



SRR & CVR Government Degree College (Autonomous)

(Affiliated to Krishna University, Machilipatnam)

PG STUDENTS' EVALUATION POLICY

Academic Regulations (R20) for

M.Sc., M.A. and M.Com.

Semester & CBCS Pattern

(Effective for the students admitted into I year from
the Academic Year **2020-2021** onwards)

VIJAYAWADA – 520 004

Krishna District

1. Award of M.Sc, M.A and M.Com Degree

A student will be declared eligible for the award of the M.Sc, M.A and M.Com degree if he/she fulfils the following academic regulations:

- i) Pursues a course of study for not less than two academic years and not more than four academic years.
 - ii) Registers for a minimum of 90 credits and maximum of 120 credits.
2. Students, who fail to fulfill all the academic requirements for the award of the degree within four academic years from the year of their admission, shall forfeit their seat in M.Sc, M.A and M.Com courses and their admission stands canceled.

3. Programs offered by the College:

The following programs are offered at present as specializations for the M.Sc, M.A and M.Com courses from 2020-2021.

| S.No. | Program Code | Name of the Programme | |
|-------|--------------|-----------------------|-----------------------|
| 01 | 1401 | M.Com. | General |
| 02 | 1402 | M.Com. | Accounts & Taxation |
| 03 | 1501 | M.A. | English |
| 04 | 1502 | M.A. | Economics |
| 05 | 1503 | M.A. | Social Work |
| 06 | 1504 | M.A. | Counseling Psychology |
| 07 | 1505 | M.A. | Telugu |
| 08 | 1601 | M.Sc. | Computer Science |
| 09 | 1602 | M.Sc. | Organic Chemistry |
| 10 | 1603 | M.Sc. | Mathematics |

and any other Programmes as approved by the authorities from time to time.

4. About Program related terms:

- i. **Credit:** A unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (Lecture/Tutorial) or two hours of practical work/field work per week.
- ii. **Academic Year:** Two consecutive (one odd + one even) semesters constitute one academic year.
- iii. **Choice Based Credit System (CBCS):** The CBCS provides choice for students to select from the prescribed courses.

iv. Each course is assigned certain number of credits based on following criterion:

| Details | Semester | |
|--|-------------------------|----------------|
| | Periods per Week | Credits |
| Theory (Lecture/Tutorial) (1 hour @ 1 credit) | 04 | 04 |
| Practical (2 hours @ 1 credit) | 06 | 03 |
| *In house research activity in 4 th semester | 08 | 04 |
| Seminar | 04 | 02 |

*With the recommendation of Chairperson BoS only.

5. Programme Pattern:

- The entire programme of study is for two academic years. Semester pattern shall be followed in all the academic years.
- If a student is absent or has failed in the semester end examination subject in any subject, he/she may be eligible to appear for the same, when the next examination offered/ when it is conducted.
- When a student is detained due to lack of credits/shortage of attendance he/she may be readmitted when the semester is offered after fulfillment of academic regulations. In such a case, he/she shall be in the academic regulations into which he/she is readmitted.

6. Evaluation Process:

The performance of a student in each semester shall be evaluated subject wise with a maximum of 100 marks for theory and 100 marks for practical subject.

- i. For theory subjects the distribution shall be 40 marks for Internal Evaluation and 60 marks for the Sem End-Examination.
For practical subjects the distribution, 40 marks for day-to-day assessment/ continuous assessment and 60 marks for the semester end practical examination.
- ii. If any subject is having both theory and practical components, they will be evaluated separately as theory subject and practical subject. However, they will be given same subject code with an extension of 'P' for practical subject.

6.1. Continuous Internal Assessment (CIA) for 40 Marks:

- 1.1. Out of a maximum of 100 marks in each theory paper, 40 marks shall normally be allotted for continuous internal assessment. The Assessment shall be made by the teacher handling that paper in the manner prescribed here under. Where the same paper is handled by two or more teachers, the Head of the Department shall decide upon the teacher, who shall make the internal assessment or fix the proportion of the marks among the teachers for the internal assessment of the students.

