



**The Autonomous & Heritage Institution**  
**KANYA MAHA VIDYALAYA, JALANDHAR**

**College with Potential for Excellence**  
**Re-Accredited A (score 3.56) by UGC-NAAC**  
**Star Status by DBT**  
**4 Stars to KMV IIC by MIC, Government of India**  
**CURIE & FIST Grant (Phase II) Awarded by DST**



**Examination Policy**

**Annexure C**  
**Examination Policy**



# KanyaMahaVidyalaya, Jalandhar (Autonomous)

## Examination Policy

In order to enhance the quality of education and to bring about transparency in the system of Examination and Evaluation under the Autonomous System, KMV is introducing Continuous Assessment for all the Programmes of 1<sup>st</sup> Semester except certificate courses and Vaksetu PG Diploma in Translation with effect from the academic session 2018-2019. There will be three systems of Examination and Evaluation in the college namely:

- I. Continuous Evaluation System (CES)
- II. Credit Based Continuous Evaluation Grading System (CBCEGS)
- III. Absolute Marks System with Grading (AMSG)

Note: The Vaksetu PG Diploma in Translation is running in the college in collaboration with Bhartiya Anuvad Parishad, Delhi and the examination and evaluation of this PG Diploma is conducted by Bhartiya Anuvad Parishad, Delhi.

### I. Continuous Evaluation System (CES)

**Table-1:** List of Programmes under Continuous Evaluation System (CES)

Sr. No	Programme (46)	Level of Programme	Category
<b>UG Programmes (4 Years)</b>			
1.	B.Sc.(Hons.)Agriculture	Bachelor	CES
<b>UG Programmes (3 Years)</b>			
2.	B.A. (Hons.) English (Three years degree programme)	Bachelor	CES
3.	<p>A) B.A.</p> <p>B) B.A. With additional course of Hons. in anyone of the following subject :</p> <p>a) English b) Hindi c) Punjabi d) History e) Political Science f) Economics g) Psychology</p> <p><b>Elective subjects offered in 3 (A) and 3 (B)</b> Mathematics, History, Psychology, JMC, Computer Science, Computer Applications, Public Administration, Home Science, Physical Education, Economics, Sociology, Fine Arts, Human Rights, Political Science, Indian Classical Dance, Music (V), Sanskrit, Philosophy, Music (I), FDGC, Cosmetology, Elective English, Elective Punjabi Hindi.</p>	Bachelor	CES



4.	B.A. (JMC)	Bachelor	CES
5.	A) B.Sc. (Economics) B) B.Sc. (Economics) (with additional Course of Banking)	Bachelor	CES
6.	B.Com (Hons.) Three years degree Programme	Bachelor	CES
7.	A) B.Com B) B.Com (with additional course of Hons.)	Bachelor	CES
8.	BBA	Bachelor	CES
9.	B.Sc. (Bio-Technology)	Bachelor	CES
10.	B.Sc (Medical) with Chemistry, Zoology and Botany B.Sc (Medical) with Chemistry, Zoology and Bio-Informatics B.Sc (Medical) with Chemistry, Food Science & Quality Control and Microbiology	Bachelor	CES
11.	B. Sc.(Home Science)	Bachelor	CES
12.	B.Sc. (Non Medical) with Physics, Maths, and Chemistry B.Sc. (Non Medical) with Physics, Maths, and Electronics B.Sc. (Non Medical) with Physics, Chemistry, and Bio-Informatics B.Sc. (Non Medical) with Maths, Chemistry, and Bio-Informatics	Bachelor	CES
13.	B.Sc. (Computer Science)	Bachelor	CES
14.	B.C.A	Bachelor	CES
15.	B.Sc. (Information Technology)	Bachelor	CES
16.	B.Sc. (Fashion Designing)	Bachelor	CES
<b>PG Programmes (2 Years)</b>			
17.	M.A.(Hindi)	Masters	CES
18.	M.A. (Punjabi)	Masters	CES
19.	M.A. (English)	Masters	CES
20.	M.A. (Psychology)	Masters	CES
21.	M.A. (JMC)	Masters	CES
22.	M.A.( Fine Arts)	Masters	CES
23.	M.A. (Dance)	Masters	CES
24.	M.A. (Music Instrumental)	Masters	CES
25.	M.A.(Music Vocal)	Masters	CES
26.	M.Com	Masters	CES
27.	M.A. (Economics)	Masters	CES
28.	M.Sc. (Zoology)	Masters	CES
29.	M. Sc. (Mathematics)	Masters	CES
30.	M. Sc. (Physics)	Masters	CES
31.	M.Sc. (Chemistry)	Masters	CES
32.	M. Sc. (Computer Science)	Masters	CES
33.	M. Sc. (Information and Network Security)	Masters	CES
34.	M. Sc. (Fashion Designing & Merchandising)	Masters	CES
35.	M.A. (Cosmetology)	Masters	CES
<b>Diplomas (1 Year)</b>			
36.	Hindi Mein Srijnatmaklekhan (Diploma)	Diploma	CES
37.	Hindi PatarkaritaPrashikshan (Diploma)	Diploma	CES
38.	Diploma in Computer Applications	Diploma	CES

39.	Diploma in Cosmetology	Diploma	CES
40.	Diploma in Textile Design	Diploma	CES
41.	Diploma in Fashion Design	Diploma	CES
<b>PG Diplomas (1 Year)</b>			
42.	PG Diploma in Financial Services (Banking and Insurance)	PG Diploma	CES
43.	PG Diploma in Nutrition and Dietetics	PG Diploma	CES
44.	PG Diploma in Computer Applications	PG Diploma	CES
45.	PG Diploma in Garment Construction and Fashion Designing	PG Diploma	CES
46.	PG Diploma in Cosmetology	PG Diploma	CES

### 1. Semester System

The academic programmes shall be based on semester system

- Odd semester : July to December
- Even semester : January to June

### 2. Programme Duration

Maximum time allowed to pass a programme is given below in Table 2:

**Table 2:** Duration of the Programmes running under CES as per UGC Letter No. D.O. No.F.12-1/2015(CPP-II) dated 15.10.2015

<b>Programme Duration</b>	<b>Maximum time to complete the Programme</b>
Four Years	Six Years
Three Years	Five years
Two Years	Four Years
One year	Two years

### 3. Continuous Assessment

Continuous Assessment will be provided to all the students enrolled for these programmes with the details given below:

**End Semester Examinations (ESE) Weightage: 80 percent**

**Continuous Assessment (CA) Weightage: 20 percent**

Continuous Assessment will consist of three components.

3.1. Mid Semester Test (MST)

3.2. Class Performance (CP)

3.3. Attendance (A)

The division of marks of CA in each course will be as given in Table 3

**Table 3: Weightage of components of Continuous Assessment**

Sr. No.	Component										
3.1	<b>Mid Semester Test weightage (MST): 10% of Total Marks of course</b>										
3.2	<p><b>Weightage of Class Performance: 5% of Total Marks of course</b></p> <ol style="list-style-type: none"> <li>1. Seminar</li> <li>2. Class Test</li> <li>3. Assignment</li> <li>4. Quiz/ MCQ</li> <li>5. Group Discussion</li> <li>6. Project (Should be different from the project, if it already exists as one of the courses of any programme).</li> </ol> <p><b>Note:</b> Depending upon the subject, programme and course, department can opt for any two options from the list, keeping in view the syllabus of the concerned course and format of the question paper.</p> <p>Each class performance will be conducted out of 20 marks, however if the course has two theory parts (i.e. I, II), then the class performance for each part will be of 10 marks. The marks of 1<sup>st</sup> class performance should be submitted online before MST and that of 2<sup>nd</sup> class performance should be submitted after MST in the stipulated period (<b>schedule may vary if contingencies so demand</b>)</p>										
3.3	<p><b>Attendance Weightage (AW): 5% of Total Marks of course</b></p> <p><b>Rules for allotment of CA marks based on Attendance:</b></p> <table border="1"> <thead> <tr> <th>Attendance in Percentage</th> <th>Marks (% of AW)</th> </tr> </thead> <tbody> <tr> <td>a) <math>A \geq 90</math></td> <td>100%</td> </tr> <tr> <td>b) <math>80 \leq A &lt; 90</math></td> <td>80%</td> </tr> <tr> <td>c) <math>75 \leq A &lt; 80</math></td> <td>60%</td> </tr> <tr> <td>d) <math>&lt; 75</math></td> <td>No Marks</td> </tr> </tbody> </table>	Attendance in Percentage	Marks (% of AW)	a) $A \geq 90$	100%	b) $80 \leq A < 90$	80%	c) $75 \leq A < 80$	60%	d) $< 75$	No Marks
Attendance in Percentage	Marks (% of AW)										
a) $A \geq 90$	100%										
b) $80 \leq A < 90$	80%										
c) $75 \leq A < 80$	60%										
d) $< 75$	No Marks										

#### **4. Programme and Course Codes**

- Each programme will be offered a unique programme code consisting of 3 alphabets (capital letters) first alphabet identify the level of programme i.e. B-Bachelor, M-Master, D-Diploma, P-PG Diploma, C-Certificate. Second and third letters represent Faculty/ Department/ Subject/ Programme. For example, BAR represents the programme code of BA. The first letter B represents Bachelor Degree, AR has been used for Under Graduate Programme in Arts & Social Sciences.
- Each course in a programme will be identified by its unique course code, consisting of a string of eight alphanumeric characters (4 alphabets and 4 digits).
- First three letters will represent the programme code described above. Fourth alphabet will represent the type of course i.e. L-Lecture, P-Practical, T- Tutorial, M-Merge, S-Seminar, I-Internship, V-Viva, D-Dissertation/Project.
- The fifth character after hyphen will be a numeric specifying the semester. Sixth and Seventh numeric characters will represent the unique code given to subject. The last and



the eighth numeric character represents the order of the respective course in the scheme of studies of the concerned programme.

- For Example: the code BARM-1237 represents the course code for the course Fashion Designing and Garment constructions (FDGC) to be taught in B.A. as an elective course. The first letter B represents Bachelor Degree, AR has been used for Faculty of Arts and Social Sciences, M stands for Merge where theory and practical are combined in a single course. First numeral 1 is for 1<sup>st</sup> semester 23 is the code for FDGC and 7 is the course number in the scheme of studies for B.A.

#### 5. Audit Courses

Audit Courses help students to enrich their knowledge without the benefit of marks for a programme i.e. marks of these courses will not be added to the total marks of the concerned semester. The following compulsory Audit Courses are running in the college

- Two compulsory Audit Courses namely Drug Abuse in Semester-I, II and EVS in Semester III/IV to aware the students about the social and environmental problems (Introduced by GNDU, Amritsar).
- Two compulsory Audit Courses namely, foundation course in semester-I and a course of Moral Education in Semester-II to enhance the value added and skill enhancement abilities of the students (Introduced by KMV, Jalandhar).
- The grades/marks awarded for these courses will not be counted toward total Marks of the student in the concerned semester. However a student must have to get the letter grade of P at least to pass the course.

#### 6. Attendance requirements to appear in End Semester Examinations

All the students must have a minimum of 75% attendance to appear in End Semester Examinations.

#### 7. Condoning of Lectures

7.1. Lectures will be condoned by the Principal as per GNDU, Amritsar ordinance with the recommendation of the Students Welfare Committee (SWC) to students who have participated in college sponsored activities such as NSS, NCC, Sports and Extra Curricular Activities (ECA). After condoning the lectures, marks will be given to such students as per the rules a, b, c, d given in Table 3.

Note:

- The students must have participated at District, State/Inter-university, National or International level.
- The concerned in-charges of NSS, NCC, Sports, ECA will certify the number of days when the concerned students were engaged with them. They must fill the proforma meant for the purpose and submit the same to SWC.

7.2. Deficiency in lectures may be condoned by the Principal as per policy with the recommendation of the SWC to students on medical grounds (due to long-term illness/accident/hospitalization of student/ Maternity) or serious mishap in her first blood relation (Mother/Father/Sister/Brother/Daughter/Son) and In-Laws (Husband, Mother-in-

Law, Father-in-Law) or any other extra-ordinary circumstances. In such cases the students have to submit requisite documentary proof along with application to SWC within 5 (five) days through the parents/guardian. No benefit of marks based on attendance component of CA Scheme will be given to such students.

