

VLB Janakiammal College of Arts and Science
Autonomous
Kovaipudur, Coimbatore-641042

Rules and Regulation for Comprehensive Examinations

1. Examination Systems

Examinations shall be conducted on Semester Pattern under the Choice Based Credit System. There will be One Pre- Model Examination and one Model Examinations before the student appears for the Comprehensive Examination. The Pre- Model Examinations and Model Examination shall be conducted by the Internal Examination Committee under the Supervision of COE.

The Comprehensive Examinations shall be conducted by the Controller of the Examinations, twice in an Academic Year, in November/ December and in April/ May.

2. Conducting of Examinations –

- Pre- Model Examinations
- Model Examinations and
- Comprehensive Examinations

3. Ratio of Comprehensive Examination and Pre- Model Examinations Marks for UG and PG Courses

- Part- I- 30:70 will be the Internal and External Mark Component for all the Language papers.
- Part- II- 30:70 will be the Internal and External Mark Component for the English paper.
- Part- III- Core-30:70 will be the Internal and External Mark Component for all the UG and PG papers.
- Part – III- IDC (Inter Disciplinary Course) - 30:70 will be the Internal and External Component for all UG and PG papers.
- Part- IV- AOC (Application Oriented Courses) only External Component Mark for 75 marks.
- Part- IV- Foundation Course Maximum Marks 50 for all UG courses Minimum pass is 20 Marks only external.

- Part-V NCC/NSS/Sports/ Extension Activity-for all UG streams Maximum Marks 50, only Internal Assessment
- Project Work Mark Distribution

Particulars	IA	CE	Total
Project Work (UG)	50	50	100
Project Work (PG)	100	100	200
Project Work(M.Sc(CS)/M.Sc(ECS)	150	100	250
Project Work (M.Com/MIB)	50	100	150

- Practical Mark Distribution for all UG and PG Courses
Internal -40 External-60 Total Marks -100
- Break up for Internal Marks

S. No	Internal Marks	Distribution of Marks
1	Pre Model Examination	70
2	Model Examination	70
3	Seminar	30
4	Attendance	10
Total		180/6=30

- Seminar Split Up

S.NO	Seminar split up	Marks
1	Content	10
2	Flow of the presentation	10
3	Stage management and Body language	10
Total		30

- Attendance Break Up

S.NO	Attendance split up	Marks
1	65% to 74%	4
2	75% - 80%	6
3	81% - 90%	8
4	91% - 100%	10

4. Internal Marks for Practical (Maximum 40)

Maximum Marks : 40		
S No	Internal Marks	Distribution of Marks
1	For Completion of the Practical List	20
2	Test -I	10

3	Test –II	10
Total		40

4. (i) Internal Marks for Practical (Maximum 25)

Maximum Marks : 25		
S No	Internal Marks	Distribution of Marks
1	For Completion of the Practical List	15
2	Test –I	5
3	Test –II	5
Total		25

5. External Marks for Practical (Maximum 60)

Maximum Marks : 60		
S. No	Comprehensive Examination	Distribution of Marks
1	Record	10
2	Program – I Algorithm Coding Execution	5 10 10 TOTAL (25)
3	Program – II Algorithm Coding Execution	5 10 10 TOTAL (25)
Total		60

5. (i) External Marks for Practical (Maximum 50)

Maximum Marks : 50		
S. No	Comprehensive Examination	Distribution of Marks
1	Construction	10
2	Designing	20
3	Record	20
Total		50

6. Internal and External Marks for Project Work

S.No	Internal Marks	Distribution of Marks
-------------	-----------------------	------------------------------

1	INTERNAL Review –I Review –II Documentation & Final Review	10 10 30 Total (50)
2	EXTERNAL Presentation Viva	30 20 Total (50)
Total		100

7. Distribution of Internal Marks for PG Courses for Practical (Maximum 40)

Maximum Marks : 40		
S No	Internal Marks	Distribution of Marks
1	For Completion of the Practical List	20
2	Test –I	10
3	Test –II	10
Total		40

7. (i) External Marks for Practical (Maximum 40)

Maximum Marks : 60		
S. No	Comprehensive Examination	Distribution of Marks
1	Record	10
2	Program – I Algorithm Coding Execution	5 10 10 TOTAL (25)
3	Program – II Algorithm Coding Execution	5 10 10 TOTAL (25)
Total		60

8. Internal and External Marks for Project Work (Maximum 150)

S.No	Internal Marks	Distribution of Marks
1	INTERNAL Three Project Reviews Report	25 25 Total (50)