- 1.2. **Internal Exam:** Out of these 40 marks, 10 marks are allotted to Continuous Internal Exams. Two Continuous Internal exams are conducted for 20 marks in each exam and the average of these two exams scale down to 10 marks, shall be deemed as the marks obtained by the student in Continuous Internal Exams. Out of these two exams, one exam is conducted through online using Google class room/ moodleCloud/ gnomio/ any other online platform. For the first mid-term examination fifty percent of the syllabus should be covered, the rest of the syllabus will be covered in second midterm examination.
- 1.3. **Assignments:** Out of these 40 marks, 10 marks are allotted to Assignments. Two assignments are given to the students during the course. 5 marks are allotted for each assignment and total of these two assignments are included in Continuous Internal Assessment. The students can submit assignments through blended mode.
- 1.4. **Project Work/ Group Discussion:** Out of these 40 marks, 10 marks are allotted to Project Work/ Group Discussion. Students will be assigned student study project for 10 Marks under CIA. Then the student has to submit a project report under the supervision of Faculty Member. These 10 marks may also be assigned to group discussion also. Student will be evaluated here based on his/her way of expression, conceptual strength, attitude, listening -understanding skills and level of participation in the discussion.
- 1.5. **Student Seminar and Feedback /Viva-Voce:** Out of these 40 marks, 5 marks are allotted to Student Seminar and 5 marks for Viva-Voce. Each Student may give student seminar to the peer team. This student seminar will carry 5 marks. Here feedback will be collected on 5 points scale from the participants in the student seminar [or] Viva- Voce will be conducted by the concerned subject faculty for 5 marks.

The summarized continuous internal assessment is:

| | | |
|---|---|----------|
| 1. Average of Two Continuous Internal exams | - | 10 Marks |
| 2. Total of Two Assignments | - | 10 Marks |
| 3. Project Work/ Group Discussion | - | 10 Marks |
| 4. Student Seminar | - | 5 Marks |
| 5. Feedback /Viva-Voce | - | 5 Marks |

6.2. CIA in Generic Elective Courses:

- 2.1. CIA in Generic Elective Courses will be as same as stated in 1.3, 1.4, 1.5 except 1.2. That means assignments, Project Work/ Group Discussion, Student Seminar and Feedback /Viva-Voce carries 30 marks as stated above.
- 2.2. **Out of 50 marks, 20 marks are allotted to Continuous Internal Exams.** Three Continuous Internal exams are conducted for 20 marks in each exam and the average of these three exams are scale down to 20 marks, shall be deemed as the marks obtained by the student in Continuous Internal Exams. Out of these three exams, one exam is compulsorily conducted through online using Google class room/ moodleCloud/ gnomio/ any other online platform with multiple choice

questions.

The summarized CIA in Generic Elective Courses is:

- | | | |
|---|---|----------|
| 1. Average of Three Continuous Internal exams | - | 20 Marks |
| 2. Total of Two Assignments | - | 10 Marks |
| 3. Project Work/ Group Discussion | - | 10 Marks |
| 4. Student Seminar | - | 5 Marks |
| 5. Feedback /Viva-Voce | - | 5 Marks |

6.3. CIA in Project Work and Comprehensive Seminar:

Each student has to conduct Industry Oriented Research work in his/her interested area and has to prepare Project Report by using either primary data or secondary data. This is different from student study project. It is research oriented Industrial project conducted under the supervision of Faculty Member of the department. The students have to submit the project work report to the supervision of Faculty Member 15 days before commencement of III Semester End Evaluation process. After submitting project work report, the students have to give Comprehensive Seminar by explaining their research in the industry. Project Work carries 50 Marks and Comprehensive Seminar carries 50 Marks.

- 3.1. Every student is required, to take every test for Continuous Internal Assessment, unless he/she is permitted by the Principal to write at a later date on valid reasons, before the test is conducted. In case where permission is not obtained, the decision of the Principal to hold or not to hold separate examination for such candidate is final.
- 3.2. Permission to write Internal Assessment test at the end of corresponding Semester – end exams may be given on medical grounds and other valid grounds with the payment of prescribed fee. For such candidates, test/s is/are conducted by the faculty member concerned in consultation with the Head of the Department with a different question paper.
- 3.2. The Student has to get minimum 40 per cent (16 Marks) marks in the Continuous Internal Assessment to complete the Course. Suggestive Question Paper Pattern for CIA & SEE (Based on Blooms Taxonomy): Though the faculty concerned is empowered to adopt their own pattern for question paper, a general and suggestive model for question paper is given below based on Blooms Taxonomy.

| S.No. | Learning Objective | Percentage |
|--------------|-------------------------------|-------------------|
| 1 | Memory Based (Remember) | 10 |
| 2 | Understanding (Comprehension) | 10 |
| 3 | Application | 15 |

| | | |
|---|--------------|------------|
| 4 | Analysis | 15 |
| 5 | Evaluation | 25 |
| 6 | Creativity | 25 |
| | Total | 100 |

6.4. Semester End Examination Evaluation:

Semester end examination of theory subjects shall have the following pattern:

- a. The maximum marks for Semester End Examinations shall be normally 60 and the duration of the examination shall be 3 hours.
- b. Semester End Examinations shall be conducted in theory and practical paper at the end of every semester, unless otherwise stated, I, II, III, & IV Semesters.
- c. The date of Semester End Examinations is fixed by the principal in consultation with the Head of the Departments and the Controller of Examinations.
- d. For Semester End Examinations, the question papers of part-A and B shall be set by External Paper-setter and the answer scripts shall be valued by the External Examiner.

