

## **Examination and Evaluation Policy under Autonomy**

**The following is the Examination and Evaluation Policy of Pillai College of Arts, Commerce and Science (Autonomous) New Panvel drafted and applicable from the Academic Year 2019-2020. Since this is the first year of autonomy the policy may subject to yearly changes as need and situation arises.**



Mahatma Education Society's  
**Pillai College of Arts, Commerce & Science - Autonomous**  
New Panvel  
**(Affiliated to University of Mumbai)**

*Manual on*  
**Examination and Evaluation System**  
*For*  
**Faculty of Arts, Commerce & Science**  
**(Under graduate & Post graduate Programmes)**

*Under Autonomous Status*  
**With Credit Based Semester and Grading System**  
*(To be implemented from the Academic Year 2019-2020)*

**Prepared by**  
**Examination Committee**

## Under graduate programme

### **I. Programme Pattern**

- A. The undergraduate programme of the college is of three years integrated pattern, divided into six semesters and two semesters at each year.
- B. Each semester of under graduate programme will have two Continuous Assessment, Semester End Examination and Practical Examination (B.Sc. Computer Science, B.Sc. Information Technology and B.Sc. Biotechnology).

### **II. Examination Pattern**

#### **A. Continuous Assessment (40 marks) - 40 % weightage will be distributed as follows:**

- I. Continuous Assessment I (Test) - 20 % weightage of the total (20 marks)
- II. Continuous Assessment II (Project/Presentation/Field Work/Review & Attendance) - 20 % weightage of the total (20 marks)

#### **B. Semester End Examination (60 marks) -60% weightage**

- I. 4 questions of 15 marks each with internal choice.
- II. Equal weightage to each module.
- III. The break- up of 15 marks as decided by the respective Board of Studies.

#### **C. Practical Examination (50 marks) - 50% for B.Sc. Computer Science, B.Sc. Biotechnology and B.Sc. Information Technology.**

### **III. Attendance Criteria**

- A. Every student should have attended minimum of 75% of total class room teaching hours / practical in the semester to be eligible for attending Semester End / Continuous Assessment / Practical examination although 100% is the desired limit.
- B. However, the Principal has the authority to condone the required percentage of attendance in deserving cases but in no case such condonation should go below 50% of total attendance.
- C. If an under graduate student is unable to appear in the Semester End / Continuous Assessment / Practical examination due to medical reason,

participation in sports or cultural activities, an additional examination will be conducted. To be eligible for additional examination a student has to apply before the starting of the semester examinations.

- D. If an under graduate student is disallowed to appear for Semester End / Continuous Assessment / Practical examination on the ground of shortage of attendance he or she may be allowed to appear for the same semester examination to be conducted subsequently at the end of the semester without taking into record attendance norm.

#### 0. Eligibility to appear in the examination

All students having attended the prescribed number of class room teaching / practical are eligible for attending Semester End Examination/ Continuous Assessment / Practical Examinations.

#### 0. Passing Criterion

- A. 40% (in each component separately Continuous Assessment, Semester End Examination and Practical Examination).
- B. Standard of passing: 40 % in each component.
- C. Minimum marks: 40 [Continuous Assessment 16 out of 40 marks, Semester End Examination 24 out of 60 marks and Practical Examination 20 out of 50 marks ].

- D. A student has three chances to clear each semester I/III/V and II/IV/VI. The tentative month for each examination will be as follows:

	<b>First attempt</b>	<b>Second attempt</b>	<b>Third attempt</b>
<b>Semester I/III/V</b>	October	December	June
<b>Semester II/IV/VI</b>	March	April	June

- E. If the student fails to clear a semester in three attempts the student gets a drop in the year. In such a case he/she has the option for repeating the year and

attending the lectures or appearing for the examination in the subsequent year without attending the lectures.

F. If the student has got failure in subjects of both the semester then he/she has to appear for both the semesters of that year.

G. If the student has failed in subjects of one semester and the other semester is all clear, then he/she has to appear only for the semester in which he/she has failed.

H. The students who are reappearing for the examination in the subsequent year will get two chances to clear the examination for each semester.

	<b>First attempt</b>	<b>Second attempt</b>
<b>Semester I/III/V</b>	December	June
<b>Semester II/IV/VI</b>	April	June

## **VI. Academic & Non-academic Credit and Marks Allocation**

The following academic credit points are earned for each programme by each student after completion of the semester.

Under graduate programmes:

<b>Programme</b>	<b>First Year</b>		<b>Second Year</b>		<b>Third Year</b>		<b>Total Academic Credit</b>
	<b>Semester I</b>	<b>Semester II</b>	<b>Semester III</b>	<b>Semester IV</b>	<b>Semester V</b>	<b>Semester VI</b>	
<i>Academic Credits</i>							
B.Com.	20	20	20	20	20	20	120
B.Com. Accounting & Finance	20	20	20	20	20	20	120
B.M.S.	20	20	20	20	20	20	120
B.Com. Financial Markets	20	20	20	20	20	20	120
B.M.M.	18	18	18	18	24	24	120

B.Sc. Information Technology	20	20	20	20	20	20	120
B.Sc. Computer Science	20	20	20	20	20	20	120
B.Sc. Bio-technology	20	20	20	20	20	20	120
<i>Non-academic Credits</i>							
<b>All Programmes</b>	<b>First Year</b>		<b>Second Year</b>		<b>Third Year</b>		<b>Total Non-academic Credits</b>
(Applicable from Academic Year 2019-2020 First Year students) Certificate Course Swayam (MOOC) In-house Collaborative	02		02		02		06

