

**P.B. SIDDHARTHA COLLEGE OF ARTS & SCIENCE, VIJAYAWADA 10**  
**(An Autonomous College in the Jurisdiction of Krishna University)**

**Rules and Regulations applicable to the batch of students admitted from the academic year 2015-2016 and onwards**

**Functions of the statutory bodies- Board of Management- Academic Council- finance committee and Boards of Studies shall be as per the guidelines for autonomous colleges issued by UGC**

- 1.1. Parvathaneni Brahmayya Siddhartha College of Arts & Science, Vijayawada-10, an autonomous college, follows the semester system with partial internal and partial external evaluation and choice based credit system for its undergraduate programmes.
- 1.2. Each semester shall, normally, consists of minimum 90 instructional days. There shall be 540 hours of teaching per semester, excluding the assessment hours/days.

**2.0 Programmes offered:**

B.A  
B.Com  
B.Sc  
B.B.A  
B.C.A  
Honours programmes  
Diploma in YOGA

**3.0 Admissions:**

- 3.1 Students shall normally be admitted into I semester of B.A, B.Com., B.B.A , B.Sc, B.C.A and Honours programmes.
- 3.2 The last date for the issue and receipt of applications for admission into undergraduate programmes shall be as fixed by the Principal and notified in the local newspapers.
- 3.3 Admissions are made on the basis of merit at the qualifying examination/entrance test as The case may be, and as per rules of reservation.
- 3.4 The 'Admission Committee' constituted by the Principal for the purpose shall make the admissions.

**4.0 Eligibility for admission:**

As per university norms unless otherwise stated.

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

- 5.1 A credit is a numerical weightage given to a course depending on the depth of the teaching – learning process. The sum of all the credit points earned by the student should meet the minimum credit points required for the award of degree. A course is a paper prescribed in the curriculum of a programme.

One hour of teaching which require two hours of learning by the student depending on the complexity of the subject is normally given one credit.

Two hours of lab work is normally given one credit.

- 5.2 On passing a course, the student will earn the credits assigned to it. Credits shall be counted as 'weights' for calculating the "Overall Weighted Average Marks" (OWAM)/CGPA.

***Matters regarding starting of new programmes***

- 5.3 Whenever a programme is to be introduced / Restructured or withdrawn, programmes committee constituted with Principal as chairperson and Vice Principal/ Controller of Examinations/ academic officer/ chair personnel of different B.O.S and atleast two members from Autonomy advisory board will make a S W O T analysis. After making this analysis the proposals along with the feasibility report (infrastructure / availability of the library and laboratory facilities, staff and financial viability) will be placed before the Academic Council for its recommendation to the

Board of Management for approval to introduce / restructure / withdraw the referred course/s. Courses which are not viable may be recommended for closure.

Normally the opportunities to a student after completing this programme shall be avenues (a) for higher education (b) Job opportunities in Industry (c) Self employment (d) To become an entrepreneur.

After the Board of Management approves the proposals joint B.O.S. should finalise the programme structure and objectives in an integrated inter discipline or Intra discipline approach wherever possible. Further, the university should be informed about such introduction of new programmes. Such programmes shall fulfilled the minimum standards prescribed by the university/ UGC in terms of no.of hours, curricular content and standards.

Credits to be allocated to each part and subject shall be decided in the joint board. Credits and syllabus of different courses in a subject shall be discussed and finalised in the respecer subject boards.

In case of diploma or certificate programmes the college is free to start without prior approval of the university.

### **5.5 Choice Based Credit System coupled with grading, an innovative method of curriculum design and evaluation**

This is a modern system introduced from the academic year 2005-2006 in PB Siddhartha college of Arts & Science an autonomous college since 1988 to keep the curriculum relevant to the demands in job market. Students are offered with a choice of a variety of Core subjects with core elective/ability enhancement/Add-on/supporting courses. They can choose any course of their interest and need during the period of study and **earn extra credits and certificates.**

Under this system, every subject is fixed with certain credit points, based on the quantum of the subject matter, complexity of the content, contact hours allotted and learning hours. This is done by the Members of Board of Studies after thorough analysis of the content and sequence of each course.

