



St. Joseph's College for Women (A)

Gnanapuram, Visakhapatnam - 530004 (A.P)

(Affiliated to Andhra University)

Reaccredited by NAAC - ISO 9001:2015, 14001:2015 Certified

Phone Nos: 0891-2558346, 7075856500, E.mail: sjcw@stjosephsvizag.com, Web: www.stjosephscollegevisakhapatnam.ac.in

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 thrice a semester generally in July, August, September and December, January, February 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.



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- 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.

The rules regarding pass minimum in theory and practical papers

- 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 all three 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.

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.



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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 revaluation if he/she fails to secure pass marks even after adding residual grace marks, such marks shall be ignored.

Betterment Provision

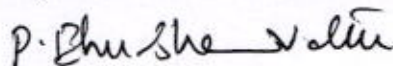
There is a provision for the betterment of ESE papers. The applications by candidates for betterment shall reach the Controller of Examinations as per the dates specified at the time of publication of results. However, there is no provision of betterment for Project, Internship, practical and Instant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

Guidelines for betterment

- Students who have passed in theory paper/papers are allowed to appear again for theory paper/papers only once to improve the marks by paying the fee prescribed by the college.
- If the student improves her marks, then her improved marks will be taken into consideration for the award of SGPA.
- If the student does not show improvement in the marks, her previous marks will be taken into consideration.
- Students are allowed to improve marks in the end semester theory papers only.

Instant Examinations

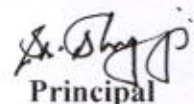
After the final semester examinations, the list of students who have not completed all their papers shall be obtained from the computer. Students with one or two subjects in all six semesters only may be given an Instant Examination within a month or so after the announcement of the results.



Controller of Examinations

Controller of Examinations

St. Joseph's College for Women (Autonomous),
Visakhapatnam-530 004


Principal

PRINCIPAL

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