6.5. Revaluation:

- 5.1. A student shall have a right to appeal in case she is not satisfied with the marks awarded to her in Internal Assessment. The student shall seek clarification in writing from the teacher concerned. If she is still not satisfied, she may, in writing request the principal to redress her grievance. The principal shall appoint a Grievance Redressal Committee normally consisting of the Head of Department, one senior teacher from the same department other than the teacher concerned and the Principal. The decision of the grievance committee shall be final.
- 5.2. A study shall have a right to appeal to the Principal for revaluation of her answer script, if she is not satisfied with the marks awarded in Semester-End Examinations on payment of prescribed fee. The principal shall, in consultation with the Controller of Examinations, arrange for the revaluation of the answer script.
- 5.3. A non-refundable revaluation fee as prescribed by the college shall be levied from the candidates seeking revaluation.
- 5.4. Application for revaluation shall be submitted to the COE office within one week from the date of announcement of results.
- 5.5. The answer script shall be revalued by the External Examiner, other than the original examiner.
- 5.6. If the difference of marks in original valuation and the revaluation is less than 5, the marks scored in original valuation shall stand and the marks scored in revaluation shall be ignored. However, if the marks scored in revaluation alter the result of the candidate (i.e., the failed candidate getting pass, the passed candidate getting second class and the second-class candidate getting first class the revalued marks shall

stand).

- 5.7. If the difference in the marks in the first valuation and revaluation is 5 or more but less than 15, the marks scored in the revaluation shall stand.
- 5.8. If the difference in the marks in the original valuation and the revaluation is 15 or more, the answer script shall be sent for third valuation and the average of marks shall be taken.
- 5.9. If the marks scored in the valuation are less than the marks scored in the original valuation, the marks scored in the original valuation shall stand.

6.6. Evaluation of Practical examination:

Evaluation of Practical examination/ labs be aggregated to 100 marks. These 100 marks are divided as below.

- 60 marks for the final semester end examination in each semester. The examination will be conducted jointly by the concerned laboratory teacher / internal examiner and the external examiner nominated by College. Both internal and external examiners have to sign on the marks sheet.
- 40 marks for the continuous assessment (Day to day work in the laboratory shall be evaluated for 40 marks by the concerned laboratory teacher based on the regularity/ record/viva). Laboratory teachers are mandated to ensure that every student completes 80%-90% of the lab assessments.

6.7. The laboratory records and mid-term semester test papers and sem end examination papers of all semesters shall be preserved for a minimum of 4 years in the college as per the University norms and shall be produced to the Officials as and when the same are asked for.

6.8. Procedure for Conduct and Evaluation of MOOCS:

- Students are mandated to register and complete minimum one Massive Open Online Course (MOOC- minimum of 40 hours duration) offered by authorized Institutions/Agencies. It is mandatory that student have to register for the MOOC course in his/her fourth (IV) semester.
- The heads of the departments shall ensure that every student enrolled into the recommended MOOC course in the fourth (IV) semester. Heads of the departments (HoD) are responsible to nominate the one mentor, who supports the students for the successful completion of the MOOC course.
- The heads of the departments shall ensure that the syllabi, model question paper and list of paper setters/ examiners for the MOOCS course chosen by every student in the fourth (IV) semester should be approved by the Chairperson Board of Studies (BoS) of respective course. The above details should be informed to the Examination section, Krishna University within one month from the commencement of IV semester.

- Mentors are responsible to support the students towards the successful completion of the MOOC course. They can connect with the student and conduct special classes on the registered MOOC course.
- The mentor should conduct the mid-term examinations following the guidelines given in section 5.3.
- Further, the University shall conduct the external examination for the MOOC subject in line with other regular subjects (5.4) based on the syllabi of the respective subject provided in the curriculum, the department can conduct mid-term examinations following the guidelines given in section 5.3.

Colleges approving credit transfer for these courses can use the marks/certificate obtained in these courses for the same.

School. Education. NIOS. NCERT.

Out-of-School. Education. IGNOU. NITTTR.

Under-Graduate. Education. **NPTEL**. AICTE. CEC. IIMB.

Post-Graduate. Education. **NPTEL**. AICTE. IIMB. UGC.

