

**EXAMINATION CELL  
REGULATIONS – 20 AH BATCH**

**ST. JOSEPH'S COLLEGE FOR WOMEN (AUTONOMOUS)**

**VISAKHAPATNAM**



**Telephone Numbers**

**0891 - 2558346**

**7075856500**

**E-mail : [sjcw@stjosephsvizag.com](mailto:sjcw@stjosephsvizag.com)**

**E-mail : [examination@stjosephsvizag.com](mailto:examination@stjosephsvizag.com)**

**Website : [www.stjosephscollegevisakhapatnam.ac.in](http://www.stjosephscollegevisakhapatnam.ac.in)**

## EVALUATION SYSTEM

UG examinations are planned according to the 'Regulations' designed and approved for this program by the Academic Council from time to time. St Joseph's College for Women, Visakhapatnam became autonomous in 1987. Under Autonomy the college has Academic Freedom to design its own courses, implement its own methods of teaching, learning and evaluation within the framework provided by the UGC and the Parent University to which the college is affiliated i.e. Andhra University.

The College established Examination Cell to take charge of the examination system in the college. There has been substantial evolution and progression in the examination system since the inception of autonomy to date.

### Academic Process

College follows semester system for all UG and PG courses. All UG courses have eight semesters spread over four years with a minimum of 90 to 120 days of work in each semester.

### Programs offered by the college for the academic year 2020-2021

BA-Eng. Lang. & Lit.- Psychology-Off. Mngmt.	20 BA EPO
BA-Eng. Lang. & Lit.- Psychology- Journalism & Mass Comm.	20 BA EPJ
BA-Eng. Lang. & Lit.-Economics-Pol. Sc.	20 BA EEP
BA- Commerce-Economics-Managt. Studies	20 BA CEM
BBA	20 BBA
B Com	20 B Com
BSc-Maths-Physics-Chemistry	20 BSc. MPC
BSc-Maths-Physics-Comp. Sc.	20 BSc. MPCS
BSc-Maths-Statistics-Comp.Sc.	20 BSc. MSTCS
BSc -Maths-Economics-Comp.Sc.	20 BSc. MECS
BSc-Chemistry- Botany-Zoology	20 BSc. CBZ
BSc-Biochemistry- Biotechnology- Chemistry	20 BSc. BBC
BSc-Home Science	20 BSc. HSC
BSc-Agriculture and Rural Development	20 BSc. AGRD
MSc Mathematics	20 MSc. Maths
MSc Organic Chemistry	20 MSc Org. Chem.
MA English	20 MA Eng.
MSc Home Science	20 MSc Home Sc

MSc Psychology  
MHRM

20 MSc Psychology  
20 MHRM

The academic year 2020-2021 begins with an updated syllabus revised by the Board of Studies and ratified by the Academic Council. New courses have been introduced to meet the stakeholder demands. The detailed syllabi, course outcomes and program outcomes are made available on the college website and in the college library. Orientation is given to the newly admitted batch of students and their parents regarding the system, process, methods and techniques of assessment and evaluation. The learning outcomes of all courses are also communicated to the students during the orientation program. Institution notifies the faculty and students about course, syllabus updates evaluation process, examination rules and regulations etc. through college handbook. The examination annual academic schedule for the academic year was prepared and displayed on the web site and notice board.

### **Assessment procedure**

The student's performance in each course is evaluated based on continuous internal assessment for 40% and Summative assessment (end-semester examination) for 60%. Continuous assessment spread through the duration of the course. The Summative assessment towards the end of the semester.

### **Continuous assessment**

Continuous assessment consists of two mid semester examinations (MSE), one accessory assessment and regular attendance during the semester. The 40% continuous assessment for all the papers in each semester was distributed as follows.

