



ST. JOSEPH'S COLLEGE

JAKHAMA

P.B. No. 39, Kohima, Nagaland – 797 001

(Autonomous status granted by UGC notification No.F.22-1(AC) Dtd. 11th Oct.2018)
0370-2231009 (O), 2233022 (Principal), 9436437544 (M), Fax: 2231022

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NAAC Grade A (CGPA: 3.12)

Internal Assessment/Continuous Internal Assessment

- a) The outline for the Internal Assessment/Continuous Internal Assessment of 30 marks shall include Mid Semester Test (10 Marks), Assignment (10 marks) and Class Test/Presentation/Project/Viva-voce (10 marks). However, Internal Assessment/Continuous Internal Assessment of 15 marks, the framework of assessment shall be Mid Semester Test (10 marks) and 5 marks from Assignment/Presentation. It is mandatory for students to fulfill all the requirements of the Internal Assessment/Continuous Internal Assessment. In event of failure to fulfill any of the requirement of the Internal Assessment/Continuous Internal Assessment a candidate shall not be illegible to seat for End Semester Examinations even if a candidate has 45% of marks.
- b) The Mid Semester Test will be a **Centralised Examination** to be conducted by the Examination Department. The Mid Semester Test is to be conducted out of 50 marks for a duration of 2 hours for all courses/papers. The Mid Semester Test conducted out of 50 marks shall be converted to 10 marks.
- c) For the Mid Semester Test the Office of the Examinations shall provide the question template to the question paper setters. The Question setters are required to mention the unit and the skill to be tested against each question.
- d) The Head/Coordinator of the departments are required to proof read and moderate the question papers on a day notified by the Controller of Examinations before the final print of the Mid Semester Test question papers. At no point of time, the question papers are to be leaked by any one in any form. In case of any malpractice it shall invite a severe action against the defaulter.
- e) The other 20 marks of the Internal Assessment/Continuous Internal Assessment activities are to be regulated and conducted by the respective department under the supervision of the Head/Coordinator of Departments, and the tabulated marks of all the Internal Assessment/Continuous Internal Assessment must be submitted to the Examination Branch along with the Mid Semester Test marks.
- f) The Office of Examinations shall provide the top sheet (soft copy and hard copy) for the entry of Internal Assessment/Continuous Internal Assessment marks. The respective faculty member in-charge of the different course/papers shall submit all the marks of the Internal Assessment/Continuous Internal Assessment on the notified date given in the academic calendar.



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4. The Examinations (Mid Semester Test, End Semester and Supplementary Examinations)

- The examination routine/schedules for End Semester Examinations shall be notified by the College.
- The College shall conduct and evaluate the End Semester Examinations for the all semesters (both odd and event).
- All question paper settings/moderation shall be done through the office of the Controller of Examinations for all Mid Semester Tests End Semester Examinations.
- The College shall give provision for the Supplementary Examinations for the 6th Semester students to appear for any back log paper of the 5th Semester only. The Supplementary Examination is applicable for both theory and practical papers.

4.1. Question Pattern and Duration for the Examinations

- Duration of theory examination for the papers having 4 credits and more shall be 3 hours and 2 credit papers shall be 2 hours. However, duration of those practical which may require more time (beyond 3 hours) may be permitted in consultation with the Head of Department, Dean and the Vice Principal Academics and duly permitted by the Principal of the college.
- The question paper shall be set covering all units of the syllabus. Irrespective of Core/Elective/Ability/Skill papers the question paper shall test the different skills of students as per the Bloom's Taxonomy. Hence, the question paper shall be a composition of 33% to test the knowledge skill, 33% to test the Understanding and 33% to test the Application. Thus, to test the different skills, the Under graduate question paper for 70 marks is divided into four different sections - a) Multiple Choice Questions (1 mark each), b) Short type Question (2 marks each), c) Medium type Questions (5 marks each), and d) Essay type Question (10 marks each). However, for 35 marks the Question better is divided into three sections – a) Multiple Choice Questions (1 mark each), b) Short type Question (2 marks each), c) Essay type Question (8 marks each). And for the Post Graduate, the question paper is divided into four different sections - a) Multiple Choice Questions (1 mark each), b) Short Note (3 marks each), c) Medium type Questions (6 marks each), and d) Essay type Question (12 marks each). Both for the Undergraduate and Postgraduate, each of the section is to have a maximum of two choices, but the MCQs will not be provided with choice.
- A question paper template shall be provided from the office of the examinations to all question paper setters. The question paper setters are required to maintain the mark



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allotment against each unit while setting the question paper. In addition to the allotment against each unit of the syllabus, the question paper setters are to mention the unit and the skill to be tested against each question.

- d) The question paper shall be placed for moderation which will be notified by the Controller of Examinations. The board of moderation shall consist of the Head/coordinator and a senior faculty member from the department along with the Principal, Vice-principal (Academics), Dean/Coordinator of the School/programme and the Controller of Examinations.
- e) At no point in time, the question papers are to be leaked by any one in any form. In case of any such it shall invite a severe action against the defaulter.

