

B. M. S. COLLEGE FOR WOMEN
Autonomous
NAAC Accreditation 'A' Grade

**EXAMINATION
RULES & REGULATIONS
2021**



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NOTIFICATIONS

- 1. UGC LETTER No. F22-1/2017(AC) DATED 07-09-2021**
- 2. E-OFFICE No: ED 319 UBV2021 DATED 28-10-2021**
- 3. No. BCU/ACA/BMS-AUTONOMOUS/464/2021-22
DATED 11-01-2022.**

PREFACE

NEP 2020 DEFINES 'COLLEGE AUTONOMY' AS AN INSTRUMENT FOR PROMOTING BROAD BASED QUALITY EDUCATION AND EXCELLENCE. EXAMINATIONS AND STUDENT ASSESSMENTS PLAY A VERY IMPORTANT ROLE IN DECIDING THE QUALITY OF EDUCATION. THE CONTINUOUS INTERNAL EVALUATION OF STUDENT'S PERFORMANCE HAS BECOME NORM OF THE DAY AT UNIVERSITIES AND COLLEGES ACROSS THE COUNTRY. HENCE THE PROCESS OF EXAMINATION AND ASSESSMENT AIM AT MEASURING THE DEGREE OF KNOWLEDGE ASSIMILATED BY THE STUDENTS DURING A COURSE OF STUDY WITHOUT BRINGING EXCESS PRESSURE. INSTILLING CONFIDENCE AMONGST STUDENTS ABOUT THE ASSESSMENT SYSTEM AND TIMELY PUBLICATION OF HIGHLY ACCURATE RESULTS IS ESSENTIAL. WE ACHIEVE THIS WITH A STRICT AND FLAWLESS EXAMINATION SYSTEM, MAINTAINING UNIFORMITY AND CONSISTENCY IN ASSESSMENT. THIS MANUAL WILL SERVE AS A READY REFERENCE TO OBSERVE THE PROCEDURES WHILE CONDUCTING ALL EXAMINATIONS AND ASSESSMENT. WE WISH TO PLACE ON RECORD THAT ALL REQUISITE PROVISIONS ARE INCORPORATED TO PLAN, TO CONDUCT, TO EVALUATE AND TO DECLARE RESULTS OF EXAMINATIONS AT THE EARLIEST WITH A VIEW TO HELP THE STUDENT COMMUNITY TO PURSUE HIGHER STUDIES OR TO SEEK EMPLOYMENT FAST.

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SECTION – A

I. Short Title and Commencement

These Rules & Regulations shall be called “B.M.S. College for Women, (Autonomous) Examination Rules & Regulations 2021”. They shall come into force with effect from the academic year 2021-22.

1.1 Definitions

In these rules, unless the context otherwise requires:-

‘College’ means “B.M.S. College for Women (Autonomous)” which provides Undergraduate, Postgraduate and Ph.D. programs for obtaining qualification from Bengaluru City University and which, in accordance with the rules and regulations of the university, is recognized as competent to provide such programs/courses of study and present the award to the students who undergo such courses of study for the examination.

‘Governing Body’ means the Governing Body of the College, which is different from the Trust Board or the Board of Management or the Executive Committee or the Management Committee.

‘Academic Council’ means the Academic Council of the College.

‘Board of Studies’ means the Board of Studies of a Department of the College.

‘Finance Committee’ means the Finance Committee of the College.

‘Notification’ means a notification issued by the affiliating University declaring a college as an autonomous after the conferment of autonomous status by the UGC.

‘Parent University’ means the University to which the college is affiliated, that is “Bengaluru City University”.

1.2 Definitions of Key Words in terms of Conduct of Examination, Evaluation, and Announcement of Results.

‘Chief Controller of Examination’ means Principal of the College.

‘Controller of Examination’ means any person appointed by the Governing Body.

‘Academic Year’ Two consecutive (one odd + one even) semesters constitute one academic year. A year commencing on such date in June/July and ending with such date in April/May of the following year as may be decided by the Academic Council.

‘Academic Calendar’ The exact dates of all the important events, such as registration, commencement of classes, submission of documents, conduct of examinations, vacation, etc., during the Academic Session shall be specified in the Academic Calendar and approved by the Academic Council.

‘Semester’ means the duration of an academic period normally consisting of not less than 90 working days and applies to all programs of study which are conducted in the semester system. There shall be two semesters in an academic year. Each semester will consist of over 16 weeks of academic work equivalent to 90 actual teaching days. The odd semester may be generally scheduled from June to November and even semester from January to May.

‘Program’ A Program leading to award of an Honours Degree, Basic Degree, Diploma or Certificate.

‘Course’ Usually referred to, as ‘papers’, is a component of a program. All courses need not carry the same weight. The courses should define learning objectives and learning outcomes. A course may be designed to comprise lectures/ tutorials/laboratory work/ field work/project work/ vocational training/viva/ seminars/term papers / assignments/ presentations/ self-study etc. or a combination of some of these.

‘Choice Based Credit System’ (CBCS) The CBCS provides choice for students to select courses from the prescribed courses (core, open elective, discipline elective, ability and skill enhancement language, soft skill etc.).

‘Credit Based Semester System’ (CBSS) Under the CBSS, the requirement for awarding an Honours Degree, Basic Degree, Diploma or Certificate is prescribed in terms of number of credits to be earned.

‘Credit’ A unit by which the course work is measured. It determines the number of hours of instructions required per week in a semester. One credit is equivalent to one hour of lecture or

tutorial or two hours of practical work/field work per week in a semester. It will be generally equivalent to 13-15 hours of instructions.

‘Grade Point’ It is a numerical weight allotted to each letter grade on a 10-point scale.

‘Credit Point’ It is the product of grade point and number of credits for a course.

‘Letter Grade’ It is an index of the performance of students in a said course. Grades are denoted by letters O, A+, A, B+, B, C, P and F.

‘Semester Grade Point Average’ (SGPA) It is a measure of performance of work done in a semester. It is the ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places.

‘Cumulative Grade Point Average’ (CGPA) It is a measure of overall cumulative performance of a student over all the semesters of a program. The CGPA is the ratio of total credit points secured by a student in various courses in all the semesters and sum of the total credits of all courses in all the semesters. It is expressed up to two decimal places.

‘Transcript or Grade Card or Certificate’ Based on the grades earned, a Grade Card shall be issued to all the registered students after every semester. The grade certificate will display the course details (code, title, number of credits, grade secured etc.).

‘Continuous Internal Assessment’ (CIA) means the assessment of academic activities given to the students during an academic period.

‘Board of Studies’(B o S) means the Board constituted in every Department of Teaching/ Study and chaired by the Head or equivalent of the Department with the responsibilities of formulating the Academic regulations and curriculum for various program offered by it. It shall also be responsible for enrolling the examiners from various institutes into the Board of Examiners for each of the courses/ courses.

‘Panel of Examiners’ means pool of all available examiners from the college and other external Institutions who are enrolled by Board of Studies after the due process.

‘Board of Examiners’ (BoE) means teachers appointed by the BoAE from among the Panel of Examiners approved by the BoS for setting of question papers/valuation of theory/practical papers/UG or PG dissertation etc.

Chairperson of BoE means the person appointed by the BoAE to be in charge of overall preparation of question papers and valuation.

‘Chief Superintendent’ means any person appointed by the Chief Controller of Examinations to be in charge of overall conduct of the examination.

‘Deputy Chief Superintendent’ means any person appointed by the CCoE to assist the Chief Superintendent for the smooth conduct of the examination.

‘Room Superintendent’ means any teaching faculty of the Departments of Teaching/ Study appointed by the Chief Controller of Examinations (CCoE) for invigilation work.

‘Examination Fee’ means the fee for registering and securing admission to an examination. It is inclusive of the fee payable for the statements of marks as may be prescribed by the college from time to time.

‘Late Fee’ means a sum of money by cash or other valid bank instrument that may need to be paid to the college as a result of failure to meet the deadlines.

‘Candidate’ means a student of the college who is appearing for the examination after fulfilling all eligibility criteria.

‘Arrear Candidate’ is a student, who, having been admitted once to an examination is again required to take the same examination by reason of her absence in examination.

‘Attempt’ means either partial or complete appearance by a candidate at an Examination.

‘Answer-booklet’ means a stitched booklet of fixed pages issued by the college to the students in the examination hall, to write answers to the questions listed in the question paper of a course of Examination. It shall only bear a dummy number in case of theory paper at the time of evaluation and the identity of the examinee shall NOT be revealed.

‘Malpractice’ means taking or giving or attempting to take or give any help during examination, from or to any person or from any material-written, recorded, typed or printed in any form whatsoever.

‘Examination Review and Malpractices Enquiry Committee’ means the committee constituted by the Principal for the purpose of conducting necessary enquiry on matters of the examinations related misconduct/ malpractice and students grievances.

‘Dummy Number’ means a number printed on each answer-booklet after the examination in order to hide the identity of the examinee to prevent bias and malpractice in the examination.

‘Photocopy of Answer Paper’ means a reprographic reproduction of the original answer-booklet used for answering the questions by the student in the examination.

‘Re-valuation’ means a repeat evaluation of the written answer-booklet by a different examiner based on submission of appropriate application with due fees thereof by the candidate, after announcement of the result and obtaining a photocopy of the answer-booklet, when sufficient grounds exist for such a request.

‘Scrutiny’ means validating the question papers set by paper setters for conformity with the pattern and academic regulations in force. Any errata/ aberrations/ formats/ choice/ pattern deviation etc. are courseed to necessary corrections before printing.

‘Scrutinizer’ means any person appointed by the CoE to scrutinize the question papers received from the paper setters to detect any aberrations, provide remedy and validate it before it is accepted and taken up for the printing process.

2. Assessment and Evaluation

Assessment is an integral part of the teaching learning process. A multidisciplinary program requires a multidimensional assessment to measure the effectiveness of the diverse courses. The assessment process acts as an indicator to both faculty and students to improve continuously. The following are the guidelines for effective assessment of the program:

- a) Student assessment should be as comprehensive as possible and provide meaningful and constructive feedback to faculty and student about the teaching-learning process.

b) Assessment tasks need to evaluate the capacity to analyze and synthesize new information and concepts rather than simply recall information previously presented.

c) The process of assessment should be carried on in a manner that encourages better student participation and rigorous study.

d) Assessment should be a combination of continuous formative evaluation and an end point summative evaluation.

e) A range of tools and processes for assessment should be used (e.g. open book tests, portfolios, case study/assignments, seminars/presentations, field work, projects, dissertations, peer and self-assessment) in addition to the standard paper-pencil test. The teachers concerned shall conduct test / seminar / case study, etc. The students should be informed about the modalities well in advance. The evaluated courses / assignments shall be immediately provided to the students.

f) Paper-pencil tests should be designed rigorously using a range of tools and processes (e.g. constructed response, open ended items, multiple-choice with more than one correct answer). Faculty may provide options for a student to improve his / her performance in the continuous assessment mode.

g) Continuous/ Internal assessment marks shall be shown separately. A candidate who has failed or wants to improve the result, shall retain the IA marks, provided she fulfils the minimum requirements.

2.1. Continuous Formative Evaluation/ Internal Assessment

Total marks for each course shall be based on continuous assessment and semester end examinations. As per the decision taken by the Karnataka State Higher Education Council, it is necessary to have uniform pattern of 40 : 60 for IA and Semester End theory examinations respectively and 50 : 50 for IA and Semester End practical examinations respectively, in all the Universities, their Affiliated and Autonomous Colleges. Hence B.M.S.C.W. adopts the same model.

Total Marks for each course = 100%

Continuous assessment (C1) = 20% marks

Continuous assessment (C2) = 20% marks

Semester End Examination (C3) = 60% marks.

Evaluation process of IA marks shall be as follows:

- a) The first component (C1) of assessment is for 20% marks. This shall be based on test, assignment, seminar, case study, field work, project work etc. This assessment and score process should be completed after completing 50% of syllabus of the course/s and within 45 working days of semester program.
- b) The second component (C2) of assessment is for 20% marks. This shall be based on test, assignment, seminar, case study, field work, internship / industrial practicum / project work etc. This assessment and score process should be based on completion of remaining 50% of syllabus.
- c) During the end of the semester, a Semester End Examination shall be conducted by the College for each course. This forms the third and final component of assessment (C3) and the maximum marks for the final component will be 60%.
- d) In case of a student who has failed to attend the C1 or C2 on a scheduled date, it shall be deemed that the student has dropped the test. However, in case of a student who could not take the test on scheduled date due to genuine reasons, such a candidate may appeal to the HoDs/Discipline Coordinator / Principal who will decide about the genuineness of the case and decide to conduct special test to such candidate on the date fixed by the concerned teacher but before commencement of the concerned semester end examinations.
- e) For assignments, tests, case study analysis etc., of C1 and C2, the students should bring their own answer scripts (A4 size), graph sheets etc., required for such tests/assignments and these be stamped by the concerned department using their department seal at the time of conducting tests / assignment / work etc.
- f) The outline for continuous assessment activities for Component-I (C1) and Component-II (C2) of a course shall be as under.

Outline for continuous assessment activities for C1 and C2

Activities	C1	C2	Total Marks
Session Test	10% marks	10% marks	20%
Seminars/Presentations/Activity	10% marks		10%
Case study /Assignment / Field work / Project work etc.		10% marks	10%
Total	20% marks	20% marks	40%

- For practical course of full credits, Seminar shall not be compulsory. In its place, marks shall be awarded for Practical Record Maintenance. (The ratio is 50%: 50%)
- Conduct of Seminar/ Case study / Assignments, etc. can be either in C1 or in C2 Component at the convenience of the teacher concerned.
- The teachers concerned shall conduct test / seminar / case study, etc. The students should be informed about the modalities well in advance. The evaluated courses / assignments during Component I (C1) and Component II (C2) of assessment are immediately provided to the candidates after obtaining acknowledgement in the register by the concerned teachers and maintained by the HoDs and the Principal before commencement of the semester end examination. The evaluated test, assignment etc. of C1 and C2 shall be obtained back to maintain them till the announcement of the results of the examination of the concerned semester.

g) The marks of the internal assessment shall be published on the notice board of the department for information of the students.

h) The Internal assessment marks shall be communicated to the CoE at least 10 days before the commencement of the Semester End examinations and the CoE shall have access to the records of such periodical assessments.

i) There shall be no minimum in respect of internal assessment marks.

j) Internal assessment marks may be recorded separately. A candidate who has failed or rejected the result, shall retain the internal assessment marks.

3. Conduct of Examinations

A candidate shall register for all the courses/papers of a semester for which she fulfills the requirements, when she appears for examination of that semester for the first time.

(a) There shall be Theory and Practical examinations at the end of each semester as prescribed in the Scheme of Examinations.

(b) Unless otherwise stated in the schemes of examination, practical examinations shall be conducted at the end of each semester. They shall be conducted by two examiners, one internal and one external and shall never be conducted by both internal examiners. The statement of marks sheet and the answer books of practical examinations shall be sent to the CoE by the Chief Superintendent immediately after the practical examinations.

(c) The candidate shall submit the record book for practical examination duly certified by the course teacher and the HoD/staff in-charge. It shall be evaluated at the end of the Semester at the practical examination.

3.1. Results: Minimum for a Pass

(a) No candidate shall be declared to have passed the Semester Examination as the case may be under each course/paper unless she obtains not less than 35% marks in written examination / practical examination and 40% marks in the aggregate of written / practical examination and internal assessment put together in each of the courses and 40% marks (including IA) in Project work and Viva wherever prescribed.

(b) A candidate shall be declared to have passed the program if she secures at least 40% of marks or a CGPA of 4.0 (Course Alpha-Sign Grade P) in the aggregate of both internal assessment and semester end examination marks put together in each unit such as theory papers / practical / field work / internship / project work / dissertation / viva-voce, provided the candidate has secured at least 40% of marks in the semester end examinations in each unit.

(c) The candidates who pass all the semester examinations in the first attempts are eligible for ranks provided they secure at least CGPA of 6.00 (Alpha-Sign Grade B+).

(d) A candidate who passes the semester examinations in parts is eligible for only class, CGPA and Alpha-Sign Grade but not for ranking.

(e) The results of the candidates who have passed the last semester examination but not passed the lower semester examinations shall be declared as NCL (Not Completed the Lower Semester Examinations). Such candidates shall be eligible for the degree only after completion of all the lower semester examinations.

(f) If a candidate fails in a course, either in theory or in practical she shall appear for that course only at any subsequent regular examination, as prescribed for completing the program. She must obtain the minimum marks for a pass in that course (theory and practical, separately) as stated above.

3.2. Carry Over

Candidates who fail in lower semester examinations may go to the higher semesters and take the lower semester examinations.

4. Classification of Successful Candidates

An Alpha-Sign Grade, the eight point grading system, as described below may be adopted. The declaration of result is based on the Semester Grade Point Average (SGPA) earned towards the end of each semester or the Cumulative Grade Point Average (CGPA) earned towards the completion of all the eight semesters of the program and the corresponding overall Alpha-Sign Grades. If some candidates exit at the completion of first, second or third year of the four years Undergraduate Program, with Certificate, Diploma, Basic Degree, or the Honours degree respectively, then the results of successful candidates at the end of second, fourth, sixth or eighth semesters shall also be classified on the basis of the Cumulative Grade Point Average (CGPA) obtained in the second, fourth, sixth or eighth semesters, respectively for award of

- Certificate in Arts/ Science/ Commerce
- Diploma in Arts/ Science/ Commerce
- Bachelor's Degree in Arts/ Science/ Commerce
- Bachelor's Degree with Honours in a Discipline/Course

In addition to the above, successful candidates at the end of tenth semester of the integrated Master's Degree Programs, shall also be classified on the basis of CGPA obtained in the ten semesters of the Programs. Likewise, the successful candidates of one year or two semester's Master's Degree Programs are also classified on the basis of CGPA of two semesters of the Master's Degree Programs.

4.1 Final Result / Grades Description

Semester Program	GPA/ CGPA	Alpha-Sign / Letter Grade	Semester/Program % of Marks	Result / Description Class
9.0-10.00		O (Outstanding)	90.0-100.0	Outstanding
8.00-<9.00		A+ (Excellent)	80.0-<90.0	First Class Exemplary
7.00-<8.00		A (Very Good)	70.0-<80.0	First Class Distinction
6.00-<7.00		B+ (Good)	60.0-<70.0	First Class
5.50-<6.00		B (Above Average)	55.0-<60.0	High Second Class
5.00-<5.50		C (Average)	50.0-<55.0	Second Class
4.00-<5.00		P (Pass)	40.0-<50.0	Pass Class
Below 4.00		F (Fail)	Below 40	Fail/Reappear
(AB) Absent		-	Absent	-

5. Rejection of Results

- a) A candidate may be permitted to reject result of the whole examination of any semester. Rejection of result course/paper wise or course wise shall not be permitted.
- b) The candidate who has rejected the result shall appear for the immediately following examination.
- c) The rejection shall be exercised only once in each semester and the rejection once exercised shall not be revoked.
- d) Application for rejection of results along with the payment of the prescribed fee shall be submitted to the CoE together with the original statement of marks within 30 days from the date of publication of the result.
- e) A candidate who rejects the result is eligible for only SGPA/CGPA or Class and not for ranking.

