



Policy No.PE.1.2021.V1

POLICY ON EXAMINATION AND SCHEME OF EVALUATION

This policy is made in pursuant of the following Regulation and Notifications: -

1. *Presidency College (Autonomous) Regulation No.RE.1.2021.V1 Regulation on Examination Management and Control 2021*
2. *UGC Notification in the gazette of India, 12th February, 2018-UGC (Conferment of Autonomous Status Upon Colleges and Measures for Maintenance of Standards in Autonomous Colleges) Regulations, 2018- F. No. 1-1/2012(A.C.).*
3. *UGC Communication on Conferment of Autonomous Status to Presidency College-No.F.22-1/2017(AC), 22ndDecember, 2020.*
4. *Government of Karnataka Order No. e-office No. ED 36 UHU 2021 Dated: 23-03-2021*
5. *Bengaluru City University Notification to Presidency College-No.B.C.U/01/Education/Presidency College/2020-21 Dated: 26-03-2021.*



PRESIDENCY COLLEGE

(AUTONOMOUS)

AFFILIATED TO BENGALURU CITY UNIVERSITY, APPROVED BY AICTE, DELHI & RECOGNISED BY THE GOVT. OF KARNATAKA
RE-ACCREDITED BY NAAC WITH 'A+' GRADE

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1. PREAMBLE

Upon achieving autonomous status, the Presidency College shall provide for conduct of examinations in a fair, transparent, objective, and credible manner. The evaluation is done through continuous internal assessment (CIA) and end semester examinations. The autonomous status offers scope for innovative evaluation system in tune with the regulations, notifications, and communications from various regulatory authorities and NEP 2020.

1.1 Evaluation under Autonomous Status

- i. The autonomous status demands an innovative and effective evaluation strategy with trust and integrity. It expects the teachers to be more accountable with their involvement and commitment throughout the teaching-learning period. There is a greater responsibility in terms of complying with administrative requirements, documentations, and scientific assessments. Students are also responsible to be more up to date while conforming to the requirements.
- ii. There should be better checks and controls in the evaluation system.
- iii. Under the autonomous status, the freedom of conducting the examinations, evaluations, declarations of the assessments, and documentation is vested with the college. The evaluation system adopted must stand the scrutiny of student expectations and open inspections. Hence the examination department of an autonomous college needs a credible organization with responsibility and accountability.

2. EXTENT AND APPLICABILITY

This shall be applicable to examinations in all academic programs and courses of the college and has implications for:

- i. Students at all levels of study.
- ii. Academic staff of the College, and
- iii. Other associated or contracted entities by the college with responsibility for designing, administering and making decisions relating to examinations, by or on behalf of the college.

3. DEFINITIONS

In this Policy, unless the context otherwise requires:

- i. **“Academic Calendar”** means the schedule of academic and other related activities as approved by the Academic Council.



- ii. **“Academic Council”** means the Academic Council of the College.
- iii. **“Academic Term”** means the concerned Semester or Summer Term.
- iv. **“BOE”** means the Board of Examinations of the College.
- v. **“BOS”** means the Board of Studies of a particular Department/Programme of the College.
- vi. **“COE”** means the Controller of Examinations of the College.
- vii. **“Course”** means, a specific subject usually identified by its Course-number and Course-title, with specified credits and syllabus/Course-description, a set of references, taught by some teacher(s)/Course-instructor(s) to a specific class (group of students) during a specific academic-session/semester.
- viii. **“Course Instructor”** means, the teacher/Faculty member or the Course Instructor of a Course.
- ix. **“Degree Program”** includes all Degree Programs offered by the college.
- x. **“Department”** means the Department offering the Degree programme concerned.
- xi. **“Examination Centre”** means a hall located within the college where examinations are conducted.
- xii. **“HOD”** means the Head of the concerned Department.
- xiii. **“Provisional Degree Certificate (PDC)”** is a certificate issued by the College to a student who has successfully completed all the requirements for the award of the Degree concerned as temporary / provisional certificate before the award of the Degree.
- xiv. **“College”** means the Presidency College (Autonomous)
- xv. **“University”** means the Bengaluru City University; and, “Vice Chancellor” means the Vice Chancellor of the Bengaluru City University.

4. CONDUCT OF EXAMINATIONS

The conduct of examinations for all programs of study shall be conducted in accordance with the guidelines framed from time to time by the Board of Examinations and approved by Academic Council and/or, as prescribed by the Regulation on Examination Management and Control of the college.

4.1. End Term Final Examinations:

- i. End Term Final Examination is the final examination component of the



Continuous Assessments of a Course. Further, the details of the duration of the End Term Final Examination, total marks and weightage in terms of percentage of the total of evaluation components shall be as specified in the separate respective guidelines on conduct of examination.

- ii. The dates for the End Term Final Examinations shall be published in the Academic Calendar of the college, or as per the college Notifications to this effect.
- iii. An End Term Final Examination of a Course is a written examination conducted at specified examination centers / examination halls of the College, on the specified dates and times.
- iv. The Controller of Examinations shall be responsible for the administration of the End Term Final Examinations of the College.
- v. The detailed schedule of the End Term Final Examinations conducted at the end of a Semester shall be published / announced by the Controller of Examinations (COE) at least 01 (one) calendar month before the scheduled date of Examinations.
- vi. The detailed schedule of the End Term Final Examinations of the Summer Term shall be published / announced by the Controller of Examinations at least 01 (one) calendar month before the scheduled date of the Examinations.
- vii. The End Term Final Examinations shall be conducted at the designated examination centres/halls of the College.

4.2. Internal Test:

- i. The Internal Test for a Course is a component of the Continuous Assessments as prescribed by the specific Programme's Regulations and Curriculum. Further, the details of the duration of the Internal Test, total marks and weightage in terms of percentage of the total of evaluation components shall be as specified in the concerned Program Regulations and Curriculum, and/or the concerned Course Handout.
- ii. The dates for the Internal Test, as applicable, shall be published in the Academic Calendar of the College, or the College Notifications to this effect.
- iii. The Internal Test of a Course is a written examination conducted at specified examination halls of the College, on the specified dates and times.
- iv. The Internal Test of an Academic Term shall normally be conducted by the Controller of Examinations (COE). The COE, with due approval of the Chairperson, Board of Examinations, may notify the HOD(s) of the respective



Department(s) to conduct the Internal Test for their Department, on the dates specified in the Academic Calendar, or the College Notifications to this effect. Further, these Examinations may be conducted in any Examination Halls.

