

Kanya Maha Vidyalaya, Jalandhar (Autonomous)

Examination and Evaluation Policy

(Session 2018-19 to 2022-23)

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 1st 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 (43)	Level of Programme	Category
UG Programmes (4 Years)			
1.	Bachelor of Science (Honours) Agriculture	Bachelor	CES
UG Programmes (3 Years)			
2.	Bachelor of Arts (Honsours) English (Three years degree programme)	Bachelor	CES
3.	<p>A) Bachelor of Arts</p> <p>B) Bachelor of Arts 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>Elective subjects offered in 3 (A) and 3 (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> <p>(AC 7: 2021: 4 (i) Dated: 21.08.2021) Visual Communication, Retail Management, Office Management, Nutrition and Wellness, Tourism</p>	Bachelor	CES

	C) Bachelor of Arts (with additional/optional course in Banking) (AC 5: 2020: 6 Dated: 09.06.2020)		
4.	Bachelor of Arts (Journalism and Mass Communication)	Bachelor	CES
5.	A) Bachelor of Science (Economics) B) Bachelor of Science (Economics) (with additional Course of Banking)	Bachelor	CES
6.	Bachelor of Commerce (Hons.) Three years degree Programme	Bachelor	CES
7.	A) Bachelor of Commerce B) Bachelor of Commerce (with additional course of Hons.)	Bachelor	CES
8.	Bachelor of Business Administration	Bachelor	CES
9.	Bachelor of Science (Bio-Technology)	Bachelor	CES
10.	Bachelor of Science (Medical) with Chemistry, Zoology and Botany Bachelor of Science (Medical) with Chemistry, Zoology and Bio-Informatics Bachelor of Science (Medical) with Chemistry, Food Science & Quality Control and Microbiology	Bachelor	CES
11.	Bachelor of Science (Home Science)	Bachelor	CES
12.	Bachelor of Science (Non-Medical) with Physics, Maths, and Chemistry Bachelor of Science (Non-Medical) with Physics, Maths, and Electronics Bachelor of Science (Non-Medical) with Physics, Chemistry, and Bio-Informatics Bachelor of Science (Non-Medical) with Maths, Chemistry, and Bio-Informatics	Bachelor	CES
13.	Bachelor of Science (Computer Science)	Bachelor	CES
14.	A. Bachelor of Computer Applications B. Bachelor of Computer Applications (with additional/optional course in Data Science)	Bachelor	CES
15.	A) Bachelor of Science (Information Technology) B) Bachelor of Science (Information Technology) with additional course of Data Science (AC 3: 2019: 4 (vii), Dated: 20.4.2019)	Bachelor	CES
16.	Bachelor of Science (Fashion Designing)	Bachelor	CES
17.	Bachelor of Science (Honours) Mathematics (AC 3: 2019: 4 (vi), Dated: 20.4.2019)	Bachelor	CES
18.	Bachelor of Science (Honours) Physics (AC 3: 2019: 4 (v), Dated: 20.4.2019)	Bachelor	CES
PG Programmes (2 Years)			
19.	Master of Arts (Hindi)	Masters	CES
20.	Master of Arts (Punjabi)	Masters	CES
21.	Master of Arts (English)	Masters	CES
22.	Master of Arts (Psychology)	Masters	CES
23.	Master of Arts (Journalism and Mass Communications)	Masters	CES
24.	Master of Arts (Fine Arts)	Masters	CES
25.	Master of Arts (Dance) Temporarily Paused (AC 6: 2020: 7 (b), Dated: 05.12.2020)	Masters	CES
26.	Master of Arts (Music Instrumental)	Masters	CES
27.	Master of Arts (Music Vocal)	Masters	CES
28.	Master of Commerce	Masters	CES
29.	Master of Arts (Economics)	Masters	CES

30.	Master of Science (Zoology)	Masters	CES
31.	Master of Science (Mathematics)	Masters	CES
32.	Master of Science (Physics)	Masters	CES
33.	Master of Science (Chemistry)	Masters	CES
34.	Master of Science (Computer Science)	Masters	CES
35.	Master of Science (Information and Network Security) (Discontinued for the session 2019-20 (AC 3: 2019: 9, Dated: 20.4.2019))	Masters	CES
36.	Master of Science (Fashion Designing & Merchandising)	Masters	CES
37.	Master of Arts (Cosmetology)	Masters	CES
38.	Master of Science (Botany) (AC 3: 2019: 4 (iii), Dated: 20.4.2019)	Masters	CES
Diplomas (1 Year)			
39.	Hindi Mein Srijnatmak lekhan (Diploma) Temporarily Paused (AC 6: 2020: 7 (b), Dated: 05.12.2020)	Diploma	CES
40.	Hindi Patarkarita Prashikshan (Diploma) Temporarily Paused (AC 6: 2020: 7 (b), Dated: 05.12.2020)	Diploma	CES
41.	Diploma in Computer Applications	Diploma	CES
42.	Diploma in Cosmetology	Diploma	CES
43.	Diploma in Textile Designing Temporarily Paused (AC 6: 2020: 7 (b), Dated: 05.12.2020)	Diploma	CES
44.	Diploma in Fashion Designing Temporarily Paused (AC 6: 2020: 7 (b), Dated: 05.12.2020)	Diploma	CES
PG Diplomas (1 Year)			
45.	PG Diploma in Financial Services (Banking and Insurance) Discontinued (AC 3: 2019: 9, Dated: 20-4-2019)	PG Diploma	CES
46.	PG Diploma in Nutrition and Dietetics	PG Diploma	CES
47.	PG Diploma in Computer Applications	PG Diploma	CES
48.	PG Diploma in Garment Construction and Fashion Designing Temporarily Paused (AC 6: 2020: 7 (b), Dated: 05.12.2020)	PG Diploma	CES
49.	PG Diploma in Cosmetology	PG Diploma	CES

AC: 8:2022:5 dated 26.05.2022

All PG Degree Programmes and PG Diploma shifted to CBCEGS from CES

AC 3: 2019:10 Dated 20.4.2019

For Nomenclature of programmes KMV will follow the UGC norms and notifications from time to time. e.g. - The Nomenclature of B. Voc. as per letter no. –699-722/M dated: 24-03-2019 and Notice dated: 21-02-2019 will be read as Bachelor of Vocation.

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

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

AC 8: 2022: 8 Dated 26.05.2022

As per UGC letter number D.O. No. 1-6/2007 (CPP-II) (New) dated 13-04-2022, Kanya Maha Vidyalaya, Jalandhar will allow the students to pursue two academic programmes simultaneously from the session 2022-23.

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	Mid Semester Test (MST) weightage: 10% of Total Marks of course				
3.2	<p>Weightage of Class Performance: 5% of Total Marks of course</p> <ol style="list-style-type: none"> 1. Seminar 2. Class Test 3. Assignment 4. Quiz/ MCQ 5. Group Discussion 6. Project (Should be different from the project, if it already exists as one of the courses of any programme). <p>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.</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 1st class performance should be submitted online before MST and that of 2nd class performance should be submitted after MST in the stipulated period (schedule may vary if contingencies so demand)</p>				
3.3	<p>Attendance Weightage (AW): 5% of Total Marks of course</p> <p>Rules for allotment of CA marks based on Attendance:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Attendance in Percentage</th> <th style="width: 50%;">Marks (% of AW)</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Attendance in Percentage	Marks (% of AW)		
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 represent 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 1st 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: Problem, Management and Prevention (Compulsory) in Semester-I, II and EVS in Semester III/IV to aware the students about the social and environmental problems (Introduced by GNDU, Amritsar).
 - **(AC 8: 2022: 7, Dated: 26.05.2022)** From the session 2022-23, Audit Course Drug Abuse: Problem, Management and Prevention (Compulsory) will be taught in either of the two semesters, i.e. Ist or IInd and the course will be completed in any one semester only.
- 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).
 - **(AC 3: 2019: 7 Dated 20.04.2019)** The Audit Courses Personality Development (Compulsory for Semester-III) and Social Outreach (Compulsory for Semester-IV) were approved for all UG Degree Programmes.

- **(AC 4: 2019: 11 Dated 23-11-2019)** The Audit Course Gender Sensitization was approved for all UG Degree Programmes Semester-III Students. Students may opt any one of the course, i.e. Personality Development or Gender Sensitization.
- **(AC 6: 2020: 7(a) dated 05-12-2020)** The Audit Course on Innovation, Entrepreneurship and Venture Development/ Innovation, Entrepreneurship and Creative Thinking (IEVD) was approved for all UG Degree Programmes Semester-V students.
- **(AC 7: 2021: 8(ii) dated 21.08.2021)** The Audit Course Job Readiness was approved for all UG Degree Programmes Semester-V students. Students may opt either Job Readiness or Innovation, Entrepreneurship and Venture Development/ Innovation, Entrepreneurship and Creative Thinking.
- 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.
 - **(AC 3: 2019: 3(iv), Dated: 20.4.2019)** Passing marks of Audit Courses proposed & run by college for Programmes under CES will be 35% (including marks of internal assessment and ESE).
 - **(AC 3: 2019: 3(vii), dated: 20.4.2019)** Presently, Audit Courses run by the college are part of the curriculum of UG Diploma also. If a diploma student fails in these courses, she will not be issued a certificate; as a result, she will not be able to get a job in the subsequent year. Therefore, Audit Courses run by college will not be part of the curriculum of the diploma programmes w.e.f. session 2019-20.
 - **(AC 3: 2019: 3 (viii), dated: 20.4.2019)** Special supplementary Examination for audit courses run by college could be conducted immediately after the declaration of the result for the absent candidates and those who have failed to pass these courses. Special Examination for Value added compulsory Courses run by college could also be conducted due to the exit levels in B.Voc. Programmes after 1st, 2nd and 4th semester.

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, and 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 and PG degree Programmes, 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. Practical

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 3rd week of September and in even semester in 2nd 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. Practical 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 and the hard copy of the same signed by concerned teacher should also be submitted in CoE office.

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. Practical

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.
 - **(AC 5:2020: 2 (AC 4: 2019: 4 (ii) dated 23.11.2019), dated: 9-6-2020)** Question papers will be set randomly by the internal and external examiner from the session 2020-21.
- 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.