The following marks are allocated for each programme:

Under graduate programmes:

Programme	First Year		Second Year		Third Year		Total Marks
	Semester I	Semester II	Semester III	Semester IV	Semester V	Semester VI	
B.Com.	700	700	700	700	600	600	4000
B.Com. Accounting & Finance	700	700	700	700	600	600	4000
B.M.S.	700	700	700	700	600	600	4000
B.Com. Financial Markets	700	700	700	700	600	600	4000
B.M.M.	600	600	600	600	700	700	3800
B.Sc. Information Technology	750	750	750	750	750	750	4500
B.Sc. Computer Science	1000	1000	1000	1000	800	800	5600
B.Sc. Bio-technology	1000	1000	1000	1000	800	800	5600

## **1. Continuous Assessment (CA)**

### **1.1 Eligibility**

All students having attended the prescribed number of class room teaching are eligible for appearing Continuous Assessment.

### **1.2 Pattern**

Continuous Assessment will be of 40 marks. There shall be two Continuous Assessment in each semester.

1.2.1 CA I is for 20 marks which will be in the form of test

1.2.2 CA II will be for 20 marks which will be in the form of Projects of quality, Research, Review of articles, field work, presentation, etc. to be decided by the Department in the departmental meeting in consultation with Coordinator.

#### **1.2.1 Continuous Assessment I**

##### ***1.2.1.1 Conduct***

**1.2.1.1.a** It will be conducted by the Examination Committee for all programmes centrally, preferably after one month from starting of the academic year so that at time of guardian teacher meeting the marks obtained by a student can be shown to guardian.

**1.2.1.1.b** A student having attended more than 60% lectures is eligible for appearing the test.

**1.2.1.1.c** A student having less than 60% attendance and could not appear for first CA may be given another chance at departmental level. Each subject teacher has to conduct the test so that lectures need not be cancelled. Preferably test should be conducted after the scheduled lecture timings so that rooms / manpower can be made available.

**1.2.1.1.d** In case a student still fails to appear in any of the above two chances he /she may be given one more chance by the teacher with permission of Coordinator, if he / she is satisfied with the reason. It can be a submission of assignment, test, field work, presentation, etc. Method to be adopted for testing the student will be decided by teacher in consultation with Coordinator.

**1.2.1.1.e** In case a student fails to take advantage of any of the above three chances given, the subject teacher should show “A” in the mark list to be submitted and posted the student will be considered as failed.

**1.2.1.1.f** Time table for the centralized test would be announced by the Examination Committee before 15 days prior to the test. Roll number of students eligible would be put up on Notice Board.

**1.2.1.1.g** The time table for the second test will be put up by the Coordinator of the Department. Date, portion covered, timing etc. will be announced well in advance. List of students eligible would be put up on notice board.

**1.2.1.1.h** Method of giving third chance for test will be decided by the subject teacher in consultation with Co-ordinator.

### **1.2.1.2 Question Paper Setting**

**1.2.1.2.a** The question paper should be prepared by the respective subject teacher.

**1.2.1.2.b** If two teachers are sharing the same subject, then both are responsible for setting the question papers.

**1.2.1.2.c** If two or more teachers teaching the same subject in different divisions, the teachers concerned should sit together and decide the portion for the test. Accordingly every teacher should complete the same portion before the test.

**1.2.1.2.d** The test will be based on the portion taught and decided in departmental meeting.

**1.2.1.2.e** Each subject teacher should submit two sets of question paper in sealed envelope to the respective Coordinator within the prescribed time. Out of this one set will be handed over to the Examination Committee within the time specified to conduct the centralized test.

**1.2.1.2.f** The second set of question paper will be retained by the Coordinator for conducting the test at departmental level based on the portion of syllabus as decided by the Coordinator and subject teacher. The examination should be conducted within the time specified by the Examination Committee.

### **1.2.1.3 Assessment of Answer Papers**

**1.2.1.3.a** Answer papers of CA will be handed over to the concerned subject teacher immediately after the test and assessment should be completed within a week.



**1.2.1.3.b** Every examiner will be provided with username and password to enter the name of CA I. This data will be available for discussion in the Parent teacher meeting.

**1.2.1.3.c** Teachers should post the mark of CA I to the portal provided, with due care.

#### **1.2.1.4 Moderation**

There will be no moderation of Continuous Assessment Test.

#### **1.2.1.5 Re-verification/Revaluation of Answer Papers**

**1.2.1.5.a** Re-verification of Continuous Assessment test papers can be done at the discretion of Coordinator after taking approval form from the Examination Committee if the matter is referred to by the subject teacher concerned.

**1.2.1.5.b** There is no facility for re-valuation of Continuous Assessment test papers.

### **1.2.2 Continuous Assessment II**

**1.2.2.a** Continuous Assessment II will be for 20 marks.

**1.2.2.b** 15 marks will be based on projects, research, review of articles, field work, presentation, etc. to be decided by the Department i.e. departmental meeting in consultation with Coordinator.

**1.2.2.c** 05 marks will be allotted to the students on the basis of his / her active participation in the classroom (attendance).

