

# EXAMINATION PROCEDURES OUTLINES IN COLLEGE HANDBOOK

## **Assessment /Evaluation procedure**

The assessment will be based on knowledge, intelligence, application, understanding of the concept and creativity. The system of evaluation is based on objectivity, transparency and accountability. There shall be examinations at the end of each semester ordinarily during November/December for odd semesters and during April/May/June for even semesters. Each course shall be evaluated with 30% of marks for continuous internal assessments and 70% of the marks for the end semester examinations.

### **Continuous Internal Assessment (CIA) has the following components**

i	Two internal tests of 50 marks each (one and a half hour duration)	25 marks
ii	Surprise Tests, Quiz, Seminar, etc.	12 marks
iii	Assignments, Review, Report Writing, etc	10 marks
iv	Class Participation	3 marks
	<b>Total</b>	<b>50 marks</b>

**Distribution of marks for class participation is as follows:**

91% and above	3 marks
85-90%	2 marks
76-84%	1 mark

- ◆ Continuous evaluation system is administered by the department concerned based on the Regulations
- ◆ Two Internal tests of 1½ hour duration each, carrying 50 marks in each semester are conducted as per the time table announced by the concerned department within the specified dates. Question paper pattern is similar to the end semester examination
- ◆ Model Practical examinations are conducted for awarding internal assessment marks
- ◆ Students who miss the internal examinations may not be allowed to appear for the re-tests except under extraordinary circumstances

**ATTENDENCE (UG/PG)**

- 1) A student is eligible to write the End Semester Examination only if he/she has a minimum of 75% attendance in each subject
- 2) Students who fail to fulfill this regulation will not be allowed to write the examination. They have to repeat the semester
- 3) Students are advised to check their attendance constantly with the respective lecturers and clear their doubts, if any, before the semester closes.
- 4) No complaints or request for attendance on any ground will be entertained after the semester closes.

- 5) Students who do not pay the examination fee are considered to have voluntarily discontinued the course.
- 6) Students who absent themselves on medical grounds should produce the medical certificate as soon as they come back. **A medical certificate however, does not entitle a student to attendance.** The class Guide and Dean, Director should be informed in writing about the long absence.
- 7) Students representing the College/ Department/ Extension Activities, should take prior approval in writing from the Principal regarding their attendance for that particular period. The requests for granting attendance will not be accepted after the term ends.

8) **Leave Note :**

Leave of absence from the College should be obtained from the authority concerned. Unforeseen absence must be justified immediately on return before entering the class by filling the record of absence sheet printed in the College Calendar duly signed by the parent or the guardian and the class guide. If the absence is more than two days student must get the leave note signed by the concerned Director.

- 9) Students are not permitted to skip classes for the purpose of association activities.
- 10) The names of students who are absent continuously for 2 weeks without any notice, will be struck off from the register.
- 11) Students are expected to be present for College exams, retreat and classes on re-opening day after holidays, march past on sports day and other such activities without fail. Absence without proper justification will be seriously viewed.

## **END SEMESTER EXAMINATION (UG)**

- 1) **The ESE will be conducted at the end of each semester. The duration and maximum marks of the ESE in each subject is 3 hours and 100 marks respectively.**
- 2) All Candidates writing the examination will have to submit the completed application and pay with the prescribed examination fee.
- 3) The Controller of Examinations (COE) will issue the notification announcing the dates of the examination, dates of application form to be submitted and the amount of examination fee to be paid.
- 4) The time table for ESE will be published by the COE at least two weeks before the date of commencement of examination.
- 5) Supplementary examinations of odd semester will be held along with odd semester regular examination and even semester examination along with even semester regular examination
- 6) The question papers for supplementary exam will be the same as the regular examination for each subject. In case of any change in subject and syllabus of the subjects, COE will provide necessary instructions to candidates who write supplementary examination.
- 7) Candidates who write the supplementary examinations are required to submit the filled application form and pay the examination fee as specified.
- 8) The question paper for ESE will be set for a maximum of 100 marks. However, the marks are converted in accordance with the examination scheme.
- 9) Students are required to adhere strictly to the Examination Code of Conduct.