Mid Semester Examination I	15%
Mid Semester Examination II	15%
Accessory Assessment	5%
Attendance	5%

**Mid Semester Examinations:** The First MSE planned after 40 days post the beginning of the new semester, and the second MSE will be after 30 days, after the first MSE. The syllabus and model question papers for each MSE are decided by the respective departments. No second attempt at MSE will be permitted for students ineligible, due to absenteeism. No % pass minimum for MSE is required. MSE, I conducted in offline mode of one hour duration for 15 marks and MSE II conducted in online mode of 15 minutes duration for 15 marks. A question bank for each course prepared by the respective course teachers. Question papers of the prescribed format for each course generated using computer programs from the question bank

in the master computer which is under control of CE.

**Accessory assessment:** Accessory assessment methods provide a greater degree of flexibility which enables the evaluation of a variety of skills and not just the memory-oriented skills tested by conventional examination system.

**Attendance:** Attendance is the physical presence of the student in the class/ laboratory / field work. It is a well-observed fact that the students who score good grades are those who attend the class / laboratory / field work, regularly. Therefore, the students must strive to attend all the classes without fail. Every faculty member handling a course will consider attendance till the last working day in the semester. Course wise percentage of attendance calculated by each course teacher up to this point and marks are awarded for regular attendance as follows:

<b>% of Attendance</b>	<b>Marks</b>
95-100	5
90-<95	3
85-<90	2
80-<85	1
<80	0

**Summative assessment:** Examination cell planned for regular and supplementary End Semester Examinations (ESE). These are conducted as per academic schedule. ESE is of three-hour duration for 60 marks. Payment of the required examination fee and 80% Attendance are mandatory to appear for the E.S.E.

**Practicals:** Practical are conducted regularly, and the student is assessed for every practical. Attendance and Submission of the certified record is compulsory to take up Practical E.S.E. Practical evaluation is completely internal and double evaluation. The formative assessment of practical is innovative and different departments follow different patterns to suit the needs of specific subjects.

**Malpractice cases:** The College invariably takes a serious view on unfair methods in all theory and practical examinations. Expulsion from the examination hall and cancellation of the performance in that paper is the immediate minimum punishment when found indulging in unfair practices in the examination hall by a student. If any student is found guilty of malpractice on more than one occasion during her tenure in the college, the student will be debarred and forfeits the seat. In all cases of examination malpractices, the decision of the Malpractice enquiry committee shall be final and binding.

### **Results declaration Process**

- The Whole process of calculating the final marks is automated using computer program. After mid-semester examinations the final continuous assessment (CA) marks are submitted to the examination cell by the concerned faculty.
- After the End-semester examinations (ESE), both the CA and ESE marks are entered in the system.

### **The rules regarding pass minimum in theory and practical papers are as follows:**

- There is no pass minimum for Mid-semester examination but the pass minimum for ESE is 40%.
- The CA and ESE when totaled shall be a minimum of 40% for the candidate to be declared as passed. If the student fails to secure pass minimum in the ESE she shall be considered as a failure even though her total may be above 40%.
- Mid Semester Exams and Accessory assessment will not be repeated if a student is absent.
- The student shall appear for the Supplementary Exam on the whole syllabus in the ESE model if she
  - is absent for both Mid Semester Exams.
  - is absent for the End Semester Exam.
  - fails to pass minimum in End Semester Exam.
  - fails to secure the pass minimum of 40% overall, (in continuous assessment + End Semester Exam) even though she has secured pass minimum in End Semester Examination.
- In Practical paper the student shall be present for the CA test if conducted or be present for 80% of the classes in case of continuous assessment of the practical classes.
- After the entry of the data, individual mark lists of the students shall be printed out and checked.
- The semester marks list of the student indicates the papers of various courses, the marks obtained in CA and ESE, maximum marks, grades in different papers, credits obtained.
- Semester Grade Point Average (SGPA) is awarded to a candidate who passes all the subject papers in that semester.
- Cumulative Grade Point Average (CGPA) is calculated by the end of final year of study provided a candidate passes in all subject papers of all the semesters.
- CGPA multiplied by "10" gives aggregate percentage of marks obtained by a candidate.

- After this, the semester result for the batch shall be printed and checked. Statistics for the batch also shall be obtained for presentation to the Examination committee.

