

A comprehensive guide to the Examination process, detailing procedures, protocols, and best practices for a transparent Assessment system

# Examination Manual 2.0v

## **2021**

St. Aloysius College (Autonomous), Jabalpur

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## Objective and Scope

The Examination Section at St. Aloysius College plays a pivotal role in the academic integrity and reputation of the institution. It ensures that examinations are conducted with precision, fairness, and objectivity, reinforcing public trust and institutional esteem.

### **Purpose of the Manual:**

This manual serves as a comprehensive guide, laying down explicit guidelines for the smooth execution of examinations. It is crafted to minimize ambiguity, offering clarity on the exam-related procedures, thus ensuring a systematic approach to the entire process.

### **Roles & Responsibilities:**

The manual delineates the roles and responsibilities of all individuals involved in the examination process, providing a clear direction to each stakeholder, and ensuring accountability.

### **Standardized Protocols:**

To streamline the examination process, standardized formats for all forms and proformas have been established. This promotes uniformity, making it easier to manage and monitor various phases of the examination.

### **Ensuring Fair Conduct:**

To maintain the sanctity of the examination process, measures to counteract unfair practices and malpractices have been detailed in the manual. This includes a list of penalties and punishments applicable to violations, aiming to deter students from indulging in any form of dishonesty.

In conclusion, the Exam Manual of St. Aloysius College is a testament to the institution's commitment to upholding academic excellence and integrity, and serves as a beacon guiding all stakeholders in the examination process.



## Chapter – 1 Role and Responsibilities

### 1.1 Governing Body:-

#### Role of Governing Body in Examination under Autonomy

The Governing Body of St. Aloysius College plays a pivotal role in the execution and oversight of examinations under the college's granted autonomy. This central authority ensures that the college adheres to the highest academic and evaluative standards, especially within the framework of exams. Aligned with the guidelines set by the affiliating University and consistent with the statutes established by the regulatory bodies, the Governing Body meticulously formulates, reviews, and refines examination protocols. From determining the examination syllabus, endorsing innovative evaluation methodologies, to setting the timetable and ensuring a fair and transparent assessment process, its influence is expansive. Under its guidance, the college maintains the delicate balance between the freedom granted by autonomy and the responsibility of ensuring equity and fairness. Their oversight also extends to addressing grievances related to examinations and ensuring that every student is assessed on a just and uniform scale. In essence, the Governing Body's involvement ensures that the examination process under autonomy is a blend of rigor, fairness, and modern pedagogical practices.

### 1.2 Academic Council:-

The Academic Council of St. Aloysius College is a pivotal body established in accordance with the guidelines provided by the UGC and endorsed by the affiliate university. This council is responsible for overseeing and refining the college's academic standards, ensuring both consistency and quality in the delivery of education.

With regard to examinations, the Academic Council holds the following powers and responsibilities:

- **Academic Oversight:**

Supervising the college's academic policies, providing guidance on instructional methods, promoting cooperative teaching across departments, and striving to elevate teaching standards.

- **Academic Interests:**

Addressing matters of academic significance, whether self-initiated or referred by the faculty or the Governing Council, and executing appropriate responsive actions.

- **Awards and Recognitions:**

Proposing the establishment of fellowships, scholarships, medals, and prizes, and formulating rules for their distribution, excluding scholarships governed by state or central authorities.

- **Examination Management:**

- \* Organizing and overseeing the examination process.
- \* Appointing Result Committees, which can comprise its own members or other individuals, or a combination of both. This committee is entrusted with the task of compiling examination outcomes and communicating them to the college's Governing Council.

- **Standing Committee:**

The Academic Council has the authority to constitute a standing committee from its members. This committee can act on behalf of the broader Academic Council, streamlining decision-making and operational efficiency.

- **Examiner Approvals:**

Based on the recommendations of the Board of Studies, the council approves qualified educators and recognizes them as examiners.

- **Examiner Regulation:**

Retains the authority to remove examiners from their roles, documenting valid reasons for such actions.

- **Academic Integrity:**

Wields the power to recommend the revocation of student admissions, eligibility, results, or previously issued mark sheets if found to be procured fraudulently or due to administrative errors.

All decisions and actions executed by the standing committee are to be presented and discussed in the subsequent meeting of the larger Academic Council. This ensures transparency and collaborative governance, upholding the academic integrity of St. Aloysius College.

### 1.3 Principal of College:

The principal of St. Aloysius College serves as a cornerstone, ensuring the smooth administration and upholding the academic standards of the institution. Here's a

comprehensive outline of the principal's authority and duties concerning examination proceedings and broader academic governance:

- **Pivotal Administrative Role:**

- \* The principal functions as both the administrative and academic head of the college.
- \* They preside over meetings of the Academic Council, Finance Committee, and other core committees, ensuring that discussions remain constructive and decisions are taken in the best interest of the institution.

- **Adherence to Policies:**

- \* It's the principal's responsibility to ensure that the college adheres to the regulations and guidelines set by the university and the UGC.
- \* They possess all the requisite powers for the accurate and timely implementation of these guidelines.

- **Convening Meetings:**

The principal holds the authority to summon meetings of the General Body, Academic Council, and other pivotal committees.

- **Emergency Powers:**

- \* In unforeseen circumstances demanding immediate actions, the principal can exercise their discretion to take necessary steps.
- \* However, any such actions must be reported to the concerned authority or committee at the earliest for ratification.
- \* The principal's emergency powers come with stipulations, preventing them from committing the college to any recurring expenditure exceeding a three-month period. Additionally, these powers do not extend to amending regulations at the college level.

- **Accountability for Emergency Decisions:**

All decisions taken by the principal under emergency powers are considered actions of the respective authority unless overturned by the same.

- **Protecting College's Interests:**

If the principal believes that any decision taken by a college committee might harm the institution's interests, they have the authority to pause the implementation of that decision. They will record their concerns and present the issue to the General Body for a final verdict.

- **General Oversight:**

The principal maintains a broad oversight over the college's operations, ensuring that decisions made by different authorities are effectively executed.



- **Exercising Additional Powers:**

Beyond the roles outlined above, the principal may exercise other powers granted to them by various college authorities or bodies.

In essence, the principal's role, especially concerning examinations, is to ensure that the college upholds its commitment to academic excellence, integrity, and fairness in all its endeavors.

## **1.4 Board of Studies:-**

The Board of Studies (BOS) plays a pivotal role in shaping the academic framework and examination procedures at St. Aloysius College. The duties and powers concerning examinations and academic oversight:

### **Selection of Examiners:**

The BOS is responsible for curating a list of competent examiners, adhering to the stipulations under statute no. 29 of the university. This list is then submitted to the academic council of the college for approval.

### **Curriculum and Examination Framework:**

The BOS designs the syllabus and outlines the examination structure for various courses. Once prepared, these are presented to the academic council for review and approval.

### **Resource Recommendations:**

To ensure that students have access to quality study materials, the BOS recommends relevant books and resources. If required, the board may also seek insights from specialists outside its members to enhance the quality of the recommended study materials.

### **Regulatory Compliance:**

Adhering to the regulations, statutes, and ordinances of the university is paramount. The BOS is tasked with reviewing any matter in accordance with these guidelines. Additionally, it considers and responds to matters brought forth by the governing body or academic council of the college.

### **Innovation in Teaching and Evaluation:**

The ever-evolving nature of education necessitates innovation. The BOS actively proposes novel teaching methodologies and assessment techniques to keep the academic process at the college dynamic and progressive.

### **Promotion of Academic Activities:**



Beyond examinations, the BOS plays a role in fostering research, extension activities, and other academic pursuits within departments. This ensures that the institution is not just focused on examinations but also on the holistic academic development of its students.

The Board of Studies operates as an essential pillar, maintaining the integrity and quality of the examination process, and ensuring that the college's academic endeavors remain top-tier and relevant.

## 1.5 Examination Committees

The Examination Committee is a pivotal component in the academic structure of educational institutions. It plays a crucial role in upholding the integrity and credibility of the examination process. Here's an insight into its composition, responsibilities, and significance.

### Composition:

The committee comprises of the following-

1. Chief Controller of Exam
2. Controller of Exam
3. Deputy Controller of Exam
4. Assistant Superintendent (4 nos)

### Key Responsibilities:

- **Planning and Scheduling:** The committee designs the examination timetable, ensuring there are no clashes and that students have adequate preparation time between papers.
- **Setting and Reviewing Question Papers:** They ensure that question papers maintain a consistent level of difficulty, cover the syllabus adequately, and are free from errors.
- **Logistics:** This involves ensuring that examination venues are suitable, arranging for necessary materials like answer sheets, and ensuring that invigilators are available and trained.
- **Overseeing Examination Conduct:** The committee ensures that examinations are conducted smoothly without any malpractice. They may set guidelines for invigilators and oversee any disciplinary issues related to exams.
- **Result Compilation and Declaration:** After the exams, they oversee the marking process, ensuring it's done fairly and in a timely manner. The committee then compiles, reviews, and declares the results.
- **Handling Grievances:** The committee addresses any complaints or concerns related to the examination, be it paper difficulty, venue issues, or result discrepancies.

- **Setting Guidelines for Fair Conduct:** They draft guidelines on what constitutes malpractice and the penalties for such actions.
- **Continuous Improvement:** The committee periodically reviews the examination process, taking feedback from stakeholders, and makes necessary improvements.

### **Significance:**

- **Maintaining Standards:** The committee ensures that the exams are of a consistent standard, providing credibility to the institution's certifications.
- **Transparency:** By overseeing the entire process, from paper setting to result declaration, the committee ensures transparency, which in turn builds trust among students and other stakeholders.
- **Efficiency:** With a dedicated committee handling all examination-related matters, the process becomes streamlined and efficient.
- **Conflict Resolution:** The committee acts as a mediator to address any grievances or disputes related to the examination process.

An adjunct to the examination committee is the standing committee. This committee is convened by the principal, with members selected based on their relevance to examination-related matters. It is mobilized for urgent concerns or emergencies.

Other committees include-

#### **1.5.1 Result Committee**

##### **Formation:**

The Academic Council will establish the Result Committee for each faculty.

##### **Composition**

1. CoE
2. Two senior members faculty wise

##### **Mandate of the Result Committee:**

- **Result Scrutiny:** The committee ensures that the examination results, both overall and within individual subjects, meet the usual academic standards. If any results appear unbalanced, the committee will advise the Kulpati on appropriate actions to remedy the situation.
- **Addressing Complaints:** The committee reviews complaints related to question papers and initiates the necessary corrective measures.

- **Managing Errors:** If a candidate mistakenly attempts the wrong paper during an examination, the committee determines the appropriate course of action.
- **Lost Answer Books:** In cases where answer books are lost during transit, the committee decides on the suitable measures to address the issue.
- **Delegated Powers:** The Academic Council might assign additional responsibilities to the Results Committee, which the committee is then responsible for executing.

Note: If the committee identifies any misconduct or issues related to Examiners, Assist. Superintendents, or Invigilators, such matters will be forwarded to the Governing Council for further action, accompanied by the recommendations from the Results Committee.

### 1.5.2 Committee to Deal with UFM cases

The Committee to Deal with UFM Cases is a crucial body within academic institutions that addresses instances of academic dishonesty or misconduct during examinations. Its primary role is to ensure that the integrity of the examination process is upheld and that all students are treated fairly and transparently.

#### **Composition:**

1. CoE
2. One External Member
3. Two Internal Members

#### **Key Responsibilities:**

- **Case Review:** Scrutinize and evaluate reports of alleged unfair means during examinations.
- **Evidence Gathering:** Collect evidence related to UFM cases, which may include answer sheets, unauthorized materials, invigilator reports, and any other pertinent documentation.
- **Hearings:** Conduct hearings where students accused of UFM are given an opportunity to present their side of the story.
- **Decision Making:** Based on evidence and hearings, decide the legitimacy of UFM cases and determine appropriate penalties.
- **Recommendations:** Propose preventive measures to curtail UFM incidents in future examinations.
- **Record Keeping:** Maintain a comprehensive record of all UFM cases, decisions, and actions taken.
- **Communication:** Ensure timely communication of the committee's decisions to the concerned students, departments, and other relevant stakeholders.

### **Possible Penalties for Confirmed UFM Cases:**

- Annulment of the examination paper in which UFM was detected.
- Debarring the student from appearing in subsequent examinations for a specified duration.
- Mandatory counseling sessions on academic integrity.
- Imposition of fines.
- Reflecting the incident on the student's academic record or transcript.

### **Appeals:**

Students found guilty of UFM may have the right to appeal the committee's decision to a higher authority, typically the academic council or a dedicated appeals committee, within a stipulated time frame.

### **Regular Review and Updates:**

The Committee should periodically review its procedures, guidelines, and penalties to ensure they are in line with current educational standards, technological advancements, and student welfare.

### **1.5.3 Committee to show Answer Books after Results**

Establishing a committee to review answer books after results ensures transparency, credibility, and provides students an opportunity to understand their performance. This committee acts as a bridge between the examination cell and the students, addressing discrepancies, if any, and clarifying doubts regarding evaluation.