## **8. Remedial classes**

- 8.1. Remedial classes will be arranged by the college for the weak/advance learners as well as for the students having attendance less than 75% in mid of October for odd semesters and in the first week of April for even semesters (Schedule may vary if contingencies so demand). Attendance benefit of remedial classes will be given only to those students who have lecture shortage but no benefit of marks based on attendance component of CA Scheme will be given to such students.
- 8.2. If the students belonging to categories 7.1 and 7.2 do not fulfil the conditions of attendance, even after condoning of lectures, they will also have to attend the remedial classes. Attendance benefit of remedial classes will be given to such students also but no benefit of marks based on attendance component of CA Scheme will be given.
- 8.3. After attending the remedial classes if the attendance of some students is still less than 75% then a committee will be constituted by the Principal to take appropriate decision.

## **9. Mid Semester Test(MST)**

### **9.1. Question Paper Setting**

#### **9.1.1. Theory**

The question papers of the theory courses of UG, PG, Diploma and PG Diploma Programmes set by the teacher concerned will be submitted to the concerned members of the Examination committee. At least 50% syllabus should be covered for MST.

#### **9.1.2. Practicals**

Question paper (if any) will be set on the spot by the concerned teacher and copy of the same will be submitted to HoD/Dean for record.

### **9.2. Conduct of Examination**

#### **9.2.1. Theory**

- MST will be conducted out of 80% of total marks of course and weightage of MST will be 10% of total marks of course.
- MST will be conducted at the centralized level by Deputy Controller and Additional Controller with the help of members of Examination Committee. Keeping in view the strength of the various faculties, two Examination Centres will be generated to conduct these examinations.
- In odd semester, MST will be conducted in 3<sup>rd</sup> week of September and in even semester in 2<sup>nd</sup> week of March (schedule may vary if contingencies so demand).



- MST of Theory and Practical (Seminar/ Viva-voce/ Project/ Thesis/ Dissertation/ Case Study/ Status Report/ Training Report/ Term Report) will be conducted separately.
- Date sheet will be prepared by CoE.
- Appointment of invigilation staff will be done by Deputy Controller and Additional Controller.
- Non teaching staff of CoE office will be involved in printing/ photocopying of question papers and arranging the question papers date wise.
- Invigilators will collect the answer sheets and question papers from examination centre on the day of examination before the commencement of examination and submit the answer sheets to superintendent after conduct of examination.
- For the smooth and efficient working of the examination centres, members of Examination Committee will act as observers.
- All the faculty members will collect the answer sheets of their respective courses from the examination centre within 2 (two) days of the conduct of examination.
- Result of MST will have to be submitted online within 5 (five) days from the last day of examination of the MST and the hard copy of the same signed by concerned teacher should also be submitted in CoE office.

**9.2.2. Practical Examination** (Practical/ Seminar/ Viva-voce/ Project/ Thesis/ Dissertation/ Case Study/ Status Report/ Training Report/ Term Report)

- Practical date sheet will be generated by CoE office and provided to the departments. Practicals will be conducted by the concerned teacher.
- The marks of the practical examination will be submitted online on the last day of the practical examination of the respective course.

**9.3. Makeup Examination/Retest**

- **Retest will be conducted with the special permission of Principal only for those students who have missed the MST due to**
  - Participation in college-sponsored activities such as NCC, NSS, Sports, ECA during the days of examinations. The list of students signed by Principal will be provided to the CoE office by the concerned in-charges through Dean Student Welfare.
  - Medical reason (due to long-term illness/accident/hospitalization of student/ Maternity) or any other extraordinary circumstances with special permission from Principal before the conduct of examination or latest by the day of the examination itself and the application for the same should be submitted with requisite documentary proof to SWC. The SWC will submit the list of recommended cases signed by Principal to CoE office.
  - Serious mishap in her first blood relation (Mother/Father/Sister/ Brother/Daughter/Son) and In-Laws (Husband, Mother-in-Law, Father-in-Law) on the day of examination or at the most one week prior to the examination and



the application for the same should be submitted with requisite documentary proof to SWC. The SWC will submit the list of recommended cases signed by Principal to CoE office.

- The list of students described in all the above cases should be submitted within 5 (five) days after the last examination of MST.
- These tests will be conducted before the commencement of the End Semester Examination. CA of such students will be modified by including the marks of Retest in the respective course/s.

#### **9.4. Evaluation**

##### **9.4.1. Theory**

Answer sheets will be assessed by internal examiners and will be shown to the students. Awards will be submitted online and the hard copy of the same should also be submitted in the examination branch of the Administrative Office within 5 (five) days from the last day of examination of the MST.

##### **9.4.2. Practicals**

The students will be examined by the concerned teacher on the basis of written paper (if any), viva, practical files/project reports, presentation etc. whichever requisite. Marks of practical examination will be submitted online and the hard copy of the same should also be submitted in the examination branch of the Administrative Office on the last day of the practical examination of the respective course.

#### **10. End Semester Examination (ESE)**

##### **10.1. Question Paper Setting**

###### **10.1.1. Theory**

- CoE office will get the scheme of studies of the programmes along with syllabi signed by concerned Class Teacher/HoD/Dean in which examination needs to be conducted from HoD/Dean of the concerned department.
- The duly signed list of at least five external paper setters as passed in BoS meeting will also be sent by the HoD/Dean of the concerned department to the CoE office. The CoE will randomly select one paper setter from the list.
- A sealed envelope containing all examination related material, which includes syllabus, appointment letter and instructions regarding setting of question paper, will be sent to each selected paper setter.
- The paper setter will be asked to set two sets of question papers along with solutions of numerical problems if any, and send the same through courier/registered post speed post/personally (Only to CoE) within 15 (fifteen) days of receiving the appointment letter. Each set of question papers should have office copy as well as press copy. The envelope containing the question papers must be sealed.
- One of the two question papers will be chosen randomly by CoE.
- Remuneration for paper setting will be given as per the rates approved by the college (Appendix-1)



**10.1.2. Practicals**(Seminar/ Viva-voce/ Project/ Thesis/ Dissertation/ Case Study/ Status Report/ Training Report/ Term Report)

Question paper if any, is to be set on the spot jointly by the Internal and External Examiners and copy of the same should be submitted for record to the concerned HoD/Dean.

**10.2. Conduct of Examination**

**10.2.1. Theory**

- ESE will be conducted out of 80% of total marks of course.
- Hall Tickets will be provided to students one week prior to the conduct of examination of the concerned programme. Hall Tickets will contain: student examination roll number, photo, date sheet, time, centre number and other necessary particulars.
- End Semester Examination will be conducted at the centralized level by CoE office. Keeping in view the strength of various faculties two examination centres will be generated to conduct End Semester Examination.
- In odd semester, End Semester Examination will be conducted in Last week of November and in Even Semester in 2<sup>nd</sup> week of May (schedule may vary if contingencies so demand).
- Date sheet will be prepared by CoE.
- Appointment of invigilation staff will also be done by CoE office.
- Non teaching staff of CoE office will be involved in arranging the question papers date wise.
- Invigilators will collect the answer sheets and question papers from examination centre on the day of examination before commencement of examination and submit the answer sheets to superintendent after conduct of examination.
- For the smooth and efficient working of the examination centres observers will be appointed by CoE in consultation with the Principal.
- Superintendent will submit the sealed packet of course wise answer sheets to CoE office on the same day just after conduct of examination.

**10.2.2. Practical Examination** (Practical/ Seminar/ Viva-voce/ Project/ Thesis/ Dissertation/ Case Study/ Status Report/ Training Report/ Term Report)

- Practical examination will be conducted by two examiners one internal and one external before the theory examination.
- Odd Semester practical examination will be conducted in 3<sup>rd</sup> week of November and in Even Semester in 1<sup>st</sup> week of May (schedule may vary if contingencies so demand).
- External practical examiner may be appointed from nearby places (preferably local).
- The duly signed list of at least three External Practical Examiners as passed in BoS meeting will be sent by the HoD/Dean of the concerned department to the CoE office. The CoE will randomly select one practical examiner from the list.
- E-Mail with an attachment containing appointment letter, consent form and instructions, will be sent to each selected Practical Examiner.
- Intimation regarding External Practical Examiner will be provided to the concerned department at least one week before the conduct of practical examination.

- The question paper for practical examination will be set on the spot jointly by the internal and external examiners.
- Remuneration for conducting the practical examination and Travelling Allowance (TA) will be paid as per the rates approved by the college (Appendix-I).

### 10.3. Makeup Examination/Retest

- Retest will not be the right of the student, it will be conducted with the special permission of Principal only for those students who have missed the ESE due to:
  - Participation in college-sponsored activities such as NCC, NSS, Sports, ECA during the days of examination. The list of students signed by Principal will be provided to the CoE office by the concerned in-charges through Dean Student Welfare at least one week before the commencement of End semester examination.
  - Medical reason (due to long-term illness/accident/hospitalisation of student/ Maternity) with special permission from Principal before the conduct of examination or latest by the day of the examination itself and the application for the same should be submitted to CoE office with requisite documentary proof immediately.
  - Serious mishap in her first blood relation (Mother/Father/Sister/ Brother/Daughter/Son) and In-Laws (Husband, Mother-in-Law, Father-in-Law) on the day of examination or at the most 3 (three) days prior to the examination and the application for the same should be submitted with requisite documentary proof to CoE office immediately.
- These tests will be conducted during the current session with a special fee (Appendix II), subject to condition that the examination centres are open. In case all the examination centres have been closed, the chance will be given in the next session irrespective of odd/even semester. Students must apply for the retest in the prescribed form immediately after receiving intimation from CoE office.

### 10.4. Evaluation

#### 10.4.1. Theory

- CoE office will get the list duly signed by HoD/Dean of at least five evaluators as passed in BoS meeting from HoD/Dean of the concerned department. The CoE will randomly select evaluator/s from the list.
- Single evaluation will be done by the external evaluator in the college or answer sheets could be sent to the external evaluator or due to non availability of external evaluator, internal evaluator will be appointed.
- The answer sheets along with original copy of award list/s duly completed in all respects should either be delivered personally to the CoE or sent through courier/registered/speed post by the evaluator within 15 (fifteen) days after receiving the sealed packet of answer sheets.
- After receiving the answer sheets and award lists from the external/internal evaluator, the CoE office will scrutinize the answer sheets to check whether:
  - any question is left unmarked or unchecked.
  - the total marks of each question written inside the answer sheet as well as total marks of all the questions written on the front page of the answer sheet.

- the answer sheets are signed by the external/internal examiner or not.
- the marks written in the award list/s match with the marks written on the answer sheets or not.
- Remuneration for evaluation will be given as per the rates approved by the college. (Appendix-I)

**10.4.2. Practicals(Practical/ Seminar/ Viva-voce/ Project/ Thesis/ Dissertation/ Case Study/ Status Report/ Training Report/ Term Report)**

- The evaluation shall be done both by external & internal examiners jointly on the basis of written paper (if any), viva, practical files/project reports, presentation etc. whichever requisite.
- The project reports of master degree courses may be evaluated by internal examiners, where the evaluation as only “satisfactory/unsatisfactory” is required. However, the master degree thesis/dissertation with marks will be evaluated by internal and external examiner. In both the cases HoD/Dean of the concerned department will also be the member of Evaluation Committee.

**Note:**

- Practical Question Papers and Answer Sheets of ESE must be retained in record within concerned department for atleast two years after the conduct of examination.
- Theory Question Papers and Answer Sheets of ESE must be retained in record within CoE Office for atleast two years after the conduct of examination.

**11. Passing Marks Conditions**

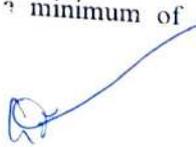
- There is no condition of minimum passing marks in the Continuous Assessment.
- Student has to clear the End Semester Examination of each course individually.
- The student has to get minimum passing marks in aggregate of CA & End Semester Examination in each course (Theory, Practical, Seminar, Viva, Project etc.). Failing of which the student will get compartment in any above mentioned course even if she has already passed the End Semester Examination of the concerned course.

**11.1. End Semester Examinations**

- **UG Courses:35% in each course individually** (separately for theory as well as practical examination) and 40% in the aggregate at the end of final semester

**Note:**

- If the student obtains less than 40% marks in aggregate at the end of final semester/year but is passing in all individual courses , the result of such student shall be declared fail.
- The student shall be required to improve her score in one or more courses in any of the semester/ year so as to obtain a minimum of 40% marks in



aggregate to pass the examination but within stipulated period fixed by the university/college to pass the said programme.

- **PG Courses:**40% in each subject individually (separately for theory as well as practical examination) and also in aggregate.
- **PG Diplomas and Diplomas:**35% in each course individually (separately for theory as well as practical examination) and 40% in the aggregate at the end of final semester/year.