5.1. Improvement of Results

- a) A candidate who has passed in all the papers of a semester may be permitted to improve the result by reappearing for the whole examination of that semester.
- b) The reappearance may be permitted during the period N+2 years (where N refers to duration of the program) without restricting it to the subsequent examination only.
- c) The student may be permitted to apply for improvement examination 45 days in advance of the pertinent semester examination whenever held.
- d) If a candidate passes in all the courses in reappearance, higher of the two aggregate marks secured by the candidate shall be awarded for that semester. In case the candidate fails in the reappearance, candidate shall retain the earlier result.
- e) A candidate who has appeared for improvement examination is eligible for class/CGPA only and not for ranking.
- f) Internal assessment (IA) marks shall be shown separately. A candidate who wants to improve the result or who, having failed, takes the examination again or who has appeared for improvement shall retain the IA marks already obtained.
- g) A candidate who fails in any of the semester examinations may be permitted to take the examinations again at a subsequent appearance as per the syllabus and scheme of examination in vogue at the time the candidate took the examination for the first time. This facility shall be limited to the following two years.

6. Transfers of Admissions

Transfers of admissions are permissible only for odd semesters for students of other universities/autonomous colleges and within the University.

6.1. Conditions for transfers of admission of students within the University.

- a) Her transfer of admission shall be within the intake permitted to the college.
- b) Availability of same combination of courses studied in the previous college.
- c) She shall fulfill the attendance requirements as per the College Regulation.

d) She shall complete the program as per the regulation governing the maximum duration of completing the program.

e) Other conditions as per College Regulations issued from time to time

6.2. Conditions for transfers of admission of students of other Universities.

a) A Candidate migrating from any other University may be permitted to join odd semester of the degree program provided she has passed all the courses of previous semesters / years as the case may be. Such candidates must satisfy all other conditions of eligibility stipulated in the regulations of the College.

b) Her transfer of admission shall be within the intake permitted to the college.

c) She shall fulfill the attendance requirements as per the College Regulation.

d) The candidate who is migrating from other Universities is eligible for overall SGPA/CGPA or Class and not for ranking.

e) She shall complete the program as per the regulation governing the maximum duration of completing the program.

7. Course Patterns, Schemes of Examinations and Credits

T- Theory; **P-** Practical; **AECC-** Ability Enhancement Compulsory Courses, **ES-** Environmental Studies; **CoI-** Constitution of India; **SEC-** Skill Enhancement Courses, **CC/EA & CA-** Co-curricular/Extension and Cultural Activities.

7.1. B. A. Degree/ Honours Degree and M.A. (Integrated) Programs

A) I/ II/ III/ IV Semesters

Sem.	Courses	Course/ Paper	Instruction hrs/week	Duration of Exam (hrs.)	Marks			Credits
					IA	Exam	Total	
I-IV	2 Discipline Core without practical, 6 credits each	1x2T	1x2x3	1x2x2	1x2x40	1x2x60	1x2x100	1x2x3
		1x2T	1x2x3	1x2x2	1x2x40	1x2x60	1x2x100	1x2x3
	* One of the courses may be course with practical, then							
	1 Discipline Core of 6 Credits without practical	1x2T	1x2x3	1x2x2	1x2x40	1x2x60	1x2x100	1x2x3
	1 Discipline Core of 6 Credits with practical	1T	1x4	1x2	1x40	1x60	1x100	1x4
1P		1x4	1x(3/4)	1x25	1x25	1x50	1x2	
I-IV	1 Open Elective	1T	1x3	1x2	1x40	1x60	1x100	1x3
I-IV	2 Languages	2T	2x4	2x2	2x40	2x60	2x100	2x3
II&IV	ES or CoI	1T	1x3	1x2	1x20	1x30	1x50	1x2
I&III	SEC	T+P	1+2	2	1x20	1x30	1x50	1x2
I-IV	Yoga/ Sports	1P	1x2	-	1x25	-	1x25	1x1
I-VI	H&W/NCC/NSS/R&R/CA	1P	1x2	-	1x25	-	1x25	1x1

b) (i) V/VI Semester (with major and minor, both the courses without practical)

Sem.	Courses	Course/ Paper	Instruction hrs./week	Hrs. Exam of	Marks			Credits
					IA	Exam	Total	
	Major Discipline Core and Electives	DSC-2T	2 x 4	2 x 2	2x40	2x40	2x100	2 x 4
		DSE-1T	1 x 3	1 x 2	1x40	1x60	1x100	1 x 3
V/VI	Minor Discipline	1T	1 x 4	1 x 2	1x 40	1x60	1x100	1x4
	Vocational Course	1T	1 x 3	1 x 2	1x40	1x60	1x100	1x3
V/VI	SEC	T+P	1+2	2	1x25	1x25	1x50	1x2
V/VI-CC	Yoga/ Sports	1P	1x2	-	1x25	-	1x25	1x1
V/VI-EA/CA	H&W/NCC/NSS/ R&R/CA	1P	1x2	-	1x25	-	1x25	1x1
VI	Internship between	3 to 4 weeks		Report &	1x25	1x25	1x50	1x2
	5 th & 6 th Semester			presentation				

b) (ii) V/VI Semester (with both disciplines as majors & courses without practical)

Sem.	Courses	Course/Paper	Instruction hrs/week	Duration of Exam (hrs.)	Marks			Credits
					IA	Exam	Total	
	Both the disciplines as	2T	2x4	2x2	2x40	2x60	2x100	2x4
V/VI	Majors & courses without Practical, 8 credits each	2T	2x4	2x2	2x40	2x60	2x100	2x4
	Vocational Course	1T	1 x 3	1x2	1x40	1x60	1x100	1x3
V/VI	SEC	T+P	1+2	2	1x25	1x25	1x50	1x2
V/VI-CC	Yoga/ Sports	1P	1x2	-	1x25	-	1x25	1x1
V/VI-EA/CA	H&W/NCC/NSS/R&R/CA	1P	1x2	-	1x25	-	1x25	1x1
VI	Internship between 5th & 6th Semester	3 to 4 weeks		Report & presentation	1x15	1x35	1x50	1x2

a) (iii) V/VI Semester (with major disciplines as course without practical and the minor discipline as course with practical)

Sem.	Courses	Course/Paper	Instruction hrs/week	Hrs. of Exam	Marks			Credits
					IA	Exam	Total	
V/VI	Major Discipline with- out Practical, Core and Electives	DSC-2T DSE-1T	2 x 4	2 x 2	2x40	2x60	2x100	2 x 4
			1 x 3	1 x 2	1x40	1x60	1x100	1 x 3
	Minor Discipline with Practical Vocational Course	1T	1x3	1x 2	1x40	1x60	1x100	1x3
		1P	1x4	1x(3/4)	1x25	1x25	1x50	1x2
		1T	1 x 3	1 x 2	1x40	1x60	1x100	1x3
V/VI	SEC	T+P	1+2	2	1x25	1x25	1x50	1x2
V/VI-CC	Yoga/ Sports	1P	1x2	-	1x25	-	1x25	1x1
V/VI-EA/CA	H&W/NCC/NSS/R&R/CA	1P	1x2	-	1x25	-	1x25	1x1
VI	Internship between 5 th & 6th Semester	3 to 4 weeks		Report & presentation	1x25	1x25	1x50	1x2

b) VII/VIII Semester

Sem.	Courses	Course/ Paper	Instruction hrs./week	Duration of Exam (hrs.)	Marks			Credits
					IA	Exam	Total	
VII	Discipline Core course	3T	3 x 4	3 x 2	3x40	3x60	3x100	3 x 4
	Discipline Elective	1T	1 x 3	1 x 2	1x40	1x60	1x100	1x3
	Vocational Course	1T	1 x 3	1 x 2	1x40	1x60	1x100	1x3
	Research Methodology	1T	1x 3	1x 2	1x40	1x60	1x100	1x3
VIII	Discipline Core courses	3T	3 x 3	3 x 2	3x40	3x60	3x100	3 x 3
	Discipline Elective	1T	1 x 3	1 x 2	1x40	1x60	1x100	1x3
	Vocational Course	1T	1 x 3	1 x 2	1x40	1x60	1x100	1x3
	Research Project*		12	Viva+ Report Evaln.	60	40+100 (Viva)	1x200	1x6

Two Discipline Elective papers may be offered in lieu of the project work.

c) IX/X Semester

Sem.	Courses	Course / Paper	Instruction hrs./ week	Duration of Exam (hrs.)	Marks			Credits
					IA	Exam	Total	
IX	Discipline Core courses without Practical	3T	3 x 4	3 x 2	3x40	3x60	3x100	3 x 4
	Discipline Elective	3T	3 x 3	3 x 2	3x40	3x60	3x100	3x3
	Open Elective	1T	1 x 3	1 x 2	1x40	1x60	1x100	1x3
X	Discipline Core	2T	2 x 4	2 x 2	2x40	2x60	2x100	2 x 4
	Discipline Elective	2T	2 x 3	2 x 2	2x40	2x60	2x100	2 x 3
	Research Project*	1RP	16	Viva+Report Evaluation	60	40+100 (Viva)	1x200	1x 8

7.2. B.Sc. Degree/ Honours Degree and M.Sc. (Integrated) Degree Programs

a) I/ II/ III/ IV Semesters

Sem.	Courses	Course/ Paper	Instruction hrs./week	Hrs. of Exam	Marks			Credits
					IA	Exam	Total	
I-IV	2 Disciplines Core with practicals, 6 credits each	1T	1x4	1x2	1x40	1x60	1x100	1x4
		1P	1x4	1x(3/4)	1x25	1x25	1x50	1x2
		1T	1x4	1x2	1x40	1x60	1x100	1x4
		1P	1x4	1x(3/4)	1x25	1x25	1x50	1x2
	* One of them may be Discipline/ Course with practical and the other without practical, then							
I-IV	1 Disciplines Core with practical, 6 credits	1T 1P	1x4 1x4	1x2 1x(3/4)	1x40 1x25	1x60 1x25	1x100 1x50	1x4 1x2
	1 Disciplines Core without practical, 6 credits	1x2T	1x2x3	1x2x2	1x2x40	1x2x60	1x2x100	1x2x3
I-IV	1 Open Elective	1T	1x3	1x2	1x40	1x60	1x100	1x3
I-IV	2 Languages	2T	2x4	2x2	2x40	2x60	2x100	2x3
II/IV	ES or CoI	1T	1x3	1x2	1x20	1x30	1x50	1x2
I/III	SEC	T+P	1+2	2	1x25	1x25	1x50	1x2
CC-I-IV	Yoga/ Sports	1P	1x2	-	1x25	-	1x25	1x1
I-IV	H&W/NCC/NSS/R&R/CA	1P	1x2	-	1x25	-	1x25	1x1

a) (i) V/VI Semester (with major and minor, both the courses with practical)

Sem.	Courses	Course/ Paper	Instruction hrs./week	Duration of Exam (hrs.)	Marks			Credits
					IA	Exam	Total	
V/VI	Major Discipline with Practical,	2T	2x3	2x2	2x4	2x60	2x10	2x3
		2P	2x4	2x(3/4)	0	2x25	0	2x2
	2x2 5		2x50					
V/VI	Minor Discipline with practical,	1T	1x3	1x2	1x4	1x60	1x10	1x3
		1P	1x4	1x(3/4)	0	1x25	0	1x2
					1x2 5	1x50		
V/VI	Vocational Course	1T	1 x 3	1x2	1x4 0	1x60	1x10 0	1x3
V/VI	SEC	T+P	1+2	2	1x2 5	1x25	1x50	1x2
V/VI-CC	Yoga/ Sports	1P	1x2	-	1x2 5	-	1x25	1x1
V/VI-EA/CA	H&W/NCC/NSS/R&R/CA	1P	1x2	-	1x2 5	-	1x25	1x1
VI	Internship between 5 th & 6 th Semester	3 to 4 weeks	Report & presentation	1x25	1x2 5	1x50	1x2	VI

b) (ii) V/VI Semester (with both disciplines as majors & courses with practical)

Sem.	Courses	Course/ Paper	Instruction hrs./ week	Duration of Exam (hrs.)	Marks			Credits
					IA	Exam	Total	
V/VI	Both disciplines as majors and Courses with Practical,	2T 2P	2x3 2x4	2x2 2x(3/4)	2x40 2x25	2x60 2x25	2x100 2x50	2x3 2x2
		2T 2P	2x3 2x4	2x2 2x(3/4)	2x40 2x25	2x60 2x25	2x100 2x50	2x3 2x2
V/V I	SEC	T+P	1+2	2	1x25	1x25	1x50	1x2
V/VI- CC	Yoga/ Sports	1P	1x2	-	1x25	-	1x25	1x1
V/VI- EA/CA	H&W/NCC/NSS/R &R/CA	1P	1x2	-	1x25	-	1x25	1x1

b) (iii) V/VI Semester (with the major disciplines as course with practical and the minor discipline as course without practical)

Sem.	Courses	Course/ Paper	Instruction hrs./ week	Duration of Exam (hrs.)	Marks			Credits
					IA	Exam	Total	
V/VI	Major Discipline with Practical	DSC-2T DSC-2P	2x3 2x4	2x2 2x(3/4)	2x40 2x25	2x60 2x25	2x100 2x50	2x3 2x2
	Minor Discipline, without practical ,	1T	1 x 4	1x2	1x40	1x60	1x100	1x4
	Vocational Course	1T	1 x 3	1x2	1x40	1x60	1x100	1x3
V	Discipline Elective	DSE-1T	1x3	1x2	1x40	1x60	1x100	1x3
V/VI	SEC	T+P	1+2	2	1x25	1x25	1x50	1x2
V/VI-CC	Yoga/ Sports	1P	1x2	-	1x25	-	1x25	1x1
V/VI- EA/CA	H&W/NCC/NSS/R&R/CA	1P	1x2	-	1x25	-	1x25	1x1
VI	Internship between 5 th & 6 th Semester	Internship	3 to 4 weeks	Report & presentation	1x25	1x25	1x50	1x2

b) VII/VIII Semester

Sem.	Courses	Course / Paper	Instruction hrs./week	Duration of Exam (hrs.)	Marks			Credits
					IA	Exam	Total	
VII	Major course without practical	DSC-3T	3 x 3	3 x 2	3x40	3x60	3x100	3x3
		DSC-2P	2 x 4	2 x 4/3	2x25	2x25	2x50	2x2
		DSE-2T	2 x 3	2 x 2	2x40	2x60	2x100	2x3
	Research Methodology	1T	1x3	1x2	1x40	1x60	1x100	1x3
VIII	Major Course	DSC-3T	3 x 3	3 x 2	3x40	3x60	3x100	3x3
		DSE-2T	2 x 3	2 x 2	2x40	2x60	2x100	2x3
		Project Work*	12	Report Evaluation	60	40+100 (Viva)	1x200	1x6

* Two Discipline Elective papers may be offered in lieu of the project work.

c) IX/X Semester

Sem.	Courses	Course / Paper	Instruction hrs/ week	Duration of Exam (hrs.)	Marks			Credits
					IA	Exam	Total	
IX	Discipline Core with Practical	3T	3 x 4	3 x 2	3x40	3x60	3x100	3 x 4
		3P	3 x 4	3 x 4/3	3x25	3x25	3x50	3 x 2
	Discipline Elective	1T	1 x 3	1 x 2	1x40	1x60	1x100	1x3
	Open Elective	1T	1 x 3	1 x 2	1x40	1x60	1x100	1x3
X	Discipline Core	2T	2 x 3	2 x 2	2x40	2x60	2x100	2 x 3
		2P	2 x 4	2 x 4/3	2x25	2x25	2x50	2 x 2
	Discipline Elective	2T	2 x 3	2 x 2	2x40	2x60	2x100	2 x 3
	Research Project*	1RP	12	Viva+Report Evaluation	60	40+100 (Viva)	1x200	1x 6

7.3. B. C. A. Degree/ Honours Degree Programs

d) I/ II/ III/ IV Semesters

Sem.	Courses	Course/ Paper	Instruction hrs/week	Hrs. of Exam	Marks			Credits
					IA	Exam	Total	
I-IV	Discipline Core Courses	3T	3x3	3x2	3x40	3x60	3x100	3x3
		2P	2x3	2x(3/4)	2x25	2x25	2x50	2x2
	1 Open Elective	1T	1x3	1x2	1x40	1x60	1x100	1x3
I-IV	2 Languages	2T	2x4	2x2	2x40	2x60	2x100	2x3
II/IV	ES or CoI	1T	1x3	1x2	1x20	1x30	1x50	1x2
I & III	SEC	T+P	1+2	2	1x25	1x25	1x50	1x2
I-IV	Yoga/ Sports	1P	1x2	-	1x25	-	1x25	1x1
I-IV	H&W/NCC/ NSS/R&R/CA	1P	1x2	-	1x25	-	1x25	1x1

e) V/VI Semester

Sem.	Courses	Course/ Paper	Instruction hrs/ week	Hrs. of Exam	Marks			Credits
					IA	Exam	Total	
V/V I	Discipline Core Courses	3T	3x3	3x2	3x40	3x60	3x100	3x3
		2P	2x3	2x(3/4)	2x25	2x25	2x50	2x2
	Discipline Elective	1T	1x3	1x2	1x40	1x60	1x100	1x3
	Vocational Course	1T	1x3	1x2	1x40	1x60	1x100	1x3
VI	Internship between 5 th & 6 th Semester	3 to 4 weeks		Report & presentation	1x25	1x25	1x50	1x2
V/V I	SEC	T+P	1+2	2	1x25	1x25	1x50	1x2
V/VI	Yoga/ Sports	1P	1x2	-	1x25	-	1x25	1x1
	H&W/NCC/NSS/R&R/C A	1P	1x2	-	1x25	-	1x25	1x1

f) VII/VIII Semester

Sem.	Courses	Course/ Paper	Instruction hrs./week	Duration of Exam (hrs.)	Marks			Credits
					IA	Exam	Total	
VII	Discipline Core Courses	3T 2P	3 x 3 2 x 4	3 x 2 2 x 4/3	3x40 2x25	3x60 2x25	3x100 2x50	3 x 3 2 x 2
	Discipline Elective	1T	1 x 3	1 x 2	1x40	1x60	1x100	1x3
	Vocational Course	1T	1 x 3	1 x 2	1x40	1x60	1x100	1x3
	Research Methodology	1T	1x3	1x2	1x40	1x60	1x100	1x3
VIII	Discipline Core	3T	3 x 3	3 x 2	3x40	3x60	3x100	3 x 3
	Discipline Elective	1T	1 x 3	1 x 2	1x40	1x60	1x100	1x3
	Vocational Course	1T	1 x 3	1 x 2	1x40	1x60	1x100	1x3
	Project Work*	1P	12	Viva Report Evaln. +	60	40+100 Viva	1x200	1x6

* Two Discipline Elective papers may be offered in lieu of the project work.