### **QUESTION PAPER PATTERN:**

Question paper pattern as specified by the respective Boards of Studies (BOS) shall be intimated to the students.

### **SYSTEM OF EVALUATION OF ESE:**

- 1) Centralized valuation system is adopted for the ESE.
- 2) Valuation scheme is prepared and given to each valuer to standardize the valuation.
- 3) A percentage of the valued answer papers will be subjected to review by a senior teacher of more than 3 years of teaching experience.
- 4) The answer books will be preserved for a period of six months by the COE after which the answer books will be burnt. After this period, no complaints of any sort will be entertained.

### **RESULTS (UG):**

1. The results of semester examination (including the CIA and ESE marks totalling to a maximum of 100 marks) will be published within six weeks from the date of completion of the End Semester Examination.
2. The marks cards of the semester examination will be issued within two weeks from the date of announcement of the results.
3. Requests for Revaluation, Retotalling and Photocopy of the answer book, if any, has to be made to the COE in the prescribed form and payment of fee as notified by the Controller of Examinations from the date of publication of the results.
- 4) **Minimum for a pass is 35% marks in each of the theory/practical subjects**

- 5) End semester results will be published in the College website and eventually the regular progress of the student will also be made available in the college website.

### **REDRESSAL OF GRIEVANCES:**

Utmost attention is paid to the grievances of the students:

- a) All grievances related to internal tests including re-tests, assignments and attendance should be brought to the notice of concerned Dean / Director.
- b) Retotalling / Photocopy and Revaluation shall be brought to the notice of the Controller of Examinations.
- c) Loss of Marks Cards / Duplicate Marks Cards / Consolidated Marks Cards shall be brought to the notice of the Office of the Controller of Examinations by following the prescribed procedure.
- d) Grievances related to the Subject Associations and other Associations shall be brought to the notice of the Association Co-ordinator.

### **Basic Theology and Value Education Classes and Examinations**

Attendance for Basic Theology classes and examinations is obligatory for Catholic students.

Attendance for Value Education classes and examination is obligatory for all students.

Attendance for the annual retreats/personality development programmes is also obligatory.

Those who absent themselves from the examinations or fail in the examinations will not be entitled to any scholarship or prize.

## **END SEMESTER EXAMINATIONS (PG)**

- ◆ **End semester examinations will be conducted at the end of each semester. The duration of the theory papers is 3 hours and the question paper will be set for 70 marks. Duration of the practical examinations may be 3/4/6 hours as specified in the Regulations**
- ◆ The Office of the Registrar (Evaluation) will notify the schedules of the examination, the examination fee and the schedule for submitting the examination application forms. Eligible students should submit the duly filled application form with the payment of prescribed examination fee as per the notification.
- ◆ Payment of examination fees does not entitle the candidate to appear for the examination. The candidate has to submit the application within the last date prescribed by the College and fulfil the requirement of satisfactory attendance, progress and conduct. A candidate who does not satisfy these requirements will not be permitted to take the examinations.
- ◆ Students should note that there is provision to conduct supplementary examinations. Odd semester examinations are conducted only during odd semester and even semester examinations only in the even semester.
- ◆ The evaluation of Project Report, Dissertation and Viva-Voce will be done as per the Regulations.

### **EVALUATION SYSTEM-END SEMESTER EXAMINATIONS**

- ◆ Each theory paper shall be valued by one internal and one external examiner. The average marks will be recorded.
- ◆ If the difference in marking between the two valuations is more than 20%, the Registrar (Evaluation) will check the entries and

the marks assigned by the two examiners. If there is any mistake in totaling, it will be rectified. Fractional marks/attendance if any shall be rounded off to the next significant digit.

