



## Guideline No.GE.1.2021.V1

# GUIDELINES ON CONDUCT OF EXAMINATION AND EVALUATION

**This guideline is made in pursuant of the following Regulations 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, 12<sup>th</sup> 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), 22<sup>nd</sup>December, 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

- i. The Presidency College (Autonomous) aims to establish a well-defined guideline for conduct and management of examination processes. The award of grades and student progression forms an integral part of these guidelines. It prescribes a uniform final examination schedule in order to facilitate fairness and help maximize the optimal conduct of examinations.
- ii. It aims to smoothen the processes of conduct, administration and management of examinations within the College's programs and courses.

## 2. SHORT TITLE AND APPLICATION

- i. This document shall be called the "Guidelines on Conduct of Examination and Evaluation"
- ii. This document shall come into effect from the date of approval by the Academic Council of Presidency College (Autonomous).

## 3. 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 conducting, administering and making decisions relating to examinations, by or on behalf of the College.

## 4. DEFINITIONS

- i. **"Academic Year"** is a period of nearly 12 months devoted to completion of requirements specified in the Scheme of Teaching and the related examinations.
- ii. **"Answer Book"** means the document containing the answer or answers as given by a candidate during examination to the question or questions contained in the question paper meant for the said examination and include a part of an answer book.
- iii. **"Board of Examination"** means the board constituted by the Academic Council to provide oversight to the management and conduct of examinations in the college.
- iv. **"Course Unit"** is a component of an Academic Programme for which a syllabus and required number of contact hours per week are specified.
- v. **"CGPA"** shall mean the cumulative grade point average of a student.
- vi. **"End Term Examination"** means an examination conducted by the College at the end of year/semester/trimester as prescribed in Scheme of Evaluation of a programme.



- vii. **“Evaluation”** includes continuous evaluation and term-end evaluation. Continuous evaluation in general, is formative while the term-end evaluation is summative in nature.
- viii. **“Term- End Evaluation”** – At the end of each term the University shall conduct ‘Term End’ Examination. Evaluation is done under the supervision and jurisdiction of college.
- ix. **“Continuous Evaluation”** – The College has adopted the policy of continuous evaluation which shall be carried out by the respective department in accordance with the policies of the College.
- x. **“Examination Centre”** means the examination hall fixed by the College for the purpose of holding its examinations and includes the entire premises attached thereto.
- xi. **“External Examiner”** shall mean a qualified examiner who is not in the employment of the College.
- xii. **“Grade Points”** shall mean Grade Points of a course.
- xiii. **“IA” (Internal Assessment)** shall mean Continuous Internal Assessment of a course during the semester.
- xiv. **“Internal Examiner”** shall mean an Examiner for practical, viva-voce, workshop practice, seminars etc including a paper setter and evaluator who is a teacher of the college.
- xv. **“Invigilator”** means a person who assists the Superintendent of the Examination Centre in conducting and supervising an examination at a centre.
- xvi. **“Question Paper”** means a document containing the question(s) to be administered at an examination to be answered by a candidate.
- xvii. **“Semester System”** means a modus operandi of teaching/learning/evaluation of student performance in an academic programme of the College in an Academic Year.
- xviii. **“SGPA”** shall mean the Semester Grade Point Average.
- xix. **“Superintendent of an Examination Centre”** means a person appointed by the College to conduct and supervise its examinations held or to be held at a centre and includes an Additional Superintendent or Associate Superintendent of such centre.
- xx. **“University”** means Bengaluru City University, Bengaluru under which the Presidency College is affiliated.

## 5. EXAMINATION SUPERVISION/ CONDUCT

### 5.1. End Term Examination

- i. The COE shall be the Centre Superintendent of the End Term Examination (ETE). Evaluation of Answer Books of ETE shall be under the close supervision of the



Principal. If the COE is unavailable, he/she can nominate Dy. CoE to officiate during his absence.

- ii. There shall be a Dy. Controller of Examinations of the college to assist the COE in all examination related work.
- iii. Wherever required the Centre Superintendent may plan external security.

## 5.2. Practical Examination

- i. The names of the External Examiner(s) should be forwarded to the Controller of Examination by the HOD of the concerned Department for taking the approval of the Principal. The External Examiner(s) for each practical subject(s) shall be appointed by the Principal on the recommendations of the Controller of Examinations.
- ii. The Dy. COE of the College / Subject Coordinator appointed by the Principal shall contact the External Examiner(s) to fix the practical examination dates.
- iii. The External Examiner(s) appointed for the Practical Examination(s) shall reach the college one day earlier or on the same day well before the commencement of the concerned Practical Examination. Failure on the part of any External Examiner to reach the college on the due date shall be reported by the concerned Internal Examiner to the Controller of Examinations.
- iv. The CoE/Dy. COE of the College shall be responsible for making necessary arrangements such as transport, accommodation, etc. for the External Examiner(s). For the purpose of transport and accommodation, the concerned department/ person in-charge may be contacted well in advance.
- v. The Internal Examiner for each practical subject(s) shall contact the Centre Superintendent of the college for the payment of TA/DA and remuneration to the External Examiner(s) in the prescribed format.

## 5.3. Question Papers

- i. The Question Paper shall be set only in English language and normally by the faculty teaching the course except where otherwise decided by the College.
- ii. The paper-setter shall be guided as to the scope of the subject of Examination by the syllabus prescribed. The paper shall be so set that a student, fairly well prepared in the subject, can reasonably be expected to answer it within the time allotted. Questions in each subject shall be fairly distributed over the syllabus.
- iii. The Paper-Setter shall, as far as practicable, avoid any marked change in the standard and pattern of the question paper for examination.
- iv. The paper setter should have the freedom and flexibility in setting the question paper, to ensure maintenance of the standard, quality and secrecy of the question paper.





- v. The Dy. Controller of Examinations shall collect the Question Papers of the End Term Examination one hour before the commencement of the examination on the same day from the Office of the Controller of Examinations.
- vi. In case, the Dy. Controller is unavailable, the Principal of the college can nominate a senior faculty to collect the said Question Papers.

The principles of question paper setting shall be based on Guidelines for Setting of Question Paper and preparing Model answers (Guideline No.GE.2.2021.V1).

#### **5.4 Procedure for Question Paper Setting:**

The guidelines for the same are given in detail in (Guideline No.GE.2.2021.V1).