<https://swayam.gov.in/about>

- One or two MOOC courses are required to be done by the students for the completion of every course in the IV semester.
- During the academic year, the BOS Chairperson must provide a list of MOOC free online courses (related to the course) that are available.

6.9. Open Electives:

- There shall be two Open Electives, which are **Choice Based Credit Courses (CBCC)** in II and III semesters, wherein the students have to choose inter-disciplinary electives offered by other departments.
- Those departments in which this is not feasible may offer Open electives in III & IV semesters.
- A minimum of 50 % of students sanctioned intake are required to run an open Elective course.
- Open electives must be included, one in Second (II) and another is in Third (III) semester of the course

(OR)

Open electives must be included, one in Third (III) and another is in Fourth (IV) semester of the course.

- Each department should propose one open Elective for the II/III and III/IV Semesters.
- The student has to select one open elective in second/third (II/III) and one open elective in third/fourth (III/IV) semesters.

- The heads of the departments shall ensure that the open elective (s) chosen by every student in the second/third and third/fourth (II/III & III/IV) semesters should be informed to the Examination section, within one month from the commencement of second/third/fourth (II/III/IV) semesters.

6.10. An Internship/Industrial Training/Research Projects in National /Seminar/ In house research activity in 4th semester

- **Internship/ Industrial Training/ Research Projects in National Laboratories/ Academic Institutions in Summer (Optional)**

It is introduced for 2 credits in the curriculum. It is introduced at the end of II semester i.e., during summer vacation for a period of 4 weeks. The student shall submit a diary and a technical report for evaluation. This shall be evaluated in the III semester for 50 marks by a committee consisting of Head of the Department along with two senior faculty members of the Department. A student shall acquire 2 credits assigned, when he/she secures 40% or more marks for the total of 50 marks. In case, if a student fails, he/she shall reappear as and when the IV semester regular examinations are conducted. There shall be no external evaluation.

- **Seminar:**

The student will be given seminar topics at the beginning of the IV semester by faculty In-charge (nominated by HOD) and the student has to present the topics, submit the hard copy of seminar topic report at the end of the IV semester. Out of a total of 100 marks, for the Seminar Evaluation, 50 marks shall be for Seminar report/record and 50 marks for the End Semester Examination (Viva-voce). The Viva- Voce shall be conducted by a committee consisting of HOD, faculty in charge and a senior faculty member of the department. There shall be no external evaluation.

- **In house research activity in 4th semester**

A). Research activity: A short report on any significant or interesting aspects of the works (preferably relevant to the students' field of study/specialization) that is performed or observed by a student in the organization. As part of curriculum students are required to write a short report generally named as a Research activity under the guidance of supervisor.

B).Purpose of Research activity: The basic purpose of writing a Research activity is to allow students to explore the breadth of research that is performed within the organization. For students, this breadth of exposure to outside research may prove fruitful as a platform for their own research at some later point (can be extended to as a thesis topic for Ph.D degree) and also for career connections/employment opportunities prior to post graduation through demonstrating their competences in research techniques.

It is up to the student to choose/select the title/topic for Research activity from any interesting aspects of their duties they are involved. However, the supervisor may also assist the student in selecting the **Research Activity Report title** that can satisfy him/her expectation as well as it is related to the students fields of study. It is expected that the supervisor stay in regular contact with the student for monitoring and checking the smooth progress of the Research activity and assuring and contributing to the assessment. Supervisor is expected to provide feedback on student performance to the HoD.

C). Research activity Report Evaluation:

The student will be given Research Activity titles at the beginning of the IV semester by faculty In-charge (nominated by HOD) and the student has to present submit the hard copy of **Research Activity Report** at the end of the IV semester. Out of a total of 100 marks, for the **Research Activity Report** Evaluation, 50 marks shall be for **Research Activity Report** and 50 marks for the End Semester Examination (Viva-voce). The Viva- Voce shall be conducted by a committee consisting of HOD, faculty in charge and a senior faculty member of the department. There shall be no external evaluation.

D) Guidelines for Research Activity Report: The Research activity report in general should include the following components:

- i. **Abstract:** a brief summary of the project between 150 words to 500 words covering some background of the Research activity, methodology used and the results or outcomes.
- ii. **Introduction:**
 - Give the background of the Research activity and the context in which the works were performed.
 - aims and objectives of the Research activity.
 - motivation for carrying out this Research activity (it may be from a problem you encounter during works or referring to previous studies on which this work was based).
- iii. **Methodology (Data & methods used):** Description of what you have done and how you have done.
- iv. **Results/Findings/Discussion Evaluation:** What are your findings/results? How can you evaluate your work on the student learning experience during placement (what you learned based on your research findings).
- v. **Reflections:** Issues and problem faced during works and how you overcome them. Factors that contributed to success or otherwise of the project. How this project can benefit others and what more you think should be done more in future regarding this topic.
- vi. **Conclusions:** Summary of the project.

vii. References and link to other information.

