



St. Teresa's College (Autonomous), Ernakulam

Examinations -Policies & Procedure

The Examination cell of St. Teresa's College (Autonomous) was established in the year 2014 as a statutory body constituted in accordance with the UGC guidelines for autonomous colleges. The prime responsibility of the Cell is to plan and conduct all examinations in a fair, transparent and systematic manner as per the Examinations Calendar prepared at the beginning of each academic year. The examination procedures are in accordance with the guidelines given in the approved Examination Manual and also conforming to the guidelines provided by MG University and UGC from time to time.

Regulations for Under Graduate Programmes (CBCSS)

Evaluation of all UG courses consists of two components, viz. In-Semester Assessment & End- Semester Assessment. The End-Semester examination of all courses are conducted by the College on the close of each semester. Internal evaluation is done by continuous assessment.

For continuous assessment within a semester, 2 Test papers, Attendance, Assignment/ Project/Internship are the 4 components which are together called In-Semester Assessment (ISA) and are conducted by the course teachers as per the scheme and syllabus.

The End Semester Assessment (ESA) are conducted for theory / practical papers (courses) as per the requirement of the programme. Evaluation of project / dissertation and viva voce examination also are conducted as per the scheme and syllabus.

The ratio between marks allotted for Internal or In-Semester Assessment (ISA) & External or End- Semester Assessment (ESA) is 1:4.

Marks distribution for End-Semester Assessment (ESA) and In-Semester Assessment (ISA)

Marks distribution for ESA and ISA and the components for internal evaluation with their marks are shown below:

For all courses without practical

a) End-Semester Assessment (ESA): 80 marks

In-Semester Assessment (ISA): 20 marks

Components of the internal evaluation and their marks are as below.

ISA – Theory	Marks
Attendance	5
Assignment	5
Test papers (2 x 5)	10
Total	20

For all courses with practical

a) End-Semester Assessment (ESA): 60 marks

b) In-Semester Assessment (ISA): 15 marks

ISA – Theory	Marks
Attendance	5
Assignment	2
Test papers (2 x 4)	8
Total	15

For all practical papers (conducted only at the end of even semesters):

(a) End Semester Assessment (ESA): 40

(b) In-Semester Assessment (ISA): 10

ISA components	Marks
Attendance	2
Test Paper (1 × 4)	4
Record	4
Total	10

All the four components of the ISA are mandatory.

GRADES

A 10 -point scale based on the total percentage of marks (ISA + ESA) for all courses (theory, practical, project).

Percentage of Marks	Grade	Grade Point
Equal to 95 and above	S Outstanding	10
Equal to 85 and < 95	A+ Excellent	9
Equal to 75 and < 85	A Very Good	8
Equal to 65 and < 75	B+ Good	7
Equal to 55 and < 65	B Above Average	6
Equal to 45 and < 55	C Satisfactory	5
Equal to 35 and < 45	D Pass	4
Below 35	F Failure	0
	Ab Absent	0

PASS CRITERIA:

- ☐ A separate minimum of 30% marks each for ISA and ESA (for both theory and practical) and aggregate minimum of 35% is required for a pass in a course.
 - ☐ For a pass in a programme, a separate minimum of Grade D is required for all the individual courses.
 - ☐ If a candidate secures F Grade for any one of the courses in a semester/programme, only F grade will be awarded for that semester/programme until she improves this to D Grade or above within the permitted period.
 - ☐ Students who complete the programme with D grade will have one betterment chance within 12 months, immediately after the publication of the result of the whole programme.
-
- For reappearance/improvement of I, II, III & IV semesters, candidate have to appear along with the next batch.
 - There shall be supplementary exams only for V semester (no improvement) in the respective academic year.
 - Notionally registered candidates can also apply for the said supplementary examinations.
 - A student who registers her name for the end semester assessment for a semester will be eligible for promotion to the next semester.
 - A student who has completed the entire curriculum requirement, but could not register for the Semester examination can register notionally, for getting eligibility for promotion to the next semester.
 - A candidate who has not secured minimum marks/credits in ISA can re-do the same registering along with the ESA for the same semester, subsequently.
 - There shall be no improvement for internal evaluation.

.....

Regulations for Post Graduate Programmes CSS

Evaluation of all PG courses shall be carried out using direct grading system. It consists of two components, viz. In-Semester Assessment & End-Semester Assessment. The End-Semester examination of all courses are conducted by the College on the close of each semester. Internal evaluation is done by continuous assessment. The ratio between weightage for Internal or In-Semester Assessment (ISA) & External or End-Semester Assessment (ESA) is 1:3.