2	EXTERNAL Presentation Viva	50 50 Total (100)
Total		150

8. (i) Internal and External Marks for Project Work (Maximum 200)

S.No	Internal Marks	Distribution of Marks
1	INTERNAL Two Project Reviews Report	50 50 Total (100)
2	EXTERNAL Presentation Viva	50 50 Total (100)
Total		200

8. (ii) Internal and External Marks for Project Work (Maximum 250)

S.No	Internal Marks	Distribution of Marks
1	INTERNAL Three Project Reviews Report	75 75 Total (150)
2	EXTERNAL Presentation Viva	50 50 Total (100)
Total		250

The distribution of Marks among the various components for IA and CE for Theory, Practical and Project Work is given in detail in the respective Schemes of Examination and Regulation of the different UG and PG Courses, duly passed in their respective Board of Study.

9. Pattern of Question Paper

- (i). For Pre model Test, Model and Comprehensive Examination under – Graduate and Post- Graduate Courses except MBA**

Time: 3 Hour

Max marks: 70

SECTION – A (10×1=10)
Answer ALL questions
Each Question carries One Mark
(NO CHOICE)
Ten Multiple Choice Questions

SECTION – B (5×4=20)
Answer ALL questions
Each question carries FOUR Marks
(INTERNAL CHOICE)

SECTION – C (5×8=40)
Answerer ALL questions
Each question carries EIGHT Marks
(INTERNAL CHOICE)

(ii). Question Paper Pattern

Time: 3 Hour

Max marks: 75

SECTION – A (10×1=10)
Answer ALL questions
Each Question carries One Mark
(NO CHOICE)
Ten Multiple Choice Questions

SECTION – B (5×5=25)
Answer ALL questions
Each question carries FIVE Marks
(INTERNAL CHOICE)

SECTION – C (5×8=40)
Answerer ALL questions
Each question carries EIGHT Marks
(INTERNAL CHOICE)

(iii). Question Paper Pattern

Time: 3 Hour

Max marks: 50

SECTION – A (10×1=10)
Answer ALL questions
Each Question carries One Mark
(NO CHOICE)
Ten Multiple Choice Questions

SECTION – B (5×3=15)
Answer ALL questions

Each question carries THREE Marks
(INTERNAL CHOICE)

SECTION – C

(5×5=25)

Answerer ALL questions
Each question carries FIVE Marks
(INTERNAL CHOICE)
QUESTION PAPER PATTERN

(iv). For Pre model Test, Model and Comprehensive Examination Post- Graduate Course for MBA

Time: 3 Hours

Max. Marks: 70

Section - A (20 Marks)

Answer all the Questions (10x2=20)

a) Short Answers

Section – B (35 Marks)

Answer all the Questions (5x7=35)

Each Question carries 7 marks
(INTERNAL CHOICE only)

Section – C (15 Marks)

Compulsory Question (1x15 = 15)

Case Study or any application oriented questions may be asked

Note:

1. The questions should be numbered sequentially, running through the Sections A, B and C.
2. The maximum marks are 70/75

Note:

1. The questions should be numbered continuously running through the Sections A, B and C.
2. Questions should be evenly distributed among the unit in the syllabus in all the sections of the Question paper
3. While framing questions with internal choice the questions must be identified as (a) or (b).

(e.g 11. a or b). Further, the internal choice must be from the same unit.

4. The Controller of the Examinations shall arrange for the setting of question papers on the basis the syllabus and the pattern of question paper duly certified by the Chairpersons of the respective Board of Studies

10. Minimum Marks for a Pass-

(i) Theory

The Minimum Marks for passing in the Comprehensive Examinations in theory shall be 40% for each subject in UG Courses and 50% for PG Courses. A minimum of 28 out of 70 in the Comprehensive Examinations should be secured for a pass in UG Courses and 35 out of 70 in the case of PG Courses.

UG:

A Minimum of 40% as the aggregate of IA and CE will be required for a **PASS**. Candidates obtaining less than 28 out of 70, in the Comprehensive Examinations, but securing 40 and above as aggregate of IA and CE will be declared to have **FAILED**

PG:

A Minimum of 35 out of 70, in the Comprehensive Examinations and 50 as the aggregate of IA and CE will be required for a **PASS**. The candidate obtaining less than 35 out of 70 in the Comprehensive Examinations but securing 50 and above as aggregate of IA and CE will be declared to have **FAILED**. However, the Minimum mark criterion shall not apply to the performance in Internal Assessment Tests for both theory and practical.

