

# EXAMINATION STATUTES UNDER AUTONOMY

## 1. ASSESSMENT

### 1.1: Theory:

The college conducts three assessments for all sessions per subject per semester – two are tests (CCE I and CCE II; for 40% of the total marks) and one is an ESE (for 60% of the total marks). Such evaluations are conducted for theory.

#### 1.1.1: Theory: Continuous Comprehensive Evaluation (CCE):

1.1.1.1 Usually three CCEs are held during a semester.

1.1.1.2: 10,10 and 10 marks respectively in each Semester among them second test will be online.

1.1.1.3: For online test repetition is allowed only with prior permission of Principal / Controller Of Examinations.

1.1.1.4: In consultation with the Principal, it is also possible that the 20 marks of CCE could be broken down into assignments running throughout the concerned Semester

#### 1.1.1.5: Special CCE Clauses:

1.1.1.5.1: The Principal may accept the request of the concerned Department(s) to hold a special CCE Test (of one or more courses) for a student, within the same semester, under the following circumstances:

1.1.1.5.2 If the Principal allows a student to represent the college at or to participate in some event (academic/cultural/sports) and this causes the student to miss a CCE Test (of one or more courses) (Note: The concerned event could be either a couple of weeks prior to or during the CCE period)

1.1.1.5.3: If, just prior to or during a CCE, a student is stricken by a serious illness and the presented medical papers have been verified by the college. (Note: The medical papers and the Parent's note would have to be presented to the college within two days of the sickness, for this cause to hold).

**1.1.1.5.4:** If, just prior to or during the CCE a bereavement (of an immediate family member) occurs. (Note: In this case the Death Certificate of the departed and the Parent's note will have to be given to the College within 2 days of returning to college, for this clause to hold).

**1.1.1.5.5:** For the same student, the Principal will exercise this discretionary power for only one of the three CCEs of a semester.

### **1.1.2: Theory: End Semester Examination (ESE):**

**1.1.2.1:** The ESE is for a maximum of 50 marks of each subject of 2 hours duration.

**1.1.2.2:** There will be bar coding (for TYs) and masking (for FYs and SYs) of the answer sheets prior to assessment.

**1.1.2.3:** For the F.Y/S.Y courses there will be a Single Evaluation with Moderation for all courses as shown below:

**1.1.2.4:** The assessed papers of the top 4 scores of the course from each division.

**1.1.2.5:** 20% of the rest of the assessed papers on a random basis.

**1.1.2.6:** If a moderator finds some problems with the assessment of a paper, the option to increase the number of papers moderated could be exercised in consultation with the Principal.

**1.1.2.7:** If 30% or more of the moderated papers assessed by a particular examiner\* of a course have a change of more than 15% of total marks assigned to the paper, a blind moderation will be required by a second moderator. If the change is upheld, all the answer papers of that group will have to be re-evaluated blind by the second Examiner. The re-evaluated marks (closest to the figures of the moderator) will be the final score awarded.

**1.1.2.8:** At the Third Year, there will be a **Double-Blind Evaluation** by the teacher of the course and an external examiner. The average of the two scores will be the marks awarded. If in 30% or more than of the total papers evaluated per course there is a marking discrepancy between the two evaluations of more than 15% of

the total marks assigned to that course, a third blind evaluation will be required. The average of the internal and the final evaluated marks will be the ultimate score awarded.

## **1.2: Practical**

**1.2.1:** The practical component for B.Sc.-I per subject per one course to each semester, for B.Sc.-II per subject two course per semester and for B.Sc.-III three practical courses and one industrial training / Project / Research Literature survey

**1.2.2:** The Details of Practical component per subject per semester for B.Sc.-I, B.Sc.-II and B.Sc.-III as per Annexure- I and M.Sc.I & M.Sc.II as per Annexure- II

**1.2.3:** All practical journals have to be signed by the Faculty-in-Charge (FIC) at each of these practicals. The HoD along with the FIC will certify these Journals per semester. Journal will be certified only against the completion of 80% attendance at the practicals.

**1.2.4:** A student whose Journal is not certified in a course will be given ZERO marks for the Journal in that Course.

**1.2.5:** Student is allowed for practical exam with incomplete / uncertified / Loss certificate of journal with prior permission of HoDs

**1.2.6:** The Journal Marks will be carried forward if a student fails or is absent for the corresponding practical in that course.

**1.2.7:** In a course the ESE Practical Examination will be held at the semester's end; it could be held through the semester depending on departments (in consultation with the Principal). However, the Department would give the office the Consolidated Marks course wise.