Evaluation (Both ISA and ESA) is done based on the six-point scale shown in the table below:

GRADE	GRADE POINT	RANGE
A ⁺	5	4.50 to 5.00
A	4	4.00 to 4.49
B	3	3.00 to 3.99
C	2	2.00 to 2.99
D	1	0.01 to 1.99
E	0	0.00

Direct Grading System based on a 7 – point scale is used to evaluate the overall performance of students.

For a course/semester/overall programme, the letter grades for GPA/SGPA/CGPA and its indicators are given in the following table:

GRADE	RANGE	INDICATOR
A ⁺	4.50 to 5.00	Outstanding
A	4.00 to 4.49	Excellent
B ⁺	3.50 to 3.99	Very good

B	3.00 to 3.49	Good (Average)
C ⁺	2.50 to 2.99	Fair
C	2.00 to 2.49	Marginal
D	0.00 to 1.99	Deficient (Fail)

In Semester Assessment (ISA)

Pass minimum for ISA for each course is C grade. The components of ISA for theory and their weightage are as in the following table.

THEORY	
COMPONENTS	WEIGHTAGE
Assignment	1
Seminar	2
Test Papers (Average of 2)	2
TOTAL	5

The components of the **In Semester Assessment for courses with practical** and their weightages are as in the following table.

THEORY		PRACTICALS	
COMPONENTS	WEIGHTAGE	COMPONENTS	WEIGHTAGE
Assignment	1	Written / Lab test	3
Seminar	2	Lab involvement and record	1
Test Papers (*Total of 2)	2	Viva	1
TOTAL	5	TOTAL	5

Project Evaluation

The components of ISA for project and their weightage are as in the following table.

COMPONENTS	WEIGHTAGE
Relevance of the topic and analysis	2
Project content and presentation	2
Project viva	1
TOTAL	5

- The components of ISA for comprehensive viva voce and their weightage are as in the following table.

COMPONENTS	WEIGHTAGE
Fundamental concepts	3
Awareness of current topic/advanced topic	2
TOTAL	5

End Semester Assessment (ESA)

The End Semester Assessment of all semesters shall be conducted by the institution on the close of each semester.

Evaluation of Practical Examinations:

The scheme of Evaluation of the practical examination will be decided by the Board of Examiners. The weightage for assessment of different components is shown in the following table.

COMPONENT S	WEIGHTAG E
Written/Lab test	10
Lab involvement and Record	3
Viva	2
TOTAL	15

Comprehensive Viva- Voce Examination

The components of the ESA for comprehensive viva- voce and their weightage are as in the following table.

COMPONENTS	WEIGHTAGE
Fundamental concepts	9
Awareness of current topic/advanced topic	6
TOTAL	15

Viva (Internal)- Components and Weightage

Comprehensive viva-voce shall be conducted at the end of the programme. There shall be no internal assessment for comprehensive viva-voce.

Components	Weightage
Course viva (all courses from first semester to fourth semester)	5
Total	5

Pass criteria

A minimum C grade is required for a pass in both ISA and ESA. Also a minimum C grade is required for a pass in a course.

A student who registers for a particular semester examination shall be promoted to the next semester. A student having 73% attendance and fails to register for examination of a particular semester will be allowed to register notionally and is promoted to the next semester, provided application for notional registration shall be submitted within 15 days of the commencement of the next semester.

If a student represents her Institution/ University / State/ Nation in Sports /NCC/NSS or Cultural or any other officially sponsored activities such as college union/university union etc she shall be eligible to claim the attendance for the actual number of days participated subject to a maximum of 15 days in a semester based on the specific recommendations of the Head of the Department or teacher concerned.

Reappearance / Improvement

- A student who fails to secure a minimum grade (Grade C) for a pass in a course will be permitted to write the examination along with the next batch.
- The candidates who wish to improve the grade/grade point of the End-Semester Assessment of a course /course she has passed can do the same by appearing in the End-Semester Assessment of the semester concerned along with the immediate junior batch. This facility is restricted to first and second semesters of the programme.

- There shall be supplementary examinations (no improvement) for third semester.
- **One Time Betterment Programme:** A candidate will be permitted to improve the CGPA of the programme within a continuous period of four semesters immediately following the completion of the programme allowing only once for a particular semester. The CGPA for the betterment appearance will be computed based on the SGPA secured in the original or betterment appearance of each semester whichever is higher.

If a candidate opts for the betterment of CGPA of a programme, she has to appear for the external examination of the entire semesters excluding practicals/project/comprehensive viva voce. One time betterment programme is restricted to students who have passed in all courses of the programme at the regular (first) appearance.

