



ST. JOSEPH'S COLLEGE FOR WOMEN

(AUTONOMOUS)

GNANAPURAM, VISAKHAPATNAM – 530 004 (A.P.)

(Affiliated to Andhra University)

Accredited by NAAC with 'A' Grade - ISO 21001:2018, 14001:2015 Certified

EXAMINATION CELL

REGULATIONS – 25 AM BATCH



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The Evaluation System

Regular testing and evaluation is indispensable for a systematic and consistent intellectual work.

UG Courses: The Degree Programme at the college operates under the **Autonomous System**.

An autonomous institution is granted the academic freedom

- to design its own courses and syllabi
- to adopt innovative methods of teaching and evaluation
- to conduct its own examinations.

Autonomy was conferred by the University Grants Commission in recognition of the College's excellence in providing quality education to young women. This autonomy enables the institution to maintain higher academic standards and promote creativity and innovation in education. St. Joseph's College for Women has been functioning under the autonomous system since **1987**.

Even though College designs and administers its own curriculum and evaluation system, the **Degree** is awarded by Andhra University to all undergraduate students who successfully complete the programme, with the designation of **St. Joseph's College for Women (Autonomous)** indicated on the Degree.

St. Joseph's College for Women (Autonomous), started single major four-year honours degree course with a multiple entry and exit option with modified curricular framework in 2023-2024 academic year.

We offer flexible and innovative curricula that includes –

- Language Courses (English, Telugu, Hindi, Sanskrit and French)
- Skill Enhancement Courses
- Multidisciplinary Courses
- Core Courses
- Addon Certificate/Diploma/Advanced Diploma Courses (I/II/III Years Duration)
- Life Skill Courses
- Personality Development Courses
- Capacity building Certificate Courses
- Indian Knowledge System



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- MOOC Courses
- mandatory internship / On job training

This new frame work enables us to move towards the attainment of holistic and multidisciplinary education of our students. Besides, these courses facilitate cultivation of eternal values like one's fundamental duty to God, towards one's fellow human beings and towards one's self. Value Education courses are obligatory for all Non-Catholic students. Catholic students have a special course on the Doctrine of the Church.

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 2025-2026

MSc Mathematics	25 MSc. Maths
MSc Organic Chemistry	25 MSc Org. Chem.
MA English	25 MA Eng.
MSc Home Science	25 MSc Home Sc
MSc Psychology	25 MSc Psychology

B.A (Honours) Special English	25 BA Eng.
B. A. (Honours) Psychology	25 BA Psy.
B. A. (Honours) Political Science	25 BA Pol.
BBA (Honours) Bachelor of Business Administration	25 BBA
B. Com (Honours) Computer Applications	25 BCom
BCA (Honours) Bachelor of Computer applications	25 BCA
B. Sc. (Honours) Mathematics	25 BSc Maths
B. Sc. (Honours) Statistics	25 BSc Stat
B. Sc. (Honours) Chemistry	25 BSc Chem.
B. Sc. (Honours) Computer Science	25 BSc CSc.
B. Sc. (Honours) Data Science	25 BSc Data Sci.
B. Sc. (Honours) Botany	25 BSc Bot.
B. Sc. (Honours) Zoology	25 BSc Zool.
B. Sc. (Honours) Biotechnology	25 BSc Boitech.
B. Sc. (Honours) Biochemistry	25 BSc Boichem.
B. Sc. (Honours) Home Science	25 BSc HSc.
B.Sc. (Honours) Agriculture & Rural Development	25 BSc AGRD

Evaluation Procedure: Each semester has 90 to 120 days. The College being Autonomous conducts examinations for UG courses. The College established Examination Cell to take charge of the examination system in the college. There has been substantial evolution and



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progression in the examination system since the inception of autonomy to date.

The academic year 2025-2026 begins with an updated syllabus revamped by the Board of Studies and ratified by the Academic Council. New Programs and 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 Process

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 core and language papers in each semester was distributed as follows.

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

The 40% continuous assessment for all multidisciplinary and skill enhancement courses in each semester was distributed as follows.

Mid Semester Examination I	30%
Accessory Assessment	10%

Mid Semester Examinations: The First MSE planned after 40 days post the beginning of the new semester, the second MSE will be after 70 days. 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



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required. MSE, I conducted in offline mode of one-hour duration for 15 marks and MSE, II conducted in Offline/online/Blended mode. Online exams will be for 15 marks with 15 mts duration. For online exams 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 CoE. For all multidisciplinary and skill enhancement courses MSE will be conducted in offline mode of 1 hr. duration for 15 marks and accessory assessment conducted for 5 marks.