- ◆ Despite all the corrections, the difference between two valuations is more than 20% of the maximum marks of the concerned paper, the Registrar (Evaluation) shall refer such answer script/s to the Chairman of the concerned BOE for arranging **Third Valuation**. Marks awarded therein shall be final.
- ◆ Students not satisfied with the provisional marks may apply for **Board Valuation**. Students may apply for Board Valuation through a handwritten application with a challan payment of the prescribed fee per subject which should be submitted to the Office of the Registrar either by person or through an authorized person **within one month from the date of the announcement of the result**.
- ◆ A candidate who fails in one or more of the papers of a semester may be permitted to **reject the result**. Rejection of result paper-wise is not permitted. However, a candidate may be permitted to reject the result of the whole of the examination of the concerned semester. Application for rejection along with the payment of the prescribed fee shall be paid **within 30 days from the date of the announcement of the result**.
- ◆ A candidate who passes all the courses/papers of a semester may be permitted to **improve the result** by reappearing for the whole examination of that semester. The reappearance could be permitted twice during double the period of the degree programme without restricting it to subsequent examination only.
- ◆ Any grievance/complaint with regard to continuous internal assessment or the end semester examinations may be brought to the notice of the Registrar (Evaluation) within a reasonable time.



## RESULTS

- ◆ The results of the semester examination (including CIA) will be published by the Registrar (Evaluation). Also the results are published on the College **Website: [www.staloysius.edu.in](http://www.staloysius.edu.in)**
- ◆ There shall be no minimum in respect of Internal Assessment and Viva-Voce marks. However, the student who scores low marks in Internal Assessment Examination should note that it will be difficult to clear the end semester examination.
- ◆ The candidate securing less than 4 grade points in the end semester examination in any unit /theory/practicals/project work/ dissertation/internship/seminar shall be declared to have failed in that unit/theory/practicals, indicated with FF grade. A student obtaining grade FF or absent will be required to re-appear in the examination of that course.
- ◆ A candidate shall be declared to have passed the PG programme if he / she secures atleast a CGPA of 4.0 (Course Alpha-Sign Grade C).

### **Award of Class and Grade to successful candidates**

The results of successful candidates at the end of each semester shall be declared in terms of Grade Point Average (GPA) and alpha-sign grade. The results at the end of the programme shall be classified on the basis of the Cumulative Grade Point Average (CGPA) obtained in all the four semesters and the corresponding programme Alpha-Sign Grade.

The Grade Point Average (GPA) in a semester and the Cumulative Grade Point Average (CGPA) at the end of fourth semester shall be computed as follows:

Grade	Limits*	Grade Point
OO+	95 - 100	10
OO	90 - 94	9.5
OA+	85 - 89	9
OA	80 - 84	8.5
AA+	75 - 79	8
AA	70 - 74	7.5
AB+	65 - 69	7
AB	60 - 64	6.5
BB+	55 - 59	6
BB	50 - 54	5.5
BC	45 - 49	5
CC	40 - 44	4.5
PP	35 - 39	4
FF	0 - 34	0

\* Limits are considered after converting the marks out of 100 in that course.

The SGPA is the ratio of the sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student (except open elective and extra courses) and the sum of the number of credits of all these courses undergone by a student during that semester. It shall be expressed upto two decimal places.

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

CGPA will not be declared in the case of such students who either secure grade FF or absent in any one of the courses including open electives of the programme.

The alpha-sign grade of a programme is determined based on CGPA as given below:

<b>Programme alpha-sign grade</b>	<b>CGPA</b>
O+	More than or equal to 9 but less than 10
O	More than or equal to 8 but less than 9
A+	More than or equal to 7 but less than 8
A	More than or equal to 6 but less than 7
B+	More than or equal to 5.5 but less than 6
B	More than or equal to 5 but less than 5.5
C	More than or equal to 4 but less than 5

*P.S: At the end of each semester internal assessment is calculated for 30 marks through the software system.*

Based on the above recommendation on alpha-sign grades, grade points, SGPA and CGPA, the university shall issue the Grade Card for each semester and a Programme Grade Card indicating the performance in all semesters.

- ◆ The candidates who pass all the semester examinations in the first attempt in two years are eligible for ranks provided they secure at least a CGPA of 6.0 (at least alpha-sign grade A)
- ◆ The results of the candidates who have passed the fourth semester examination but not passed the lower semester examinations shall be declared as NCL (Not Completed Lower semester examinations). Such candidates shall be eligible for the degree only after completion of all the lower semester examinations.
- ◆ A candidate who passes the semester examinations in parts is eligible for only CGPA and Alpha-Sign Grade but not for ranking.