#### **Composition of the Committee:**

1. CoE
2. One external member (subject expert)
3. One Observer (senior member from other department within the college)

#### **Function and Procedure:**

1. Upon declaration of results, students can apply to view their answer books within a specified time frame.
2. The committee schedules specific dates for students to review their answer books.
3. Students, while viewing their answer books, can raise concerns or seek clarifications. The committee will then address these issues, ensuring fairness and clarity.
4. In case of re-evaluation requests, the committee ensures the process is carried out transparently, with results communicated in a timely manner.

## Chapter - 2 Examination System and Examination

### 2.1 Examination System

At St. Aloysius College, the examination system is anchored firmly within the parameters set by both the state government and the affiliate university. It is crucial to note the following facets of this system:

- **Guided Framework:** The assessment of students is meticulously carried out in line with the policy and guidelines of the state government and our affiliate university. This ensures that our examination system is congruent with regional and national academic standards.
- **Consistency with University Provisions:** The college is committed to ensuring that our examination approach does not diverge from the stipulated provisions, ordinances, statutes, and regulations of the university. This commitment ensures uniformity and adherence to a recognized academic structure.
- **By-Laws for Examination Implementation:** Empowered by statute 35 of the university, St. Aloysius College possesses the autonomy to formulate by-laws specifically tailored to the institution's needs. These by-laws provide an added layer of clarity, structure, and direction to our examination system, ensuring a seamless, efficient, and fair assessment process for all students.

### 2.2 Examination Cell

In line with the guidelines set forth by the UGC and periodically updated, St. Aloysius College has established a robust Examination Cell to ensure smooth and efficient management of examinations. The structure and roles within the Examination Cell are outlined below:

- Chief Controller of Examinations the Principal of St. Aloysius College.
- Controller of Examinations
- Deputy Controller of Examinations
- Custodians (2): The Custodians are responsible for the secure storage and distribution of examination materials, including question papers and answer scripts. Their role ensures confidentiality and prevents malpractices.
- Ministerial Staff:
  - \* Assistants: They play a supportive role, helping in the administration and logistical aspects of the examination process.

- \* Technicians: Technicians handle any technological needs of the examination cell, ensuring that equipment is functioning correctly and aiding in electronic data management.
- \* Printing/Photocopy Machine Operators: Essential for producing the necessary examination materials, they manage the timely printing and copying of question papers, ensuring accuracy and confidentiality.
- \* Additional 4th Class Staff: As per the requirements, these members assist in various logistical and supportive roles to ensure the smooth execution of examinations.

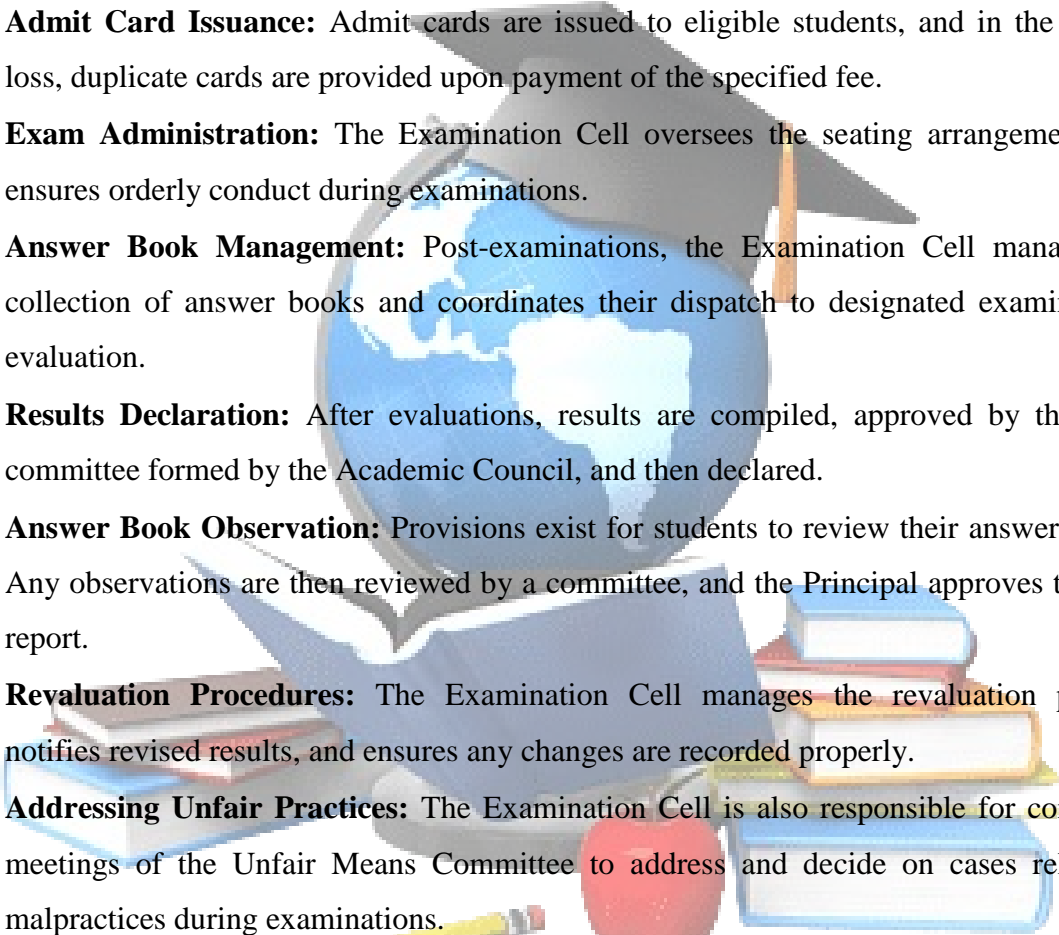
Together, this team works cohesively to ensure that St. Aloysius College's examination system runs smoothly, maintaining the institution's reputation for academic excellence and integrity.

### 2.3 The Duties of the Exam Cell

The Examination Cell is a pivotal unit at St. Aloysius College, ensuring the smooth and transparent conduction of examinations. Below are the detailed duties and responsibilities:

- **Hierarchy and Reporting:**
  - \* Staff within the Examination Cell report to the Controller of Examinations.
  - \* The Controller of Examinations is directly answerable to the Principal, who also serves as the Chief Controller of Examinations.
- **Oversight:** The Controller of Examinations oversees all aspects of the Examination Cell, ensuring adherence to protocols and regulations.
- **Regulation Adherence:** The Examination Cell ensures that all regulations and ordinances related to examinations are stringently adhered to, especially concerning student admissions for the examinations.
- **Examiner Appointments:**
  - \* The Examination Cell organizes Examination Committee meetings for the appointment of examiners.
  - \* Subsequent to the Principal's appointment of examiners, the Examination Cell dispatches appointment letters to the chosen examiners.
- **Guidelines for Examiners:** Instructions, as recommended by the Board of Studies and the Academic Council, are issued to paper setters and evaluators by the Examination Cell.
- **Question Paper Management:**



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- \* Set question papers are received from examiners in sealed envelopes.
  - \* The printing of question papers is supervised by authorized personnel and is executed on the exam day itself.
  - **Examination Scheduling:** Examination schedules, including practicals, viva-voce, and theory exams, are prepared and issued at least 15 days prior to the commencement.
  - **Fee Structure and Notifications:** The Examination Cell publicizes the fee structure as approved by the Academic Council and handles all examination-related notifications.
  - **Admit Card Issuance:** Admit cards are issued to eligible students, and in the case of loss, duplicate cards are provided upon payment of the specified fee.
  - **Exam Administration:** The Examination Cell oversees the seating arrangements and ensures orderly conduct during examinations.
  - **Answer Book Management:** Post-examinations, the Examination Cell manages the collection of answer books and coordinates their dispatch to designated examiners for evaluation.
  - **Results Declaration:** After evaluations, results are compiled, approved by the result committee formed by the Academic Council, and then declared.
  - **Answer Book Observation:** Provisions exist for students to review their answer scripts. Any observations are then reviewed by a committee, and the Principal approves the final report.
  - **Revaluation Procedures:** The Examination Cell manages the revaluation process, notifies revised results, and ensures any changes are recorded properly.
  - **Addressing Unfair Practices:** The Examination Cell is also responsible for convening meetings of the Unfair Means Committee to address and decide on cases related to malpractices during examinations.

Through these outlined roles and responsibilities, the Examination Cell at St. Aloysius College ensures the integrity, transparency, and efficiency of the examination process.



## Chapter – 3 Preparation for the Examination

### 3.1 Constitution of various boards:

The process of preparing for examinations at St. Aloysius College is a comprehensive one, involving various stages and multiple committees to ensure the seamless, fair, and transparent conduct of exams. Here's an overview of the process:

- **Constitution of Examination Committees:** For every department, an Examination Committee is constituted. This committee is tasked with overseeing the intricacies related to that particular subject's examination.
- **Moderation Committees:**
  - \* Once question papers are set, they are handed over to the Moderation Committees. These committees review the set question papers to ensure they align with the syllabus, maintain an appropriate standard of difficulty, and are free from errors.
  - \* The objective is to ensure fairness and consistency across various question papers, so students aren't inadvertently disadvantaged or given undue advantage.
- **Unfair Means Committee:**
  - \* The role of this committee is pivotal in upholding the integrity of the examination process.
  - \* Should a student be suspected or caught using unfair means during the examination, this committee investigates and resolves the issue, ensuring actions taken are just and consistent with the college's policies.
- **Result Committee:**
  - \* After the conclusion of the exams and the evaluation of answer scripts, the Result Committee comes into play.
  - \* This committee is responsible for finalizing and approving the results before they are declared, ensuring accuracy and fairness in the process.
- **Answer Book Review Committee:**
  - \* Recognizing students' right to review their performance, the college has instituted committees to facilitate the viewing of answer books.
  - \* Students can request to view their answer scripts. The committee oversees this process, ensuring it's done in a transparent manner, while also maintaining the confidentiality and integrity of the evaluation process.

Through the diligent efforts of these committees, St. Aloysius College ensures an examination process that is fair, transparent, and in the best interest of its student community. This multi-layered approach underscores the college's commitment to academic excellence and integrity.

## 3.2 Board of Question Paper Setters

The examination committee constituted shall prepare the panel of paper setters of which the principal will appoint the two examiners who will set the question paper.

### 3.2.1 Qualification of Question Paper Setter

The qualifications of the Paper-setters and co-examiners shall be follows, namely:

#### 1. Paper-setters:

##### Examination :

Paper-setters: Examination	Qualification:
Post-Graduate Examination in all faculties	Experience of teaching the subject at the Post graduate level for at least seven years. Or Experience of teaching the subject at the post-graduate level for atleast five years together with research experience/total teaching experience at the4 degree and /or Post-graduate.
Degree examination in all faculties	Teaching the subject at degree and Post graduate level for atleast seven years.

#### 2. Valuer of Practical & Viva-voce examiners

- **Undergraduate Level:** A teacher of the specified subject, having a minimum of three years of teaching experience at the degree and/or postgraduate level. The teacher may or may not belong to the same university.
- **Postgraduate Level:** A teacher specialized in the subject, having a minimum of five years of teaching experience at the postgraduate level, ideally from a different university.
- **Internal Examiner:** For both degree and post-graduate level practical examinations, the internal examiner will be appointed by the Head of the respective institution from the pool of teachers within the department.

### 3.2.2 Instruction to Question Paper Setter

Upon appointment as an examiner, the individual will be issued a formal letter accompanied by a set of detailed instructions. These instructions, as prepared by the Board of Studies, are as follows:

- **Confidentiality:** The question paper's content must remain strictly confidential until officially released.
- **Conflict of Interest:** If an examiner's relative or ward is taking the exam for which they've been appointed as a paper setter, they should recuse themselves from this duty.
- **Subject Expertise:** Examiners should decline the task of setting the paper if it falls outside their field of specialization or if they aren't experts on the subject matter.

- **Comprehensive Coverage:** The paper should be set in such a way that it encompasses all units of the given course.
- **Answer Length:** Directives about the expected length of answers should be provided, ensuring they remain within reasonable limits.
- **Question Types:** Under no circumstances should students be given the option to respond to a practical question with a theoretical answer.
- **Adherence to Standards:** The paper should be curated keeping in mind the expected standard for the class and strictly within the prescribed syllabus. All questions should be aligned with the examination scheme for the course in question. No out-of-syllabus questions should be included.

### 3.2.3 Appointment of Question Paper Setter

Setter of a Question paper shall be selected by the principal from 2 panels of at least 6 examiners prepared by the exam committee out of the list prepared by the board of studies and approved by the academic council of the college. The duty of paper setter shall be according to paragraph 3.2.2 above.

### 3.3 Moderation committee

A moderation committee shall be appointed by the principal to moderate the question paper. It may consist of experienced faculty of the college of the same subject.

### 3.4 Board of Examiners

#### 1. Constitution of the Board of Examiners:

The Board of Examiners is a pivotal component in the examination process, responsible for ensuring academic integrity and credibility. It is composed of the following members:

Chairman Board of Studies

- \* A Senior Faculty Member from the respective department
- \* An External Expert in the subject, appointed by the Principal
- \* This constitution adheres to the reputation provisions of the college.

#### 2. Term and Tenure:

An examiner's term of appointment is limited to one year. However, based on performance and the college's requirements, an examiner can be reappointed for a consecutive term.