### **Results Committee (Examination Committee)**

The Examination Committee can act as results committee and declare results. This committee shall include the Principal, Controller of Examinations (CE), and senior members of the faculty nominated by Principal. The meeting of the Results Committee shall be held to finalize the results of UG examinations, after the results and statistics of an examination is completed.

- The CE shall prepare a consolidated statement of marks/ grades of all candidates before the commencement of the meeting. The statistics of the results shall also be prepared and presented to the committee for consideration. It shall be competent for the committee to call for any answer book which they consider as demanding revaluation at the committee meeting, or which has given rise to points of doubts to be cleared at such a meeting, especially when the CE observes great disparity in the marks for the different papers of a candidate.
- It shall be competent for the Results Committee to decide on the moderation of marks (Grace marks). The moderation shall be in accordance with the guidelines issued by the Academic Council from time to time. There is no moderation for Mid semester examinations, if necessary is given only for End semester examination marks. Moderation of up to 3 marks may be awarded to a student in a semester, subject to a maximum of 2 marks per paper for UG candidates.
- The minutes shall be recorded and signed by the members present in the minute book available with the office of the CE. The minutes of the meetings of the results committee shall contain the following details:
  - Time, date and venue of the meeting
  - Names and signatures of the members present
  - A brief statement regarding consideration and approval of the results
  - The percentage or marks of moderation, if any, recommended by the committee
  - Any other remarks relevant to the conduct and results of the examination
  - Signature of the Principal
- The minute's book shall be kept under the safe custody of the CE.

- The CE shall submit the results to the Governing Body for approval or shall issue orders to publish the results subject to approval by the Governing Body.
- The latter course of action is resorted to when it is found that waiting for a routine meeting of the Governing Body may cause undue delay in the publication of the results.

### **Publication of Results**

The final approved result of the concerned semester examination shall be published. The results approved by the Results Committee (Examination Committee) and Governing Body shall be posted on the website. The mark lists, of the regular as well as supplementary examinations, duly signed by The Principal shall be distributed to the students within a week of announcement of the results. On issue of the mark list, the student shall sign on the attendance register as proof of having received the mark list. At the end of I semester, the mark lists shall be issued to the parents for awareness and necessarily follow up.

### **Issue of Consolidated Statement of Marks**

All candidates who have appeared for an examination conducted by the College are issued a computerized consolidated statement of marks/ grades irrespective of the result of the examination. At the end of the final semester a cumulative mark list with requisite security features endorsed by Andhra University will be issued along with provisional degree certificate. The Final degree certificate is awarded by the Andhra University, however, will be issued by the college after receiving the same from the Andhra University.

**Grievances:** The students are given a grace period of ten days to ask for rectification of errors in the mark list. The grievances shall be given in writing using the format available in the EC. She must apply for the same within ten days by paying the prescribed fee in the proper form. The grievance expressed by the student are checked and if there is a need, the correction was made in the register, the computer and the mark list of the student. A new mark list may be issued if necessary.

### **Revaluation**

There is a provision for revaluation of ESE papers. The applications by candidates for revaluation shall reach the Controller of Examinations as per the dates specified at the time of publication of results. However, there is no provision of revaluation for Project, Internship, practical and Instant examination papers.

Guidelines for revaluation:

- If the difference between the original marks and marks secured in the revaluation exceeds 15% there shall be a second revaluation and, in such a case, the highest marks secured in any two valuations shall be averaged.
- If the marks secured in the revaluation are higher than the original marks, the candidate shall be given the benefit (treated as Benefitted) and if the revaluation marks are lower than the original marks, the revaluation marks shall be ignored (treated as not Benefitted) in the case of those who secured pass marks in the original valuation. In the case of failed candidates, even after re-valuation if he/she fails to secure pass marks even after adding residual grace marks, such marks shall be ignored.

### **Instant Examinations**

After the final semester examinations, the list of students who have not completed all their papers shall be obtained from the computer. Students with one or two subjects in all six semesters only may be given an Instant Examination within a month or so after the announcement of the results.