- v. The detailed schedule of the Internal Test of an Academic Term shall be published / announced by the COE at least 01 (one) calendar week before the scheduled date of Internal Test.

4.3. End Term Final Practical Examinations:

- i. End Term Final Practical Examinations for Practical / Laboratory Courses is the final examination component of Continuous Assessment of the concerned Practical/Laboratory Course, as prescribed by the concerned Programme Regulations and Curriculum, conducted typically at the end of the Semester. Further, the details of the duration of the Examinations, total marks and weightage in terms of percentage of the total of the components of Continuous Assessment shall be as specified in the concerned Program Regulations and Curriculum and/or the concerned Course Handout.
- ii. The detailed list of batches of students for practical Examinations and corresponding examiners shall be approved by the HOD concerned and a copy of the same communicated to the COE.
- iii. The detailed schedule of the End Term Final Practical Examinations shall be published by the COE in consultation with HOD(s) concerned at least two (02) calendar weeks before the commencement of the Practical Examinations.
- iv. End Term Final Practical Examinations shall be conducted by the HOD(s) concerned in the respective Department(s).
- v. The compilation and tabulation of marks, and, the grades awarded for all the students for each Practical Examination for the specific programme shall be done by the HOD of the Department concerned and forwarded to the Controller of Examination.
- vi. The Practical Examination Records, Models, and such other materials pertaining to Practical Examinations shall be preserved in the Department concerned.

4.4. Project Work/Internship/Dissertation/Viva-Voce/Jury Examinations:

- i. Project Work/Internship/Dissertation/Viva-Voce/Jury Examinations for such practical/skill-based Courses is the comprehensive examination component (conducted typically at the end of the concerned Academic Term) of Continuous Assessment of the concerned Course, as prescribed by the concerned Programme Regulations and Curriculum, and/or the concerned Course Handout.



- ii. These Examinations shall be conducted by a Committee constituted by the HOD of the Department concerned, with due approval of the Chairperson, BOE.
- iii. The compilation and tabulation of marks, and the Grades awarded for the concerned students for in the concerned examination, shall be done by the HOD of the Department concerned and forwarded to the COE.
- iv. The Project/Dissertation Reports, Models and such other materials pertaining to these Courses/Examinations shall be preserved in the Department concerned.

4.5. **Make-Up Examinations:**

- i. Make-Up Examinations is a provision for a student to complete a Course (or Courses) where she/he received an "F" grade, to reappear in the End Term Final Examinations component of a Course (or Courses).
- ii. Make-Up Examinations, as applicable and authorized by the Board of Examinations shall be scheduled at the end of each Semester.
- iii. The Make-Up Examinations shall be conducted by the COE at designated halls of the college.
- iv. The COE shall announce the detailed schedule of the Make-Up Examinations at least two (02) Calendar weeks before the commencement of the Make-Up Examinations.
- v. A candidate who fails in any of the semester examinations may be permitted to take the examinations again at a subsequent appearance as per the syllabus and scheme of examination in vogue at the time the candidate took the examination for the first time. This facility shall be limited to the following two years.

4.6. **Other Components of Continuous Assessment**

- i. All other components of Continuous Assessments, other than the examinations mentioned in Clauses 4.2 to 4.5), as prescribed in this policy as per Regulation on Academic Management of the college.
- ii. Further, all such components of Continuous Assessments with respect to a particular Course, shall be conducted by the respective Course Instructor(s)/Instructor-in-charge, in accordance with the specified details of the type of assessment, the marks assigned to each component and weightage in terms of percentage of the total of the components of Continuous Assessment as prescribed in the Course Handout (as per the requirements of the Academic policy 2021).
- iii. Further, they shall arrange for the collation and consolidation of all marks pertaining to the Continuous Assessments for all Courses pertaining to a

Programme of study and submit the consolidated/tabulated marks sheets of Continuous Assessments to the COE before the commencement of the End Term Final Examinations of the concerned Semester.

5. CONTINUOUS INTERNAL ASSESSMENT (CIA)

In general, the assessment under autonomy has two main components unless otherwise specifically provided:

- Continuous Internal Assessment (CIA)
- End Semester Assessment/Examinations (ESA)

The duration and marks of the end semester theory examinations for UG and PG shall be as follows:

	UG		PG	
Courses with Credit	Marks	Duration of the examination	Marks	Duration of the examination
1 credit courses	NA	NA	NA	NA
2 credit courses	30	One and a half hour	35	One and a half hour
2 credit courses	60	Two hours	70	Three hours
3-4 credit courses	60	Two hours	70	Three hours
5-6 credit courses	100	Three hours	-	-

End Semester Practical examinations UG and PG:

	UG		PG	
Credits	Marks	Duration of the examination	Marks	Duration of the examination
2	25	Two hours	70	Three hours

- The question paper model may vary depending upon the marks and duration of the examination.
- Under a continuous evaluation system, one internal test and one end semester examination are conducted in each semester. The dates of these exams will be announced as far as possible in the student handbook at the beginning of each academic year.
- However for the following courses, End Semester Examinations will not be



conducted and the evaluation will be done based on the Formative Assessment only, as per the prescribed guidelines of Bengaluru City University.

- a) Yoga
- b) Health and Wellness
- c) Sports
- d) NCC/NSS/EC & CC/R & R (S & G)

6. THE CHIEF SUPERINTENDENT UG & PG:

One of the Heads of Departments will be designated as the Chief Superintendent on rotation basis for each semester by the Controller of Examinations in consultation with the Principal.