7. Attendance Requirements in Academics:

- A minimum attendance of 75% is necessary for a student to qualify to take Semester – end examination.
- The attendance for laboratory work (practical's) should be 75% and the student should complete 75% of the practical's prescribed for the year.
- The Principal is authorised to condone the shortage in attendance in deserving cases, on collection of a fee prescribed. However, the student should have to put in a minimum attendance of 60% in aggregate of the total number of periods worked for that course.
- In case a student is deputed to represent the college at inter-collegiate or inter-university or district or state or national level tournaments / athletics the actual number of days (excluding Sundays and holidays), the student is engaged in such tournaments / athletics, shall be added to her class attendance, subject to a maximum of 30 days in a year and further subject to a maximum of 20 days in a semester. Similarly, the actual number of days spent by a student, in approved N.C.C. and N.S.S., camps will be added to her class attendance, subject to a maximum of 30 days in a year, and further subject to a maximum of 20 days in a semester. However, special consideration may be given to candidates participating in National events.
- If the attendance of the student in aggregate is less than 60% of the total number of periods worked, she shall be required to repeat the semester, in the next academic year.
- A candidate, who is detained or discontinues a semester for whatever reason, on admission into the same semester in the subsequent year(s), shall be required to pass in all the papers in the curriculum prescribed for such batch of students in which she joins subsequently to be eligible for the award of degree. However, exemption will be given from passing all those papers of the subsequently semesters, (of the batch which she joins now) which she had be required to pass the new papers, if any, introduced in the new curriculum.
- A candidate who seeks admission into any semester on transfer shall he required to pass in all the papers in the curriculum prescribed for such batch of students, she joins to be eligible for the award of degree. However, exemption will be given in all those papers of the semester(s) of the batch which she joins now, which she had passed earlier. However, admission of such candidates on transfer certificate is subject to the approval of Krishna University.

Regulations for sports person, NCC cadets and NSS volunteers:

- o Re-exam of internal exams will be conducted if the student has participated in a tournament or training.
- o 1% grace marks will be given to the meritorious players for pass percentages in the subjects on the recommendation of physical directors.

- o 5% grace marks will be given to medal winners at South Zone Level, Inter University level tournaments and NCC cadets and NSS volunteers who participated in State Level Republic Day/Independence Day celebrations.
- o 10% grace marks will be given to Medal winners at National Level / International level and NCC cadets and NSS volunteers who participated in National Level Republic Day/Independence Day celebrations.

8. Minimum Academic Requirements and Award of the Degree:

The following academic requirements have to be satisfied in addition to the attendance requirements mentioned in section 6.

- A student shall be deemed to have satisfied the minimum academic requirements and earned the credits allotted to each theory, practical or In house research activity or seminar if he/she secures not less than 35% of marks in the end examination and a minimum of 40% of marks in the sum total of the mid-term and semester end examination marks taken together. In case of mandatory courses he/she should secure 40% of the total marks.
- A student shall register and put-up minimum attendance in all respective credits and earn all the required credits.
- Students who fail to earn required credits as indicated in the course structure within prescribed academic years from the year of their admission shall forfeit their seat in respective programme and their admission shall stand cancelled.

9. With-holding of Results:

If the candidate has any dues not paid to the college or if any case of indiscipline or malpractice is pending against him/her or candidate or student, the result of the candidate shall be withheld.

10. Award of Grades:

After each subject is evaluated for 100 marks, the marks obtained in each subject will be converted to a corresponding letter grade as given below, depending on the range in which the marks obtained by the student fall.

Structure of Grading of Academic Performance

| Range in which the marks in the subject fall | Grade | Grade points Assigned |
|--|-----------------|-----------------------|
| ≥ 90 | O (Outstanding) | 9.0 - 10 |
| 80-89 | A (Excellent) | 8.0 - 8.9 |
| 70-79 | B (Very Good) | 7.0 - 7.9 |
| 60-69 | C (Good) | 6.0 - 6.9 |
| 50-59 | D (Average) | 5.0 - 5.9 |

| | | |
|--------|-------------------|-----------|
| 40-49 | E (Below Average) | 4.0 - 4.9 |
| < 40 | F (Fail) | 0 |
| Absent | Ab (Absent) | 0 |

- i. A student obtaining Grade 'F' or Grade 'Ab' in a subject shall be considered failed and will be required to reappear for that subject when it is offered the next supplementary examination.
- ii. For Open Elective courses will not be counted for the computation of SGPA/ CGPA.