(ii) Practical:

The Minimum Marks for passing in the Comprehensive Examinations in Practical shall be 40% for each Practical in UG Courses and 50% for PG Courses. A Minimum of 24 out of 60 (where the Maximum CE is 60) in the Comprehensive Examinations should be secured for a pass in UG Courses and 30 out of 60 in the case of PG Courses.

UG:

A Minimum of 40% as the aggregate of IA and CE will be required for a **PASS**. Candidates obtaining less than 24 out of 60 (where the maximum CE mark is 60), in the

Comprehensive Examinations, but securing 40 and above as aggregate of IA and CE in case where Maximum of IA and CE is 100, will be declared to have **FAILED**.

PG:

A Minimum of 30 out of 60 (where the maximum is 60) in the Comprehensive Examinations and 50 as the aggregate of IA and CE will be required for a **PASS**. The candidate obtaining less than 30 out of 60, in the Comprehensive Examinations, but securing 50 and above as aggregate of IA and CE where the Maximum of IA and CE is 100 will be declared to have **FAILED**.

(iii) Project:

The aggregate passing Minimum for project in the case of UG Courses is 40% and 50% in the case of PG Courses. The student to qualify for the Viva Voce should have completed all the components of the internal as prescribed by the respective Boards of Study. However, the Minimum Mark criterion shall not apply to the performance in Internal Assessment Tests for both Theory and Practical.

11. Classification of Successful Candidates

(i) Under - Graduate Examinations

Candidates who have passed Part-I Tamil/Hindi/French/Malayalam Part-II English and other subjects prescribed and secured 60 percent and above marks or 50 percent and above but below 60 percent in the examinations prescribed for the programme in the various Semesters and within three years from the date of admission, shall be declared to have passed their examinations in **First Class** and **Second Class** respectively.

All other successful candidates shall be declared to have passed the examinations in **Third Class**. Likewise, candidates who have passed the examinations prescribed for English shall be declared to have passed English in **first, or second** or **third class**.

Candidates who have passed the subjects in Part III Examinations securing 60 percent and above Marks or 50 percent and above Marks but below 60 percent in the examinations prescribed for the programme in the various Semesters and within three years from the date of admission shall be declared to have passed the examinations in **First Class** and **Second Class**

respectively. All other successful candidates shall be declared to have passed the examinations in **Third Class**.

Candidates who have passed all the Part III Examinations in first attempt within his/her study period of three years securing 75% and above in aggregate, shall be declared to have passed the Part III Examinations in **First Class with Distinction**.

S.No	Percentage	Class
1	75% and above in first attempt	First Class with Distinction
2	60% and above, but less than 75%	First Class
3	50% to 59%	Second Class
4	40% to 49%	Third Class

The passing Minimum in Part IV Foundation courses shall be 40%. The marks secured in Part IV Foundation course shall not be taken for classification of the candidate. However, for Part IV Foundation Course, the standard grading system will be followed. The Marks secured in Part V shall not be taken for classification of the candidate. However, for Part V the standard grading will be followed.

(ii) Post - Graduate Examinations

Candidates who have passed the subjects of Examinations in various PG courses securing 60 percent and above Marks or 50 percent and above but below 60 percent in the examinations prescribed for the programme in the various Semesters shall be declared to have passed the examinations in **First Class** and **Second Class** respectively. Candidates who have passed all the Examinations in the first attempt within his/her study period of 2/3/5 years securing 75% and above in the aggregate shall be declared to have passed the PG Examinations in **First Class with Distinction**

S.No	Percentage	Class
1	75% and above in first attempt	First Class with Distinction
2	60% and above, but less than 75%	First Class
3	50% to 59%	Second Class

12. Grading – CBCS

Total Credits for UG 140

Total Credits for PG 90 (Other than 5 year integrated PG Courses)

Total Credits for Five Year Integrated PG 225

Total Credits for MBA 110

Total Credits for MCA 140

Once the marks of the candidates in IA and Comprehensive Examinations for each course are available, they will be added. The marks thus obtained will then be graded as per details given below:

NINE POINT SCALE

Range of Marks	Grade Point	Letter Grade	Description
90-100	9.0 - 10.0	O	Outstanding
80-89	8.0 - 8.9	D+	Excellent
75-79	7.5 - 7.9	D	Distinction
70-74	7.0 - 7.4	A+	Very Good
60-69	6.0 - 6.9	A	Good
50-59	5.0 - 5.9	B	Average
40-49#	4.0 - 4.9	C	Satisfactory
0-39	0	U	Re-Appear
Absent	0	AAA	Absent