6.1 Functions of the Chief Superintendent: UG & PG

- i. **The Chief Superintendent** shall function under the directions and guidance of the COE.
- ii. **The Chief Superintendent** will have the responsibility of making preparations both for Internal and End semester theory and practical examinations.
- iii. **The Chief Superintendent** shall collect the examination rolls from the office of the Principal for making arrangements about the seating in the examination hall and giving the requisition to the COE's office for materials required and the number of question papers to be printed course-wise.
- iv. A list of Invigilators and other support staff will be prepared with approval from the COE.
- v. Examination hall arrangements including seating arrangements, Invigilation diary, Instructions to Invigilators, etc. shall be made.
- vi. The question papers and answer booklets are to be arranged according to the examination timetable.
- vii. After the End semester examination, the answer booklets are to be collected systematically and submitted to the COE office for coding and central valuation.
- viii. The answer booklets of internal tests shall be systematically handed over to the COE office for distribution to the concerned subject teachers.

6.2 Duties and Responsibilities of Deputy Chief Superintendent

A senior faculty from each department shall be designated as Deputy Chief Superintendent, by the Controller of Examinations in consultation with the



Principal.

- i. He/She shall assist the Chief Superintendent in general for the smooth conduct of examination at the centre.
- ii. He/She shall on the days of the examination collect and arrange to supply the sequentially arranged blank answer books, and other stationery required for each room/hall and delivers the sealed packets of question papers to the rooms concerned, from the COE's Office.
- iii. He/She shall ensure that the room superintendents are supplied with all necessary requirements for the smooth conduct of examinations.
- iv. He/She shall allot rooms to room superintendents on the days of examination and assign work for relieving superintendents.
- v. He/She shall ensure dispatching of the answer book bundles in cloth bags duly sealed to the Custodian, under the supervision of the Chief Superintendent.
- vi. The Deputy Superintendent shall prepare the bundles of answer scripts of packets (each packet containing maximum of 18 scripts excluding absentees). These covers/packets shall be put in cloth bags along with the A Form and Invigilators Diary in duplicate and sealed in the presence of the Chief Superintendent.
- vii. He/She shall ensure that the answer scripts/Packets are not mixed and other details that are to be written on the cloth bags are written properly and legibly.
- viii. He/She shall ensure that the answer scripts of different subjects are packed separately and dispatched to the COE.
- ix. He/She shall in addition to the above duties attend to any other work entrusted to him/her by Chief Superintendent in connection with the examinations.
- x. He/She shall ensure that the record of absentees' statement and account of answer books dispatched are maintained by the Office Superintendent.



6.3 Duties and Responsibilities of Room Superintendent

- i. The Chief Superintendent shall appoint the Room Superintendents in consultation with the Controller of Examinations from among the teaching staff of his UG/PG Department/College one week in advance of the commencement of examinations.
- ii. The Room Superintendent who finds it impossible to attend to the work assigned shall intimate in writing to the Chief Superintendent at least 24 hours earlier to the time of work scheduled to be started, his/her inability to take up the work explaining the grounds for it and it is at the discretion of the chief superintendent to grant permission with intimation to the Controller Of Examinations.
- iii. The Room Superintendent shall ensure that the candidates who enter the examination hall/room occupy their respective seats at least 5 minutes before the time specified for the distribution of question papers. He/She shall immediately read out the instructions, specified in the Hall-ticket, to warn the candidates of malpractices.
- iv. He/she shall arrange to issue blank answer books to the candidates after they have taken their seats. Only one blank answer book shall be issued to a candidate unless there are two parts in a question paper for which answers have to be written separately.
- v. The Room Superintendent shall not admit any candidate to the examination hall/room 30 minutes after the commencement of the examination and shall not allow any students to leave the examination hall/room before 60 minutes after the commencement of the examination and question papers of such candidates shall be collected.
- vi. He/she shall ensure that every candidate has taken his/her proper seat and enters his/her correct details on the facing sheet of the answer booklet. The Room Superintendent himself/herself shall not under any circumstances enter any details on the answer book.
- vii. He/She shall verify with the documents given to him/her like the register



numbers and the corresponding bar code number and stick the correct barcode of the candidate on the answer booklet.

- viii. He/She shall take the signature of the candidate by entering the right answer booklet number given to the candidate against their register numbers.
- ix. He/she shall verify the title of the question paper with the subject offered by the student and issue the proper question paper to the candidate. If the paper is not the proper one, he/she shall return the same to the Chief Superintendent immediately.
- x. He/she shall make necessary entries in the room Superintendent's diary.
- xi. He/she shall immediately after the first 30 minutes' bell return all the remaining question papers and the blank answer books of absentees to the Chief Superintendent.
- xii. The Room Superintendent shall not give any question papers to any outsider and he/she shall not take question papers from any candidate for reading it.
- xiii. He/she shall be responsible for the proper accounting of answer books of the candidates supervised by him/her; He/she shall ensure that the answer books and additional books/graph, if any, of each candidate are properly stapled, the answer books are arranged in serial number order, course wise, branch wise, subject wise, semester wise and hand them over to Deputy chief superintendent in charge of the work at the office of the chief superintendent in separate bundles.
- xiv. He/She shall distribute the right question papers among the candidates who may be writing different schemes of examinations.
- xv. The Room superintendent shall not be permitted to leave the examination hall during the first and last half an hour of the examination. During intervening period, he/she may leave the examination hall with the permission of Chief Superintendent provided Relieving Superintendent takes charge of the supervision of the room/hall for not more than 10-15 minutes. He shall sign in the relieving Superintendent's diary for the relief taken.
- xvi. He/she shall report to the Chief Superintendent on the days of his/her work half



an hour earlier to the time scheduled for the commencement of the examination and shall not leave the premises until he/she personally handover the answer books to the Chief/Deputy Superintendent on duty and return the diary and other stationery articles given to his/her charge.

- xvii. He/she shall not allow any candidate to copy from either books paper/from other candidates or have in his/her possession or in his/her desk any book or papers not issued by the Room Superintendent in the examination hall/room.
- xviii. He/she shall further ensure that no candidate detaches or tears off any sheet or part of sheet from the answer book or additional books(S), and that every candidate hands over his/her answer book before he/she is permitted to leave the examination hall/room.
- xix. He/she shall at once report to the Chief Superintendent of any case of malpractice and prevent the candidate from writing any further answer or removing, displacing or destroying the materials from which the candidate was copying.
- xx. He/she shall be agile, watchful and active throughout the period of examination. He/she shall not relax or show indifference in the examination hall/room.
- xxi. He/she shall not carry mobile phones to the rooms.