In accordance with the meeting of Core Members of Examination Committee and IQAC held on 20-11-2020 at Principal's Office, the following regulations have been formulated for setting of question papers.

- In order to set the question papers CoE office can send hard or soft copy of the appointment letter to the paper setter.
 - In case of hard copy a sealed envelope containing all examination related material, which includes appointment letter, syllabus and instructions regarding setting and sending of hard copy of question papers etc. will be sent to each selected paper setter.
 - In case of soft copy an email containing all examination related material, which includes appointment letter, syllabus and instructions regarding setting and sending of soft copy of question papers, will be sent to each selected paper setter.
- The Paper setter can send the question paper either as hard copy by post or the soft copy by email.

- In case of hard copy, the paper setter can send the question papers through courier/registered post/speed post/personally (Only to CoE) within 10 (ten) days of receiving the appointment letter. Each set of question paper should have office copy as well as press copy. The envelope containing the two sets of question papers, consent form, certificate fulfilling the conditions to be a paper setter and solution to the numerical problems, if any must be sealed.
- In case of soft copy, the paper setter can send an email to CoE office at the given email ID containing two password protected files for two sets of question paper within 7 (seven) days after receiving the appointment letter. The email should contain consent form, certificate fulfilling the conditions to be a paper setter and solution to the numerical problems, if any, along with the two sets of question papers.
- The passwords of the two question papers will be sent at the mobile number given in the appointment letter through whatsapp message to the CoE. The message must contain Examiner ID, Programme Name, Course Title, Course Code and other required details along with the passwords of question papers.

10.1.2. Practical (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 2nd 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.
 - **(AC 3: 2019: 3(ix), dated: 20.4.19)** Practical examination will be conducted by two examiners one internal and one external before or after theory exams as per academic requirement.
- Odd Semester practical examination will be conducted in 3rd week of November and in Even Semester in 1st 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.

In accordance with the meeting of Core Members of Examination Committee, Coordinator IQAC and Coordinator Autonomy held on 11-10-2021 at Principal's Office, the following regulations have been formulated for the conduct of Practical Examinations.

- Practical examinations of PG Degree Programmes, Semester-III and IV will be conducted by External Examiners with the help of the Internal Examiners.
- Project viva and presentations of PG Degree Programmes, Semester-I and II, if any, will also be conducted by External Examiners with the help of the Internal Examiners.
- ESE Practical for all other examinations not mentioned above will be conducted by two internal faculty members. One of the faculty members who is not teaching the concerned course, in which practical is being conducted will act as the main examiner. In case of non-availability of Internal Examiner, External Examiner will be appointed.

In accordance with the meeting of Core Members of Examination Committee, Coordinator IQAC and Coordinator Autonomy held on 17-02-2022 at Principal's Office, the following regulations have been formulated for the conduct of Project viva of UG Degree Programmes Semester-VI.

- Project viva and presentation of UG Degree Programmes, Semester-VI will be conducted by External Examiners with the help of the Internal Examiners.

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, 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.
 - **(AC 4: 2019: 4 (i), Dated: 23.11.2019)** These tests will be conducted during the current session with a special fee, within maximum of 15 days after the last day of end semester examination. After that the chance will be given in the next session irrespective of odd/even semester, if she is eligible to appear in reappear examinations as per examination and evaluation policy of the college. Students must apply for the retest in the prescribed form.
 - **(AC 5: 2020: 7, dated 09-06-2020)** Retests will be conducted during the current session with the special fee and special permission from Madam Principal. For the students who have missed the end semester examination due to
 - medical reason or any other extraordinary circumstances, these tests will be conducted within maximum of 15 days after the last day of end semester examination.
 - participation in college-sponsored activities such as NCC, NSS, Sports, ECA during the days of examinations, these tests will be conducted as per the availability of such students.

After that the chance will be given in the next session irrespective of odd/even semester, if she is eligible to appear in Reappear Examinations as per examination and evaluation policy of the college. Students must apply for the retests in the prescribed form.

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.
 - **(AC 4: 2019:4(ii), dated: 23.11.2019)** The institution can resort to internal evaluation along with external evaluation. In case of the internal evaluation, students should be shown answer sheets in order to maintain transparency. The dates to check the answer sheets by students should be put up on notice board as well as website and no student should be entertained after the due date.
 - **(AC 5: 2020: 2 (AC 4: 2019: 4(ii) dated 23-11-2019) Dated 09-06-2020)** Answer sheets will be evaluated by the internal evaluators from June 2020.
- 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 question 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.

10.4.2. **Practical** (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.
 - **(AC 4: 2019: 4(iii), dated 23.11.2019)** The practical examination evaluation will be done by the external examiner with the help of the internal examiner. In case of non-availability of the external examiner, there should be a board of examiners including, Head of the Department and two internal examiners. One of the internal examiner who is not teaching the concerned course, in which practical is being conducted will act as external examiner. This will be implemented from even semester of session 2019-20.
- The project reports of master degree programmes 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.

- **UG and PG 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 (2nd year) and part-III (3rd year) examinations
- The minimum marks required to qualify for Honours in the B.Com. Programme (in case of honours opted in semester-III) shall be
- 50% marks in the aggregate of B.Com. Semester-I to VI examinations.
- 50% marks in each course separately in the ESE of the Honours courses.

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 15th 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. Assignments shall be evaluated by a Board comprising of HoD/ Dean, internal and external examiners.

- **(AC 8: 2022: 9, Dated: 26.05.2022)** The Dissertation work has been introduced from the session 2021-22, as an option for the Students of Master of Arts (Economics). This Dissertation is divided into two parts: Part-I and Part-II.
 - a. Part-I will be completed in semester-III and the students will submit the following three chapters:
 - i. Chapter-I will cover the introduction, objectives and plan of the study where the student will learn how to articulate research problems.
 - ii. Chapter-II will cover review of literature.
 - iii. Chapter-III will cover databases and methodology (covering the setting up of hypotheses).
 - iv. During Part-I There will be a review of progress of dissertation at the end of semester and Marks will be awarded on the basis of Viva-voce.
 - b. In Part-II, during Semester-IV, students will submit two chapters and complete a dissertation at the end of semester IV for final evaluation. The Chapters to be submit during semester-III are as follows:
 - i. Chapter-IV will cover analysis of data and write up of findings
 - ii. Chapter-V will cover policy implications and significance of study.
 - iii. Marks for the Part-II of dissertation will be awarded on the basis of Viva-voce.

- c. The evaluation of the dissertation will be conducted through viva-voce as per Examination and Evaluation Policy of Kanya Maha Vidyalaya, Jalandhar [Para 10.4.2 (AC 4: 2019: 4(iii), dated 23.11.2019)]. As per this rule:

The evaluation shall be done both by external and internal examiners jointly on the basis of written paper (if any), viva, practical files/project reports, presentation etc. whichever requisite. In case of non-availability of the external examiner, there should be a board of examiners including Head of the Department and two internal examiners. One of the internal examiners, who is not teaching the concerned course in which evaluation/practical is being conducted, will act as external examiner.

13. Carry on System

13.1. Programmes having eight semesters duration (UG Programmes)

- a) There will be no condition for promoting a student from 1st semester to 2nd semester.
- b) However, the student will be promoted to the 3rd 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 3rd semester to 4th semester.
- c) However, the student will be promoted to the 5th 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 5th semester to 6th semester.
- e) *A student shall be promoted to 7th semester only if she has passed atleast 50% courses/papers of the first six semesters (Applicable for those students who will be enrolled in 1st semester w.e.f. session 2018-19).*
- f) *There will be no condition for promoting a student from 7th semester to 8th semester (Applicable for those students who will be enrolled in 1st 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 1st semester to 2nd semester.
- b) However, the student will be promoted to the 3rd 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 3rd semester to 4th semester.
- d) However, the student will be promoted to the 5th 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 5th semester to the 6th 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 1st 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 1st semester to 2nd semester.
- b) However the student will be promoted to the 3rd 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 3rd semester to 4th 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 1st 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 1st semester to 2nd 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 1st 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 and PG Degree Programmes, Diploma and PG Diploma.

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

Letter Grade	Percentage Score
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

- (AC 3: 2019: 3(x), dated 20.4.2019) General pass percentage of each programme will be calculated with respect to declared result in place of number of candidates appeared.

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.

In accordance with the meeting of Core Members of Examination Committee and IQAC, Dean Student Welfare and Dean Academics held on 20-11-2018 at Principal's Office, the following regulations have been formulated for verification of CAR.

- Programme specific Cumulative Assessment Report (CAR) generated by CoE Office will be provided to HoD/Dean. HoD/Dean will thoroughly review and verify the CAR and will put his/ her signatures on it before submitting into the CoE office.

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.
- 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.

18. Moderation

18.1. 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 1st of July to 30th 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.
- If the percentage of out of syllabus portion of the question paper is
 - Greater than the passing marks of the course then the paper may be re-conducted.
 - Less than the passing marks of the course or if there is some typing errors (At the end of paper setter) then the result will be moderated as per the Examination and Evaluation Policy of the College Passed in AC-II after the meeting of Board of Moderation and with the approval of the Principal.
- 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 (1st, 2nd).
- 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.
 - (AC 3: 2019: 6(ii), dated: 20-4-2019) If the percentage of out of syllabus portion of the question paper is
 - a. Greater than the passing marks of the course then the paper may be re-conducted.
 - b. Less than the passing marks of the course or if there is some typing errors (At the end of paper setter) then the result will be moderated as per the Examination and Evaluation Policy of the College Passed in AC-II after the meeting of Board of Moderation and with the approval of the Principal.
 - (AC 3: 2019: 6(ii), dated: 20-4-2019) The notification of BOM (Board of Moderation) should be circulated and signed.

In accordance with the meeting of Core Members of Examination Committee and IQAC, Dean Student Welfare and Dean Academics held on 20-11-2022 at Principal's Office, the following regulations have been formulated for moderation of question papers.

18.2. Moderation of Question Papers

- If the CoE Office receives the complaint from superintendent regarding out of syllabus or any other discrepancy in the question paper within one hour from the start of the examination, the following procedure will be adopted to solve the case:
 - The CoE office will contact the course teacher and HoD to verify if the part of the question paper as mentioned by students is as per the syllabus or not.
 - If the statement provided by the students is also verified by the course teacher and HoD, then they will have to submit a representation regarding the same to the CoE office immediately.
 - After receiving the representation, the CoE Office will communicate with the Paper Setter to verify the same in writing.
 - If the paper setter agreed with the comments of the course teacher and HoD, he/she has to send the modifications required in the question paper, immediately.
 - In case he/ she is not capable of providing the same, he/ she has to give his/ her consent immediately via any easily available mode to modify the question paper as per the requirements.