10.1. Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

- i. The Semester Grade Point Average (SGPA) is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e.,

$$SGPA = \frac{\sum(C_i \times G_i)}{\sum C_i}$$

where, "C_i" is the number of credits of the ith course and "G_i" is the grade point scored by the student in the ith course.

- ii. The Cumulative Grade Point Average (CGPA) will be computed in the same manner taking into account all the courses undergone by a student over all the semesters of a program, i.e.,

$$CGPA = \frac{\sum(C_i \times S_i)}{\sum C_i}$$

where, "C_i" is the total number of credits up to that semester and "S_i" is the SGPA of the ith semester.

- iii. Both SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.
- iv. While computing the SGPA the subjects in which the student is awarded Zero grade points will also be included.

Grade Point: It is a numerical weight allotted to each letter grade on a 10-point scale.

Letter Grade: It is an index of the performance of students in a said course. Grades are denoted by letters O, A, B, C, D, E and F.

10.2. Award of Class:

After a student has satisfied the requirements prescribed for the completion of the

program and is eligible for the award of M.A./M.Com., /M.Sc. respective degree he/she shall be placed in one of the following four classes

| Class Awarded | CGPA Secured |
|------------------------------|---------------------|
| First Class with Distinction | ≥ 7.5 |
| First Class | $\geq 6.5 < 7.5$ |
| Second Class | $\geq 5.5 < 6.5$ |
| Pass Class | $\geq 4.5 < 5.5$ |

11. Minimum Instruction Days for a Semester:

The minimum instruction days including exams for each semester shall be 90 days.

12. Medium of Instruction:

The Medium of Instruction is **English (except language courses)** for all courses, laboratories, mid semester and external examinations, Comprehensive Viva-Voce, seminar presentations and project reports.

13. Student Transfers:

Student transfers shall be as per the guidelines issued by the Government of Andhra Pradesh and the University from time to time.

14. General Instructions:

- a. The academic regulations should be read as a whole for purpose of any interpretation.
 - b. Malpractices rules-nature and punishments are appended.
 - c. Where the words “he”, “him”, “his”, occur in the regulations, they also include “she”, “her”, “hers”, respectively.
 - d. In the case of any doubt or ambiguity in the interpretation of the above rules, the decision of the Principal is final.**
 - e. The College may change or amend the academic regulations or syllabi at any time and the changes or amendments shall be made applicable to all the students on rolls with effect from the dates notified by the College.
1. The Controller of Examinations shall plan for the conduct of the Examinations under the supervision of the Principal.
 2. The Controller of Examinations shall maintain such stationery and records as are necessary for the conduct of examinations and for recording, storing and retrieving of the marks and other particulars relating to the examinations.
 3. The Controller of Examinations shall make arrangements for the evaluation of the student’s performance in the examinations, both in theory and practical and submit

the results of the Examinations to the Principal which in turn are transmitted to the University for Award of degrees.

4. The students once pay their fee for any purpose, the amount will not be refunded at any circumstances.
5. The Principal shall deal with any academic problem which is not covered under these rules and regulations, in consultation with the Heads of the Departments in an appropriate manner and subsequently such actions may be placed before the academic council for ratification. Further she is empowered in all exigencies to take decisions, pertaining to academic and examination matters. However, any modification of decisions taken earlier by the academic council, shall be reported to the academic- council for ratification.
6. The Principal may advise the Academic Council for the inclusion and deletion of any rule/ rules, to these Rules and Regulations.

Malpractices:

1. The cases of malpractices in internal assessment tests and Semester-End Examinations shall be referred, by the Principal, to a Malpractice Enquiry Committee, constituted by her for the purpose. Such committee shall follow the approved scales of punishment which are given below, while dealing with the cases of malpractices. The principal shall take necessary action, against the erring students basing on the recommendations of the committee.
2. Any action on the part of candidate at an examination trying to get undue advantage in the performance at examinations or trying to help another, or derive the same through unfair means is punishable according to the provisions contained hereunder. The involvement of the staff, who are in charge of conducting examination, valuing examination papers and preparing / keeping records and documents relating to the examinations in such acts (inclusive of providing incorrect or misleading information) that infringe upon the course of natural justice to one and all concerned at the examinations shall be viewed seriously and recommended for award of appropriate punishment after through enquiry.