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:

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

Summative assessment: Examination cell plan for regular and supplementary End Semester Examinations (ESE). These are conducted as per academic schedule. ESE is of three-hour duration for 60 marks.

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 continuous assessment of practical is innovative and different departments follow different patterns to suit the needs of specific subjects.

Eligibility: Payment of required examination fee and 80% Attendance is mandatory to be eligible for the E.S.E. Students whose attendance falls between 66% and 80% due to genuine



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health-related issues may be permitted to appear for the End Semester Examination (ESE) with the approval of the Management. Such students must pay the prescribed attendance condonation fee and submit a medical certificate or relevant medical reports issued by a registered medical practitioner immediately upon re-joining the classes after recovery.

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 theory and practical examinations.
- However, they will be eligible to appear for the supplementary examinations as per the rules of the institution.

CREDIT BASED GRADING SYSTEM

St. Joseph's College for Women (A) introduced the CBCS (Choice Based Credit System) W.e.f the academic year 2015-16 as per the UGC guidelines. The courses can be evaluated following the credits and grading system, which is considered to be better than the conventional marking system. Credit is a unit by which the course work is measured. It determines the number of hours of instructions required per week. All the courses of all the programs are classified into three parts.

Part I Courses: Language Courses (English, Telugu, Hindi, Sanskrit and French)

Part II Courses: Core Courses

Part III Courses: Skill Enhancement Courses & Multidisciplinary Courses

Students can earn extra credits for their achievements in extra and co-curricular activities.



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Credit Distribution Over VIII Semesters

Single Major -Structure- 2025-26

	Major Co/Hrs/Cr	Minor Co/Hrs/Cr	AECC Co/Hrs/Cr	Multi Discip. Co/Hrs/Cr	Skill Enhan. Co/Hrs/Cr	En. Educa Co/Hrs/Cr	IKS Co/Hrs/Cr	OOTC Co/Hrs/Cr	CSP/SI Co/Hrs/Cr	Co	Hrs	Cr
I SEMESTER												
B.Sc/ BCA	2/6+4/6+2	NIL	2/8/6	-----	1/6/4	-----	-----	-----	-----	5	24	18
BA/BBA/B.Com/	2/8/8	NIL	2/8/6	-----	1/6/4	-----	-----	-----	-----	5	22	18
II SEMESTER												
B.Sc/BCA	2/6+4/6+2	NIL	2/8/6	1/2/2	1/6/4	-----	1/2/0	-----	1/80/1	7	28	21
BA/BBA/ B.Com	2/8/8	NIL	2/8/6	1/2/2	1/6/4	-----	1/2/0	-----	1/80/1	7	26	21
III SEMESTER												
Exit - I												
B.Sc/BCA	3/9+6/9+3	1/3+2/3+1	2/8/6	1/2/2	1/2/2	-----	-----	-----	-----	8	32	26
BA/BBA/ B.Com	3/12/12	1/4/4	2/8/6	1/2/2	1/2/2	-----	-----	-----	-----	8	28	26
IV SEMESTER												
B.Sc/BCA	3/9+6/9+3	1/3+2/3+1	-----	1/2/2	1/2/2	-----	-----	-----	-----	6	24	20
BA/BBA/ B.Com	3/12/12	1/4/4	-----	1/2/2	1/2/2	-----	-----	-----	-----	6	20	20
V SEMESTER												
B.Sc/BCA	1/3+2/3+1 2 ⁺ /6+4/6+2	2/6+4/6+2	-----	-----	-----	1/2/2	-----	-----	-----	6	27	22
BA/BBA/ B.Com	1/4/4 2 ⁺ /8/8	2/8/8	-----	-----	-----	1/2/2	-----	-----	-----	6	22	22
VI SEMESTER												
B.Sc/BCA	2 ⁺ /6+4/6+2	2/6+4/6+2	-----	-----	-----	-----	-----	-----	1/180/3	4	20	19
BA/BBA/ B.Com	2 ⁺ /8/8	2/8/8	-----	-----	-----	-----	-----	-----	1/180/3	4	20	19
VII SEMESTER												
Exit - II												
B.Sc/BCA	3/9+6/9+3 2 ⁺ /6+4/6+2	-----	-----	-----	-----	-----	1/2/0	1/2/2	-----	7	29	22
BA/BBA/ B.Com	3/12/12 2 ⁺ /8/8	-----	-----	-----	-----	-----	1/2/0	1/4/2	-----	7	26	22
VIII SEMESTER												
B.Sc/BCA	3/9+6/9+3 2 ⁺ /6+4/6+2	-----	-----	-----	-----	-----	1/2/0	1/2/2	-----	7	29	22
BA/BBA/ B.Com	3/12/12 2 ⁺ /8/8	-----	-----	-----	-----	-----	1/2/0	1/4/2	-----	7	26	22