4.2. QUESTION PATTERNS FOR UNDER GRADUATE THEORY PAPERS

(4 and above Credit Papers)

Table 1

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



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(2 credit Papers)

Table 2

Sections	Total No. of Questions	No. of questions to be answered	Marks for Each Question	Total Marks
1. Multiple Choice Question	5 (No choice)	5	1	5
2.Short Answer type Question	5 (2 Choices)	3	2	6
3. Descriptive/Essay Answer Type Question	5 (2 Choices)	3	8	24
Grand Total				35

4.3. Practical for Under Graduate

- a) There shall be a continuous evaluation of practical courses conducted by the course in charge to be nominated by the Principal of the college.
- b) The evaluation of practical will carry a total of 50 marks.
- c) The practical evaluation of practical courses shall be completed at least a week before the beginning of end semester examinations.
- d) Pattern of questions for Practical Paper
- e) Practical Exams will be conducted by the concerned department under the following guidelines:
 - i. There shall be Practical End Semester Examination for all semester students with Practical component(s).
 - ii. All Practical question papers shall be set by respective department and submit to the Office of the Controller of Examinations.



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- iii. The Practical Examiner must be the subject teacher or knowledgeable and competent faculty member from within the department. The Examiner has to be impartial in assessing the students to maintain the quality and standards of the practical examinations.
- iv. The Practical Examiner shall ensure that all assessments are conducted in accordance with the assessment regulations for Practical examinations guidelines of St. Joseph's College.
- v. The Practical Examiner shall be responsible for *Viva voce* Examination and shall award *Viva voce* marks. The *Viva voce* Examination is to be conducted on the day of the Practical Examination after the Practical Examination. At no point in time the *Viva voce* Examination is to be held before the Practical Examination.
- vi. The Controller of Examinations shall have the right to call for all the records for continuous evaluation and moderate the evaluation if felt necessary for valid reasons.
- vii. In case of exigency, the Controller of Examinations shall have the authority to appoint External Examiner(s) for End Semester Practical Examination in consultation and approval of the Principal.

4.4. Division of Marks for Practical Courses/Papers

The scheme of awarding marks for the practical courses/papers shall be as given below in table 3:

Table 3

Component	Total Marks
Record Keeping	5
Practical and <i>Viva-voce</i> Examinations	40+5
TOTAL	50

4.5. QUESTION PATTERNS FOR POST GRADUATE THEORY PAPERS

(4 Credit Papers)

Table 4



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

5. Evaluation of Project Paper:

In Project Courses/Papers for both Under Graduate and Post Graduate the marks (out of total 100 marks) shall be awarded by the department and submitted long with Internal Assessment Marks. Project Report has to be in hard bound in the style/format of St. Joseph's College (Autonomous) has be insisted for evaluation. A copy of the project in hard bound has to be submitted to the Office of Examinations for reference.

6. Re-evaluation

- A candidate may, within 15 days of declaration of results, apply for Re-evaluation of not more than 2 (two) papers by paying prescribes Fee as applicable from time to time.
- Re- evaluation shall be permissible to candidates who secure marks not less than 29% and not more than 60% in the End Semester Examinations.



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- c) The provision for Re-evaluation shall not be applicable to Practical Examination Papers and Project Papers.
- d) All request for Re-evaluation shall be accompanied by: (I) Payment receipt for Re-evaluation (II) Photo copy of the mark sheet.
- e) The application shall be screened by the Controlled of Examinations Section and shall be sent to the Principal of the College for approval and the principal shall appoint an Examiner other than the one who have examined the script earlier.
- f) If the mark awarded by the second examiner (re-evaluator) is more than that of the first examiner, the award of the first examiner shall stand.
- g) If the mark awarded by the second examiner (re-evaluator) is less than that of the first examiner, the award of the first examiner shall stand.
- h) No retrospective benefits such an award of Gold Medal, Scholarship, Fellowship, etc., shall be accrued to Candidates as a result of Re-evaluation.
- i) Result of Re-evaluation paper(s) and other relevant documents shall be declared in consultation and the approval of the Principal. The result of the re-evaluation shall be personally communicated to candidate.
- j) Application for Re-evaluation must be routed through the Principal.

7. Scrutiny

At the end of every semester Examinations and on return of all evaluated papers, the Controller of Examinations shall invite for Scrutiny of evaluated scripts in consultation and approval of the Principal. The Principal shall appoint the members for Scrutiny. The Scrutiny of the end Semester examinations shall be done on the sample papers, however if anomalies are detected in large number in a bundle, the Controller of Examinations is empowered to declare the Scrutiny of the entire bundle of scripts.