From the Second Semester onwards, the total performance within a semester and continuous performance starting from the first semester are indicated respectively by **Grade Point Average (GPA)** and **Cumulative Grade Point Average (CGPA)**. These two are calculated by the following formula:

$$\text{GPA} = \frac{\sum_{i=1}^n C_i G_i}{\sum_{i=1}^n C_i}$$

$$i = 1$$

Where C_i is the Credit earned for the Course i in any Semester; G_i is the Grade Point obtained by the student for the course i and n is the number of courses passed in that semester. CGPA=GPA of all the courses starting from the First Semester to the Last Semester.

Note:

The GPA and CGPA shall be calculated separately for three parts. For purposes of declaring a candidate to have qualified for the Degree of Bachelor of Science/Commerce/Management in First Class with Distinction/First Class/Second Class/Third Class the marks and the corresponding CGPA earned by the candidate in Part III alone will be the criterion, provided he/she has secured the prescribed passing minimum in all other parts of Study. Grade in Part IV and Part V will be shown separately and it shall not be taken into account for classification.

13. Restrictions to appear for the Examinations

- I. Any candidate having arrear paper(s) shall have the option to appear in any arrear paper(s) along with the regular semester papers.
- II. Candidates who fail in any of the papers in Part I, II, III, IV and V of UG Degree Examinations shall complete the paper concerned within 5 year and 4 years for PG degree examination, and 7 years in case of FIVE year integrated courses and 5 years in case of MCA(CORE,ALLIED and PRACTICALS) from the date of admission to the said course, and should they fail to do so, they shall take the examination in the texts/revised syllabus prescribed for the immediate next batch of candidates. If there is no change in the texts/syllabus they shall appear for the examination in that paper with the syllabus in vogue until there is a change in the texts or syllabus. In the event of removal of that paper consequent to change of regulation and/or curriculum after the 5 year period, the candidates shall have to take up an equivalent paper in the revised syllabus as suggested by the Chairman and fulfill the requirements as per Regulation/Curriculum for the award of the Degree.

14. Facility to qualify in Extra Subjects

Candidates desirous of qualifying themselves in subjects other than those prescribed for the programmes can appear for the Comprehensive Examinations in those extra subjects with prior permission. Attendance is not compulsory for those subjects. The student shall opt for any subject of their choice from among the various Courses of Study offered by the College. UG students shall opt from UG courses and PG students from PG Courses. The performance of the candidates in those extra subjects will not count for the classification. In the case of students opting for extra subjects, the component of Internal Mark will not be there, the Maximum Mark in the Comprehensive Examinations is 100.

15. Conferment of the Degree

No candidate shall be eligible for Conferment of Degree unless he/she

- i. has undergone the prescribed Course of Study for a period of not less than Six Semesters in the case of UG Courses, or Four/Six Semesters in PG/MCA Courses or 10 Semesters in the case of the 5 Year Integrated PG Courses in the institution approved or has been exempted from it in the manner prescribed and has passed the Examinations as have been prescribed thereof.
- ii. has completed all the components prescribed in Part I to Part V in the CBCS Pattern to earn 140 Credits in the case of UG Courses or 90 Credits in PG Courses or 225 Credits in the case of 5 year Integrated PG Courses or 90 Credits in the case of MBA or 140 Credits in the case of MCA.
- iii. has successfully completed the prescribed Field Work/Institutional Training as evidenced by the Certificate issued by the Principal of the College.

16. Ranking

A candidate who qualifies for the UG or PG Degree course passing all the examinations in the first attempt, within the minimum period prescribed for the course of study from the date of admission to the course and secures I or II class shall be eligible for ranking and such ranking will be confined to 10% of the total number of candidates qualified in that particular branch of study, subject to a maximum of 10 ranks. The marks of the improvement examination shall not be taken into consideration for ranking, however the improved marks by way of revaluation and re totaling shall be considered for ranking.

17. Revision of Regulations and Curriculum

The Regulations governing Examinations and Schemes of Examination will be in vogue without any change for a minimum period of three year from the date of approval of the Regulations. The College may revise/amend/change the Regulations and Schemes of Examination, if found necessary and the necessary revision, changes or amendment in the Regulations and Schemes of Examination would be made by the respective Board of Study and would be ratified or passed in the Academic Council.