#### 3. Eligibility Criteria:

To be eligible for the role of an examiner, the candidate should:

- Be a permanent faculty member under the college code of the university.
- Feature in the seniority list of teachers of any recognized university.
- Possess the capability to set question papers and also be appointed for practical and viva examinations when needed.

#### **4. Expertise and Background Checks:**

Before any recommendation for examinership, the examination committee ensures the proposed candidate:

- Is a genuine expert in the subject.
- Meets all eligibility criteria related to academic qualifications and experience.

#### **5. Selection Process:**

Examiners are chosen from a panel that has been pre-approved by the Academic Council. This ensures that all selected examiners meet the high standards set by the college.

#### **6. Confidentiality Protocols:**

For the sake of maintaining confidentiality and integrity, each examiner is provided with a unique code by the exam cell. All correspondences and submissions from the examiner should refer to this code, ensuring anonymity and minimizing biases.

#### **7. Onboarding Process and Guidelines:**

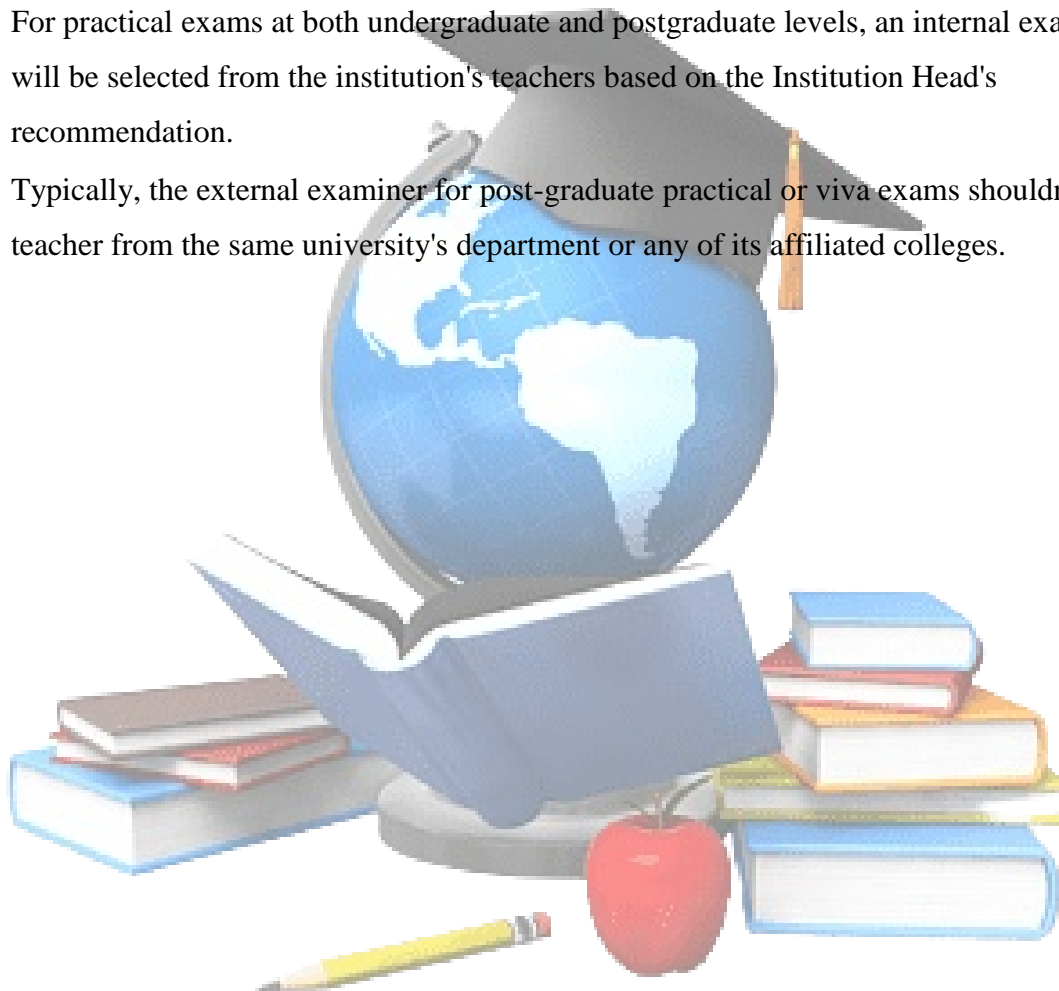
Upon appointment, an examiner receives:

- An official appointment letter.
- Relevant academic materials, including the approved syllabus for the course.
- Resources needed for setting the question paper, such as blank sheets, sealing envelopes, and a breakdown of the examination scheme.
- A declaration form to assert that none of their close relatives are appearing for the concerned examination.
- A remuneration claim form.
- A comprehensive memorandum of instructions, as mentioned in paragraph 3.2.2, to serve as a guide for the examiner.

By adhering to these meticulous procedures, St. Aloysius College ensures the rigorous, unbiased, and consistent evaluation of its students, upholding its esteemed academic reputation.

### 3.5 Viva-voce/Practical Exam

- For post-graduate practical and viva exams, the external examiner should be at least a Reader rank.
- For undergraduate practical and viva exams, the external examiner needs to have taught the subject for at least three years at the undergraduate or postgraduate level.
- For post-graduate viva exams, if the Department Head isn't available, another teacher recommended by the Institution's Head will be the internal examiner.
- For practical exams at both undergraduate and postgraduate levels, an internal examiner will be selected from the institution's teachers based on the Institution Head's recommendation.
- Typically, the external examiner for post-graduate practical or viva exams shouldn't be a teacher from the same university's department or any of its affiliated colleges.



## Chapter – 4 Conduction of Exam (Part I)

### 4.1 Examination Form filling and verification

- The candidate shall be required to fill up his/her examination form. The exam section will verify the form and the student's eligibility before accepting the exam fee. This process is only for former students; regular students' data will be automatically transferred for their exams.
- Students will be notified to pay their tuition and examination fees either at the college's cash counter, by depositing into the college's bank account, or via money transfer card by a specific deadline.
- Students will need to show relevant documents, like mark sheets, to confirm their eligibility for the exam they're applying for

Note: Two months earlier to start of examination the dates of submission of application form without late fee and with late fee shall be announced through website of the college. The notification shall be placed on the noticeboard of the College.

### 4.1 Issue of timetable of an Examination:

A preliminary exam schedule, based on the state government/university's guidelines, will be released a month before the exams start. Students can raise any issues they have with this schedule. If there are no objections, the final exam timetable will be announced 15 days before the exams begin. This will be posted on the college's notice board and website.

### 4.2 Examination procedure and Guidelines

Upon the receipt of completed examination forms from students:

- Roll Number Assignment: The exam cell prepares a Roll list. This roll is shared with the assistant superintendent to help them make seating arrangements.
- Hall Tickets and Admit Cards: Students can download their admit cards online if they've cleared their dues.
- Preparation of Answer Sheets: All answer sheets come with a barcode. These are made ready well before the exams begin.
- Printing of Question Papers: To keep things confidential, the question papers are printed on the examination day itself. Depending on how many students are taking the exam, packets of 50, 25, or 10 question papers are prepared and sealed. This is done in the exam section, and the controller of the exam supervises the process.

- Other Preparations: Before the exams start, the roll list, admit cards, and the examination schedule are given out. This way, students and staff can prepare in advance.
- CCE Marks Submission: 15 days before the main exam starts, teachers need to send the CCE marks to the exam cell.
- Attendance Rules: Students need to attend at least 75% of their theory and practical classes if they want to take the exam. In special cases, like if a student is unwell, the principal can condole for 15%, on genuine reasons.





## Chapter – 5 Conduction of Exam (PART II)

### 5.1 Methods of Examination

Assessing a student's understanding, retention, and application of academic knowledge is pivotal to the education system. Here, we delve into the two primary methods of examination employed:

#### **Continuous Comprehensive Evaluation (CCE):**

- **Structure:** The CCE comprises three tests in total.
  - ❖ **Decentralized Tests:** Two of these tests are decentralized, meaning they are conducted by the respective subject teachers. This gives teachers the flexibility to tailor the tests according to the specific progress and needs of their classes.
  - ❖ **Centralized Test:** The third test is centralized and administered by the Exam cell, ensuring uniformity in assessment standards across different classes or sections.
- **Scoring:** The best two scores out of the three tests are taken into consideration for evaluation. This method provides students with a fair chance, allowing them to improve or recover from a poor performance in any one test.
- **Importance:** The cumulative marks from the CCE are added to the final score sheet. However, to be considered successful in the CCE, students need to secure at least 33% of the maximum marks. Failing this, they won't be deemed as having passed the CCE.

#### **Final Examination:**

This is a comprehensive examination that includes written theory papers, practical tests, viva-voce, and project assessments. The content and structure of the final examination are strictly based on the syllabus approved by the academic council.

**Examination Fairness and Equality:** All students undergoing examination are entitled to an environment of fairness and respect. No student should face any discrimination or bias while appearing for an exam.

### 5.2 Examination Officials

The college principal will serve as the senior superintendent. The assistant superintendent, selected by the principal, will oversee the invigilators in every exam hall, following specific guidelines. The center superintendent is entrusted with ensuring the secure handling of question papers, from the time they are printed until they're distributed for the exam. The center superintendent has the authority to remove any examiner from future exams if:

- The examiner causes significant disruption or disturbance in the exam center.

- The examiner displays overt aggression towards an invigilator or any staff member involved in the exam process.
- In extreme situations, the center superintendent can seek help from the police.

#### **5.4 Appointment of scribe**

Upon the recommendation of the examination controller, the college principal may permit the use of a scribe for students who, due to visual impairment, sudden illness, or hand injury (validated by a medical certificate from the district hospital's Chief Medical Officer or a registered medical practitioner with CMO's endorsement), are unable to write the exam themselves. The appointed scribe should have qualifications one level below that of the examinee. Additionally, such examinees will be granted an extra 30 minutes to complete their examination.

#### **5.5 Examination Hall Protocol and Bell Schedule**

A warning bell will sound 15 minutes before the exam begins, signaling examinees to enter the hall and take their seats. A second bell will ring 5 minutes prior to the start, during which invigilators will distribute answer sheets for examinees to fill in their details. At the third bell, question papers will be handed out. Bells will also ring at the end of every hour. Five minutes before the exam's conclusion, a warning bell will remind examinees of the remaining time. The final bell indicates the end of the examination.

#### **5.6 Material to be issued to Invigilator from the Control Room**

1. Main and supplementary answer books as per number of examinees in the examination hall along with punching machine and tags.
2. Sealed Packed of Question Paper.
3. Attendance sheet.
4. Form to record the number of supplementary A|B issued to an individual examiner along with his/her roll number.
5. Prescribed form to report the case of unfair means.

#### **5.7 Entry & Exit in the Exam Hall**

Students can only enter the examination hall after the first bell rings, which is 15 minutes before the exam begins. They cannot leave the hall within the first hour of the exam. Latecomers will be granted entry up to 30 minutes after the exam starts. Under specific

circumstances, and with the approval of the supervisors, students may temporarily exit and re-enter the hall.

### **5.8 Instruction to the Candidate**

Candidates are to adhere to the following rules, which will be printed on the back of their admit card/hall ticket:

- Remain in the examination hall for at least the first hour.
- Do not bring any unauthorized material related to the exam.
- Maintain respectful behavior towards invigilators.
- Refrain from bringing any weapons into the examination hall.
- Avoid bringing valuables or electronic devices that could be used to cheat. Such actions will be considered as using unfair means.

Note: No candidate will be barred from the examination due to chronic illnesses. Special arrangements can be made to accommodate their needs.

### **5.9 Provisional Examination Admission:**

Candidates might be granted provisional permission to sit for an examination under the following conditions:

- If they have pending supplementary exams or are eligible to reappear due to ATKT (Allowed to Keep Terms) as per the existing ordinance.
- If they haven't been registered with the college by the examination date. However, if the college decides not to enroll them for any reason, their provisional examination status will be revoked.

### **5.10 Grounds for Examination Exclusion due to Misbehavior:**

Any candidate found misbehaving during an examination might be disqualified from taking part in the remaining exams. This decision will be made based on the invigilator's report, but the candidate will be provided a chance to present their explanation.

### **5.11 Reasons for Debarring a Candidate and Invalidating Results:**

A student's examination results might be nullified, or they might be prevented from participating in an examination for any of the following reasons:

- Physically assaulting any college staff with harmful intent, either within the college premises or outside.

- Engaging in ragging activities.
- Being convicted in criminal proceedings by a court of law.
- Participating in any actions detrimental to the college's interests.
- Gaining admission to a course by presenting falsified academic records.
- Engaging in inappropriate behavior with a female student of the college.
- Committing acts that lead to damage to the college's property.
- Using or possessing unauthorized materials during the examination as reported by the invigilator or examiner.

## 5.12 Handling Malpractice in Examinations

Malpractice includes copying from any source like books, handwritten/typed material, or digital devices during an examination. Including unauthorized extra pages in the answer book also constitutes malpractice.

### Actions in Case of Detected Malpractice:

- If caught during the exam, the invigilator will confiscate the material.
- For materials that can't be seized (like notes on the palm or clothes), a photographic record will be taken.
- The student's answer book will be seized, and a fresh one provided to continue the exam.
- An immediate explanation will be taken from the student in the presence of the assistant center superintendent and another examiner, who will also witness and counter-sign the seizure memo.
- A seizure memo will be prepared using the prescribed form.
- The seized answer book will be sent in a separate, sealed cover to the exam controller, who forwards it for evaluation and opinion on copying.