g) IX/X Semester

Sem.	Courses	Course/ Paper	Instruction hrs./ week	Duration of Exam (hrs.)	Marks			Credits
					IA	Exam	Total	
IX	Discipline Core with Practical	3T 3P	3 x 4 3 x 4	3 x 2 3 x 4/3	3x40 3x25	3x60 3x25	3x100 3x50	3 x 4 3 x 2
	Discipline Elective	1T	1 x 3	1 x 2	1x40	1x60	1x100	1x3
	Open Elective	1T	1 x 3	1 x 2	1x40	1x60	1x100	1x3
X	Discipline Core	2T 2P	2 x 3 2 x 4	2 x 2 2 x 4/3	2x40 2x25	2x60 2x25	2x100 2x70	2 x 3 2 x 2
	Discipline Elective	2T	2 x 3	2 x 2	2x40	2x60	2x100	2 x 3
	Research Project*	1RP	12	Viva+Report Evaluation	60	100+40 (Viva)	1x200	1x 6

7.4. BBA, B.Com.(Regular) B.Com.(A&F) B.Com.(Business Data Analytics & B.Voc (I.T & R.M) Degree& Honours Degree Programs

H) I/ II/ III/ IV Semesters

Sem.	Courses	Course/ Paper	Instruction hrs./ week	Hrs. of Exam	Marks			Credits
					IA	Exam	Total	
I-IV	1 Discipline Core	3xT	3x4	3x2	3x40	3x60	3x100	3x4
	1 Open Elective	1T	1x3	1x2	1x40	1x60	1x100	1x3
I-IV	2 Languages	2T	2x4	2x2	2x40	2x60	2x100	2x3
II & IV	ES or CoI	1T	1x3	1x2	1x20	1x30	1x50	1x2
I & III	SEC	T+P	1+2	2	1x25	1x25	1x50	1x2
I-IV	Yoga/ Sports	1P	1x2	-	1x25	-	1x25	1x1
I-IV	H&W/NCC/NSS/R&R/CA	1P	1x2	-	1x25	-	1x25	1x1

h) V/VI Semester

Sem.	Courses	Course/ Paper	Instruction hrs. / week	Hrs. of Exam	Marks			Credits
					IA	Exam	Total	
V/VI	Discipline core	3T	3 x 4	3 x 2	3x40	3x60	3x100	3x4
	Discipline Elective	1T	1 x 3	1 x 2	1x40	1x60	1x100	1x3
	Vocational Course	1T	1 x 3	1 x 2	1x40	1x60	1x100	1x3
	Internship	3 to 4 weeks		Report & presentation	1x25	1x25	1x50	1x2
	SEC	T+P	1+2	1	1x25	1x25	1x50	1x2
V/VI	Yoga/ Sports	1P	1x2	-	1x25	-	1x25	1x1
	H&W/NCC/NSS/R&R/CA	1P	1x2	-	1x25	-	1x25	1x1

i) VII/VIII Semester

Sem.	Courses	Course/ Paper	Instruction hrs/week	Duration of Exam(hrs)	Marks			Credits
					IA	Exam	Total	
VII	Discipline Core	3T	3 x 4	3 x 2	3x40	3x60	3x100	3x4
	Discipline Elective	1T	1 x 3	1 x 2	1x40	1x60	1x100	1x3
	Vocational Course	1T	1 x 3	1 x 2	1x40	1x60	1x100	1x3
	Research Methodology	1T	1x 3	1x 2	1x40	1x60	1x100	1x3
VIII	Discipline Core	3T	3 x 3	3 x 2	3x40	3x60	3x100	3x3
	Discipline Elective	1T	1 x 3	1 x 2	1x40	1x60	1x100	1x3
	Vocational Course	1T	1 x 3	1 x 2	1x40	1x60	1x100	1x3
	Research Project*		12	Viva+Report Evaluation	60	40+100 Viva	1x200	1x6

* Two Discipline Elective papers may be offered in lieu of the project work.

J) IX/ X Semester

Sem.	Courses	Course/ Paper	Instruction hrs/ week	Duration of Exam (hrs.)	Marks			Credits
					IA	Exam	Total	
IX	Discipline Core without Practical	3T	3 x 4	3 x 2	3x40	3x60	3x100	3 x 4
	Discipline Elective	3T	3 x 3	3 x 2	3x40	3x60	3x100	3x3
	Open Elective	1T	1 x 3	1 x 2	1x40	1x60	1x100	1x3
X	Discipline Core	2T	2 x 4	2 x 2	2x40	2x60	2x100	2 x 4
	Discipline Elective	2T	2 x 3	2 x 2	2x40	2x60	2x100	2 x 3
	Research Project*	1RP	16	Viva +Report Evaluation	60	40+100 (Viva)	1x200	1x 8

8. Computation of Semester Grade Point Average and Cumulative (Aggregate) Grade Point Average

8.1. Calculation of Semester Grade Point Average (SGPA)

The Grade Points (GP) in a course shall be assigned on the basis of marks scored in that course as per the Table I. Any fraction of mark in the borderline less than 0.50 be ignored in assigning GP and the fractions of 0.50 or more be rounded off to the next integers. The Credit Points (CP) shall then be calculated as the product of the grade points earned and the credits for the course. The total CP for a semester is the sum of CP of all the courses of the semester. The SGPA for a semester is computed by dividing the total CP of all the courses by the total credits of the semester. It is illustrated below with typical examples.

Calculation of Aggregate or Cumulative GPA (CGPA)

The aggregate or cumulative SGPA (CGPA) at the end of the second, fourth, sixth, eighth and tenth semesters shall be calculated as the weighted average of the semester grade point averages. The CGPA is calculated taking into account all the courses undergone over all the semesters of a program, i.e. The CGPA is obtained by dividing the total of semester credit weight-ages by the maximum credits for the program.

$$\mathbf{CGPA} = \Sigma (C_i \times G_i) / \Sigma C_i$$

Where G_i is the grade point of the course/ paper and C_i is the total number of credits for that course/ paper.

$$\mathbf{CGPA} = \Sigma (C_i \times S_i) / \Sigma C_i$$

Where S_i is the SGPA of the semester and C_i is the total number of credits in that semester. An illustration is given below.

Table 1: Conversion of Percentage of Marks into Grade Points in a Course/Paper

% Marks in a paper/practical	Grade Point(GP)	% Marks in a paper/practical	Grade Point (GP)
98-100	10	63-67	6.5
93-97	9.5	58-62	6.0
88-92	9.0	53-57	5.5
83-87	8.5	48-52	5.0
78-82	8.0	43-47	4.5
73-77	7.5	40-42	4.0
68-72	7.0	Below 40	0

An Illustration of Calculation of Semester Grade Point Average (GPA):

I Semester (Typical)

Courses/Papers	C1	C2	C3	C4	C5	C6	C7	C6	C7	C8	Total
Max. Marks	100	100	100	100	100	100	100	50	25	25	800
Marks Obtained	77	74	62	76	78	72	68	38	18	17	580
% Marks Obtained	77	74	62	76	78	72	68	76	72	68	-
Grade Points Earned (G)	7.5	7.5	6.0	7.5	8.0	7.0	7.0	7.5	7.0	7.0	-
Credits for the Course (C)	3	3	3	3	3	3	3	2	1	1	25
Credit Points, CP (G x C)	22.5	22.5	18.0	22.5	24.0	21.0	21.0	15.0	7.0	7.0	180.5

Semester Aggregate Marks: $580/800 = 72.5\%$

Classification of Result : **First Class Distinction**
Credits = $180.5 / 25 = 7.22$
SGPA = Total CP / Total

Semester Alpha Sign Grade: A

8.2. Calculation of Cumulative Grade Point Average (CGPA):

The Cumulative Grade Point Average (CGPA) at the end of the second, fourth, sixth, eighth and tenth semesters shall be calculated as the weighted average of the semester grade point averages (SGPA) of two, four, six, eight and ten semesters, respectively. The CGPA is obtained by dividing the total of semester credit weight-ages by the maximum credits for the program.

i) Calculation of Cumulative Grade Point Average (CGPA) for Certification: Illustration I

Semester	I	II	Total
Total Marks per Semester	800	800	1400
Total Marks Secured	580	641	1221
Semester Alpha Sign Grade	A	A+	-
Semester GPA	7.22	8.02	-
Semester Credits (C)	25	25	48
Semester Credit Points(CP) (SGPA x C)	180.5	200.5	381.0

Aggregate Percentage of Marks = $1221 / 1600 = 76.31\%$ Classification of Result: **First Class Distinction**

Cumulative Grade Point Average (CGPA) = Total of Semester CP / Total Credits for the program = $381.0 / 50 = 7.62$

Program Alpha Sign Grade: A

ii) Calculation of Cumulative Grade Point Average (CGPA) for the Diploma: Illustration II

Semester	I	II	III	IV	Total
Total Marks per Semester	800	800	800	800	3200
Total Marks Secured	580	641	664	684	2569
Semester Alpha Sign Grade	A	A+	A+	A+	-
Semester GPA	7.22	8.02	8.30	8.55	-
Semester Credits (C)	25	25	25	25	100
Semester Credit Points (CP)(SGPA x C)	180.5	200.5	207.5	213.8	802.3

Aggregate Percentage of Marks = $2569 / 3200 = 80.28\%$ Classification of Result: **First Class Exemplary**

Cumulative Grade Point Average (CGPA) = Total of Semester CP / Total Credits for the program = $802.3 / 100 = 8.02$

Program Alpha Sign Grade: A⁺

iii) Calculation of Cumulative Grade Point Average (CGPA) for the Bachelor Degree: Illustration III

Semester	I	II	III	IV	V	VI	Total
Total Marks per Semester	800	800	800	800	600	600	4400
Total Marks Secured	580	641	664	684	490	499	3558
Semester Alpha Sign Grade	A	A+	A+	A+	A+	A+	-
Semester GPA	7.22	8.02	8.30	8.55	8.17	8.32	-
Semester Credits (C)	25	25	25	25	24	24	148
Semester Credit Points (CP) (SGPA x C)	180.5	200.5	207.5	213.8	196.1	199.7	1198.1

Aggregate Percentage of Marks = $3558 / 4400 = 80.86\%$ Classification of Result: **First Class Exemplary**

Cumulative Grade Point Average (CGPA) = Total of Semester CP / Total Credits for the program = $1198.1 / 148 = 8.10$

Program Alpha Sign Grade: A+

iv) Calculation of Cumulative Grade Point Average (CGPA) for the Bachelor Degree with Honors: Illustration IV

Semester	I	II	III	IV	V	VI	VII	VIII	Total
Total Marks per Semester	800	800	800	800	600	600	600	600	5600
Total Marks Secured	580	641	664	684	490	499	467	506	4531
Semester Alpha Sign Grade	A	A+	A+	A+	A+	A+	A	A+	-
Semester GPA	7.22	8.02	8.30	8.55	8.17	8.32	7.78	8.43	-
Semester Credits (C)	25	25	25	25	24	24	22	22	192
Semester Credit Points (CP) (SGPA x C)	180.5	200.5	207.5	213.8	196.1	199.7	171.2	185.5	1554.8

Aggregate Percentage of Marks = $4531 / 5600 = 80.91\%$ Classification of Result: **First Class Exemplary**

Cumulative Grade Point Average (CGPA) = Total of Semester CP /

Total Credits for the program = $1554.8 / 192 = 8.10$

Program Alpha Sign Grade: A+

v) **Calculation of Cumulative Grade Point Average (CGPA) for the Integrated Master's Degree: Illustration V**

Semester	I	II	III	IV	V	VI	VII	VIII	IX	X	Total
Total Marks per Semester	800	800	800	800	600	600	600	600	600	600	6800
Total Marks Secured	580	641	664	684	490	499	467	506	481	513	5525
Semester Alpha Sign Grade	A	A+	A+	A+	A+	A+	A	A+	A+	A+	-
Semester GPA	7.22	8.02	8.30	8.55	8.17	8.32	7.78	8.43	8.02	8.55	-
Semester Credits (C)	25	25	25	25	24	24	22	22	22	22	236
Semester Credit Points (CP) (SGPA x C)	180.5	200.5	207.5	213.8	196.1	199.7	171.2	185.5	176.4	188.1	1919.3

Aggregate Percentage of Marks = $5525 / 6800 = 81.25\%$ Classification of Result: **First Class Exemplary**

Cumulative Grade Point Average (CGPA) = Total of Semester CP /

Total Credits for the program = $1919.3 / 236 = 8.13$

Program Alpha Sign Grade: A+

These are the sample illustrations of computing Semester Grade Point Averages (SGPA) and Cumulative Grade Point Averages (CGPA) and the Alpha – Sign Grades assigned.

SECTION - B

9. OFFICE OF THE CONTROLLER OF EXAMINATION

9.1. Works to be attended to by the Office of the CoE

The following works shall be attended by the Office of the CoE

1. Issue of schedule of examination, and inviting applications from the candidates for examinations.
2. Preparation of detailed examination time – tables and their publication in time.
3. Printing of candidates lists and issue of the same to the Chief Superintendent of Examinations and uploading on the website.
4. Cross verification of question paper indent sent by Academic Section and HoDs.
5. Preparation of the course wise, paper wise and date wise statement to print question papers with code numbers.

Note: Question Papers to be printed shall be 20% in excess of what is actually required in each course, 15% of these excess shall be retained by the CoE and the balance of 05% shall be dispatched to the library for reference.

6. The question paper packets shall indicate course, courses, semester, date of examinations, Code and time of examinations, No. of question papers in each packet etc.
7. Maintenance of records:
 - a) One set of candidates list, pertaining to each examination duly bound and labeled.
 - b) One set of result sheets pertaining to each examination duly bound and labeled.
 - c) Registers relating to Statistics of passes and failures, examination wise and course wise
 - d) Stock Registers of the above records.
 - e) Maintenance of the above said documents in soft form also i.e., in C.D/hard disk etc.,
8. Printing of various kinds of OMR forms, Answer Books, Registers, Marks card, Candidate lists, Degree Certificate etc.
9. Inviting of Tenders/Quotations for printing and supply of all types of Examination related material.

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10. Processing and passing of Bills of remuneration of TA. DA, other Conveyance/Allowance, and Maintenance of correspondence thereon.
 11. Registration, Distribution and dispatching of day to day tappals.
 12. Appointment of Chief Superintendents for examination and issue of instructions regarding the conduct of examinations.
 13. Appointment of officials and other staff required for conduct of examination.
 14. Issue of permission letters to blind and all type of disabled students.
 15. Appointment of the Board of Examiners.
 16. Announcement of selection and issue of appointment orders to the Chairperson, members - internal and external examiners, Paper –Setters etc.
 17. Preservation and disposal of valued answer scripts six months after the announcement of results.
 18. Arrangement for preparation and distribution of marks cards, correction of mistakes in marks cards, and other certificates to the candidates.
 19. Collection and maintenance of statistical data regarding the number of examinations, number of candidates registered for each examination, regular candidates and repeaters, percentage of passes, receipts and expenditure on each category of examination etc.,
 20. Preparation of merit lists and their transmission to appropriate authorities/bodies.
 21. Collection of work done statements from the Chairperson, Paper–Setters and Examiners/Custodians and forwarding them to the Finance Section for payment of remuneration.
 22. Appointment of custodians, coding officers, tabulators, etc.,
 23. Arrange for re-totaling of valued answer scripts requested by the candidates on her/his identifying the mistake in totaling after obtaining the photocopy copy of the script as provided in this Regulation.
 24. Purchase, maintenance and issue of stationery articles to various Boards of coding, dispatching, tabulation, office use.

25. Sanctioning of contingent expenditure to departments/valuation centers to conduct theory and practical examinations.

26. Dealing with matters pertaining to the fixing of remuneration for the staff of section for various items of extra work connected with the examination.

27. Passing of conveyance bills, postal reimbursement bills and such other remuneration matters.

28. Announcement of results of examinations, dealing the cases held over for future announcement of follow up work in cases of discrepancies.

29. Issue of duplicate marks card, consolidated marks card, provisional Degree certificate, rank certificate, corrected certificate etc.,

30. Works related to Convocation.

9.2. Powers and Functions of the CoE

1. The CoE shall be responsible for maintenance of records, maintenance of marks lists and valued answer scripts. The valued answer scripts shall be preserved for six months after the announcement of results and thereafter dispose them off through tenders except the scripts regarding which court cases are pending.

2. The CoE shall prepare the budget estimates for his section and draw the sanctioned amount for his office expenses through A.C. bills and account for the amount drawn through D.C. Bills.

3. He/She shall sanction the contingent expenditure to the Centre of Examination in accordance with the rate sanctioned by the Finance Committee with the approval of Principal.

4. He/She shall arrange to fix the rate of remuneration payable to the persons other than the staff drafted for various items of work connected with the examinations for the approval of Finance Committee and shall have to issue sanction order after obtaining the approval of the Governing Body.

5. He/She shall draw up and notify a Calendar of events for various examinations in the beginning of each Academic year. It is incumbent on the part of the CoE to ensure adherence to the Calendar of events.

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6. He/She shall arrange for the tabulation and announcement of results expeditiously and arrange for the distribution of marks cards to the UG/ Post – graduate department simultaneously.
 7. He/She shall arrange to prepare the eligibility list of candidates and presentation lists for each convocation and arrange to write/print the distribution of the Degree Certificates to be conferred at the convocation.
 8. He/She shall arrange to prepare the merit list and rank list and list of prize winners and medal winners list.
 9. He/She shall be responsible for the proper custody and maintenance of marks registers and other valuable and permanent records of the section. He shall pass the DA and TA bills and other remuneration bills of the staff drafted for the examination work course to rules.
 10. He/She shall arrange for the re- totaling of valued answer scripts, in case of any reported totaling mistakes, re-valuation, challenge valuation, re-dressal of grievances of students.
 11. Make enquiry into all types of malpractices committed during examination, valuation, revaluation/challenge valuation and process of results etc.,
 12. He/She shall arrange for printing of question papers and supply them to the centre of examinations.
 13. He/She shall arrange for the preparation of statements Program wise, Course wise and date wise for printing the question papers.
 14. He/She shall issue Marks cards, Certificates, Diploma Certificates, Degree Certificates Degree Honours Certificates, Rank Certificates and the duplicate of the same in case the original is lost.
 15. He/She may make any structural changes in the examination administration as and when required.

9.3. Appointment, Powers and Functions of the Special Officers (Evaluation)

The required number of special officers for U.G., P.G and Ph. D Courses may be appointed from among the teaching staff of the College/any persons, having rich experience in examination related works, on such terms and conditions as determined by the College to oversee the examination works and to assist the CoE in discharge of his functions.