8. Moderation

There shall be moderation of marks for both the Internal Assessment and for the End Semester Examinations. On completion of the Scrutiny, the Controller of Examinations shall invite for the moderation of the marks of the End Semester Examinations (for both UG & PG) before the



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declaration of the provisional result with the approval of the Principal. The moderation committee for End Semester Examinations shall consist of the Head/Coordinator of the Department, Principal, Vice-Principal (Academics), Dean/Coordinator of the Programme and the Controller of Examinations. During the moderation of Marks for the End Semester Examinations only the number of students shall be made available to the Committee members for objective moderation of marks.

9. Semester Progression and Award of Degree

Given below are the criteria for Semester Progression and awards of degree for both UG and PG programmes.

9.1. Criteria for Semester Progression and Award of Degree for Under Graduate

- a) To pass in each course, a candidate must secure a minimum of 45% marks in the End Semester Examination. A candidate must secure a minimum of 45% in Internal Assessment as well. Grading shall be based on marks obtained in both components i.e., Internal Assessment and End Semester Examination.
- b) In any case, a student shall not be allowed for re-evaluation or improvement in a course/paper for Internal Assessment component.
- c) Advancement to the next Semester shall be permitted with a maximum of **Two Backlog Papers (without practical)** from the preceding semester. Further, entry to the next Semester for the UG shall be regulated at the level of Semesters, IV, V, VI as explained under:
 - i. Admission to **IV semester** shall be allowed only after clearing **i Semester Backlog Paper(s)** during **iii semester**.
 - ii. Admission to **V semester** shall be allowed only after clearing **ii semester Backlog Paper(s)** during **IV Semesters**.
 - iii. Admission to **VI Semester** shall be allowed only after clearing **iii semester Backlog Paper(s)** during **V semester**.
 - iv. Backlog paper(s) of 4th semester needs to be cleared during 6th Semester.
 - v. Backlog paper(s) of 5th and 6th Semesters need to be cleared during subsequent examinations for these semesters within 10 Semesters.



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d) Candidates failing in any subjects will be required to appear only in the failed papers in the subsequent Repeat exams.

e) A student failing in internal assessment examination shall not be allowed to appear the end semester examination in the failed subject. But, if the student fails in more than two internal assessment examination, shall not be allowed to appear the end semester examination.

9.2. Criteria for Semester Progression and Award of Degree for Post Graduate

- a. To pass in each course, a candidate must secure a minimum of 45% marks in the end semester examination. A candidate must secure a minimum of 45% in internal assessment as well. Grading shall be based on marks obtained in both components i.e. internal assessment and end semester examination.
- b. In any case, a student shall not be allowed for Re-evaluation or improvement in a course/paper for Internal Assessment component.
- c. Advancement to the next Semester shall be permitted with a maximum of Two Backlog Papers from the preceding semester. Further, entry to the next Semester shall be regulated at the level of Semesters, IV as explained under:
 - i. Admission to **IV semester** shall be allowed only after clearing **i Semester Backlog Paper(s)** during **iii semester**.
 - ii. Backlog paper(s) of 2nd semester needs to be cleared during 4th Semester.
 - iii. Backlog paper(s) of 3rd and 4th Semesters need to be cleared during subsequent examinations for these semesters within 8 Semesters.
- d. Candidates failing in any subjects will be required to appear only in the failed papers in the subsequent Repeat exams.
- e. A student failing in Internal Assessment Examinations shall not be allowed to appear the End Semester Examinations in the failed subject. But, if the student fails in more than Two Internal Assessment Examinations, she/he shall not be allowed to appear the End Semester Examinations.

10. Attendance

A candidate shall be eligible to appear in the end semester examination only if he/she attains a minimum of 80% attendance as per university ordinance. For valid reasons with proper documents, 5% relaxation of the Attendance may be considered by the college authority.



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ST. JOSEPH'S COLLEGE (AUTONOMOUS) Moderation of End Semester Examination Question Papers (Autumn – 2022)

ECC 1.1


Unit	1 Mark	2 Marks	5 Marks	10 Marks	Total	Knowledge	Understanding	Application
1	1,1	2,2	5,5	10,10	24	36	33	35
2	1	2,2	5,5	10,10	20			
3	1	2,2	5,5	10	25			
4	1	2,2	5,5	10	25			
5								
Total					104	Total: 104		

ECC 1.2

Unit	1 Mark	2 Marks	5 Marks	10 Marks	Total	Knowledge	Understanding	Application
1	1,1	2,2	5,5	10	26	36	36	32
2	1	2	5,5	10	23			
3	1	2,2	5,5	10	25			
4	1	2,2	5,5	10,10	30			
5								
Total					104	Total: 104		

ECG 1.4

Unit	1 Mark	2 Marks	5 Marks	10 Marks	Total	Knowledge	Understanding	Application
1	1	2	5,5	10	23	33	39	32
2	1	2,2	5,5	10	25			
3	1	2,2	5	10,10	30			
4	1,1	2,2	5,5	10	26			
5								
Total					104	Total: 104		


Dr. Fr. George Keduolhou Angami
 Principal
 Principal
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