**1.2.2.d** The following scale will be applied for conversion of attendance into marks:

Attendance	Marks
90% and above	5
75 -89.99%	4
60-74.99 %	3
50-59.99 %	2
Less than 50%	1

**1.2.2.e** Continuous Assessment II posting should be completed immediately after attendance data is available but before the start of semester examination.

### **1.3 Passing Norms**

*1.3.a* Pass mark is 16 (both taken in account).

*1.3.b* Gracing may be done in consultation with Coordinator.

### **1.4 Posting of Continuous Assessment I & II**

The teachers should calculate the total of CA I & II and post the marks in the portal out of 40 by using the username and password provided to them within the date specified in the Examination Calendar.

## **2. Semester End Examination**

### **2.1 Conduct**

**2.1.a** Semester End Examination will have 60% weightage carrying 60 marks.

**2.1.b** Student will be allowed to appear for the Semester End Examination provided fulfils the attendance criterion. If a student fails to clear the examination in the first attempt, the student will get a second chance to appear for the examination in the same semester of the academic year.

**2.1.c** If a student is unable to appear the Semester End examination on medical ground participation in sports, cultural or other activities representing college at university or state or national or international level, will get a chance to appear for additional examination in the same semester.

**2.1.d** Student is not allowed to appear for the Semester End Examination if fails to comply with the attendance criterion. If a student fails to clear the examination in the first/second attempt or is not allowed to write the examination due to default in attendance, the student will get a chance to appear for the examination at the end of the same academic year.

### **2.2 Pattern of Semester Question Paper**

**2.2.a** Semester examination question paper should be based on the syllabus taught in the classroom in that semester and as described by the Board of studies and approved by Academic Council of PCACS.

**2.2.b** Total marks of each semester examination will be 60.

**2.2.c** Four questions of 15 marks each with sub question and internal choice to be given.

**2.2.d** Equal weight age to be given to each module taught.

**2.2.e** The breakup of 15 marks per question is to be decided by the Board of Studies of the concerned department and should be clearly shown in the question paper.

### **2.3 Question Paper Setting**

- 2.3.a** Paper setting for Semester Examination will be done by a panel of two question paper setters, internal and external. The internal paper setters will have to submit two sets of papers and one set will be prepared by external paper setter. If the subject is shared by two teachers, then each of the paper setter will set one question paper each and one will be prepared by external paper setter. The question setting panel will be nominated by the Board of Studies of the concerned programme with intimation to the Examination Committee.
- 2.3.b** Timely appointment letter to each external paper setter will be issued by the Controller of examination. All payments are made through NEFT transfer.
- 2.3.c** All the paper setter should submit the model answer paper along with question paper within the prescribed time limit. Method of submission of question paper, the person to whom the question paper to be submitted, date, timing, etc. will be decided by the Examination Committee.
- 2.3.d** In case of non- availability of external question setter Examination Committee in consultation with Board of Studies will decide the course of action.
- 2.3.e** All the three sets of question papers will be reviewed by the Question Paper Review Committee to check the correctness and completeness of the question paper. After review is done by the Question Paper Review Committee, the one set of question paper will be selected randomly out of the three sets by the Controller or Deputy Controller or a Senior member of the Examination Committee.
- 2.3.f** To maintain further secrecy, the examination committee will photocopy the question paper given by the question paper setter and show the photocopy to Head of the Department / Co-ordinator and announce the correction if any in the examination hall.

### **2.4 Assessment of Semester Answer Sheets**

- 2.4.a** For first year, second year and third year of undergraduate programmes, assessment will be done by the subject teacher concerned.
- 2.4.b** Assessment of answer sheets will be done by the subject teacher/teachers under centralized assessment programme.

- 2.4.c** Assessment of answer sheet will start on the first day of the examination and the papers will be made available for correction within one hour after the first session of examination.
- 2.4.d** Participation and complete of assessment work in time is compulsory and it shall be the duty of the Coordinator of the concerned department to ensure the timely correction.
- 2.4.f** Teachers who have assessment work may be exempted from supervision considering the number of papers to be corrected.
- 2.4.g** Teachers should assess minimum of 50 papers (60 marks) in a day of 6 hours as the schedule of examination is based on this calculation.
- 2.4.h** In case, due to any unforeseen situation a teacher is unable to assess his / her daily quota in time he/ she should intimate the Coordinator /Examination Committee.
- 2.4.i** Where more than one teacher is teaching the subject or one teacher sharing the same subject in the same division both teachers will be accountable for evaluation of papers within the stipulated time.
- 2.4.j** Where two teachers are teaching the same subject in the same division shall be the duty of senior teacher (By experience) to give priority of correction of the subject and hand over the other part for correction to other examiner in time.
- 2.4.k** Answer scripts to be evaluated by teachers actively participating in examination work may be issued for home correction. However in such cases shall be the duty of the set examiner to take the paper home and submit the mark list within the schedule time. The examiner shall be responsible for safe transportation of answer scripts.
- 2.4.l** Wherever it is not possible answer scripts can be delivered to the concerned teacher but location of the assessor, timing of availability of the assessor, etc should be informed to the Controller of Examination well in time.
- 2.4.m** It shall be the duty of every examiner to take due care in correction, posting of marks, adding, etc.