18. Guidelines to the Candidates appearing for the Comprehensive Examinations

The students who appear for the Comprehensive Examinations are required to bear in mind the following instructions:

1. Examination fees should be paid at the Accounts Section of the College as per the schedule notified to all the candidates for all their regular as well as arrear papers in time.
2. Eligible candidates may collect their Hall Ticket from their Class Tutors one week before the start of the Semester Examinations.
3. The candidates will be permitted to appear for the Comprehensive Examination /Special Supplementary Examinations only for the subjects mentioned in the Hall Ticket. All the candidates must bring their Hall Ticket and College Identity Card for every Examination (Regular/Arrear/Supplementary/IA Exams) and produce them on demand in the Examination Hall by the Invigilator/Chief Superintendent, failing which they will not be permitted to write the Examination.
4. Candidates are advised to verify their **Name, Subject Code** and **Other Details** given in their Hall Ticket. If there is any discrepancy, they are advised to bring the same, without fail, to the notice of the Controller of Examinations office immediately in writing before the Commencement of Comprehensive Examinations, through their respective Departments Head.
5. If the Hall Ticket/Identity Card is lost the candidate should approach the Principal through the Controller of Examinations Office immediately for obtaining necessary permission. He/ She shall obtain a Temporary Identification Certificate from the Principal/Chief Superintendent of the Semester Examinations/COE and produce the same during the Examination, failing which the Candidate will not be permitted to write the Examination.

6. Students are advised to see the College Notice Board and Website for the **Time Table/Examination Schedule** or contact the **COE Office** for connected information.
7. The seating arrangements will be displayed on the **Examinations Notice Board**. A seat marked with Register Number will be allotted to each candidate. The candidate will be required to occupy his/her allotted seat at least 10 minutes before the commencement of the examination. In no case shall the candidate be allowed to occupy a seat other than the one allotted specifically to him/her.
8. No candidate who is late by more than **30 minutes** in arriving for the examination shall be permitted to write the examination.
9. Candidates who are undoubtedly suffering from infectious diseases of any kind, alternate provisions shall be made by the college to permit the candidate/s willing to appear for examinations
10. Before proceeding to answer the question paper, the candidate should write his/her **Register Number, Subject and Question Paper Code, Subject Title and Date of the Examination and obtain the Signature of the** Hall Superintendent/Invigilator at the appropriate space provided in the front page of the main book.
11. Students are advised to verify/check the **Question Paper Code, Subject Code, Subject Title and Number of Pages** in the question paper and confirm whether they have been issued with the correct question paper. If there is any discrepancy, it should be brought to the notice of the Hall Superintendent/Invigilator immediately. Any lapse in this matter will lead to the cancellation of the concerned examination for him/her.
12. If a candidate writes his/her Name, Register Number on any part of the Main Answer Book, on any space other than the space provided for or puts any special mark or writes anything which may disclose in any way the identity of the candidate, he/she will render himself/herself liable for disciplinary action.
13. Writing of the **Wrong Register Number** in the answer script will entail rejection of the answer script.
14. No candidate at an examination **shall pass any part or whole of his/her answer papers** to any other candidate, nor can he/she allow another candidate to copy from his/her answer script; nor copy from the answer script of another candidate. If found committing such malpractice, the

candidate involved shall be liable for disciplinary action as per the Rules. Decision of the Examination Committee is final in all cases.

15. Candidates will return their answer books to the Invigilator/Chief Superintendent in person standing at their allotted seat before leaving the examination hall.

16. Students are not permitted to bring the **Programmable Calculator** and **Cell Phone** inside the examination hall. Possession of them inside the examination hall will be viewed seriously including seizer and retained till the course completion.

17. **Strict silence** should be maintained in the examination hall.

18. Candidates should bring **their own pens, pencils, erasers, scales, non-programmable calculators** and **ink**. Candidates are advised to use **only blue or black ink** while answering. No candidate will be allowed to exceed the prescribed time assigned to each paper/subject. Candidates will not be permitted to talk/ask questions of any kind during examination.

19. Candidate behaving in a rude or discourteous manner inside the examination hall will be debarred from appearing for that particular paper and/or remaining papers in that examination.

20. **Malpractices** will be viewed very seriously. Candidates should not be in possession of any notes or other kinds of **Written/Printed Material** while writing the examination, except as may be specifically permitted by the Chief Superintendent. Candidates violating these instructions and who resort to **Malpractices** of any sort will immediately be sent out of the examination hall and suitable **Disciplinary Action** will also be taken against them. The decision of the Examination Committee in all such issues shall be final and binding.