#### **Programme structure for B.A / B.Sc. / B.Com. / B.B.A. / B.C.A./ B.Com.-(Hons) & B.Sc.-(Hons)**

##### ***Part-I Languages:***

##### ***Part-II Core Subjects with:***

- a) Discipline specific compulsory(DSC)
- b) Discipline Specific Electives (DSE) and
- c) Skill Enhancement (SEC)
- d) Courses-cluster courses (Applied / Inter domain / Generic electives)

##### ***Part-III:***

##### **Ability Enhancement Courses (AEC)**

Student has to complete 10courses from the list given below

- |         |  |
|---------|--|
| AEC001A | (a) Human Values and Professional Ethics           |
| AEC016  | (b) Values Education                               |
| AEC002A | Environmental Studies (AEC-Compulsory)             |
| AEC003A | Communication Soft Skills-I                        |
| AEC006  | Communication Soft Skills-II                       |
| AEC010  | (a) Communication Soft Skills-III                  |
| AEC015  | (b) Communication Soft Skills-III                  |
| AEC004  | (a) Computer Fundamentals and Office Tools (ICT-I) |
| AEC014  | (b) MS Office (ICT-I)                              |
| AEC009A | (a) Internet Fundamentals and Web Tools (ICT-II)   |

AEC005	(b) Photoshop (ICT-II)	
AEC012	(c) Scribus (ICT-II)	
AEC013	(d) Blue Griffon (ICT-II)	
AEC007	Analytical Skills	
AEC008	Entrepreneurship	
AEC011	Leadership Education	
<b>Job ready programmes prescribed by NASSCOM</b>		
AEC017	(a) Information Security Management (ICT-I)	<b>3 credits</b>
AEC018	(b) Information Security Assessments and Audits (ICT-II)	<b>3 credits</b>
AEC019	(c) Information Security Incident Response & Management	<b>3 credits</b>
	(This course is given in core courses also)	

**Part IV: (Courses / Activities for Extra Credits)**

*Student Mentor will counsel student for the selection of one course at a time considering his aptitude and requirement.*

**(A) Add-on / Supporting Courses 2-3 credits (30-45 Hrs.)**

AOCT01	Business Mathematics	
AOCT02	Photoshop	
AOCT03	Principles of Life Insurance	
AOCT04	Insurance Law and Regulations	
AOCT05	Business Mathematics (B.B.A.-Business Analytics)	
AOCT06	Multi SIM	
AOCT07	S.P.S.S. ( <i>Statistical Package for Social Sciences</i> )	
AOCT08	Financial Accounting	
AOCT09	Financial Management	
AOCT10	Salesmanship	
AOCT11	Programming in C	
AOCT12	Multimedia	
AOCT13	Network System Administration	
AOCT14	Herbarium methodology	(1 Year – 30 Hrs.)
AOCT15	DTP	
AOCT16	Reasoning	
AOCT17	Communicative English	
AOCT18	Journalism (Telugu)	
AOCT19	Fundamentals of Business Analytics	
AOCL20	Instrumental Methods for Chemical Analysis	
AOCT21	Goods and Service Tax (GST)	
AOCT22	MOOCs	
AOCT23	PHP with MySQL Certification	
AOCT24	Angular JS Certification	
AOCT25	Introduction to Derivatives	
AOCT26	Mathematical Modeling	
AOCL28	Solar Energy	
AOCL29	Advanced Statistical Methods	
AOCL30	Aquarium Fish keeping and Maintenance of Aquarium	
AOCL31	Vermicompost Technology	
AOCL32	Preservation of Fruits and Vegetables	

**(B) Extra Circular Activities (Evaluated as per activity norms) 2-3 credits as per activity standard (1 year – 60 Hrs.)**

ECA001	(a) NCC – Infantry
ECA002	(b) NCC – Naval
ECA003	(c) NCC – R&V
ECA004	Cultural Activities (CA)
ECA005	Literary Activities (LA)
ECA006	(a) Games
ECA007	(b) Sports

<b>ECA008</b>	<b>(c) YOGA</b>	
<b>ECA009</b>	<b>(d) Gym</b>	
<b>ECA010</b>	<b>Social Service Activities</b>	
<b>ECA011</b>	<b>NSS</b>	
<b>ECA012</b>	<b>Green Fingers</b>	
<b>Women Empowerment Programmes</b>		
<b>ECA014</b>	<b>(a) Tailoring</b>	
<b>ECA015</b>	<b>(b) Beautician Course</b>	<b>2 Credits</b>
<b>ECA016</b>	<b>Painting</b>	

**Teaching for Add-on / Supporting Courses will be arranged beyond the college working hours, if a minimum of 15 students opt for any of these courses / activity.**

*Note:* (a) Coordinators shall submit the list of candidates registered for their respective Add-on Course / Activity at the time of starting the course / activity along with the schedule and modalities for evaluation.