#### **6. CONDUCTING INTERNAL TEST AND END SEMESTER THEORY EXAMINATION:**

- i. Every Internal Test and End semester examination of the undergraduate and postgraduate courses will be conducted by the UG and PG Examination Cell which will be headed by one of the HODs on rotation basis.
- ii. Every Internal and End semester examination of the MBA courses will be conducted by the MBA Examination Cell which will be headed by the Dean.
- iii. The coding and decoding process will not be applicable for internal tests.
- iv. The entire valuation process of the internal test will be done by the respective departments and the final consolidated marks list of the same will be handed over to the COE's office after approval of the Principal.
- v. The answer scripts of the internal test will be handed over to the COE's office post evaluation for storage for a period of one year.

The following activities pertaining to the examination will be taken care of by the respective Examination Cell –

- a. Examination rolls based on the eligibility criteria shall be prepared by the respective offices of the faculty after getting clearance from the Principal.
- b. The finalized rolls shall be submitted to the office of the COE for making necessary arrangements.
- c. Examination hall arrangement shall be as per the examination timetable and other necessary instructions.
- d. Requisition of the answer scripts and related stationery.



- e. The examination registration numbers shall be affixed as per the seating arrangement.
  - f. The room invigilation duty, duty of attenders, question paper distribution, distribution of answer booklets will be notified by the COE with necessary instructions.
  - g. Only eligible candidates with hall tickets and college IDs will be allowed into the examination hall.
  - h. The answer booklets collected will be sent to the COE's office and the acknowledgement will be received.
- vi. The following activities pertaining to the examination will be taken care of by the COE'S office-
- a. Issue of hall tickets to the examination cell.
  - b. Providing the stickers with registration numbers.
  - c. The answer booklets, related stationery items and other required materials will be provided to the examination cell.
  - d. On receiving of the answer scripts, the coding and Tabulation committee will complete the coding process under the supervision of the Custodian of central valuation.
  - e. Answer booklets will be stored in order for facilitating valuation.
  - f. As soon as the evaluation work is completed in the central evaluation system under the Examination Department of the College, the answer scripts will be secured in double-fold cloth bound parcels. While packing, the answer scripts should be serially arranged.
  - g. The used answer scripts of all programs may be destroyed/disposed off after three years from the date of declaration of the results for each Term/Semester

## 6.1 Answer Booklet:

- i. A single answer booklet of 32 / 40 pages shall be provided to students for the end semester examination of two-hour duration. The pages in the answer booklet may be reduced in proportion to the duration of the examination.





- ii. A single answer booklet of 16 pages shall be provided to the students for the internal test.
- iii. No additional sheets are issued under any circumstances.
- iv. The facing sheet of the answer booklet shall facilitate coding and entry of marks as per the question paper format.
- v. The practical examination answer booklet consists of 8 pages.

## 6.2 Invigilation Guidelines and Instructions

### Before the examination

- i. Invigilators are required to be punctual for the examination work. Please report 30 mins before the commencement of the examination.
- ii. Please do not exchange invigilation duty assigned. In case of unavoidable circumstances, exchange of duty is possible with information to the Examination coordinator.
- iii. Please verify invigilator diary and the number of answer booklets before leaving the examination centre.

### In the examination Hall

- i. Please verify whether the students are seated in the respective places allotted to them.
- ii. Please read the instructions on the front page of the invigilator's diary.
- iii. Instruct the students not to mark anything except reg.no. on the question paper
- iv. Before affixing your signature in the hall ticket please check signature of the student in the hall ticket. If not signed, ask him/her to sign. Enter the answer booklet serial number in the invigilator's diary.
- v. Please do not mark absentees immediately after the commencement of the examination. Mark the absentees only after the first 30 minutes of the commencement of the examination.
- vi. The register number of absentees may be announced in the examination hall to avoid mistakes.
- vii. Please be alert in the examination hall to avoid malpractice.
- viii. A maximum of 10 mins is allowed for relieving.

### After students complete writing the examination

- i. Please do not allow the students to leave the answer booklet on the desk. Collect the answer booklet in person.
- ii. Arrange the answer booklets serially according to the subjects/register numbers before submitting the answer booklets to the examination centre.



- iii. Do not leave answer booklet/blank answer booklet in the examination hall.
- iv. Additional instructions if any shall be issued by the COE from time to time.

## 7. CENTRAL VALUATION

### 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 appointed 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, also known as reviewer, 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. The marks awarded by the reviewers shall be final.

#### **Postgraduate:**

- i. The valuation of Postgraduate courses shall be ensured through a central valuation system and double valuation is mandatory.
- ii. The central valuation may be under the direct supervision of the COE or through a coordinator appointed for this purpose.
- iii. Normally a course, including practical, dissertations and project reports shall be evaluated by one qualified internal and one qualified external examiner. However, in the event when a qualified internal examiner is unavailable, the course may be evaluated by 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 need 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 examiners shall submit 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 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 Examination Committee 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 Examination Committee for arranging a third valuation by the examiners from among the approved panel of external 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 examiners shall be taken for declaring results.

## **7.1 Custodian of Central Valuation:**

The Dy. Controller of Examinations will be the Custodian of central valuation. Each department will nominate a senior faculty member to assist the Dy. Controller of Examinations in the central valuation process.



Central valuation of answer scripts shall take place under the directions and supervision of the Custodian. The Custodian will plan, conduct and supervise the entire valuation work.

- i. The components of the evaluation system will be as follows:

ASSESSMENT	WEIGHTAGE –THEORY		WEIGHTAGE - PRACTICAL	
	UG Programmes	PG Programmes	UG Programmes	PG Programmes
Internal Assessment	40%	30%	50%	30%
Semester End Examination	60%	70%	50%	70%

- ii. The evaluator shall prepare the marks sheet in the format prescribed by the COE's office.

## 7.2 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:

- vi. The valuation of undergraduate courses shall be ensured through a central valuation system.
- vii. Only eligible examiners as notified shall be appointed for valuation work.
- viii. The central valuation may be under the direct supervision of the COE or through the custodian.
- ix. 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.
- x. 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:

- xii. Since postgraduate programmes have a double valuation system and the examinations are conducted at different intervals, the valuation shall be done at the departmental level.
- xiii. The valuation shall be done under the supervision of the concerned Dean/HOD.
- xiv. Normally a course, including practical, dissertations, and project reports shall be evaluated by one internal and one external examiner. However, in the event when 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.
- xv. The valuation system and procedure will be notified by the COE.
- xvi. The valuation process shall be completed within one month from the last date of the examination.
- xvii. The first valuation will be done by the internal eligible examiner in the prescribed manner. No marking shall be made in the answer book.
- xviii. Marks need to be entered in a separate mark list provided for the purpose.
- xix. The second valuation is done by the external examiner in the same manner as the first valuation.
- xx. HOD shall submit both the marks to the office of the COE.
- xxi. 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.