### **Implementation of CBCS**

St. Joseph's College for Women (A) introduced the CBCS (Choice Based Credit System) as per the UGC guidelines w.e.f the academic year 2015-16. The courses can be evaluated following the credits and grading system. The grading system is better than the conventional marks system which will facilitate student mobility across institutions within and across countries and enable potential employers to assess the performance of students.

### **Letter Grades and Grade Points**

- Among absolute and relative grading college adopted absolute grading. Under the absolute grading, the marks are converted to grades based on pre-determined class intervals.
- Depending on the aggregate percentage of marks obtained in the paper, specific letter grade shall be assigned for that paper which has grade points maximum 10 on 10-point scale
- A student obtaining Grade F shall be considered failed and will be required to reappear in the examination.
- For noncredit courses 'Satisfactory' or 'Unsatisfactory' shall be indicated instead of the letter grade and this will not be counted for the computation of SGPA/CGPA.
- Student should Achieve Aggregate 'P' Grade in each course for getting a degree.



% Aggregated marks	Description	Grade Letter	Grade points
90 - ≤ 100	Outstanding	O	10.0
80 - < 90	Excellent	A <sup>+</sup>	9.0
70 - < 80	Very Good	A	8.0
60 - < 70	Good	B <sup>+</sup>	7.0
55 - < 60	Above Average	B	6.0
50 - < 55	Average	C	5.0
40 - < 50	Pass	P	4.0
<40	Fail	F	0.0

### Total minimum Credits for Undergraduate Programme

Credit is a unit by which the course work is measured. It determines the number of hours of instruction required per week.

- Part I (Foundation courses) -34 credits for all groups
- Part II (Core courses and skill enhancement courses) -104 credits for B.A. and B.B.A, 110 credits for B.Com., 125 credits for B.Sc. and H.Sc.
- Students can earn extra credits for their achievements in extra and co-curricular activities.

### Computation of SGPA and CGPA

College adopted the following procedure to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

Semester Grade Point Average (SGPA):

A Semester Grade Point Average (SGPA) for a semester is calculated as:

$$SGPA = \frac{\sum (C * G)}{\sum C}$$

- Where C= Number of credits for the subject paper
- G= Grade points obtained by the candidate in that subject paper
- Semester Grade Point Average (SGPA) is awarded to a candidate who passes all the subject papers in that semester.
- Cumulative Grade Point Average (CGPA) is calculated by the end of third year using similar formula provided a candidate passes in all subject papers of all the six semesters.
- CGPA multiplied by "10" gives aggregate percentage of marks obtained by a candidate.
- The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the

transcripts.

- Transcript (Marks list): Based on the above requirements on Letter grades, grade points and SGPA and CCPA, the college shall issue the transcript for each semester and a consolidated transcript indicating the performance in all semesters.
- Subject wise Marks List will be issued to the students within a month, after every Semester End examination. At the end of the final semester a Cumulative Marks List with requisite security features duly endorsed by Andhra University will be issued along with Provisional Degree Certificate.
- The Final degree certificate is awarded by the Andhra University, however, will be issued by the college after receiving the same from the Andhra University.

**Credit Distribution Table**

Subject	I Sem.	II Sem.	III Sem.	IV Sem.	V Sem.	VI Sem.	Total
<b>Foundation Courses – Part I</b>							
General English	3	3	3	-	-	-	9
II Lang.	3	3	3	-	-	-	9
Life Skill & Skill Develop. courses	4	6	6				16
<b>Part-I-Total</b>	<b>10</b>	<b>12</b>	<b>12</b>		<b>-</b>	<b>-</b>	<b>34</b>
<b>B.A. - Part II</b>							
Core I	4	4	4	4+4=8	4+4=8		28
Core II	4	4	4	4+4=8	4+4=8		28
Core III	4	4	4	4+4=8	4+4=8		28
Project/Internship		4		4	12		20
<b>Part II - Total</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>24</b>	<b>24</b>		<b>104</b>
<b>B.B.A. – Part II</b>							
Core I	4	4	4	4+4=8	4+4=8		28
Core II	4	4	4	4+4=8	4+4=8		28
Core III	4	4	4	4+4=8	4+4=8		28
Project/Internship		4		4	12		20
<b>Part II - Total</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>24</b>	<b>24</b>		<b>104</b>
<b>B.Com. – Part II</b>							
Project/Internship		4		4	12		20
<b>Part II - Total</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>25</b>	<b>26</b>		<b>110</b>
<b>B.Sc. &amp; B.Sc. (Home Science) – Part II</b>							
Core I	5	5	5	10	10		35
Core II	5	5	5	10	10		35