The Special Officers (Evaluation) shall have the following powers and functions, duties and responsibilities:

1. Shall oversee the conduct of examination and evaluation work

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2. Shall attend to all the confidential files regarding appointment of examiners, custodians, squad chief etc.
 3. The Special Officer for Ph. D program shall attend to matters pertaining to Ph. D program in consultation with the CoE.
 4. Shall obtain I.A/Grading marks from the HoDs online/hard and soft form before commencement of theory examinations
 5. Shall assist the CoE in evolving and implementation of examination related reforms.
 6. Discharge such duties as entrusted to them by the Principal/CoE

9.4. Duties and responsibilities of the Deputy CoE

Course to the general control and supervision of the CoE, the Deputy CoE shall have the following powers and functions, duties and responsibilities:

1. Deputy CoE shall issue Notifications inviting applications and fixing the dates of commencement of examination. He/She shall arrange to issue these notifications 60 days in advance.
2. He/She shall prepare the detailed time–tables of all examinations and arrange to notify them for the information of candidates 30 days in advance of the commencement of examinations as per calendar of events.
3. He/She shall arrange to prepare the course wise, date wise, and examination wise statements of candidates who are taking the examinations and furnish them to the CoE 30 days in advance.
4. He/She shall be responsible for the proper maintenance of the following records in the Section.
 - a) One set of candidates' lists, examination–wise
 - b) One set of result sheet, examination–wise
 - c) Other registers like stock registers of furniture stationery etc., required for the work as per office manual issued.
5. He/She shall assist the CoE to print and supply the various forms, registers, marks cards, etc., required for the office work and for the examination.
6. He/She shall assist the CoE to print and supply the answer books, additional answer books, if any and other stationery required to the examination and maintain the stock–account and supply them to various Boards and Centre of Dispatching, Tabulation etc.,

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7. He/She shall assist the CoE to arrange for the proper distribution and disposal of day-to-day tappals in the Section.
 8. He/She shall assist the CoE to issue of migration certificate, provisional Degree certificate, marks cards and rank certificate, Duplicate marks card, Duplicate Degree Certificate etc.
 9. He/She shall assist the CoE to arrange to prepare through the tabulators, the statistics relating to the number of candidates registered for the examinations, passed in various examination course wise, etc. The statistics required by the UGC, Govt. of India, Karnataka Govt., Director of Collegiate Education and such other authorities shall be prepared and furnished.
 10. He/She shall assist the CoE to arrange for the preparation of registers for tabulation, coding and arrange for their supply to the concerned officers.
 11. He/She shall facilitate for convening the meetings of mal-practice enquiry committee constituted for the purpose. He shall be the custodian of all the records connected with the mal-practice committee by the students during examinations and shall place the relevant records before the enquiry committee.
 12. He/She shall attend to tabulation and other post-examination work under instructions of the CoE and take necessary action for the announcement of results on the due date.
 13. He/She shall personally attend to the re-totaling of valued scripts, in case of re-totaling mistake reported by the candidate, challenge valuation, redressal of grievances, etc., under instructions from the CoE.
 14. He/She shall attend to all the types of work connected with the convocation under instructions by the CoE.
 15. He/She shall assist the CoE to place before the Academic Council the Panel of Examiners suggested by the Board of Studies for its final approval.
 16. He/She shall in addition to the above duties do any other duty entrusted to him by the CoE, Principal and the Management.

9.5. Duties and responsibilities of the Assistant CoE

1. He/She shall discharge all the duties and responsibilities entrusted to him by the CoE/ Deputy CoE
2. He/She shall supervise and ensure the compliance of all examination related work of all subordinate staff working in the sections under him.

9.6. Duties and Responsibilities of Section Officer/Superintendent.

1. He/She shall discharge all the duties and responsibilities entrusted to him by the CoE and Deputy CoE.
2. He/She shall supervise and ensure the compliance of all examination related work of all subordinate staff working in the sections under him.
3. He/She shall ensure that all communications received in the section are accounted for and those that require action are brought before the appropriate officer promptly. No correspondence shall be kept pending without appropriate action for more than 3 working days in the section.
4. He/She shall scrutinize the cases put up by the Assistants, with particular attention to the accuracy of facts noted. The submission of files should include proper reference to page and paragraphs of the correspondence. There should be an independent office note in each case of submission. He/She should see that all cases are submitted for orders within 3 working days of the receipt of the cases.
5. In case of any delay in disposing of the cases within the time as stated above will be treated as a lapse on his part employee and repetition of such lapses for five times, the same shall be treated as misconduct dereliction, negligence and or incompetence and He/She shall be liable for being inquired as per service rules
6. He/She shall personally attend to confidential and important cases and be in charge of the custody of the concerned files.
7. He/She shall scrutinize and supervise in particular the following registers maintained by each case worker.
 - a. Personal Dairy
 - b. Receipt and Dispatch Register
 - c. Weekly and Months arrears list
 - d. Candidates lists
 - e. Result sheets
 - f. Progress Charts
 - g. Work charts and
 - h. Such other files and registers
8. He/She shall work particularly on pending cases, issue timely reminders and obtain orders for further disposal.

9.7. Duties and Responsibilities of Computer Center

The Examination Computer Centre shall be headed by senior most System Analyst. He/She shall be assisted by System Analysts, Programmers, Operators and Data Entry Operators. All of them must work under the direct control of CoE. The Computer center shall be an exclusive restricted area. Entry and exist to the center shall be regulated through permission of the CoE. The nature of work carried out at the Centre is as follows:

- Collection of students data from Academic Section
- Collection of data of students who have got transferred from other University/Colleges as per year wise /semester wise/ course wise
- Printing of Examination Application Forms for all Courses.
- Printing and issuing of candidates list for all courses.
- Printing and issuing of Practical Courses list with code for conducting practical examination 30 days before commencement of practical examination
- Printing and issuing of question paper requirement course wise, 30 days before commencement of theory examination.
- Printing and issuing of Hall Tickets to the college office and hoisting in websites.
- Making arrangements for data entry or processing of scanned data.
- After collection of practical/theory marks data, the Computer Section/the authorized Agency should process and tabulate the result and declare the same and hoist in the College website.
- Printing of marks Registers, Marks cards and Convocation Certificates of all computerized courses.
- Preparing of Merit lists and Rank lists/ eligibility list /presentation list course wise in U.G. Courses and course wise in case of P.G. Courses.
- Printing and issue of Results Statistical Data for all courses.
- Maintain all pertinent records in the computer center both in hard and soft form and one set of same documents shall be handed over to the record section.
- Periodic upgradation of software and hardware shall be ensured
- Any other work entrusted by the CoE from time to time.

Keeping in view the above said nature of work, the roles and responsibilities of computer staff working at different cadres is specified as follows:

A. System Analyst: He/She shall be Head of the section and take care of all computerized examination activities from enrollment to convocation and following other activities:

1. The Head of the Computer Center shall be responsible for establishing, coordinating and maintaining a set of operational activities pertaining to the examinations and its related activities and services.
2. Shall be responsible for performance of recurring operational tasks related to the support of an enterprise infrastructure including servers, workstations etc.,
3. Process review and improvement, Program planning/management, Operational requirements, systems requirements etc.,
4. System development/purchase/customize/integrate/training.
5. System analysts define software requirements and specification and guide program design and development.
6. Responsible for evaluation and design of technical architecture, software and hardware.
7. Analyzing problems in execution and development of software and guiding, defining program parameters and specifications.
8. Undertaking analysis of current software products and determining approaches, which will improve the user interface, performance and integrity.
9. Creating logical and innovative solutions to complex problems working closely with programmers and different end users to ensure smooth functioning.
10. Ensuring that calendar of events is adhered to and deadlines met. Providing training to users of new system etc.

B. Computer Programmers: The principle function is to apply knowledge of programming techniques and computer systems to write and execute a specification under the guidance of System Analysts.

1. Establishing detailed program specifications through discussions and documents.
2. Creating sample data, sets to check that output and to verify whether the program works as intended.
3. Seeking out problems and correcting the programs as necessary, installing the programs and conducting final testing.
4. Studying the computer printout like checklists, results sheets, ledgers, marks cards, degree certificates before dispatching to the users for accuracy.
5. Taking steps for constant updating of backups/ data and programs.

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6. Guiding the operators to run the programs and allocating the roles time to time to the operators to get the work done as per the calendar of events and adhere to the time schedule laid down by the authorities.

C. Computer Operators: Computer Operators shall carry out the following works under the guidance and supervision of System Analyst/Programmers:

- Schedule and co-ordinate daily computer operations
- Ensure that all updating are done as per the corrections indicated by the verifiers or users before taking printouts
- Issue problem reports and help programmers debug associated software applications
- Maintain routine records and reports to programmers
- Shall discharge all works assigned to them by the System Analyst/Programmers

D. Data Entry Operators: The data entry operator shall carry out the following works:

1. Schedule and co-ordinate daily operations like data entry or uploading or scanning of data/processing of scanned data.
2. All the updating should be done by the data entry operator including the data entry and make sure that the corrections are transferred perfectly in to the computer database.
3. Keeping track of all data entry operations and reporting to the computer operator for further action.
4. Receiving and maintaining all the documents for data entry or scanning from the concerned authorities.
5. Reporting any data entry related problems to the operator for rectification before closing of that work. The pre and post examination work may be processed in the following manner.

First Phase

1. On receipt of the list of eligible/approved candidates and OMR Examination Application Forms from the Admission Section with due verification, all the candidates who are eligible to take the examination and who have kept the minimum statutory requirement of attendance as certified by the principal, should be kept ready for scanning/ feeding to the computer.
2. While feeding data by the feeder and reader, all care should be taken to type the name of the candidate correctly and the courses offered by him and all other relevant data in this regard. After completion of the data feeding /scanning, as the case may be, a list of students

who are eligible to take examination with their courses shall be printed by the Computer Center. In case of repeaters examination on receipt of examination application, the list of students who will take the examination will be required to be activated.

3. The List of eligible candidates along with Hall Tickets shall be uploaded in college website so as to enable the students to download the hall tickets.
4. In case of any correction in name, courses, etc. the appropriate correction should be made under the authorization of the CoE authorized officer only.

Second Phase

5. **Scanning/Feeding of Marks:** On receipt of OMR Marks lists from the custodian/ scanned marks data, as the case may be, the Computer Section shall arrange to feed the data with the help of Readers and Feeders/ process the scanned data provided by the 18 authorized agency. It shall be the joint responsibility of the feeder/reader for correct feeding of the data into the computer/ authorized scanning agency. It shall also be the responsibility of the concerned reader and feeder to feed absentee data, gap list, and any other data for computing the result of the concerned courses for which they were entrusted with.
6. On completion of the feeding of marks list by the concerned feeder/reader, the computer center shall arrange to give a gap list to which the data is yet to be fed. It shall be the responsibility of the concerned case worker/computer programmer/operator to give required information for completing the gap list.
7. On completion of feeding of data by the reader/feeder and filling up of gap list/scanning; the Computer Centre shall arrange to give a draft ledger of marks for verification of the data by the scrutinizers/custodian with the marks list.
8. The draft ledger prepared by the Computer Centre shall be verified with the original OMR marks list by the scrutinizers appointed for this purpose. It shall be the responsibility of the scrutinizers/Custodian to correct the mistakes, if any, and to tally the marks with reference to the Register Numbers. After verification of the draft ledger, it shall be the responsibility of the scrutinizers to carry out corrections to be made, if any, to the draft with the help of the Computer Centre. Thereafter, a final print of the ledger to be taken for declaration of result.

Third Phase

1. On verification and certification from the scrutinizers/custodian, the Computer Centre shall arrange to take a print out of the result sheet for declaration and publication of result.
2. The result should be uploaded in the website of the college on the same day of announcement of the result without fail.
3. After declaration of the result, the Computer Centre shall arrange to print marks cards and Marks Cards should be accounted properly. The Computer Centre shall maintain a Register for this purpose.
4. In Case of final year, the Computer Centre shall also arrange to print Provisional Passing/Degree Certificate after following the procedure prescribed in this regard.
5. Apart from this, the Computer Centre shall also assist in preparation of statistical data required for various agencies, viz., preparation of convocation list, strength list, Number of candidates appeared/passed/failed in the examination including category wise data.

9.8. Duties and Responsibilities of Office Staff

A. Assistants/Junior Assistants:

1. The Assistants shall maintain personal register and up to-date entries regarding submission of files, disposal of papers, progress and work charts, candidates lists and result sheets etc., They shall maintain the records neatly compiled in proper files.
2. The Assistants/Junior Assistant shall ensure proper scrutiny of application forms received from candidates and prepare a correct statement of candidates taking the examination, noting the correct name, courses offered, courses exempted, year of exemption with register number scheme etc.
3. The Assistants/Junior Assistant shall arrange to print the candidates' lists under orders of superior officers and deliver them to the center of examinations as per the dates fixed in accordance with the ordinances. Proof reading of printed lists shall be the responsibility of case-workers.
4. The Assistants/Junior Assistant soon after the results of various examinations are declared, shall prepare a statement containing the number of failures, number of register numbers marked for later announcement/ Not Process, 'with-held' cases for not completing previous

examination etc. and take appropriate action as expeditiously as possible to clear all such cases.

5. The Assistants/Junior Assistant in charge of particular examinations shall prepare and arrange to publish the eligibility list of candidate passing the examination within 60 days from the date of announcement of results.
6. In case of any delay in disposing of the cases within the time as stated above will be treated as a lapse on his part employee and repetition of such lapses for five times, the same shall be treated as misconduct and dereliction of duty, negligence and or incompetence and He/She shall be liable for being inquired as per service rules.

B. Stenographers:

1. Stenographers shall attend to taking down drafts given by officers and the typing work. He/She shall also assist other typists of the Section.
2. He/She shall ensure that no urgent cases are delayed or kept in arrears beyond 3 working days.
3. He/She shall attend the meetings of committee or conferences draft and report the proceedings of Committees or conferences.
4. He/She shall maintain the personal diary of work done; day-to-day noting to file number, the case, and number of pages typed on each day and submit personal diaries to superintendents for weekly checkup.
5. He/She shall be personally responsible for maintenance of accuracy of cases attended by him.
6. He/She shall preserve and maintain confidential records and other papers which are given to his personal custody by his officer and maintain dairy of files received and sent. He/She shall also maintain the records of interviews and other correspondence.
7. The Stenographers also responsible for the proper maintenance of the Computers/typewriters and other machinery under their custody.
8. In case of any delay in disposing of the cases within the time as stated above will be treated as a lapse on She/his part employee and repetition of such lapses for five times, the same shall be treated as misconduct and dereliction of duty, negligence and or incompetence and He/She shall be liable for being inquired as per service rules.

C. Typists/Computer Operators:

1. The typists shall attend to all the typing work of routine nature. He/She shall ensure clear, neat and accurate typing and prompt attendance to work. No urgent cases shall be delayed or kept in arrears for more than 3 working days.
2. The typists shall maintain personal diaries of work done; make notes of day – to day work, records of submission of files, number of cases attended to, number of pages typed on each day and submit weekly reports to the Superintendent.
3. They shall also be responsible for the proper maintenance of the typewriter/computers and other machinery under his/her custody.
4. In case of any delay in disposing of the cases within the time as stated above will be treated as a lapse on his/her part employee and repetition of such lapses for five times, the same shall be treated as misconduct and dereliction of duty, negligence and or incompetence and He/She shall be liable for being enquired as per service rules.

D. Attenders:

1. Attenders shall carry files and papers within the College office and outside as directed by the Section Superintendents / Officers.
2. They shall attend to the pasting and sealing of covers and bags etc. to assist in the dispatch of outgoing mails.
3. They shall attend to the preparation of covers and envelopes/multi-copier/Stenciling work, Xeroxing, etc.,
4. They shall ensure safe custody of stationery forms etc.,
5. They shall attend to the stitching of files and assist the assistants in the arrangement of records.
6. They shall ensure the proper cleaning of floor and furniture in the section before starting of daily work and assist the arrangement of books, papers, etc.
7. They shall attend to all miscellaneous items of work required to be done for the proper and efficient functioning of the office.

8. They shall carryout any other instructions/directions given by the officials of the Section.

E. Peons:

1. They shall attend to the distribution of tappals and files within and outside the office, including mailing of letters in the post office and attend to local delivery work.
2. They shall clean the office furniture and attend to the work of keeping the office premises clean and tidy.
3. They shall paste and seal covers and prepare the covers and envelopes for office use, attend to stenciling work, Xeroxing etc.,
4. They shall attend to any other work entrusted to them by the officials of the section.

F. Watchmen/Security:

1. Watchmen/Security shall ensure the safety of all College properties in premises and prevent unauthorized persons from entering into various sections of the Examination Departments.
2. They shall prevent theft, damages, loss etc., of any property in the premises.
3. In case of trespass, loss etc., they shall report the matter immediately to the concerned officers.
4. They shall work in any shift allotted to them.
5. They shall carry out any instructions given to them by the officials.

SECTION - C

10. PRE- EXAMINATION ACTIVITIES

10.1. Panel of Examiners

The HoDs of the department concerned shall prepare a detailed panel of examiners Course (course) wise and the list shall be updated every year. It shall be the duty of the HoD to prepare seniority wise detailed Panels of Examiners and place the same before the respective Boards of Studies for approval. The Principal shall extend all cooperation in preparing the list of examiners. Only names of such teachers who have a minimum of 3 years of full time teaching experience or 6 years of part-time teaching experience shall be included in the panel.

Board of Appointment of Examiners. (BoAE) - (1) There shall be a Board of Appointment of Examiners constituted for each Faculty(Arts, Science, Commerce & Management and B.Voc) for the purpose of preparing a list of examiners for each academic year.

(2) Each Such Board of Appointment of Examiners shall consist of the following members, namely:-

(i) The Principal, who shall be the Chairman;

(ii) The CoE;

(iii) The Dean of Academics;

(iv) The Chairperson of the Board of Studies in the particular course;

(v) Two teachers teaching under-graduate courses within the concerned Department of Studies in the Faculty nominated by the Principal; and

(vi) Two teachers teaching Post graduate Courses within concerned Department of Studies in the Faculty nominated by the Principal.

(3) The Board of Appointment of Examiners shall prepare the list of examiners from among the persons included in the panels to be prepared by the Board of Studies and submit it for approval to the Academic Council.

(4) The Academic Council shall not make any change in the list except after passing a resolution specifically indicating the grounds on which such a change is suggested or made.

(5) If for any reason any examiner appointed by the Academic Council is unable to accept the examiner-ship and a fresh appointment cannot be made in time by the Academic Council, the Principal shall appoint another examiner and report such appointment to the Academic Council.

(6) A Member of the Board shall not be appointed as examiner except by the resolution passed by the Academic Council with a two- thirds majority of the members present.

Duties of the Board of Examiners

1. The Board of Examiners shall be constituted by the BoAE from among the Panel of Examiners which is prepared by the HoD of the course concerned and approved by the BoS.
2. The Board of Examiners constituted by the BoAE and approved by the Academic Council shall continue to function for two semesters. (One Year) No person shall be eligible to be a member of the board beyond two semesters. However, in the event of non-availability of eligible required number of examiners to be appointed as board of examiners, they may be considered for re-appointment after a gap of one year. Further, in the event of non-availability of sufficient eligible examiners in a particular course, the external board may be constituted.
3. It shall be the duty of the Board of Examiners to scrutinize, moderate and approve sets of question papers, with Kannada translation wherever necessary, and submit the same to the confidential section forthwith on the completion of the Board meeting.
4. The Board of Examiners shall ensure that all the question papers in 3/2 set as the case may be are set within the syllabi approved by the BoS. It shall also ensure that the correct title of the paper with code, the examination course, duration of the Paper, division of questions into sections, maximum marks allotted for the paper and the number of Questions to be answered by the students, usage of permissible gadgets and other required instructions and any other instructions to the examiners are correctly noted in the question paper.