- xxii. 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.

### **7.3 Custodian of Central Valuation:**

The Dy. Controller of Examinations will be acting as the custodian of the central valuation.

Central valuation of answer scripts shall take place under the directions and supervision of the Custodian. The Custodian will plan, conduct and supervise the entire valuation work.

#### **Paper Chief:**

The senior most faculty as nominated by the HOD and endorsed by the Principal shall be the Paper Chief of the respective Course.

#### **Duties and functions of Paper Chief:**

- i. Submitting the list of valuers and the list of staff members who prepare the scheme of valuation. He/she will also inform the teachers to prepare the scheme of valuation and submit the same to the Chairperson of the Examination committee on or before the first day of the valuation
- ii. Explains the procedure and instructions received from the COE's office to the valuers coming under his board.
- iii. He/she will prepare a plan of action of the valuation in the prescribed format before the commencement of the Valuation by considering the points given below.
- iv. The Paper Chief nominates a reviewer and allots the required number of valuers based on the number of scripts so that valuation can be completed within the stipulated days fixed by the COE.
- v. Allotment must be done so that reviewer values a fixed number of papers
- vi. If the required numbers of qualified staff members are not available in the college, the Chairperson of the Examination committee is free to include names of qualified examiners from neighbouring Colleges.





- vii. He/she will scrutinize and sign the issue register, work done statement, and review register of the reviewer and valuer in his board.
- viii. Communicates with the central valuation office and discusses any discrepancies regarding the number of scripts, lapses, facilities in the system, etc., during the entire valuation process and finally ensures that the valuation of all scripts belonging to his/her faculty/subject is completed satisfactorily.

#### 7.4 Minimum Eligibility of the Evaluators:

- Evaluators should have a minimum of 3 years of full-time teaching experience in the concerned subject in the higher educational Institutions.
- The scheme should be prepared by both the internal and external question paper setter and reviewed by the examination committee.
- Reviewers should have a minimum of five years of teaching experience and two years in the same subject.

#### 7.5 General Instruction to valuation Staff:

- i. Central Valuation is held under the overall supervision of the COE/Custodian.
- ii. Central Valuation will be held daily and the valuation centre will be kept open throughout the day.
- iii. The Attendance Register will be maintained and all examiners are requested to sign the register.
- iv. No visitors are allowed into the premises of valuation. The examiners are not expected to go out frequently.
- v. Strictly No Mobiles or any other Electronic Gadgets except Calculators are allowed inside the Valuation Centre.
- vi. Examiners are not allowed to bring into the valuation Hall any books, bags, suitcases, etc., except materials to be used for valuation.
- vii. Answer books SHOULD NOT be taken out of the premises of the valuation centre for any reason. Violation of this rule amounts to a serious offense.
- viii. Once the Paper Chief allots the papers for valuation, prepares the scheme of valuation and issues instructions to the examiners, he/she ceases to have any



supervisory responsibility for the Deputy/Assistant Examiners, other than those who value under him/her.

## 7.6 Instructions to the Valuers:

- I. All valuers will collect the answer scripts from the Custodian acknowledging the receipt of the same. Before commencing the valuation, they will check the number of scripts inside the packets and compare the same with the mark list. If there is any discrepancy in the number, they will report in writing immediately to the Custodian.
- II. Any cases of suspected malpractice or manipulation of any kind should also be reported. All such answer books shall be returned to the Custodian. The cover of such packets have to be super-scribed as "Suspected Malpractice-Reported"
- III. The Valuers will value 36 scripts per day.
- IV. If there are unvalued scripts left at the end of the day, they shall be returned to the Custodian and collected on the next day. Under no circumstances, the answer scripts should be taken out of the valuation centre.
- V. The Valuers will use only Red ink for marking the award of marks.
- VI. The valuers will make minimum markings on each page of the answer script to indicate adequately the correctness of the answer and put the marks in the margin at the end of the answer. Writing comments, underlining and putting wrong signs (except multiple choice and short answer questions) should be avoided.
- VII. Before entering the marks in the space provided in the answer booklet, one should make sure of the correctness of the total and also ensure that each answer is valued.
- VIII. If the student has attempted any extra question in any section/unit such questions also must be valued and the best of the marks should be taken. Only the marks obtained for the required number of questions as per the instructions in the question paper must be considered. Marks obtained for extra questions should be marked as "extra" below the marks awarded within the margin. This mark also must be entered in the space provided in the answer booklet and marked as extra in the subtotal column.



- IX. In view of the fact that there is provision for revaluation and the old marks awarded are to be masked, the valuers are requested to write the award of marks within the margin and shall not extend it to the body of the answer.
- X. In case of PG courses, no marking shall be done in the answer script. The marks are to be entered in the separate marks sheet provided for this purpose.
- XI. The valuer shall carefully see that no answer or part of it is left out in valuation and proper marks are assigned to all answers and/part thereof.
- XII. If in the opinion of the valuer, the answers to any question deserve no marks, "ZERO" shall be invariably written in word in the margin.
- XIII. After the marks are entered he/she shall affix his/her signature.
- XIV. Valuers are requested to enter the marks in the mark sheet both in figures and words clearly and correctly using blue or black ink only.
- XV. The name of the valuer has to be necessarily entered, legibly in the space provided in the Mark sheet.
- XVI. When the valuation of a particular packet is completed the examiners should write "valued" using red ink on the packet and submit the packet along with the mark sheet to the Custodian directly in the case of a sole valuer.
- XVII. Valuers are requested to avoid mistakes such as mistakes in totalling, omission to award marks to a question or its part and mistakes in transferring the marks.
- XVIII. In case the students have left any blank page/s in the answer booklet, these pages must be struck off completely.
- XIX. In addition to the above, the COE/Custodian of the Central valuation may issue further instructions, if necessary.

## 8. GRACING:

- i. Rule 1: Grace marks may be awarded only in theory examinations of the specified semester.
- ii. Rule 2: 2% of the maximum marks of a subject, rounded off to the next higher digit in case of fraction, can be awarded as grace marks provided the Student passes in that course/subject irrespective of student being a fresher or repeater.