## **2.5 Moderation**

- 2.5.a** Moderation will be applicable to all evaluated answer scripts of first year and second year and third year semester examination.
- 2.5.b** Moderation will be available only for first attempt and not for subsequent examinations.
- 2.5.c** Moderation of answer paper will be done in the CAP centre.
- 2.5.d** Moderator preferably should be an external having sufficient years of teaching experience in the subject concerned.
- 2.5.e** The programme coordinator shall finalize the name of the moderators and inform the Controller of Examination in writing about the timing, date, etc so that the payment for remuneration may be arranged.
- 2.5.f** Such information can be communicated through a format available in the Examination Committee.
- 2.5.g** In case of non- availability of an external moderator for a particular subject Controller of Examination can nominate another teacher of her choice who has experience of teaching the said subject in consultation with Coordinator / Board of Studies.
- 2.5.h** It shall be the duty of the Coordinator to deliver the appointment letter, relieving letter and payment should be made through NEFT transfer.
- 2.5.i** Moderation should be done with green ink.
- 2.5.j** Moderator has to enter the moderated marks in the designated column of the mark list in the format given by Examination Committee and submit the report.
- 2.5.k** Each answer paper moderated should be signed by the moderator.
- 2.5.l** Where the marks awarded by the moderator vary from the mark awarded by the original examiner marks awarded by the moderator shall prevail.
- 2.5.m** Moderation should be based on model answer paper if the moderator has a difference of opinion on points of model answer papers it has to be put up in writing.
- 2.5.n** Number of papers to be moderated for First year and Second year are as follows:

<b>Number of papers</b>	<b>Basis</b>
100 %	18 to 23 marks

5%	Random above 24 marks
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Number of papers to be moderated for Third year is as follows:

Number of papers	Basis
100 %	18 to 23 marks
100%	45 and above
5%	Random above 24 to 44 marks

## **2.6 Submission of Mark list after Correction**

**2.6.a** Original mark list along with moderated marks should be submitted to the Examination Committee immediately after the moderation.

**2.6.b** Coordinator shall collect hard copies of mark list (all subjects) file them and hand over the file to the examination committee.

**2.6.c** Examination Committee will be responsible for posting the marks and declaring the result.

## **2.7 Declaration of the Result**

**2.7.a** After receiving the moderated hard copy of the mark list, the Chief Controller and Controller of Examination will review the results and decide about the gracing policy in consultation with the Coordinator of each programme. The Examination Committee will be responsible for checking the posting of moderated marks.

**2.7.b** After gracing the result can be declared and a copy of result to be forwarded to the website through website in charge.

## **2.8 Marks for Extra-curricular activities**

**2.8.a** Marks will be awarded to students for extracurricular activities like NSS, Sports, Cultural activities, DLLE, Avishkar (winner at zonal level) etc.

**2.8.b** A student will be entitled for 10 Grace Marks, which will be added to his / her Even Semester Mark sheet in the academic year when he / she represented the College in sports, NSS or cultural activities and were among the winners (1<sup>st</sup>,

2<sup>nd</sup> or Runners-up) or have reached the quarter finals of any competition held by the University of Mumbai or participated in National or International Level.

2.8.c The respective in charges have to give a list of students who are entitled to get the extra marks to the Examination Committee in writing after taking signature of the Principal.

### **2.9 Gracing Policy**

2.9.a Gracing will be done after considering the overall performance in the subject.

2.9.b Up to a maximum 1% of the grand total per semester can be added to any course(s) to fulfill the passing norms in case of failure in only one subject.

2.9.c Grade up-liftment: A student can be uplifted for higher grade (only for A+ to O) if required marks is less than 3 in a subject. This can be allotted to a maximum of two subjects and a maximum of 3 marks.

2.9.d General gracing if necessary will be carried out by the examination committee in consultation with Chairperson of the Board of Studies.

2.9.e A Student will be entitled to 10 grace marks which will be added to his or her even semester mark sheet of the academic year in which he or she has represented the college in sports, cultural, NSS, or DLLE.

2.9.f If he or she has cleared all the subject 10 marks will be added to total and in case of student who has failed it can be added to the subjects.

### **2.10 Gracing Policy for Sports Students (Under graduate and post graduate)**

2.10.a. All students including sports students should attempt their first chance and they will be eligible only for general gracing as per the policy of Examination Committee headed by Controller of Examinations. First, third and fifth semester first attempt is usually in the month of October. First attempt of second, fourth and sixth semester is scheduled in the month of March.

2.10.b. A student has two more chances as per present policy, second chance for I, III and V semester is tentatively scheduled on December and for II, IV and VI in April. Third chance for I to VI in the month of June.