6.4 Relieving – Room Superintendent

- i. The Chief Superintendent shall appoint the relieving Superintendent from among the Room superintendents who have been allotted work on that day half an hour prior to the commencement of the examination.
- ii. The Relieving Superintendent who finds it not convenient to attend to the work assigned shall intimate in writing to the Chief Superintendent regarding his inability to attend work at least 24 hours earlier to the time scheduled for the commencement of examinations and it is at the discretion of the chief superintendent to grant permission.
- iii. There shall be one relieving Superintendent for every Five Room Superintendents.



- iv. He/she shall not allow any candidate to copy from either books/paper/other candidates or he/she in his possession or in his desk any book or papers not issued in the examination hall/room. He/She shall further ensure that no candidate detaches or tears off any sheet or part of sheet from the answer book or additional books(s) and that every candidate hands over his/her answer book before he/she is permitted to leave the examination hall/room.
- v. He/she shall at once report to the chief Superintendent of any case of malpractice and prevent the candidate from writing any further answer of removing displacing or destroying the materials from which the candidate was copying. Unless it is evitable, he shall not take possession of such materials till the Chief Superintendent takes charge of the case.
- vi. The relieving Superintendent shall give relief to the Room Superintendent for about 10-15 minutes and be in charge of the duties of Room Superintendent during that period and discharge all the duties and responsibilities of the Room Superintendent. He/she shall return the Relieving superintendents diary duly filled to the Chief Superintendent at the end of the day's examination.
- vii. The relieving Superintendent shall report for duty half an hour earlier to the time scheduled for the commencement of examination.

7. INTERNAL TESTS/ EXAMINATIONS:

- i. The Internal Tests of both undergraduate and postgraduate programmes are conducted in a centralized manner by the Office of the COE.
- ii. All undergraduate programmes shall have common dates for internal tests as notified by COE.
- iii. However, the tests for postgraduate programmes are held on the dates notified by the COE.
- iv. The internal test will be conducted after 8 weeks of commencement of the semester program.
- v. The syllabus covered in the eight-week period alone shall be the basis for setting the question papers for the Internal Test.
- vi. Re-examination may be given for eligible students who were absent for the

internal examinations due to genuine and extraordinary reasons. In special cases, an exemption may also be provided. Re-examination if any will be conducted generally during the 13th or 14th week.

- vii. Students completely exempted from internal test for valid reasons may be given a special assignment and the marks can be awarded.
- viii. The duration and marks of the internal test for UG and PG shall be as follows:

Courses with Credit	Marks	Duration of the Test	Remarks
2 Credit PG Courses (50 marks Courses)	5	One hour	Test will be conducted for 20 marks and converted to 5 marks
2 Credit UG courses (50 Marks Courses)	10	One hour	Test will be conducted for 20 marks and converted to 10 marks
2 credit PG courses (100 Marks Courses)	10	One hour	Test will be conducted for 20 marks and converted to 10 marks
3-4 credit PG courses	10	One and a half hour	Test will be conducted for 40 marks and converted to 10 marks
3-4 credit UG courses	20	One and a half hour	Test will be conducted for 40 marks and converted to 20 marks
5-6 credit courses	30	One and a half hour	Test will be conducted for 60 marks and converted to 30 marks

- ix. The timetable will be displayed on the notice boards apart from regular classroom notice and uploaded on the website and ERP.
- x. Question papers will be submitted by the Heads of departments in soft copy to the COE office within the specified date.
- xi. Answer scripts valued by the faculty are distributed to the students for verification and collected back. The scripts must be preserved in the respective departments till the end of the academic year.

8. Components of CIA of UG & PG:

CIA will have the following components:

UNDERGRADUATE:

Sl No.	Category	Marks			
		25*	50	100	150
1	Internal Test	0	10	20	30
2	Assignment	0	5	5	10
3	Seminars, Case Study, Fieldwork, Review Writing, Report Writing.	0	5	15	20
4	Attendance	15	0	0	0
5	Intramural Participation	5	0	0	0
6	Skill Test/Intercollegiate/State/National level/AlU participation	5	0	0	0
	Total Marks	25	20	40	60

*Denotes the CIA for the following 1 Credit Value Based Skill Enhancement Courses as per the BCU guidelines.

- a) Yoga
- b) Health and Wellness
- c) Sports
- d) NCC/NSS/EC & CC/R & R (S & G)

POSTGRADUATE:

Sl No.	Category	Marks	
		50	100
1	Internal Test	5	10
2	Assignments/Case Study/ Projects / Case presentation / Class presentation	5	10
3	Simulation/Role Play/Seminars/Fieldwork/Mini Project/Experiential Learning/ Review Writing/Report Writing	5	10
	Total Marks	15	30

Note: Lab-based courses: only one internal test shall be conducted after 8 weeks from

the commencement of the course.

9. Internal and End Semester Practical Evaluation- UG & PG:

- All practical courses will have an internal assessment for 50% marks. A similar procedure may be followed for assessing project/internship courses.
- All practical courses will have an end semester assessment for 50% marks. A similar procedure may be followed for assessing project/internship courses.
- Detailed guidelines with regard to internal and end semester practical, project/Internship program-wise have been shown in the Guidelines on conduct of examination and evaluation.