- iii. **Rule 3:** 2% of the total marks of a Semester/examination in which student is appearing, rounded off to next higher digit in case of fraction, can be distributed in any manner so that the student passes in one or more courses subject to a maximum of 5 marks in a course/subject. The total grace marks that can be awarded through this rule cannot exceed 10 per semester. This rule can be applied only if the student passes all subjects in that exam.
- iv. **Rule 4:** A maximum of 0.5% of total marks of a given semester may be awarded as grace marks for the student who has passed in all the subjects without any grace marks under Rule 2 and Rule 3 in order to obtaining a higher class or grade.

Grace marks awarded under rule 4 shall be excluded while computing merit/ rank.

Ranks shall be declared both for UG/PG after the announcement of the final results of the final semester examinations of the concerned programme.

- i. A maximum of 10 ranks may be declared as may be notified by the COE for Undergraduate Programmes.
- ii. A maximum of 5 ranks may be declared as may be notified by the COE for Postgraduate Programmes. Ranks shall be declared both for UG/PG after the announcement of the final results of the final semester examinations of the concerned programme.
- v. **Rule 5:** To ensure integrity of data, grace marks awarded under Rule 4 shall be identified with any one theory examination in which the student is appearing in the current examination. A separate indication in this regard shall be shown in the ledger.
- vi. **Rule 6:** Gracing Rule 2 and Rule 3 cannot be applied together for same subject element.

## 9. TOPPER IN EACH SEMESTER

While announcing the results of each semester, list of five toppers in terms of highest SGPA and marks shall also be announced for both UG and PG.

### 9.1 Ranks - Undergraduate

- i. All UG programmes shall have 10 ranks each provided the specified conditions are satisfied.
- ii. Ranks shall be declared only after the students have completed all the semesters successfully.
- 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. A candidate who opts for improvement and/or rejection of the result is eligible for class and not for ranking.



## 9.2 Ranks – Postgraduate

- i. All PG programmes shall have 5 ranks each provided the specified conditions are satisfied.
- ii. Ranks shall be declared only after the students have completed all the semesters successfully.
- 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. A candidate who opts for improvement and/or rejection of the result is eligible for class and not for ranking.

## 10.Scribe Facility:

- a. Scribe facility may be provided in cases of extraordinary circumstances like accidents, ailment, disability, differently abled students or any such reason.
- b. A medical certificate from the District Surgeon/Medical Officer clearly spelling out the disability with an assessment shall be submitted.
- c. An application in writing shall be made to the Controller of Examinations with prior approval from the Principal / Management.
- d. Scribe should not have studied the same discipline of study.
- e. The scribe should have studied up to PU level only.
- f. In any case the extra-time allowed shall not exceed 20 minutes per hour.

## 11. Extra-time:

- a. Extra-time beyond the specified normal time in the end semester examination may be provided for reasons of inherent slow learning, dyslexia, differently abled and such other reasons.
- b. The student concerned shall make an application in writing to the Controller of Examinations sufficiently in advance with all necessary documents.
- c. In case of differently abled students, the approval letter either from SSLC Board or PU Board shall be attached to the application. If such approval is not there, a

medical certificate from the concerned District Surgeon/Medical Officer clearly spelling out the nature of the handicap with an assessment in writing shall be submitted.

- d. The application submitted to COE shall have prior approval from the Principal / Management. Each case shall be examined on merit and then a decision will be taken.
- e. In any case the extra-time allowed shall not exceed 20 minutes per hour.

## 12 AWARD OF GRADES FOR NON-CREDIT COURSES

- i. The following grades shall be used for non-credit courses:  
Existing grades and grade points will be:

Letter Grade	Grade Point	Description	Grades description as amended
S	0	Satisfactory	Satisfactory
U	0	Unsatisfactory	Unsatisfactory

- ii. The Grades shall be awarded by competent authority as per procedure laid down by the Academic Council.

### 12.1 GUIDELINES FOR THE AWARD OF GRADES

#### 12.1.1 General guidelines

- i. Evaluations of different components of a course outlined in the course plan shall be done in marks.
- ii. The marks obtained in various components shall be added to get total marks secured on a 100-point scale for theory and laboratory courses.
- iii. The question paper of the End Semester Examinations shall cover all the sections of the syllabus.
- iv. The grades shall be notified with the approval of Principal. The Grade Moderation Committee (GMC) shall consist of;
  - a. Principal - Chairman
  - b. HODs of the Department – Members
  - c. Controller of Examination - Convener
- v. In case a student repeats a course, he will be awarded a maximum of B grade only.





## 12.1.2 Semester Grade Point Average (SGPA)

The Semester Grade Point Average is a weighted average of the grade points earned by a student in all the courses credited and describes his academic performance in a semester. If the grade point associated with the letter grades awarded to a student are say,  $g_1, g_2, g_3, \dots$  and the corresponding weightage is (credits) are say,  $w_1, w_2, w_3, \dots$  the SGPA is given by:

$$\text{SGPA} = \frac{w_1 g_1 + w_2 g_2 + w_3 g_3 + \dots}{w_1 + w_2 + w_3 + \dots}$$

## 12.1.3 Cumulative Grade Point Average (CGPA)

The Cumulative Grade Point Average indicates the overall academic performance of a student in all the courses registered up to and including the latest completed semester. It is computed in the same manner as SGPA, considering all the courses (say,  $n$ ), and is given by:

- i. Whenever a student is permitted to repeat or improve a course, the new letter grade, subject to a maximum of 'B' Grade, replaces the old letter grade in the computation of CGPA.
- ii. Provided that:
  - a. A student is required to successfully complete all the courses of the curriculum prescribed for the programme and attain a minimum level of academic performance, by way of obtaining a minimum CGPA of 4.00 in UG Programmes as well as PG programmes, until otherwise decided by the Academic Council.
  - b. A student will normally have to clear his backlogs in the sequence in which he has obtained the low grades.
  - c. A copy of the grade card is issued to each student at the end of a Semester. A duplicate copy, if required, can be obtained on payment of the prescribed fee.
  - d. If a student fails at the end of a semester to achieve minimum required SGPA, he shall be placed on ACADEMIC PROBATION during the immediately following semester. He may either repeat the course(s) in which he has obtained 'B', 'C' or 'P' grade or opt for a new course of the same category / discipline / subject as and when offered, in order to complete the credit requirement.