- 2.10.c.** Gracing for sports students who devote more time for practice and lesser time for academics is done in second attempt so that they get more time to study and clear the examination on their own without the help of special gracing.
- 2.10.d.** As per the present rules, a student who has backlog even in one subject in the previous academic year is not eligible for admission to next academic year i.e. they have to clear all subject in the same academic year.
- 2.10.e.** Sports students who have not been able to clear the subjects on their own in the first attempt have to apply for appearing in second attempt, online, and pay normal second attempt fees.
- 2.10.f.** Sports students who could not appear for first attempt on account of their engagement in University fixture have to also apply for appearing in second attempt but need not pay the fees. But such exemption will be based on authentication by documentary evidence submitted to controller of Examination.
- 2.10.g.** Students who have played and won Gold / Silver / Bronze will be considered for special gracing of 14 marks per subject. They are eligible for a further gracing of 10 marks on total marks as per University norms in II, IV and VI semester however such facility is available only once i.e regular examination. A student who has passed on his/her own will be eligible only for University gracing of 10 marks for winning the medal and not special gracing. Both gracing will be based on authenticated documents submitted by the Director of Sports (Mr. Vikas Lade) to the Controller of Examinations fifteen days before the second attempt.
- 2.10.h.** Sports students who have not been able to win in the group event or in individual event are entitled for special gracing upto 10 marks per subject in each semester. Such gracing will be based on documentary proof (Entry form submitted to University) submitted by the Director of Sports (Mr. Vikas Lade) to Controller of Examination. A student who has passed on his/her own will not be eligible for this special gracing.
- 2.10.i.** It shall be the duty of Director of sports to submit details, with authenticated data 15 days before the second attempt examination, of all semester. Once the result is announced, no changes will be carried out in the results already announced.

### 3. Practical Examination

- 3.1 Practical examination will be conducted for B.Sc. Information Technology, B.Sc. Computer Science, B.Sc. Biotechnology, M.Sc. Information Technology and M.Sc. Biotechnology in each semester.
- 3.2 The college will conduct practical examination for B.Com. B.M.S., B.Com Accounting & Finance, B.A.M.C. as a part of Continuous Assessment.
- 3.3 The practical examination will be conducted within the date specified by the Examination Committee before the end of the semester.
- 3.4 If a student could not appear in the practical examination, due to some unavoidable circumstances, will be given an additional attempt after receipt of the application. Student will have to pay additional examination fee for the same.
- 3.5 If a student could not pass the practical examination, will be given one more chance in the next semester by paying the examination fee.
- 3.6 Submission of Practical Journals:** Candidates appearing for practical examinations shall submit journal certified by the subject teacher and the Head of the Department or the Coordinator as per the prescribed format, otherwise the candidates will not be permitted to appear for the practical examination. However, in genuine cases where the students who could not submit the journal, they may be permitted to appear for the practical examinations, provided the concerned Head of the Department or the Coordinator certified that the candidate has performed the experiments prescribed for the course. For such candidates zero (0) marks will be awarded for journal. All the journals need to be certified at least five days before the commencement of practical examination.
- 3.7 Evaluation Scheme:** Practical examination will be conducted for each practical subject for 50 marks, which has to be completed in 2 hours duration. These 50 marks are distributed in the following three components:-
- (a) Practical questions – 30 marks: two questions of 15 marks each.
  - (b) Journal- 10 marks: Well certified journal, covering the entire practical.
  - (c) Viva-Voice – 10 marks
- 3.8 Passing Criteria:** The candidate shall be declared to have passed the practical examination if the candidate secures minimum 40% in each practical subject.
- 3.9 Evaluation process:** At First Year and Second Year level, practical examination evaluation will be done by in-house faculty members. At T.Y. level, practical examination evaluation will be done by both in-house faculty members as well

as the external examiner, appointed by the Head of the Department or the Coordinator of the respective programme.

**3.10 Question Slips:** Faculty members have to submit question slips for practical examination. It should be strictly according to the curriculum and evaluation scheme.

**3.11 Practical Mark list Submission:** Practical marks along with the attendance must be submitted to the Examination Committee before Semester End examination.

**3.12 No dues certificate:** Students need to submit “No dues certificate” (issued by the respective laboratory) before appearing for practical examination.

#### **4. Passing Norms**

**4.1** A student is required to pass separately in the Continuous Assessment and Semester End Examination and Practical Examination.

**4.2** Passing norms for Semester Examination

#### **6. Passing Norms**

**6.1** A student is required to pass separately in continuous assessment and semester end examination and practical examination.

**6.2** A student is required to get 40% in semester End Examination (24 out of 60 marks).

**6.3** A student who fails to secure 40% in the Semester End Examination will get additional chances to clear the paper in the same academic year.

**6.4** A student will be promoted from semester I to Semester II with any number of failures in the subjects.

**6.5** A student will be promoted from Semester II to Semester III provided he/she clears all papers. Failure in any one or more subjects will lead to drop for the year. In that situation the student will have to appear for all the subjects of the semester where he /she has got failure. If the student has got all subjects clear in Semester I or II, he/she will not appear for that semester where he/she has passed in all subjects.

**6.6** A student will be promoted from Semester III to Semester IV with any number of failures in the subject.

**6.7** A student will be promoted from Semester IV to Semester V provided he/she clears all papers. Failure in any one or more subjects will lead to drop for the year. Failure in any one or more subjects will lead to drop for the year. In that situation the student will have to appear for all the subjects of the semester where he /she has got failure. If the student has got all subjects clear in Semester III or IV, he/she will not appear for that semester where he/she has passed in all subjects.

6.8 A student will be promoted from Semester V to Semester VI with failure in any number of subjects.

6.9 A student will be allowed to appear for Semester VI even if he / she have failed in Semester V.

6.10 If a student of VI semester does not clear all examination from I to V his / her result will be declared under RLE and his / her mark sheet will not be released and consequently his / her convocation will be withheld.

### **5. Re-Verification / Re-Valuation of answer papers**

5.1 A student can ask for verification of his or her marks through application with payment of requisite fee of Rs 100 per paper after result is declared.