10.2. Method of Appointment, Duties and Responsibilities of the Chairperson of the Board of Examiners

1. The Board of Appointment of Examiners (BoAE) shall consider the following aspects while appointing the Chairperson of the Board of Examiners from among the Panel of Examiners prepared by the Board of Studies.
 - a. He/She shall be Head of the University Department or Head of the concerned department in a constituent college or teacher not below the rank of Associate Professor in University and P.G. Departments run in affiliated colleges or Head/any senior teacher of the affiliated/autonomous college who have taught the courses in U.G/P.G. Courses.

Or

- b. He/She should have put in at least TEN years of full-time teaching experience or as decided by the Academic Council from time to time and
 - c. He/She shall preserve strict secrecy regarding the work allotted to them
2. The Chairperson of Board of Examiners shall arrange for the distribution of work of setting question papers. He shall also coordinate for Valuation and review of answer scripts along with Custodian course to control of CoE. The said works have to be assigned only to the examiners listed in the panel approved by the Academic Council.
3. The Chairperson shall assign the paper setting among the various persons approved by the Academic Council depending upon the field of specialization and experience of each person and ensure that persons who do not have basic qualifications are not assigned the setting of question paper in any course.
4. The Chairperson shall ensure that no question paper setter shall set more than TWO papers and shall also ensure equal distribution of work of valuation among the examiners.
5. The Chairperson of the Board of Examiners has to prepare the list of question papers, with title and Question Paper Code, to be set semester wise and course wise.
6. After the preparation of the list of question papers to be set, the same has to be entrusted to the eligible paper setters with the following instructions and materials:
 - a) The order of appointment in writing containing information about the question paper to be set for the course, semester, course with code, maximum marks and number of questions to be answered, instruction regarding use of permissible gadgets in

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- the examination (prohibition for use of mobile, calculators, mathematical tables etc. to be clearly stated on the top of the question paper)
- b) He/She shall supply syllabus, previous question papers, blank question paper booklet, covers etc.
 - c) He/She shall extend all the required assistance and advice to the question paper–setters in determining the standard of the question paper required in each course of examination and the manner of packing the question paper so as to ensure packing of each question paper in a separate sealed covers.
 - d) After the examination, at the time of valuation, the Chairperson has to collect the model answers/scheme of valuation from the respective paper setters and the same has to be handed over to the custodian of the valuation center with letter for supplying the same to each one of the examiners on the day of valuation. The Chairperson of the Board shall ensure that the meetings of the Board of Examiners shall be conducted only in the College premises.
7. The Chairperson of each Board of Examiners shall ensure that the question papers after they are approved by the Board of Examiners are legibly written in ink or typed by themselves or by any other member(s) of the Board before they are sent to CoE.
 8. He/She shall also maintain the minutes of the meetings of Board of Examiners and send copies of them to the CoE.
 9. The Chairperson shall request the paper setters who are not the members of the Board of Examiners to attend the meetings of the board when their papers are taken up for discussion, if need be, under intimation to the CoE.
 10. The Chairperson shall arrange with the approval of the CoE, for the conduct of practical/projects exams earlier to the commencement of theory examinations in consultation with the Principal/HoD and shall assign practical /paper setting and valuation among the eligible examiners only, and ensure equal distribution of work as far possible.
 11. He/She shall verify and confirm the required number of valuers and ensure that the valuation work is completed within 10-15 days in coordination and cooperation of the custodian
 12. No person shall be a Chairperson of a Board for more than one term of one year.

10.3. Appointment, Functions and Duties of Paper Setters

1. The CoE shall appoint the Paper setters for semester end examinations from among the panel of examiners prepared and furnished by the Board of Studies.

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2. The Paper setter shall set the papers only on the texts and courses of study prescribed, and ensure that no question on topics not included in the prescribed syllabus is set.
 3. The Paper setter shall set question papers as per the prescribed pattern containing questions covering a wide range of contents of the courses for which they are set and send them all in sealed packets to the Chairperson of the Board of Examiners.
 4. The Paper setter shall ensure the papers set carry correct name of the course, title and code of the paper, schemes (Old, New etc., if any) title and the division of the paper. He shall also ensure the proper incorporation of the duration of the paper, the maximum marks allotted to each question of the paper. If the question paper is common to one or more schemes/courses, it shall be clearly indicated. The question paper setter shall indicate the permissible use of mathematical, Physical tables, Charts, data or hand books, gazettes, permitted to be used by the examinee on the top of the question paper. He/She shall affix his/her signature on each page of the question paper manuscript without fail.
 5. The Paper setter shall arrange to deliver these question papers to the Chairperson, Board of Examiners in person or through Registered Post by name to the Chairperson, Board of Examiners, by wrapping them in cloth covers marked “CONFIDENTIAL”.
 6. The Paper setters shall indicate clearly the instructions if any to the candidates regarding the answering in different section in different answer books or regarding the number of questions from different sections to be answered.
 7. The Paper setter shall write the questions legibly in Ink or type personally, they shall avoid additions, alterations and erasures. Abbreviations are to be avoided. Special care shall be taken in the delineation of mathematical signs of index figures. He/She should workout the numerical problems before including them in question papers.
 8. The Paper setters shall write the questions in the blank booklets specifically supplied for the purpose by the College. The questions should be written clearly and legibly.
 9. The Paper setter shall preserve strict secrecy regarding the work allotted to them. Drafts or copies of the paper set should be destroyed as soon as the papers set have been sent to the Chairperson.

10. The Paper setters shall submit the Scheme of valuation to the Chairperson, BoE, along with question paper before commencement of the valuation and the custodian shall distribute copies of the same to all the valuers of respective courses for information.

SECTION –D

11. CONDUCTING EXAMINATION

11.1. Appointment, Duties and Responsibilities of Chief Superintendents.

1. The CCoE shall appoint the Chief Superintendent of examination.
2. The Chief Superintendent shall be responsible for the proper and smooth conduct of examinations. He/She shall take all necessary steps for the smooth conduct of examination and dispatch of answer scripts to CoE after the completion of examination.
3. He/She shall immediately, after receiving the orders of his/her appointment, take stock of things that he has to attend, regarding the number of answer scripts and other stationery required for and arrange to procure the same from the office of the CoE. Prepare well in advance the statement regarding seating arrangements of the candidates. All candidates are treated equally without any discrimination.
4. He/She shall arrange to prepare a statement of candidates taking the examinations. He/She shall arrange for satisfactory seating of candidates at least a day earlier to the examination in the ground or first floor only and shall arrange to notify at a prominent place register number for which seating arrangements are made, room or block-wise. He/She shall allot not more than 30 to 40 register numbers in a single room. If there are big halls, he shall arrange to appoint one room superintendent for every 40 candidates.
5. He/She shall appoint the required number of Room Superintendents, Relieving Superintendents, Deputy Superintendent, Office Staff and Class - IV staff etc., The Chief Superintendent shall prepare well in advance the statement of allotment of work, seating for candidates and the number of Room Superintendents required and draft all the teachers of institution for supervision work depending upon the need. The Chief Superintendent shall convene a meeting of all the supervisory staff at least one day prior to the commencement of examination and explain to them their duties and responsibilities. He/She shall particularly impress upon them the need to prevent malpractices by scrupulous observation of rules. He/She shall also explain to the supervisory staff the procedure of reporting when a case of malpractice is detected.

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6. He/She shall not post as far as possible any Room Superintendents in the same room successively. No Room Superintendents shall have advance information of the room to which He/She shall be posted.
 7. He/She shall inform the Room Superintend and candidates personally that no additional answer book will be provided and the candidates have to write their answer in only one answer booklet supplied to them in the Examination.
 8. He/She shall not leave the Centre of Examinations during the period of examination. In case of emergency, He/She shall make arrangements for the proper conduct of examinations by entrusting the responsibility to the next senior member of the staff of his/her institution, and report the arrangements made to the CoE and obtain approval, before leaving the centers of examination.
 9. He/She shall either by himself / herself or through the Deputy Superintendent collects the question paper packets on each day of the examination from the CoE from the place informed from time to time. He/She shall take special care to see that the right question paper packets with required number of question papers are received and carried in a box with locking system from the place of delivery and the question paper packets are always kept in his/her personal custody and that no one else is permitted to have access to the packets.
 10. The sealed packets of question paper shall be opened in the office of the Chief Superintendent by the Chief superintendent on the date of the Examination not earlier than half an hour fixed for the commencement of the examination in that course in the presence of the Room Superintendent/Deputy Superintendent after carefully examining the seals and the packet. He/She shall also verify the course with reference to time – tables and check the number of papers written on the packets and whether they are sufficient before the packets are opened. The question papers packets shall be opened leaving the seals intact after signing the certificates duly witnessed. If the seals of the question paper packets are found tampered with, the matter shall be reported immediately to the CoE, but on that score the examinations shall not be stopped.
 11. He/She shall see to it that the right question paper is given to the candidates.

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12. He/She shall arrange to send the question papers required for each room in separate covers which shall contain only the actual number of papers required in a particular room for which it is meant.
 13. He shall arrange to collect back the undistributed question papers from examination rooms after half an hour.
 14. He/She shall immediately report to the CoE either by phone followed by a letter or through a messenger in writing any serious misprint, wrong time, mistranslated, omissions or ambiguity etc., noticed or reported to him in the question papers. He shall not, on his own account or at the instance of any other person, give any clarification, unless it is clear case of misprint apparent on the face of it. In such cases a report of clarification given shall be sent to the CoE by name immediately.
 15. He/She shall see that only candidates with admission tickets issued by the head of the college are allowed to take examination. If in case a candidate has lost the admission ticket, the Chief Superintendent shall arrange to issue a duplicate admission ticket.
 16. He/She shall admit a candidate provisionally entirely at the candidate's own risk and responsibilities under the following circumstances:
 - b) When the course/paper is wrongly indicated in the admission ticket issued, the Chief Superintendent shall give the correct course/paper provisionally course to the approval of the CoE.
 - c) The student shall be made aware that in case the contention of the candidate is found to be not valid; his/her answer script may not be valued. All such cases of admissions are provisional till they are approved by the CoE.
 - d) He/She shall arrange to keep open the examination room/halls half an hour before the schedule time of commencement of examination on each day session of the examination. He/She shall ensure that no candidate is admitted to the examination hall/room 30 minutes after the commencement of the examinations and no candidate is allowed to leave the examination hall/room within 30 minutes of the commencement of the examination. The Chief Superintendent shall arrange for the ringing of bells to mark the examination timings.
 17. He/She shall obtain any help required to maintain law and order during the period of examinations at the center.
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18. The Chief Superintendent shall ensure that the “Warning Note” to candidates taking the examinations is read out five minutes earlier to the commencement of examinations.

NOTE TO BE READ BY Room Superintendents: “You should follow the instructions printed on the admission ticket and on the facing and last sheet of the answer book. You should search your pockets, desks and tables and handover to the Room Superintendent any paper/ book/notes/manuscripts/electronic gazettes which you may find there and roundabout, before commencing to answer the examination paper”.

11.2. Procedure for Reporting of Malpractice Cases: The Chief Superintendent immediately on getting a report from the room Superintendent of malpractices, committed shall send the concerned candidate/s out of the examination hall/room after seizing the admission ticket, the answer script and the question paper/s. The Chief Superintendent shall thereafter obtain a statement from the candidate and report details of case to the CoE by name. In obtaining the statement of the candidate and the room Superintendent and in making a report, he shall adopt the proforma given for this purpose. If any candidate refuses to give written statement, the same may be recorded and sent to the CoE. He/She shall not permit such candidates to appear for subsequent paper/s, course/s, and practical/viva- voce examinations.

1. He/She shall not forward more than one case of malpractice in the same report. Each case shall be forwarded with a separate report unless it is inter – related with another case. Every report shall be accompanied with a plan of the seating arrangement made in the hall/room where the malpractice cases are said to be committed, indicating the direction the candidate was facing and the place where the room Superintendent was stationed. All the documents and answer script recovered from the candidate/s along with the report/s, plans etc, Shall be signed by both the Chief Superintendent and the Room Superintendent and forwarded to the CoE by name.
2. After receiving the written answer scripts from the invigilators concerned, count and tally the actual number of used answer scripts with the total number of candidates appeared for the examination (First tally the number of answer scripts room wise as per the entries in the nominal roll). Verify the correctness of the entries on the answer sheet with the data available on the nominal roll. After ensuring the accuracy, He/She shall prepare the packets of answer scripts containing such number of scripts as instructed by the CoE from time to time and then all the packets have to be inserted in a cloth bag along with one question paper, A-Form, Investigator's Diary, stitch and seal the cloth bag and arrange to deliver the answer book bundles at the office of the CoE/ at a place indicated by the CoE / to the

Valuation Centre notified by the CoE on the day of the examination and obtain proper acknowledgement. Wherever there are two sessions of examination in a day, the answer bundles of the first session shall be sent before commencement of the second session.

3. On each cover write the Register Numbers of the candidates who remained absent pertaining to the respective session IN RED INK without fail. The Chief Superintendent has to maintain acknowledgement for having handed over the written answer script bundles of each session/day of examination to the authorized person appointed by the CoE.

Write the details in red ink on cloth bag and subscribe with the following information without fail:

1. Semester
2. Course (Course) Code and Title.
3. Date and Time of Examination
4. Total numbers of Scripts.
5. Total number of Packets.
6. Signature & Seal of Chief Superintendent.

(The contents of the bundle shall be in accordance with the information given in 'A' Form)

4. He/She shall ensure that the answer scripts/packets are not mixed and the address of the valuation center and other details that are to be written on the cloth bags are written properly and legibly as per the directions of the CoE.
5. He/She shall send daily accounts of answer scripts dispatched in the form prescribed to CoE/ Deputy CoE by name. This statement shall contain the actual numbers of candidates present for each course/paper under different schemes of examinations and the number of candidates absent for each course/paper.
6. He/She shall submit within three days absentee statement to the CoE/Deputy CoE by name. The envelope containing this statement should be superscribed "Consolidated Absentee Statement".
7. He/She shall arrange to collect the marks list of the practical/viva-voce examination in sealed covers from the examiners and send all such marks lists relating to his/her center course-wise/paper wise in a sealed cloth cover to the CoE /Deputy CoE by name, soon after the completion of such examinations. The cloth cover shall be superscribed giving the following information.
 - a) Name of the Examination

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- b) Semester scheme
 - c) Course/Paper of the practical/Viva-voce.
 - d) Total number of packets.

Marks lists /forms shall be sent in separate packets for each course and examination.

- e) He/She shall send in the proforma given below within three days after the completion of the practical Examination in each course, two copies of consolidated statement of work-done by the examiners to the CoE/Deputy CoE.

The Work Done Statement of the Practical Examinations of 20.....

Examination Date & Time:

Batch No:

Name of the Paper Setter:

Name of the Examiner:

Name of the Examination:

Course Name & Code:

Reg. No. Assigned:

Reg. No. of Absentees:

The Chief Superintendent shall send to the CoE by name, the consolidated statement of absentees.

8. He/She shall be responsible for maintenance and proper accounting of all the stationery, answer books, additional books, and cloth bags etc., required for the conduct of exams.
9. He/She shall maintain all relevant records such as invigilators diaries etc., concerning the examination.
10. The Chief Superintendents, Room Superintendents and other staff engaged for examination work shall be entitled to remuneration and other allowance, if any, as per the rates of remuneration fixed by the College. The Chief Superintendent shall submit the consolidated work done statement in the prescribed format along with receipts of examination expenses, as permissible under relevant rules, soon after completion of the examinations to the Finance Officer to arrange for payment of the same.

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11. The teachers remain absent from the valuation work and also a teacher fails to report for valuation or remain absent for valuation work shall be liable for a penalty as specified in the schedule of penalties.

11.3. Appointment, Duties and Responsibilities of Deputy Chief Superintendent

1. The Chief Superintendent shall appoint a Deputy Superintendent to assist him, from his teaching staff preferably on the basis of seniority. When the number of candidates per session is 1 to 300, He/She shall appoint one Deputy Chief Superintendent, from 301 and above two Deputy Chief Superintendents.
2. The Deputy Chief Superintendent who is not in a position to take up the appointment shall intimate the Chief Superintendent in writing well in time.
3. He/She shall assist the Chief Superintendent in general for the smooth conduct of examination at the Centre.
4. He/She shall arrange to assign the register numbers to different room/hall under the guidance of the Chief Superintendent.
5. He/She shall on the days of the examination arrange to supply the blank answer books, and other stationery required for each room/hall and deliver the sealed packets of question papers to the rooms concerned.
6. He/She shall ensure that the room superintendents are supplied with all necessary requirements for the smooth conduct of examinations.
7. He/She shall allot rooms to room superintendents on the days of examination and assign work for relieving superintendents.
8. He/She shall assist the Chief Superintendent in dispatching the answer book bundles in cloth bags duly sealed to the Custodian of the notified valuation center by name on the day of the examination. Wherever there are two sessions of examination in a day, the answer bundles of the first session shall be sent before commencement of the second session to the notified valuation center and also the papers of the second session soon after its completion.
9. The Deputy Superintendent shall prepare the bundles of answer scripts of 10 packets (each packet containing maximum of 20 scripts excluding absentees). The answer books shall be arranged registered number wise, course wise, semester wise, course wise , paper wise and they are inserted in the covers supplied by the CoE and these covers/packets shall be put in cloth bags along with the A Form and Invigilators Diary in duplicate and sealed in the presence of the Chief Superintendent.

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10. He/She shall ensure that the answer scripts/packets are not mixed and details that are to be written on the cloth bags are written properly and legibly as per the directions of the CoE.
 11. The Deputy Superintendent shall ensure that in each cloth bag statement containing the following particular is pasted and duly signed by the Deputy Superintendent and by the Chief Superintendent:
 - Date of Examination
 - Course (Course/Paper):
 - Reg. No. Assigned to the Bundles:
 - Total No. of actual scripts in the Bundles:
 - Signature of the Deputy Superintendent Chief Superintendent
 12. He/She shall ensure that the answer scripts of different course are packed separately and dispatched to the CoE by name or to the person authorized for receiving the same.
 13. He/She shall arrange to prepare and send in the form prescribed to the CoE/Deputy CoE by name daily account of answer books dispatched.
 14. He/She shall send to the CoE/Deputy CoE by name the consolidated absentees Statement before three days after the completion of examinations super scribing the envelope with Consolidated “Absentees Statement.”
 15. He/She shall in addition to the above duties attend to any other work entrusted to him by Chief Superintendent in connection with the examinations and function under the overall Control of the Chief Superintendent.

11.4. Appointment, duties and Responsibilities of Room Superintendent

- 1) The Chief Superintendent shall appoint the Room Superintendents from among the teaching staff of college one week in advance of the commencement of examinations.
- 2) The Room Superintendent who finds it impossible to attend to the work assigned shall intimate in writing to the Chief Superintendent at least 24 hours earlier to the time of work scheduled to be started, his inability to take up the work explaining the grounds for it.
- 3) The room Superintendents shall be in charge of a room containing not less than 30 students and not more than 40 students. If the total number of candidates taking the examination(s) on a particular day is less than 40, one room Superintendent shall be in charge.
- 4) The Room Superintendent shall ensure that the candidates who enter the examination hall/room occupy their respective seats at least 5 minutes before the time specified for the

distribution of question papers. He/She shall immediately read out the following instructions to warn the candidates of malpractices; “You should follow the instructions printed on the admission card and on the facing sheet and last page of the answer book. You should search your pockets, desks and tables and handover to me any paper, book or note which you may find therein before starting to answer the examination paper. Further, He/She shall inform the candidates personally that no additional answer book will be provided and the candidates have to write their answer in only one answer booklet containing of 40 pages supplied to them in the Examination.”