### Imposing Penalties & Punishment:

Cases of unfair means (UFM) are handled by a committee appointed by the university, comprising:

- a. A chairman of the board of studies.
- b. An external expert appointed by the principal.
- c. A senior faculty

The procedure involves:

- Issuing a show-cause notice to the student for an explanation.

- Reviewing the seized answer book, material, and the examination report in the committee meeting.
- Deciding on appropriate penalties or punishment.
- Recording minutes of the committee in a register maintained in the exam cell.

#### **Guidelines for Penalties & Punishments in UFM Cases:**

The following guidelines are followed:

- If unrelated material is found but not used, the student is exonerated.
- If related material is found but not used, that specific paper is cancelled.
- If related material is found and used, the entire exam is cancelled.
- These guidelines are based on university regulations.

#### **Malpractice Detected During Valuation:**

If malpractice is detected during valuation, the UFM committee decides on the case. The examination of the offenders may be cancelled.

### **5.13 Receipt of answer book from the invigilator**

Once the invigilator collects the completed answer books (A|B) from students, they ensure these are in the correct order. Before packaging, the invigilator checks to confirm all issued answer books have been returned and that none are still with the students. They then sign the last page of each answer book as a verification step. These answer books are then handed over to the Assistant Superintendent of the Examination. Subsequently, they are passed on to the Exam cell, and from there, the bundles are given to the custodian in charge for the next steps in the process.

### **5.14 Preparation of Answer Books for Valuation**

Before the answer books (A|B) are bundled for valuation, the Custodian assigns a unique code to each one. Details such as the student's roll number and enrollment number (located in section A) are then removed from the book's cover. The answer books, now containing only the B&C sections of the cover, are then securely packed and sealed.

### **5.15 Packaging Additional Materials with Answer Books**

The custodian, responsible for the answer books, collects a list of examiners from the examination controller. This list contains each examiner's confidential code. When preparing the bundles for dispatch, the custodian includes several additional items:

- i. Valuation standard instructions.
- ii. Any cases of Unfair Means (UFM).
- iii. The respective question paper.
- iv. A form for the examiner to report on student performance.
- v. A form for the examiner's remuneration claim.

### **5.17 Sending Answer Books for Evaluation**

Once the answer book bundles are properly packed and sealed, they are forwarded to the dispatch unit within the exam cell. Here, a tracking code is assigned to each bundle, and its movement is logged in a dispatch register. For examiners located outside the city, bundles are sent using registered post or a reputable courier service. For local examiners, the college's messenger service ensures delivery.

### **5.18 Evaluation Process**

The evaluation of answer scripts is typically done by sending them to the designated examiner's address. Examiners are provided a specific timeline for the completion of the valuation. If there's a delay in this process, reminders are sent to avoid undue delays in results declaration.

### **5.19 Notification on Exam Rescheduling**

In instances where the examination date needs to be postponed, all relevant stakeholders will be informed through an official notification. This information is also displayed on the college website and notice boards. Importantly, under no circumstances should the examination date be moved to an earlier date.



## Chapter – 6 Tabulation and Publication of result

### 6.1 Procedure for Result Tabulation, Declaration and Mark sheet generation

1. **Result Tabulation and Storage:** Results will be tabulated and prepared using the Examination Management System. Three tabulation registers will be generated: one for the university's records, one for the college principal's safekeeping, and a third for the examination cell's reference.
2. **Generation of Mark Sheets/Grade Sheets:** Once results are announced, digital mark sheets or grade sheets for each student will be generated. Thorough checks will be made to ensure accuracy in these sheets.
3. **Result Verification and Declaration:** Upon the completion of tabulation and its subsequent printing, a meeting with the result committee (formed by the academic council) will be convened to review the results. Following the committee's endorsement, an official result notification will be drafted, requiring the signature of the Controller of Examinations. The results will then be officially announced on the college's notice board and its website. Each faculty will have its dedicated result committee.
4. **Digital Access to Tabulation Register:** Upon the announcement of results, the tabulation register will be made available on the college website. Students can swiftly download their mark sheets for immediate reference. However, the official print of the mark sheet will be finalized and issued bearing the signatures of the Controller of Examinations and the Principal. Additionally, it will be authenticated with the counter-signature of the Assistant Registrar/Deputy Registrar of the university.
5. **Issuance of Consolidated Mark Sheet/Grade Sheets:** Upon the completion of a student's degree course, they will be provided with a consolidated original mark sheet or grade sheet. This comprehensive document will encompass the details of marks or grades secured throughout the duration of their course, capturing performance across all academic years.

### 6.2 Revaluation, Retotaling, and Answer Book Viewing Procedures

1. The rules outlined below pertain to the revaluation of answer books, as well as the scrutiny (like retotaling) and review of these books (Ordinance No. 5 and 6 about exam conduct).



2. After the main exam results are announced, a candidate can request the CoE to reevaluate any of their answer books (only theoretical examinations). This request should be made using the College's specified form within 15 days of the main results announcement and accompanied by the appropriate fee.

Note: A maximum of two answer books can be revalued for any candidate. Revaluation does not apply to practicals, field work, seminars, sessional tasks, CCE/IA, tests, or any thesis/dissertation/project reports. Furthermore, for candidates whose results are withheld due to reasons like non-submission of necessary documents or misconduct, the 15-day window will not be extended.

3. The revaluation fee is Rs. 500/- for each answer book and is non-refundable. However, if the revaluation is not completed due to unforeseen circumstances, the majority of the fee (excluding processing charges) will be refunded for that specific answer book.
4. Before answer books are sent for revaluation, the marks will be checked and retalled automatically without the candidate's specific request. If any corrections are needed, they'll be made. If after this, a candidate still wants their answer book revalued, the process will proceed.
5. If a candidate requests revaluation, the concerned answer book will be sent to two different examiners for evaluation, ensuring neither of them is the original evaluator. Ideally, at least one of these examiners will be from outside the university's jurisdiction. Along with the answer book, five other scripts evaluated by the original examiner and any specific evaluation guidelines provided by the question setter will be sent. This helps the new examiners gauge the evaluation standards applied.
6. If the scores given by any of the two new examiners differ from the original by more than 10% of the total marks, the average of the closest scores from the original and the two new evaluations will be considered the final score. However, if the recalculated average is lower than the original score or if none of the new scores differ from the original by more than 10% of the total marks, the original score stands, and the result remains unchanged.
7. Regardless of whether there's a change in marks after revaluation, the outcome will be communicated to the candidate.
8. If the discrepancy between the original score and at least one of the re-evaluated scores is over 20% but no more than 30% of the total marks, the answer book will be reviewed by a fourth evaluator. This evaluator will be different from the initial evaluator and the two subsequent re-evaluators. The score determined by this fourth evaluator will be

considered as the final revaluation score for the student. However, if this newly calculated score is less than the original marks, the original score will remain, ensuring no disadvantage to the candidate.

9. Answer Book Retotaling Process:

- a. Any candidate, who has appeared at any examination conducted by the college, may apply to the CoE for retotaling of his marks in the written paper in any subject for rechecking of his results.
- b. The application must adhere to the college prescribed format and be submitted to the CoE within 15 days from the result announcement. If a student's result is delayed due to reasons like non-submission of required documents, accusations of cheating, etc., the 15-day period will still apply, counting from when the result was eventually declared.
- c. Each application must include a fee of Rs. 200/- for every answer book the candidate wishes to have retotalled. This fee is non-refundable. However, if the retotaling process doesn't occur because of unavoidable reasons, the entire amount, excluding processing fees, will be reimbursed for that answer book.
- d. Should the retotaling reveal any errors in the initial grading, be it to the student's advantage or disadvantage, the student's result will be updated. A revised mark-sheet reflecting these changes will then be provided to the candidate.

10. Viewing of Answer-Books

- a. Examinees wishing to review their answer books must submit a request to the CoE within 7 days of the main result announcement.
- b. A fee of Rs. 300/- is required for each answer book the candidate wants to view. This fee is non-refundable. However, if the viewing is hindered due to unforeseen circumstances, the full amount, minus processing fees, will be returned for that particular answer book.
- c. If, upon reviewing the answer book, the candidate feels that the grading doesn't meet their expectations, they must apply for a separate revaluation. The viewing fee cannot be reimbursed or set off against the revaluation fee.

11. Candidates will be informed of the outcome of their Revaluation, retotaling, or Viewing request, regardless of whether there's an alteration in marks.

12. All examiners involved in the Revaluation, retotaling, or Viewing processes will be remunerated according to the college established pay rates, which may be updated occasionally.

13. Before proceeding, candidates must provide a declaration confirming their understanding of the Revaluation, retotaling, and Viewing rules.
14. Candidates must include a photocopy of their mark sheet when submitting their revaluation application.

### 6.3 Advancement to the Subsequent Level

Students who have supplementary exams or are under the ATKT (Allowed To Keep Term) provision can progress to the next level within their degree or postgraduate course. These students are given two consecutive opportunities to clear their supplementary or ATKT exams. If they fail to do so, their admission to the subsequent level will be revoked.

### 6.4 ATKT and Supplementary Exams

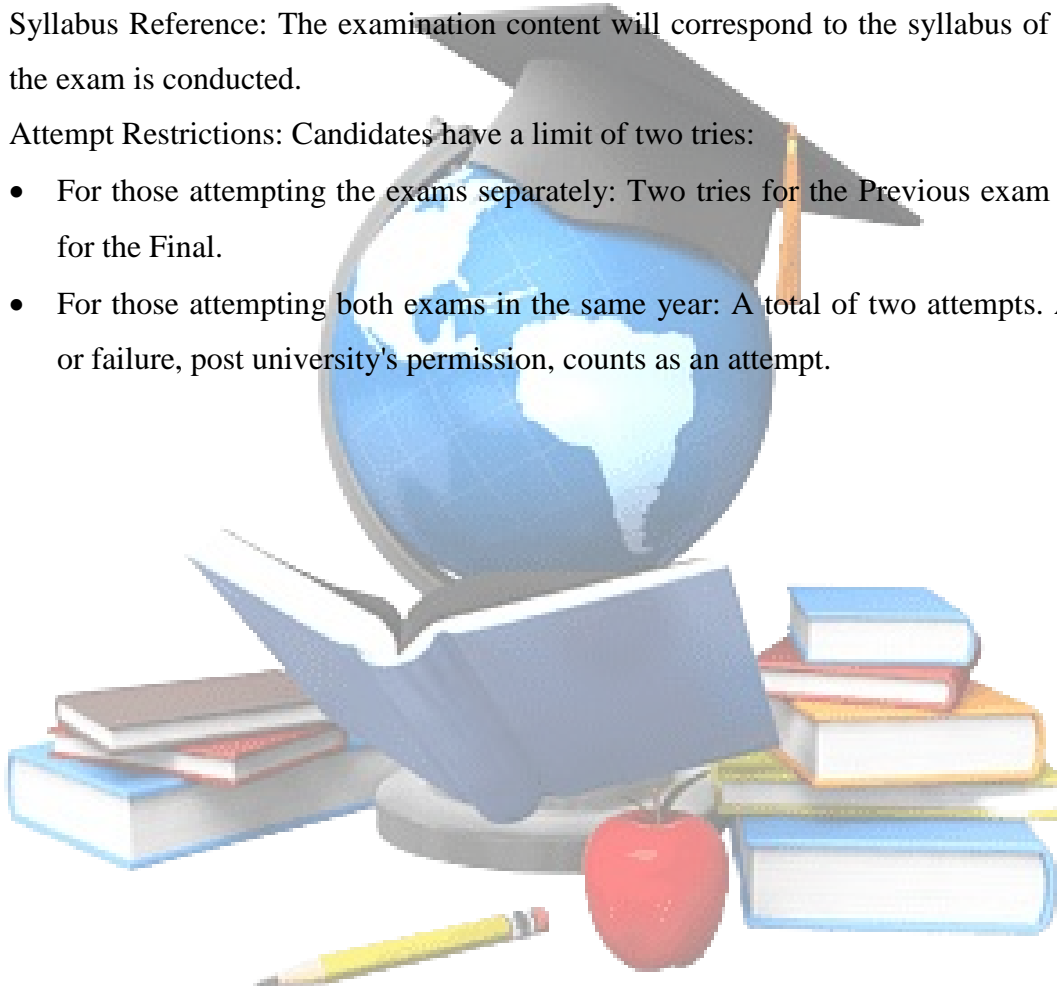
The status of ATKT and supplementary exams will be granted based on the regulations set by the university's examination ordinance. In the annual system, supplementary exams are scheduled one month after the final year results are announced. However, ATKT exams coincide with the regular exams for the same academic level.