5.2 There is no re-verification available for CA 1 and CA II.

5.3 Re-verification includes verification of adding of marks in the answer scripts, transfer of marks from answer sheets to mark sheets, rechecking of answers not checked and posting of the marks in the system.

5.4 Under verification answer sheets will not be shown to students but the process will be done in the presence of students.

5.5 A student has a chance to apply for revaluation through application and a payment of Rs. 750. The answer script of the said candidate will be photocopied and re assessed by an external examiner to be decided by the BOS in consultation with Controller of Examination.

### **6. Provision for student with special abilities**

6.1 Students with Dyslexia, Dysgraphia & Dyscalculia or are visually impaired / low / vision / physically challenged will be offered facilities of extra time, writer and special seating arrangement.

6.2 They are required to make application to the Examination Committee 7 days prior to the examination along with the latest certified supporting documents.

## Grading System

7.1 Degree will be based on cumulative performance of all semesters (I to VI) on the basis of choice based credit system.

7.2 The following grading system will be applied.

Letter Grades and their Equivalent Grading Point				
Marks obtained	GPA	Grade Point	Grade	Performance
80 & Above	10	10	O	Outstanding
70 - 79.99	9.0 to 9.99	9	A+	Excellent
60 - 69.99	8.0 to 8.99	8	A	Very Good
55 - 59.99	7.0 to 7.99	7	B+	Good
50 - 54.99	6.0 to 6.99	6	B	Above Average
45 - 49.99	5.0 to 5.99	5	C	Average
40 - 44.99	4.0 to 4.99	4	D	Pass
Less than 40	--	0	F	Fail
SGPI- Semester Grade Performance Index = $\frac{\sum(\text{Credit Earned} \times \text{Grade Points})}{\sum(\text{Credit Earned})}$				
SE- Semester End, CA- Continuous Assessment, PR- Practical				

Symbols	Description
E	Exemption in the Head
F	Head of Failure
NA	Not Applicable
AB	Absent
/	Female
*	0.5045
#	0.229

## 8. Additional Credit

8.1 A student who have cleared all examination is entitled to a maximum of 120 credit points. He / She can get an additional maximum 6 credit points by attempting any online MOOC (Massive open online course) conducted by the Govt. of India or any certificate course conducted by college.

8.2 Such additional points may give preferential treatment to a student in admission in other Universities / Foreign Universities / Employment. Student can do such courses one in a year and he / she will be eligible for 2 credit points. The additional credit will be reflected in the Semester VI mark sheet.

## **9. Grade Improvement**

9.1 A student who is not satisfied with the grade he / she have obtained can apply for improvement of grade after completion of last semester.

9.2 He / She have to submit an application form in the prescribed format and submit the same with a payment of Rs. 2000/- to the Principal. Principal in turn will forward the application to the Controller of Examination with his comments. On receiving the application controller of Examination should inform the student date / time of the semester examination and ask him / her to surrender the concerned semester mark sheets issued to the candidate. The grade which he / she get in the new attempt will prevail and student cannot go back to the old grade. Candidates have to appear for both the semesters in the same sitting.

## Postgraduate Programmes

### **I. Programme Pattern**

- A. The post graduate programme is two years integrated pattern with four semesters and two semesters at each year.
- B. Each semester of post graduate programme will have two Continuous Assessment (except M.Com. with one Continuous Assessment of 40 marks), Semester End Examination and Practical Examination (M.Sc. Information Technology and M.Sc. Biotechnology).

### **II. Examination Pattern**

#### **2.1 Continuous Assessment (40 marks) – 40 % weightage will be distributed as follows:**

- I. Continuous Assessment I (Test) – 20 % weightage of the total (20 marks)
- II. Continuous Assessment II (Project/Presentation/Review of articles) – 20 % weightage of the total (20 marks)

#### **2.2 Semester End Examination (60 marks) -60% weightage**

- I. 4 questions of 15 marks each with internal choice.
- II. Equal weightage to each module.
- III. The break- up of 15 marks as decided by the respective Coordinator of the programme.

#### **2.3 Practical Examination (50 marks) -M.Sc. Biotechnology and M.Sc. Information Technology.**

### **III. Passing Criterion**

- A. 40% (in each component separately Continuous Assessment, Semester End Examination and Practical Examination).
- B. Standard of passing: 40 % in each component.



C. Minimum marks: 40 [Continuous Assessment 16 out of 40 marks, Semester End Examination 24 out of 60 marks and Practical Examination 20 out of 50 marks ].

D. A student has two chances to clear each semester I/III and II/IV. The tentative month for each examination will be as follows:

	<b>First attempt</b>	<b>Second attempt</b>
<b>Semester I/III</b>	November	April
<b>Semester II/IV</b>	April	October

E. If the student fails to clear the semester in two attempts of the year, then he/she has reappear for the subjects in which he/she has failed in subsequent years. The student will not be declared passed till the subjects of all semesters are clear.

#### **IV. Eligibility to appear for Examination**

A. If a post graduate student is unable to appear in the Continuous Assessment / Practical examination due to medical reason, participation in sports or cultural activities an additional examination will be conducted. To be eligible for additional examination a student has to apply before the starting of the semester examination.