If the above process is completed timely, the corrections in the question paper will be made immediately. Extra time may be provided to the students to compensate for their loss of time, if any. In case the procedure stated above is not completed timely then the case will be forwarded to the Moderation Committee.

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.
- (AC 3: 2019: 6(i), dated 20-4-2019) If the title or sub-title of the subject is changed then the Re-appear candidates shall be allowed to appear as per their old syllabus and if there is no change in the Title or sub-title of the subject and only some changes are made in the contents of the syllabus then all students will have to appear as per current (New) syllabus.

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. Migration Certificate

- The applicant must have a strong and valid reason for migration. Migration Certificate will be issued to the candidate as per UGC guidelines for Autonomous Colleges. No migration will be allowed to a compartment candidate. The migration fee as prescribed by the college from time to time will be charged from the candidate.
- After getting migration certificate from KMV, if a candidate wants to pursue further studies in this college, the following conditions must be satisfied:
 - If the candidate has taken admission in any university other than GNDU and submitted the migration certificate issued by KMV to that university, then she is required to submit the migration certificate from the concerned university to KMV.
 - If the candidate has not taken admission in any university, she has to get the migration certificate canceled from KMV after depositing cancellation fee to this college.
- **(AC 8: 2022: 13 Dated: 29-05-2022)** Submission of online migration generated by Digi Locker under IT Act 2000 for the students who passed their 10+2 from CBSE will be considered as original from the academic year 2022-23.

24. 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)

The use of any sort of unfair means i.e. copying from Mobile Phones, i-pads, Tablets, Notes etc. is strictly prohibited during the various examinations of the college. Students are not allowed to carry Mobile Phones, i-pads, Tablets, Notes etc. in the examination hall. Superintendents, Outside Deputies, Invigilators and Non-Teaching Staff on examination duty are required to ensure that students must comply with the above mentioned instructions.

On receipt of a report from Superintendent regarding the use of unfair means by any student during any examination, including breach of any of the rules laid down by the institution's authorities will be presented to the Examination Disciplinary Committee. Based on the report submitted, committee may call the Superintendent, Subject Expert, Invigilator and Student, if required. According to the findings of the committee, suitable disciplinary action will be taken against the student on the use of unfair means in the examination.

In accordance with the meeting of Core Members of Examination Committee and IQAC, Dean Student Welfare and Dean Academics held on 13-03-2021 at Principal's Office, the following regulations have been formulated for use of unfair means.

24.1. Unfair Means Ordinance

Examinations serve the dual purpose of enhanced learning by motivating students to achieve better performance, while also ensuring a balanced and fair evaluation of each student's ability.

Practicing unfair means in examinations is a punishable offence as it destroys the noble purpose of education. Unfair means refers to cheating. It does not simply mean copying from books, pieces of paper or electronic devices, etc., but it also involves any attempt by a student to gain unfair advantage over another student during the examination; or assist someone else in gaining an unfair advantage. Hence no examinee shall use unfair means during the Examinations.

24.2. Various Forms of Unfair Means

- I. Bringing any material to be used to copy/cheat in the examination hall to attempt the question paper.
- II. Copying from or referring to any material other than the question paper or the answer sheet of the other examinee during Examination. The material could be
 - a. Piece of paper/ cloth/ book/ hardboard, etc.
 - b. Digital Devices, such as, Programmable Calculator, Bluetooth, Mobile Phones, i-pads, tablets, smart watch, etc.
 - c. Benches in the Examination Hall
 - d. Different parts of the human body such as hands, arms, feet etc.
- III. Taking help or seeing/showing the answer book of/to another examinee with or without her consent.
- IV. Misbehaving or creating disturbance of any kind in or around the examination hall.
- V. Smuggling in an answer sheet or taking out or arranging to send out the question paper or answer sheet during the Examination without the permission of the staff on duty.
- VI. Swallowing or attempting to swallow or destroying or attempting to destroy a note or paper or any other material.
- VII. Tampering with a Hall Ticket.

24.3. Awareness Initiatives

To foster a culture of honesty and fairness among students within educational institutions, following initiatives are undertaken before the commencement of examinations to educate them about avoiding unfair practices and enlighten them about the consequences of using such means during examinations:

- A clear and concise code of conduct is displayed at the main entrance and outside the examination centers to prevent the use of any form of unfair means during the examinations.
- The invigilators are directed to announce among all the students regarding the important guidelines, emphasizing the importance of not using unfair means during the examination.

24.4. Preventive Measures

- I. Strict measures regarding using unfair means should be implemented to prevent cheating.
- II. At the entrance a vigilant invigilator and outside deputy superintendent will keep a watch that no objectionable material is being taken inside the examination hall.
- III. Using cameras in examination halls instills a fear of being captured and a 100% chance of getting caught which itself will prevent cheating.
- IV. The examinees must sit in the examination halls/ rooms as per the seating plan displayed outside the examination center.
- V. The examinees must not possess any material which falls under the category of unfair means, with them.
- VI. The examinees are not allowed to bring any kind of digital devices in the examination hall.
- VII. The examinees should search their seats (on and around) from time to time during the examination hours and if any such material is found, the same should be handed over to the invigilator immediately.

VIII. The examinees may not be allowed to leave the examination hall before half time of the examination.

24.5. Proof of Using Unfair Means

If the examinee has utilized Unfair Means to attempt her examination, the invigilator has to collect the proof of cheating used by her. If the candidate has used

- I. Dress, dupatta, or any other cloth, or any part of the body, or bench of the examination hall for cheating, and its proof cannot be attached with the answer sheet, the observer on duty and Dean, Academic Affairs may be called by the superintendent to witness the case. They should give their remarks on the form meant for the purpose.
- II. Mobile phone, programmable calculator or any other electronic device to attempt the examination, the same must be confiscated from the examinee by the invigilator and must be handed over to the superintendent. The superintendent should submit the same in the CoE office herself immediately.
- III. A piece of paper or book or hardboard or handkerchief, etc, for copying, the invigilator will attach the same with the answer sheet before handing over the answer sheets to the superintendent.
- IV. If the examinee tries to swallow or destroy the material used for cheating or there is some oral conversation between the peer examinees and its proof cannot be attached with the answer sheet, the observer on duty and Dean, Academic Affairs may be called by the superintendent to witness the case. They should give their remarks on the form meant for the purpose.

24.6. Procedure to Deal with a Case Pertaining to the Use of Unfair Means/Misconduct During the Examination

If an examinee is caught using unfair means during the examination by the invigilator or superintendent or observer, the following procedure will be adopted:

1. The answer sheet and the material used for unfair means will be confiscated by the invigilator and will be brought to the notice of the center superintendent. The center superintendent shall get the prescribed form for unfair means filled and signed by the examinee and the invigilator and give his/ her comments on the same. In case the student refuses to give a written statement, then the invigilator/ superintendent may give in writing that the student has refused to give such a statement. After completing all the above formalities, based on the **severity** of the situation, the answer sheet may be given back to the examinee for completing the paper if the student intends to continue. Otherwise the student may be allowed to leave the examination hall but only after half time of the examination.
2. At the end of the examination, the center superintendent will submit the case in the duly filled form along with the answer sheet and the confiscated material to the COE office, after giving his/ her comments regarding the use of unfair means by the examinee.

24.7. Punishment

The CoE office calls the subject expert to verify if the student has used unfair means to attempt the examination. The subject experts shall provide their comments on the answer sheets/ meant for the purpose, duly filled and signed by superintendent, invigilator and student in the examination center.

The case shall be referred to the Examination Disciplinary Committee consisting of

- a. Dean Student Welfare
- b. Dean Academic Affairs
- c. Coordinator IQAC
- d. Coordinator Autonomy
- e. Controller of Examinations
- f. Deputy Controller of Examinations
- g. Additional Deputy Controller of Examinations
- h. Incharge Examinations

A meeting of the examination disciplinary committee shall be called in the office of the Principal. The concerned center superintendents and the student shall also attend the meeting. The Committee will take note of the subject expert's statement and give a hearing to the candidate and the center superintendent and thoroughly examine the case on the basis of the material/documents placed. If the service of the notice is affected due to the fault of the student, the committee shall proceed ex-parte. The punishment awarded by this committee will be in addition to the punishment that may have already been given in the examination hall with one or more of the following:

- I. If the examinee is found talking to another examinee or to any unauthorized person or found giving or receiving assistance in answering the question papers to or from any other candidate/person in the examination hall or outside during the examination hours without the permission of the invigilator, her answer sheet may be confiscated by the invigilator. If the examinee intends to continue her examination and agrees to give a written statement that she will not repeat such actions in future, then the invigilator may give the answer sheet back to the examinee. A statement shall be taken from the examinee not to make disturbance in the examination hall in future.
- II. If the candidate was found having in her possession pieces of papers, books or notes, etc. which do not relate to the subject of examination and which could not possibly be of any assistance to her, no action may be taken against the candidate. However She will be warned by the Superintendent not to bring any such material which falls under the category of unfair means.
- III. If the candidate is found having in her possession any material relevant to the syllabus of the concerned paper but has not copied from or used it, a statement may be taken from the student not to repeat such activities in the future.
- IV. If a candidate is found to have copied from or used the material caught from her possession, the questions attempted using unfair means will not be evaluated with all the consequences to follow. A written undertaking shall be taken from the student not to use any unfair means in future during any examination and if found guilty again, she will be responsible for the consequences. A letter in this regard may also be sent to the parents of the candidate.
- V. In case of repetition of offences stated above candidate may be failed in the concerned paper. A letter in this regard may be sent to the parents of the candidate.
- VI. In the case of a third subsequent offence, the candidate may be declared failed in all the courses registered by her during that semester. In case she still has to appear in some other papers, she may not be allowed to appear in those remaining papers of the semester. A letter in this regard shall be sent to her parents.
- VII. In case the candidate is found guilty of:
 - Smuggling the answer sheet/or part of answer sheet.
 - Misbehaving towards the superintendent or any other member of the inspection team or the observers or with another student inside the examination hall.
 - Leaving the examination hall without delivering the answer sheet to the invigilator.
 - Destroying the proof of unfair means.
 - Getting oneself impersonated by someone in the examination or impersonating another student.
 - Carrying into the examination hall fire-arms or any other weapon.
 - Coming to the examination hall under the influence of alcoholic drink or drugs.She may be disqualified from appearing in any examination of the college for the period of one year.
- VIII. Depending upon the seriousness of the above said cases, a disciplinary action or a more stringent action may be taken against the student.