**Note:**

- If the student obtains less than 40% marks in aggregate at the end of final semester/ year but is passing in all individual courses, the result of such student shall be declared fail.
  - The student shall be required to improve her score in one or more courses in any of the semester/ year so as to obtain a minimum of 40% marks in aggregate to pass the examination.
- **Honours Examination (UG courses):**The minimum pass marks shall be 35% in each course and 45% in the aggregate of the pass courses as well as Honours courses of the subject concerned.

**Note:**

- The aggregate is to be based on the combined result of part-II (2<sup>nd</sup> year) and part-III (3<sup>rd</sup> year) examinations

## **12. Assignments**

The candidate shall be required to submit her project report/dissertation/thesis/case study/status report/training report/term report or any other such assignment included in the course, required for the partial fulfilment of the requirements of a programme, by the end of last semester of the programme in which she is registered (30th April). The Principal may, however, give an extension of 15 (fifteen) days after this date, i.e., up to 15<sup>th</sup> May. In case the candidate fails to submit the assignment at the end of this period of extension, she shall be awarded an 'Incomplete Grade (I)' for this course. Students getting 'I Grade' shall have to seek admission to the next semester and shall have to pay fee and other funds as per college rules (Appendix II). Assignments shall be evaluated by a Board comprising of HoD/Dean, internal and external examiners.

## **13. Carry on System**

### **13.1. Programmes having eight semesters duration (UG Programmes)**

- a) There will be no condition for promoting a student from 1<sup>st</sup> semester to 2<sup>nd</sup> semester.
- b) However, the student will be promoted to the 3<sup>rd</sup> semester only if she has passed at least 50% courses of the first two semesters. But, there will be no condition for promoting a student from 3<sup>rd</sup> semester to 4<sup>th</sup> semester.



- c) However, the student will be promoted to the 5<sup>th</sup> semester only if she has passed at least 50% courses of the first four semesters.
- d) There will be no condition for promoting a student from 5<sup>th</sup> semester to 6<sup>th</sup> semester.
- e) *A student shall be promoted to 7<sup>th</sup> semester only if she has passed atleast 50% courses/papers of the first six semesters (Applicable for those students who will be enrolled in 1<sup>st</sup> semester w.e.f. session 2018-19).*
- f) *There will be no condition for promoting a student from 7<sup>th</sup> semester to 8<sup>th</sup> semester (Applicable for those students who will be enrolled in 1<sup>st</sup> semester w.e.f. session 2018-19). In case a student fails to pass after a period of four consecutive years (eight semesters) the student shall be given a period of two consecutive years (four semesters) more to pass failing which she shall have to start the whole programme afresh from the first semester. However, such a student will not be required to qualify the entrance test again, if any.*

### **13.2. Programmes having six semesters duration (UG Programmes)**

- a) There will be no condition for promoting a student from 1<sup>st</sup> semester to 2<sup>nd</sup> semester.
- b) However, the student will be promoted to the 3<sup>rd</sup> semester only if she has passed at least 50% courses of the first two semesters.
- c) There will be no condition for promoting a student from 3<sup>rd</sup> semester to 4<sup>th</sup> semester.
- d) However, the student will be promoted to the 5<sup>th</sup> semester only if she has passed at least 50% courses of the first four semesters.
- e) *There will be no condition for promoting a student from 5<sup>th</sup> semester to the 6<sup>th</sup> semester. In case a student fails to pass after a period of three consecutive years (six semesters) the student will be given a period of two consecutive years (four semesters) more to pass, failing which she will have to start the whole programme afresh from the 1<sup>st</sup> semester. However, such a student will not be required to qualify the entrance test again, if any.*

### **13.3. Programmes having four semesters duration (PG Programmes)**

- a) There will be no condition for promoting a student from 1<sup>st</sup> semester to 2<sup>nd</sup> semester.
- b) However the student will be promoted to the 3<sup>rd</sup> semester only if she has passed at least 50% courses of the first two semesters.
- c) There will be no condition for promoting a student from 3<sup>rd</sup> semester to 4<sup>th</sup> semester.
- d) In case a student fails to pass all the courses within a period of two consecutive years (four semesters), she will be given two consecutive years (four semesters) more to pass, failing which she will have to start the whole programme afresh from the 1<sup>st</sup> semester. However, such a student will not be required to qualify the entrance test again, if any.

### **13.4. Programmes having two semesters duration (Diplomas and PG Diplomas)**

- a) There will be no condition for promoting a student from 1<sup>st</sup> semester to 2<sup>nd</sup> semester.



- b) In case a student fails to pass all the courses within a period of one year (two semesters), she will be given one year (two semesters) more to pass, failing which she will have to start the whole programme afresh from the 1<sup>st</sup> semesters. However, such a student will not be required to qualify the entrance test again, if any.

**Note:** Reappear examination for an odd semester will be conducted along with the next odd semester and even semester along with the next even semester in all the above mentioned programmes i.e. UG, PG, Diplomas and PG Diplomas.

#### **14. Preparation of Result**

Absolute Marks System will be adopted for preparing the result. Marks obtained, CA and total marks will be provided to the students in the detail marks card. However letter grade will be provided for the audit courses as per table given below.

**Table: 4 Letter Grades for Audit Courses**

<b>Letter Grade</b>	<b>Percentage Score</b>
O	90.1-100
A+	80.1-90
A	70.1-80
B+	60.1-70
B	50.1-60
C	45-50
P	35-44.9
F	Below 35
Ab	Absent

#### **15. Withdrawal from a programme**

Student may be allowed to withdraw from a programme/course within one month of the start of the semester, and may opt another programme/course in lieu of it. In case of course change, attendance of student in first course will be added to the attendance in the new course.

#### **16. Transparency in CA**

- Before the End Semester Examination, after receiving the marks of all the CA components, programme wise Cumulative Assessment Report (CAR) will be generated by CoE office and will be provided to the concerned HoD/Dean.
- The programme wise compiled CAR will be shown to the students in the stipulated time by the concerned HoD/Dean for transparency purpose and the students will verify their report as satisfactory/unsatisfactory. The CAR must be signed by all the students.

- No modifications will be made in CAR at the departmental level. The report duly signed by concerned HoD/Dean should be submitted to CoE office in the stipulated time and the discrepancies, if any, should also be brought to the notice of CoE office.
- The list of the students having discrepancies containing their phone number, should also be submitted separately along with the CAR.
- The necessary corrections, if any, will be made in the report by the CoE office after due consideration of discrepancies pointed out by the students and the revised report will be signed by the concerned student/s (along with date) in the Examination Branch of the Administrative Office.
- Further, in case of any unresolved cases, Principal's decision will be final.

### **17. Re-evaluation of Answer Sheets**

- Any student may apply for "Re-evaluation" within 21(Twenty One days) from the date of declaration of the result of the particular examination with prescribed fee of each course on prescribed form as per college policy.(Appendix-II)
- No application of re-evaluation shall be entertained after the due date. Late procurement of form or any other reason shall be no ground for submitting their form after the due date.
- A candidate will not be entitled to apply for re-evaluation after the expiry of the normal date if her result has been delayed on account of her own fault.
- A candidate may be allowed to withdraw her application for re-evaluation within 10 (Ten) days of the submission of her re-evaluation form. The fee deposited by the candidate shall not be refunded in any situation.
- No refund of fee shall be admissible after the deposit of the fee for re-evaluation except in the following cases:
  - Inadmissibility of the application.
  - In case the college is unable to get the answer book/s re-evaluated from internal/external evaluator for unavoidable or unforeseen reasons.
- Re-evaluation will be done by two internal examiners appointed by Principal/CoE. In case of non availability of the second internal examiner, one external examiner will be appointed.
- If difference of marks awarded by both the examiners is:-
  - Less than or equal to 5 then higher Marks are awarded to student
  - Between 6 to 15, then average of two nearest scores out of the three awards including the original will be taken as final.
  - Greater than 15 then third evaluation will be conducted by the internal examiner appointed by the Principal/ CoE.
- The answer sheets will be re-checked and in case of any modification, the student's result will be updated with the new result and no claim of revision of marks will be entertained after re-evaluation.
- There would be no re-evaluation in case of
  - Practical Examination, Internal Assessment, Project Report, Dissertations, Thesis and Viva-voce, etc.
  - The courses where grading system has been introduced and the marks have not to be included in the maximum marks of the semester or programme.
- Fresh detailed marks will be issued to the candidates only in case of the change in the result.

- The score in re-evaluation shall supersede the original one and whether favorable or unfavorable will be binding on the candidate who applies for re-evaluation.
- No further re-assessment shall be allowed after the awards have been received by the candidate.

Note: A Candidate will be permitted to see her answer books during working hours on payment of prescribed additional fee per answer book on a written request along with the application form for re-evaluation within 15 (fifteen) days from the date of declaration of the results of re-evaluation.

### **18. Moderation of Result**

- The "Board of Moderation" may be constituted to review the results if required and the term of every such Board of Moderation shall be one year, from 1<sup>st</sup> of July to 30<sup>th</sup> June.
- The constitution of the Board of Moderation shall be as follows:
  - Dean of Academic Affairs shall be the Chairman. In his/her absence, the Dean of the faculty concerned and, in his/her absence a nominee of the Principal shall preside over the meeting of the Board of Moderation.
  - Dean of Students' Welfare.
  - Controller of Examination (CoE).
  - Deputy Controller of Examination.
  - Additional Controller of Examination.
  - Dean/HoD of the concerned faculty/department.
  - One teacher who is teaching the subject concerned for that examination.
  - Any person/persons nominated by the Principal, if and when deemed necessary.
- The objective of the Board of Moderation shall be to ensure:
  - Uniformity of standards in the evaluation of Answer Books and of Continuous Assessment.
  - Elimination of any unevenness of standards in the awards of marks for various papers/courses and Continuous Assessment.
  - Rectification of any careless/erratic awards of theory papers/courses and of Internal Assessment.
- All the complaints against the question paper from the concerned HoD/Dean must reach the CoE office within 10 (Ten) days of the examination in that course. After that no complaint will be entertained.
- In case of any examination, if any complaint is received in regard to question paper from the HoD/ Dean, the following procedure shall be followed:
  - The complaints will be forwarded to the concerned Paper Setter and will be asked to send his/her comments on the complaint/s within 15 (fifteen) days after receiving the complaint/s.
  - The complaint/s, along with the comments of paper setter will be referred to the chairman of the concerned Board of Moderation who will send his/her specific recommendation within a week.
  - If the concerned paper setter will not send his/her comments in the stipulated period, the case will be forwarded to Principal for necessary action.
- Result can be moderated through Board of Moderation to pass a course or improve division (1<sup>st</sup>, 2<sup>nd</sup>).

- The Board of Moderation shall either:
  - Recommend uniform increase or decrease in the marks awarded by an examiner for all the candidates in a particular paper/course in terms of percentage and not for individual candidates.

In the case of dissertation the examiner shall be asked to submit alongwith the award a detailed report on the work done by the candidate. The supervisor will give a certificate that the dissertation is the original work of the candidate done under his/her guidance.

Or

- Recommend re-assessment of all the answer-books in a paper according to the procedure prescribed below:

If it is detected by the Board of Moderation/CoE office that the marking by an examiner in a particular course appears to be careless or erratic, the case will be referred to the Principal who may order the re-assessment according to the following procedure:

The Principal may appoint two internal examiners from a panel of three internal examiners recommended by Chairperson of the Board of Studies in the subject concerned, and the average of the awards of those two internal examiners shall be treated as final.

Note: In all those papers/options where the total number of answer-books is 10 or less than 10, all the answer-books shall be checked by the Board of Moderation and where the total number is between 11 and 20, at least 50 per cent of the answer-books shall be actually checked. In other cases the total number of answer-books checked should not fall below 10.

- The recommendations of the Board of Moderation shall be applied by the CoE only after the approval by the Principal.
- After receiving the awards from the examiners the office of the CoE shall tabulate the results of all the courses (A/B/Practical) in a subject in the prescribed proforma and place before the Board all the marks sheets, answer-books and the results tabulated in the said proforma. The Board shall do sample checking of 20 per cent or more answer-books in each course and/or option.
- If the increase or decrease recommended by the Board of Moderation is more than 20 per cent, this fact shall be reported to the Governing Body for information (before or after the declaration of the result as the case may be).
- If the examiner in a particular paper is found to be too strict, the Board of Moderation shall recommend percentage of increase to be uniformly applied to all candidates, provided that, if after this recommendation of the Board in terms of percentage, the number of failures remains still very large, a separate recommendation may be made affecting only those candidates who are failing. Provided further that further increase may be recommended in terms of absolute marks in case of those who can get pass marks on the basis of that recommendation.
- If the examiner in a particular paper/ course is found to be too lenient, the Board of Moderation shall recommend percentage of decrease to be uniformly applied to all candidates.