## 12.1.4 Award of Grades in non-credit course

Grade S shall be awarded for a pass and Grade X for a fail in non-credit courses. A student who is awarded an X grade will have to repeat the course.



### 12.1.5 Conversion Factor for Converting CGPA into Marks Equivalent

If a conversion to marks is required, the following formula shall be used to calculate the same:

The equivalent percentage of Marks = CGPA x 10.

### 12.1.6 MINIMUM CGPA REQUIREMENT FOR AWARD OF DEGREE/ DIPLOMA/CERTIFICATE

#### i. Under- Graduate Programmes:

Unless approved otherwise, the minimum CGPA requirement for the award of a degree in an Undergraduate programme will be 4.00 subjected to getting a minimum of 'P' or a higher grade in each of the courses offered and also satisfying other conditions as specified in the program details.

#### ii. Post-Graduate Programmes:

Unless approved otherwise, the minimum CGPA requirement for the award of a degree in a Post Graduate programme will be 4.00 subjected to getting a minimum of 'P' or a higher grade in each of the courses offered and also satisfying other conditions as may be specified in the program details.

## 13. MODERATION OF RESULTS

### 13.1 Result Declaration

- i. The results for each semester shall be declared on the date specified in the academic calendar.
- ii. The mathematical principle of rounding off shall be followed to round off the grade points up to two places after the decimal.
- iii. The result of a student may be withheld if he;
  - a. has not paid the College dues,
  - b. has a case of misconduct or use of unfair means pending against him; or
  - c. any other reason as may be decided by the College.

### 13.2 Rectification of Results

- i. The results tabulated and moderated, as above, shall be put up to the Board of Examination for rectification, post which the result shall be published only after formal approval by the Chairman of the Governing Body.
- ii. The results, if considered necessary, shall be moderated by a duly constituted Results Moderation Committee.
- iii. The Board of Examination shall have the power to quash or rectify the result of a student (even after it has been published) if
  - a. It is found that he/she was ineligible to appear at the Examination; or
  - b. He/she used unfair means in the Examination or was found guilty of misconduct; or



- c. A mistake is found in his/her result.

### 13.3 Re-Examination/Quashing/Revision of Results

- i. If the Principal is satisfied that a situation did arise or has arisen which calls for re-examination in particular course units, he may issue necessary directions to that effect.
- ii. Notwithstanding anything contrary to these Regulations, the Principal shall have the powers to:
  - a. order for holding a special examination for any reason;
  - b. cancel the paper/entire examination(s) held at a particular examination centre/all examination centers, if he is satisfied that the examination has not been held under proper conditions and make necessary arrangements of affected candidates in the same year or when it deems fit.
- iii. The Principal shall have the powers to quash the result of a candidate wholly or partially after it has been declared, if :
  - a. any error (such as error in recording of score in result, ineligibility of student for admission due to falsification of documents etc) or mistake is found in his result;
  - b. it is found that he was not eligible to appear in the examination;
  - c. there is any other reason which may be determined by the Principal.
- iv. If in quashing the result, a candidate is declared as failed who was previously declared to have passed in an examination, the College may, after considering the circumstances of the case give to the candidate the benefit of any privilege which he may have acquired by studying in the next higher class in a department or taking an examination conducted by the college.
- v. The College shall have the powers to revise the result of the candidate(s) in a particular subject(s), if it is satisfied that a malafide has been shown by the examiner or any other concerned person. In such a case the revision will be made on the recommendations of the examiner/examiners appointed by the Principal for this purpose.

### 13.4 Scrutiny

- i. Scrutiny can be done under the supervision of the Controller of Examinations within 07 days after declaration of result.
- ii. Scrutiny does not mean re-evaluation.
- iii. It means only checking whether all questions have been marked, carried to the front sheet of the Answer Book, marks are totalled correctly and are posted in the Award Sheet.
- iv. Any correction of marks affected at the time of scrutiny shall be initiated in the Answer Books as well as in the Award Sheet in red ink.
- v. Single digit marks in the Award List shall be written both in figures and in words.



### 13.5 Challenged Evaluation / Re-valuation

- i. A student shall be authorized to apply for re-evaluation / challenge of answer sheet within fifteen (15) days from the scheduled date of inspection of answer sheet as defend as per the Academic Calendar.
- ii. Further, in PG programmes, students may apply for challenge valuation by paying the prescribed fee within the specified time limit. Such answer scripts will be valued by an examiner from among the panel of examiners who has not valued the concerned paper earlier. In case of challenge valuation, average of the best two marks shall be considered.

### 13. 6 Photocopying / Re-totalling UG:

Students can apply for Photo copy of the answer script / retotalling within the specified period from the date of announcement of results.

Application is to be submitted in the prescribed format to the COE office after paying specified fee in the College office.

### 14. MARKS REGISTER

- i. The Marks Register shall be maintained in the office of the COE both in the form of soft and hard copy.
- ii. The Marks Register shall have the provision of making entries for all the semesters.
- iii. The soft copy or the hard copy of the Marks Register as may be required shall be submitted to the affiliating University for awarding the Degree Certificate and other necessary Certificates.

### 15. ISSUE OF MARKS CARD

1. The marks card is issued after the end of each semester of the concerned Programme.
2. A consolidated marks card is issued after the final semester of the concerned Programme.
3. The marks card is issued only to the successful candidates within 45 days from the date of the announcement of the results.
4. The marks card shall be signed by the COE and the Principal/authorized Officer.
5. The issue of marks card shall be entered in the Mark Register with the signature of the concerned student.



## **15.1 Issue of Duplicate Marks Card**

Duplicate marks cards will be issued to the students in case the marks card/s is/are lost and not traceable and also in cases where the marks card is mutilated / partially damaged.

### **15.2 Procedure for the issue of duplicate marks card when the original marks card is lost and not traceable:**

- a. The student shall make an application in the prescribed format by making the payment of the prescribed fee.
- b. A police complaint is to be filed in the concerned police station where the marks card is lost. A copy of the complaint and the acknowledgment of the police station shall be attached to the application form.
- c. An affidavit is to be submitted on a notarized stamp paper in the form of an Indemnity Bond. The format is prescribed in the appendix.
- d. The fact that duplicate marks is issued is to be mentioned on the marks card /s with the word "Duplicate".
- e. The duplicate marks card number is entered in the Mark Register and the signature of the student /authorized person is obtained.

