.49
<b>B+</b>	7	65 to 74.99	32.5 to 37.49
<b>B</b>	6	55 to 64.99	27.5 to 32.49
<b>C</b>	5	45 to 54.99	22.5 to 27.49
<b>F</b>	0	≤44.99	≤22.49

#### Conversion of SGPA/CGPA to Grade

SGPA/CGPA	Letter Grade	Equivalent Percentage	Description	Division
9.50 to 10.00	O	95 to 100	Outstanding	First
8.50 to 9.49	A+	85 to 94.99	Excellent	First
7.50 to 8.49	A	75 to 84.99	Very Good	First
6.50 to 7.49	B+	65 to 74.99	Good	Second
5.50 to 6.49	B	55 to 64.99	Fair	Second
4.50 to 5.49	C	45 to 54.99	Average	Third
≤ 4.49	F	≤ 44.9	Fail	Fail

#### Illustration: SGPA & CGPA calculation

Course	Grade Point (G)	Credit Point (C)	C × G
1.1	6	6	36
1.2	5	6	30
1.3	8	6	48
1.4	7	2	14
<b>Total</b>		<b>20</b>	<b>138</b>

$$\begin{aligned}
 \text{SGPA} &= \sum(C \times G) \div \sum C \\
 &= 138 \div 20 \\
 &= \mathbf{6.90}
 \end{aligned}$$

Semester	SGPA	Total Credit Points
I	6.90	20
II	7.85	20
III	6.94	20
IV	6.65	20
<b>Total</b>		<b>80</b>

$$\begin{aligned}
 \text{CGPA} &= \sum(\text{SGPA} \times \text{Total Credit Points}) \div \sum \text{Total Credit Points} \\
 &= \{(6.90 \times 20) + (7.85 \times 20) + (6.94 \times 20) + (6.65 \times 20)\} \div 80 \\
 &= \mathbf{7.09}
 \end{aligned}$$