- The recommendations of Chairman, Board of Studies Head of the concerned Department will be placed before the Principal together with the pass percentage and any other relevant information of that particular paper/ course for the previous three years as well as for the year under consideration for the final decision.
- But where the evaluation has been done by the internal examiners, there shall be no moderation of result and the complaint/s will be handled as per Principal's decision.

## **19. Award of Grace Marks**

- 19.1. (i) A candidate who appears in all courses of a programme and who fails in one or more courses (written, practical, seminar or viva voce) and/or the aggregate (if there is a separate requirement for framing in the aggregate) shall be given grace marks upto maximum of one percent of the total aggregate marks (excluding marks for Internal Assessment) to make up the deficiency, if by such addition the candidate can pass the examination or earn exemption from compartment in subject(s) and part(s). This shall not, however, apply to the examination where there is grading system.
- (ii) A candidate who reappear to clear the compartment or course(s) or part(s) in which she has been declared to reappear shall be awarded grace marks upto one percent of the total marks of the course(s) and part(s) in which she reappear if by such addition the candidate can pass in that course(s) or part(s). While awarding grace marks, fraction working to 0.5 or more will be rounded to a whole.
- 19.2. For all post-graduate degree programmes unless otherwise specified, to enable a candidate to get higher class and/or secure 55 percent marks, grace marks upto one percent of the total marks of part-I and part-II examination shall be added to the aggregate of both part-I and part-II examination, provided that total grace marks awarded for passing the examination or earning exemption from compartment and for getting higher class/55% marks should not exceed the total of one percent of the aggregate marks of all the parts.
- 19.3. Provided further that the grace marks will be added in the paper/s in which the candidate has secured lowest marks but will not be indicated on the Detailed Marks Card
- 19.4. For M.A./M.Com etc. examination, a candidate who reappears in either Part-I or Part-II or both the parts of the examination for purpose of improving her division, shall be given grace marks upto one percent of the total marks of the Part/Parts in which she appears.
- 19.5. All examination, except the examinations which have already been specifically mentioned in ordinance 19.1, 19.2 and 19.3 supra to enable a candidate to earn higher class, grace marks upto one percent of the total marks shall be added to the total marks provided that total grace marks awarded for passing the examination or earning exemption from compartment and for earning higher class should not exceed the total of one percent of the aggregate marks of all the parts. This shall, however not apply to the examinations where there is grading system, i.e. no grace will be provided to audit courses.



## **20. Improvement**

- In case a student has not got first division in any programme, then she can improve her score in one or more courses in any of the semesters/years after completing the programme so as to obtain a minimum of 60% marks in aggregate to get the first division within a maximum stipulated period to complete the programme (5 years for 3 years UG degree programme, 6 years for 4 years UG degree programme, 4 Years for 2 years PG degree programme and 2 years for 1 year Diploma, PG Diploma Programme).
- If a student is unable to secure 55% marks in any PG degree programme, then she can improve her score in one or more courses/papers in any of the semesters/years after completing the PG degree programme so as to obtain a minimum of 55% marks in aggregate within a stipulated period to complete the degree (4 Years for PG degree programmes).
- The result of the candidate will be declared only if she improves her performance otherwise the previous result shall stand.
- Such a candidate shall be entitled to grace marks as provided in 19 supra relating to the award of grace marks for improvement of division.
- She shall not be eligible for inclusion in the merit list/ awards/medals/prizes.
- The candidate shall be allowed two chances within a stipulated period to complete the programme. For this purpose, for odd/even semester courses the candidate will appear in odd/even semester examinations, respectively.
- No candidate shall be allowed to improve her score in Project Work, Thesis, Dissertation, Practical, Viva-voce, and Continuous Assessment etc.

## **21. Supplementary/Re-appear Examination**

- At the time of reappearing, the candidate getting marks less than the required pass percentage in any course will have to follow the old curriculum/ syllabi which they have studied during the programme.
- Reappear student of odd semester will appear in next odd semester examination along with her next higher odd semester examination.
- Similarly reappear student of even semester will appear in next even semester examination along with her next higher even semester examination.
- Reappear chances shall be given to students as per GNDU, Amritsar ordinance.
- The marks secured in the Continuous Assessment for a particular year will be carried forward for the student getting less than the required pass percentage in any course.
- If a student got re-appear in theory examination, but passes in practical she has to appear in the theory re-appear examination only. Practical marks will be carried forward and vice-versa.

## 22. Distinctions and Merit Positions

### 22.1. Merit:

The merit list for each programme will be prepared by combining the marks of the End Semester Examination and CA of all courses. The number of merit positions in a programme will be prepared after the preparation of final result keeping in view the following parameters of the concerned programme.

- In case the merit list so prepared ends with equal marks obtained by more than one candidates, the names of all of them would be included for the same merit position.
- Only those candidates shall be included in the merit list who have passed the examination as a whole in the first attempt.
- Rules for declaring no. of merit positions will be as given in Table 5.

**Table 5: Rules for declaring Merit Positions**

Sr. No	No. of students in a programme	No. of Merit Positions
1.	<5	I
2.	$\geq 5 \leq 20$	I, II
3.	$> 20 \leq 300$	I,II,III
4.	>300	1% of the total number of Candidates appeared

**Note:** Marks of students for getting the Merit positions should be  $\geq 60\%$

### 22.2. Distinctions

The students who will obtain 75% or more marks at the end of a semester in any course/ semester/ programme will be classified as passed the course/semester/programme with distinction.

## 23. Prevention, punishment and procedure concerning cases of misconduct and use of unfair means in or in relation to examination

It shall be treated as per GNDU, Amritsar rules by constituting a standing committee consisting of five persons one of whom shall not below the rank of the Associate Professor or senior most faculty member within the institution.

The college will follow the GNDU, Amritsar ordinance Chapter IX, University Calendar Volume-II (2008)

## 24. Tampering with a Certificate

The Principal shall have power to disqualify a person who is found guilty of:

- Tampering or conniving at tampering with her own certificate

Or

- Obtaining or attempting to obtain a certificate to which she is not entitled.  
The period of disqualification will be determined by the Principal and the decision taken by the Principal shall be reported to the Governing Body.

#### **25. Rectification of result**

The Principal shall have the power to quash the result of a candidate after it has been declared as per GNDU, Amritsar ordinance (Chapter-IX, University Calendar Volume-II (2008))

#### **26. Issue of DMC/Transcripts**

Based on the marks obtained in the End Semester Examination and CA, DMC will be issued by the college to the successful candidates enrolled for all the programmes under CES after every semester. The DMC will display student and course details along with the CA, Marks obtained, and Maximum Marks. A consolidated transcript indicating the performance of student in all semesters will be issued at the end of the programme.

#### **27. Degree/ Certificate**

- The successful candidates enrolled for UG and PG programmes shall be awarded the degree by Guru Nanak Dev University, Amritsar in the subject of study. A student who does not complete the programme of study within the minimum duration of the programme of her study shall not be eligible for any certificate/merit certificate/position/medal/award of the College/University.
- The successful candidates enrolled for Diploma and PG Diploma shall be awarded the Certificate-cum-DMC by KanyaMahaVidyalaya, Jalandhar in the subject of study. A student who does not complete the programme within the minimum duration of the programme of her study shall not be eligible for any certificate/merit certificate/position/medal/award of the College.



## II. Credit Based Continuous Evaluation Grading System (CBCEGS)

**Table 1:** List of Programmes under Credit Based Continuous Evaluation Grading System (CBCEGS)

<b>B.Voc Programmes (3 years)</b>	
1.	B. Voc. (Animation)
2.	B. Voc. (Retail Management)
3.	B. Voc. (Management & Secretarial Practices)
4.	B. Voc. (Textile Designing & Apparel Technology )
5.	B. Voc. (Nutrition Exercise & Health)
6.	B. Voc (Photography & Journalism)
7.	B. Voc (Beauty & Wellness)
<b>P.G. Diplomas (1 Year)</b>	
8.	P.G. Diploma in Textile Designing
9.	P.G Diploma in Digital Marketing
<b>Diplomas (1 Year)</b>	
10.	Diploma in Early Childhood care & Education
11.	Diploma in Medical Lab Technology

### 28. Semester System

The academic programmes shall be based on semester system

- Odd semester : July to December
- Even semester : January to June

### 29. Programme Duration

Maximum time allowed to pass a programme is given below in Table 2:

**Table 2:** Duration of the Programmes running under CBCEGS as per UGC Letter No. D.O. No.F.12-1/2015(CPP-II) dated 15.10.2015

<b>Programme Duration</b>	<b>Maximum time to complete the programme</b>
Three Years	<b>Five years</b>
One year	<b>Three years</b>

B. Voc students may exit after six months with a certificate at the end of first semester. However they may continue for Diploma, Advanced Diploma or Degree Programme as per NSQF (National Skills Qualifications Framework) guidelines. An academic progression for the students in vocational scheme is illustrated in Table 3.

**Table 3:** Various levels of exit for the students enrolled for B.Voc. Programmes

<b>Duration</b>	<b>Level of Exit</b>
Six Months	Certificate
One Year	Diploma
Two Years	Advanced Diploma
Three Years	B.Voc Degree

### 30. Continuous Assessment

Continuous Assessment will be provided to all the students enrolled for these programmes with the details given below:

**End Semester Examinations (ESE) Weightage: 80 percent**

**Continuous Assessment (CA) Weightage: 20 percent**

Continuous Assessment will consist of three components.

- 30.1. Mid Semester Test (MST)
- 30.2. Class Performance (CP)
- 30.3. Attendance (A)

The division of marks of CA in each course will be as given in Table 4

**Table 4: Weightage of components of Continuous Assessment**

Sr. No.	Component										
4.1	<b>Mid Semester Test weightage (MST): 10% of Total Marks of course</b>										
4.2	<b>Weightage of Class Performance: 5% of Total Marks of course</b> <ol style="list-style-type: none"><li>1. Seminar</li><li>2. Class Test</li><li>3. Assignment</li><li>4. Quiz/ MCQ</li><li>5. Group Discussion</li><li>6. Project (Should be different from the project, if it already exists as one of the courses of any programme).</li></ol> <p><b>Note: Depending upon the subject, programme and course, department can opt for any two options from the list, keeping in view the syllabus of the concerned course and format of the question paper.</b></p> <p><b>Each class performance will be conducted out of 20 marks, however if the course has two theory parts (i.e. I, II), then the class performance for each part will be of 10 marks. The marks of 1<sup>st</sup> class performance should be submitted online before MST and that of 2<sup>nd</sup> class performance should be submitted after MST in the stipulated period (schedule may vary if contingencies so demand)</b></p>										
4.3	<b>Attendance Weightage (AW): 5% of Total Marks of course</b> <b>Rules for allotment of CA marks based on Attendance:</b> <table border="1"><thead><tr><th>Attendance in Percentage</th><th>Marks (% of AW)</th></tr></thead><tbody><tr><td>a) <math>A \geq 90</math></td><td>100%</td></tr><tr><td>b) <math>80 \leq A &lt; 90</math></td><td>80%</td></tr><tr><td>c) <math>75 \leq A &lt; 80</math></td><td>60%</td></tr><tr><td>d) <math>&lt; 75</math></td><td>No Marks</td></tr></tbody></table>	Attendance in Percentage	Marks (% of AW)	a) $A \geq 90$	100%	b) $80 \leq A < 90$	80%	c) $75 \leq A < 80$	60%	d) $< 75$	No Marks
Attendance in Percentage	Marks (% of AW)										
a) $A \geq 90$	100%										
b) $80 \leq A < 90$	80%										
c) $75 \leq A < 80$	60%										
d) $< 75$	No Marks										

### 31. Programme and Course Codes

- Each programme will be offered a unique programme code consisting of 3 alphabets (capital letters) first alphabet identify the level of programme i.e. B-Bachelor, D-Diploma, I-G Diploma. Second and third letters represent Faculty/ Department/ subject/

Programme. For example, BVN represents the programme code of B.Voc. (Nutrition Exercise & Health). The first letter B represents Bachelor Degree, VN has been used for Vocational Programme in Nutrition Exercise and Health.