### 6.5 Enhancing Academic Performance

Individuals who have completed the any PG course say MA Part-II from college in either the Second or Third Division and wish to retake the M.A. (Part-I & Part-II) exams to enhance their division can do so under specific conditions:

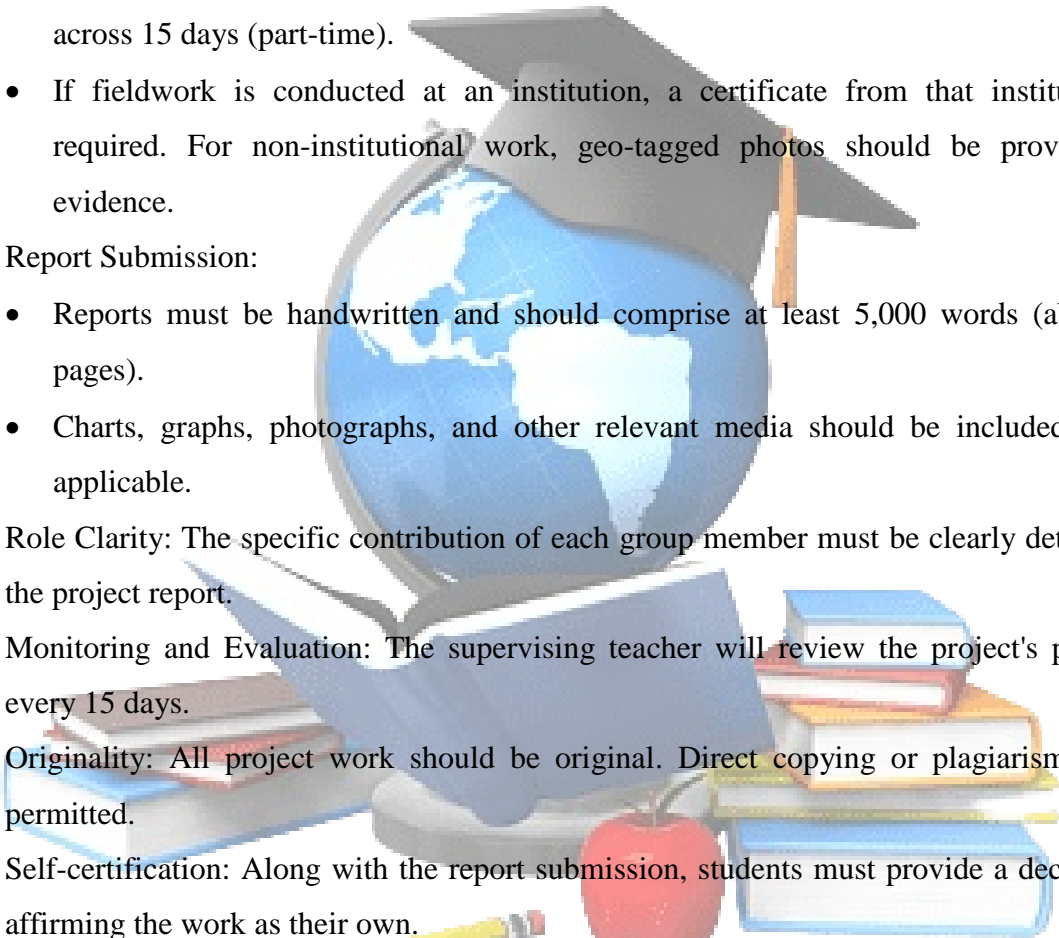
1. **Division Classification:** Candidates will only have two divisions available: First and Second. To attain the First Division, students must score 60% or more in the combined Previous and Final exams. For the Second Division, scores should be less than 60% but at least 48% in both exams combined.
2. **Declaration of Results:** Results won't be declared for:
  - Those who previously passed in Third Division and score less than 48% combined in Previous and Final exams.
  - Those who previously passed in Second Division and score less than 60% combined in Previous and Final exams. They won't be considered as having improved their division.
3. **Passing Criteria:**

- Candidates who initially passed in the Third Division must secure at least 48% in both the Previous and Final exams.
  - Those who initially passed in the Second Division must achieve at least 60% in both exams.
  - Alternatively, candidates can sit for papers from both years simultaneously. To be successful, they need to score a minimum of 48% to improve from the Third Division and at least 60% to elevate from the Second Division across all papers.
4. Syllabus Reference: The examination content will correspond to the syllabus of the year the exam is conducted.
  5. Attempt Restrictions: Candidates have a limit of two tries:
    - For those attempting the exams separately: Two tries for the Previous exam and two for the Final.
    - For those attempting both exams in the same year: A total of two attempts. Absence or failure, post university's permission, counts as an attempt.



## Chapter – 7 Guidelines for Preparation for Project Report

### 7.1 Guidelines for Student Project Work

1. Team Composition: Projects should be undertaken by a group of 4 to 6 students, with the exact number determined by the project's requirements.
  2. Field Work Duration:
    - Students have two options for fieldwork: 7 consecutive days (full time) or spread across 15 days (part-time).
    - If fieldwork is conducted at an institution, a certificate from that institution is required. For non-institutional work, geo-tagged photos should be provided as evidence.
  3. Report Submission:
    - Reports must be handwritten and should comprise at least 5,000 words (about 20 pages).
    - Charts, graphs, photographs, and other relevant media should be included where applicable.
  4. Role Clarity: The specific contribution of each group member must be clearly detailed in the project report.
  5. Monitoring and Evaluation: The supervising teacher will review the project's progress every 15 days.
  6. Originality: All project work should be original. Direct copying or plagiarism is not permitted.
  7. Self-certification: Along with the report submission, students must provide a declaration affirming the work as their own.
- 

### 7.2 Project Work Evaluation Guidelines

The primary goal of the project work is to cultivate a creative mindset among students.

#### **Report Submission and Evaluation:**

1. A comprehensive report should be submitted upon completion.
2. Evaluators will assess if the project meets all its proposed objectives and learning outcomes.
3. Each group will present their contributions, with members discussing their specific roles and achievements.

4. Three progress reports (P1, P2, and P3) are to be submitted every 15 days for internal assessment (CIA).
5. In addition to the CIA, the final project report (P4) will be appraised by an external examiner. This will include a group presentation and a viva session.

**Grading:** A detailed marking system will be provided.

### **Internship/Apprenticeship Guidelines**

1. Students can undertake internships with any institution, professional organization, or individual recognized by a statutory body.
2. Necessary documentation includes:
3. Principal's permission letter (G1).
4. Acceptance letter from the hosting organization (G2).
5. A letter endorsed by the Principal (G3).
6. The internship can span 7 full days or be spread across 15 part-time days.
7. Clearly defined learning outcomes are essential.
8. Upon completion, a certificate should be provided by the host institute.

### **Community Engagement Protocol**

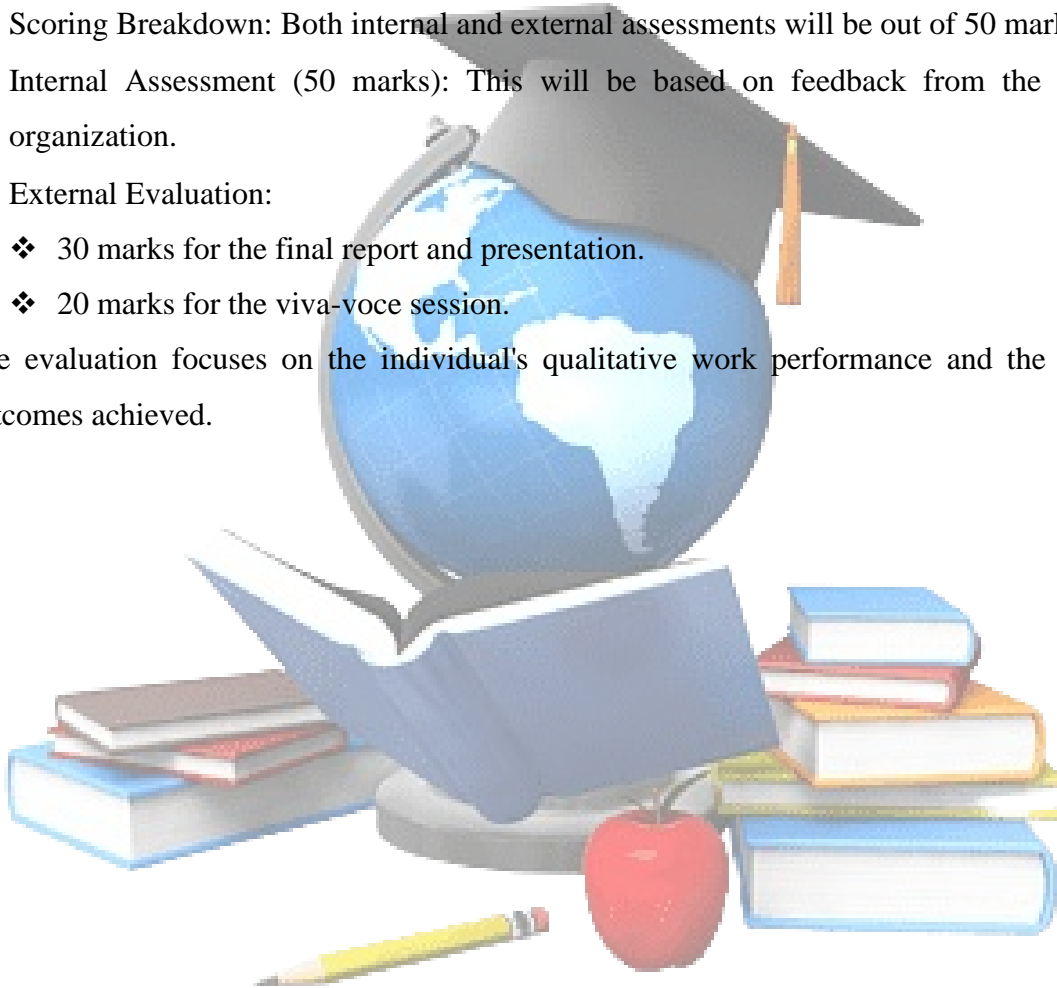
- Engagement Scope: Interested students can collaborate with renowned local NGOs or affiliated non-government organizations to address social issues such as elderly care, child labor, water conservation, and orphanage management.
- Organization Selection:
  - ❖ Students should initiate contact, gathering preliminary information about the organization.
  - ❖ Chosen organizations must be secular, devoid of religious, caste, or political affiliations, and legally recognized. Refer to [ngodarpan.gov.in](http://ngodarpan.gov.in) for a list of registered NGOs.
- Proposal Submission: Students must submit a detailed proposal, organizational structure, and expected outcomes to their guiding teacher for approval.
- Approval: The Principal will grant permission for community work only upon the guiding teacher's recommendation.
- Initial Presentation: Use form C1 to present the initial stage of the engagement.

- Duration: Students can engage in part-time fieldwork ranging between 7 to 15 days, accompanying it with form C1.
- Final Report: A comprehensive handwritten report should be provided, complete with photographs, recommendations from relevant officers, and the hosting organization's evaluation in form C2.

### **Assessment Instructions**

- Scoring Breakdown: Both internal and external assessments will be out of 50 marks each.
- Internal Assessment (50 marks): This will be based on feedback from the engaged organization.
- External Evaluation:
  - ❖ 30 marks for the final report and presentation.
  - ❖ 20 marks for the viva-voce session.

The evaluation focuses on the individual's qualitative work performance and the learning outcomes achieved.





## Chapter – 8 Miscellaneous

### 8.1 Attendance Requirements and Condonations

- Students must maintain at least 75% attendance to be eligible for exams.
- For valid reasons, the Principal can condone up to 15% of attendance.
- Guardians will be notified if a student falls short of the required attendance.
- Students with less than 60% attendance will be barred from exams.
- For activities like NSS/NCC/Sports/etc., recognized by the college, up to 30 days (state level) or 45 days (international) can be excused. This will be deducted from the total teaching days.
- For international meets, the college's governing council will review student absences.

### 8.2 Detention from Examinations

- Students may be detained from exams if:
  - ❖ They have outstanding fees or haven't returned college property.
  - ❖ Their behavior has been unsatisfactory.
  - ❖ They haven't cleared their Continuous Comprehensive Evaluation or test exams.

### 8.3 Examination Admission Cancellation

The college's academic council can cancel a student's exam admission if:

- The student doesn't possess a university enrollment number or doesn't meet academic requirements.
- It's discovered that the student used fraudulent documents for admission.
- The student is enrolled in two full-time courses simultaneously within the university in a single academic year.

### 8.4 Examination Cancellation

- A student's examination can be cancelled by the academic council if they're caught cheating.
- The decision is based on the report from the examiners and the established rules regarding cheating.

## 8.5 Issuance of Academic Certificates/Degree

- College-level course certificates will be signed by the Principal and the department head, bearing the college's seal.
- Degree certificates will be issued by the university with the Vice-Chancellor's signature and the university's seal.

## 8.6 Provisional Certificates

- Before receiving their degree, students can request a provisional certificate from the college principal.
- A fee determined by the college will be charged for this certificate.
- The provisional certificate remains valid for a period of 6 months.

## 8.7 Duplicate Mark Sheets/Grade Sheets

- Students can request duplicate mark sheets or grade sheets by paying a college-determined fee.
- Duplicate sheets will be issued within seven days of the request.
- Out-of-town students will be charged additional postal fees.
- Duplicate mark sheets will only be given to the student it belongs to and won't be handed over to unauthorized individuals. If a student can't collect it in person, it will be mailed via government postal service.

## 8.8 Student Verification by the Exam Cell

Employers can submit a verification request to the Exam Cell, providing student details such as name, course, and graduation year. A fee of Rs 150 is required for this verification service. Once the Exam Cell confirms the details from college records, they will provide the results to the employer.