Internal Practical Test – UG and PG

Sl. No.	Category	Total Marks – UG	Total Marks - PG
1	Practical Test and Record.	25	30
Total Marks		25	30

End Semester Practical Exam – UG and PG

Sl. No.	Category	Total Marks – UG	Total Marks - PG
1	Program writing, execution and viva voce.	20	65
2	Record	5	5
Total Marks		25	70

End Semester Dissertation - PG

Sl. No.	Category	Total Marks
1	Report	200
2	Viva	50
Total Marks		250

End Semester Internship - PG

Sl. No.	Category	Marks
1	Report	25
2	Viva	25
Total Marks		50

End Semester Project - PG

Programme	Category	CIA - Marks	End Semester - Marks	Total
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MCA	Writing, Demonstration, Validation, Viva Voce and Report	100	300	400
MCOM(FA)	Report and Viva Voce	-	200	200
MCOM	Report and Viva Voce	-	200	200

10. Consolidation of CIA

- The HOD of the concerned faculty will be responsible for the submission of CIA marks or making the entries in the specified fields of the software system before the end semester examinations.
- Once the CIA marks are tabulated, the office of the COE will notify the marks on the notice board or the website for verification by students.
- Each student is required to sign the internal marks register in respect of theory and practical examinations as notified by the Office of the COE.
- Each student is also required to sign the mark register of the concerned clubs/committees under Extra-Curricular and Co-Curricular activities.
- In case the student fails to sign the concerned register, the provisional marks are taken as final marks.
- No corrections in internal marks will be entertained after the announcement of the results.

11. END SEMESTER THEORY EXAMINATION - PROCESS

Registration for Examinations:

A candidate shall register for all the courses of a semester including practical when he/she appears for the Examination of that semester for the first time.

- Examination Application:** The candidate is required to submit the examination application form duly filled along with the prescribed fee to the specified counter based on the notification.
- Examination Calendar:** The tentative dates are announced at the beginning of the academic year and the dates could be mentioned in the student handbook.
- Announcement of the draft timetable:** A draft timetable is prepared by the COE at least one month before the proposed examination and the same is circulated among HODs for feedback.



- (iv) **Announcement of the finalized timetable:** The finalized timetable will be notified by COE at least 21 days before the commencement of the examination. The final timetable will be published on the notice board, ERP, and the website.
- (v) **The Examination Hall Ticket:** Hall Ticket will be issued only to eligible students either online or in the form of a hard copy at least 5 working days before the commencement of the examination.
- (vi) **Instruction to students:** The COE office will notify instructions to the students about the code of conduct during the examination. Important points are mentioned in the Examination Hall Ticket.
- (vii) **Instruction to invigilators:** The COE Office will notify the code of conduct for invigilators.
- (viii) **Instructions to other staff involved in the examination work:** The COE Office will notify instructions about the conduct of the examination.
- (ix) **Practical examinations** shall be conducted at the end of each semester. The statement of marks and the answer scripts of practical examinations shall be sent to the COE by the Heads of the respective Departments immediately after the practical examinations.
- (x) The student will submit the Record Book duly certified by the course teacher and the H.O.D/staff in charge. It shall be evaluated at the end of the Semester at the practical examination.
- (xi) Each student is required to produce compulsorily the examination hall ticket and the official identity card issued by the college during the time of examination.
- (xii) Each candidate is required to comply with the rules of the examination as notified from time to time.

12. ATTENDANCE:

The minimum attendance requirement of 75% in each course/unit shall be mandatory to appear for the end semester examination.

13. CENTRAL VALUATION

13.1 Valuation of Answer Scripts of End Semester Theory Examination UG & PG:

The COE shall notify the valuation system and the procedure based on Regulations framed in this regard.

Undergraduate:



- i. The valuation of undergraduate courses shall be ensured through a central valuation system.
- ii. Only eligible examiners as notified shall be drafted for valuation work.
- iii. The central valuation may be under the direct supervision of the COE or through a coordinator appointed for this purpose.
- iv. The valuation will be done by internal examiners from among the panel of examiners. In case an internal examiner is not available, an eligible external examiner may be appointed.
- v. To ensure credibility of valuation a certain percentage of answer scripts shall be reviewed by the external examiner from among the panel of examiners as notified by COE from time to time. At present, 16% of the total answer scripts shall be reviewed by external examiner/s.

Postgraduate:

- i. Since postgraduate programs have a double valuation system and the examinations are conducted at different intervals, the valuation shall be done at the departmental level.
- ii. The valuation shall be done under the supervision of the HOD concerned.
- iii. Normally a course, including practical, dissertations, and project reports shall be evaluated by one internal and one external examiner. However, in the event of either the internal or the external examiner is unavailable, the course may be evaluated by two internal or two external examiners from the approved panel of examiners. Each practical examination shall be jointly conducted and evaluated by one internal examiner and one external examiner or two external examiners if there are no internal examiners.
- iv. The valuation system and procedure will be notified by the COE.
- v. The valuation process shall be completed within one month from the last date of the examination.
- vi. The first valuation will be done by the internal eligible examiner in the prescribed manner. No marking shall be made in the answer book.
- vii. Marks are to be entered in a separate mark list provided for the purpose.
- viii. The second valuation is done by the external examiner in the same manner as the first valuation.
- ix. The HOD shall submit both the marks to the office of the COE.
- x. If the difference in marks awarded by two evaluators is 20% or more of the



maximum marks of the examination of the paper, the COE shall check the entries and the total marks assigned by the two evaluators. If there is any mistake in totalling, it shall be rectified. While checking the total, if it is observed that any one or more of the answers is not valued by one of the evaluators, the COE shall advise the internal members of the Board of Examiners to value that answer. After receiving the marks, the COE shall make the necessary corrections. Despite all these corrections, if the difference between the two valuations is still 20% or more, the COE shall refer such answer scripts to the Chairperson of the BOE for arranging a third valuation by the examiners from among the approved panel of examiners who have not valued the script earlier.

- xi. In the case of two valuations, the average of the two valuations and if there is a third or challenge valuation, the best two marks among the three/four examiners shall be taken for declaring results.

13.2 Central Valuation Custodian:

Central valuation of answer scripts any faculty/course takes place under the directions and supervision of the Central Valuation Custodian.

The details of Central Valuation have been provided in the Guideline on Conduct of Examination and Evaluation.