21. Answers should be **written on both sides** of the paper in the answer book. No sheets should be detached from the answer book.

22. All rough work should be done either at the bottom of the page or by using a separate additional book and the portion not intended for valuation should be struck off by drawing a single line across it.

23. A minimum of 25 lines should be written in each page. The answers must be legibly written and paper should not be wasted.

24. A 3 cm. margin should be left on each page of answer script in which only the question number should be written. Answers without the question number clearly indicated will not be valued. No page should be left blank in the answer book. All blank spaces should be scored out by the candidate.

25. Candidates entering the examination hall should occupy their seat after keeping their study materials/text books, etc., outside. **They should not study or stand in the verandah near the examination halls.**

26. The students, not appearing for an examination, are advised not to stand/sit/crowd near the examination halls/zone during the examination period in the Forenoon and Afternoon Sessions, so as not to cause any disturbance to the students writing the examination.

27. Circulars regarding the last date for applying for Revaluation and for obtaining Xerox Copy of the answer scripts and for appearing for Special Supplementary Examinations and the connected details of fees, mode of payment will be sent to the concerned departments and also displayed on the College Notice Board/Controller of Examinations Office Notice Board soon after the declaration of the results.

28. Special Supplementary Examinations: To provide an opportunity to the final UG and PG candidates who have arrears in only one paper in the final semester examinations held in April / May, a Special Supplementary Examination will be conducted in the month of June immediately following to enable such candidates to get their degree without waiting for regular Supplementary Examination normally held in November/December. The candidate shall submit an application accompanied by the prescribed fee to College office.

19. Details of Examination Fees

All the Under-Graduate and Post-Graduate students are to fill up and submit the prescribed application form for the Comprehensive Examinations to be held during the month of November/December and April/May and pay the examination fees according to the fee structure that would be fixed by the college from time to time. The Examination Application Form can be obtained from the respective Class Tutor and the filled in application form should be returned immediately to the Class Tutor.

20. General Guidelines

a) Provision for Re-Totaling the marks awarded in the answer books:

UG and PG Candidates who are desirous of having their marks in the answer books re-totaled shall apply to the Controller of Examinations, VLB Janakiammal College of Arts and Science, Coimbatore – 42, remitting the fee prescribed per answer book within 10 calendar days

from the date of publication of results. Where the marks obtained in re-totaling are higher than the marks awarded earlier, the Controller of Examinations will issue the revised Marks Sheet after withdrawing the previous one.

b) Provision to Apply For Revaluation of Comprehensive Examination Answer Scripts: (UG and PG)

Candidates who are desirous of having their answer scripts revalued shall apply to the Controller of Examinations, VLB Janakiammal College of Arts and Science, Coimbatore –42 remitting the fee prescribed per answer book within 15 calendar days from the date of publication of results. Where the marks awarded in the revaluation are higher than the marks awarded earlier, the Controller of Examinations will issue the revised Mark Sheet after withdrawing the previous one.

c) Facility to Reappear In Examination/Examinations Already Passed: (UG and PG)

Candidates who have passed in Examination/Examinations of UG/PG Programmes may be permitted to appear again (only once) for the Comprehensive Examination/Examinations of the Programme/Programmes under regulations and syllabus in force then, with a view to improve their attainments. If they do not show improvement, their previous results shall hold good. Such candidates shall not apply for their Degree Certificates in the Convocations held in between. Also such reappearances shall be made at the examinations(s) conducted in the College in the next two semesters.

d) Transparency In Examination

1. In this system, 'Photo Copies' of valued answer scripts will be furnished to the students on their request.
2. Students shall apply within 15 calendar days from the date of issue of their Mark sheets.
3. The prescribed fees should be remitted to college office.
4. On a particular day, students who applied for will be asked to assemble in a particular hall. Photo Copies of Valued answer scripts will be furnished to the students. Students shall scrutinize the same along with the concerned subject teacher. If the subject teacher is not in service the HOD will allocate a suitable staff.
5. Subject experts will be there to clear the doubts if any.

21. RULES TO BE OBSERVED IN THE EXAMINATION HALL

Students shall not leave the Examination Hall within 45 minutes after the commencement of the Comprehensive Examinations, and shall not be permitted inside the hall after 30 minutes from the time of commencement of the Comprehensive Examinations. Copying in the Examination Hall is strictly prohibited. Anyone found copying will be punished in accordance with the rules displayed on the Notice Board of the College. Students are expected to maintain strict silence in the Examination Hall.