- 5) The Room Superintendent shall not admit any candidate to the examination hall/room 30 minutes after the commencement of the examination and shall not allow any students to leave the examination hall/room before 30 minutes after the commencement of the examination and question papers of such candidates shall be collected.
- 6) He/She shall ensure that every candidate has taken his/her proper seat and enters his/her correct register number and shade the circles in the space provided for and other particulars required on the OMR facing sheet of the answer script. The Room Superintendent himself/herself shall not under any circumstances enter the register number of candidates on the answer book. Answer books with doubtful register numbers shall be sent to the Chief Superintendent separately for onward transmission to the CoE with a report.
- 7) He/She shall not allow candidates to converse among themselves when once they enter the examination hall/room. He/She shall distribute the question papers on hearing the bell rung for the purpose. He/She shall verify the title of the question paper with the course offered by the student and issue the proper question paper to the candidate. If the paper is not the proper one, He/She shall return the same to the Chief Superintendent immediately.
- 8) He/She shall make necessary entries in the room Superintendent’s diary. He/She shall also enter against candidates roll number in the diary, the printed number of the answer book supplied to the candidate.
- 9) He/She shall immediately after the first 30 minutes bell, return all the remaining question papers and the blank answer books of absentees to the Chief Superintendent. The Room Superintendent shall not give any question papers to any outsider and He/She shall not take question papers from any candidate for reading it.

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- 10) He/She shall be responsible for the proper accounting of answer books of the candidates supervised by her/him. He/She shall ensure that the answer books and additional books/graph, if any, of each candidate are properly stitched together, the answer books are arranged in serial order: Course wise, branch wise, course wise, semester wise etc., and hand them over to Deputy Chief Superintendent in charge of the work at the office of the Chief Superintendent in separate bundles.
 - 11) He/She shall arrange to issue blank answer books to the candidates after they have taken their seats. Only one blank answer book shall be issued to a candidate unless there are two parts in a question paper for which answers have to be written separately.
 - 12) He/She shall distribute the right question papers among the candidates who may be writing different schemes of examinations.
 - 13) The Room Superintendent shall not be permitted to leave the examination hall during the first and last half an hour of the examination. During intervening period He/She may leave the examination hall with the permission of Chief Superintendent. Relieving Superintendent may take charge of the supervision of the room/hall for not more than 15 minutes. He shall sign in the relieving Superintendent's diary for the relief taken.
 - 14) He/She shall report to the Chief Superintendent on the days of his/her work half an hour earlier to the time scheduled for the commencement of the examination and shall not leave the premises until He/She personally handover the answer books to the Chief/Deputy Superintendent on duty and return the diary and other stationery articles given to his/her charge.
 - 15) He/She shall not allow any candidate to copy from either books paper/from other candidates or have in his/her possession or in his/her desk any book or papers not issued by the Room Superintendent in the examination hall/room. He/She shall further ensure that no candidate detaches or tears off any sheet or part of sheet from the answer book or additional books(S), and that every candidate hands over his/her answer book before He/She is permitted to leave the examination hall/room.
 - 16) He/She shall at once report to the Chief Superintendent of any case of malpractice and prevent the candidate from writing any further answer or removing, displacing or destroying the materials from which the candidate was copying. Unless it is inevitable,

He/She shall not take possession of such materials till the chief Superintendent takes charge of the case.

17) He/She shall be agile, watchful and active throughout the period of examination. He/She shall not relax or show indifference in the examination hall/room.

11.5. Relieving – Room Superintendent

1. The Chief Superintendent shall appoint the Relieving Superintendent from among the teaching staff of his/her college one week in advance of the commencement of the examination and he shall report for duty 30 minutes earlier to the commencement of exams.
2. The Relieving Superintendent who finds it not convenient to attend to the work assigned shall intimate in writing to the chief superintendent regarding his inability to attend work at least 24 hours earlier to the time scheduled for the commencement of examinations.
3. There shall be one relieving Superintendent for every Six Room Superintendents. If there are 5 Room Superintendents and less, the Deputy Chief Superintendent, shall act as relieving room Superintendent.
4. He/She shall not allow any candidate to copy from either books/paper/other candidates or He/She in his possession or in his/her desk any book or papers not issued in the examination hall/room. He shall further ensure that no candidate detaches or tears off any sheet or part of sheet from the answer book or additional books(s) and that every candidate hands over his/her answer book before He/She is permitted to leave the examination hall/room.
5. He/She shall at once report to the chief Superintendent of any case of malpractice and prevent the candidate from writing any further answer of removing displacing or destroying the materials from which the candidate was copying. Unless it is inevitable, He/She shall not take possession of such materials till the Chief Superintendent takes charge of the case.
6. The Relieving Superintendent shall give relief to the Room Superintendent for about 15 minutes and be in charge of the duties of Room Superintendent during that period and discharge all the duties and responsibilities of the Room Superintendent. He/She shall return the Relieving Superintendents diary duly filled to the Chief Superintendent at the end of the day's examination.

SECTION -E

12. POST EXAMINATION ACTIVITIES

12.1. Appointment, Duties and Responsibilities of Custodian, Deputy/Assistant Custodians:

A. Custodian:

1. The CoE may appoint any teacher of the College, who have put in minimum of 10 years of unblemished full time service, as Custodian for the valuation of theory papers allotted to that center.
2. Custodians are appointed for the Valuation of course/course/semester/year assigned to them. Custodians play the most responsible and very important role in the smooth conduct of valuation and tabulation, etc. His/Her first and foremost duty is to check the valuation center allotted to them and ascertain whether the adequate rooms, with proper ventilation, light, toilet facilities, furniture, etc., are available at the valuation center.
3. The Custodian shall propose the required supporting staff to CoE in accordance with the guidelines for appointment to the Valuation Centre.
4. He/She shall ensure that the Valuation Centre is kept open from 9.30 am to 5.30 pm and the valuation goes on throughout the day in these sessions with short breaks keeping the workload of the unit in view.
5. He/She shall arrange for receipt of Answers script bundles and coding/scanning for the scripts, before the commencement of valuation. The answer scripts are required to be received on the very day of the examination, and immediate action may be taken to commence the valuation of scripts on the day and date fixed by the CoE. The Answers script bundles received after the examination should be handed over to the Coding Officers/ scanning firm for scanning answer scripts and coding, and the coded scripts in packets of 20 scripts are to be handed over to the concerned examiners under acknowledgement for valuation per session. The procedure of coding, decoding etc., shall be as determined by the CoE from time to time.
6. He/She shall pay special attention to see that coding and decoding mistakes are not made, and make random check to ensure that the mistakes are not committed. He/She shall maintain strict confidentiality of coding and decoding work and other related matters

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7. Only those teachers whose names are included in the approved panel and the list of valuers as given by CoE should be assigned valuation work and none else.
 8. It shall be the duty of the custodians to ensure marking of attendance through bio-metrics by all the examiners and staff of the valuation unit including the Custodians.
 9. He/She shall ensure that the Registers pertaining to
 - i) Issuing of scripts to the Examiners/Reviewer
 - ii)) Receiving of assessed and reviewed scripts from the Reviewer/ Examiner/ verifiers are maintained properly.
 10. He/She shall ensure that the examiners are punctual in attending valuation work, and the practice of reserving scripts for members who abstain from valuation be given up. The Custodians and the Chairperson of BoE shall intimate the names of valuers, who are not punctual, and those who do not attend the valuation work throughout the period of valuation, or are indifferent in their work to the CoE without fail. Further, it is to be noted that valuers appointed to valuation work remain absent from the valuation shall be liable for a penalty as specified in the schedule of penalties.
 11. In case of need for additional examiners, whose names are not included in the list given by the Chairperson, Boards of examiners with the approval of the BoS; it should be ensured that the examiner has taught the course, and He/She shall give a declaration to that effect, mentioning the year during which He/She taught the course and a special permission for such additional examiners be obtained from the CoE
 12. He/She shall follow the method and instructions issued from the CoE from time to time regarding coding, decoding through scanning method etc.
 13. The packets of answer books should be given for valuation, one after another i.e., after completing the Valuation of answer scripts of the previous packets. Only 40 answer books should be valued in a day, by each examiner.
 14. He/She shall ensure that the papers are valued strictly in accordance with the scheme of valuation. He/She should also ensure that the papers are not valued in hurry and that the valuers spend sufficient time and devote proper attention on each paper.
 15. He/She shall arrange for review of answer scripts from the same day of valuation and ensure a review of 15% of papers valued in each course. However, He/She should ensure that the reviewer shall verify all the valued scripts and to check as to whether there is any mistake in totaling of marks, non-valuation of any answer, non-carrying of marks from inside pages to the facing sheet etc. The reviewer should not be allowed to value the answer books. In
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case the answer books in a course are less than 50, all the answer books may be valued by the Chief Examiner/Paper Setter/Reviewer.

16. Daily account to be maintained regarding the number of answer packets valued and number of OMR sheets sent to the Scanning Unit/Computer Center/ such officer as notified from time to time with acknowledgement.
17. He/She shall provide information on the day-to-day basis about the ongoing valuation process to the CoE.
18. The Custodian with the co-ordination and co-operation of Chairperson, BoE has to maintain healthy atmosphere in the valuation center and complete the valuation within 10-15 days from the date of commencement of valuation continuously without break.
19. He/She shall arrange for picking of evaluated answer scripts for photocopying as per the direction of the CoE and shall follow all directions given by the CoE in this connection
20. The staff allotted to Custodian shall work under his/her direct supervision and control and shall be responsible to him/her.
21. Deputy/ Assistant Custodian shall be appointed by the CoE from among panel of teachers who have put in a minimum of 05 years of unblemished full time teaching and are capable of doing confidential work and maintaining of confidentiality.

12.2. Deputy/ Assistant Custodians

Deputy/ Assistant Custodian shall be appointed by the CoE from among panel of teachers who have put in a minimum of 03 years of unblemished full time teaching and are capable of doing confidential work and maintaining of confidentiality.

The Deputy/ Assistant Custodians shall discharge the following duties and responsibilities:

1. They shall work during the specified hours on all the days (including extra hours and holidays) and shall complete the work as per the calendar of events given by the CoE.
2. They shall be present on all the days of examination in the valuation centre to receive the answer bundles and make entry of all the bundles in the registrars maintained for the said purpose.
3. They shall mark their attendance every day through bio-metrics maintained for the purpose.
4. They shall not abstain from work without prior permission from the CoE.
5. They shall not leave the Head Quarters until the work of valuation is completed and all the documents are handed over to the CoE on the completion of the work.

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6. They shall discharge scanning/coding, decoding, packing repacking of answer scripts as per the directions issued by the CoE and shall maintain a complete account of the bundles, packets and scripts received.
 7. They shall maintain strict secrecy regarding their appointment, the nature of work assigned to them and the code series etc., Deputy/ Assistant Custodians shall take all precautions to ensure that no one else should have any knowledge of the code numbers assigned by them. They shall be held responsible for any leakage of information in this respect.
 8. Coding and Decoding, wherever necessary, shall be done in 'RED INK',
 9. They shall scrutinize the code series and register numbers given to them and prepare the code blocks with due care and shall ensure accuracy in coding and decoding.
 10. They shall report for duty two days in advance of the work scheduled to commence, and shall be on duty till the valuation is completed.
 11. They shall arrange answer paper bundles - date wise, course wise, course wise, semester wise and bundle wise.
 12. The code number shall be entered at two places on the facing sheet, in case of manual coding. It shall also be marked on the first page of the answer book used by the candidate. After entering the code numbers on the scripts, the Deputy/ Assistant Custodians shall check the numbers with the code list to ensure accuracy.
 13. After decoding, in case of manual decoding, the Deputy/ Assistant Custodians shall check the decoded numbers carefully to ensure accuracy and hand over all the documents and records to the Custodian.
 14. Deputy/ Assistant Custodians after coding manually or mechanically, shall arrange all the packets serially in the order of course, semester, and course wise.
 15. They shall issue the coded answer books for valuation to the reviewer under acknowledgement.
 16. They shall receive the evaluated answer scripts from the reviewers on the same day of review under acknowledgement.
 17. They shall ensure that all the packets issued to reviewers are received back on the same day.
 18. They shall maintain proper account of answer packets, who was issued which packet under acknowledgement and they shall maintain the confidentiality of the same.
 19. They shall ensure that all answer paper packets of all courses, semesters, papers are valued and no answer script shall remain not valued.

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20. They shall handover the OMR sheets of the evaluated scripts to the CoE on the same day in the designated boxes with lock and key. They shall also ensure that no OMR sheets are left in the packet/evaluation center.
 21. Soon after the completion of valuation, they shall immediately report in writing about completion of valuation of all answer scripts to the CoE through the custodian. They shall safely store and protect all the evaluated scripts in the valuation unit for a period of 30 days or for such other period as directed by the CoE after completion of evaluation for photocopying of the answer scripts on requests by the candidates. Valued answer scripts should be stored course wise, semester or year wise, paper wise, paper bundle number wise for easy retrieval.
 22. They shall arrange for picking of evaluated answer scripts for photocopying as per the direction of the CoE.
 23. They shall keep all the answer scripts given for photocopying after photocopying in safe custody separately and shall handover the said scripts to the concerned person / Coordinator for the purpose of revaluation/challenge valuation.
 24. All instructions given in this respect from time to time by the CoE shall be followed by the Deputy/ Assistant Custodians.

12.3. Appointment, Duties and Responsibility of Reviewers

1. The Paper Setters shall generally be the reviewers. If there is need for more reviewers, the CoE shall appoint as many reviewers as necessary on the recommendation of the Custodian/ Chairperson of Board of Examiners who have unblemished service record. They shall mark their attendance through bio-metrics maintained in the valuation center every day without fail.
2. The Reviewers shall use “GREEN INK” for the review work and put “R” against the answers reviewed. The review work shall proceed alongside with valuation work in the presence of valuers.
3. The review work shall be completed on a day to day basis. BoE shall have the authority to ensure that the review work is completed on the same day, the scripts are valued, by getting the work done with help of senior teachers present for valuation work.
4. The Reviewer shall review 15% of papers valued in each course completely. However, He/She should verify each answer script and marks allotted to each question and marks transferred on to the facing sheet. If any discrepancy found regarding valuation, transfer of

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- marks and totaling, etc., warn the examiner and get the mistake corrected and report to the Custodian and Custodian shall inform the CoE for necessary action as per the rules.
5. The Reviewer has to verify the inside and facing sheet, signature and date on all the answer scripts valued by his/her team of valuers on the same day without fail. Failing which He/She shall be jointly liable for the penalty/punishment for such mistakes.
 6. If the Reviewer finds the valuation done by any examiner under him/her unsatisfactory, He/She shall arrange for fresh valuation of the answer scripts by the examiner and report the same to the CoE. If the examiner refuses to comply with the instructions, another examiner may be entrusted with the work and the one who had erratically valued or not valued correctly may be denied remuneration for the unsatisfactory evaluation work done.
 7. The valued answer scripts and marks lists with the signature of the examiner and the reviewer should be submitted to the Custodian of the Valuation Unit, on the same day and the same shall be transmitted to the computer section for taking action immediately.
 8. The Reviewers shall follow such procedure of review as notified by the College from time to time and the Reviewers shall be entitled to remuneration as fixed by the College from time to time.

12.4. Appointment, Duties and Responsibility of Examiners

1. The CoE shall appoint examiners for each examination from among the list of eligible examiners approved by the Academic Council depending upon the need in each paper. Persons whose names are not in the approved list shall not be appointed. However, under special circumstances after obtaining the permission of the Principal and the CoE exceptions may be made and such cases shall be reported to the Academic Council at its next meetings. Under no circumstances can the Chairperson of the BoE/ Custodian issue appointment orders on his/her own. All Examiners will be required to submit their acceptance of the offer in the format given by CoE.
2. The Examiners shall maintain strict secrecy regarding their appointment and other work allotted in connection with the examinations. They shall mark their attendance through biometrics maintained in the valuation center every day without fail.
3. Each Examiner, after the receipt of appointment letter from the CoE, shall report to the Custodian of concerned valuation unit allotted to him/her and affix their signatures/Thumb Impression two times daily, i.e., in the morning and afternoon in the attendance register/biometrics machine maintained by the Custodian of respective Valuation Centre.

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4. On the day of commencement of valuation, half a day shall be utilized for discussion with regard to filling of OMR marks sheet and shading and other related valuation work.
 5. The Examiners shall not evaluate the answer papers not related to his/her courses.
 6. The Valuers have to count the number of answer scripts in the packet and verify the dummy number/code of answer scripts with dummy number/code number printed on the answer book and OMR sheet. Discrepancies, if any, should be brought to the notice of the Custodian immediately.
 7. The Valuers must make sure that Dummy Number printed on the answer book and OMR sheet are the same and shall not value the packets in case of any discrepancy and inform the same to Custodian for the needful action.
 8. The examiners shall value the scripts strictly in accordance with the scheme of valuation given by the paper setters. They shall get 15% of the scripts valued by the reviewer/ by the paper setter, additional reviewer appointed for the purpose and adhere to the instructions given.
 9. The examiners shall value the answer scripts assigned to them only with **red ink pen**. The marks shall be assigned at the end of each answer or a part of the answer at the left hand of the margin. Marks awarded for each answer or part shall be awarded in **red ink** and on the facing sheet of the answer script along the columns provided for them. After entering both in figures and in words the total marks obtained by the examinee the examiner shall record his/her full signature in the column provided for on the facing sheet.
 10. The examiner shall value all the answers and take into account the marks of only the maximum required or permitted questions by considering the marks awarded to the questions advantageous to the candidate and round off those not considered.
 11. The examiners shall write 'ZERO' wherever answers do not deserve any marks. The examiner shall total up the marks.
 12. The examiner shall ensure that no answer or part of any answer is left out in valuation. The valuers should read the answer script in detail and evaluate the scripts. The marks awarded in each page should be counted properly and carry out the marks to cover page entered in marks sheet both in figures and words with his/her signature.
 13. The examiner shall not take the answer scripts out of valuation center under any circumstances.
 14. The examiner shall not value any answer script which bears no register number/code number. All such cases shall be reported forthwith to the Custodian/CoE for their instructions.