25. 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.

26. 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))

27. 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.

As per directives of Government of India, Digilocker account of the institution was activated on 06-06-2022. The students can fetch their academic documents in an electronic form against their ABC Ids.

28. 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 Kanya Maha Vidyalaya, 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.

29. Additional Courses (AC 5: 2020: 2 (AC 4: 2019: 5 dated 23-11-2019), dated 9-6-2020):

Nomenclature of the programmes with one or two additional course(s) from session 2018-19 onwards

If a candidate appears in one or more additional courses along with the compulsory courses designed for the completion of the degree, then following rules will be applied for additional courses.

- I. The student can opt the additional subject(s)/course(s) only from the beginning of the program i.e. 1st semester.
- II. If a candidate fails in the end semester examination of additional subject(s)/course(s) included in the program e.g. Banking in B.Sc. (Economics) and Data Science in B.Sc. (Information Technology) and BCA she will be allowed to opt the same in the next semester.
- III. She shall appear in her re-appear examination of additional subject(s)/course(s) of odd semester along with the next odd semester and even semester along with the next even semester.

- IV.** A candidate who opts for the additional subject(s)/course(s) will be allowed to exit this additional subject(s)/course(s) in any semester. Once she exits the additional subject(s)/course(s) she will not be allowed to continue the same.
- V.** Separate DMC(s) will be issued for the additional subject(s)/course(s).
- VI.** The said additional subject(s)/course(s) shall not be a part of her main degree.

II. Credit Based Continuous Evaluation Grading System (CBCEGS)

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

B.Voc. Programmes (3 years)		Level of Programme	Category
1.	Bachelor of Vocation (Animation)	Bachelor	CBCEGS
2.	Bachelor of Vocation (Retail Management)	Bachelor	CBCEGS
3.	Bachelor of Vocation (Management & Secretarial Practices)	Bachelor	CBCEGS
4.	Bachelor of Vocation (Textile Design & Apparel Technology)	Bachelor	CBCEGS
5.	Bachelor of Vocation (Nutrition Exercise & Health)	Bachelor	CBCEGS
6.	Bachelor of Vocation (Photography & Journalism) (Temporarily Paused ((AC 6:2020:7 (b)), dated 5.12.2020))	Bachelor	CBCEGS
7.	Bachelor of Vocation (Beauty & Wellness)	Bachelor	CBCEGS
8.	Bachelor of Vocation (Artificial intelligence and data science) ((AC 6:2020:3), dated 5.12.2020)	Bachelor	CBCEGS
9.	Bachelor of Vocation (Hospitality and Tourism) ((AC 6:2020:3), dated 5.12.2020)	Bachelor	CBCEGS
M.Voc Programmes (2 years)			
10.	Master of Vocation (Retail Management)	Master	CBCEGS
11.	Master of Vocation (Animation and VFX)	Master	CBCEGS
12.	Master of Vocation (Textile Design and Apparel Technology)	Master	CBCEGS
P.G. Diploma (1 Year)			
13.	P.G. Diploma in Textile Designing (Temporarily Paused ((AC 6:2020:7 (b)), dated 5.12.2020))	PG Diploma	CBCEGS
14.	P.G Diploma in Digital Marketing (Temporarily Paused ((AC 6:2020:7 (b)), dated 5.12.2020))	PG Diploma	CBCEGS
Diplomas (1 Year)			
15.	Diploma in Early Childhood Care and Education	Diploma	CBCEGS
16.	Diploma in Medical Lab Technology (Temporarily Paused ((AC 6:2020:7 (b)), dated 5.12.2020))	Diploma	CBCEGS
17.	Diploma in Geriatric Care ((AC 7:2021:5), dated 21.08.2021))	Diploma	CBCEGS

Semester-I of PG Degree Programmes converted into CBCEGS from Session 2022-23 (AC 8: 2022: 3, dated 26.05.2022)

P.G. Degree Programmes (2 Years)		Level of Programme	Category
1.	Master of Arts (Hindi) (AC 8: 2022:5 (X))	Masters	CBCEGS
2.	Master of Arts (Punjabi) (AC 8: 2022:5 (XVIII))	Masters	CBCEGS

3.	Master of Arts (English) (AC 8: 2022:5 (VII))	Masters	CBCEGS
4.	Master of Arts (Psychology) (AC 8: 2022:5 (XVII))	Masters	CBCEGS
5.	Master of Arts (Journalism and Mass Communication) (AC 8: 2022:5 (XII))	Masters	CBCEGS
6.	Master of Arts (Fine Arts) (AC 8: 2022:5 (IX))	Masters	CBCEGS
7.	Master of Arts (Dance) Temporarily Paused (AC 6: 2020: 7 (b), Dated: 05.12.2020)	Masters	CBCEGS
7.	Master of Arts (Music Instrumental) (AC 8: 2022:5 (XIV))	Masters	CBCEGS
8.	Master of Arts (Music Vocal) (AC 8: 2022:5 (XV))	Masters	CBCEGS
9.	Master of Commerce (AC 8: 2022:5 (III))	Masters	CBCEGS
10.	Master of Arts (Economics) (AC 8: 2022:5 (VI))	Masters	CBCEGS
11.	Master of Science (Zoology) (AC 8: 2022:5 (XIX))	Masters	CBCEGS
12.	Master of Science (Mathematics) (AC 8: 2022:5 (XIII))	Masters	CBCEGS
13.	Master of Science (Physics) (AC 8: 2022:5 (XVI))	Masters	CBCEGS
14.	Master of Science (Chemistry) (AC 8: 2022:5 (II))	Masters	CBCEGS
15.	Master of Science (Computer Science) (AC 8: 2022:5 (IV))	Masters	CBCEGS
16.	Master of Science (Information and Network Security) (AC 8: 2022:5 (XI))	Masters	CBCEGS
17.	Master of Science (Fashion Designing & Merchandising) (AC 8: 2022:5 (VIII))	Masters	CBCEGS
18.	Master of Arts (Cosmetology) (AC 8: 2022:5 (V))	Masters	CBCEGS
19.	Master of Science (Botany) (AC 8: 2022:5 (I))	Masters	CBCEGS
P.G. Diplomas (1 Year)			
20.	Post Graduate Diploma in Computer Applications (AC 8: 2022:5 (XX))	PG Diploma	CBCEGS
21.	Post Graduate Diploma in Nutrition and Dietetics (AC 8: 2022:5 (XXI))	PG Diploma	CBCEGS
22.	Post Graduate Diploma in Cosmetology (AC 8: 2022:5 (XXII))	PG Diploma	CBCEGS
23.	Post Graduate Diploma in Garment Construction & Fashion Designing (AC 8: 2022:5 (XXIII))	PG Diploma	CBCEGS

Note:

AC 3: 2019:10 Dated 20.4.2019

For Nomenclature of programmes KMV will follow the UGC norms and notifications from time to time. e.g. - The Nomenclature of B. Voc. as per letter no. –699-722/M dated: 24-03-2019 and Notice dated: 21-02-2019 will be read as Bachelor of Vocation.

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 CBCEGS as per UGC Letter No. D.O. No.F.12-1/2015 (CPP-II) dated 15.10.2015

Programme Duration	Maximum time to complete the programme
Three Years	Five years
One year	Three years
Two Years	Four Years

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. Students register for M.Voc. may exit after one year with a PG Diploma in the Corresponding Programme as per NSQF 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. & M.Voc. Programmes

B.Voc. Programmes	
Duration	Level of Exit
Six Months	Certificate
One Year	Diploma
Two Years	Advanced Diploma
Three Years	B. Voc. Degree
M.Voc. Programmes	
One Year	PG Diploma
Two Years	M.Voc. Degree

AC 8: 2022: 8 Dated 26.05.2022

As per UGC letter number D.O. No. 1-6/2007 (CPP-II) (New) dated 13-04-2022, Kanya Maha Vidyalaya, Jalandhar will allow the students to pursue two academic programmes simultaneously from the session 2022-23.

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 4

Table 4: Weightage of components of Continuous Assessment

Sr. No.	Component
4.1	Mid Semester Test weightage (MST): 10% of Total Marks of course

4.2	<p>Weightage of Class Performance: 5% of Total Marks of course</p> <ol style="list-style-type: none"> 1. Seminar 2. Class Test 3. Assignment 4. Quiz/ MCQ 5. Group Discussion 6. Project (Should be different from the project, if it already exists as one of the courses of any programme). <p>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.</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 1st class performance should be submitted online before MST and that of 2nd class performance should be submitted after MST in the stipulated period (schedule may vary if contingencies so demand)</p>										
4.3	<p>Attendance Weightage (AW): 5% of Total Marks of course</p> <p>Rules for allotment of CA marks based on Attendance:</p> <table border="1" data-bbox="280 751 1554 936"> <thead> <tr> <th data-bbox="280 751 711 793">Attendance in Percentage</th> <th data-bbox="711 751 1554 793">Marks (% of AW)</th> </tr> </thead> <tbody> <tr> <td data-bbox="280 793 711 835">a) $A \geq 90$</td> <td data-bbox="711 793 1554 835">100%</td> </tr> <tr> <td data-bbox="280 835 711 877">b) $80 \leq A < 90$</td> <td data-bbox="711 835 1554 877">80%</td> </tr> <tr> <td data-bbox="280 877 711 919">c) $75 \leq A < 80$</td> <td data-bbox="711 877 1554 919">60%</td> </tr> <tr> <td data-bbox="280 919 711 936">d) < 75</td> <td data-bbox="711 919 1554 936">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-Masters, D-Diploma, P-PG 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 1st 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.