B. If a post graduate student is unable to appear in the Semester End examination will be allowed to appear for the same semester examination to be conducted in the next semester.

#### **V. Academic & Non-academic Credit and Marks Allocation**

The following academic credit points are earned for each programme by each student after completion of the semester.

Post graduate programmes:

<b>Programme</b>	<b>First Year</b>		<b>Second Year</b>		<b>Total Credits</b>
	<b>Semester I</b>	<b>Semester II</b>	<b>Semester III</b>	<b>Semester IV</b>	
	<i>Academic Credit</i>				
M.Com.	24	24	24	24	96
M.Sc. Information Technology	24	24	24	24	96

M.Sc. Biotechnology	24	24	24	24	96
	<i>Non-academic Credit</i>				
All P.G. Programmes M.Com. M.Sc. Information Technology M.Sc. Biotechnology	02		02		04

The following marks are allocated for each programme:

Post graduate programmes:

Programme	First Year		Second Year		Total Marks
	Semester I	Semester II	Semester III	Semester IV	
M.Com.	400	400	400	400	1600
M.Sc. Information Technology	600	600	600	600	2400
M.Sc. Biotechnology	600	600	600	600	2400

## **1. Continuous Assessment (CA)**

### **1.1 Pattern**

Continuous Assessment will be of 40 marks. There shall be two Continuous Assessment in each semester.

**1.1.a.** CA I is for 20 marks which will be in the form of test (except M.Com. will have one Continuous Assessment of 40 marks).

**1.1.b.** CA II will be for 20 marks which will be in the form of Projects of quality, Research, Review of articles, field work, presentation, etc. to be decided by the Department in the departmental meeting in consultation with Coordinator.

### **1.2 Continuous Assessment I**

#### **1.2.1. Conduct**

**1.2.1.a.** It will be conducted by the Coordinator of each programme before end of the semester.

**1.2.1.b.** In case a student still fails to appear in the Continuous Assessment may be given one more chance by the teacher with permission of Coordinator, if he / she is satisfied with the reason. It can be a submission of assignment, test, field work, presentation, etc. Method to be adopted for testing the student will be decided by Coordinator.

**1.2.1.c.** In case a student fails to take advantage of the additional chance given, the subject teacher should show "A" in the mark list to be submitted and posted the student will be considered as failed.

**1.2.1.d.** Time table for the Continuous Assessment I test would be announced by the Coordinator 15 days prior to the test. Date, portion covered, timing etc. will be announced well in advance.

#### **1.2.2. Question Paper Setting**

**1.2.2.a.** The question paper should be prepared by the respective subject teacher.

**1.2.2.b** If two teachers are sharing the same subject, then both are responsible for setting the question papers.

**1.2.2.c.** Each subject teacher should submit one set of question paper in sealed envelope to the respective Coordinator. Additional question paper may be required to be set by the subject teacher if need arises.

### **1.2.3. Assessment of Answer Papers**

Answer papers of Continuous Assessment will be handed over to the concerned subject teacher immediately after the test and assessment should be completed within a week.

### **1.2.4. Moderation**

There will be no moderation of Continuous Assessment Test.

### **1.2.5. Re-verification/Revaluation of Answer Papers**

**1.2.5.a.** Re-verification of Continuous Assessment test papers can be done at the discretion of Coordinator after taking approval from Examination Committee if the matter is referred to by the subject teacher concerned.

**1.2.5.b.** There is no facility for re-valuation of Continuous Assessment test papers.

## **1.3 Continuous Assessment II**

**1.3.a.** Continuous Assessment II will be for 20 marks.

**1.3.b.** 20 marks will be based on research, review of articles, presentation, etc. to be decided by the Coordinator in consultation with subject teachers.

**1.3.c.** For M.Sc. Bio technology and M.Sc. Information Technology a review article of two pages must be prepared by the student based on any 3 research papers relevant to a particular topic from the respective subject. 12 marks will be provided for the prepared research article. Student will be given 3 marks for APA format of scientific writing. Viva based on the review article submitted will be of 5 marks. Evaluation for APA format and viva will be conducted only if the article qualifies the plagiarism check (not more than 25%). In case if an article fails in plagiarism check, the student will be given an additional chance to rewrite the review to qualify. Based on a second plagiarism check the student will be allowed for APA format evaluation and viva.

**1.3.d.** Posting of CA II should be completed immediately after attendance data is available but before the start of semester end examination.

## **1.4 Passing Norms**

*1.4.a.* Pass mark is 16 (both taken in account).

*1.4.b.* Gracing may be done as per the requirement in consultation with the Coordinator.

## **1.5 Posting of Continuous Assessment I & II**

The teachers should calculate the total of CA I & II and post the marks in the portal out of 40 by using the username and password provided to them within the date specified in the Examination Calendar.

## **2. Semester End Examination**

### **2.1. Conduct**

- 2.1.a.** Semester End Examination will have 60% weightage carrying 60 marks.
- 2.1.b.** Semester end Examination will be a centralized examination for all programmes to be conducted by Examination Committee.
- 2.1.c.** The Examination Committee will declare the dates and time table at least one month prior to the examination which will be displayed in the respective notice board and will be put up on the website.
- 2.1.d.** If a student fails to appear for the Semester End Examination, the student will get a chance to write the examination in the next semester.