<b>Core III</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>10</b>	<b>10</b>		<b>35</b>
<b>Project/Internship</b>		<b>4</b>		<b>4</b>	<b>12</b>		<b>20</b>
<b>Part II - Total</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>30</b>	<b>30</b>		<b>125</b>

COURSE	GRAND TOTAL MARKS FOR THREE YEARS		
	PART I	PART II	TOTAL
B.A.	1000	2500	3500
B.B.A.	1000	2500	3500
B.Com.	1000	2800	3800
B.Sc.	1000	3550	4550
B.Sc. (H.Sc.)	1000	3550	4550

- Students shall be awarded class for Part I (General English, Second language and General education courses) and Part II (Core courses and discipline centric electives) separately as per the following criteria:

Aggregate	}	85% and above	-	I Class with Distinction
		65% - <85%	-	I Class
		55% - <65%	-	II Class
		40% - <55%	-	III Class

- If a student reappears for any exam an asterisk (\*) will be placed in the mark sheet to denote multiple attempts in that paper.

#### Examination rules and regulations

- Students are required to appear for all the Accessory assessment, Mid and End Semester Examinations conducted by the college examination cell / department.
- Students must present themselves in the college Uniform alongwith the Photo identity cards issued by the college and duly attested by the principal, this is compulsory during all Examination days, including Saturdays.
- In case a student is unable to attend the examination for a valid reason as ascertained by the Examination cell/ department, then an application of leave (accompanied by medical certificate where necessary) should be submitted to the principal of the college immediately.
- Mid semester exams are conducted twice a semester generally in July and August, December,

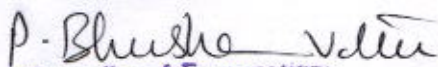
and January every year. These provide the students with an opportunity to review their academic performance and so are referred to as Formative Assessment. Paper setting and evaluation is done internally.

- **Complete transparency** regarding the answer scripts is available for Mid Semester Examination or Internal Assessment tests, where every student verifies her answer scripts and clarifies doubts if any regarding the evaluation.
- There is no fee for Mid Semester Examinations.
- Mid Semester Exams and Accessory assessment will not be repeated in case a student is absent.
- End semester examinations or Summative Assessment is for the purpose of evaluating the overall academic performance of the students during the semester. Paper setting and evaluation done externally.
- Eligible Students should pay the prescribed examination fees and download the hall ticket for the End Semester and Supplementary Examinations of the college. No student will be admitted into the examination hall without a hall ticket.

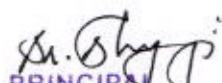
#### **Condonation of Shortage of Attendance**

Candidate can seek condonation of shortage of attendance. The following rules shall be considered regarding attendance requirement: -

- It shall be mandatory for every candidate to secure 80% attendance of the total duration of the course to take the ESE.
- A candidate having attendance between 66-80%, due to health-related issues, may be permitted to take the E.S.E. duly approved by the principal, on payment of the prescribed condonation fee for attendance, and immediate submission of medical certificate/reports, issued by a registered medical practitioner, on rejoining classes after the ailment and before the commencement of the concerned semester examination.
- Unless the shortage of attendance is condoned, a candidate is not eligible to appear for the examination.
- Any student having less than 66% attendance in a semester will not be permitted to take the ESE but allowed to take supplementary examinations.

  
P. Bhusha  
Controller of Examinations  
St. Joseph's College for Women  
Visakhapatnam-530 004



  
Sr. Shyama  
PRINCIPAL  
St. Joseph's College for Women  
(Autonomous)  
VISAKHAPATNAM-530004