5. 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: Problem, Management and Prevention (Compulsory) in Semester-I, II and EVS in Semester III/IV to aware the students about the social and environmental problems (Introduced by GNDU, Amritsar).
 - **(AC 8: 2022: 7, Dated: 26.05.2022)** From the session 2022-23, Audit Course Drug Abuse: Problem, Management and Prevention (Compulsory) will be taught in either of the two semesters, i.e. Ist or IInd and the course will be completed in any one semester only.
- 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).
 - **(AC 3: 2019: 7 Dated 20.04.2019)** The Audit Courses Personality Development (Compulsory for Semester-III) and Social Outreach (Compulsory for Semester-IV) were approved for all UG Degree Programmes.
 - **(AC 4: 2019: 11 Dated 23-11-2019)** The Audit Course Gender Sensitization was approved for all UG Degree Programmes Semester-III Students. Students may opt any one of the course, i.e. Personality Development or Gender Sensitization.
 - **(AC 6: 2020: 7(a) dated 05-12-2020)** **The Audit Course on** Innovation, Entrepreneurship and Venture Development/ Innovation, Entrepreneurship and Creative Thinking (IEVD) was approved for all UG Degree Programmes Semester-V students.
 - **(AC 7: 2021: 8(ii) dated 21.08.2021)** The Audit Course Job Readiness was approved for all UG Degree Programmes Semester-V students. Students may opt either Job Readiness or Innovation, Entrepreneurship and Venture Development/ Innovation, Entrepreneurship and Creative Thinking.
- 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.
 - **(AC 3: 2019: 3(iii), dated: 20.4.19)** The above said courses will be treated as value added compulsory courses and the credits of these courses will be included in the total credits of the B.Voc. Programmes. (The results of session 2018-19 for B.Voc. programmes have been declared by adding the credits of Value Added Compulsory Courses.)
 - **(AC 3: 2019: 3(v), dated: 20.4.19)** The student has to get grade 'P' (GP: 4) (including internal assessment and ESE) in the Audit Courses proposed & run by the college for Programmes under CBCEGS except B.Voc. programmes.
 - **(AC 3: 2019: 3(vi), dated: 20.4.19)**For Bachelor of Vocation Programmes, the students will have to get letter grade 'P' (GP:4) in End Semester Examination of the value added compulsory courses, failing of which, she will be declared as having failed with grade F, in these courses and shall have to repeat the course to get at least the letter Grade P.
 - **(AC 3: 2019: 3(viii), dated: 20.4.2019)** Special supplementary Examination for audit courses run by college could be conducted immediately after the declaration of the result for the absent candidates and those who have failed to pass these courses. Special Examination for Value added compulsory Courses run by college could also be conducted due to the exit levels in B. Voc. Programmes after 1st, 2nd and 4th semester.
 - **(AC 4: 2019: 4(ix), dated: 23.11.2019)** The value added courses, for example, Foundation Course in Sem-I, Moral Education in Sem-II, Personality Development/Gender Sensitization in Sem- III, Social Outreach in Sem-IV, Drug Abuse: Problem, Management and Prevention (Compulsory) in Sem-I and II, Environmental Studies (Compulsory) in Sem-III or IV in the scheme and curriculum of B.Voc.

Programmes will be considered as audit courses and the credits of these courses will be included in the total credits required for the completion of the programme. Whereas the credits of these courses will not be counted in the SGPA or CGPA of the candidates admitted and registered for B.Voc Programmes. However candidate will have to pass these courses for exit levels otherwise no certificate/ degree will be issued. This will be implemented from session 2019-20 for the students admitted in session 2019-20. (The results of session 2019-20 for B.Voc. programmes have been declared by considering the above said courses as Audit Courses.)

- **(AC 4: 2019: 4(x), dated 23.11.2019)** The student has to get grade ‘P’ (GP: 4) (including internal assessment and ESE) in the Audit Courses proposed & run by the college for all programmes. This will be implemented from session 2019-20 for the students admitted in session 2019-20.
- **(AC 8: 2022: 6 Dated 26.05.2022)** Five Interdisciplinary compulsory courses as audit courses have been introduced for the students registered for Postgraduate Programmes under Credit Based Continuous Evaluation Grading System w.e.f. session 2022-23. Grades awarded for these courses will not be counted towards SGPA/ CGPA of the Semester/ Programme, however credits of these courses will be included in the total credits of the degree. Students will have to opt any two of these in Semester-I and III, Respectively. The Details of these courses are given below

Table 5: List of Interdisciplinary Compulsory Audit Courses for PG Degree Programmes under CBCEGS w.e.f. session 2022-23 (AC 8: 2022: 6 Dated 26.05.2022)

Name of ID Course	Course Code	Semester	Offered By	Opted by
Communication Skills	IDEC-1101	I	English Department	All PG students except admitted in Masters in English
	IDEC-3101	III		
Basic of Music (Vocal)	IDEM-1362	I	Department of Performing Arts	All PG students except admitted in Masters in Performing and Visual Arts
	IDEM-3362	III		
Human Rights and Constitutional Duties	IDEH-1313	I	Department of Political Science	All PG students except admitted in Masters in Journalism and Mass Communication and Psychology
	IDEH-3313	III		
Basics of Computer Applications	IDEI-1124	I	Department of Computer and IT	All PG students except admitted in Masters in Computer Science & Information Technology
	IDEI-3124	III		
Indian Heritage: Contribution to the World	IDEW-1275	I	Department of History	All PG students
	IDEW-3275	III		

6. 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
- Exhibition : 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.

7. Attendance requirements to appear in End Semester Examination

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

8. Condoning of Lectures

- 8.1 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.
- 8.2 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.

9. Remedial classes

- 9.1** 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.
- 9.2** 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.
- 9.3** 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.

10. Mid Semester Test (MST)

10.1 Question Paper Setting

10.1.1 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 Examination Committee. At least 50% syllabus should be covered for MST.

10.1.2 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.

10.2 Conduct of Examination

10.2.1 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 3rd week of September and in even semester in 2nd 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.

10.2.2 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 and the hard copy of the same signed by concerned teacher should also be submitted in CoE office.

10.3 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 course/s.

10.4 Evaluation

10.4.1 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.

10.4.2 Practical

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.

11. End Semester Examination (ESE)

11.1 Question Paper Setting

11.1.1 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.
 - (AC 5:2020: 2 (AC 4: 2019: 4 (ii) dated: 23-11-2019), dated: 9-6-2020) Question papers will be set randomly by the internal and external examiner from the session 2020-21.
- 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.

In accordance with the meeting of Core Members of Examination Committee and IQAC held on 20-11-2020 at Principal's Office, the following regulations have been formulated for setting of question papers.

- In order to set the question papers CoE office can send hard or soft copy of the appointment letter to the paper setter.
 - In case of hard copy a sealed envelope containing all examination related material, which includes appointment letter, syllabus and instructions regarding setting and sending of hard copy of question papers etc. will be sent to each selected paper setter.
 - In case of soft copy an email containing all examination related material, which includes appointment letter, syllabus and instructions regarding setting and sending of soft copy of question papers, will be sent to each selected paper setter.
- The Paper setter can send the question paper either as hard copy by post or the soft copy by email.
 - In case of hard copy, the paper setter can send the question papers through courier/registered post/speed post/personally (Only to CoE) within 10 (ten) days of receiving the appointment letter. Each set of question paper should have office copy as

well as press copy. The envelope containing the two sets of question papers, consent form, certificate fulfilling the conditions to be a paper setter and solution to the numerical problems, if any must be sealed.

- In case of soft copy, the paper setter can send an email to CoE office at the given email ID containing two password protected files for two sets of question paper within 7 (seven) days after receiving the appointment letter. The email should contain consent form, certificate fulfilling the conditions to be a paper setter and solution to the numerical problems, if any, along with the two sets of question papers.
- The passwords of the two question papers will be sent at the mobile number given in the appointment letter through whatsapp message to the CoE. The message must contain Examiner ID, Programme Name, Course Title, Course Code and other required details along with the passwords of question papers.

11.1.2 Practical (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.

11.2 Conduct of Examination

11.2.1 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 2nd 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.
- 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.

11.2.2 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.

- (AC 3: 2019: 3(ix), dated: 20.4.19) Practical examination will be conducted by two examiners one internal and one external before or after theory exams as per academic requirement.
- Odd Semester practical examination will be conducted in 3rd week of November and in Even Semester in 1st 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.

In accordance with the meeting of Core Members of Examination Committee, Coordinator IQAC and Coordinator Autonomy held on 11-10-2021 at Principal's Office, the following regulations have been formulated for the conduct of Practical Examinations.

- Practical examinations of PG Degree Programmes, Semester-III and IV will be conducted by External Examiners with the help of the Internal Examiners.
- Project viva and presentations of PG Degree Programmes, Semester-I and II, if any, will also be conducted by External Examiners with the help of the Internal Examiners.
- ESE Practical for all other examinations not mentioned above will be conducted by two internal faculty members. One of the faculty members who is not teaching the concerned course, in which practical is being conducted will act as the main examiner. In case of non-availability of Internal Examiner, External Examiner will be appointed.

In accordance with the meeting of Core Members of Examination Committee, Coordinator IQAC and Coordinator Autonomy held on 17-02-2022 at Principal's Office, the following regulations have been formulated for the conduct of Project viva of UG Degree Programmes Semester-VI.

- Project viva and presentation of UG Degree Programmes, Semester-VI will be conducted by External Examiners with the help of the Internal Examiners.

11.3 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, 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.
 - **(AC 4: 2019: 4 (i), Dated: 23.11.2019)** These tests will be conducted during the current session with a special fee, within maximum of 15 days after the last day of end semester examination. After that the chance will be given in the next session irrespective of odd/even semester, if she is eligible to appear in reappear examinations as per examination and evaluation policy of the college. Students must apply for the retest in the prescribed form.
 - **(AC 5: 2020: 7, dated 09-06-2020)** Retests will be conducted during the current session with the special fee and special permission from Madam Principal. For the students who have missed the end semester examination due to
 - medical reason or any other extraordinary circumstances, these tests will be conducted within maximum of 15 days after the last day of end semester examination.
 - participation in college-sponsored activities such as NCC, NSS, Sports, ECA during the days of examinations, these tests will be conducted as per the availability of such students.

After that the chance will be given in the next session irrespective of odd/even semester, if she is eligible to appear in Reappear Examinations as per examination and evaluation policy of the college. Students must apply for the retests in the prescribed form.