## Chapter 9 Examination Protocol under NEP

This ordinance governs the three-year/six-semester and four-year/eight-semester Bachelor's degree programs including B.A., B.Sc., B.Com., B.C.A., and B.B.A., both regular and Honours/Research-based courses.

In line with the New Education Policy's vision to provide multiple entry and exit points in academic programs, qualifications are systematically organized across a spectrum, ranging from Level 5, representing certificates, up to Level 8, which corresponds to the Bachelor's Degree (Honours/Research).

For a holistic undergraduate experience, the four-year program is comprehensively segmented into various courses and credits:

- **Disciplinary/Interdisciplinary Major (Core Course = DSE):** Encompassing the central subject of study, this segment offers an in-depth exploration and amounts to 64 credits.
- **Disciplinary/Interdisciplinary Minor:** This segment allows students to pursue an auxiliary subject alongside their major, providing an interdisciplinary approach. It constitutes 32 credits.
- **Generic Elective:** Giving students the flexibility to select from a wide range of subjects outside their major or minor, this category comprises 16 credits.
- **Skill Enhancement Courses/Vocational Courses:** These courses are aimed at equipping students with practical skills and vocational knowledge, contributing 12 credits to the curriculum.
- **Ability Enhancement Courses:** Focused on refining soft skills and general proficiencies, this section contributes 8 credits.
- **Field Projects/Internships/Apprenticeships/Community Engagement & Services/Research Projects:** Encouraging real-world experience and application of learned theories, this segment amounts to 28 credits, ensuring students gain hands-on expertise.

Note: For specialized programs like BBA and BCA, the curriculum mandates the selection of specific groups or subjects to be identified and pursued as Major, Minor, or Generic Elective courses.

## 9.1 Understanding the Credit Calculation and Program Duration

### What is credit:

**Theory/Tutorial Credits:** For every hour of theory or tutorial delivered per week over a period of 15 weeks, a student is awarded one credit. Simply put, 15 hours of theory or tutorial sessions in a semester equals 15 credits.

**Laboratory Work Credits:** Every two-hour session of laboratory work, conducted weekly over 15 weeks, contributes to one credit. This means, for 30 hours of lab work in a semester, a student earns 15 credits.

**Internship Credits:** Credits for internships are awarded based on the duration of the training. Each week of the internship corresponds to one credit. However, there's a cap on the credits that can be earned from internships in a semester, which is set at six. Thus, even if a student undergoes more than six weeks of training in a semester, they will still be awarded only six credits.

### Program Duration:

- **Undergraduate Degree Programme:** The base duration for an undergraduate degree program is set at three academic years, translating to six semesters.
- **Honours/Research Undergraduate Degree Programme:** For those pursuing a degree with Honours or focusing on research, the duration extends to four academic years, which is equivalent to eight semesters.

### Exiting and Re-entry:

Students have the flexibility to exit the program at any point. If a student chooses to leave midway, the credits they have accumulated until that juncture remain intact. When the student decides to re-enroll in the program at a later stage, their previously earned credits are reinstated or transferred, ensuring continuity in their academic journey.

### Maximum Duration:

- **Regular Students:** While the standard duration for an undergraduate degree is three years (or six semesters) and four years (or eight semesters) for an Honours/Research undergraduate degree, regular students are given an extended window to complete their course if needed. The maximum duration allowed for regular students to complete their undergraduate and Honours/Research programs is six and eight years, respectively.
- **Non-collegiate (Private) Students:** For non-collegiate or private students, there is no predefined maximum duration set for completing the program. This provides them with flexibility and allows them to complete the program at their own pace.

## 9.1 Undergraduate Program: Entry & Exit Options

- First Year (Semesters 1 & 2 - Level 5)

Entry 1: Admission into the first semester at Level 5 mandates the successful completion of Class 12 from the M.P. Board of Secondary Education, Bhopal, or an equivalent exam from another recognized board. Students meeting these requirements can enroll in the Bachelor's program.

Exit 1: On successful completion of all Level 5 courses and securing the necessary credits, students can opt to leave with an Undergraduate Certificate in their major. Those wishing to depart can do so, armed with this certificate.

- Second Year (Semesters 3 & 4 - Level 6)

Entry 2: Enrollment into the fourth semester at Level 6 requires the successful culmination of Level 5. The second year of the Bachelor's degree is open to these qualified students.

Exit 2: If a student successfully completes courses of both Level 5 & 6 and secures the required credits, they can acquire an Undergraduate Diploma in their major. Exiting students will be awarded this diploma, which demands 80 credits (40 from each level).

- Third Year (Semesters 5 & 6 - Level 7)

Entry 3: To enter semester six at Level 7, students need to have successfully cleared Levels 5 & 6. This stage is the path towards the standard Bachelor's degree for eligible students.

Exit 3: Attaining all necessary credits from Levels 5 to 7 (semesters 1-6) entitles students to an Undergraduate Degree in their major field. This degree necessitates a collection of 120 credits, distributed evenly across the three levels.

- Fourth Year (Semesters 7 & 8 - Level 8)

Entry 4: To gain admission into the Bachelor's (Honours/Research) program at Level 8, aspirants should have successfully met all the requisites of the three-year Bachelor's program (Level 7). Furthermore, only those with a minimum CGPA of 7.5 can continue to the fourth year of the undergraduate program.

Exit 4: Completing all course requisites from Levels 5 to 8 and accumulating the required credits results in eligibility for the Undergraduate Degree (Honours/Research) in the student's major. This comprehensive degree demands 160 credits, allocated evenly across the four levels.

## Qualification Type and Credit Requirements

Levels	Qualification Title	Credits requirements
Level 5	Undergraduate Certificate In the faculty of the Major Subject for those who exit after the first year (two semesters) of the undergraduate programme (Programme duration first year on two semesters of the undergraduate programme)	40
Level 6	Undergraduate Diploma in the faculty of the Major Subject for those who exit after two years (four semesters) of the undergraduate programme (Programme duration First two years or four semesters of the undergraduate programme)	80
Level 7	Bachelor Degree in the faculty of the Major Subject (Programme duration Three years or six semesters)	120
Level 8	Bachelor Degree in the faculty of Major Subject (Honours/Research) (Programme duration Four years or eight semesters)	160

**Table-1 Credit Details**

### 9.3 Types of Courses

1. Core Course: Fundamental courses, major and minor that a student must undertake as a primary requisite of their chosen program.
2. Elective Course: A course which the student can choose from a pool of courses, which is specific or specialized or advanced or supportive to the discipline/subject of study or which provides an extended scope or which enables an exposure of some other discipline / subject / domain to nurture the candidate's proficiency or skill.
3. Discipline-Specific Elective (DSE) Course: Elective courses offered from the main discipline/subject of study. The college also offer discipline related Elective courses of interdisciplinary nature (to be offered by main discipline/subject of study)
4. Dissertation/Project: An elective course designed to acquire special/advanced knowledge, such as supplement study/support study to a project work, and a student studies such a course independently with advisory support by a teacher/faculty member is called dissertation/project It is considered a special course involving the application of knowledge in solving / analyzing / exploring a real-life situation /difficult problem for a bachelor degree with honours/research A Project/Dissertation work would be of credits, as decided by the competent body The student will do this work under the guidance of a faculty member



5. Generic Elective (GE) Course: An elective course chosen generally from an unrelated discipline/subject to seek exposure of other fields

6. Ability Enhancement Courses (AEC): ): The Ability Enhancement Courses (AEC) are of two types

- Ability Enhancement Compulsory Courses (AECC)
- Skill Enhancement Courses (SEC) or Vocational Courses

“AECC” courses are the courses based upon the content that leads to Knowledge enhancement, such as,

- Environmental Education
- English/Hindi Communication is mandatory for all disciplines

SEC courses are value-based/skill-based and may also be designed to enhance skills of the Major Subject They are aimed to provide hands-on training competencies, skills, etc.

#### 9.4. Structure for Undergraduate Programme: Semester System

A student's eligibility for selecting major, minor, and generic elective subjects is contingent upon meeting the prerequisites set by the concerned Board of Studies. The selection of major and minor subjects is influenced by the student's background in Grade 12, with certain restrictions based on the faculty of their previous subjects, while generic elective subjects can be chosen from any faculty within the constraints of the admission guidelines.

1. First Semester: A student is considered to have satisfactorily finished the first semester when they have earned the required credits as follows: 6 credits from the major subject's Core Course, 6 credits from the minor subject's Core Course, 4 credits from a Generic Elective, and 4 credits from an Ability Enhancement Course (AEC).
2. Second Semester (Level 5): Successful completion of the second semester is achieved by earning 6 credits in the Core Course of the major subject, 6 credits in the Core Course of the minor subject, 4 credits in a Generic Elective, and 4 credits in an AEC.
3. Third Semester: The third semester is regarded as completed once a student acquires 6 credits in Core Courses for the major subject, 6 credits in Core Courses for the minor subject, 4 credits in a Generic Elective, and 4 credits in a Skill Enhancement Course (SEC)/Vocational Course.
4. Fourth Semester (Level 6): A student shall be declared to have successfully completed the fourth semester, if he/she acquires 6 credits in Core Courses of the major subject, 6

credits in Core Course of the minor subject, 4 credits in Generic Elective and 4 credits in Skill Enhancement Course (SEC) Vocational Course.

The student shall be given a single chance at the entry of level 6 to interchange the major and minor subjects. However, in such cases, it will be the students' responsibility to earn additional credits to fulfill the minimum requirement of credits prescribed for the major course. Only after fulfillment of such credits he/she will be entitled to earn an Undergraduate Diploma or an Undergraduate Degree

5. Fifth Semester: A student shall be declared to have successfully completed the fifth semester, if he/she acquires 6 credits in Core Courses of the major subject, 4 credits in Skill enhancement Course (SEC) Vocational Course, 4 credits in discipline specific elective (DSE) of the major subject and 6 credits in Field Projects / internship / apprenticeship / community engagement and services, preferably related to major and/or minor subjects
6. Sixth Semester (Level 7): A student shall be declared to have successfully completed the sixth semester, if he/she acquires 6 credits in Core Courses of the major subject, 8 credits in discipline specific elective (DSE) of the major subject and 6 credits in Field Projects / internship / apprenticeship / community engagement and services, preferably related to major and/or minor subjects.
7. Seventh Semester: Bachelor with Honours/Research A student shall be declared to have successfully completed the seventh semester with honours, if he/she acquires 6 credits in core courses of the Major subject, 4 credits in Research Methodology, 4 credits in discipline specific elective (DSE) of the major subject, and 6 credits in field project / internship / apprenticeship related to the major subject.  
A student shall be declared to have successfully completed the seventh semester with research, if he/she acquires 6 credits in core courses of the Major subject, 4 credits in Research Methodology, 4 credits in discipline specific elective (DSE) of the major subject, and 6 credits in research project
8. Eighth Semester (Level 8): Bachelor with Honours/Research: A student shall be declared to have successfully completed the eighth semester with honours, if he/she acquires 6 credits in core courses of the Major subject, 4 credits in dissertation, and 10 credits in field project / internship / apprenticeship related to the major subject. A student shall be declared to have successfully completed the eighth semester with research, if he / she acquires 6 credits in core courses of the Major subject. 4 credits in Minor, and 10 credits in research project.

The nomenclature of degrees shall strictly conform to the relevant provisions of the act /regulations / guidelines of the UGC

9. Additional Courses: In the categories of minor subject, generic elective and skill enhancement courses / vocational courses, a student may earn up to 6 credits per year in the entire tenure of the 3-year undergraduate degree programme after paying due fees for registration and examination.
10. A student may change the generic elective subject in each year of the 3 year undergraduate degree programme.
- 11.