### **15.3 Procedure for the issue of duplicate marks card when the original marks card is mutilated/ Partially Damaged:**

- a. The student shall make an application in the prescribed format by making the payment of the prescribed fee.
- b. The mutilated marks card shall be surrendered along with the application form.
- c. An affidavit is to be submitted on a notarized Rs 20 stamp paper in the form of an Indemnity Bond in favour of the college. The format is prescribed in the appendix.
- d. The fact that a duplicate marks is issued is to be mentioned on the marks card/s with the word "Duplicate".
- e. The duplicate marks card number is entered in the Mark Register and the signature of the student/authorized person is obtained.



## 15.4. Issue of Provisional Marks Card, Pass Certificate, Certificates, Attestation of the curriculum/syllabus, and the Transcript:

The College will issue the Provisional marks card, Pass Certificate, Diploma certificate, Transcript and such other documents and certificates as may be prescribed.

- The student shall make the application by paying the prescribed fee.
- The format of the application is shown in the appendix.
- The format of the document or the certificate is shown in the Appendix.

## 16. Award of Degrees, Diplomas and Certificates

- A student shall be deemed to have completed the requirements of a programme and declared eligible for the award of a Degree or Diploma only if he/she has completed all the requirements specified in the college regulation and examination policies and/or the Programme and Curriculum details.
- The conversion of CGPA into divisions shall be as defined below:

Division	CGPA
First with Distinction	$\geq 8.00$
First	$\geq 6.00$
Second	$\geq 5.00 < 6.00$
Pass Class	$\geq 4.00 < 5.00$

- For securing a Degree in First Division with Distinction, a student should have passed all the courses, both theory and practical, in the first attempt, i.e., without ever being awarded a Re- appear or a Fail grade.

## 17. ANSWER BOOKS/SCRIPTS

### 17.1 Packing of Answer Books

- Evaluated Answer Books shall be packed strictly in the serial order and marks shall be entered in the Award Sheet. Answer Books while being dispatched must be arranged serially. Ordinarily only about one hundred Answer Books shall form a packet.
- Marks should always be written legibly and clearly and in words with ink in the Award Sheet. All alterations or corrections of marks must be done by clearly scoring off the original figure and writing the new figure by its side.





- iii. There should not be any kind of over-writing of marks in the Answer Books and in the Award Sheet.
- iv. As soon as the evaluation work is completed, the Examination Department of the college will forward all evaluated Answer Books to the Office of the Controller of Examinations of the University in double-fold cloth bound parcels. While packing, the Answer Books should be serially arranged.

## **17.2 Disposal of Answer Scripts**

- i. The used answer sheets of all programs may be destroyed/disposed-off after two years from the date of declaration of the results for each Term/Semester.

## **17.3 Loss of answer book(s)**

- i. If any answer book of student(s) is lost at the Examination Centre after having been received by the COE of the examination or by any of the invigilators or during transmission to the concerned person and if he passes in all other subjects of the examination, he may be required to re-appear in that particular paper in which the answer book was lost, on a date fixed by the Principal and if he obtains pass marks, he shall be deemed to have passed the examination.
- ii. If an answer book of a student received by the Controller of Examinations or the Officer authorized in his behalf or by an examiner is lost, the Principal shall have the power to decide:
  - a. whether the student be given in the missing paper, the average of marks earned by him in other papers as per formula given in para 8.3.(iii) below;
  - b. whether the student be required to appear again in that paper on a date to be fixed by the Principal.
- iii. The following formula shall be applicable for determining the average of missing paper(s)
  - a. Compulsory paper(s): Average of other Compulsory Papers
  - b. Elective Paper(s): Average of other Elective Papers
  - c. Practical Paper(s): Average of other Practical Papers
- iv. In case of loss of Project Report/Summer Placement Report/ Dissertation of a student, the student will be required to submit duplicate copy thereof.
- v. In case of a dispute whether answer book(s) of students was/were duly received or not, the decision of the Principal shall be final.

## **18 REMUNERATION FOR EXAMINATION DUTY**

The examiners, evaluators, moderators, external experts invited for Examination work, Centre Superintendent, Invigilators, Observers, members of flying squads, examination staff shall be paid remuneration as recommended by the Finance Committee and approved by the Academic Council/ Executive Council from time to time.



## 19 PROGRESSION POLICY

Candidates who fail in lower semester examinations may go to the higher semesters and take the lower semester examinations.

## 20 DISSERTATION/PROJECT WORK

The evaluation of dissertation and project work is explained in the provision below:

- i. Every student shall, carryout dissertation/project work under the overall supervision of the supervisor(s). Normally, only a faculty of the department concerned shall be allowed to supervise a dissertation/project work. If the topic of a dissertation/project work warrants, at the most two faculty members of the concerned department may be allowed to supervise a dissertation/project work. Considering the interdisciplinary nature of the work involved a faculty from other department and/or from industry/corporate organization active in the area in which the work is being carried may be allowed, to be associated as a co-supervisor.
- ii. Under exceptional circumstances, an expert in the area from other academic institutions may also be appointed as a co-supervisor in addition to a faculty from the Department.
- iii. The Coordinators shall, in consultation with the Principal concerned, finalize the topic for dissertation/project work along with the name(s) of the supervisor(s). For this purpose, the Coordinator shall take into account the relevance of the topic on which the candidate proposes to work. However, the Coordinator may, if he considers it necessary or expedient, ask a student to carry out dissertation / project work on a topic other than the topic proposed by the student and/or under a supervisor other than the one under whom the student proposed to carryout his/her dissertation/project work. Mid-course alteration/ modification in the scope of dissertation would need explicit approval from the Principal of the college.
- iv. The Coordinator shall prepare a list comprising the names of the students, topic allotted to each of them along with the name of the supervisor(s). The list duly approved by the HODs of the concerned department shall be sent to the Examination Section.
- v. The dissertation/project work shall
  - a. Be focused on the problem
  - b. Include current status of knowledge in the subject (literature review);
  - c. Embody the result of studies carried out by him/her;
  - d. Show evidence of the student's capacity for critical examination and judgment; and