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15. If the examiner during valuation of the scripts suspects any case of malpractice, He/She shall immediately report it to the Custodian/CoE. He/She shall submit the suspected script after valuing it fully along with his/her report to the Custodian/CoE by name. He/She shall enter such references in the marks list against the register number / code number.
 16. The examiner shall report to the CoE by name, cases of any candidates of other person on his/her behalf approaching him/her for any favor or writing letters to him/her indicating the name of the person, the register number/code number of the candidate, course/paper etc., He/She shall also send the answer scripts of such candidates along with his/her report to the CoE, forthwith.
 17. The examiners shall value not less than 40 full/ 60 half scripts per day i.e., 20/30 answer scripts in the morning and 20/30 answer scripts in the afternoon as the case may be. Note: A half script implies an answer script of a paper 30 marks.
 18. The examiner shall prepare marks lists in the prescribed proforma provided for the purpose. The Examiners should have full knowledge of shading and filling of OMR marks sheets.
 19. Black Ball point pen should be used for shading of OMR marks sheet and if any mistakes made in the OMR marks sheet at the time of shading it cannot be rectified further. Therefore care should be taken while shading.
 20. Only after review of answer scripts by the reviewer and after his/her signature on the answer scripts. The valuers shall start entering marks and shading on OMR sheet corresponding to dummy numbers. The Dummy number printed on answer script and OMR sheet should be same.
 21. The columns provided in the OMR marks sheet and prescribed for valuers should be verified with due care and caution and shade the columns. The valuers are to be entered their code number clearly. If any confusion, with regard to filling and shading of OMR marks sheet, the same may be clarified with Reviewer/Custodian.
 22. Persons whose family members are taking the examination shall not be chosen to do any type of work connected with the particular examination except under special permission from the CoE. (son, daughter, grand-son, grand-daughter, nephew niece, brother, sister, husband, wife, sister -in law, brother - in –law, father, mother, uncle, aunt etc.,).
 23. The examiners appointed for the conduct of practical examinations shall ensure that the marks are awarded in the answer scripts to each answer or part of an answer. The marks list of practical examinations entered on the facing sheet of the answer scripts in the columns provided and the examiners shall also enter the marks awarded for class records

separately in the marks lists in the column provided for and in case of exceptions shall make the required observation in the remarks column in the marks list.

24. The examiners shall handover the duly sealed marks lists of practical examinations to the Chief Superintendent of the centre on the same day. The practical marks lists shall not be sent by the examiner to the CoE directly under any circumstances. The Chief Superintendent shall send practical marks lists to the CoE.

12.5. Appointment, Duties and Responsibilities of Verifiers and Scrutinizer's

A. Verifiers:

The CoE shall appoint required number of teachers as verifiers to valuation centers to discharge the following duties:

1. After their appointment, they shall report for duties to the designated Custodian of the valuation center along with their appointment orders.
2. They shall mark their attendance through bio-metrics maintained in the valuation center every day without fail.
3. They shall get the valued answer script packets from the Custodians and take out OMR sheet and all the answer books of each packet.
4. Verify and tally the valued answer books with reference to the Reg. No. or Dummy No.
5. They shall see whether all the answers have been valued and marks awarded and extra answers are rounded off and not considered for totaling of marks.
6. Verify the correctness of total marks and marks awarded in words and figures.
7. They shall verify and tally that the OMR sheet contains the same total number of marks awarded in the answer script/ on the facing sheet also.
8. They shall verify correctness of shading in the OMR sheet corresponding to the marks awarded in the answer script.
9. They shall verify the existence of the signature of the valuer/reviewer on each script and OMR at the specified places.
10. After the completion of the process of verification, they shall authenticate the work done by them by affixing specified sticker on each packet.
11. Shall affix his/her signature on each and every verified OMR and shall keep the OMRs separately, course wise, course wise, semester wise and hand over the same to the custodian on the same day of verification and in turn the custodian shall hand over the same to the CoE on the same day itself.

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12. If any discrepancy is found with regard to the above mentioned entries, He/She should immediately bring to the notice of the CoE/Custodian in writing to get it rectified by the concerned examiner.
 13. A work dairy of the work done on each day should be maintained and signed by him/her on each page and in which discrepancy, if any, found by him/her indicating the course and the name of the valuer/reviewer, register number, examination and also the total number of scripts verified should be recorded. A bound register for this purpose should be maintained.
 14. They should ensure that the above work is being carried out prior to the announcement of examination results and hence he has to maintain utmost secrecy in the matter. This work should however be completed as and when the valuation is over, without any delay.
 15. They should not leave the Valuation Centre until the answer scripts given to her/him are completely checked, accounted and returned to the Custodian.
 16. They are not expected to carry any material related to his work outside valuation center. He/She should handover all the materials to the custodians before He/She leaves the premises.
 17. They should complete the work without keeping anything pending for the next day.

12.6. Result Sheet and Marks Card Scrutinizers

1. They shall check and verify randomly and /or in doubtful cases, before announcement of the results, the provisional result list with reference to the register numbers, courses and original OMR/Marks List of candidates in each course and certify that the entries made in Answer script, OMR and Scanned C.D is true and correct and the result may be published.
2. After declaration of the results, the marks cards shall be printed by the Computer Section/ any agency authorized by the College and the same shall be handed over to the scrutinizers under acknowledgement for verification. The scrutinizers shall verify randomly the marks cards with reference to the provisional result sheet announced by the College and affix their signatures, wherever necessary, for having verified the marks cards.
3. They shall check-up the marks cards whether the Name, Reg. No, Courses, Month and Year of Examination etc., of the candidate are properly entered.
4. After verification all the marks cards given to them shall be handed over to the CoE to send it to Admission Section for distribution to the students.

12.7. Valuation of Scripts in Under Graduate Courses

1. There shall be a Central Valuation for Valuation of Answer Scripts in Under Graduate Courses
2. Each paper shall be valued by only one valuer, whose name appears in the panel of examiners approved by the Academic Council. The marks awarded by the valuer shall be final unless the same is changed by the reviewer. The marks awarded by the Reviewer shall be final.
3. Each valuer shall value as many number of scripts as prescribed by the College from time to time
4. **Internal Assessment/Practical/Grades:** The Internal Assessment/Practical Marks/ Grades obtained from respective course teachers shall be sent to the CoE in sealed covers by the Chief Superintendent of the examination before commencement of theory examination both in hard and soft form/ online on or before the time fixed by the CoE. The same shall be sent to the computer section for entry and inclusion in the result.

12.8. Photocopy/Re-Valuation (U.G)

1. After declaration of the results of the Under-Graduate Examination, if any candidate wishes to apply for photo copy, she shall apply to the CoE by paying the prescribed fees notified by the College from time to time within 10 days from the date of announcement of results of the respective course.
2. The photocopy of the script shall be supplied to the candidate within 20 days after last date for submitting application for the same.
3. After receipt of the photocopy if any candidate wishes to apply for Re-Valuation, he /she shall apply to the College by paying the prescribed fees notified by the College from time to time within 10 days from the date of issue of photocopy by the CoE.
4. Candidates who have secured 15% of maximum marks or more in each paper are eligible to apply for Re-Valuation by paying prescribed fee.
5. The photocopy of the answer scripts shall be enclosed with the revaluation application form, failing which the application shall be rejected.
6. After receipt of applications for Re-Valuation, the CoE may with the prior permission of the Principal, either himself or through the Co-ordinator, specially appointed for the said purpose, shall arrange for valuation by a specialist from among the panel of examiners

approved already or specially by the Academic Council, to evaluate the concerned scripts. The Co-ordinator so appointed shall fulfill the eligibility and other conditions as specified by the Custodian.

7. In case of Re-valuation, if there is a difference of more than 15% marks between the first valuation and re-valuation, the said script shall be referred to third valuer, who has not valued the script earlier and the marks awarded by the third valuer shall be final. However, the candidate is entitled to the marks advantageous to him/her.

12.9. Correction of Totaling Mistakes/Non valuation of any question/s/ Non declaration of results etc.

1. After obtaining the photocopy if the candidate finds any totaling mistakes/non valuation of any question/s, not carrying of marks awarded to the questions to the facing sheet etc., A candidate shall submit application to the CoE through the College for correction of such mistakes and to issue corrected marks card, enclosing the photo copy of the script and xerox copy of the marks card/result sheet, within 10 days from the date of receipt of the photocopy of the script in the college.
2. In case of non-declaration/partial declaration of results, the Principal of the college shall submit the details of all such candidates with Register number and other relevant documents like A-Form, Invigilation dairy etc., within 15 days from the date of declaration of result. Any such requests made after the period prescribed above shall not be entertained.
3. The CoE shall refer such cases to the Computer Section/ Scanning Agency to verify the scanned data and OMR Sheets and in case the required data is not available in the said section the same may be referred to the Custodian of the valuation center to verify the same with the original script along with the valuer and reviewer and to submit the report duly signed by them. On receipt of the said report He/She shall direct the concerned to make necessary correction in the results and to issue corrected marks card. In all such cases the valuer/reviewer shall be punished as per rules.

12.10. Valuation of Scripts in Post Graduate Courses

1. There shall be a Central Valuation for Valuation of Scripts in Post Graduate Courses.
2. Each paper shall be valued by two valuers, one ordinarily by an internal and the other by an external examiner whose names appear in the panel of examiners approved by the BoS and Academic Council. The results shall be the average of the two valuation marks. However, the CoE may get both the valuation done by external evaluators.

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3. In case there is a difference of more than 20 marks in the two valuations, the script must be valued by a third examiner who figures in the approved panel of examiners but who has not been a valuer in the first or second valuation and his/her assessment shall be final.
 4. **Internal Assessment/Practical:** The Internal Assessment/Practical marks obtained from respective course teachers shall be sent to the CoE in sealed covers by the Principal/Chairperson, Post Graduation Department, before commencement of theory examination both in hard and soft form/online. The same shall be sent to the computer section for entry and inclusion in the result.

12.11. Re-Valuation (P.G)

1. After declaration of the results of the post-graduate examination, if any candidate wishes to apply for Re-Valuation, he /she shall apply by paying the prescribed fees notified by the College from time to time within 10 days from the date of announcement of the results by the College.
2. Candidates who have secured 15% of maximum marks or more in each paper are eligible to apply for Re-Valuation, by paying the prescribed fees notified by the College from time to time. There is no provision for Photocopy of answer script.
3. After receipt of applications for Re-Valuation, the CoE either personally or through the Coordinator appointed for the said purpose, with the approval of the Principal, ask a course specialist from among the panel of examiners approved already or specially by the Academic Council, to evaluate the concerned script.
4. In case of Re-valuation, the average of the marks awarded to the candidate in the main valuation and Re-valuation shall be final. However, the candidate is entitled to the marks advantageous to him/her.

13. Procedure for attending to the Problems of PG students

1. Any problem pertaining to mistakes in declaration of results, in marks cards or degree certificates or revaluation shall be referred by the Principal/Chairperson of the P.G. Department to the cell constituted/officer authorized by the CoE in the Examination Section for this purpose. Corrections, if any, shall be made only under the orders of the CoE
2. All problems pertaining to the PG examination work must be attended to by a PG coordinator (Examinations) designated by the Principal.

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3. The Coordinator shall submit all the cases duly forwarded by the Principal to the CoE within specified period.
 4. After receipt of such applications, the Examination Section shall attend the work and dispose of the same within 3 days. In case of non-disposal within stipulated period, the reply with cogent reasons shall be sent to coordinator (Examinations) within 7 days.
 5. The CoE shall organize meetings at least once in a month to ensure that no matters are pending within the Examination Section.

14. Remuneration/Honorarium/Allowances

Remuneration/ Honorarium/Allowances/Fees etc., are to be paid to the Chairperson and Members of the BoE, Paper – Setters and Valuers, Custodians, Coordinator, Chief Tabulators, Tabulators, Chief Superintendent and Dy. Chief Superintendents, Invigilators, Members and Chief, and others who have put in work in connection with the conduct of examinations, as per the rates fixed by the college authorities from time to time. If any fine, penalties are to be imposed on any of them, an undertaking should be taken from the payment – receiver at the time of payment that He/She is bound to return any such amount to the College after an order to this effect is passed by the CoE

15. Examination Work as a Duty

It shall be the mandatory duty of all the Teaching and Non-Teaching Staff in the College. However, in exceptional circumstances, such duties may be exempted if justified through proper reasons given in writing.

Obligations of Teachers and Acts of Indiscipline and Malpractice in the Examination by the Teaching & Non -Teaching Staff under Sections 73, 74 & 75 of Karnataka State Universities Act-2000

Extract of the Karnataka State Universities Act 2000

Section 73: Duties of a Teacher:

(1) Every teacher of a University or an affiliated college shall carry out the work relating to teaching, research, examination or academic work assigned to them by the University from time to time.

(2) For the purpose of sub-section (1) both the teaching and non-teaching employees in the services of the University and also in the colleges affiliated to the University shall be

administratively controlled by the University and shall abide by the instructions or orders issued by the University from time to time.

Section 74: Obligations to perform the examination work:

(1) Any person who is entrusted with the examination work relating to paper setting, invigilation, supervision, evaluation, conduct of practical examinations, printing of question papers and answer books, tabulation and preparation of marks cards and all such activities incidental thereto and connected therewith shall discharge such duties prudently and with utmost integrity for attainment of the academic standards.

(2) If any person who has been allotted the examination work under sub-section (1) is found guilty of breach of duties or involves in any misbehavior, shall on conviction be punished with imprisonment for a period which may extend to three years or with a fine up to two thousand rupees or with both;

(3) No court shall take cognizance of offence punishable under this section or the abetments of any such offence save on the complaint made by the Registrar (Evaluation).

Section 75- Punishment for Abatement of Offenses:

Whoever instigates or abets the commission of offence punishable under section 74 shall, on conviction be punished with the same punishment provided for in that section. The punishable wrongs by the teaching and non-teaching staff may occur at three stages viz., Pre Examination, During Examination and Post-Examination.

16. Punishment/Penalty for various mistakes/malpractices committed in Examination by Teaching/Non-Teaching Staff

The Principal, on receiving a complaint in writing or otherwise, is empowered to constitute an enquiry committee to enquire into the allegations of mistakes or malpractices committed by the personnel employed/appointed in the conduct of examination, evaluation, processing and declaration of results and all other incidental and ancillary matters. The committee shall conduct an enquiry by providing an opportunity of hearing to the delinquent and submit its report, based on which the penalties shall be imposed.

Punishment/Penalty for various mistakes/malpractices committed in Examination by Teaching/Non-Teaching Staff at different stages is indicated below:

A. Paper Setting and Printing

1	Accepting the confidential work without disclosing the fact in writing when the relatives are appearing for the examinations.	Impose a penalty of Rs. 10,000/- and disciplinary action as per rules
2	Refusing / failure to set question paper in time	Impose a penalty of Rs. 5,000/- per paper.
3	Setting of question paper out of syllabus or incomplete question and data	Impose a penalty of Rs. 5,000/- per paper.
4	Setting of question paper not in accordance with the prescribed question paper pattern/as per the instructions of BoE Chairperson.	Impose a penalty of Rs. 5,000/- per paper.
5	Manuscript written by other than paper setters and BoE Chairperson /BoE Member.	Impose a penalty of Rs.15,000/- per paper.
6	Not signing the manuscripts.	Impose a penalty of Rs. 10,000/- per paper.
7	Not writing the proper title of the question paper/paper code/duration/marks etc. by the paper setter	Impose a penalty of Rs. 1000/- each. The Board of Examiners shall preserve the original manuscript and send it on to the CoE in sealed packets. If the mistake is done at the time of printing, the penalty of Rs.10, 000/-shall be imposed on the person concerned.
9	Submitting the question paper without scrutiny by the BoE.	Impose a penalty of Rs. 10,000/- on each member and Chairperson per paper.
10	Not submitting the question paper within the Prescribed time by BoE Chairperson to the CoE	Impose a penalty of Rs. 10,000/- per paper.
11	Accepting the paper setting without competence/eligibility	Impose a penalty of Rs. 10,000/- on each member and Chairperson per paper.
12	Not submitting required sets of question papers by the BoE Chairman.	Impose a penalty of Rs. 5000/- each.
13	Failure to get any paper/s set and submit the same to CoE in time by BoE Chairman	Impose a penalty of Rs. 15,000/- and disciplinary action as per rules.
14	Leakage of question paper: a) by the paper setter, b) by chairperson/members of BoE. c) at the stage of printing. d) at the exam center by the Chief/Deputy Superintendent.	a) Impose a penalty of Rs.25,000/- + other disciplinary action as per rules. b) Impose a penalty of Rs.35,000/- each + other disciplinary action as per rules. c)Impose a penalty of Rs.50,000/-+ other action as per terms and conditions of the agreement, if printing is outsourced and disciplinary action in case printing is done in the College.

		e) Impose a penalty of Rs.35,000/- + other disciplinary action as per rules.
15	Any other kind of mistakes which are not covered above.	Impose a penalty of Rs. 2000/- for each mistake/-+ other disciplinary action as per rules.

B. During Examination: At The Examination Centers

1	Opening of wrong question paper packets by Chief Superintendent.	Impose a penalty of Rs.10,000/- + other disciplinary action as per rules.
2	Not keeping question paper under safe custody by the Chief Superintendent. Change of courses.	Impose a penalty of Rs.10,000/- + other disciplinary action as per rules.
3	Distribution of wrong question paper at the examination center.	Penalty of Rs.10,000/- The expenses that are to be incurred to conduct re-examination will have to be recovered from person responsible and disciplinary action as per rules.
4	Allowing candidates after half an hour of the commencement of exam by the Room Superintendent.	Impose a penalty of Rs. 2000/- per candidate.
5	Not signing of answer scripts by Room Superintendent by verifying Reg. No's.	Impose a penalty of Rs.2000/- for each mistake.
6	Allowing candidate without Hall Ticket for Examination.	Impose a penalty of Rs. 5000/- each.
7	Not writing Sl. No. of script in the Room Superintendent report.	Impose a penalty of Rs. 2000/- each mistake.
8	Wrong entry of Sl. No. of script by the Room Superintendent Diary. (Invigilation diary)	Impose a penalty of Rs. 2000/- each.
9	Writing wrong Reg. No. in the Room Superintendent Diary.	Impose a penalty of Rs. 2000/- each.
10	Absence of Chief Superintendent at the Examination Centre.	Impose a penalty of Rs. 5000/
12	Allowing any other person other than the candidate in examination. (Impersonation)	Impose a penalty of Rs.10,000/- each and disciplinary action as per rules.

13	Negligence of the supervising staff in discharging their duties leading to copying/ mass copying, unruly behavior etc., on the part of the candidates affecting smooth conduct of examination.	<p>1. The Superintendent/Deputy Superintendent and Room/Relieving Superintendent of the Centre shall be imposed a penalty of Rs.5, 000/- each per event.</p> <p>2. A report to the Management against them is to be sent to take disciplinary action and the action taken in the matter is to be communicated to the Directorate of Collegiate Education by the Management. (in case of GIA staff)</p> <p>3 If the class III or IV Employees involved in such activities, their entire remuneration shall be forfeited and further disciplinary action shall be taken by the Management against them</p>
14	Any other mistakes committed at the Examination Centre.	Appropriate penalty as decided by Enquiry Committee appointed by the Principal.
15	Not dispatching the answer scripts in time to the CoE as per the instructions.	Impose a penalty of Rs. 10,000/- for each day of delay and disciplinary action on the concerned persons as per rules.
16	Not sending the Sessional / Term work / Project work /Internal Assessment marks/Grading before the commencement of theory examination.	Impose penalty of Rs. 10,000/- per student on HoDs
17	In case marks are sent after commencement of theory examination and before announcement of results.	Impose penalty of Rs. 25,000/- per student on HoDs.
18	Not conducting the practical examination by the Examiners after acceptance of the said work.	Impose a penalty of Rs.10,000/- and shall be debarred from examination work for 2 years.
19	Allowing an ineligible candidate to write examination, without the permission of the CoE or without payment of fees.	Impose a penalty of Rs. 10,000/- each, on the Chief Superintendent, Deputy Chief Superintendent and the room superintendent.
20	Insertion /Replacing of answer book/pages at the exam center.	Impose a penalty of Rs.15,000/- each and disciplinary and criminal action.
21	Booking any student for malpractices with any ulterior intention by the members involved in the examination.	Impose a penalty of Rs.5,000/- and shall be debarred from examination work for 2 years.
22	Any other kind of mistake which is not covered above.	Impose a penalty of Rs.2,000/- for each mistake.