11.4 Evaluation

11.4.1 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.
 - **(AC 4: 2019: 4(ii), dated: 23.11.2019)** The institution can resort to internal evaluation along with external evaluation. In case of the internal evaluation, students should be shown answer sheets in order to maintain transparency. The dates to check the answer sheets by students should be put up on notice board as well as website and no student should be entertained after the due date.
- 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.
 - **(AC 5: 2020: 2 (AC 4: 2019: 4(ii) dated 23-11-2019) Dated 09-06-2020)** Answer sheets will be evaluated by the internal evaluators from June 2020.
- 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 question 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.

11.4.2 Practical (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.
 - (AC 4: 2019: 4(iii), dated 23.11.2019) The practical examination evaluation will be done by the external examiner with the help of the internal examiner. In case of non-availability of the external examiner, there should be a board of examiners including, Head of the Department and two internal examiners. One of the internal examiner who is not teaching the concerned course, in which practical is being conducted will act as external examiner. This will be implemented from even semester of session 2019-20.
- The project reports of master degree programmes 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.

12. Preparation of Result

12.1 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 j th Semester and C_j is the total credits in the j th 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: Letter Grade and Grade Points

Academic Performance	Letter Grade	Grade Points
Outstanding	O	9.01-10.00
Excellent	A+	8.01-9.00
Very Good	A	7.01-8.00
Good	B+	6.01-7.00
Above Average	B	5.01-6.00
Average	C	4.50-5.00
Pass	P	4.00-4.49
Fail	F	Below 4.00
Absent	Ab	Absent

- (AC 3: 2019: 3(x), dated 20.4.2019) General pass percentage of each programme will be calculated with respect to declared result in place of number of candidates appeared.

12.2 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

13. 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 2nd Semester of any year, the student will be declared as having failed in that year and will have to seek re-admission to the 1st 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.
 - **(AC 4: 2019: 4(iv), dated 23.11.2019)** If a student fails in more than 50% of the theory courses at the end of the even semester of each academic session during all the preceding semesters taken together, she will be declared as having failed in that particular year and will have to seek readmission in the odd semester of that particular year of the degree. 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.
 - **(AC 4: 2019: 13, dated 23.11.2019)** In the courses, where both theory and practical are merged in a single course, e.g. the courses entitled “digital marketing” in M.Voc. (Retail Management) semester-IV and “MS office” in B.Voc. (Management and Secretarial practices) semester-I, if a student passed its theory examination, but failed/ absent in the practical examination, then the course will be considered as theory course while considering the condition to clear at least 50% of the total theory courses for promotion to next semester.

14. 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 15th 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. Assignments shall be evaluated by a Board comprising of HoD/ Dean, internal and external examiners.

- **(AC 8: 2022: 9, dated 26.05.2022)** The Dissertation work has been introduced from the session 2021-22, as an option for the Students of Master of Arts (Economics). This Dissertation is divided into two parts: Part-I and Part-II.
- a. Part-I will be completed in semester-III and the students will submit the following three chapters:
 - i. Chapter-I will cover the introduction, objectives and plan of the study where the student will learn how to articulate research problems.
 - ii. Chapter-II will cover review of literature.
 - iii. Chapter-III will cover databases and methodology (covering the setting up of hypotheses).
 - iv. During Part-I There will be a review of progress of dissertation at the end of semester and Marks will be awarded on the basis of Viva-voce.
 - b. In Part-II, during Semester-IV, students will submit two chapters and complete a dissertation at the end of semester IV for final evaluation. The Chapters to be submit during semester-III are as follows:
 - i. Chapter-IV will cover analysis of data and write up of findings
 - ii. Chapter-V will cover policy implications and significance of study.
 - iii. Marks for the Part-II of dissertation will be awarded on the basis of Viva-voce.

- c. The evaluation of the dissertation will be conducted through viva-voce as per Examination and Evaluation Policy of Kanya Maha Vidyalaya, Jalandhar [Para 10.4.2 (AC 4: 2019: 4(iii), dated 23.11.2019)]. As per this rule:

The evaluation shall be done both by external and internal examiners jointly on the basis of written paper (if any), viva, practical files/project reports, presentation etc. whichever requisite. In case of non-availability of the external examiner, there should be a board of examiners including Head of the Department and two internal examiners. One of the internal examiners, who is not teaching the concerned course in which evaluation/practical is being conducted, will act as external examiner.

15. 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 2nd Semester of any year, the student will be declared as having failed in that year and will have to seek re-admission to the 1st 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 2nd 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.
- **(AC 4: 2019: 4(v), dated 23.11.2019) Revised Carry on System**
 - A student shall be required to maintain a minimum of 4.00 CGPA at the end of the final semester of her degree programme. If her CGPA falls below 4 at the end of final semester, the student will be declared as having failed in that particular year and will have to seek re-admission in the odd semester of that particular year e.g. the candidate having failed in 4th semester of PG Programme (final) will have to seek readmission in the 3rd semester and 6th semester of UG programme (final) will have to seek readmission in 5th semester and so on. 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 will be required to clear at least 50% of the total theory courses (excluding Drug Abuse: Problem, Management and Prevention (Compulsory), Environmental Studies (Compulsory), Audit Courses run by college, Interdisciplinary & Practical Courses) of all

the previous semesters taken together at the end of the even semester of each academic session for promotion to the next higher semester e.g. if there are ten theory courses she will have to clear five courses, if there are eleven theory courses, then she will have to clear six courses. However, she will be required to clear the remaining courses within the duration of the maximum period specified to complete the programme. For such candidates, repeat in End Semester Examination 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) courses in the beginning of that semester but need not to attend the classes again. However, they may consult the concerned teacher for guidance.

- It will be compulsory for the students to appear in each semester end examination to take the benefit of promotion as mentioned above. In case of absence in all the courses of the end semester examination/she has not taken admission, she will not be promoted to the next higher semester, even if she has qualified 50% of the theory courses of all the preceding semesters taken together at the end of even semester. The result of such candidates will be declared absent/gap instead of reappear. For taking the benefit of promotion to the next higher semester she will have to seek readmission in that semester during the next session.
- If a student fails in more than 50% of the theory courses at the end of the even semester of each academic session during all the preceding semesters taken together, she will be declared as having failed in that particular year and will have to seek readmission in the odd semester of that particular year of the degree.

16. '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.

17. 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.

18. 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.

19. 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.

In accordance with the meeting of Core Members of Examination Committee and IQAC, Dean Student Welfare and Dean Academics held on 20-11-2018 at Principal's Office, the following regulations have been formulated for verification of CAR.

- Programme specific Cumulative Assessment Report (CAR) generated by CoE Office will be provided to HoD/Dean. HoD/Dean will thoroughly review and verify the CAR and will put his/ her signatures on it before submitting in to the CoE office.

20. 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.
- 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.

21. Moderation

21.1 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 1st of July to 30th 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.
- If the percentage of out of syllabus portion of the question paper is
 - Greater than the passing marks of the course then the paper may be re-conducted.
 - Less than the passing marks of the course or if there is some typing errors (At the end of paper setter) then the result will be moderated as per the Examination and Evaluation Policy of the College Passed in AC-II after the meeting of Board of Moderation and with the approval of the Principal.
- 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 (1st, 2nd).

- 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.
- 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.
 - (AC 3: 2019: 6(ii), dated: 20-4-2019) If the percentage of out of syllabus portion of the question paper is
 - a. Greater than the passing marks of the course then the paper may be re-conducted.
 - b. Less than the passing marks of the course or if there is some typing errors (At the end of paper setter) then the result will be moderated as per the Examination and Evaluation Policy of the College Passed in AC-II after the meeting of Board of Moderation and with the approval of the Principal.
 - (AC 3: 2019: 6(ii), dated: 20-4-2019) The notification of BOM (Board of Moderation) should be circulated and signed.

In accordance with the meeting of Core Members of Examination Committee and IQAC, Dean Student Welfare and Dean Academics held on 20-11-2022 at Principal's Office, the following regulations have been formulated for moderation of question papers.

21.2.Moderation of Question Papers

- If the CoE Office receives the complaint from superintendent regarding out of syllabus or any other discrepancy in the question paper within one hour from the start of the examination, the following procedure will be adopted to solve the case:
 - The CoE office will contact the course teacher and HoD to verify if the part of the question paper as mentioned by students is as per the syllabus or not.
 - If the statement provided by the students is also verified by the course teacher and HoD, then they will have to submit a representation regarding the same to the CoE office immediately.
 - After receiving the representation, the CoE Office will communicate with the Paper Setter to verify the same in writing.
 - If the paper setter agreed with the comments of the course teacher and HoD, he/she has to send the modifications required in the question paper, immediately.
 - In case he/ she is not capable of providing the same, he/ she has to give his/ her consent immediately via any easily available mode to modify the question paper as per the requirements.

If the above process is completed timely, the corrections in the question paper will be made immediately. Extra time may be provided to the students to compensate for their loss of time, if any. In case the procedure stated above is not completed timely then the case will be forwarded to the Moderation Committee.

22. Award of Grace Marks

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

23. 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, 4 years for 2 years PG programme and 3 years for 1 year Diploma and PG Diploma).

- If a student is unable to secure a CGPA of 5.50 in any PG degree programme, then she can improve her CGPA in one or more courses/papers in any of the semesters/years after completing the PG degree programme so as to obtain a minimum CGPA of 5.50 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.
- 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.

24. 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.
- **(AC 3: 2019: 6(i), dated 20-4-2019)** 'If the title or sub-title of the subject is changed then the Re-appear candidates shall be allowed to appear as per their old syllabus and if there is no change in the Title or sub-title of the subject and only some changes are made in the contents of the syllabus then all students will have to appear as per current (New) syllabus.

25. Distinctions and Merit Positions

25.1 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
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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 ≥ 6

25.2 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.

26. Migration Certificate:

- The applicant must have a strong and valid reason for migration. Migration Certificate will be issued to the candidate as per UGC guidelines for Autonomous Colleges. No migration will be allowed to a compartment candidate. The migration fee as prescribed by the college from time to time will be charged from the candidate.
- After getting migration certificate from KMV, if a candidate wants to persue further studies in this college, the following conditions must be satisfied:
 - If the candidate has taken admission in any university other than GNDU and submitted the migration certificate issued by KMV to that university, then she is required to submit the migration certificate from the concerned university to KMV.
 - If the candidate has not taken admission in any university, she has to get the migration certificate canceled from KMV after depositing cancellation fee to this college.
- **(AC 8: 2022: 13 Dated: 29-05-2022)** Submission of online migration generated by Digi Locker under IT Act 2000 for the students who passed their 10+2 from CBSE will be considered as original from the academic year 2022-23.