- Each course in a programme will be identified by its unique course code, consisting of a string of eight alphanumeric characters (4 alphabets and 4 digits).
- First three letters will represent the programme code described above. Fourth alphabet will represent the type of course i.e. L-Lecture, P-Practical, T- Tutorial, M-Merge, S-Seminar, I- Internship, V-Viva, D-Dissertation/Project.
- The fifth character after hyphen will be a numeric specifying the semester. Sixth and Seventh numeric characters will represent the unique code given to subject. The last and the eighth numeric character represents the order of the respective course in the scheme of studies of the concerned programme.
- For Example: the code BVNM-1443 represents the course code for the course Introduction to Psychology to be taught in B.Voc. Nutrition Exercise and Health as a compulsory course. The first letter B represents Bachelor Degree, VN has been used for Vocational Programme in Nutrition Exercise and Health, M stands for Merge where theory and practical are combined in single course. First numeral 1 is for 1<sup>st</sup> semester, 44 is the code for Psychology and 3 is the course number in the scheme of studies for B.Voc. Nutrition Exercise and Health.

### **32. Audit Courses**

Audit Courses help students to enrich their knowledge without the benefit of credits for a programme i.e. credits of these courses will not be added to the SGPA/CGPA. The following compulsory Audit Courses are running in the college:

- Two compulsory Audit Courses namely Drug Abuse in Semester-I, II and EVS in Semester III/IV to aware the students about the social and environmental problems (Introduced by GNDU, Amritsar).
- Two compulsory Audit Courses namely, foundation course in semester-I and a course of Moral Education in Semester-II to enhance the value added and skill enhancement abilities of the students (Introduced by KMV, Jalandhar).
- The grades awarded for these courses will not be counted toward SGPA/CGPA of the student. However a student must have to get the letter grade of P at least to pass the course.

### **33. Course Credits**

Each course shall have a certain number of credits assigned to it depending upon the academic load of the course assessed on the basis of weekly contact hours of lecture, tutorial and laboratory classes, assignments or field study and/or self study.

The credit pattern suggested for adoption is as follows:

- 1 contact hour for theory per week: 1 credit
- 2 contact hours for practical/ seminar per week: 1 credit
- Project work of one full semester: 6 credits
- Four weeks of training: 1 credit
- Tutorials:
  - 1 contact hour for theory per week: 1 credit
  - 2 contact hours for practical/ seminar per week: 1 credit

The average load of students per semester in terms of credits has been chosen as 22-30 credits per semester, so that the total credits to be earned by a student for the award of degree/certificate are:

- UG Programme: 135 or more
- PG Programme: 90 or more
- Diploma / PG Diploma: 45 or more

There can be a variation of credits to a limited extent in each semester depending upon the requirement. The course credits for each course shall be given as L-T-P. For example, 3-1-0 will mean that it is a lecture based course and has a load of 3 hours in a week and a load of 1 hour for tutorial in a week and no practical assigned to it. In this case the total credits of the corresponding course will be 4 (3+1+0). Similarly, a course with 0-0-2 means that it is a practical course with 4 hours of class work per week.

**Note 1:** Credits will be assigned to seminar, dissertation, project etc. under the practical component.

**Note 2:** Total credits of a particular course (theory, practical, theory + practical) will be calculated by adding all the components of the concerned course namely lecture, tutorial and practical.

#### **34. Attendance requirements to appear in End Semester Examination**

All the students must have a minimum of 75% attendance to appear in End Semester Examination.

#### **35. Condoning of Lectures**

**35.1.** Lectures will be condoned by the Principal as per GNDU, Amritsar ordinance with the recommendation of the Students Welfare Committee (SWC) to students who have participated in college sponsored activities such as NSS, NCC, Sports and Extra Curricular Activities (ECA). After condoning the lectures, marks will be given to such students as per the rules a, b, c, d given in Table 4.

Note:

- The students must have participated at District, State/Inter-university, National or International level.
- The concerned in-charges of NSS, NCC, Sports, ECA will certify the number of days when the concerned students were engaged with them. They must fill the proforma meant for the purpose and submit the same to SWC.

**35.2.** Deficiency in lectures may be condoned by the Principal as per policy with the recommendation of the SWC to students on medical grounds (due to long-term illness/accident/hospitalisation of student/ Maternity) or serious mishap in her first blood relation (Mother/Father/Sister/Brother/Daughter/Son) and In-Laws (Husband, Mother-in-Law, Father-in-Law) or any other extra-ordinary circumstances. In such cases the students have to submit requisite documentary proof along with application to SWC within 5 (five) days through the parents/guardian. No benefit of marks based on attendance component of CA Scheme will be given to such students.

### **36. Remedial classes**

- 36.1. Remedial classes will be arranged by the college for the weak/advance learners as well as for the students having attendance less than 75% in mid of October for odd semesters and in the first week of April for even semesters (Schedule may vary if contingencies so demand). Attendance benefit of remedial classes will be given only to those students who have lecture shortage but no benefit of marks based on attendance component of CA Scheme will be given to such students.
- 36.2. If the students belonging to categories 35.1 and 35.2 do not fulfil the conditions of attendance, even after condoning of lectures, they will also have to attend the remedial classes. Attendance benefit of remedial classes will be given to such students also but no benefit of marks based on attendance component of CA Scheme will be given.
- 36.3. After attending the remedial classes if the attendance of some students is still less than 75% then a committee will be constituted by the Principal to take appropriate decision.

### **37. Mid Semester Test (MST)**

#### **37.1. Question Paper Setting**

##### **37.1.1. Theory**

The question papers of the theory courses of UG, Diploma and PG Diploma programmes set by the teacher concerned will be submitted to the concerned members of Examination Committee. At least 50% syllabus should be covered for MST.

##### **37.1.2. Practicals**

Question paper (if any) will be set on the spot by the concerned teacher and copy of the same will be submitted to HoD/ Dean for record.

#### **37.2. Conduct of Examination**

##### **37.2.1. Theory**

- MST will be conducted out of 80% of total marks of course and weightage of MST will be 10% of total marks of course.
- MST will be conducted at the centralized level by Deputy Controller and Additional Controller with the help of members of Examination Committee. Keeping in view the strength of the various faculties, two Examination Centres will be generated to conduct these examinations.
- In odd semester, MST will be conducted in 3<sup>rd</sup> week of September and in even semester in 2<sup>nd</sup> week of March (schedule may vary if contingencies so demand).
- MST of Theory and Practical (Seminar/ Viva-voce/ Project/ Thesis/ Dissertation/ Case Study/ Status Report/ Training Report/ Term Report) will be conducted separately.
- Date sheet will be prepared by CoE.
- Appointment of invigilation staff will be done by Deputy Controller and Additional Controller.
- Non teaching staff of CoE office will be involved in printing photocopying of question papers and arranging the question papers date wise.

- Invigilators will collect the answer sheets and question papers from examination centre on the day of examination before the commencement of examination and submit the answer sheets to superintendent after conduct of examination.
- For the smooth and efficient working of the examination centres, members of Examination Committee will act as observers.
- All the faculty members will collect the answer sheets of their respective papers/courses from the examination centre within 2 (two) days of the conduct of examination.
- Result of MST will have to be submitted online within 5 (five) days from the last day of examination of the MST and the hard copy of the same signed by concerned teacher should also be submitted in CoE office.

**37.2.2. Practical Examination (Practical/ Seminar/ Viva-voce/ Project/ Thesis/ Dissertation/ Case study/ Status Report/ Training Report/ Term Report)**

- Practical date sheet will be generated by CoE office and provided to the departments. Practicals will be conducted by the concerned teacher.
- The marks of the practical examination will be submitted online on the last day of the practical examination of the respective course.

**37.3. Makeup Examination/Retest**

- Retest will be conducted with the special permission of Principal only for those students who have missed the MST due to
  - Participation in college-sponsored activities such as NCC, NSS, Sports, ECA during the days of examinations. The list of students signed by Principal will be provided to the CoE office by the concerned in-charges through Dean Student Welfare.
  - Medical reason (due to long-term illness/accident/hospitalisation of student Maternity) or any other extraordinary circumstances, with special permission from Principal before the conduct of examination or latest by the day of the examination itself and the application for the same should be submitted with requisite documentary proof to SWC. The SWC will submit the list of recommended cases signed by Principal to CoE office.
  - Serious mishap in her first blood relation (Mother/Father/Sister/Brother/Daughter/Son) and In-Laws (Husband, Mother-in-Law, Father-in-Law) on the day of examination or at the most one week prior to the examination and the application for the same should be submitted with requisite documentary proof to SWC. The SWC will submit the list of recommended cases signed by Principal to CoE office.
  - The list of students described in all the above cases should be submitted within 5 (five) days after the last examination of MST.
- These tests will be conducted before the commencement of the End Semester Examination. CA of such students will be modified by including the marks of Retest in the respective courses.

#### 37.4. Evaluation

##### 37.4.1. Theory

Answer sheets will be assessed by internal examiners and will be shown to the students. Awards will be submitted online and the hard copy of the same should also be submitted in the examination branch of the Administrative Office within 5 (five) days from the last day of examination of the MST.

##### 37.4.2. Practicals

The students will be examined by the concerned teacher on the basis of written paper (if any) viva, practical files/project reports, presentation etc. whichever requisite. Marks of practical examination will be submitted online and the hard copy of the same should also be submitted in the examination branch of the Administrative Office on the last day of the practical examination of the respective course.

### 38. End Semester Examination (ESE)

#### 38.1. Question Paper Setting

##### 38.1.1. Theory

- CoE office will get the scheme of studies of the programmes along with syllabi signed by concerned Class Teacher/HoD/Dean in which examination needs to be conducted from HoD/Dean of the concerned department.
- The duly signed list of at least five external paper setters as passed in BoS meeting will also be sent by the HoD/Dean of the concerned department to the CoE office. The CoE will randomly select one paper setter from the list.
- A sealed envelope containing all examination related material, which includes syllabus, appointment letter and instructions regarding setting of question paper, will be sent to each selected paper setter.
- The paper setter will be asked to set 2 sets of question papers along with solutions of numerical problems if any, and send the same through courier/registered post/speed post/personally (Only to CoE) within 15 (fifteen) days of receiving the appointment letter. Each set of question papers should have office copy as well as press copy. The envelope containing the question papers must be sealed.
- One of the two question papers will be chosen randomly by CoE.
- Remuneration for paper setting will be given as per the rates approved by the college. (Appendix-I)

##### 38.1.2. Practicals (Seminar/ Viva-voce/ Project/ Thesis/ Dissertation/ Case Study/ Status Report/ Training Report/ Term Report)

Question paper if any, is to be set on the spot jointly by the Internal and External Examiners and copy of the same should be submitted for record to the concerned HoD Dean.

#### 38.2. Conduct of Examination

##### 38.2.1. Theory

- ESE will be conducted out of 80% of total marks of course.



- Hall Tickets will be provided to students one week prior to the conduct of examination of the concerned programme. Hall Tickets will contain: student examination roll number, photo, date sheet, time, centre number and other necessary particulars.
- End Semester Examination will be conducted at the centralized level by CoE office. Keeping in view the strength of various faculties two examination centres will be generated to conduct End Semester Examination.
- In odd semester, End Semester Examination will be conducted in Last week of November and in Even Semester in 2<sup>nd</sup> week of May (schedule may vary if contingencies so demand).
- Date sheet will be prepared by CoE.
- Appointment of invigilation staff will also be done by CoE office.
- Non teaching staff of CoE office will be involved in arranging the question papers date wise.
- Invigilators will collect the answer sheets and question papers from examination centre on the day of examination before commencement of examination and submit the answer sheets to superintendent after conduct of examination.
- For the smooth and efficient working of the examination centres Flying Squad will be appointed by CoE in consultation with the Principal.
- Superintendent will submit the sealed packet of course wise answer sheets to CoE office on the same day just after conduct of examination.

**38.2.2. Practicals(Seminar/ Viva-voce/ Project/ Thesis/ Dissertation/ Case Study/ Status Report/ Training Report/ Term Report)**

- Practical examination will be conducted by two examiners one internal and one external before the theory examination.
- Odd Semester practical examination will be conducted in 3<sup>rd</sup> week of November and in Even Semester in 1<sup>st</sup> week of May (schedule may vary if contingencies so demand).
- External practical examiner may be appointed from nearby places (preferably local).
- The duly signed list of at least three External Practical Examiners as passed in BoS meeting will be sent by the HoD/Dean of the concerned department to the CoE office. The CoE will randomly select one practical examiner from the list.
- E-Mail with an attachment containing appointment letter, consent form and instructions, will be sent to each selected Practical Examiner.
- Intimation regarding External Practical Examiner will be provided to the concerned department at least one week before the conduct of practical examination.
- The question paper for practical examination will be set on the spot jointly by the internal and external examiners.
- Remuneration for conducting the practical examination and Travelling Allowance (TA) will be paid as per the rates approved by the college (Appendix-I).