C. During Coding and Decoding

1	Not keeping proper accounts of answer scripts bundles received from the Chief Superintendent.	Impose a penalty of Rs. 1000/- for each mistake.
2	Wrong coding of answer script.	Impose a penalty of Rs. 1,000/- each.
3	Disclosure of code numbers.	Impose a penalty of Rs. 15,000/- and disciplinary and criminal action.
4	Not completing the work within stipulated time.	Impose a penalty of Rs. 1000/- per day.
5	Wrong decoding	Impose a penalty of Rs.1,000/- each.
6	Tampering with Marks allotted by Examiners.	Impose a penalty of Rs. 15,000/- for each case and disciplinary and criminal action.
7	Disclosure of result before declaration by the CoE.	Impose a penalty of Rs. 5,000/-
8	If the coding and decoding is done through scanning by any agency authorized by the College and if any above mentioned mistakes are committed by such agency.	Any penalty specified above for respective mistakes and forfeiture of deposits and payments and damages of Rs.1 Lakh and other necessary action as per terms and conditions of Agreement.

D. During Valuation

1	Erratic valuation by the valuer.	Impose a penalty of Rs.2,000/- per paper.
2	Valuing the paper without competence by the valuer.	Impose a penalty of Rs. 5000/-
3	Non valuation of a part of the answer.	Impose a penalty of Rs. 5000/- each.
4	Non valuation of a complete answer/non assignment of marks to an answer for such mistake.	Impose a penalty of Rs. 3000/-each forfeiture of the entire remuneration, conveyance etc., and a penalty of Rs. 3000/- and shall be debarred for 2 years from valuation work and disciplinary action.
5	Wrong/non carrying of marks from inside to the Cover page of the answer script, etc,	Impose a penalty Rs. 3000/- for each mistake.
6	Wrong writing of marks in figures and words in the OMR Sheet/marks list.	Impose a penalty Rs. 1000/- per mistake.
7	Wrong totaling by the valuer/reviewer.	Impose penalty of Rs. 1000/- each.
8	Non-entry of marks / Wrong transfer of marks from answer scripts to OMR marks list.	Impose a penalty of Rs. 1000/- for each mistake.
9	Displacing the answer script from one packet to another packet.	Impose a penalty of Rs. 1000/- for each mistake.

10	Awarding more marks by valuer/reviewer than the marks fixed for the questions.	Impose a penalty of Rs. 3,000/- per answer.
11	Failure to round off the extra No. of answers by the valuer.	Impose a penalty of Rs. 500/- each.
12	Tampering with the marks given by the valuer/ reviewer, indulging in any other malpractice by the Chief Custodian/custodians and other staff of valuation Unit.	Immediate cancellation of appointment and relieving from work with forfeiture of remuneration, TA/DA and penalty of Rs 25000 and also disciplinary and criminal action be initiated.
13	Non issuance of instructions to valuers by the Chief Examiners/Custodians.	To be debarred for 2 years from all types of examination work with penalty of Rs.5000/-
14	Non-compliance with the rules and instructions given and doing the work in a disorderly manner, or deserting in the middle.	Debarring from such work for 3 years and no remuneration to be paid for the work done and penalty of Rs.5000/- and disciplinary action.
15	Failure of valuer to report to valuation or if valuer remain absent from valuation work.	Impose a penalty of Rs. 5000/- on each valuer.

E. Verification and Scrutiny:

1	Wrong verification and scrutiny.	Impose a penalty of Rs. 1000/- for each mistake.
2	Wrong totaling of marks.	Impose a penalty of Rs. 1000/- for each mistake.
3	Tampering with Marks awarded by the Examiners in OMR marks list.	Impose a penalty of Rs. 15,000/- each and disciplinary and criminal action
4	Writing as Absent, though the candidate has appeared for the examination.	Impose a penalty of Rs 5,000/- per candidate
5	Awarding of wrong exemptions.	Impose a penalty of Rs. 1,000/- per such exemption.
6	Not putting initials for the corrections/over writings.	Impose a penalty of Rs. 100/- each.
7	Not keeping the account of blank marks cards by the concerned.	Impose a penalty of Rs. 5,000/-
8	Wrong carrying forward of previous years marks in ledger.	Impose a penalty of Rs. 1000/- each.

F. General

1	Any breach of confidentiality relating to the examination work.	Shall impose same penalty as provided above.
2	Failure to undertake the examination work assigned by the CoE without prior permission in writing.	Impose a penalty of Rs.2000/- and disciplinary action as per service rules.

3	Leaving the examination work before the completion.	The remuneration/ TA/ DA due to the concerned person shall be forfeited and a penalty of Rs.5000/-
4	In other cases of serious irregularities or gross dereliction of duties.	Impose a penalty of Rs. 25,000/- for each case and disciplinary and criminal action.

17. Malpractice by Candidates Appearing in Examination, Procedure and Punishment under Section 77 of K.S.U. Act, 2000

77. Discipline. - (1) The final authority responsible for maintenance of discipline among the students of the College shall be the Principal. His/Her directions in that behalf shall be carried out by the head of departments.

1. Acts of Malpractice by Candidates Appearing in Examination

Malpractice means and includes any one or more of the following acts by a candidate appearing for the Examinations to grant and confer Degree, Diploma and other Academic distinction on persons who have pursued a course of study or have carried on research.

- i. Unruly behavior in or near the examination hall.
- ii. Bringing into the Examination hall or being found while in the examination, in possession of any book, portions of a book, manuscript, material or any other matter not permissible to be brought into the Examination hall.
- iii. Copying or taking aid from any material or matter to answer in the examinations.
- iv. Communicating with any candidate or any other person in or outside the examination hall with a view to take assistance or aid to answer in the examination.
- v. Copying from the material or matter or answer of another candidate or similar aid or assistance is rendered to another candidate.
- vi. Making any request or representation or offers any threat or inducement to Supervisor/Room Superintendent or/ and any other official or officer of the College in the Examination Hall or to the Examiner in the answer script.
- vii. Approaching directly or indirectly the teachers, officers or examiners or brings about undue pressure or undue influence upon them for favour in the examination or valuation.
- viii. Inserting or substituting in the answer script sheets or sheets of answer script not supplied in the examination hall.
- ix. Impersonating or allowing any other person to impersonate for him in the examination hall.

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- x. Committing any other act omission intending to gain an advantage or favour in the examination by misleading, deceiving or inducing the examiner or officers or authorities of the College.

17.1 Authority for imposing Penalty: The Principal shall impose penalties taking into account the recommendation of the Malpractice Enquiry Committee.

17.2 Constitution, Powers and Functions of the Malpractices Enquiry Committee

1. The Malpractices Enquiry Committee shall consist of the Principal, the CoE and two senior most members of the teaching staff. The Principal shall be the Chairperson of the committee.
2. The Committee shall have all the powers to issue notice, summon the candidate and witness, record their statements and recommend appropriate punishment/penalty as per the Schedule of penalties provided hereto.

17.3. Procedure and Penalties

1. No penalties may be imposed on a candidate except after an enquiry held, as far as may be, in the manner hereinafter provided.
2. The Malpractice cases reported by the Chief Superintendent/ Valuer/ Custodian in sealed covers to the CoE shall be opened before the Committee only. The Committee after verifying the report and recording the material enclosed thereto shall make an endorsement to that effect.
3. The Malpractices Enquiry Committee shall frame definite charges and cause to issue notice communicating such charges together with a statement or allegation on which they are based, to the candidate in writing and she shall be required to submit within 15 days from the date of receipt of notice or within such time as may be specified by the committee a written statement of her defence or admission of the guilt. In case the student fails to submit written statement of her defence or admission of her guilt within the stipulated period, the Committee shall hear the matter ex-parte and make necessary report.
4. In case of contest by the student, the committee shall proceed to conduct a summary enquiry by providing a fair and reasonable opportunity to the student. On conclusion of the enquiry the committee shall record its finding about the commission of guilt by the student or otherwise and shall submit a report along with recommendation of the committee based on the findings recorded.

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5. The candidate may present her case herself but shall not engage a legal practitioner for the purpose.
 6. The Malpractices Enquiry Committee shall, in the course of enquiry consider such documentary evidence and take such oral evidence as may be relevant or material in regard to charge or charges. The candidate shall be entitled to cross examine any witnesses summoned by the committee to give evidence in defence. The person presenting the cases and in support of the charges shall be entitled to cross examine the candidate and the witnesses examined in defence.
 7. At the conclusion of the enquiry, the Malpractice Enquiry Committee shall submit a report to the Academic Council with findings on each of the charges together with all the documents and recommend either for imposition of penalty or exoneration of the student.
 8. The Academic Council shall consider and impose the penalty for various types of Malpractices as detailed in the schedule, or as recommended by the Malpractices Enquiry Committee, or exonerate the student as the case may be.

17.4 The Procedure for Reporting Malpractice Cases

- a. The Room Superintendent /Invigilator shall seize the incriminating material and the answer script or other substance forming part of answer and report the same to the Chief Superintendent immediately, if He/She notices a malpractice being committed by the candidate.
- b. If the candidate refuses to hand over the incriminating material or destroys or runs away with the material (causes to disappear) the facts shall be noted duly witnessed by two members of the supervisory staff and report the matter to the Chief Superintendent immediately. If the candidate refuses to give the statement the candidate should be asked to record in writing his refusal to give a statement. If He/She refuses to do even that, the facts shall be noted, duly witnessed by two members of the supervisory staff.
- c. The Chief Superintendent shall hold a preliminary enquiry, record the report of the Room Superintendent, the statement of the candidate in the presence of a teacher other than the Room Superintendent concerned. He/She shall forward a report along with the answer script or other substance or the incriminating material in a sealed cover or box, to the CoE by name, who, in turn, shall place before the Malpractice Enquiry Committee all the

materials and records received by him/her. The Chief Superintendent shall forthwith suspend the candidate from writing the examination and withdraw the admission ticket.

(d). The examiner/reviewer, shall, if He/She suspects malpractice while valuing the answer script shall forthwith stop further evaluation and return the answer script with a report prepared by him under his/her name and signature to the Custodian who in turn shall forward the same to the CoE along with his/her remarks under his/her name and signature. If the suspicion arises or malpractice is suspected after script is already valued, marks shall not be entered in the OMR Sheet or marks list along with other students but enter them in a separate list and hand over to the custodian who in turn in a sealed cover shall forward the same to the CoE.

17.5. Schedule of Penalties:

S.No.	Nature of Malpractice	Penalty to be Imposed
1	Revealing the Identity of the candidate by putting any mark, symbol etc., in the answer paper	a) Fine not less than Rs. 5000/- b) Withholding and forfeiture of the performance of the examination.
2	Possession of manuscript/printed or typed matter, books or notes/ impermissible electronic gadgets.	To deny the benefit of performance of the examination for which the candidate has appeared and debar her for a further number of chances extending up to TWO more examinations and penalty of Rs. 5000/-.
3	Possession of manuscript printed or typed matter, book or notes and found copying.	To deny the benefit of performance of the Examinations for which the Candidate has appeared and debar her for a further number of chances extending up to THREE more examinations and penalty of Rs. 5000/-.
4	Identical answers in the answer scripts of different candidates as a result of copying. Copying or allowing a candidate to copy from her answer script.	To deny the benefit of performance of the Examination for which the candidate has appeared and debar her for a further number of chances extending up to TWO more examinations and penalty of Rs. 5000/-.
5	Appeal to the examiner with money as enclosures to the answer book, use of abusive/obscene language, or threatening words in the answer book.	To deny the benefit of performance of the said paper of the examination for which the candidate has appeared and penalty of Rs. 10000/-.
6	Found giving or receiving assistance at the examination, passing on the question paper/ answer script/	To deny the benefit of performance of the examination for which the candidate has appeared and debar her for a further

	additional sheet for purpose of copying	number of Chances extending up to THREE more examinations and penalty of Rs. 5000/-.
7	Insertion of additional sheets/use of an answer book which is not issued at the examination hall/ insertion of any papers during or after examination at any stage.	To deny the benefit of performance of the examination for which the candidate has appeared and debar her for a further number of chances extending up to FOUR more examinations, period of debar, however, not to exceed THREE years, not to exceed THREE years, excluding the Examination already taken and penalty of Rs. 15000/-.
8	Impersonation, found guilty of deliberate pre planned arrangement to cheat in the examination.	To deny the benefit of performance of the examination for which the Candidate has appeared and debar her for a maximum of SIX more examinations and penalty of Rs. 25,000/-..
9	Abusing, threatening or manhandling the examination authorities at the examination hall or in the premises of the examination Centre, misconduct of a very serious nature.	To deny the benefit of performance of the examination for which the candidate has appeared and debar her for a further number of chances extending up to FIVE more Examinations depending on the degree of misconduct and penalty of Rs. 10,000/- and criminal action
10	Submitting wrong information and claiming any advantage as handicapped/blind	To deny the benefit of performance of the examination for which the candidate has handicapped/blind appeared and penalty of Rs. 25000/-

General

1. The Malpractices Enquiry Committee is empowered to recommend suitable punishment for any malpractice which is not covered under any of the items defined in the above schedule of penalties.
2. Candidates involved in malpractice shall not be permitted to keep terms for the next higher course or pursue other alternative courses till their term of punishment is over. They shall also forfeit their scholarship/fellowship/financial assistance/admission in hostel during that period.

18. Grant of Extra Time in examinations to differently-able (Blind and Physically Handicapped) Students and appointment of scribe.

During examinations, some students who are handicap of serious nature due to which they cannot write in normal speed and blind students do need extra time, as they have to dictate to another person. The granting of extra time to such candidates is course to fulfillment of the following conditions:

1. The nature of the handicap must be such as it seriously affects the candidate's speed of writing.
2. The candidate must produce a certificate from the concerned District Surgeon/Medical Officer, clearly spelling out the nature of the handicap or extent of defect which affects the speed of writing.
3. The candidate must submit an application at least 2 months before the commencement of examination with medical certificate to the Principal/Head of the Department for considering the handicap and her assessment of the writing. Performance of the candidate as observed repeatedly at the institution must also be taken into consideration.
5. Each case shall be examined on merits and decided regarding granting or not granting extra time and where such extra time is granted the ratio or quantum of extra time shall be stipulated in clear terms for compliance at the examination centre. Under any circumstances, the extra time shall not exceed 20 minutes per hour.
6. Any person, suggested by the differently able examinee for appointment as scribe/helper to write the examination and who is not writing the same examination as the differently able examinee is writing and also who is not studying in the higher class of the same course, may be appointed by the Principal/Head of the Department. In case of any change of such scribe/helper appointed earlier, the examinee shall obtain fresh permission from the Principal/Head of the Department.
7. The Principal/Head of the Department may grant permission as stated above and intimate the same to the CoE.

19. Power to Remove Difficulties

- If any difficulty arises in giving effect to the provisions of these regulations, the Governing Body may, by order, make such provisions not inconsistent with the Act, Statutes, Ordinances or other Regulations of UGC / State Government as appears to be necessary

or expedient to remove the difficulty. Every order made under this rule shall be course to ratification by the Academic Council.

- Necessary additions or deletions in the model Program Structure, Course Pattern, Scheme of Examination not inconsistent with the Act, Statutes, Ordinance or Other Regulations of UGC / State Government shall be effected with the approval of Academic Council of the College.

20. Modification to the Regulations

Notwithstanding the foregoing, any amendments / modifications issued or notified by the University Grants Commission/ Higher Education Commission of India and its verticals such as National Higher Education Regulatory Council, General Education Council or the State Government, from time to time, shall be deemed to have been incorporated into these Regulations and shall constitute an integral part of these Regulations.

21. Repeal and Savings

These Regulations continue to govern the four Basic/ Honours Degree programs in UG and PG in the faculties of Arts, Science and Commerce. The College shall issue such orders, instructions etc., and prescribe such format, procedure etc., as it may deem fit to implement the Provisions of these Regulations. However, the above Regulations shall continue to be in force for the students who have been admitted to the course before the enforcement of this regulation. In case of any difficulty in the implementation or giving effect to the provisions of these Regulations, the Governing Body's decisions shall be final.

Requirements of Documents for Issue of Marks Cards, Certificates, Provisional Degree Certificates, Transcripts etc.

FOR ISSUE OF DEGREE CERTIFICATE

- a. An application in the prescribed form.
- b. Xerox copies of all attempt wise Marks Cards from first to final.
- c. Prescribed fee in the form of D.D.

FOR ISSUE OF PROVISIONAL DEGREE CERTIFICATE

- a. An application in the prescribed form.
- b. Xerox copies of all attempt-wise Marks Cards from first to final or (result sheet attested by the Principal/Chairperson only in case of final year, when result is announced but marks cards not issued)
- c. Prescribed fee, if not paid earlier in the form of D.D.

FOR ISSUE OF COMPLETION CERTIFICATE

- a. An application in the prescribed form.
- b. Xerox copies of all attempt-wise Marks Cards from first to final.
- c. Prescribed fee in the form of D.D.

FOR ISSUE OF TRANSCRIPT

- a. An application in the prescribed form.
- b. Xerox copies of the certificates on which attestation is to be made.
- c. Prescribed fee in the form of D.D.

FOR MARKS/DEGREE CERTIFICATE CORRECTION

- a. An application in the prescribed form.
- b. Original Marks Card/Degree Certificate.
 - c. Proof of correct name in case name correction such as Eligibility Certificate, Lower Exam Marks Cards, or any other document acceptable to University.
 - d. For any other mistake in the Marks Card, the nature of mistake to be distinctly indicated in the application.
 - e. Prescribed fee in the form of D.D, if applicable.

FOR ISSUE OF DUPLICATE MARKS CARD/DEGREE CERTIFICATE

- a. An application in the prescribed form.
- b. Sworn affidavit in the prescribed form.
- c. Proof of police complaint in this regard.
- d. Prescribed fee in the form of D.D.
- e. A newspaper clipping in case of Degree Certificate in this regard.

References:

1. Karnataka University Act 2000.
2. Bangalore University Ordinance 2011.
3. BENGALURU CITY UNIVERSITY Regulations Governing the Choice Based Credit System Semester Scheme with Multiple Entry and Exit Options in the Undergraduate and Post-graduate Degree Programs in the Faculties of Arts, Science and Commerce.
4. BCU Examination Manual 2018.