| | NATURAL OF OFFENSE | SCALE OF PUNISHMENT |
|--|------------------------------------|----------------------------|
| | Semester – End Examinations | |

| | | |
|----|--|---|
| 1. | The candidate found in possession of any material relevant to the subject of examination (even in a code form), written, typed or printed or matter relevant to the subject on clothes worn or possessed on any part of the body or pad or hall ticket or vanity bag or purse or any other instrument normally permitted into examination hall. | Expulsion from the examination hall, cancellation of performance of candidates in all papers at the current session of examination. |
| 2 | Matter written on a desk or was established to be in the hand writing of the candidate in the examination hall (with sufficient evidence) even if the matter is in somebody's hand writing, taking into account the nearness and circumstantial evidences that invigilating staff is empowered to book the case, however, substantiating the action taken. | As above |
| 3 | Possession of a calculator/Organizer/ Cell phone where its use is prohibited. | Expulsion from the examination hall and cancellation of performance of the candidate in the paper concerned. |
| 4. | Destruction or suppression of evidence in any way like swallowing, tearing or throwing out etc., | Expulsion from the hall, cancellation of performance in all papers of the current examination and disqualification from appearing subsequent semester end examinations. Lighter punishment may be imposed when the attempt for destruction or suppression of evidence is not clearly established. |
| 5. | A candidate found copying or has copied from the forbidden material or is found assisting/helping any one in copying or has been copying from another. (The copied portion in the answer book is to be marked and signed by the invigilator and Chief Superintendent) | Expulsion from the exam hall, cancellation of the performance in all papers of the current exams. |

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| 6 | If the rendering of assistance is through transfer or exchange of answer book/ additional book, both candidates are to be punished whether copying has taken place or not. | Expulsion of both candidates from the hall, cancellation of their performance at the current exams, besides disqualification from appearing the subsequent Semester-End Examinations. |
| 7. | Impersonation cases A. A candidate impersonating another or the one who gets impersonated B. Exchange of roll numbers on the answer scripts. | Expulsion from appearing in the subsequent Semester-End Examinations. Expulsion from the hall and debarring for the rest of exams. Cancellation of performance at the current exams and disqualification from appearing any exams for 2 years and debarring from the college for 2 years. |
| 8. | Insertion of main or additional book detected during examination time/valuation | Expulsion from the hall, debarring from the rest of current examinations cancellation of performance of the candidate in all papers at the current exams and disqualification from appearing subsequent Semester-End Examinations. |
| 9. | Forbidden material found in the answer book during valuation whether used or not. | Cancellation of performance of all papers of the candidate at the current examinations. |
| 10. | Consulting books or papers or persons outside the hall before handing over the paper (Eg. Going on the plea of easing etc.) | Expulsion from hall, debarring from the rest of current exams and cancellation of performance of all papers at the current examinations. |
| 11. | Candidate writing irrelevant matter or making markings or writing names/initials Regd. No. on the additional books etc., Making request to award pass etc. detected during valuation. | Cancellation of the performance of the paper concerned. |

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| 12. | <p>A. Writing objectionable language in the answer script found during invigilation/valuation.</p> <p>B. Writing abusive language in the answer book found during invigilation/valuation.</p> | <p>Expulsion from the examination hall and cancellation of performance in all papers at the current exams.</p> <p>Expulsion from the examination hall, cancellation of performance of all papers at the current examination and disqualification from appearing the subsequent Semester-End Examinations.</p> |
| 13. | Influencing examiner/Examination personnel directly or through agents to get undue benefit. | As in Case 12.B |
| 14. | Taking away the answer book (even if it is returned later) or leaving the hall without handing over the answer script or tearing away the answer book or part of it. | Expulsion from the hall, cancellation of performance in all papers of current exams and disqualification from appearing subsequent Semester-End Examinations. |
| 15. | Sending out or throwing out question paper or a paper on which some questions or answers are written with the intention of getting or giving help. | Expulsion from the hall, cancellation of performance in all papers of current exams and disqualifications from appearing subsequent Semester-End Examinations. |
| 16. | Abuses, threats, disrespect to invigilating and supervising staff within the premises or outside. | Expulsion from the hall, debarring for the rest of exams and disqualification from appearing any exams for 1 or 2 years depending on the nature of misconduct. |
| 17. | Physical assault on examination personnel or supervising staff. | Cancellation of performance in all papers of current examinations, debarring from appearing any exams in future. Police complaint may be lodged. |
| 18. | Instigation to boycott examination. | Cancellation of performance of all papers at the current session. |
| 19. | Presentation of records of another candidate at the practical examination. | Cancellation of performance of all the papers at the current examinations (Theory and Practical.) |