14. CLASSIFICATION OF SUCCESSFUL CANDIDATES:

- i. The results of successful candidates at the end of each semester shall be declared in terms of Semester Grade Point Average (SGPA). The results at the end of the program shall be classified based on the Cumulative Grade Point Average (CGPA) obtained in all the six / four semesters as the case may be and the corresponding program alpha-sign grade.
- ii. The SGPA in a Semester and the CGPA and the alpha-sign grade at the end of the sixth semester / fourth shall be computed as follows:
- iii. Semester Grade Point Average (SGPA): The grade points in a course shall be assigned based on actual marks scored (end Semester examination plus Continuous Internal Assessment marks) in that course as per the table given below provided, they have secured a minimum of 35% marks in the end Semester examination and 40% in Aggregate.
- iv. The candidate securing less than 35% marks in the end Semester examination and less than 40% in aggregate in any unit/ theory/ practical/ project work/ dissertation/ internship shall be declared to have failed in that unit indicated with an F grade. A student obtaining grade F or absent will be required to reappear for the examination of that course.



14.1 Grade Point Calculation:

% Of Marks	Grade Points
Below 40	0
40	4
41-45	4.5
46-50	5
51-55	5.5
56-60	6
61-65	6.5
66-70	7
71-75	7.5
76-80	8
81-85	8.5
86-90	9
91-95	9.5
96-100	10

14.2 Final Result Grade Description

SEMESTER GPA / PROGRAM CGPA	ALPHA SIGN / LETTER GRADE	SEMESTER / PROGRAM % MARKS	RESULTS / CLASS DESCRIPTION
9.00 - 10.00	O (Outstanding)	90.0 –100	OUTSTANDING
8.00-<9.00	A+ (Excellent)	80.0-<90.0	FIRST CLASS EXEMPLARY
7.00-<8.00	A (Very Good)	70.0-<80.0	FIRST CLASS DISTINCTION
6.00-<7.00	B+ (Good)	60.0-<70.0	FIRST CLASS
5.50-<6.00	B (Above Average)	55.0-<60.0	HIGH SECOND CLASS
5.00-<5.50	C (Average)	50.0-<55.0	SECOND CLASS
4.00-<5.00	P (Pass)	40.0-<50.0	PASS CLASS
BELOW 4.00	F (Fail)	BELOW 40	FAIL / RE-APPEAR
Absent	-	Ab (Absent)	-

Conditions:

- The minimum for a pass in a course for a candidate is 35% marks in the end Semester examination and 40% in aggregate.
- An alpha sign letter grade is awarded on the SGPA of each semester.
- Similarly, the declaration of the class, percentage of marks, ranks and alpha-sign letter grade are awarded in the final result declaration.

14.3 Semester Grade Point Average (SGPA):



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SGPA is awarded to only those candidates who pass all the courses of that semester.

The SGPA is the ratio of the sum of the product of the number of credits with the grade points scored by a student in all the courses and the sum of the number of credits of all these courses during that semester. It shall be expressed up to two decimal places.

$SGPA (Si) = \sum (Ci \times Gi) / \sum Ci$ where Ci is the number of credits of the i th course and Gi is the grade point scored by the student in that course

Illustration of SGPA:

COURSE	CREDITS C_i	MARKS SECURED	GRADE POINTS G_i	CREDIT POINTS $C_i \times G_i$	REMAR KS	SGPA	Alpha sign grade
1	4	64	6.5	26			
2	4	78	8.0	32			
3	4	56	6	24			
4	4	82	8.5	34			
5	4	72	7.5	30			
6	3	81	8.5	25.50			
7	2	34	7	14	MARKS OUT OF 50		
TOTAL	25	467		185.5		7.42	A+ First Class Distinction

$$SGPA = 185.5/25$$

$$= 7.42$$

$$\text{Percentage of Marks: } 467/650 = 71.85$$

$$\text{Alpha sign grade} = A+$$

Class = First Class Distinction

Illustration of SGPA for PG:

ILLUSTRATION 1 (27 CREDITS)

PAPERS	PI	P2	P3	P4	P5	P6	P7	P8	TOTAL
MAX. MARKS	100	100	100	100	100	100	100	100	800
MARKS OBTAINED	77	73	67	76	64	66	49	57	529
GRADE POINTS EARNED (G.P.)	7.7	7.3	6.7	7.6	6.4	6.6	4.9	5.7	-
CREDITS FOR THE COURSE (C)	3	3	3	3	3	3	3	2	23
TOTAL GPW = GP X C	23.1	21.9	20.1	22.8	19.2	19.8	14.7	11.4	153

Classification of Result: The GPA shall then be computed by dividing the total GPW

of all the courses of study by the total credits for the semester, GPA = Total GPW / Total Credits = 153 / 23 = 6.65. Semester Alpha Sign Grade: B+
Result: First Class

14.4 Cumulative Grade Point Average (CGPA)

It is a measure of the overall cumulative performance of a student in all the semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters.

It is expressed up to two decimal places.

$CGPA = \sum (C_i \times S_i) / \sum C_i$ where S_i is the SGPA of the i th semester and $\sum C_i$ is the sum of total credits of all courses in all the semesters.

Illustration for CGPA: Program with six semesters - UG

	SEM 1	SEM 2	SEM 3	SEM 4	SEM 5	SEM 6	
CREDITS	25	24	23	23	22	21	
SGPA	7.42	7.13	7.27	6.84	7.36	7.78	

$$CGPA = \frac{25 \times 7.42 + 24 \times 7.13 + 23 \times 7.27 + 23 \times 6.84 + 22 \times 7.36 + 21 \times 7.78}{138}$$

138

$$= \frac{1006.45}{138}$$

138

$$= 7.29$$

Program Alpha Sign Grade= A+

Class = **First Class Distinction**

CGPA shall be declared only when the candidate successfully completes all the semesters.