GENERAL INSTRUCTIONS AND EXAMINATION RULES

INSTRUCTIONS FOR DIFFERENTLY ABLED STUDENTS

Physically handicapped candidates can avail themselves time extension for final assessments. They should apply to the Controller of Examinations on a plain paper along with medical certificates showing disability duly attested by the medical officer and a photo well in time before the commencement of assessments.

Those candidates who are visually impaired or affected by cerebral palsy with loco-motor impairment and for whose writing speed is affected permanently for any reason can use own scribe at own cost during the examination.

Such candidates who use a scribe shall be eligible for the compensatory time of 15 minutes for every hour of the examination.

Visually impaired candidates who do not use scribe will also be eligible for the compensatory time of 15 minutes for every hour of the examination.

Students who have valid reason can be exempted from writing the additional language examination for which they have to apply in the prescribed form.

EXEMPTION FOR PAYMENT OF EXAMINATION FEES

SC/ST students need not pay the Examination fees for two consecutive chances including regular one. The application (e-grantz) should be forwarded through the Principal.

CANCELLATION OF EXAMINATION & RE-REGISTRATION

- a.** All End Semester Assessments written by a candidate can be cancelled.
- b.** Cancellation is allowed only at the first appearance.
- c.** When the assessments are cancelled, papers of the same Common/ Core/Complementary, appeared in the previous semesters will also get cancelled. Eg. If the Part III Main of B.A. at the final year is cancelled, papers of first and second years will also be cancelled.
- d.** Two chances are allowed for the cancelled papers within three years of registration of that particular examination.
- e.** For cancellation and re-registration, apply to the Controller of Examination with Principal's recommendation, attested photocopy of the hall ticket and Indian Bank challan for prescribed fees within 14 days from the last Examination including Practical/Viva voce.

REVALUATION, SCRUTINY AND IDENTIFICATION OF PAPERS

The Degree students can apply for revaluation, scrutiny and identification of answer scripts in the prescribed form within 10 days from the date of

publication of results. Change of marks in revaluation will be effected if the difference is 5% or more. If the difference is 10% or more, the paper will be subjected to a second evaluation. There will be no refund of revaluation fee. Students will be allowed to identify their revalued papers. PG courses have double valuation and hence there is no revaluation for the PG programme.

SUPPLEMENTARY/IMPROVEMENT EXAMINATIONS

Degree and Post Graduate students who have failed in their In Semester/ End Semester examinations can avail the facility of supplementary examination. Two chances of supplementary examinations shall be completed within three years from the date of registration of the deferred/failed examination. However the courses of the final semester of the programme will not have supplementary examination. Students have to redo (supplementary) their In Semester examination by cancellation and re-registration as per the above said procedure.

Those who have passed the examination can improve their marks by availing themselves a single chance of improvement examination along with the immediate next regular examination of that particular course (applicable for the I and II year degree and IPG students only and no improvement for the III year degree and II PG students. However, there will not be a chance for improvement for the In Semester examination.

GRACE MARKS

1. The grace marks given below are for the activities performed by the candidate in a year. The performing year shall be from 1st June to 31st May.
 2. No candidate can claim Grace Marks for both NCC and NSS
 3. Maximum Grace Marks awarded to a candidate in a particular year for all the activities together should not exceed 25%.
 4. The candidate can submit application online on the dates specified by the Exam Cell. In this case, the eligible grace marks can be distributed for courses for which the candidate failed.
- The remaining marks if any, shall be equally distributed for all courses in the performing year. Grace marks need not be awarded to a student if she secures less than 5% of the maximum marks for the final examination of that Course.
 - Grace marks will be distributed according to the University rules. This may vary from time to time on the basis of amendments made by the University.
 - Deaf and Dumb candidates with disability of 40% or above are eligible to receive grace marks only on production of a medical certificate obtained from a Medical Board.
 - Eligible Grace Marks shall be given for regular Examination of the performing year only.
 - The grace marks effected to a Course shall be carried over to its reappearance/ improvement in the

immediate next chance.

- Grace points awarded shall not be considered for ranking.
- The candidate shall submit the application to the Controller of Examinations through the Head of the Department in the prescribed format along with the relevant documents in original and a photocopy after verification by the following officers:

1. Sports & Games - HOD of Physical Education Dept.
2. NCC - NCC Officer of College
3. NSS - NSS Programme Coordinator
4. Cultural - Student Deans of College
5. Differently abled students - Office of Divyangjan Services.

Applications not conforming to the above rules will be rejected.

CONFIDENTIAL MARKLIST

Candidates who have done their final year Examination can apply in the prescribed form for confidential mark list before the publication of the results for employment and educational purposes. However this mark list will be sent only to the head of the Institution concerned.