**1.2.8:** The Practical ESE marks per Course in the subject would be recorded and maintained by the Department and submitted at the end of the Semester to the Examination Department.

**1.2.9:** No Additional ESE for Practical will be held within the on-going semester, unless permitted by the Principal.

**1.2.10:** For B.Sc.-I&II ,If, for the Practicals, a student is absent or fails to get 40% ( excluding submission marks)of the total practical marks then an Additional Practical ESE will be held when the concerned Practical Examination is held for the next batch of students in the subsequent academic year(s). However, for Mathematics and Statistics, the Additional Exams will be held in the subsequent semester.

**1.2.11:** If a B.Sc.-III student fails in or is absent for one or more of the Practicals in Semester V, he/she will be allowed to appear for the Additional Examination in Semester VI of the concerned academic year.

**1.2.12:** A student will have to appear for the Practicals of all the Courses of the subject that he/she has chosen.

**1.2.13:** If a B.Sc.-III student fails in or is absent for the Practicals in Semester VI, he/she will have to appear for these practicals in the subsequent Semester V of the following academic year.

**1.2.14:**The Practical marks per Course in the subject would be recorded & maintained by the Department and submitted at the end of the semester to the Examination Department.

## **2. PASSING NORMS**

**2.1:**The student must acquire minimum 40% marks in CCEs and ESE separately for each subject per semester.

**2.2:**If a student fails to secure the required minimum 40% of the total marks or was absent for ESE in a semester, that student will have to re-appear for ESE examination in the subsequent semester.

**2.3:** If a student fails to secure the required minimum 40% of the total marks or was absent for CCEs in a semester, that student will have to re-appear for additional CCEs semester.

**2.4:** Unless permitted by the Principal, no additional CCE will be held.

**2.5:** To Pass a Practical Course ( including submission) a student is required to secure a minimum of 40% of the total marks allotted for the said Course.

**2.6:** If a student fails to secure the required minimum 40% of the total marks or was absent for practical in a semester, that student will have to re-appear for practical examination in the subsequent semester.

### **3. GRACING NORMS**

**3.1: Grace marks for passing:** up to a maximum 1% of the Grand Total per sem can be added to any subject(s) to fulfill the passing norms.

**3.2:** Grace marks for Award of Class: up to 1% will be added to the Grand total to obtain at Distinction or 1<sup>st</sup> class provided that the student has not obtained Grace Marks for passing in any course

(Note: this applied only to the final Consolidated Mark-sheet of the course).

**3.3:** A student will be entitled for 10 Grace Marks, which will be added to his/her Even Semester Mark-sheet in the academic year when he/she represented the college in sports, NCC or cultural activities and were among the winners (1<sup>st</sup>, 2<sup>nd</sup> or Runners-up) or have reached the quarter finals of any competition held by the University, State, National and International level.

**3.4:** There are no Grace Marks awarded for the additional Examination.

### **4. RESULTS**

**4.1:** A 10-Point Grade System is adopted – it involves calculations for a Semester Grade Point Average (SGPA) and the final Cumulative Grade Point Average (CGPA).

**4.1:** Mark-sheets are issued per Semester.

**4.2:** Those students who fail in Courses adding up to 12 credits or less, across both semesters in an academic year, will be ‘Allowed to keep Terms’ (ATKT)

**4.3:** Those students who fail in Courses adding up to more than 12 credits across both semesters in an academic year will be declared failed in that academic year.

**4.4:** Students who have not cleared Semester I or II or III or IV will not be allowed to appear for the Semester VI examination.

**4.5:** The Course result of any student will not be declared until that student has cleared all the Courses from Semesters I to VI.

**4.6:** A student who is not satisfied with the evaluation of his/her paper in any course, can apply (by the date notified on the Examination Notice Board), for a photo copy and /or a re-evaluation of the answer paper.

**4.7:** If the re- evaluation reveals a (+ /-) 15% or greater difference, an average of the first evaluation and of the re-evaluation will be the final score awarded.

**4.8:** If the re-evaluation reveals a less than (+ /-) 15% then the original marks will be retained.

**4.9:** Error(s) in the mark-sheet (i.e. change in name, marks, SGPA, CGPA) have to be brought to the notice of the General Office via the Principal/Vice-Principal within 39 days of the distribution of the mark-sheets. No changes in the mark-sheet will be entertained after the lapse of these 30 days.