The following will be the penalties for malpractices in the Comprehensive Examinations.

All cases of malpractice in the Comprehensive Examinations will be placed before the Examination Committee, for conducting enquiry and awarding of suitable punishment.

Rule: 1

Candidates writing his/her Sessional Marks in the Answer Script and requesting for a pass

A written warning will be served, stating that the recurrence of this malpractice will attract penalties including cancellation of the examination written. However, the result of the examination taken by the candidate prior to the date of malpractice will be published.

Rule: 2

Candidates writing an appeal to the Examiner coupled with a promise of any form of consideration

A written warning will be served, stating that the recurrence of this malpractice will attract penalties including cancellation of the examinations written.

Rule: 3

Candidates found in possession of Material Written in the form of Printed, Xeroxed/Cyclostyled/Hand Written or in any other means, i.e. Written on Paper, Hand, Cloth, Cell Phone, Scale, Furniture, etc. but not found to have copied from the above

The particular examination taken by the candidate will be cancelled and the candidate will be debarred from writing the rest of the examinations, if any, in **that semester (Including the ensuing supplementary examinations) and all the examinations of the next semester.**

However, the results of the examination taken by the candidate prior to the date of malpractice will be published. The final decision will be taken by the Examination Committee which will be final and binding in all cases.

Rule: 4(a)

Candidates found copying from any Incriminating Materials Owned or Written or in any other means, i.e. written on Paper, Hand, Cloth, Scale, Cell Phone, and Furniture or Answer Book of another candidate

The particular examination taken by the candidate will be cancelled and the candidate will be debarred from writing the rest of the examinations, if any, in that semester (including the ensuing supplementary examinations) and all the examinations of the next semester. However, the results of the examination taken by the candidate prior to the date of malpractice will be published.

Rule: 4 (b)

Candidates being abetted by another candidate but not in possession of any incriminating materials/and not made use of in the examinations.

The candidates will be permitted to continue to write that examination and the rest of the examinations of that semester. However, the results will be withheld till such time a decision is taken by the Examination Committee. However, the results of the examinations taken by the candidate prior to the date of malpractice will be published.

Rule: 5

Inserting previously Written Answer Sheets brought from Outside, Aiding or Assisting for copying from Main Book Pilfered already or Passing on Written Bits for copying

The particular examination taken by the candidate will be cancelled and the candidate will not be permitted to write the rest of the examinations, if any, in that semester. The candidate will also be debarred from writing the subsequent semester examinations that follow, including supplementary/additional examinations. However, the results of the examinations written prior to the date of malpractice will be published.

Rule: 6

Candidates refusing to accompany the Hall Superintendent to the Chief Superintendent or the Principal on account of his/her Malpractice or Exhibiting Verbal Resistance inside or outside the Examination Hall or Running out of the Examination Hall with or without the Answer Script

The particular examination taken by the candidate will be cancelled and the candidate will be debarred also from writing the rest of the examinations, if any, in that semester, including supplementary/additional examinations. However, the results of the examinations written prior to the date of malpractice will be published.

Rule: 7

Candidates leaving the Examination Hall within 45 minutes from the Time of Commencement of Examination, with or without Question paper/Answer paper

The particular examination taken by the candidate will be cancelled and he/she will be debarred from writing the rest of the examinations, if any, in that semester, including supplementary/additional examinations. However, the results of the examinations written earlier will be published.

Rule: 8

Candidates knocking away his/her own or any other candidates answer scripts from the Table

The particular examination taken by the candidate will be cancelled and the candidate will be debarred from writing the rest of the examinations, if any, in that semester, including Supplementary/Additional Examinations. However, the result of the examinations written earlier will be published.

Rule: 9

Candidates knocking away the Question Papers or Answer Papers from the Chief Superintendent/Hall Superintendent or any other Officials who carries them

The particular Examination taken by the candidate will be cancelled and the candidate will be debarred from writing the rest of the Examinations, if any, in that Semester, including Supplementary/Additional Examinations. Also the candidate will be debarred from writing the

subsequent Semester Examinations that follow. Further, the results of the Examinations written earlier to the Date of Malpractice in that Semester will not be published.