DEGREE AND PROVISIONAL CERTIFICATES

For the students from 2019 UG Admissions and 2020 PG admissions the Provisional Certificates shall be issued by the College on the request/ submission of application by

the students along with fee through the College portal

All students should apply for their original Degree Certificate by remitting the fee for the same through Mahatma Gandhi University e-payment portal and download the applications for the same from Mahatma Gandhi University website (www.mgu.ac.in) and sent it to the Controller of Examinations of Mahatma Gandhi University along with the original e-payment receipt and the copies of other required documents.

DUPLICATE COPY OF CERTIFICATE

Duplicate Degree Certificate and Migration Certificate can be obtained from the University and Duplicate mark list can be obtained from the College by producing a declaration on a stamp paper of Rs.100/- (to the effect that the certificate has been irrecoverably lost), attested by a Notary Public along with a bank challan for the prescribed fees

Condonation of shortage in attendance

Applications for condonation of shortage in attendance shall be made by the candidate in the prescribed format. Condonation of shortage of attendance shall be obtained seven (07) days before commencement of the respective End Semester examinations. Students having a minimum of 73% attendance for each subject can register for the examination of respective subjects.

Condonation of shortage of attendance shall be granted as follows:

- ☐ The application shall be forwarded to the Controller of Examination with the prescribed fee.
- ☐ Condonation of the attendance is allowed only on valid grounds including one as deemed appropriate by the Principal.
- ☐ Condonation of shortage of attendance to a maximum of 10 days is allowed in the case of each subject in a semester.
- ☐ Condonation of shortage of attendance is granted to a maximum of two times during the whole period of the programme. However, condonation for a student shall be granted only once in an academic year.
- ☐ Condonation shall be granted only once for one-year programme.
- ☐ Students shall produce valid documentary evidence as required while applying for condonation.

The processing of applications for condonation of shortage of attendance shall be done immediately and the order of the Principal sanctioning condonation of shortage of attendance shall also be issued to ascertain the eligibility of the student for registration to the examination.

Applications not conforming to the above rules shall be rejected.

Malpractices in the Examinations

Malpractices in the Examinations includes any act or acts by a candidate or by his/her agents performed with the intention of gaining undue advantage in the evaluation resorting to unfair means during the examination or afterwards. Causing obstruction of the smooth conduct of examination, preventing others from appearing for the examination, causing interruption in their performance at the examination and tampering with the records of the examination are also included within the purview of malpractices.

After considering the enquiry report Malpractice Enquiry Committee, the Controller of Examinations shall impose the punishment upon the candidate. The nature and possibility of punishment will be decided based on the evidence furnished.

Different types of malpractices and the punishments for them are given below:

S.No	Types of Malpractices	Punishment
01	Introduction of any material relevant to the examination, with the intention of copying and possession of the same	Cancel the examination & subsequent exams of the session.
02	Copying from the neighbour's answer scripts, depending on the gravity and extend as reported by the examiners	Cancel the examination & subsequent exams of the session.
03	Using filthy language in the answer scripts depending on the extent and gravity	Cancel the examination & subsequent exams of the session.
04	Manhandling or threatening the invigilator/officers or any authority.	Cancel the whole exam of the Session. Inform Police if required.
05	Impersonation	Permanent Debarring. Inform to Police.
	Hampering the conduct of Examinations	

06	Disturbance outside the Hall depending on the gravity and extent of disturbance	Suspension of Registration. Debarring for the remaining exams of that session including the exams taken in that session if required. Reference to Police.
07	Tampering with the arrangement such as	
(a) (b) (c) (d) (e) (f) (g)	Sitting at wrong seat Threatening the neighbour to show the answer script Threatening the invigilator, office staff Shouting answers from outside Stealing answer books, additional sheets, smuggling question papers Breaking open the closed examination halls Helping neighbours to answer questions in the examination hall	Suspension of Registration. Debarring for the remaining exams of that session including the exams taken in that session if required.
(h)	Tampering with answer books of neighbours	Suspension of Registration. Debarring for the remaining exams of that session including the exams taken in that session if required. Report to the Police if required.
(j)	Forgery in the hall ticket	Suspension of Registration. Debarring for the remaining exams of that session including the exams taken in that session if required.

In any other case of malpractice not listed above, the Principal of the College shall take appropriate action with the report of Malpractice Enquiry Committee.

- Any communication uploaded on the official college website or displayed on notice board shall be deemed to have been communicated to the persons concerned.
- All Rules and regulations are subject to change as and when modified by MG University to which St. Teresa's College [Autonomous] is affiliated.