27. 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)

The use of any sort of unfair means i.e. copying from Mobile Phones, i-pads, Tablets, Notes etc. is strictly prohibited during the various examinations of the college. Students are not allowed to carry Mobile Phones, i-pads, Tablets, Notes etc. in the examination hall. Superintendents, Outside Deputies, Invigilators and Non-Teaching Staff on examination duty are required to ensure that students must comply with the above mentioned instructions.

On receipt of a report from Superintendent regarding the use of unfair means by any student during any examination, including breach of any of the rules laid down by the institution's authorities will be presented to the Examination Disciplinary Committee. Based on the report submitted, committee may call the Superintendent, Subject Expert, Invigilator and Student, if required. According to the findings

of the committee, suitable disciplinary action will be taken against the student on the use of unfair means in the examination.

In accordance with the meeting of Core Members of Examination Committee and IQAC, Dean Student Welfare and Dean Academics held on 13-03-2021 at Principal's Office, the following regulations have been formulated for use of unfair means.

26.1.Unfair Means Ordinance

Examinations serve the dual purpose of enhanced learning by motivating students to achieve better performance, while also ensuring a balanced and fair evaluation of each student's ability.

Practicing unfair means in examinations is a punishable offence as it destroys the noble purpose of education. Unfair means refers to cheating. It does not simply mean copying from books, pieces of paper or electronic devices, etc., but it also involves any attempt by a student to gain unfair advantage over another student during the examination; or assist someone else in gaining an unfair advantage. Hence no examinee shall use unfair means during the Examinations.

29.1. Various Forms of Unfair Means

- I. Bringing any material to be used to copy/cheat in the examination hall to attempt the question paper.
- II. Copying from or referring to any material other than the question paper or the answer sheet of the other examinee during Examination. The material could be
 - a. Piece of paper/ cloth/ book/ hardboard, etc.
 - b. Digital Devices, such as, Programmable Calculator, Bluetooth, Mobile Phones, i-pads, tablets, smart watch, etc.
 - c. Benches in the Examination Hall
 - d. Different parts of the human body such as hands, arms, feet etc.
- III. Taking help or seeing/showing the answer book of/to another examinee with or without her consent.
- IV. Misbehaving or creating disturbance of any kind in or around the examination hall.
- V. Smuggling in an answer sheet or taking out or arranging to send out the question paper or answer sheet during the Examination without the permission of the staff on duty.
- VI. Swallowing or attempting to swallow or destroying or attempting to destroy a note or paper or any other material.
- VII. Tampering with a Hall Ticket.

29.2. Awareness Initiatives

To foster a culture of honesty and fairness among students within educational institutions, following initiatives are undertaken before the commencement of examinations to educate them about avoiding unfair practices and enlighten them about the consequences of using such means during examinations:

- A clear and concise code of conduct is displayed at the main entrance and outside the examination centers to prevent the use of any form of unfair means during the examinations.
- The invigilators are directed to announce among all the students regarding the important guidelines, emphasizing the importance of not using unfair means during the examination.

29.3. Preventive Measures

- I. Strict measures regarding using unfair means should be implemented to prevent cheating.
- II. At the entrance a vigilant invigilator and outside deputy superintendent will keep a watch that no objectionable material is being taken inside the examination hall.
- III. Using cameras in examination halls instills a fear of being captured and a 100% chance of getting caught which itself will prevent cheating.

- IV. The examinees must sit in the examination halls/ rooms as per the seating plan displayed outside the examination center.
- V. The examinees must not possess any material which falls under the category of unfair means, with them.
- VI. The examinees are not allowed to bring any kind of digital devices in the examination hall.
- VII. The examinees should search their seats (on and around) from time to time during the examination hours and if any such material is found, the same should be handed over to the invigilator immediately.
- VIII. The examinees may not be allowed to leave the examination hall before half time of the examination.

29.4. Proof of Using Unfair Means

If the examinee has utilized Unfair Means to attempt her examination, the invigilator has to collect the proof of cheating used by her. If the candidate has used

- I. Dress, dupatta, or any other cloth, or any part of the body, or bench of the examination hall for cheating, and its proof cannot be attached with the answer sheet, the observer on duty and Dean, Academic Affairs may be called by the superintendent to witness the case. They should give their remarks on the form meant for the purpose.
- II. Mobile phone, programmable calculator or any other electronic device to attempt the examination, the same must be confiscated from the examinee by the invigilator and must be handed over to the superintendent. The superintendent should submit the same in the CoE office herself immediately.
- III. A piece of paper or book or hardboard or handkerchief, etc, for copying, the invigilator will attach the same with the answer sheet before handing over the answer sheets to the superintendent.
- IV. If the examinee tries to swallow or destroy the material used for cheating or there is some oral conversation between the peer examinees and its proof cannot be attached with the answer sheet, the observer on duty and Dean, Academic Affairs may be called by the superintendent to witness the case. They should give their remarks on the form meant for the purpose.

29.5. Procedure to Deal with a Case Pertaining to the Use of Unfair Means/Misconduct During the Examination

If an examinee is caught using unfair means during the examination by the invigilator or superintendent or observer, the following procedure will be adopted:

- 1. The answer sheet and the material used for unfair means will be confiscated by the invigilator and will be brought to the notice of the center superintendent. The center superintendent shall get the prescribed form for unfair means filled and signed by the examinee and the invigilator and give his/ her comments on the same. In case the student refuses to give a written statement, then the invigilator/ superintendent may give in writing that the student has refused to give such a statement. After completing all the above formalities, based on the **severity** of the situation, the answer sheet may be given back to the examinee for completing the paper if the student intends to continue. Otherwise the student may be allowed to leave the examination hall but only after half time of the examination.
- 2. At the end of the examination, the center superintendent will submit the case in the duly filled form along with the answer sheet and the confiscated material to the COE office, after giving his/ her comments regarding the use of unfair means by the examinee.

29.6. Punishment

The CoE office calls the subject expert to verify if the student has used unfair means to attempt the examination. The subject experts shall provide their comments on the answer sheets/ meant for the purpose, duly filled and signed by superintendent, invigilator and student in the examination center.

The case shall be referred to the Examination Disciplinary Committee consisting of

- a. Dean Student Welfare
- b. Dean Academic Affairs
- c. Coordinator IQAC
- d. Coordinator Autonomy
- e. Controller of Examinations
- f. Deputy Controller of Examinations
- g. Additional Deputy Controller of Examinations
- h. Incharge Examinations

A meeting of the examination disciplinary committee shall be called in the office of the Principal. The concerned center superintendents and the student shall also attend the meeting. The Committee will take note of the subject expert's statement and give a hearing to the candidate and the center superintendent and thoroughly examine the case on the basis of the material/documents placed. If the service of the notice is affected due to the fault of the student, the committee shall proceed ex-parte. The punishment awarded by this committee will be in addition to the punishment that may have already been given in the examination hall with one or more of the following:

- I. If the examinee is found talking to another examinee or to any unauthorized person or found giving or receiving assistance in answering the question papers to or from any other candidate/person in the examination hall or outside during the examination hours without the permission of the invigilator, her answer sheet may be confiscated by the invigilator. If the examinee intends to continue her examination and agrees to give a written statement that she will not repeat such actions in future, then the invigilator may give the answer sheet back to the examinee. A statement shall be taken from the examinee not to make disturbance in the examination hall in future.
- II. If the candidate was found having in her possession pieces of papers, books or notes, etc. which do not relate to the subject of examination and which could not possibly be of any assistance to her, no action may be taken against the candidate. However She will be warned by the Superintendent not to bring any such material which falls under the category of unfair means.
- III. If the candidate is found having in her possession any material relevant to the syllabus of the concerned paper but has not copied from or used it, a statement may be taken from the student not to repeat such activities in the future.
- IV. If a candidate is found to have copied from or used the material caught from her possession, the questions attempted using unfair means will not be evaluated with all the consequences to follow. A written undertaking shall be taken from the student not to use any unfair means in future during any examination and if found guilty again, she will be responsible for the consequences. A letter in this regard may also be sent to the parents of the candidate.
- V. In case of repetition of offences stated above candidate may be failed in the concerned paper. A letter in this regard may be sent to the parents of the candidate.
- VI. In the case of a third subsequent offence, the candidate may be declared failed in all the courses registered by her during that semester. In case she still has to appear in some other papers, she may not be allowed to appear in those remaining papers of the semester. A letter in this regard shall be sent to her parents.
- VII. In case the candidate is found guilty of:
 - Smuggling the answer sheet/or part of answer sheet.
 - Misbehaving towards the superintendent or any other member of the inspection team or the observers or with another student inside the examination hall.
 - Leaving the examination hall without delivering the answer sheet to the invigilator.
 - Destroying the proof of unfair means.

- Getting oneself impersonated by someone in the examination or impersonating another student.
- Carrying into the examination hall fire-arms or any other weapon.
- Coming to the examination hall under the influence of alcoholic drink or drugs.

She may be disqualified from appearing in any examination of the college for the period of one year.

VIII. Depending upon the seriousness of the above said cases, a disciplinary action or a more stringent action may be taken against the student.

28. 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.

29. 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))

30. 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.

As per directives of Government of India, Digilocker account of the institution was activated on 06-06-2022. The students can fetch their academic documents in an electronic form against their ABC Ids.