Illustration for CGPA: Program with four semesters - PG

SEMESTER	I	II	III	IV	TOTAL
TOTAL MARKS PER SEMESTER	800	800	950	950	3500
TOTAL MARKS SECURED	657	558	767	844	2826
SEMESTER GPA	8.2	6.9	8.0	8.8	-
SEMESTER CREDITS	25	25	29	27	106
SEMESTER GPW	205	172.5	232	237.6	847

$$CGPA: 847/106 = 7.99$$

Result: First Class with Distinction



15. MINIMUM FOR A PASS:

UNDERGRADUATE:

- i. A candidate shall be declared to have passed the Undergraduate programme if he/she secures at least a CGPA of 4.0 (Course Alpha-Sign Grade C).
- ii. The candidate shall have scored a minimum of 35% marks in the end semester examination in each course and an aggregate of 40% marks including Continuous Internal Assessment (CIA). However, there shall be no minimum for the CIA.
- iii. The candidates who pass all the semester examinations in the first attempts in three years are eligible for ranks provided they secure at least a CGPA of 6.0 (at least Alpha-Sign Grade A).
- iv. A candidate who passes the semester examinations in parts is eligible for only CGPA and Alpha-Sign Grade but not for ranking.
- v. There shall be no minimum in respect of internal assessment and viva-voce marks.
- vi. A Candidate who fails in any of the unit/project work/Project Report/dissertation shall reappear in that unit/project work/Project Report/dissertation and pass the examination subsequently.

POSTGRADUATE:

- i. A candidate shall be declared to have passed the PG program if he/she secures at least a CGPA of 4.0 (Course Alpha-Sign Grade C).
- ii. The candidate shall have scored a minimum of 35% marks in the end semester examination in each course and an aggregate of 40% marks including Continuous Internal Assessment (CIA). However, there shall be no minimum for CIA.
- iii. The candidates who pass all the semester examinations in the first attempts in two years are eligible for ranks provided they secure at least a CGPA of 6.0 (at least Alpha-Sign Grade A).
- iv. A candidate who passes the semester examinations in parts is eligible for only CGPA and Alpha-Sign Grade but not for ranking.
- v. There shall be no minimum in respect of internal assessment and viva-voce marks.
- vi. A Candidate who fails in any of the unit/project work/Project Report/dissertation shall reappear in that unit/project work/Project Report/dissertation and pass the examination subsequently.



dissertation and pass the examination subsequently.

- vii. The minimum for a pass shall be 50% of the marks prescribed for internship/dissertation of MBA programme.

16. TABULATION AND RESULTS:

The process includes coding and decoding, classification of results, grading, computation of results, grades and ranks and preparing result sheet.

17. GRACING:

The maximum grace marks permissible for the examination shall not exceed two percent of the total maximum marks of all the subjects or part of the whole examination for which a candidate has actually appeared subject to a minimum of two marks and a maximum of ten marks. For this, whole examination means all subjects prescribed for the semester.

The details of gracing have been provided in the Examination Guidelines on Conduct of Examination and Evaluation (Guideline No.GE.1.2021.V1).

18. REVALUATION AND IMPROVEMENT OF RESULT FOR UG/PG

18.1 REJECTION OF RESULTS:

- a) A candidate may be permitted to reject result of the whole examination of any semester. Rejection of result course/paper wise or subject wise shall not be permitted.
- b) The candidate who has rejected the result shall appear in the immediate subsequent examination.
- c) The rejection shall be exercised only once in each semester and the rejection once exercised shall not be revoked.
- d) Application for rejection of results along with the payment of the prescribed fee shall be submitted to the College together with the original statement of marks within 30 days from the date of publication of the result.
- e) A candidate who rejects the result is eligible for only SGPA/CGPA or Class and not for ranking.

18.2 IMPROVEMENT OF RESULTS

- a) A candidate who has passed in all the papers of a semester may be permitted to improve the result by reappearing for the whole examination of that semester.
- b) The reappearance may be permitted during the period N+2 years (where N refers to duration of the program) without restricting it to the subsequent examination only.



- c) The student may be permitted to apply for improvement examination 45 days in advance of the pertinent semester examination whenever held.
- d) If a candidate passes in all the subjects in reappearance, higher of the two aggregate marks secured by the candidate shall be awarded for that semester. In case the candidate fails in the reappearance, candidate shall retain the earlier result.
- e) A candidate who has appeared for improvement examination is eligible for class/CGPA only and not for ranking.
- f) Internal assessment (IA) marks shall be shown separately. A candidate who wants to improve the result or who, having failed, takes the examination again or who has appeared for improvement shall retain the IA marks already obtained.

19. TRANSFER OF ADMISSION:

Transfer of admissions is permissible only for odd semesters for students of other universities and within the University.

19.1 Conditions for transfer of admission of students within the University.

- (a) His/her transfer admission shall be within the intake permitted to the college.
- (b) Availability of same combination of subjects studied in the previous college.
- (c) He/she shall fulfill the attendance requirements as per the University Regulation.
- (d) He/she shall complete the programme as per the regulation governing the maximum duration of completing the programme.

19.2 Conditions for transfer admission of students of other Universities.

- a) A Candidate migrating from any other University may be permitted to join odd semester of the degree programme provided he/she has passed all the subjects of previous semesters / years as the case may be. Such candidates must satisfy all other conditions of eligibility and equivalence stipulated in the regulations of the University.
- b) His/her transfer admission shall be within the intake permitted to the college.
- c) He/she shall fulfill the attendance requirements as per the University Regulation.
- d) The candidate who is migrating from other Universities is eligible for overall SGPA/CGPA or Class and not for ranking.
- e) He/She shall complete the programme as per the regulation governing the maximum duration of completing the programme as per this regulation.



20. DECLARATION OF RANKS

Ranks shall be declared both for UG/PG after the announcement of the final results of the final semester examinations of the concerned program. The number and the manner of declaring ranks/list of toppers are provided in the Guideline on Conduct of Examination and Evaluation (Guideline No.GE.1.2021.V1).

21. MARKS REGISTER AND ISSUE OF MARKS CARD

Procedure for maintaining the Marks Register and Issuing the Marks Card is mentioned in the Examination Guidelines on Conduct of Examination and Evaluation (Guideline No.GE.1.2021.V1).

22. EXAMINATION REMUNERATION: The remuneration payable to examination work shall be determined by the Finance committee.

23. ISSUE OF PROVISIONAL MARKS CARD, PASS CERTIFICATE, ATTESTATION OF THE CURRICULUM/SYLLABUS & THE TRANSCRIPT

The procedure for the issuing of provisional marks card, pass certificate, attestation of the curriculum/syllabus & the transcript is provided in Examination Guidelines on Conduct of Examination and Evaluation (Guideline No.GE.1.2021.V1).