(b) Candidates should register with Controller of Examinations immediately after registering with the course / activity coordinators.

(c) The student can also opt for core courses of the programmes other than the programme he / she is studying.

### **Award of Degree:**

5.6.1 As per UGC regulations, student shall be eligible for the award of the degree if he/she has successfully completed a programme, of not less than three years duration (6 semesters) and secure the minimum number of credits prescribed hereunder in a span of 5 years (N+2) where N is the duration of the course:

5.6.2 In exceptional cases like major accidents and child birth etc. an extension of 1 year may be considered beyond maximum span of time (i.e) N+2+1 years for the completion of the programme.

#### **B.A.**

Part-I: Languages:

English:	3X3 = 9 credits
Second Languages:	3X3 = 9 credits

Part-II :

Arts subject: I to V Semesters	6X4=24 credits
VI sem: Elective(DSE)	1X4=4 credits
Applied/Inter domain/general cluster/ elective.	
Project	1X5=5 credits
Clusters (T)	2X4=8 credits
Subject 2:	
Maths I to V Semesters	6X5=30 credits
VI sem: Elective(DSE)	1X5=5 credits
Applied/Inter domain/general elective/cluster	3X5=15 credits
Subject 3:	
Statistics I to V Semesters (T)	6X3=18 credits
(L)	6X2=12 credits
VI sem: Elective (DSE) (T)	1X3=3 credits
(L)	1X2=2 credits
Applied/Inter domain/general elective Clusters (T)	2X3=6 credits
(L)	2X2=4 credits
Project	1X5=5 credits (Compulsory 35+ Cluster 15 credits)
Part-III: Ability Enhancement Courses:	10X2=20 credits
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#### **B.Sc.**

Part-I: Languages:

English:	3X3 = 9 credits
Second Languages:	3X3 = 9 credits

Part-II : Core subjects:

**Subject1:**

(Maths) 1: I to V Semesters 6X5=30 credits  
VI sem: Elective(DSE) 1X5=5 credits  
Applied/Inter domain/general elective Clusters 3X5=15 credits

*For science subjects with labs:*

**Subject-2:**

I to V Semesters (T) 6X3=18 credits  
(L) 6X2=12 credits  
VI sem: Elective (DSE)(T) 1X3=3 credits  
(L) 1X2=2 credits  
Applied/Inter domain/general elective Clusters (T) 2X3=6 credits  
(L) 2X2=4 credits  
Project 1X5=5 credits

OR

**Subject-3:**

I to V Semesters (T) 6X3=18 credits  
(L) 6X2=12 credits  
VI sem: Elective (DSE)(T) 1X3=3 credits  
(L) 1X2=2 credits  
Applied/Inter domain/general elective Clusters (T) 3X3=9 credits  
(L) 3X2=6 credits

OR

**Subject-4:**

I to V Semesters (T) 6X3=18 credits  
(L) 6X2=12 credits  
VI sem: (DSE) (T) 1X3=3 credits  
(L) 1X2=2 credits  
Applied/Inter domain/general Elective (T) 1X3=3 credits  
(L) 1X2=2 credits

Part-III: Ability Enhancement Courses:

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10X2=20 credits

**B.Com / B.B.A.**

Part-I: Languages:

English: 3X3 = 9 credits  
Second Language: 3X3 = 9 credits

Part-II:

Semester-I: 3X4=12 credits  
Semester-II: 3X4=12 credits  
Semester-III: 3X4=12 credits  
Semester-IV: 3X4=12 credits  
Semester-V: Compulsory 3X4=12 credits  
Elective 3X4=12 credits  
Semester-VI: Compulsory 3X4=12 credits  
Elective 3X4=12 credits  
(Applied / Inter domain/ GE)

Part-III: Ability Enhancement Courses (foundation courses):