31. Degree/Certificate

- The successful candidates enrolled for B.Voc. and M.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 para 41*, 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. and M.Voc. Programmes at every level of exit.
- The successful candidates enrolled for Diploma and PG Diploma shall be awarded the Certificate-cum-DGC by Kanya Maha Vidyalaya, 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 para 41*, 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
10.	Certificate Course in Geriatric Care (Old Age Care and Nutrition) (AC 7: 2021: 5: dated 21-08-2021)	Certificate	AMSG
11.	Certificate Course in Early Childhood Care and Education (AC 7: 2021: 5: dated 21-08-2021)	Certificate	AMSG

List of Courses (AC 8:2022:12 dated 26-05-2022)

Agenda Item	Name of the department	Name of Courses	Duration	Credits
<u>Item: AC 8: 2022: 12 (i)</u>	Botany	Certificate Course in Gardener cum Nursery Raiser	30 Contact Hours	02
<u>Item: AC 8: 2022: 12 (ii)</u>	Chemistry	Certificate Course in Chemistry For Entrepreneurship and Production	30 Contact Hours	02
<u>Item: AC 8: 2022: 12 (iii)</u>	Commerce	Certificate Course in Digital Banking	30 Contact Hours	02
<u>Item: AC 8: 2022: 12 (iv)</u>	Computer Science & Applications.	Certificate Course in Native App Development using Kotlin Android	45 Contact Hours	02
<u>Item: AC 8: 2022: 12 (v)</u>	Computer Science & Applications.	Certificate Course in Data Management and Care	45 Contact Hours	02
<u>Item: AC 8: 2022: 12 (vi)</u>	English	Certificate Course in Content Writing	30 Contact Hours	02

<u>Item: AC 8:</u> <u>2022: 12 (vii)</u>	English	Certificate Course in Public Speaking	30 Contact Hours	02
<u>Item: AC 8:</u> <u>2022: 12 (viii)</u>	Economics	Certificate Course in Business Correspondent and Business Facilitator	30 Contact Hours	02
<u>Item: AC 8:</u> <u>2022: 12 (ix)</u>	Fashion Designing	Certificate Course in Boutique Management and Start-up	30 Contact Hours	02
<u>Item: AC 8:</u> <u>2022: 12 (x)</u>	Fine Arts	Certificate Course in Commercial Arts	63 Contact Hours	02
<u>Item: AC 8:</u> <u>2022: 12 (xi)</u>	History	Certificate Course in Gandhian Thought and Philosophy	30 Contact Hours	02
<u>Item: AC 8:</u> <u>2022: 12 (xii)</u>	Journalism and Mass Communication	Certificate Course in Video Production	30 Contact Hours	02
<u>Item: AC 8:</u> <u>2022: 12 (xiii)</u>	Mathematics	Certificate Course in Quantitative Aptitude and Reasoning	30 Contact Hours	02
<u>Item: AC 8:</u> <u>2022: 12 (xiv)</u>	Performing Arts	Certificate Course in Basics of Performing Arts (Music Vocal)	60 Contact Hours	02
<u>Item: AC 8:</u> <u>2022: 12 (xv)</u>	Performing Arts	Certificate Course in Indian Classical Dance (Kathak)	60 Contact Hours	02
<u>Item: AC 8:</u> <u>2022: 12 (xvi)</u>	Psychology	Certificate Course in Psychological Skills	30 Contact Hours	02
<u>Item: AC 8:</u> <u>2022: 12 (xvii)</u>	Philosophy	Certificate Course in Human Values and Professional Ethics	30 Contact Hours	02
<u>Item: AC 8:</u> <u>2022: 12 (xviii)</u>	Physical Education	Certificate Course in Fitness Trainer	45 Contact Hours	02
<u>Item: AC 8:</u> <u>2022: 12 (xix)</u>	Retail Management	Certificate Course in Retail-Sales Associates	120 Contact Hours	04
<u>Item: AC 8:</u> <u>2022: 12 (xx)</u>	Hospitality and Tourism	Certificate Course in Food Production (Commis Chef)	640 Contact Hours	04
<u>Item: AC 8:</u> <u>2022: 12 (xxi)</u>	Artificial Intelligence and Data Science	Certificate Course in AI-Visualization Specialist	400 Contact Hours	06

1. Course Duration

- The certificate courses will have duration of minimum six months (one semester).
- **(AC 4: 2019: 4(vi), dated 23.11.2019)** The certificate courses will have duration of nine months instead of six months. This was implemented from session 2018-19 for the students admitted in session 2018-19.
- **(AC 8:2022:12 dated 26-05-2022)** Duration of certificate course will be as per Annexure E.

2. 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 1st semester 14 is the code for Cosmetology and 1 is the course number in the scheme of studies of Certificate Course in Makeup Artist.

3. Continuous Evaluation (CA)

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

4. Mid Semester Test (MST)

No MST will be conducted for Certificate Courses.

5. End Semester Examination (ESE)

5.1 Question Paper Setting

5.1.1 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.

5.1.2 *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.

5.2 **Conduct of Examination**

5.2.1 *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).
- (AC 4: 2019: 4(viii), dated: 23.11.2019) ESE of these certificate courses will be conducted at the centralized level by CoE office once in a year in the month of March (schedule may vary if contingencies so demand). This was implemented from session 2018-19 for the students admitted in session 2018-19.
- (AC 8:2022:12 dated 26.05.2022) Examination for these course will be conducted with odd and even semester (ESE) in the month of December and May respectively.
- (AC 8: 2022: 14 dated 26.05.2022) students can choose any certificate course from the list in online/offline/blended mode from the session 2022-23.
- 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 Office.
- 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.

5.2.2 *Practical Examination*

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

5.3 **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, 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.

5.4 Evaluation

5.4.1 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.

5.4.2 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.

6. Preparation of Result

6.1 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: Letter Grade and Percentage Score

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
Fail	F	Below 45
Absent	Ab	Absent

7. 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.

8. 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.
- 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.

- **(AC 4: 2019: 4(viii), 23.11. 2019)** There will be no Re-evaluation for the answer sheets of certificate courses. This was implemented from session 2018-19 for the students admitted in session 2018-19.

9. 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.

10. Grace Marks

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

11. Distinctions and Merit Positions

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

12. 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)

The use of any sort of unfair means i.e. copying from Mobile Phones, i-pads, Tablets, Notes etc. is strictly prohibited during the various examinations of the college. Students are not allowed to carry Mobile Phones, i-pads, Tablets, Notes etc. in the examination hall. Superintendents, Outside Deputies, Invigilators and Non-Teaching Staff on examination duty are required to ensure that students must comply with the above mentioned instructions.

On receipt of a report from Superintendent regarding the use of unfair means by any student during any examination, including breach of any of the rules laid down by the institution's authorities will be

presented to the Examination Disciplinary Committee. Based on the report submitted, committee may call the Superintendent, Subject Expert, Invigilator and Student, if required. According to the findings of the committee, suitable disciplinary action will be taken against the student on the use of unfair means in the examination.

13. 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.

14. 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))

15. 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.

CONDUCT OF ESE DURING COVID-19 EPIDAMIC

Item: AC 5: 2020:8 (9-6-2020) To discuss and approve following policy related to Intermediate and final semester exams due to COVID-19 epidemic:

- a) to promote the students of Intermediate Semesters to next higher semester within the programme
- b) to conduct online examinations of Terminal Semesters under autonomy.

The detailed policy for the two is given below:

a) **To promote the students of Intermediate Semesters to next higher semester within the programme**

1. Students of intermediate semesters will be promoted to the next higher semester on the basis of following formula:

Marks obtained in the previous semester=50%

Continuous Assessment (CA) of current session=30 %

Online Assignment/Examination = 20 %

The 30 % Continuous Assessment (CA) of current session (even semester of 2019-20) will be based on CP-I (Class Performance-I), MST (Mid Semester Test), CP-II (Class Performance-II) & attendance.

2. The students who have reappear in one or more courses in the previous odd semester examination shall be promoted to the next higher semester but the result of even semester of such students will be declared as RL(Lower) and will be revised only after they will clear their reappear examination during the next year as per College Policy.

3. The students who have reappear in one or more courses in the previous even semester examination, shall be given a chance to clear their reappear examination of even semester during the current session through online examination (via Zoom/ Google Meet/ any other Online Application). The date sheet of the same will be notified to the students, one week before the commencement of examination.

b.) **To conduct online examinations of Terminal Semesters under Autonomy if situation due to COVID-19 becomes more pandemic.**

Members of the house discussed that written examination for terminal semester should be conducted but if situation due to epidemic COVID-19 becomes worst then following online examination policy can be implemented:

1. End Semester Examination of the Terminal Semesters (PG degree Programmes, PG Diploma, Diploma) will be conducted by the COE office at the centralized level online through Zoom. The examination will be of two hours duration and the students will have to attempt 4 questions out of eight. The condition of selecting at least one question from each section will not be applicable.

Students will be asked to be online half an hour before the commencement of examination. The teacher on duty will share the question paper with the students 5 minutes before the commencement of examination via Zoom Comment Box.

i. The students will have to send their answer sheets immediately after the termination of examination within 15 minutes to COE office via e-mail.

ii. The students will have to write and sign the pledge that they will not: copy, stop their video, and mute themselves during the online examination.

Failing of i. or/and ii., the examination of the student will be considered as cancelled.

2. The COE office will ensure that all the students have appeared in the online examination. The students who will not appear in the online examination due to some unavoidable circumstances/technical issues must be given a chance to appear in the retests which will be conducted later on. These retests will not be counted as supplementary examination.

As per the suggestions of the House the Examination Regulations of the College should be amended from time to time by incorporating the suggestions and decisions of Academic Council/Finance Committee/Governing Body as well as any new notifications released by the Examination Committee of

the College. The same will become a consolidated document and may be vetted by Academic Council and should be notified.

Examinations of terminal semesters were conducted in the pattern adopted by GNDU, i.e.

1. Question papers according to the date sheet were sent to the students 15 minutes before the start of the examination at the registered E-Mail ID.
2. Students were given a maximum time of two hours to attempt four questions out of eight.
3. At the end of the examination, (i.e. after two hrs.) 30 minutes were given to:
 - i. Scan/ adobe scan copies of the pages of answer sheet.
 - ii. Attach these scanned pages of answer sheet (in readable form) in a single pdf file as an attachment to kmvanswersheets20@gmail.com.
4. This whole process from start to end was of 2 hours and 45 minutes.

TO PROVIDE CERTIFICATES TO STUDENTS PROMOTED TO HIGHER SEMESTER

Certificate comprising of marks obtained out of maximum marks alongwith course codes and course titles of the concerned programme will be provided to the students of intermediate semesters of the session 2019-20 (Semester-II and IV of UG Programmes and Semester II of PG Programmes) promoted to next higher semester within the Programme due to Covid -19 Pandemic.