**38.3. Makeup Examination/Retest**

- Retest will not be the right of the student, it will be conducted with the special permission of Principal only for those students who have missed the FSE due to:
  - Participation in college-sponsored activities such as NCC, NSS, Sports, ECA during the days of examination. The list of students signed by Principal will be provided to

- the CoE office by the concerned in-charges through Dean Student Welfare at least one week before the commencement of End Semester Examination.
- Medical reason (due to long-term illness/accident/hospitalisation of student/ Maternity)with special permission from Principal before the conduct of examination or latest by the day of the examination itself and the application for the same should be submitted to CoE office with requisite documentary proof immediately.
  - Serious mishap in her first blood relation (Mother/Father/Sister/Brother/Daughter/Son) and In-Laws (Husband, Mother-in-Law, Father-in-Law) on the day of examination or at the most 3 (three) days prior to the examination and the application for the same should be submitted with requisite documentary proof to CoE office immediately.
- These tests will be conducted during the current session with a special fee (Appendix II), subject to condition that the examination centres are open. In case all the examination centres have been closed, the chance will be given in the next session irrespective of odd/even semester. Students must apply for the retest in the prescribed form immediately after receiving intimation from CoE office.

#### 38.4. Evaluation

##### 38.4.1. Theory

- CoE office will get the list duly signed by HoD/Dean of at least five evaluators as passed in BoS meeting from HoD/Dean of the concerned department. The CoE will randomly select evaluator/s from the list.
- Single evaluation will be done by the external evaluator in the college or answer sheets could be sent to the external evaluator or due to non availability of external evaluator, internal evaluator will be appointed.
- The answer sheets along with original copy of award list/s duly completed in all respects should either be delivered personally to the CoE or sent through courier/registered/speed post by the evaluator within 15 (fifteen) days after receiving the sealed packet of answer sheets.
- After receiving the answer sheets and award list/s from the external/internal evaluator, the CoE office will scrutinize the answer sheets to check whether:
  - any question is left unmarked or unchecked.
  - the total marks of each question written inside the answer sheet as well as total marks of all the questions written on the front page of the answer sheet.
  - the answer sheets are signed by the external/internal examiner or not.
  - the marks written in the award list/s match with the marks written on the answer sheets or not.
- Remuneration for evaluation will be given as per the rates approved by the college (Appendix-I).

##### 38.4.2. Practicals (Practical/ Seminar/ Viva-voce/ Project/ Thesis/ Dissertation/ Case study/ Status Report/ Training Report/ Term Report)

- The evaluation shall be done both by external & internal examiners jointly on the basis of written paper (if any), viva, practical files/project reports, presentation etc. whichever requisite.
- The project reports of master degree courses may be evaluated by internal examiners, where the evaluation as only “satisfactory/unsatisfactory” is required. However, the master degree thesis/dissertation with marks will be evaluated by internal and external examiner. In both the cases HoD/Dean of the concerned department will also be the member of Evaluation Committee.

Note:

- Practical Question Papers and Answer Sheets of ESE must be retained in record within concerned department for atleast two years after the conduct of examination.
- Theory Question Papers and Answer Sheets of ESE must be retained in record within CoE Office for atleast two years after the conduct of examination.

### 39. Preparation of Result

#### 39.1. Grading System

Grading system will be used to prepare the result. Students would be awarded letter grade on a 10 point scale (as per UGC regulations) determined by the volume of work involved i.e. credit hours and the corresponding grade points obtained by her in that course/ paper. The product of corresponding grade points ( $G_i$ ) with the credit hours ( $C_i$ ) of the course will be called credit points gained by the student in the course.

'Semester Grade Point Average' (SGPA) means weighted average of grades in a semester and will be calculated by following formula

$$SGPA (S_i) = \frac{\sum_{i=1}^m (G_i * C_i)}{\sum_{i=1}^m C_i}$$

Where m represents the number of courses in a particular semester.

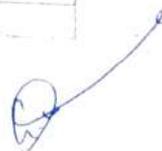
'Cumulative Grade Point Average' (CGPA) means total weighted average of grades in all semesters and will be calculated at the end of any even semester or at the end of the programme completion by using the following formula

$$CGPA = \frac{\sum (S_j * C_j)}{\sum C_j}$$

where  $S_j$  is the SGPA in the jth Semester and  $C_j$  is the total credits in the jth semester. Grade Points, SGPA and CGPA will be calculated up to two decimal places, after rounding off the third decimal to the nearest second place integer decimal and 0.005 to be increased to 0.01. Grades shall be awarded as per the following table:

Table 6: Grades and Grade Points

Academic Performance	Letter Grade	Percentage Score
Outstanding	O	90.1-100
Excellent	A+	80.1-90
Very Good	A	70.1-80
Good	B+	60.1-70
Above Average	B	50.1-60



Average	C	45-50
Pass	P	40-44.9
Fail	F	Below 40
Absent	Ab	Absent

### 39.2. Conversion from CGPA to Percentage

A CGPA of 6 will be considered equivalent to 60% marks. The conversion of CGPA to Percent Score will be carried out by multiplication of respective CGPA by a factor of 10. The equivalence between selected percentages in absolute marks system and CGPA is as follows.

**Table 7: Equivalence between CGPA and Percentage**

CGPA	%age
4.00	40
5.00	50
6.00	60
7.00	70
8.00	80
9.00	90
10.00	100

### 40. Passing Marks Conditions

- There is no condition of minimum passing marks in the Continuous Assessment.
- Student has to clear the End Semester Examination of each course individually.
- A student has to get atleast 'P' grade (i.e. minimum 40% marks equivalent) in aggregate of CA and End Semester Examination in each course (Theory, Practical, Seminar, Viva, Project etc.). Failing of which the student will be treated as having 'F' grade in any above mentioned course, even if she has already passed the End Semester Examination of the concerned course and shall have to repeat the course.
- A student shall be required to maintain a minimum of 4.00 CGPA at the end of the even semester of each academic session. If her CGPA falls below 4.00 at the end of 2<sup>nd</sup> Semester of any year, the student will be declared as having failed in that year and will have to seek re-admission to the 1<sup>st</sup> semester of that year. In that case such candidate will appear in end semester examination with existing syllabus. The marks of CA will be recalculated based on her performance during the current session.

### 41. Assignments

The candidate shall be required to submit her project report/dissertation/thesis/case study/status report/training report/term report or any other such assignment included in the course, required for the partial fulfilment of the requirements of a programme, by the end of last semester of the programme in which she is registered (30th April). The Principal may, however, give an extension of 15 (fifteen) days after this date, i.e., up to 15<sup>th</sup> May. In case the candidate fails to submit the assignment at the end of this period of extension, she shall be awarded an 'Incomplete Grade (I)' for this course. Students getting 'I Grade' shall have to seek admission to the next semester and shall have to pay fee and other funds as per



college rules (Appendix II). Assignments shall be evaluated by a Board comprising of HoD/Dean, internal and external examiners.

#### **42. Carry on System**

- A student shall be required to maintain a minimum of 4.00 CGPA at the end of the even semester of each academic session. If her CGPA falls below 4 at the end of 2<sup>nd</sup> Semester of any year, the student will be declared as having failed in that year and will have to seek re-admission to the 1<sup>st</sup> semester of that year. In that case such candidate will appear in end semester examination with existing syllabus. The marks of CA will be recalculated based on her performance during the current session.
- A student getting 'F' grade in any course will be treated as having failed in that course and shall have to repeat the course in the subsequent semesters in the next years and will have to obtain at least 'P' grade in that course within maximum specified period defined to complete the programme. The credits of 'F' Grades will not be counted in SGPA or CGPA.
- If a student maintains CGPA of 4 at the end of the even semester of the session, but fails in a maximum of two courses during the 2<sup>nd</sup> semesters of that year, she will be promoted to the next year. However she will be required to clear these courses during the subsequent semesters within the duration of the maximum period specified to complete the programme. For such candidates, repeat (End Semester) examinations for an odd semester shall be conducted along with the next odd semester and even semester along with the next even semester. They should register for these (repeat) course/s in the beginning of that semester but need not to attend the classes again. However, they may consult the concerned teacher for guidance.
- If a student maintains CGPA of 4 at the end of the even semester of the session, but fails in three or more courses during all the preceding semesters taken together, at the end of the session, she will be declared as having failed in that year and will have to seek readmission to the first semester of that year.
- It will be compulsory for a student to appear in the End Semester Examination for all the courses of the concerned programme. A student who does not appear in the End Semester Examination for any course/s will be treated as having failed in that course/s and will be awarded 'F' grade.

#### **43. 'Incomplete Grade'**

This Grade (I Grade) shall be awarded for incomplete Project/Dissertation work etc. or any other course, other than theory or practical courses. This grade will be converted to a regular Grade on the completion of the evaluation of the course.

#### **44. Withdrawal from a programme**

Student may be allowed to withdraw from a programme within one month of the start of the semester, and may opt another programme in lieu of it.

#### **45. Earned Minimum Credits, and Minimum CGPA for the Degree/Certificate**

The credits for the courses in which a student has obtained 'P' grade (minimum passing grade for a course) or higher shall be counted as Credits earned by her. A student shall have to earn a minimum of such number of Credits as may be required for the award of a degree/certificate in a programme/discipline. A student, who has obtained a minimum CGPA of 4 and earned a



minimum number of Credits as specified for the programme, shall be eligible for the award of the respective degree/certificate.

#### **46. Transparency in CA**

- Before the End Semester Examination, after receiving the marks of all the CA components, programme wise Cumulative Assessment Report (CAR) will be generated by CoE office and will be provided to the concerned HoD/Dean.
- The programme wise compiled CAR will be shown to the students in the stipulated time by the concerned HoD/Dean for transparency purpose and the students will verify their report as satisfactory/unsatisfactory. The CAR must be signed by all the students.
- No modifications will be made in CAR at the departmental level. The report duly signed by concerned HoD/Dean should be submitted to CoE office in the stipulated time and the discrepancies, if any, should also be brought to the notice of CoE office.
- The list of the students having discrepancies containing their phone number, should also be submitted separately along with the CAR.
- The necessary corrections, if any, will be made in the report by the CoE office after due consideration of discrepancies pointed out by the students and the revised report will be signed by the concerned student/s (along with date) in the Examination Branch of the Administrative Office.
- Further, in case of any unresolved cases, Principal's decision will be final.

#### **47. Re-evaluation of Answer Sheets**

- Any student may apply for "Re-evaluation" within 21 (Twenty One) days from the date of declaration of the result of the particular examination with prescribed fee of each course on prescribed form as per college policy (Appendix-II).
- No application of re-evaluation shall be entertained after the due date. Late procurement of form or any other reason shall be no ground for submitting their form after the due date.
- A candidate will not be entitled to apply for re-evaluation after the expiry of the normal date if her result has been delayed on account of her own fault.
- A candidate may be allowed to withdraw her application for re-evaluation within 10 (Ten) days of the submission of her re-evaluation form. The fee deposited by the candidate shall not be refunded in any situation.
- No refund of fee shall be admissible after the deposit of the fee for re-evaluation except in the following cases:
  - Inadmissibility of the application.
  - In case the college is unable to get the answer book/s re-evaluated from internal/external evaluator for unavoidable or unforeseen reasons.
- Re-evaluation will be done by two internal examiners appointed by Principal/CoE. In case of non availability of the second internal examiner, one external examiner will be appointed.
- If difference of marks awarded by both the examiners is:-
  - Less than or equal to 5 then higher Marks are awarded to student
  - Between 6 to 15, then average of two nearest scores out of the three awards including the original will be taken as final.
  - Greater than 15 then third evaluation will be conducted by the internal examiner appointed by the Principal/ CoE.



- The answer sheets will be re-checked and in case of any modification, the student's result will be updated with the new result and no claim of revision of marks will be entertained after re-evaluation.
- There would be no re-evaluation in case of
  - Practical Examination, Internal Assessment, Project Report, Dissertations, Thesis and Viva-voce etc.
  - The courses where grading system has been introduced and the marks have not to be included in the maximum marks of the semester or programme.
- Fresh detailed marks will be issued to the candidates only in case of the change in the result.
- The score in re-evaluation shall supersede the original one and whether favorable or unfavorable will be binding on the candidate who applies for re-evaluation.
- No further re-assessment shall be allowed after the awards have been received by the candidate.