24. GUIDELINES ON CONDUCT OF EXAMINATION AND EVALUATION

The Board of Examination shall develop the Guidelines on Conduct of Examination and Evaluation (Guideline No.GE.1.2021.V1), which will detail out various standard operating procedures for the processes mentioned in this policy.

25. AMENDMENTS

Notwithstanding anything contained in the above Policy:

- i. The Board of Examinations or the Academic Council has the right to revise, amend or modify any of the above policy from time to time, and shall be binding on all stakeholders concerned, including the Students, Faculty, Staff, Departments, and College Authorities.
- ii. In case of a dispute, the decision of the Academic Council will be final and binding.
- iii. In case of difficulty in application of any of the clauses of the policy specified above, the Chairman of Board of Examination shall have the powers to amend/modify/remove the difficulty in the relevant section of this policy.



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The Format of the Marks Register

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APPENDIX

MARKS REGISTER – BACHELOR OF ARTS

FIRST SEMESTER

Name :

Register No:.....

Sl. No.	Subjects /Courses	Grade	Grade Points	Credits	Credit Points	Internal Assessment			End Sem Exam		Total		Year:		Year:		Year:		Year:		Year:		Year:	
						Theory / Practical	Max Marks	Marks Secured	Max Marks	Marks Secured	Max Marks	Marks Secured	Marks Secured	Total	Marks Secured	Total	Marks Secured	Total	Marks Secured	Total	Marks Secured	Total	Marks Secured	Total
GROUP I: AECC																								
1																								
2																								
GROUP II: DSC																								
3																								
GROUP III DSE																								
4																								
5																								
6																								
Group IV: OE																								
7																								
GROUP V: SEC(SKILL BASED)																								
8																								
G r a																								
Semester Grade Point Average (SGPA):		Result of I Semester																						
Semester Aggregate Marks (%):		Sl. No. of Marks Card																						
Entered By:		Student's Signature with Date																						



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BACHELOR OF COMPUTER APPLICATIONS MARKS REGISTER

FIRST SEMESTER

Name :

Register No:.....

Sl. No.	Subjects	Grade	Grade Points	Credits	Credit Points	Internal Assessment			End Sem Exam		Total		Year:		Year:		Year:		Year:		Year:		Year:	
						Theory / Practical	Max Marks	Max Marks	Marks Secured	Marks Secured	Max Marks	Marks Secured	Marks Secured	Total	Marks Secured	Total	Marks Secured	Total	Marks Secured	Total	Marks Secured	Total	Marks Secured	Total
GROUP I: AECC																								
1																								
2																								
GROUP II: DSC																								
3																								
4																								
5																								
Group III: OE																								
6																								
7																								
GROUP IV: SEC(SKILL BASED)																								
8																								
9																								
10																								
Grand Total																								
Semester Grade Point Average (SGPA):		Result of I Semester																						
Semester Aggregate Marks (%):		Sl. No. of Marks Card																						
Entered By:		Student's Signature with Date																						



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BACHELOR OF BUSINESS ADMINISTRATION MARKS REGISTER

FIRST SEMESTER

Name :

Register No:.....

Sl. No.	Subjects	Grade	Grade Points	Credits	Credit Points	Internal Assessment			End Sem Exam		Total		Year:		Year:		Year:		Year:		Year:		Year:	
						Theory / Practical	Max Marks	Marks Secured	Max Marks	Marks Secured	Max Marks	Marks Secured	Marks Secured	Total	Marks Secured	Total	Marks Secured	Total	Marks Secured	Total	Marks Secured	Total	Marks Secured	Total
GROUP I: AECC																								
1																								
2																								
GROUP II: DSC																								
3	Optional I																							
4	Optional II																							
5	Optional III																							
Group III: OE																								
6																								
GROUP IV: SEC(SKILL BASED)																								
7																								
8																								
9																								
Grand Total																								
Semester Grade Point Average (SGPA):		Result of I Semester																						
Semester Aggregate Marks (%):		Sl. No. of Marks Card																						
Entered By:		Student's Signature with Date																						



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PRESIDENCY COLLEGE (Autonomous)

BACHELOR OF COMMERCE – MARKS REGISTER

FIRST SEMESTER

Name :

Register No:.....

Sl. No.	Subjects	Grade	Grade Points	Credits	Credit Points	Internal Assessment			End Sem Exam		Total		Year:		Year:		Year:		Year:		Year:		Year:	
						Theory / Practical	Max Marks	Marks Secured	Max Marks	Marks Secured	Max Marks	Marks Secured	Marks Secured	Total	Marks Secured	Total	Marks Secured	Total	Marks Secured	Total	Marks Secured	Total	Marks Secured	Total
GROUP I: AECC																								
1																								
2																								
GROUP II: DSC																								
3	Optional I																							
4	Optional II																							
5	Optional III																							
Group III: OE																								
6																								
GROUP IV: SEC(SKILL BASED)																								
7																								
8																								
9																								
	Grand Total																							
Semester Grade Point Average (SGPA):		Result of I Semester																						
Semester Aggregate Marks (%):		Sl. No. of Marks Card																						
Entered By:		Student's Signature with Date																						



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CONSOLIDATED MARKS AND GRADE

Semester	Total Semester Marks	Marks Awarded	Percentage (%) Marks	Sem. Alpha Sign Grade	Sem. Credit	Sem. Grade Point Average	Remarks
I							
II							
III							
IV							
V							
VI							
	Grand Total :						

Grand Total in Words

.....

Percentage of

Marks.....

Class.....

Alpha Sign Grade.....

CGPA.....

Degree Certificate No Dated.....

Received Degree Certificate on.....

Student Signature:.....

PRESIDENCY COLLEGE (Autonomous)

MASTER OF BUSINESS ADMINISTRATION – MARKS REGISTER

FIRST SEMESTER

Name :

Register No:.....

[illegible]