Level	SEM	Main Faculty (as per prerequisite)		Any Faculty	SEC	AEC	FT/ I/ A/ CES	Credits	Qualification Title (Credit requirement)
		Subject 1	Subject 2	Subject 3					
		MAJOR		MINOR	Generic Elective				
Level 5	1	1 (6 credits)		1 (6 credits)	1 (4 credits)	1 (4 credits)		6+6+4+4=20	(40) Undergraduate Certificate in Main Faculty
	2	1 (6 credits)		1 (6 credits)	1 (4 credits)	1 (4 credits)		6+6+4+4=20	
Level 6	3	1 (6 credits)		1 (6 credits)	1 (4 credits)	1 (4 credits)		6+6+4+4=20	(80) Undergraduate Diploma in Main Faculty
	4	1 (6 credits)		1 (6 credits)	1 (4 credits)	1 (4 credits)		6+6+4+4=20	
Level 7	5	1 (6 credits)	1 (4 credits)			1 (4 credits)	1 FT/ I/ A/ CES (6 credits)	6+4+4+6=20	(120) Bachelor Degree in Main Faculty
	6	1 (6 credits)	2 (4 credits) + 1(4 credits)				2 FT/ I/ A/ CES (6 credits)	6+4+4+6=20	
Level 8	7	1 (6 credits)	1 (4 credits)	1 Research Methodology			3 FT/ I/ A/ CES (6 credits)	6+4+4+6=20	(160) Bachelor Degree (Honours) in Main Faculty / Bachelor Degree (Research) in Main Faculty
	8	1 (6 credits)		1 (4 credits)			4 FT/ I/ A/ CES (10 credits)	6+4+10=20	
Total		48 credits	16 credits	32 credits	16 credits	12 credits	8 credits	28 credits	160 credits

FT- Field Trip, I- Internship, A- Apprenticeship, CES- Community engagement and service  
 SEC- Skill Enhancement course  
 AEC- Ability Enhancement Course

**Table 2 : Structure for Undergraduate Programme**

## 9.5 Choice to Select the MOOC Courses:

1. The College can allow up to 40% of the total credits being offered in a particular programme in a semester through the online learning courses provided under SWAYAM platform or any other MOOC platform recognized by the central Government or the state government for credit transfer.
2. The students will have the choice to opt elective-generic / Skill Enhancement Ability Enhancement courses from the courses available within the UTD / Autonomous College or in other institutions of the same universities but from same level of the programmes An alternate choice will also be available to the students to opt for courses from Massive Open Online Courses (MOOCs) available at SWAYAM (Study Webs of Active Learning for Young Aspiring Minds) platform with the permission of the College
3. The College shall offer elective-generic courses in each programme on merit basis across the disciplines. The number of seats in the course will depend on available facilities in the College
4. The students can also opt for a course under DSE of Major subject from Massive Open Online Courses (MOOCs) available at SWAYAM platform
5. The College will decide to allow the online courses of SWAYAM If
  - a. The courses offered on SWAYAM would supplement the teaching-learning process in the situation
  - b. Every student opting for a course available on SWAYAM platform would be required to register for the course at SWAYAM. The student will pay the stipulated fee to SWAYAM for registering the course, if required.
  - c. While allowing the online learning courses offered by SWAYAM, it shall be ensured that the physical facilities like laboratories, computer facilities and library etc essential for pursuing the courses shall be made available free in adequate measure by the College The parent institution must designate a course coordinator/facilitator to guide the students throughout the course and facilitate/conduct the lab/practical sessions/examinations
6. The requirement of project/dissertation, as notified by the respective College needs to be undertaken by the candidate for the specified credits The project may be undertaken in any of the National and State Laboratories/Institutes/ Companies / Industries with the approval of UTD/ Autonomous College

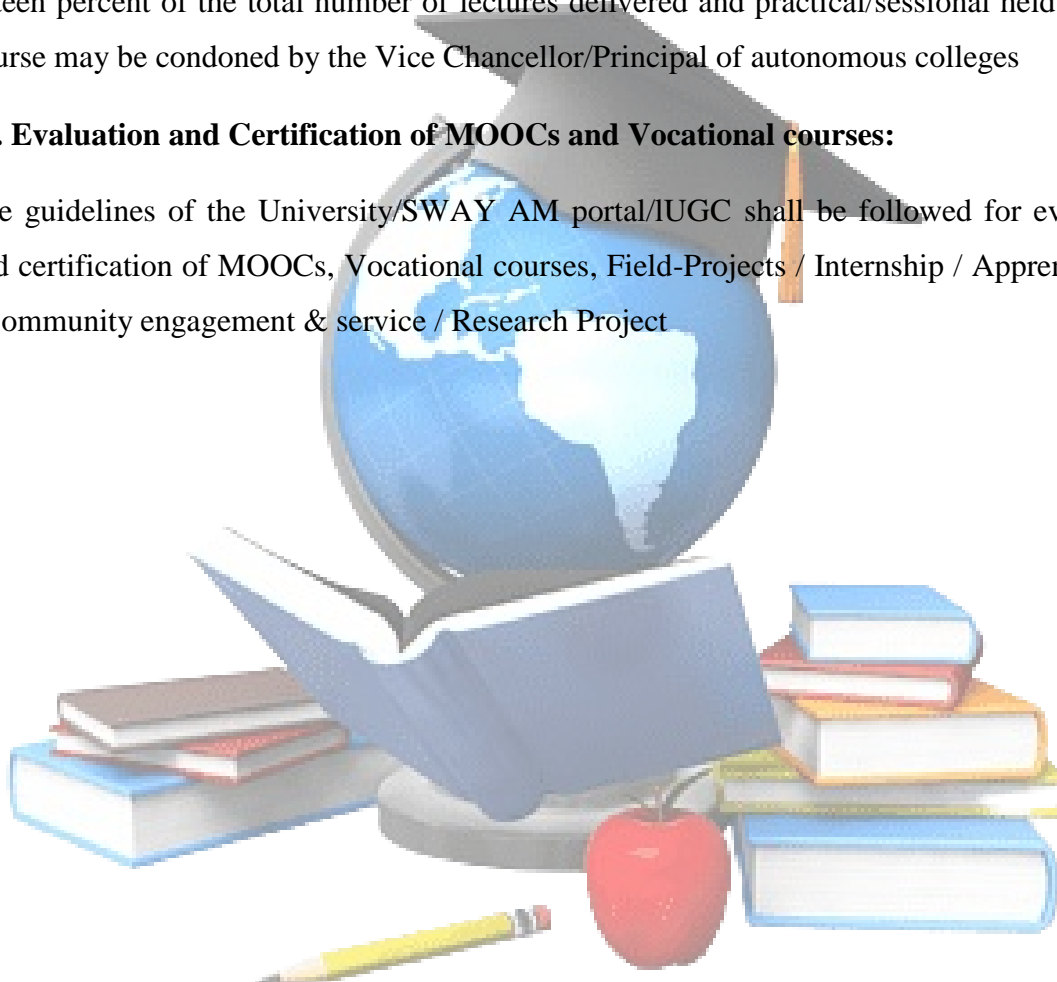
Requirement of attendance will be as per University Ordinance governing the examinations  
In general, attendance of at least seventy-five percent of theory lectures and practical separately will be required in each course to sit in the semester end examination

For special r

asons such as prolonged illness deficiency in the percentage of attendance not exceeding fifteen percent of the total number of lectures delivered and practical/sessional held in each course may be condoned by the Vice Chancellor/Principal of autonomous colleges

### **17. Evaluation and Certification of MOOCs and Vocational courses:**

The guidelines of the University/SWAY AM portal/IUGC shall be followed for evaluation and certification of MOOCs, Vocational courses, Field-Projects / Internship / Apprenticeship / Community engagement & service / Research Project



## 9.5 Examination & Evaluation:

- Every course will correspond to an examination paper that includes both external and internal assessments. For Major, Minor, Generic, and DSE courses, the semester-end theory examinations will have a duration of 3 hours. Examinations for vocational (SEC) and Ability Enhancement Course (AEC) subjects will last for 2 hours. The breakdown of credits for theory, practical, and tutorial components, alongside the division of internal and external examination marks, and the aggregate marks for an assessment, are detailed in Table 3.

Course (Credit)	Course Type	Credits Allocated		Distribution of Theory Marks		Distribution of Practical Marks		
		Theory	Practical	Internal (Through CCE)	External (End semester exam)	Internal	External (end semester practical exam)	
Core (6)	Type -1	6	NA	40	60	NA	NA	
Core (6)	Type -2	4	2	40	60	40	60	
GE / DSE/ SEC (4)	Type -1	4	0	40	60	NA	NA	
GE / DSE/ SEC (4)	Type -2	3	1 (P,T,W)	40	60	40	60	
AECC (4)	Type -1	4	NA	40	60	NA	NA	
Field- Project / Internship / Apprenticeship / Community engagement & service (6/10)	NA	1. Field- Project / Internship / Apprenticeship / Community engagement & service (4/6) Credits (75 marks) 2. Evaluation of Report 2/4 Credit (25 marks)						
Research Methodology (4)	Type -1	4	NA	40	60	NA	NA	
Dissertation / Research Project (4/6/10)	NA	Evaluation of Thesis 2/4/6 Credits (50 marks) + Pre-submission viva-voce 1/1/2 Credit (25 marks) + External viva-voce 1/1/2 Credit (25 marks)						

**Table 3: Structure of Credit Course**

- Examination Composition and Assessment Timeline: The external exam question papers should integrate long-answer, short-answer, and objective questions from all the units to effectively evaluate student knowledge. Continuous assessment will be conducted thrice per semester, each with a 20-mark weightage. Two assessments is to subject teacher's choice comprising of written tests, quiz, seminar, or assignment. The third assessment can be a written test. Marks for the continuous assessment will be based on the best two of



three scores. Participation in at least two tests plus the End Semester Examination is compulsory, with non-participation resulting in an 'Ab' Grade.

For practical/lab/project courses, the mark distribution will involve practical records/reports, practical exams, and viva voce, as determined by the College. For practical the subject teacher is responsible to conduct two practical internal exams. The College is also responsible for ensuring a minimum of two internal assessments are conducted per semester to maintain academic rigor and continuity.

3. Colleges are empowered to develop their internal assessment methodologies in alignment with the "Evaluation Reforms in Higher Educational Institutions, 2019" as outlined by the UGC, subject to ratification from the respective academic council. This allows for tailored evaluation strategies that cater to the unique requirements of each program while adhering to overarching educational standards.
4. The cumulative scores from the Semester-End Examination and ongoing assessments will be aggregated to determine the grade awarded for the course, as detailed in Table 4.

Letter Grade	Grade Points	Description	Range of Marks (%)
O	10	Outstanding	90-100
A+	9	Excellent	80-89
A	8	Very Good	70-79
B+	7	Good	60-69
B	6	Above Average	50-59
C	5	Average	40-49
P	4	Pass	35-39
F	0	Fail	0-34
AB	0	Absent	Absent

**Table 4: Details of Grade point**

**5. Grading System Overview:**

- a. **Failing and Retaking Courses:** If a student scores below the required percentage for a course, they get an 'F' grade. Otherwise, grades follow according to Table. Students who get an 'F' or are absent ('Ab') fail the course. They need to retake the exam when it's offered again. Their ongoing assessment scores can be added to their new exam scores for a final grade.
- b. **Moving to the Next Semester:** Students move up to the next semester if they earn at least half of the semester's credits. If they earn less than half, they fail and must redo the semester, which won't count towards their progress.

- c. Provisional Promotion: Students passing all courses proceed to the next semester. If they pass at least half the credits but fail some courses, they can go to the next semester on a conditional basis (ATKT) for the courses they failed. If they don't pass the failed courses in the next chance, they lose the provisional status but can try again. If they still don't succeed, they must redo the semester, which again won't count.
- d. Transfer to a Fourth Year: Students at colleges without a fourth year can transfer to another within the same university if they are provisionally promoted.
- e. Repeating Courses: Students can repeat a course if they get an 'F' or 'Ab' grade or fail the semester, but they have to pay a fee.
- f. Withdrawing from a Semester: Students can withdraw for valid reasons, but that semester won't count towards their progress.
- g. Zero Semester: If students don't clear a 'zero semester', they can't move on. They may have the chance to retake it in the future.
- h. Repeating Theoretical and Practical Courses: Courses can be retaken when offered within the program's maximum duration, and students can have multiple attempts to pass.

### 9.6 Calculation of SGPA /CGPA:

1. The Semester Grade Point Average (SGPA) represents a student's academic achievement for a semester. It is the ratio of the total number of credit points a student earns from all courses in the semester by the total number of credits attempted in that semester.

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

where  $S_i$  is the  $i$ th year,  $C_i$  is the number of credits of the  $i$ th course in the semester ( $S_i$ ) and  $G_i$  is the grade point scored by the students in the  $i$ th course.

2. The Semester Grade Point Average (SGPA) and the Cumulative Grade Point Average (CGPA) are determined by the weighted average of the credit points a student earns, excluding any additional course credits. Both SGPA and CGPA are to be rounded to two decimal points for clarity and included in the student's grade report.

Course	Credit (C)	Grade	Grade Point (GP)	Credit Points (C x GP)	SGPA (Total Credit point / Total Credit)
Course 1	6	A	8	48	146/20=7.30

Course 2	6	C	5	30	
Course 3	4	B+	7	28	
Course 4	4	O	10	40	
Total	20			146	

**Table 5: Calculation of the SGPA**

3. The Cumulative Grade Point Average (CGPA) reflects a student's total academic performance across all completed semesters. It is calculated by dividing the sum of credit points a student has earned in all courses by the total number of credits from all those courses across all semesters. The formula for determining CGPA is as follows:

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

where SGPA  $S_i$  is the SGPA of the  $i$ th year and  $C_i$  is the total number of credits in the  $i$ th semester.