Note: A Candidate will be permitted to see her answer books during working hours on payment of prescribed additional fee per answer book on a written request along with the application form for re-evaluation within 15 (fifteen) days from the date of declaration of the results of re-evaluation.

#### **48. Moderation of Result**

- The "Board of Moderation" may be constituted to review the results if required and the term of every such Board of Moderation shall be one year, from 1<sup>st</sup> of July to 30<sup>th</sup> June.
- The constitution of the Board of Moderation shall be as follows:
  - Dean of Academic Affairs shall be the Chairman. In his/her absence, the Dean of the faculty concerned and, in his/her absence a nominee of the Principal shall preside over the meeting of the Board of Moderation.
  - Dean of Students' Welfare.
  - Controller of Examinations (CoE).
  - Deputy Controller of Examinations.
  - Additional Controller of Examinations.
  - Dean/HoD of the concerned faculty/department.
  - One teacher who is teaching the subject concerned for that examination.
  - Any person/persons nominated by the Principal, if and when deemed necessary.
- The objective of the Board of Moderation shall be to ensure:
  - Uniformity of standards in the evaluation of Answer Books and of Continuous Assessment.
  - Elimination of any unevenness of standards in the awards of marks for various papers/courses and Continuous Assessment.
  - Rectification of any careless/erratic awards of theory papers/courses and of Internal Assessment.
- All the complaints against the question paper from the concerned HoD/Dean must reach the CoE office within 10 (Ten) days of the examination in that course. After that no complaints will be entertained.
- In case of any examination, if any complaint is received in regard to question paper from the HoD/ Dean, the following procedure shall be followed:

- The complaints will be forwarded to the concerned Paper Setter and will be asked to send his/her comments on the complaint/s within 15 (fifteen) days after receiving the complaint/s.
- The complaint/s, along with the comments of paper setter will be referred to the chairman of the concerned Board of Moderation who will send his/her specific recommendation within a week.
- If the concerned paper setter will not send his/her comments in the stipulated period, the case will be forwarded to Principal for necessary action.
- Result can be moderated through Board of Moderation to pass a course or improve division (1<sup>st</sup>, 2<sup>nd</sup>).
- The Board of Moderation shall either:
  - Recommend uniform increase or decrease in the marks awarded by an examiner for all the candidates in a particular course in terms of percentage and not for individual candidates.

In the case of dissertation the examiner shall be asked to submit alongwith the award a detailed report on the work done by the candidate. The supervisor will give a certificate that the dissertation is the original work of the candidate done under his/her guidance.

Or

- Recommend re-assessment of all the answer-books in a paper according to the procedure prescribed below:  
If it is detected by the Board of Moderation/CoE office that the marking by an examiner in a particular course appears to be careless or erratic, the case will be referred to the Principal who may order the re-assessment according to the following procedure:  
The Principal may appoint two internal examiners from a panel of three internal examiners recommended by Chairperson of the Board of Studies in the subject concerned, and the average of the awards of those two internal examiners shall be treated as final.

Note: In all those papers/options where the total number of answer-books is 10 or less than 10, all the answer-books shall be checked by the Board of Moderation and where the total number is between 11 and 20, at least 50 per cent of the answer-books shall be actually checked. In other cases the total number of answer-books checked should not fall below 10.

- The recommendations of the Board of Moderation shall be applied by the CoE only after the approval by the Principal.
- After receiving the awards from the examiners the office of the CoE shall tabulate the results of all the courses (A/B/Practical) in a subject in the prescribed proforma and place before the Board all the marks sheets, answer-books and the results tabulated in the said proforma. The Board shall do sample checking of 20 per cent or more answer-books in each course and or option.
- If the increase or decrease recommended by the Board of Moderation is more than 20 per cent, this fact shall be reported to the Governing Body for information (before or after the declaration of the result as the case may be).

- If the examiner in a particular course is found to be too strict, the Board of Moderation shall recommend percentage of increase to be uniformly applied to all candidates, provided that, if after this recommendation of the Board in terms of percentage, the number of failures remains still very large, a separate recommendation may be made affecting only those candidates who are failing. Provided further that further increase may be recommended in terms of absolute marks in case of those who can get pass marks on the basis of that recommendation.
- If the examiner in a particular paper/ course is found to be too lenient, the Board of Moderation shall recommend percentage of decrease to be uniformly applied to all candidates.
- The recommendations of Chairman, Board of Studies/Head of the concerned Department will be placed before the Principal together with the pass percentage and any other relevant information of that particular paper/ course for the previous three years as well as for the year under consideration for the final decision.
- But where the evaluation has been done by the internal examiners, there shall be no moderation of result and the complaint/s will be handled as per Principal's decision.

#### **49. Award of Grace Marks**

No grace marks shall be awarded to pass a course / improve division.

#### **50. Improvement**

- In case a student has not got CGPA of 6.00 in any programme, then she can improve her score in one or more courses in any of the semesters/years after completing the programme so as to obtain a CGPA of 6.00 within a maximum stipulated period to complete the programme (5 years for 3 years UG degree programme and 3 years for 1 year Diploma and PG Diploma).
- The result of the candidate will be declared only if she improves her performance otherwise the previous result shall stand.
- She shall not be eligible for inclusion in the merit list, awards, medals and prizes.
- The candidate shall be allowed two chances within a maximum stipulated period to complete the programme. For this purpose, for odd/even semester courses the candidate will appear in odd/even semester examinations, respectively.
- No candidate shall be allowed to improve her score in Project Work, Thesis, Dissertation, Practical, Viva-voce, and Continuous Assessment etc.

#### **51. Supplementary/Re-appear Examination**

- At the time of reappearing, the candidate getting 'F' grade in any course will have to follow the old curriculum/ syllabi which they have studied during the programme.
- Reappear student of odd semester will appear in next odd semester examination along with her next higher odd semester examination.
- Similarly reappear student of even semester will appear in next even semester examination along with her next higher even semester examination.
- A student having 'F' grade in any course have to get atleast 'P' grade to pass that course in a maximum stipulated period to complete degree.

- The marks secured in the Continuous Assessment for a particular year will be carried forward for the student getting 'F' grade in any course, but not in case of a candidate getting SGPA/CGPA less than 4.
- If a student got re-appear in theory examination, but passes in practical, she has to appear in the theory re-appear examination only. Practical marks will be carried forward and vice-versa.

## 52. Distinctions and Merit Positions

### 52.1. Merit

The merit list for each programme will be prepared by combining the marks of the End Semester Examination and CA of all courses. The number of merit positions in a programme will be prepared after the preparation of final result keeping in view the following parameters of the concerned programme.

- In case the merit list so prepared ends with equal marks obtained by more than one candidates, the names of all of them would be included for the same merit position.
- Only those candidates shall be included in the merit list who have passed the examination as a whole in the first attempt.
- Rules for declaring no. of merit positions will be as given in Table 8.

**Table 8: Rules for declaring Merit Positions**

Sr. No	No. of students in a programme	No. of Merit Positions
1.	<5	I
2.	$\geq 5 \leq 20$	I, II
3.	$> 20 \leq 300$	I,II,III
4.	>300	1% of the total number of Candidates appeared

Note: CGPA of students for getting the Merit positions should be  $\geq 6$

### 52.2. Distinctions

The students who will obtain a SGPA/ CGPA of 8.00 or more at the end of a semester in any Course/ Semester/ Programme will be classified as passed the Course/Semester/Programme with distinction.

## 53. Prevention, punishment and procedure concerning cases of misconduct and use of unfair means in or in relation to examination

It shall be treated as per GNDU, Amritsar rules by constituting a standing committee consisting of five persons one of whom shall not below the rank of the Associate Professor or senior most faculty member within the institution.

The college will follow the GNDU, Amritsar ordinance Chapter IX, University Calendar Volume-II (2008)



#### **54. Tampering with a Certificate**

The Principal shall have power to disqualify a person who is found guilty of:

- Tampering or conniving at tampering with her own certificate

Or

- Obtaining or attempting to obtain a certificate to which she is not entitled.

The period of disqualification will be determined by the Principal and the decision taken by the Principal shall be reported to the Governing Body.

#### **55. Rectification of result**

The Principal shall have the power to quash the result of a candidate after it has been declared as per GNDU, Amritsar ordinance (Chapter-IX, University Calendar Volume-II (2008))

#### **56. Issue of DGC/Transcripts**

Based on marks obtained in End Semester Examination and CA, Detailed Grade Card (DGC) will be issued by the college to the successful candidates enrolled for all programmes under CBCEGS after every semester. The DGC will display student and course details along with credits of each course, Grade Points, Letter Grade, SGPA of the semester and CGPA earned at the end of each year. Consolidated transcript indicating the performance of student in all semesters will be issued at the end of the programme.

#### **57. Degree/Certificate**

- The successful candidates enrolled for B.Voc Programmes shall be awarded the degree by Guru Nanak Dev University, Amritsar in the subject of study indicating the CGPA on the basis of the result of all the semester examinations. A student who does not complete the programme of study within the minimum duration of the programme of her study, or gets 'F' grade in any course or 'I' grade in the assignment as *given under para41*, shall not be eligible for any certificate/merit position/medal/award of the College/University.
- A consolidated certificate will be provided to the students of B.Voc. Programmes at every level of exit.
- The successful candidates enrolled for Diploma and PG Diploma shall be awarded the Certificate-cum-DGC by KanyaMahaVidyalaya, Jalandhar in the subject of study indicating the CGPA on the basis of the result of all the semester examinations. A student who does not complete the programme within the minimum duration of the programme of her study, or gets 'F' grade in any course or 'I' grade in the assignment as *given under para41*, shall not be eligible for any certificate/merit position/medal/award of the college.



### III. Absolute Marks System with Grading (AMSG)

**Table-1:** List of Certificate Courses under Absolute Marks System with Grading (AMSG)

Sr. No.	Course	Level	Category
1.	Certificate Course in Diet Assistant	Certificate	AMSG
2.	Certificate Course in Graphic Designing (Odd Semester Only)	Certificate	AMSG
3.	Certificate Course in Video Editing (Even Semester only)	Certificate	AMSG
4.	Certificate Course in Makeup Artist	Certificate	AMSG
5.	Certificate Course in Assistant Fashion Designer	Certificate	AMSG
6.	Certificate Course in Domestic Data Entry Operator	Certificate	AMSG
7.	Certificate Course in French Language Proficiency Level-I	Certificate	AMSG
8.	Certificate Course in Spoken English Proficiency Level-I	Certificate	AMSG
9.	Certificate Course in Vedic Mathematics	Certificate	AMSG

#### **58. Course Duration**

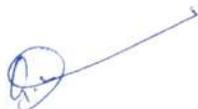
The certificate courses will have duration of minimum six months (one semester).

#### **59. Course Codes**

- Each certificate course will be identified by its unique course code, consisting of a string of eight alphanumeric characters. (4 alphabets and 4 digits).
- The first alphabet is C used for certificate, second and third alphabets represent Faculty/Department/Subject. Fourth alphabet will represent the type of course i.e. L-Lecture, P-Practical, M-Merge.
- The fifth character after hyphen will be a numeric specifying the semester. Sixth and Seventh numeric characters will represent the unique code given to the subject. The last and the eighth numeric character represents the order of the respective course in the scheme of studies of the concerned Certificate Course.
- For Example: the code CMAM-1141 represents the course code for the certificate course of Makeup Artist. The second and third alphabets MA has been used for Makeup Artist, M stands for Merge where theory and practical are combined in a single course. First numeral 1 is for 1<sup>st</sup> semester 14 is the code for Cosmetology and 1 is the course number in the scheme of studies of Certificate Course in Makeup Artist.

#### **60. Continuous Evaluation (CA)**

No CA will be provided to the students enrolled for Certificate Courses.



## **61. Mid Semester Test (MST)**

No MST will be conducted for Certificate Courses.

## **62. End Semester Examination (ESE)**

### **62.1. Question Paper Setting**

#### **62.1.1. Theory**

- The question papers of the theory courses will be set by the Internal Examiner and will be submitted to the CoE office for the conduct of End Semester Examination.
- A sealed envelope containing all examination related material, which includes appointment letter and instructions regarding setting of question paper, will be sent to each internal paper setter.
- The paper setter will be asked to set two sets of question papers along with solutions of numerical problems if any, and handover the same personally (only to CoE) within 10 (ten) days of receiving the appointment letter. Each set of question papers should have office copy as well as press copy. The envelope containing the question papers must be sealed.
- One of the two question papers will be chosen randomly by CoE.