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10X2=20 credits

**B.Com (Hons)**

**Part-I: Languages:**

English: 3x3=9 credits  
Second language: 2x3=6 credits

**Part-II: Core subjects:**

129 Credits

**Part III:** Ability Enhancement courses:

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10x2=20 credits

### ***B.Com (Computer Applications)***

**Part-I: Languages:**

English: 3x3=9 credits  
Second language: 3x3=9 credits

**Part-II: Core subjects:**

107 Credits

Skill Enhancement Courses: 2x2=4 credits

**Part III:** Ability Enhancement courses:

10x2=20 credits

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### ***B.Sc. (Hons)***

**Part-I: Languages:**

English: 3x3=9 credits  
Second language: 2x3=6 credits

**Part-II: Core subjects:**

121 Credits

**Part III:** Ability Enhancement courses:

10x2=20 credits

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### ***BCA***

**Part-I:** English:

3x3=9 credits

**Part-II: Core subjects:**

129 credits

**Part III:** Ability Enhancement courses:

8x2=16 credits

Security Analyst Courses

a) 2x3=6 credits

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5.7 (a) Highly motivated get the chance to get extra credits. **Students can earn extra credits in Part-II by passing courses of their choice and need which are not included in their curriculum but included in core courses of other disciplines.** These credits and grade point shall not be considered for classification/CGPA. These credits may be useful when the students go for higher studies or placement. Such candidates should take permission from the Controller of Examinations before registering.

### **6.0 Attendance:**

- 6.1. The Physical presence of the student in the class i.e., attendance is recorded Course wise (paper wise). The teacher handling the Course (paper) is responsible for recording the attendance of the students of that Course.
- 6.2. a) A Student is required to attend at least 75% of the classes conducted for all the theory courses (papers) in aggregate, to become eligible to appear for the semester end examinations. Where the practical courses (papers) form part of the curriculum, the student should complete at least 75% of all the practicals in addition to attendance to theory courses (papers) stated above, to become eligible to take the semester-end examinations.  
b) The minimum attendance requirement of 75% allows a student the facility to utilize the balance 25% (22 days) for abstaining on account of illness, inter collegiate, inter university sport meets/competitions, NSS, NCC, Youth Festivals, unforeseen emergencies etc.  
c) A shortage of attendance to the extent of 15% can be condoned by the Principal, if the shortage is on account of genuine medical grounds supported by medical reports or other justifiable reasons. However, the fee prescribed for condonation of such shortage should be paid.

d) The student who has not satisfied the rule of attendance and completion of practicals shall be detained and shall not be allowed to take respective semester end examinations.

6.3 In case, a student represents the college in inter-university or state or national level tournaments/athletics/events/NCC/NSS camps, the actual number of days (excluding Sundays, holidays and practice days) the student has participated, shall be added to his/her class attendance. It is subject to a maximum of 30 days in a year and further subject to a maximum of 20 days in a semester in case 22 days ear marked for such events is not sufficient. To avail this participation certificates shall be submitted, failing which the facility cannot be extended.

**Additional lab sessions shall be arranged in case of such candidate in order to complete Continuous Internal Assessments (CIA) as per norms.** Special consideration may be given to candidates participating in national events. Prior permission of the Principal is required to avail this.

6.4 Any student of II – V semesters who fail to satisfy rules 6.1 & 6.2 shall be required to repeat the semester, in the next academic year. However, a student of I semester in the event of detention or discontinuation should seek fresh admission.

6.5 All the students who have registered for Semester-end Examinations and satisfy rules 6.1 and 6.2 are eligible for promotion irrespective of their Pass or Fail.

## 7.0 Re admission

7.1 A candidate, who is detained or discontinues a semester for valid reasons, on readmission into the same semester in the subsequent year, shall be required to pass in all the papers in the curriculum prescribed for such batch of students in which he/she joins. However, exemption will be given from passing all those papers of the subsequent semesters, (of the batch which he/she joins now) which he/she had passed in the earlier semester he/she was originally admitted into. Further, such a candidate shall be required to pass the new papers, if any, introduced in the new curriculum.

### 7.2 Admission on Transfer:

7.2.1 Transfer of students is permitted from one institution to another institution for the same program for the same nomenclature, provided there is a vacancy in the respective program of study and University permit provided the student should have passed all the courses in the institution from where the transfer is requested.

7.2.2 The marks obtained in the courses will be continued and grades will be assigned as per the college/University norms.