Hrs. Hours C: Courses, Cr: Credits IKS-----Indian Knowledge System * Elective courses AECC: Ability enhancement compulsory courses OOTC: Open Online Trans Disciplinary courses Skill Enhan: Skill Enhancement Courses Multi Discip.: Multidisciplinary Courses En. Educa: Environmental Education



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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.

Award of Grades: Depending on the aggregate percentage of marks obtained in the course, specific letter grade will be assigned for that paper which has grade points on 10-point scale.

GRADING SYSTEM (w. e. f 2018-19 admitted batch)

% Aggregated marks	Description	Grade Letter	Grade points
90 - ≤ 100	Outstanding	O	10.0
80 - < 90	Excellent	A+	9.0
70 - < 80	Very Good	A	8.0
60 - < 70	Good	B+	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

Students should achieve Aggregate 'P' Grade in each course for getting a degree. A student obtaining Grade 'F' shall be considered failed and will be required to reappear in the examination.

Semester Grade Point Average (SGPA) & Cumulative Grade Point Average (CGPA):

SGPA/CGPA is calculated using the formula:

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

Where

C= Number of credits for the course

G= Grade points obtained by the candidate in that course

Semester Grade Point Average (SGPA) is awarded to a candidate who successfully clears all the courses in a semester. Cumulative Grade Point Average (CGPA) is awarded to a candidate at the end of the programme who successfully clears all the courses.

CGPA multiplied by "10" gives aggregate percentage of marks obtained by a candidate.



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Class Scale:

I Class: 6.5 – 10.0 CGPA

II Class: 5.5 - <6.5 CGPA

III Class: 4.0 - <5.5 CGPA

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.

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



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- 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 Andhra University, however will be issued by the college after receiving the same from the Andhra University.

Students will be awarded class as per the following criteria.



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EXAMINATION RULES AND REGULATIONS

1. Students are required to appear for all the Accessory assessment, Mid and End Semester theory and practical Examinations conducted by the college examination cell / department.
2. Students must present themselves in the college Uniform along with the Photo identity cards issued by the college for all Examination days, including Saturdays.
3. 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.
4. **Mid semester exams are** conducted twice a semester. These provide the students with an opportunity to review their academic performance and so are referred to as Continuous Assessment. Paper setting and evaluation is done internally by the respective subject faculty.
5. 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.
6. There is no fee for Mid Semester Examinations.
7. Mid Semester Exams and Accessory assessment will not be repeated in case a student is absent.
8. 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.
9. Eligible Students should pay the prescribed examination fees, and obtain 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.
10. The End Semester Examination has a minimum pass mark of 40%. A student should, however secure 40% overall in Mid Semester and End Semester examinations combined, to pass in both theory and practical.
11. Candidates writing the Supplementary Exam will have to do so, on the entire syllabus, in the E.S.E. Under the following circumstances



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if a student

- is absent for all two Mid Semester Exams in any paper.
- is absent for End Semester Exam.
- Fails to secure the pass minimum of 40% in End Semester Exam.
- fails to secure the pass minimum of 40% overall even though she has secured pass minimum in End Semester Examination.

12. **Malpractice cases:** The College invariably takes serious view on unfair methods in all theory, practical and viva voce 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.

13. **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.

14. **Revaluation**

There is a provision for revaluation of ESE theory 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



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

15. Betterment Examinations

There is a provision for the betterment of ESE theory papers during the course of study in the college. There is no provision of betterment after completion of the course. 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 during the course of study in the college.

16. 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.

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Controller of examinations
St. Joseph's College for Women
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T. Bhaskarulu
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Ms. Shyama
Principal
St. Joseph's College for Women
(Autonomous)
Visakhapatnam