Rule: 10

Candidates employing somebody to write examinations (a case of impersonation) if such person happens to be our college student

The particular Examination taken by the candidate will be cancelled and the candidate and the person who impersonated him will be debarred from writing the rest of the examinations, if any, in that Semester, including Supplementary/Additional Examinations. In addition, they will be debarred from writing all examinations in the five subsequent semesters. The results of the examination already written prior to the date of malpractice will not be published.

Rule: 11

Candidates employing some Outside Person or Old Student to Write Examination in his / her place (a case of impersonation)

The particular Examination taken by the candidate will be cancelled and the candidate will be debarred from writing the rest of the examinations, if any, in that semester, including supplementary/additional examinations and also, the candidate will be debarred from writing all papers in six subsequent semester examinations. Further, the results of the examinations written prior to the date of malpractice will not be published. A police complaint may also be preferred, if it is deemed fit by the higher authorities of the College.

Rule: 12

Candidates threatening or abusing or showing physical resistance to the Invigilators or any other college personnel or exhibiting insubordinate behavior inside or outside the Examination Hall

The particular Examination taken by the candidate will be cancelled and the candidate will be debarred from writing the rest of the examinations, if any, in that semester, including supplementary/additional examinations. Also, the candidate will be debarred from writing all the papers in the six subsequent semester examinations. Further, the results of the examinations written prior to the date of the malpractice will not be published.

Rule: 13**Candidates Manhandling/Causing Physical Injury to the Chief Superintendent/Hall Superintendent/any other officials connected with the examinations**

The particular Examination taken by the candidate will be cancelled and the candidate will be debarred from writing the rest of the examinations, if any, in that semester, including supplementary/additional examinations. Further, the candidate will be debarred from writing all the papers in the six subsequent semester examinations. In addition, the results of the examinations written prior to the date will not be published. A police complaint may also be preferred if it is deemed fit by the higher authorities of the College.

Rule: 14**Candidates Committing Forgery either prior or during the Examination**

The particular Examination taken by the candidate will be cancelled and the candidate will be debarred from writing the rest of the examinations, if any, in that semester, including supplementary/additional examinations. Further, the candidate will be debarred from writing all papers in the six subsequent semester examinations. In addition, the results of the examinations written prior to the date of malpractice will not be published. A police complaint may also be preferred if it is deemed fit by the higher authorities of the College.

Rule: 15**In case of any kind of Malpractice as detailed above during the Pre Model and Model Examination**

The particular Examination shall be cancelled and the paper will not be valued. No reexamination for the particular paper will be conducted. Permission for writing the subsequent Tests/Examinations of the concerned Pre Model /Model Examination shall be taken by the Examination Committee which shall be final and binding in all cases.

Note:

The above said rules and penalties are only guidelines and any other malpractice not covered under any clauses above shall be suitably dealt by the Examination Committee. The punishment will be suitably enhanced, if repeated.

22. Attendance Requirements for appearing for Comprehensive Examinations

Students shall be regular in attending their classes. They will be permitted to appear for the Comprehensive Examinations (CE) only if they secure not less than 75% of Attendance during the concerned Semester.

If the student has an Attendance of 65% to 74%, the Principal has the discretion to condone and permit the student to appear for the Comprehensive Examinations on reasonable grounds.

A student's attendance which ranges between 50% and 64% will not be permitted to write the Comprehensive Examinations of the Current Semester. However he/she shall be permitted to go to the next semester and he/she has to compensate the lack of attendance in that Semester. In case, he/she is unable to compensate the lack of attendance, he/she has to **re-do the course** by joining the previous semester. The Internal Assessment marks earned by the student will have no value and he/she has to earn his/her Internal Assessment marks afresh.

The opportunity of carrying forward the lack of attendance is possible only once during the entire period of course of study. This combination of lack of attendance can be done only between subsequent semesters, i.e., 1 and 2, or 2 and 3, or 3 and 4, or 4 and 5, or 5 and 6.

If a student has availed the opportunity to compensate once and lacks attendance in any of the subsequent semesters, he/she has to re-do that semester in the next year by joining as a fresh candidate. For example, if the student has to re-do the third semester (July-November), he/she has to be at home during December-May Semester and has to rejoin during July-November), session next year.

In the case of a student's attendance falling below 50% in any semester, he/she will not be permitted to appear that Comprehensive Examination. Further he/she will not be permitted to go to the next Semester, since he/she cannot compensate the deficiency of Attendance in the next Semester, even if he/she attends 100% of the classes. In such case, the student has to redo the course, by joining the semester, during which the attendance was lost.