7.2.3 The transfer students are eligible for classification.

7.2.4 The transfer students are not eligible for Ranking, prize and medals.

7.2.5 Candidates may be admitted into II – VI semesters on transfer based on the recommendation of the committee constituted by the Principal for the purpose and such admissions are subject to the approval of University. Such candidates shall be required to pass in all the courses of the programme prescribed for such batch of students; he/she joins to be eligible for the award of degree. However, exemption will be given in all those courses of the semester/s of the batch, which he/she joins now, which he/she had passed earlier.

### 7.2.6 Transfer of credits:

In case of soft skill and foundation courses, students are permitted to transfer their credits from any recognised organisations to regular stream and vice versa.

Similarly they are also permitted to transfer their course credits of all courses from other states/universities after verification of eligibility criteria.

## 8.0 Internal Assessment Part I, Part II and Part III

- 8.1 Internal Assessment shall be conducted both in theory courses and laboratory work. Out of a maximum of 50 marks in a practical course, 10 marks or the marks prescribed by the boards of studies and approved by academic council shall be allotted for continuous internal assessment. For purpose of computing marks for CIA each practical is evaluated for 10 marks in the respective lab session and best 75% of the practicals shall be considered for computing marks scored out of 10 in CIA.
- 8.2 Out of a maximum of 100 / 50 marks in each theory course, 25/10 shall be allotted for internal assessment. The teacher handling that course in the manner prescribed here under shall make the assessment. Where the same course 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.
- 8.3 Out of these 25 marks, 15 are allotted for announced tests of 1 1/2hrs duration. Two announced tests either written or online are conducted and the average of these two tests shall be deemed as the marks obtained by the student in the announced tests. In case, a student is absent for the test/s with out permission, his CIA marks shall be computed basing on the other components.
- 8.4 5 marks are allotted for assignment/seminar. For uniform distribution of load on the teacher and the student the matrix suggested may be followed.
- 8.5 The remaining 5 marks are allotted on the basis of the candidate's attendance in that course.
- | <u>Attendance percentage</u>        | <u>Marks to be awarded</u> |
|-------------------------------------|----------------------------|
| Above 75% but below or equal to 80% | 2                          |
| Above 80% but below or equal to 85% | 3                          |
| Above 85% but below or equal to 90% | 4                          |
| Above 90%                           | 5                          |
- 8.6 Every student is required, to take every test of Internal Assessment, unless he/she obtains prior permission from the principal to write the test/s at the end of the corresponding semester on medical and other valid grounds. For such candidates, test/s is/are conducted by the teacher concerned in consultation with the Controller of Examinations and Head of the Department with a different question paper.
- 8.7 The valued answer scripts of the first internal assessment tests should be made available to the students within 10 days from the completion of the tests. The scripts of the second internal assessment tests shall be valued within 10 days from the date of the tests or 7 days before the last instructional day whichever is earlier. The valued scripts shall be given to the students for their personal verification in one of the class hours and collected back in the same hour.
- In case of Repeat internal the marks shall be displayed and the student can see the valued answer script from the teacher concerned within 2 days of the examination and award lists shall be sent to the COE within 3 days**
- Final computed CIA statements relating to all theory and lab courses shall be displayed in the department within 3 days from the last instructional day and sent to the COE within 7 days from the last instructional day after rectifying the discrepancies if any raised by the student.**
- 8.8 Schedule of internal assessment of the students shall be decided by the Heads of the Departments concerned in consultation with the Controller of Examinations.
- 8.9 Failure in or absence from semester-end examinations shall not cause forfeiture of marks scored by the candidate in the internal assessment. The marks scored in internal assessment



shall be carried forward. However, candidates who fail in internal assessment of any course should take repeat internal assessment tests. For such candidates their attendance and assignment marks shall be carried forward.

- 8.10 In case of Part – III the evaluation may be either continuous internal assessment / internal or external as recommended by the boards of studies and approved by the academic council.