- e. Be satisfactory in presentation so far as language, style and form are concerned.
- vi. The student shall indicate clearly and extensively in his/her dissertation/project, the following:
  - a. The source from which referred information is taken;
  - b. The extent to which he/she has availed himself/herself of the work of others and the portion of the dissertation/project work he/she claims to be his/her original work; and
  - c. Whether his/her dissertation/project work has been conducted independently or in collaboration with others.
- vii. A certificate to the effect that the dissertation/project work carried out by the student independently or in collaboration with other student(s) issued by the Supervisor(s) concerned and endorsed by the Coordinator concerned, shall form the part of the submission for evaluation.
- viii. Every student who spends a specified period of time in an industry/organization/institute for reasons of work related to his/her dissertation/project work, with prior permission from the Coordinator concerned will explicitly acknowledge working in the relevant industry/organization/institute.
- ix. **Submission of Dissertation/Project Work**
  - a. Every student shall, on completion of his/her dissertation/project work, submit to the Examination Section (through the Coordinator concerned) two typed (or printed) hard bound copies of his/her dissertation/project work embodying the results of his/her dissertation/project work.
  - b. The dissertation/project work shall be submitted not later than the date specified for the purpose in the academic calendar or as notified by the coordinator with the approval of the Principal.
  - c. Provided that, in exceptional cases, the Principal may permit a student (on the recommendation of supervisor concerned) to submit his/her dissertation/project work in the following semester for which tuition fee/hostel and other fees (as may be applicable) shall be charged.
  - d. No such dissertation/project work shall be processed for examination unless it is accompanied by a certificate from the supervisor to the effect that the dissertation/project is a record of work carried out by the student himself/herself or in collaboration with other student(s).



## **x. Evaluation of Dissertation/Project Work**

### **a. Seminar and Viva-voce of Dissertation/Project Work**

Every registered and eligible student shall be required to deliver a seminar related to his/her dissertation work/project work before submitting the dissertation work/ project work before a committee constituted for the purpose by the Principal. The coordinator shall, in consultation with the Principal concerned, notify the date of the seminar. The committee will ascertain the status of preparedness of the candidate for submission of dissertation project

### **b. Examination of the Dissertation/Project Work**

Two Examiners, one internal and one external, who could be a faculty member of the college, shall examine the dissertation/project work. The Examiners shall be appointed by the Board on the recommendation of the Coordinator and the Principal concerned. The internal examiner shall ordinarily be the teacher under whose supervision the student carried out his/her project work.

### **c. The student shall be required to defend his/her dissertation/project work by making a presentation followed by Viva-voce.**

### **d. The viva-voce (oral defence) on the dissertation will be conducted by a committee constituted for the purpose. The names of the Committee Members will be suggested by the coordinator and approved by the Principal. The committee will opine about acceptability or otherwise of the dissertation and decide on the final grade, which will be submitted to the COE by the Course Coordinator.**

### **e. All Summer Internship Report and Dissertation Thesis submitted by the students will go through the process of plagiarism check through the anti-plagiarism software. The report produced by the software will necessarily be submitted to the Principal of the college along with the evaluation of the Summer Internship Report/Dissertation Report. The Principal of the College will frame the rules of anti-plagiarism and display them on students Notice Board.**

## **xi. Re-Submit**

If a student does not appear or fails in the 'Seminar and Viva-voce of Dissertation/Project or in the examination of the Dissertation/Project work he/she may be allowed to resubmit the Dissertation/Project work and appear at the Seminar and Viva voce within a period of six months from the date of declaration of the result which can be further extended on special grounds by the Principal. If he/she again fails to clear the seminar, his/her name shall be struck off the college rolls.



## 21 INSTRUCTIONS TO THE STUDENTS

- i. All are required to be present 15 Minutes prior to start of examination in the examination hall.
- ii. Students are allowed into the examination hall only with a valid ID card and Hall Ticket along with ID card For End term Examination.
- iii. Student should bring their own belongings like Pen, Pencil, Calculators, etc... Exchange of any material will be treated as malpractice
- iv. No Student will be allowed to leave the examination hall before the end of examination
- v. Wearing wrist watches, carrying a mobile phone or any other electronic gadgets into the examination hall is strictly prohibited

## 22 ISSUE OF HALL TICKET

Hall Ticket is compulsory for a student who is appearing for the End Term Examination. No candidate shall be admitted into the examination hall without having a valid hall ticket. Hall Ticket for each registered student is issued based on the data of eligible list of students sent by each school. A template of the Hall Ticket is shown in Annexure I --.

The Hall Ticket is issued to students three days before the commencement of End Term Examinations.

## 23. UNFAIR MEANS AND MALPRACTICES

The college follows a policy of zero tolerance for malpractice. To ensure the same, the Controller of Examinations will issue an advisory on notice boards and inform the same to students from time to time. The malpractice policy consists of prevention of malpractices and vigilance during the examinations, defining the nature of malpractice, resolving malpractice cases and nature of penalty/ penalties.

### 23.1 Prevention of Malpractices

To prevent malpractices the following measures are taken by the college.

- i. Issuing advisory to students regarding prevention of malpractice and consequences of involvement in malpractice during the examinations.
- ii. Ensuring a suitable mix of students based on random numbers specific to a particular date of exam.
- iii. Ensuring the identity of student based on Hall Ticket and identity card.
- iv. Imposing time restrictions for entry to examination halls and exit from the examination hall.
- v. Providing sufficient number of invigilators including lady invigilators in each examination hall.
- vi. Asking the students to surrender mobiles phones and smart watches.



- vii. Checking the desks and surrounding areas for any material related to examinations.
- viii. Appointing a vigilance squad.
- ix. Getting the students to mention the serial number of answer booklet in the invigilator's diary.
- x. Preventing exchange of stationery, calculators, writing material, etc.

### **23.2 Vigilance Committee**

- i. The vigilance committee consisting of senior faculties of the university is an additional measure to ensure fair conduct of examinations.
- ii. The Vigilance Committee visits the examination halls either collectively or individually as the situation prevails without any prior information. They may also randomly check the pockets and other belongings of the students.
- iii. In situations when any incident of malpractice is found, the same is to be brought to the notice of the concerned room invigilators for further action. The vigilance committee is expected to advise the Controller of Examinations, regarding the probable measures to curb the malpractice and misuse of modern communication equipment during the examinations.

### **23.3 Defining the Nature of Malpractice**

Any candidate who is suspected of cheating or other misconduct, the following procedure should be followed:

- i. The candidate's examination answer book should be removed and endorsed by the invigilator as having been used prior to the incident.
- ii. The candidate should be issued with a fresh examination answer book and instructed to continue the examination.
- iii. Any un-authorized materials should be removed and attached to the candidate's original examinations answer book as a proof.
- iv. A malpractice report form to be filled immediately after the examination, duly signed by the candidate and the invigilator (s) on duty (Annexure II).

