

Important instructions for students regarding the various Academic/Examination Activities

Advantages of Continuous Evaluation System (CES) and Credit Based Continuous Evaluation Grading System (CBCEGS) under Autonomy by KMV

1. Continuous Assessment will be provided to all the students enrolled for all programmes on the following basis :
 - a. **80% Weightage to End Semester Examination (ESE)**
 - b. **20% Weightage to Continuous Assessment (CA)** including Mid Semester Test (MST) (10%) + Class Performance (CP) (5%) + Attendance (A) (5%)

2. Retests will be conducted with special permission from the Principal only for those students who have missed the **MST/ ESE** due to
 - a. Participation in college-sponsored activities such as NCC, NSS, Sports, Extra Curricular Activities (ECA). The students must have participated at District, State/Inter-university, National or International level.
 - b. Medical reason (due to accident/long-term illness/hospitalisation) or any other extraordinary circumstances,
 - c. Mis-happening in her first blood relation (Mother/Father/Sister/ Brother/Daughter/Son) and In-Laws (Husband/Mother-in-Law/Father-in-Law).

NOTE: Retests of MST will be conducted in the month of October and April in odd and even semesters, respectively and that of ESE will be conducted within 15 days after the last day of ESE for those students who have missed ESE due to reasons b. and c. However for the students who have missed ESE due to reason a., these tests will be conducted as per their availability.

3. In case a student wants to 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 (CES) or 6.00 CGPA (CBCEGS) 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). The maximum stipulated period for one year Diploma/PG Diploma Programme is 2 years under CES system and 3 years under CBCEGS system.
4. In case a student wants to 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 (CES) or 5.50 CGPA (CBCEGS) within a stipulated period to complete the degree (4 Years for PG degree programme).
5. For the Programmes under CBCEGS, the grades will be provided on a 10 point scale.

Passing Marks Conditions

1. Students have to clear the End Semester Examination of each course individually.
2. 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 which the student will get a

compartment in any above mentioned course even if she has already passed the ESE of the concerned course.

3. The student registered for UG programme/ diploma/ PG diploma under CES has to get a 35% marks in each course individually (separately for theory and practical) and a minimum of 40% marks in the aggregate at the end of final semester. 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 and will be given a chance within a maximum stipulated period to improve her score in one or more courses in any of the semester/ year so as to obtain a minimum of 40% in the aggregate. The student registered for PG programmes has to get 40% marks in each course individually (separately for theory and practical) and also in aggregate.
4. The minimum pass marks (in case of honours opted in Bachelor of Arts semester-III) shall be 35% in each course and 45% in the aggregate of the pass course as well as Honours courses of the subject concerned. The aggregate is to be based on the combined result of Semester III, IV, V and VI examinations.
5. The minimum marks required to qualify for Honours in the B.Com Programme (in case of honours opted in semester-III) shall be
 - a. 50% marks in the aggregate of B. Com. Semester-I to VI examinations.
 - b. 50% marks in each course separately in the ESE of the Honours courses.
6. The student registered for B.Voc/ M.Voc/ Diploma/ PG diploma under CBCEGS has to get at least letter grade 'P' (equivalent to 40% marks) in each course individually (separately for theory and practical).
7. The minimum passing marks for the student registered for nine months certificate courses is 45%.

Carry-on System under CES

1. There will be no condition for promoting a student from 1st semester to 2nd semester.
(for all UG, PG programmes including Diplomas and PG Diplomas)
2. 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 semester. However, such a student will not be required to qualify the entrance test again, if any. (for Diplomas and PG Diplomas)
3. 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.(for all UG and PG Degree programmes)
4. 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. (for all PG Degree programmes)
5. However, the student will be promoted to the 5th semester only if she has passed at least 50% of the courses of the first four semesters. (for all UG programmes)
6. **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. (**for Three years UG programmes**)

7. A student shall be promoted to 7th semester only if she has passed at least 50% courses of the first six semesters. (**for Four years UG programme**)
8. There will be no condition for promoting a student from 7th semester to 8th semester. 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 course afresh from the first semester. However, such a student will not be required to qualify the entrance test again, if any. (**for Four years UG programme**)

Carry on System under CBCEGS for students registered in session 2018-19:

1. A student shall be required to maintain a minimum of 4.00 CGPA at the end of 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 a candidate will appear in ESE with existing syllabus. The marks of CA will be re-calculated based on her performance during the current session.
2. 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 atleast 'P' grade in that course within the maximum specified period defined to complete the programme. The credits of 'F' grades will not be counted in SGPA or CGPA.
3. If a student maintains **4.00 CGPA** at the end of the even semester of the session, but fails in a maximum of two courses in both semesters of that year, she will be promoted to the next year. However she will be required to pass with atleast 'P' in these courses during the subsequent semesters within the time period stipulated to complete the degree.
4. If a student maintains **4.00 CGPA** 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.
5. It is mandatory 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 an 'F' grade.

Carry-on System under CBCEGS for students registered in session 2019-20:

1. 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 4.00 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. In that case such a candidate will appear in the ESE with existing syllabus. The marks of CA will be recalculated based on her performance during the current session.

2. A student will be required to clear at least 50% of the total Theory courses (excluding Drug Abuse, Environmental Studies, Audit Courses run by college, Interdisciplinary & Practical Courses) of all the preceding semesters taken together at the end of the even semester of each academic session for promotion to the next higher semester. In case of ten theory courses, she will have to pass a minimum of five courses and in case of eleven theory courses, it is essential to pass six courses. However, such candidates will have to pass the remaining courses within the stipulated time period to complete the entire programme.
3. It is mandatory for every student to appear in each ESE to take the benefit of promotion as mentioned above. In case of absence in all the courses of the ESE or failure in seeking fresh 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 as 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.
4. If a student fails in more than 50% of the theory courses of all the preceding semesters accumulatively, at the end of the even semester of each academic session, 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.

Note: Reappear examination for an odd semester will be conducted along with the next odd semester and even semester along with the next even semester in all the above mentioned programmes i.e. UG, PG, Diplomas and PG Diplomas (under both systems CES (Continuous Evaluation System) and CBCEGS (Credit Based Continuous Evaluation Grading System))

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. The Principal may, however, give an extension of 15 (fifteen) days after this date. 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.

Re-evaluation of Answer Sheets

1. Any student may apply for "Re-evaluation" within 21 days (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.
2. 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.
3. No refund of fee shall be admissible after the deposit of the fee for re-evaluation except in the following cases:

- a. Inadmissibility of the application.
 - b. In case the college is unable to get the answer book/s re-evaluated from internal/external evaluator for unavoidable or unforeseen reasons.
4. 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.
5. There would be no re-evaluation in case of
 - a. Practical Examination, Internal Assessment, Project Report, Dissertations, Thesis and Viva-voce, etc.
 - b. 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.
6. Fresh detailed marks will be issued to the candidates only in case of the change in the result.
7. 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.
8. 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.

Important Information for Students regarding Examination

1. A student may change her Course/ Programme within one month from the start of the semester.
2. All the students must have a minimum of 75% attendance to appear in the End Semester Examination.
3. Lectures may be condoned by the Principal as per policy.
4. In odd semester MST will be conducted in the month of September and in Even Semester in the month of March (Schedule may vary if contingencies so demand).
5. CP-I and CP-II will be conducted in the month of August and October in odd semesters, whereas for even semester these will be conducted in the month of February and April, respectively.