## **9.0 Semester-end examinations**

- 9.1.1 The maximum marks for semester-end examinations shall be normally 75 and the duration of the examination shall be 3 hours.
- 9.1.2 However, in case of courses with maximum 40 marks (AEC/SEC/AOC) duration of theory examination shall be 2 hours.
- 9.1.3 Semester-end examinations shall be conducted in theory and practical courses at the end of every semester, unless otherwise stated and the duration of core lab examinations shall be 3 hours.
- 9.2 The Controller of Examinations in consultation with the Heads of Departments and approval of the Principal shall fix the dates of semester-end examinations.
- 9.3 (i) For semester-end examinations, the question paper/s of Part-I, II & III shall be set by External Paper-setter and the answer scripts shall be valued by the external examiner.  
(ii) In case of AEC skill courses multiple sets of question papers shall be given. For ICT both lab and theory examinations shall be conducted simultaneously.
- 9.4 The Principal may not permit a student to take the semester-end examination, if he/she has not paid all fee due to the college and/or hostel or if he/she is found guilty of misbehaviour and/or bad conduct.
- 9.5 A candidate, who fails in semester-end examinations of Part-I/II/III may take the examination in the course in which he/she failed either in the supplementary examination conducted at the end of / during the next semester or along with the candidates of the subsequent batch at the regular Semester-End Examinations as the case may be.

### **9.7 Instant Examination:**

A candidate who has passed all the courses of all the semesters except 1 theory course of VI semester may take instant examination conducted soon after the declaration of results of VI semester.

## **10.0 Betterment**

- 10.1 A candidate, who passes in all courses of a semester (both internal and external examinations), is eligible to appear at the immediate succeeding examination conducted normally at the end of the next semester, for improving his/her performance in any two theory courses of that semester. In case, the marks scored in such examinations are less than the original marks scored, the original marks shall stand.
- 10.2 A candidate who fails to pass in all the courses relating to Part – II of I to VI semesters, at the end of VI semester can write and pass as a reappear candidate the courses in which he/she has failed under Part–II of I to V semesters and all the courses of VI Semester at the immediate succeeding supplementary examination to be eligible for the award of higher class.

## 11.0 Change of Syllabus / Course

- 11.1 Where a course of programme is dropped from the curriculum and another course is introduced, only three chances in succession are given.
- 11.2 Where the syllabus in a course is revised, only three chances in succession shall be allowed in that course with pre-revised syllabus. Candidates, who do not pass in these three chances in succession, will have to take the new course with the revised syllabus/course for their subsequent attempts.
- 11.3 In case of Certificate / Diploma / Advance diploma / A.O.C only one chance shall be given wherever such courses are continued.

## 12.0 Passing and classification regulations

- 12.1 A candidate who has secured at least 40% marks in the semester-end examination (external) and internal assessment separately shall be declared to have passed in that course. In case of visually challenged, deaf, deaf & dumb, the pass mark shall be reduced by 10%.
- 12.2 In order to be eligible for a Rank, Award, Gold medal, Distinction, Prizes and similar commendation, a candidate must have appeared and passed all the courses in the respective Semester-End Examinations only.
- 12.2.1 CGPA shall be given separately for Part-I, Part-II and Part-III on the basis of marks secured which are converted into grade points.
- 12.2.2 A candidate to be eligible for the award of higher class/division shall pass all courses of Part-II earlier to or along with 6<sup>th</sup> semester end examination passing 6<sup>th</sup> semester courses in one attempt and Part-I earlier to or along with 4<sup>th</sup> semester examination passing the papers of Part-II in one attempt.
- 12.2.3 Date of passing Part-III will not effect the division either in Part-I or Part-II.
- 12.2.4 A candidate shall be considered to have passed in first class, in Part-I/Part-II if he/she secures CGPA 6.0 or more provided condition 12.2.2 is satisfied.
- 12.2.5 A Candidate shall be considered to have passed in second class, in Part-I/Part-II if he/she secures CGPA 5.0 or more, but less than 6.0 provided condition 12.2.2 is satisfied.
- 12.2.6 All other candidates whose CGPA is less than 5 and more than 4 shall be declared as passed in 3<sup>rd</sup> class.
- 12.2.7 Alternatively class may be award based on the aggregate percentage as per existing norms.

### 12.4 Grading System:

On passing a course of a programme as per Rule 12.1 the student shall earn the credits assigned to that course.

Grading system hither to followed is as follows.

$$(1) \text{ Overall Average Mark} = \frac{\text{Marks scored}}{\text{Max.Marks}} \times 100$$

$$(2) \text{ Overall Weighted Average Mark(OWAM) covering all the semesters is } \frac{\sum CM}{\sum C}$$

Where C = Credit allotted to the course, M = Marks scored in the course.

$$\text{CGPA} = 10^{-1} (\text{OWAM})$$

By standard deviation, letter grade O,A,B,C,D is given.