Semester	Credits	SGPS	Credits x SGAP	CGPA
1	20	7.50	150.00	CGPA = Total(Credits x SGPA) / Total Credits
2	20	7.58	151.60	
3	20	7.32	146.40	CGPA = 1229.60 / 160 = 7.685 = 7.69
4	20	8.34	166.80	
5	20	7.58	151.60	
6	20	7.32	146.40	
7	20	8.34	166.80	
8	20	7.50	150.00	
Total	160		1229.60	

**Table 6: Calculation of CGPA**

4. Upon fulfilling the necessary criteria for the undergraduate program, the final Cumulative Grade Point Average (CGPA) will be computed and recorded on the certificate, diploma, or degree awarded. Additionally, for three-year (spanning six semesters) and four-year (spanning eight semesters) undergraduate degrees, the Division achieved by the student will also be specified according to the following standards:

Division	Criterion
First Division with distinction	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 8.00 or above
First division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 6.50 above but less than 8.0
Second division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 5.00 above but less than 6.50
Pass	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 4.00 above but less than 5.0

**Table 7: Divisions based on Grade Point**

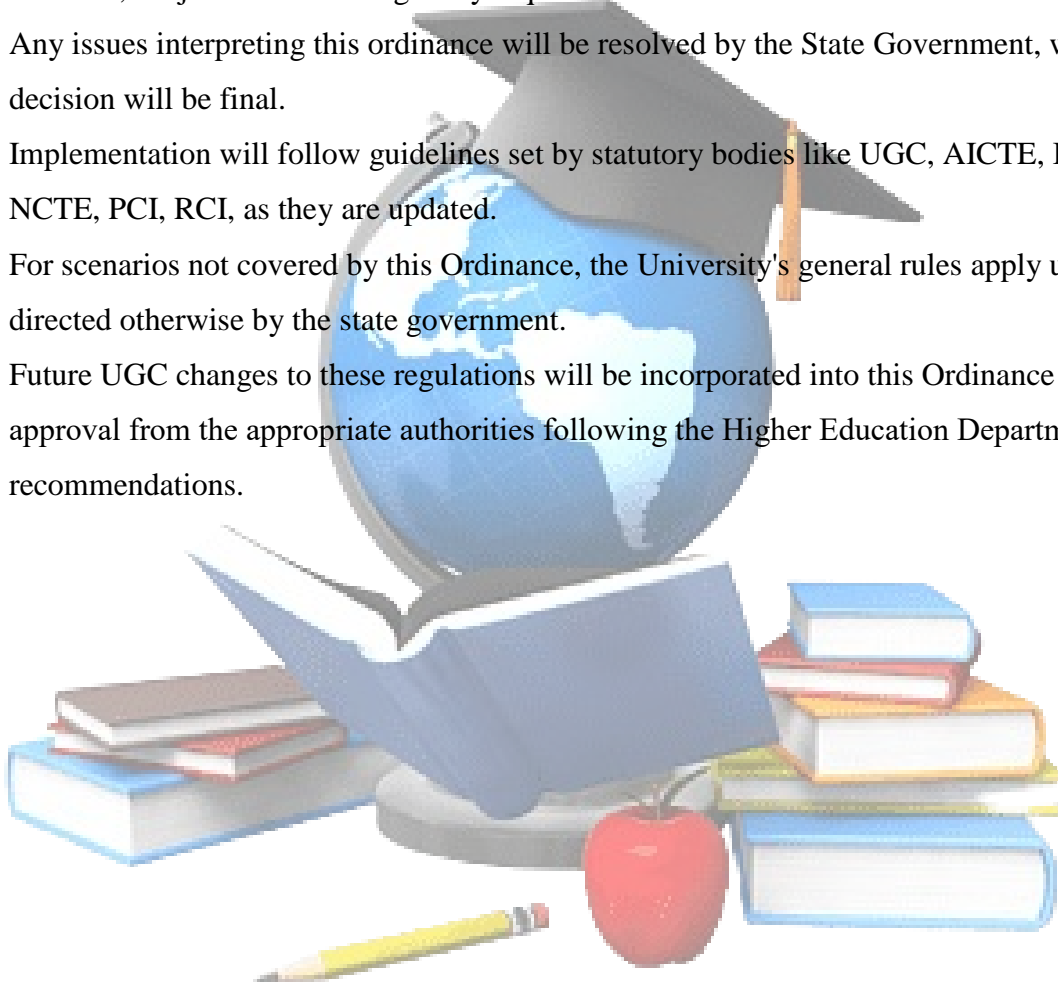
The conversion of CGPA into percentage will be as follow to facilitate its application in other academic matters

$$\text{Equivalent Percentage} = \text{CGPA} \times 10$$

5. The student will be examined by the College as per the prevailing syllabus and scheme of examination
6. The candidate shall be awarded a certificate/diploma/degree when he/she successfully earns the minimum required credits for the certificate/diploma/degree
7. A Grade Card shall be issued to all the students after every semester based on the grade earned. The course details (code, title, number of credits, grade secured) along with SGPA of every semester and CGPA earned till that Academic Year will be displayed in the grade card
8. Grade sheets will be developed by the University/autonomous college based on model Annexures

## 9.7 Credit Transfer:

1. Credits will be transferred according to the University's policy, which aligns with the UGC's guidelines.
2. Credits are to be recognized and transferred between member institutions of the Academic Bank of Credit as per UGC regulations.
3. For provisional promotions, MP University Act-established universities will enable credit transfers, subject to certain eligibility requirements.
4. Any issues interpreting this ordinance will be resolved by the State Government, whose decision will be final.
5. Implementation will follow guidelines set by statutory bodies like UGC, AICTE, BCI, NCTE, PCI, RCI, as they are updated.
6. For scenarios not covered by this Ordinance, the University's general rules apply unless directed otherwise by the state government.
7. Future UGC changes to these regulations will be incorporated into this Ordinance with approval from the appropriate authorities following the Higher Education Department's recommendations.

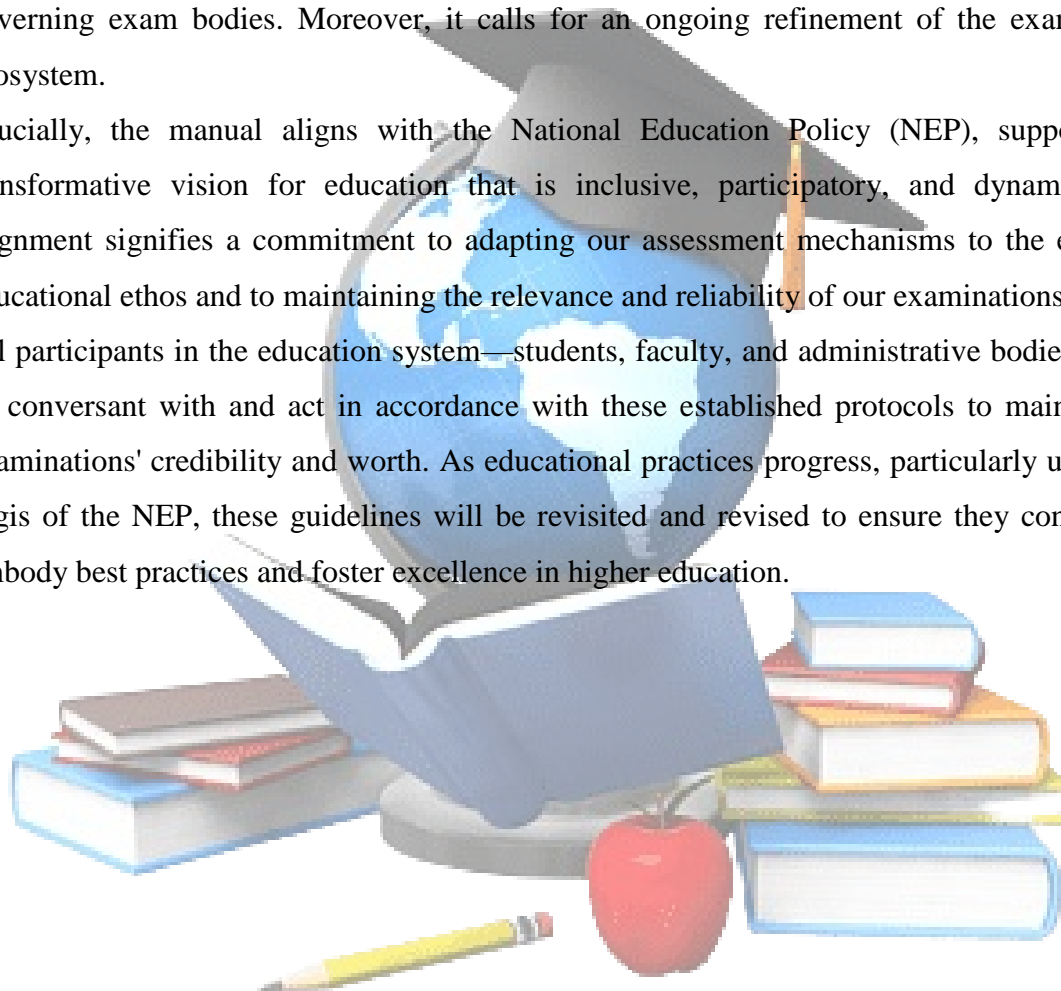


## Chapter 10 Conclusion

This examination manual is a detailed framework outlining the procedures, criteria, and ethical standards that foster a transparent and equitable evaluation system, integral to gauging a student's scholarly capabilities. It advocates for rigorous adherence to honesty, precision, and uniformity in the assessment process. The manual meticulously charts every aspect from initial registration to the appeals process, ensuring clarity for students, educators, and governing exam bodies. Moreover, it calls for an ongoing refinement of the examination ecosystem.

Crucially, the manual aligns with the National Education Policy (NEP), supporting a transformative vision for education that is inclusive, participatory, and dynamic. This alignment signifies a commitment to adapting our assessment mechanisms to the evolving educational ethos and to maintaining the relevance and reliability of our examinations.

All participants in the education system—students, faculty, and administrative bodies—must be conversant with and act in accordance with these established protocols to maintain the examinations' credibility and worth. As educational practices progress, particularly under the aegis of the NEP, these guidelines will be revisited and revised to ensure they continue to embody best practices and foster excellence in higher education.





## Annexures Sample of Marksheet

		<h3>ST. ALOYSIUS' COLLEGE (AUTONOMOUS)</h3> <p>College with Potential for Excellence by UGC Sadar, Cantt., Jabalpur - 482001 (M.P.), INDIA Website : <a href="http://www.staloyuscollege.ac.in">www.staloyuscollege.ac.in</a></p>				
<b>AFFILIATED TO RANI DURGAVATI VISHWAVIDYALAYA, JABLAPUR (M.P.)</b>						
<b>EXAMINATION FOR THE DEGREE OF BACHELOR OF COMMERCE</b>						
		<b>FIRST SEMESTER, DECEMBER, 2022</b>				
<b>Batch: 2022-25</b>						
<u>GRADE SHEET</u>						
<b>Name of Student:</b> GARIMA NAHAR			<b>Roll No.:</b> 1221778			
<b>Father's Name:</b> PARWESH NAHAR			<b>Enrolment No.:</b> R22006A0410040			
<b>Mother's Name:</b> PREMLATA NAHAR			<b>Category:</b> REGULAR			
SUBJECT / PAPERS & CODE		Credits (C)	Credits Obtained (CO)	Grade	Grade Points (GP)	Credit Points (C × GP)
<b>MAJOR:</b>						
Financial Accounting (311011)	TH	6	6	C	5	30
<b>MINOR:</b>						
Business Organization (311021)	TH	6	6	B	6	36
<b>ELECTIVE: Open</b>						
Data Processing Software (311061)	TH	3	3	B+	7	21
	PR	1	1	A+	9	9
<b>ABILITY ENHANCEMENT COURSE: FOUNDATION COURSE</b>						
Bhasha aur Sanskriti & English Language and Indian Culture (311091)	TH	4	4	B+	7	28
<b>SGPA : 124/20=6.2</b>		<b>TOTAL</b>	20	20	—	124
<b>Result : PASS</b>						
<b>ATTEMPT: 1</b>						
						
				512141921680010011029		
Date:	Asstt. Registrar (Exam)	Principal	Controller of Examination			



# ST. ALOYSIUS' COLLEGE (AUTONOMOUS)

College with Potential for Excellence by UGC  
Sadar, Cantt., Jabalpur - 482001 (M.P.), INDIA  
Website : [www.staloyuscollege.ac.in](http://www.staloyuscollege.ac.in)

AFFILIATED TO RANI DURGAVATI VISHWAVIDYALAYA, JABLAPUR (M.P.)



## EXAMINATION FOR THE DEGREE OF BACHELOR OF COMMERCE



SECOND SEMESTER, APRIL, 2023

Batch: 2022-25

GRADE SHEET



Name of Student: GARIMA NAHAR  
Father's Name: PARWESH NAHAR  
Mother's Name: PREMLATA NAHAR

Roll No.: 2221835  
Enrolment No.: R22006A0410040  
Category: REGULAR

SUBJECT / PAPERS & CODE		Credits (C)	Credits Obtained (CO)	Grade	Grade Points (GP)	Credit Points (C × GP)
<b>MAJOR:</b> Business Regulatory Framework (312011)	TH	6	6	B	6	36
<b>MINOR:</b> Business Communication (312021)	TH	6	6	B	6	36
<b>ELECTIVE: Open</b> Basic of Programming Methodology and Database (312061)	TH	3	3	B+	7	21
	PR	1	1	B+	7	7
<b>ABILITY ENHANCEMENT COURSE: FOUNDATION COURSE</b> Environmental Education & Yogic Science (312081)	TH	4	4	C	5	20
<b>SGPA : 120/20=6</b>	<b>TOTAL</b>	20	20	—		120

Result : PASS  
ATTEMPT: 1



512141921680010011027

RESULT SEMESTER WISE		
SEMESTER	I	II
TOTAL CREDIT	20	20
ADDITIONAL CREDIT	NA	NA
SGPA	6.2	6
ATTEMPT	1	1
RESULT	PASS	PASS

Date:

Asstt. Registrar (Exam)

Principal

Controller of Examination