## **5. ATTENDANCE**

**5.1:** The College expects 100% attendance at all lectures/ practicals per chosen Course. As there are legitimate reasons why 100% attendance is not possible, a minimum of 75% attendance is made mandatory

**5.2:** A student with less than 75% attendance in a course will not be allowed to appear for the ESE in that Course.

**5.3:** A condonation up to 50% of lectures/practicals per course could be made at the discretion of the Principal, in the following cases:

**5.4:** Serious illness authenticated by a Doctor's Certificate and Medical Records & submitted within 2 days of resuming college.

**5.5:** Other serious reasons, with validating documents (acceptable to the Principal) & submitted within 2 days of resuming college.

**5.6:** No condonation is possible if a course's attendance, for whatever reason(s), is below 5% of the said course's lectures/practicals.

**5.7:** For students who are sent by the Principal to represent the college, the total attendance will be reduced by number of days spent representing College.

However, such students will have to login at least 75% attendance of the lessened total.

**5.8:** Unless unavoidable, students are not allowed to miss lectures, practicals, CCEs or ESE without the prior permission of the Principal. Absence without prior permission will make students liable to disciplinary action, including denial of Terms.

**5.9:** Absence from any Test/ Exam must have documentary justification which must be presented, to the concerned Vice-Principal within two days of returning to college.

**5.10:** In case of illness, a Medical Certificate and Medical Records must be produced.

**5.11:** In case of bereavement, the Death Certificate will have to be submitted.

**5.12:** No documents will be accepted after the two days.

**5.13:** The Leave Application/Medical papers must be accompanied by:

**5.14:** A covering letter from the Parent or Guardian of the student.

**5.15:** The duly filled College Absence Record Form (which is available in the reprography centre of the College)

**5.16:** Serious illness or other circumstances are valid reasons for absence from lectures, practicals and exams. However, if the college is not provided with sufficient evidence of academic participation by the concerned student, the college may not grant such a student terms for the concerned Courses(s) in that Semester. Such students would have to repeat the concerned course in the next academic year.

**5.17: Attendance Grades (AG) (as shown in Table 5.1) for each course will be displayed in the semester Mark- sheets.**

**Table 5.1**

Attendance Range(%) per Course	Grades
<b>100 to 95</b>	<b>A+</b>
<b>&lt;95 to 90</b>	<b>A</b>
<b>&lt;90 to 85</b>	<b>B+</b>
<b>&lt;85 to 80</b>	<b>B</b>
<b>&lt;80 to 75</b>	<b>C</b>
<b>&lt;75</b>	<b>TNG</b>
<b>Debarred Students who pass the Additional Exams</b>	<b>D</b>

Note: TNG= Terms Not Granted (Debarred for ESE in that course)

**5.6.10** The AG for those students appearing for the Additional 100 marks Examinations and were not debarred for the ESE of that Course, will be the same as that secured during the said semester.

**5.6.11** The AG 'D' will be given to students who were debarred and have passed the Additional Examination of the said Course.

**5.6.12** Students, who have been debarred twice within the 1<sup>st</sup> four semesters, will not be re-admitted in the subsequent academic year.

## **6 PARENT'S COLLABORATION**

**6.1:** Parents are invited to make inquiries about their child's attendance and performance either at the General Office or the concerned Department(s).

**6.4:** If a student takes ill suddenly during college hours, preliminary first aid will be administered by the College. However, it is advisable that the Parent/Guardian come personally to the College to take their child/ward home or for further medical treatment/advice.

**6.5:** In case a student suffers from a chronic medical condition (either physical/mental), self- disclosure (with supporting medical documents) by the parents would help the college in administering the appropriate medical assistance, in case of an emergency.



**6.6:** Parents are advised to promptly bring such medical details to the attention of the Parent-Teacher / concerned Dean.

**6.7:** Confidentially, of both the student as well as the nature of the illness, is assured by the college.

**6.8:** A student suffering from a contagious illness should not come to college (for lectures/tests/exams), as it puts other students at risk.

**6.9:** A medical letter will have to be submitted by the Parents/Guardian to the Principal reporting the illness so that the absence of the student is noted.

**6.10** Such a student will be allowed to return to college if and only if a 'Fitness Certificate' issued by a Medical Practitioner is submitted to the Principal.

**6.11:** Serious action will be taken against any student who flouts Rules 6.9 and 6.10

**6.12:** The College will attempt to notify Parents of debarred students via postal mail and email prior to the commencement of the examinations.

**6.13:** Parents, of debarred students, can discuss this matter with the concerned Dean , Vice-Principal or write a letter to the Principal.

## **7: ADDENDUM**

**7.1:** Wherever an issue has not been covered by these examination rules of this autonomous college, the rules and statutes of the Shivaji University, Kolhapur shall be applicable.