After completing the program transcript with CIA and SEE marks, number of attempts for completing each course, credits, OWAM, percentage of marks is issued for smooth mobility of the student is given.

For the students admitted from 2015-2016 and onwards following pattern is adopted

- (3) The marks are converted into grade points of each course ( Paper) as follows  
 Grade Point  $G_i = (MS / MM) * 10$  where MS is the Marks scored and MM is the maximum marks of the Paper concerned (or)  $G_i = \% \text{ of marks} / 10$

Range of marks	90-100	80-89	70-79	60-69	50-59	40-49	Below 40
Grade points	9-10	8-8.9	7-7.9	6-6.9	5-5.9	4-4.9	0

Calculation of Semester Grade Point average (SGPA) and Cumulative Grade Point Average (CGPA)  
 $S_k$  the SGPA of the  $k^{\text{th}}$  semester (1 to 6) is the ratio of the sum of the products of the number of credits and grade points (Credit points) to the total credits registered by a student

$$SGPA(S_k) = \frac{\sum_{i=1}^n (C_i * G_i)}{\sum_{i=1}^n C_i} \text{ where } C_i, G_i \text{ are credit and grade points of } i^{\text{th}} \text{ course}$$

respectively.

$$CGPA = \frac{\sum_{i=1}^m C_i * G_i}{\sum_{i=1}^m C_i}$$

Overall Performance  
 (Classification of final result based on CGPA)

Range of CGPA	Classification of Final Result	Later Grade
$6.0 \leq CGPA \leq 10.0$	First	A
$5.5 \leq CGPA \leq 6.0$	High Second Class	B+
$5.0 \leq CGPA \leq 5.5$	Second Class	B
$4.0 \leq CGPA \leq 5.0$	Third Class	C
$CGPA \leq 4.0$	Fail	D

After completing the programme transcript is provided with CIA and SEE marks, number of attempts for completing each course, credits, OWAM, CGPA and percentage of marks for smooth mobility.

### Moderation / Grafting

- 12.5 (i) Grafting is exercised part wise to the extent of 1% of the maximum marks of theory papers of the external component of regular semester of I to V semesters enabling the student to complete the current semester.
- (ii-a) In case of examinations at the end of VI Semester, grafting is exercised to enable the student to complete the programme. However, wherever grafting is not possible moderation can be extended enabling the completion of the programme, or improvement of CGPA/award of higher class in Part-II. Grafting, and or moderation can be exercised only to an extent of 1% of maximum marks of theory papers.
- (ii-b) In case of candidates who could not take their regular semester-end examinations in the respective semesters due to their participation in the national or international events, 2% of maximum marks of theory papers may be considered for grafting and or moderation to enable them to complete the programme, or improve the class.

There is no provision to call back the marks statements issued in the earlier semesters.

### 13.0 Reevaluation

#### Internal Assessment:

13.1 The student shall have a right to seek clarification from teacher concerned at the time of distribution of the answer scripts are within 2 days of notifying the marks in case he/she is not satisfied with the marks awarded in theory courses. The student shall seek clarification in writing from the teacher concerned. If he/she is still not satisfied, he/she may, in writing request the principal to redress his/her grievance. The Principal shall constitute 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 committee shall go through the valued answer scripts and recommend for redressal if the grievance of the student is justified. The decision of the Grievance Redressal committee shall be final.

### **Semester – end Examinations:**

13.2 i) The student shall have a right to appeal to the Principal for revaluation of his/her answer scripts of theory courses, if he/she is not satisfied with the marks awarded. The Controller of Examinations, in consultation with the principal, shall arrange for the revaluation of the answer script.

However, there is no provision for revaluation of answer scripts of instant examinations.

ii) Applications along with the revaluation fee receipt shall be submitted to the Principal within 6 working days from the date of announcement of marks / declaration of results.

iii) 50% of the revaluation fee shall be refunded to the candidate if he/she is benefited on revaluation to the extent of 10% of maximum marks.

iv) The External Examiner, other than the Original Examiner, shall revalue the answer script.