#### **62.1.2. Practical Examination**

- For a certificate course having practical component question paper is to be set on the spot by the Internal Examiner and the copy of the same should be submitted for record to the concerned incharge of the certificate course.

### **62.2. Conduct of Examination**

#### **62.2.1. Theory**

- ESE of these certificate courses will be conducted at the centralized level by CoE office in Last week of November for odd semester certificate courses and in 2nd week of May for even semester certificate courses (schedule may vary if contingencies so demand).
- Hall Tickets will be provided to students one week prior to the conduct of examination of the concerned programme. Hall Tickets will contain: student examination roll number, photo, date sheet, time, centre number and other necessary particulars.
- Date sheet will be prepared by CoE.
- Appointment of invigilation staff will also be done by CoE office.
- Non teaching staff of CoE office will be involved in arranging the question papers date wise.
- Invigilators will collect the answer sheets and question papers from examination centre on the day of examination before commencement of examination and submit the answer sheets to superintendent after conduct of examination.
- For the smooth and efficient working of the examination centres observers will be appointed by CoE in consultation with the Principal.



- Superintendent will submit the sealed packet of course wise answer sheets to CoE office on the same day just after conduct of examination.

#### **62.2.2. Practical Examination**

- Practical examination will be conducted by internal examiner before the theory examination.

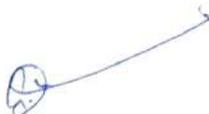
### **62.3. Makeup Examination/Retest**

- Retest will not be the right of the student, it will be conducted with the special permission of Principal only for those students who have missed the ESE due to:
  - Participation in college-sponsored activities such as NCC, NSS, Sports, ECA during the days of examination. The list of students signed by Principal will be provided to the CoE office by the concerned in-charges through Dean Student Welfare at least one week before the commencement of End semester examination.
  - Medical reason (due to long-term illness/accident/hospitalisation of student/ Maternity) with special permission from Principal before the conduct of examination or latest by the day of the examination itself and the application for the same should be submitted to CoE office with requisite documentary proof immediately.
  - Serious mishap in her first blood relation (Mother/Father/Sister/ Brother/Daughter/Son) and In-Laws (Husband, Mother-in-Law, Father-in-Law) on the day of examination or at the most 3 (three) days prior to the examination and the application for the same should be submitted with requisite documentary proof to CoE office immediately.
- These tests will be conducted during the current session with a special fee (Appendix II), subject to condition that the Examination centres are open. In case all the examination centres have been closed, the chance will be given in the next session irrespective of odd/even semester. Students must apply for the retest in the prescribed form immediately after receiving intimation from CoE office.

### **62.4. Evaluation**

#### **62.4.1. Theory**

- Single evaluation will be done by the internal evaluator in the Evaluation Hall of CoE office.
- After receiving the answer sheets and award list/s from the internal evaluator, the CoE office will scrutinize the answer sheets to check whether:
  - any question is left unmarked or unchecked.
  - the total marks of each question written inside the answer sheet as well as the total marks of all the questions written on the front page of the answer sheet.
  - the answer sheets are signed by the internal examiner or not.
  - the marks written in the award list/s match with the marks written on the answer sheets or not.



#### 62.4.2. Practical

- The students will be examined by the internal examiner on the basis of written paper (if any), viva, practical files/project reports, presentation etc. whichever requisite. Hard copy of the marks of practical examination will be submitted in the examination branch of the Administrative Office on the last day of the practical examination of the respective course.

Note:

- Practical Question Papers and Answer Sheets of ESE must be retained in record within concerned department for atleast two years after the conduct of examination.
- Theory Question Papers and Answer Sheets of ESE must be retained in record within CoE Office for atleast two years after the conduct of examination.

### 63. Preparation of Result

#### 63.1. Grading System

Students will be provided letter Grades along with the marks obtained to prepare the result. Grades will be awarded as per the following table:

**Table 2: Grades and Grade Points**

Academic Performance	Letter Grade	Percentage score
Outstanding	O	90.1-100
Excellent	A+	80.1-90
Very Good	A	70.1-80
Good	B+	60.1-70
Average	B	50.1-60
Pass	P	45-50.0
Fail	F	Below 45
Absent	Ab	

### 64. Passing Marks Conditions

- A student has to clear the End Semester Examination of the course.
- A student shall be required to gain a minimum of 45% of marks with a letter grade 'P' at the end of the certificate course. A student getting 'F' grade or a percentage below 45 in the course/paper will be declared as having failed and will have to seek readmission in the certificate course.

### 65. Re-evaluation of Answer Sheets

- Any student may apply for "Re-evaluation" within 21(Twenty One) days from the date of declaration of the result of the particular examination with prescribed fee of each course on prescribed form as per college policy.(Appendix-II)
- No application of re-evaluation shall be entertained after the due date. Late procurement of form or any other reason shall be no ground for submitting their form after the due date.

- A candidate will not be entitled to apply for re-evaluation after the expiry of the normal date if her result has been delayed on account of her own fault.
- A candidate may be allowed to withdraw her application for re-evaluation within 10 (Ten) days of the submission of her re-evaluation form. The fee deposited by the candidate shall not be refunded in any situation.
- No refund of fee shall be admissible after the deposit of the fee for re-evaluation except in the following cases:
  - Inadmissibility of the application.
  - In case the college is unable to get the answer book/s re-evaluated from internal/external evaluator for unavoidable or unforeseen reasons.
- Re-evaluation will be done by two internal examiners appointed by Principal/CoE. In case of non availability of the second internal examiner, one external examiner will be appointed.
- If difference of marks awarded by both the examiners is:-
  - Less than or equal to 5 then higher Marks are awarded to student
  - Between 6 to 15, then average of two nearest scores out of the three awards including the original will be taken as final.
  - Greater than 15 then third evaluation will be conducted by the internal examiner appointed by the Principal/ CoE.
- The answer sheets will be re-checked and in case of any modification, the student's result will be updated with the new result and no claim of revision of marks will be entertained after re-evaluation.
- There would be no re-evaluation in case of
  - Practical Examination, Internal Assessment, Project Report, Dissertations, Thesis and Viva-voce, etc.
  - The courses where grading system has been introduced and the marks have not to be included in the maximum marks of the semester or programme.
- Fresh detailed marks will be issued to the candidates only in case of the change in the result.
- The score in re-evaluation shall supersede the original one and whether favourable or unfavourable will be binding on the candidate who applies for re-evaluation.
- No further re-assessment shall be allowed after the awards have been received by the candidate.

Note: A Candidate will be permitted to see her answer books during working hours on payment of prescribed additional fee per answer book on a written request along with the application form for re-evaluation within 15 (fifteen) days from the date of declaration of the results of re-evaluation.

#### **66. Moderation of Result**

As the evaluation will be done by the internal examiners, there shall be no moderation of result. In case of any complaints, Principal's decision will be final.

#### **67. Grace Marks**

No grace marks shall be awarded to pass a course/ paper or to improve division.

**68. Distinctions and Merit Positions**

No distinctions and merit positions will be declared for the Certificate Courses.

**69. Prevention, punishment and procedure concerning cases of misconduct and use of unfair means in or in relation to examination**

It shall be treated as per GNDU, Amritsar rules by constituting a standing committee consisting of five persons one of whom shall not below the rank of the Associate Professor or senior most faculty member within the institution.

The college will follow the GNDU, Amritsar ordinance Chapter IX, University Calendar Volume-II (2008)

**70. Tampering with a Certificate**

The Principal shall have power to disqualify a person who is found guilty of:

- Tampering or conniving at tampering with her own certificate

Or

- Obtaining or attempting to obtain a certificate to which she is not entitled.

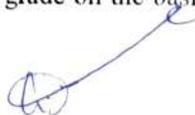
The period of disqualification will be determined by the Principal and the decision taken by the Principal shall be reported to the Governing Body.

**71. Rectification of result**

The Principal shall have the power to quash the result of a candidate after it has been declared as per GNDU, Amritsar ordinance (Chapter-IX, University Calendar Volume-II (2008))

**72. Certificates**

The successful candidates enrolled for Certificate Courses shall be awarded the Certificate by Kanya Maha Vidyalaya, Jalandhar and/ or Certifying Agency in the subject of study indicating the marks obtained, total marks and the letter grade on the basis of the result of End Semester examination.



## Appendix-I

### Rates for conduct of End Semester Examination w.e.f. Session 2018-19

S.No.	Designation/Duty	Proposed Rates (KMV) Jalandhar
1.	Co-ordinator	Rs. 700/- per day
2.	Deputy Co-ordinator	Rs. 500/- per day
3.	Center Clerk to Co-Ordinator	Rs. 150/- Per Session
4.	Center Superintendent	Rs. 250/- per session
5.	Supervisor	Rs. 190/- per session
6.	Deputy Outsider	Rs. 190/- per session
7.	Centre Clerk	Rs. 150/- per session
8.	Daftari	Rs. 75/- per session
9.	Water women/ waterman	Rs. 75/- per session
10.	Sweeper	Rs. 75/- per session
11.	Watchman	Rs. 50/- per session Maximum Rs. 2500/- for the whole session.
12.	Paper Setter	Rs. 1200/- for 1 set of a subject Rs. 2400/- for 2 sets of a subject Rs. 500/- for each Translation of question paper
13.	Evaluation Charges for Theory Examination	Rs. 20/- per answer sheet for UG Rs. 23/- per answer sheet for PG Minimum amount 300/-
14.	Re-evaluation Charges	Rs. 20/- per answer sheet for UG Rs. 23/- per answer sheet for PG Minimum amount Rs. 300/-
15.	Evaluation Charges for practical answer sheets	Rs. 10/- per Student or minimum Rs. 200/-
16.	TA/CA charges for Practical Examiners	<ul style="list-style-type: none"> <li>• Local: Rs. 100/-</li> <li>• Upto 50 km: Rs. 150/-</li> <li>• For those Practical Examiners who travelled beyond 50 km., the fare will be paid as per existing norms/rates for car/public transport means of travel. Fare will be given on production of Ticket or receipt of Toll Tax if travelled by car/public transport. In case of Non-availability of Toll Tax receipt/Ticket the Hod/Dean of the concerned dept. has to verify that the Practical Examiner has travelled by car/public transport.</li> </ul>
17.	Evaluation Charges for UG and PG Projects.	Rs. 50/- per project, per examiner or minimum Rs. 250/- per Examiner
18.	<b>Subordinate Staff for Practical Examinations:-</b> A. Sr. Lab. Attendant B. Jr. Lab. Attendant C. Gasman D. Lab. Attendant E. Sweeper	A) Sr. Lab. Attendant : Rs.75/- per Session B) Lab. Attendant: Rs.50/- per Session C) Gasman: Rs.50/- per Session D) Sweeper: Rs.30/- per Session

- These remunerations will be applicable to internal staff only if the duties have been performed during ~~holidays~~/Sunday.

Appendix-II

Fee Related to Examination W.e.f. Session 2018-19

S.No.	Type of Fee	Fee Proposed by College
1.	Re-evaluation Fee	Rs. 1000/- per paper + Rs. 200/- forms
2.	<b>Re-appear in ESE:</b>	<b>For all UG/PG/Diploma</b>
	Without Practical	Rs. 900/- up to two subjects + Rs. 200/- Form Charges
	With Practical	Rs. 1400/- up to two subjects Rs. 200/- Form Charges
	<b>Note: For more than two subjects, full Examination Fee + 200/- Form Charges shall be charged</b>	
3.	Retests in ESE	Rs. 20000/-
4.	<b>Improvement in Division</b>	<b>For all UG/PG/Diploma/ PG Diploma</b>
	Without Practical	Rs. 1000/- up to two subjects
	With Practical	Rs. 1500/- up to two subjects
5.	<b>Examination Fee for UG/PG/PG Diploma</b>	Rs. 2300/- with Practical + Rs. 200/- Form Charges
		Rs. 1700/- without Practical + Rs. 200/- Form Charges
6.	<b>Examination Fee for Diploma</b>	Rs. 1800/- + Rs. 200/- Form Charges
7.	<b>Copy of Answer Sheet Fee under RTI</b>	Rs. 10/- + Rs. 2/- per page Photo copy