**Annexure -I**  
**Evaluation Structure of UG Courses**

**Evaluation Structure Class –B. Sc I**

Semester I

	Theory exam	Internal Exam		Practical-I		Submission		Total
		CIA-I	CIA-II (Online Test)	Exam	Journal	Case study/Educational Tour	Day to day Performance	
Paper I	30	5	5	30	05	05	05	125
Paper II	30	5	5					

Semester II

	Theory exam	Internal Exam		Practical-II		Submission		Total
		CIA-I	CIA-II (Online Test)	Exam	Journal	Case study/Educational Tour	Day to day Performance	
Paper III	30	5	5	30	05	05	05	125
Paper IV	30	5	5					

**Evaluation Structure Class – B. Sc. II**

Semester III

	Theory exam	Internal Exam		Practical		Submission		Total	
		CCE-I	CCE-II (Online Test)		Exam	Journal	Seminar		Day to day Performance
Paper V	30	5	5	Practical-III(A)	25	5	05	05	150
Paper VI	30	5	5		Practical IV(A)	25			

Semester IV

	ESE	Internal Exam		Practical-IV		Submission		Total	
		CCE-I	CCE-II (Online Test)		Exam	Journal	Industrial visit/Educational Tour		Day to day Performance
Paper VII	30	5	5	Practical-III(B)	25	5	05	05	150
Paper VIII	30	5	5		Practical IV(B)	25			

**Evaluation Structure Class – B. Sc. III**

	ESE	Internal Exam			Practical		Submission		Total
		CCE-I	CCE-II (Online Test)		Exam	Journal	Oral	Day to day Performance	
Paper IX	40	5	10	Practical-V	40	5	5	5	350
Paper X	40	5		Practical VI	40	5	5	5	
Paper XI	40	5							
Paper XII	40	5							
SECC	20	-	-		30				50

Semester V

Semester VI

	ESE	Internal Exam			Practical VI		Submission		Total
		CCE-I	CCE-II (Online test)		Exam / Report	Journal	Oral / Viva	Day to day Performance/Educational Tour	
Paper XIII	40	5	10	Practical VII (Applied Lab Experiments)	40	5	5	5	350
Paper XIV	40	5			Practical VIII (literature Survey / Industrial Training / Project)	40	--	10	
Paper XV	40	5							
Paper XVI	40	5							
SECC	20	--	--		30				50

**Annexure – II**  
**Evaluation Structure of PG Courses**

**Evaluation Structure Class –M. Sc I**

**Semester I**

	ESE	Internal Exam			Practical-I		Submission		Total
		CIA-I	CIA-II (Online Test)		Exam	Journal	Viva	Day to day Performance	
Paper I	80	10	10	Lab- I	70	10	10	10	
Paper II	80	10	10						
Paper III	80	10	10	Lab- II	70	10	10	10	
Paper IV	80	10	10						
Total	320	40	40		140	20	20	20	600

**Semester II**

	ESE	Internal Exam			Practical-I		Submission		Total
		CIA-I	CIA-II (Online Test)		Exam	Journal	Viva	Day to day Performance	
Paper V	80	10	10	Lab- III	70	10	10	10	
Paper VI	80	10	10						
Paper VII	80	10	10	Lab- IV	70	10	10	10	
Paper VIII	80	10	10						
Paper IX	80	10	10						
Total	400	50	50		140	20	20	20	700

**Evaluation Structure Class –M. Sc II**

**Semester III**

	ESE	Internal Exam			Practical-I		Submission		Total
		CIA-I	CIA-II (Online Test)		Exam	Journal	Viva	Day to day Performance	
Paper X	80	10	10	Lab- V(A) (App-Lab-work)	70	10	10	10	
Paper XI	80	10	10						
Paper XII	80	10	10	Lab- VI (Project – Part I/ Industrial Training)	Project Progress Report / Training Report Report = 30 + Viva = 20=			20	
Paper XIII	80	10	10						
Paper XIV	80	10	10	Subject related Social work	30				
Total	400	50	50		170			30	700

**Semester IV**

	ESE	Internal Exam			Practical-I		Submission		Total
		CIA-I	CIA-II (Online Test)		Exam	Journal	Viva	Day to day Performance	
Paper XV	80	10	10	Lab- V(A) (App-Lab-work)	70	10	10	10	
Paper XVI	80	10	10						
				Lab- VI (Project – Part I/ Industrial Training)	Project Progress Report / Training Report Report = 30 + Viva = 20			20	
				Subject related Social work	30				
Total	160	20	20		170			30	400