13.3 If the marks scored on revaluation are more than the marks scored in original valuation;

i) When the difference is less than 5, the marks scored in original valuation shall stand and marks scored on revaluation shall be ignored. However, if the marks scored on revaluation alter the result of the candidate i.e. scoring the pass minimum, or eligible for moderation/grafting, or improving the class, the marks on revaluation shall stand.

ii) a) When the difference of the marks scored in the original valuation and revaluation is 5 to 14, the marks scored on revaluation shall stand.

b) When the marks scored on revaluation do not alter the result, the original marks shall stand in case of failed candidates. However, if the candidate becomes eligible for moderation/grafting, revaluation mark shall stand.

iii) If the difference of marks in the original valuation and revaluation is 15 or more, the answer script shall be sent for third valuation and the average of the nearest two awarded marks shall stand.

13.4 If the marks scored on revaluation are less than the marks scored in original valuation;

i) Original marks shall stand, if the revaluation marks are less by 1 to 14.

ii) If the marks scored on revaluation are less by 15 or more the answer script shall be sent for third valuation and the average of the nearest two awarded marks shall stand. However, in case of passed candidates, original mark shall stand.

### **14.0 General matters:**

14.1 The Controller of Examinations shall arrange for the conduct of the Examinations by the Principal under his general supervision.

14.2 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.

14.3 The Controller of Examinations shall make arrangements for the evaluation of the students' performance and submit the results to the Principal, who in turn transmit them to the university for the award of degrees.

14.4 The Principal shall deal with any academic problem, which is not covered under these rules and regulations, in consultation with the Programmes Committee in an appropriate manner, and subsequently such actions shall be placed before the academic council for ratification. Any emergency modification of regulation, approved by the academic council earlier, shall be reported to the academic-council for ratification.

- 14.5 **“Grievance and Redressal Committee” (General)** constituted by the Principal (other than the committee constituted under rule 13.1) shall deal with all grievances pertaining to academic / administrative / disciplinary matters.
- 14.6 **Guidance and counselling cell / teacher advisor** shall guide the student in choosing electives, clusters, courses of other disciplines for additional credits under part-IV.
- 14.7 The Principal may advise the Academic Council for the inclusion or deletion of any rule/rules, to these Rules and Regulations.
- 14.8 The duration of examination for theory { courses carrying 100 marks shall be 3 hours.  
courses carrying 50 marks shall be 2 hours.

## 15.0 Malpractices

- 15.1 The Principal shall refer the cases of malpractices in internal assessment tests and Semester-End Examinations, to a Malpractice Enquiry Committee, constituted by him/her for the purpose. Such committee shall follow the approved scales of punishment, which are given below. The principal shall take necessary action, against the erring students basing on the recommendations of the committee.
- 15.2 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 examinations, 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 thorough enquiry.

	NATURE OF OFFENCE Semester –End Examinations	SCALE OF PUNISHMENT
1	The candidate found in possession of any material relevant to the subject of examination (even in a coded 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 candidate in all papers at the current session of examinations.
2	Matter written on a desk or wall 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.
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 i. A candidate impersonating another or the one who gets impersonated. ii. Exchange of roll numbers on the answer scripts.	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.
12	A. Writing objectionable language in the answer script found during invigilation/valuation. B. Writing abusive language in the answer book found during invigilation /valuation.	Expulsion from the examination hall and cancellation of performance in all papers at the current exams. Expulsion from the examination hall, cancellation of performance of all papers at the current examination and disqualification from appearing the subsequent Semester-End Examinations.
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).
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. He/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	<u>INTERNAL ASSESSMENT TESTS</u> A. Possessing forbidden material, copying, destruction of evidence.  B. All other offences	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.  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.

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

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, his/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.

In case the candidate refuses to give a statement he/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.

In the case of a person who commits the offence under any of these rules but is not a candidate for any examination, the Chief Superintendent may hand over the case to the police.

Where a candidate/staff member is alleged to have employed/promoted unfair means/violated examination rules he/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.

Under any circumstances the candidate shall not be allowed to continue writing the paper. However, the chief superintendent may permit him/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 offences 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/her 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 his/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.

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 or squad. In such cases, the person booking the case has to declare if he/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 he/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 verandah when the act of throwing out from the hall is not clearly seen, the benefit of 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.

Where it is possible to send the articles carrying the forbidden material eg. Handkerchief, 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.

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.

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 his/her remarks why the transcription could not be done in such an event.

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.