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| 20. | A candidate found guilty for more than one time at the current or earlier examinations. | Cancellation of performance of all papers at the current examinations, disqualification from appearing subsequent Semester-End Examinations. She shall not be promoted to subsequent class. |
| 21. | Involvement of any staff member in the leakage of question paper or meddling with answer books, selling or giving examination stationery for use outside the hall or assisting the candidate in the examination hall, or instigating one student to help others. | Recommending suspension from service and disciplinary action depending on the seriousness of offence. |
| 22. | Obstruction of the examination personnel or squad from doing its duty by any employee at the exam center. | Recommending loss of increment with entry in the service register of the person causing obstruction. |
| 23. | Other malpractices, if any, not covered above. | The Malpractice Enquiry committee is to make specific recommendations taking into account, the circumstantial evidences and the gravity of offence. |
| 24. | <p><u>INTERNAL ASSESSMENT TESTS</u></p> <p>a. Posing forbidden material, copying, destruction of evidence.</p> <p>b. All other offences</p> | <p>Expulsion from the examination hall, debarring from taking the rest of the current tests, cancellation of performance of all the papers of the current internal assessment tests.</p> <p>Expulsion from the examination hall, debarring from the rest of tests during the semester, cancellation of performance in all the internal assessment tests of the current semester.</p> |

NOTE: In respect of internal assessment tests depending upon the nature and gravity of the offence the Malpractice Enquiry Committee can impose the punishment.

3. In all cases the candidate or the candidates involved shall be sent out of the hall forthwith and kept out from writing the paper on the day but before the candidate or candidates actually leaves or leave the premises, her or their explanation shall be taken in writing and forwarded to the Controller of Examinations along with the report setting forth in detail all the material evidence. The address to which further

communications are to be made is to be obtained from the candidate.

4. In case the candidate refuses to give a statement she is not to be forced to do so, only the fact of her refusal shall be reported by squad member/invigilator duly endorsed by Chief Superintendent.
5. In the case of a person who commits the offense under any of these rules but is not a candidate for any examination, the Chief Superintendent may hand over the case to the police.
6. Where a candidate/staff member is alleged to have employed/promoted unfair means/violated examination rules she shall be asked through a letter to explain the misconduct or violation of examination rules. If such explanation is not received within the stipulated period, the authorities shall proceed with the case as per the accepted legal provisions.
7. Under any circumstances the candidate shall not be allowed to continue writing the paper. However, the chief superintendent may permit her for the rest of the papers on subsequent days at the current session of examinations only when the candidate is not involved in serious offenses such as copying from the forbidden material, inserting papers with answers written by others or written by him outside, involving in impersonation case, exchanging answer papers in the hall, showing disrespect towards or assaulting the supervising personnel or acting in any manner that his presence is not conducive in maintaining discipline in the examination hall. The permission given by Chief Superintendent to appear at subsequent examinations does not guarantee the candidate that her answer scripts will be valued or result announced which is, however, subject to the final decision of the Malpractice Enquiry Committee in the case already booked.
8. It is often complained that other candidates in the hall have thrown the incriminating material onto innocent candidates or to their nearby places on sensing the approach of supervising staff of squad. In such cases, the person booking the case has to declare if she has clearly seen while the alleged candidate is throwing it out to fall within the hall or outside or if she is suspecting on the basis of tally of handwriting although she could not identify who has actually thrown it out. In the case of typed/printed matter where it is difficult to establish the identity of the person responsible for its origin, and also material found in the verandas when the act of throwing out from the hall is not clearly seen, the benefit to doubt should be passed on to the candidate. However, when the forbidden material is found in the desk or in the folds of answer book or question paper, or on the body or clothes of the candidate, the case may be processed in the normal way, considering the concealing not amounting to an act of suppression of evidence.
9. Where it is possible to send the articles carrying the forbidden material eg. Kerchief, pad, hall ticket etc., they may be produced as exhibits before the committee. In case of any matter on the unwieldy objects or things that cannot be directly produced as pieces of evidence before the committee, the matter transcribed onto a paper signed by the candidate, attested by invigilators, squad and countersigned by the Chief Superintendent, shall be forwarded. Where it is difficult to transcribe the matter completely or partially onto a paper because of illegibility or use of a code language or because of large extent, the Chief Superintendent, shall certify to the same effect

while forwarding the case.

10. The invigilator/squad member who detected the case shall give in writing a full description of the forbidden material (size, place where written etc.) and countersigned by Chief Superintendent.
11. The signature of the candidate shall also be taken on the transcription paper or papers describing the material when transcription could not be done. The Chief Superintendent/squad member/invigilator should include in her/his remarks why the transcription could not be done in such an event
12. If the committee comes to the conclusion basing on circumstantial evidences that a person has resorted to malpractice despite some procedural lapses in reporting by the concerned supervising staff, the case is to be decided according to the rules prescribed above.




PRINCIPAL
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