### **23.4 Procedure for Reporting and Resolving Malpractice**

- i. The Invigilator shall confiscate the Answer Book of the student found engaging in unfair means and malpractices and all the unauthorized materials, notes, etc., used by the student. The Invigilator may issue a new Answer Book to the student and allow the student to continue writing the Examination.
- ii. In case of a practical examination, the examiner shall confiscate the practical examination answer book, the unauthorized materials, notes, etc., used by the student. The Examiner may allow the student to continue the Practical examination with a different set of practical/laboratory questions/assignments, as applicable.





- iii. The Invigilator/Examiner shall record the unfair means/malpractice case in the Invigilator Diary/Examiner Record and report the same to the Chief Custodian, if any, or the COE for further action. The Dy. COE shall report the matter to the COE.
- iv. If the student fails to appear before UMMC; the case will be dealt with ex-parte.
- v. The malpractice cases shall be resolved as soon as possible preferably on the day of reporting the malpractice.
- vi. The procedure for resolving malpractices is as follows:
  - a. The Controller of Examinations receives a duly signed Proforma (available in the question papers packet ) reporting malpractice along-with proof of malpractice.
  - b. The case is referred to the Malpractice Enquiry Committee for further scrutiny and action
  - c. The Committee interacts with the student, Invigilators on case by case basis
  - d. The Committee resolves the case with suitable penalty / penalties and it is further referred to the BOE Chairman for final approval.
- vii. The malpractice cases are referred to the Malpractice Enquiry Committee on the same day. The Malpractice Enquiry Committee will have sittings on a daily basis and the decisions related to malpractice cases are communicated to the COE on the same day.

### 23.5 NATURE OF PENALTY / PENALTIES:

The penalty will be decided based on severity of the nature of malpractice.

- i. The scores obtained for the evaluation component becomes null and void.
- ii. To award 'F' grade for the course.
- iii. The repeated offenders may be debarred from the rolls of the college.

### 24 AMENDMENTS

This guideline will be reviewed periodically to rectify anomalies, if any, and to incorporate feedback received from the stakeholders, impact analysis and deliberations of the focus group constituted by the Principal.

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# 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

## APPENDIX- I :

## HALL TICKET

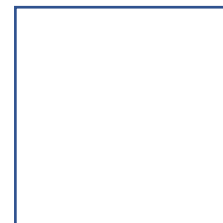
MONTH & YEAR OF EXAMINATION

Programme:

Student Name:

Reg No:

Student Id:



Subject / Course Appearing

Sl no	Sem	Subject / Course Code	Subject / Course Title	QP Code	Date and Time	Answer Book No	Invigilator's Signature

Note:

1. Students are advised to check the QP code before answering
2. Before signing on the Admission Ticket, the invigilator should verify the QP Code written on the answer booklet and also the QP Code printed on the admission ticket
3. Before answering, please read the instructions given on the first page of the Answer Booklet
4. Time table printed on the admission ticket is tentative and is given for the purpose of information only. It is suggested that you should verify the final Time Table available at your college.

Student's Signature

Signature of COE

I certify that this candidate is eligible to appear for the current examination

Date:

Signature of the Principal



## APPENDIX- II :

### EXAMINATION APPLICATION FORM

#### END SEMESTER UNDER GRADUATE EXAMINATION MARCH, 2022

SEMESTER:

PROGRAMME:

NAME OF THE STUDENT:

REGISTER NO. :

STUDENT CATEGORY :

SL. NO.	SUBJECT / COURSE	SUBJECT / COURSE CODE
1		
2		
3		
4		
5		
6		
7		
8		
9		

\* G401.1AL – STUDENT WILL SELECT ONLY ONE LANGUAGE

REGULAR EXAMINATION FEE :

REGULAR MARKS CARD FEE :

SUPPLEMENTARY EXAMINATION FEE:

SUPPLEMENTARY MARKS CARD FEE :

PRACTICAL EXAMINATION FEE :

PROJECT / VIVA :

FINE :

CONVOCATION FEE :

TOTAL FEES :



## APPENDIX- III : – Malpractice Proforma

### PRESIDENCY COLLEGE (AUTONOMOUS)

1. Name of the student:\_\_\_\_\_ ID No \_\_\_\_\_
2. Roll No:\_\_\_\_\_ College :\_\_\_\_\_ Deptt. \_\_\_\_\_
3. Semester:\_\_\_\_\_ Program:\_\_\_\_\_ Sec: \_\_\_\_\_
4. Test1 Test2 Mid Term End Term Final Lab End Term Make-Up Summer Term
5. Date & Time of Exam.:\_\_\_\_\_ (dd/mm/yyyy) From \_\_\_\_\_ (AM/PM) to \_\_\_\_\_ (AM/PM)
6. Course Code:\_\_\_\_\_ Course Name:\_\_\_\_\_ Room No. \_\_\_\_\_
7. Description of Malpractice:

**Signature of the Student**

Father's Mobile no: \_\_\_\_\_ Student's Mobile No: \_\_\_\_\_

#### **To be filled by the Invigilator:**

1. Description of Malpractice (*see the list of malpractices overleaf*)

Name of Invigilator: \_\_\_\_\_

Designation: \_\_\_\_\_

Mobile No.: \_\_\_\_\_

**For Office Use:**

Signature of Invigilator



# PRESIDENCY COLLEGE (AUTONOMOUS)

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- Whether the answer-booklet / unauthorized material was confiscated? Yes No
- Whether new answer -booklet was given to the student and allowed to continue Yes No  
to write the examination?

I hereby refer the above alleged malpractice for consideration by UMCC.

**Controller of Examinations**

- Unfair means incident informed to Student's Parent on Date \_\_\_\_\_ Time: \_\_\_\_\_

Talked with: \_\_\_\_\_ Talked by: \_\_\_\_\_

Signature: \_\_\_\_\_



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## APPENDIX- IV :

**PROVISIONAL MARKS CARD – UG / PG**

**PRESIDENCY COLLEGE**  
(AUTONOMOUS)

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## Programme:

**Semester :**

Name :

Register Number:

Register Number: _____														
Type / Category	Course Code	Title	CIA		Practical		Theory		Total		Grade Point	Credits	Credit Points	Result
			Max .	Secured	Max .	Secured	Max .	Secured	Max .	Secured				
Grand Total														
Grand Total (words)														
Percentage														
SGPA														