### **2.2. Pattern of Semester Question Paper**

- 2.2.a.** Semester examination question paper should be based on the syllabus taught in the in that semester and as prescribed by the Board of studies and approved by Academic Council of PCACS.
- 2.2.b.** Total marks of each semester end examination will be 60.
- 2.2.c.** Four questions of 15 marks each with sub question and internal choice to be given.
- 2.2.d.** Equal weight age to be given to each module taught.
- 2.2.e.** The breakup of 15 marks per question is to be decided by the Coordinator of the concerned department and should be clearly shown in the question paper.

### **2.3. Question Paper Setting**

- 2.3.a.** Paper setting for Semester Examination will be done by a panel of two paper setters one internal and one external. The question setting panel will be nominated by the Board of Studies of the concerned programme with intimation to the Examination Committee. Both paper setters will submit one set of question paper each.
- 2.3.b.** Timely appointment letter to each paper setter of the panel will be issued by the Controller of examination.
- 2.3.c.** Both the paper setter should submit the model answer paper along with question paper within the prescribed time limit. Method of submission of question

paper, the person to whom the question paper to be submitted, date, timing, etc. will be decided by the Examination Committee.

- 2.3.d. One question paper will be selected randomly out of the two sets by the Examination Committee.
- 2.3.e. All the sets of question papers will be reviewed by the Question Paper Review Committee to check the correctness and completeness of the question paper. After review is done by the Question Paper Review Committee, the one set of question paper will be selected randomly out of the two sets by the Controller or Deputy Controller or a Senior member of the Examination Committee.
- 2.3.f To maintain further secrecy, the examination committee will photocopy the question paper given by the question paper setter and show the photocopy to Coordinator and announce the correction if any in the examination hall.

#### **2.4 Assessment of Semester Answer Sheets**

- 2.4.a. For M.Sc. Information Technology and M.Sc. Biotechnology programmes having students less than 60, assessment will be done by the external examiner.
- 2.4.b. For M.Com. programme having students more than 60, assessment will be done by internal examiner.
- 2.4.c. It shall be the duty of every examiner to take due care in correction, posting of marks, adding, etc.

#### **2.5 Moderation**

- 2.5.a. Moderation will be done for semester end examination answer papers.
- 2.5.b. For M.Com. moderation will be done by external examiner having experience of minimum 5 years.
- 2.5.c. For M.Sc. Information Technology and M.Sc. Biotechnology moderation will be done by the internal examiner.
- 2.5.d. Moderation will be done as per the following slab

Marks	% of Moderation
18-23 marks	100%
45 and above	100%
Remaining papers	5% random sample

## **2.6 Submission of Mark list after Correction**

- 2.6.a.** Examination Committee shall collect hard copies of mark list (all subjects) from internal examiner.
- 2.6.b.** Internal Examiner will be responsible for posting the marks by username and password provided by the Examination Committee.
- 2.6.c.** The Examination Committee is responsible for declaration of results. After verification and gracing, a copy of result to be forwarded to the website through website in charge.

## **2.8 Gracing Policy**

- 2.8.a.** General gracing will be done by the Coordinator of the respective programme depending upon the result of the examination.
- 2.8.b.** Up to a maximum 1% of the grand total per semester can be added to any course(s) to fulfill the passing norms in case of failure in only one subject.
- 2.8.c.** Grade up-liftment: A student can be uplifted for higher grade (only for A+ and O) if required marks is less than 2 in a subject.
- 2.8.d.** General gracing if necessary will be carried out by the examination committee in consultation with Chairperson of the Board of Studies.
- 2.8.e.** A Student will be entitled to 10 grace marks which will be added to his or her even semester mark sheet of the academic year in which he or she has represented the college in sports, cultural activities etc.
- 2.8.f.** If he or she has cleared all the subject 10 marks will be added to total and in case of student who has failed it can be added to the subjects.



## **Practical Examination**

- 3.1 Practical examination will be conducted M.Sc. Information Technology and M.Sc. Biotechnology in each semester.
- 3.2 The practical examination will be conducted within the date specified by the Examination Committee before the end of the semester.
- 3.3 If a student could not appear in the practical examination, due to some unavoidable circumstances, will be given an additional attempt after receipt of the application. Student will have to pay additional examination fee for the same.
- 3.4 If a student could not pass the practical examination, will be given one more chance in the next semester by paying the examination fee.
- 3.5 **Submission of Practical Journals:** Candidates appearing for practical examinations shall submit journal certified by the subject teacher and the Head of the Department or the Coordinator as per the prescribed format, otherwise the candidates will not be permitted to appear for the practical examination. However, in genuine cases where the students who could not submit the journal, they may be permitted to appear for the practical examinations, provided the concerned the Coordinator certified that the candidate has performed the experiments prescribed for the course. For such candidates zero (0) marks will be awarded for journal. All the journals need to be certified at least five days before the commencement of practical examination.

### **3.6 Evaluation Scheme:**

For M.Sc. Information Technology, practical examination will be conducted for each practical subject for 50 marks, which has to be completed in 2 hours duration. These 50 marks are distributed in the following three components:-

- (a) Practical questions - 40 marks: two questions of 20 marks each.
- (b) Journal- 05 marks: Well certified journal, covering the entire practical.
- (c) Viva-Voice - 05 marks

For M.Sc. Biotechnology, Practical examination will be conducted for total 200 marks (for all the Subjects together - 50 marks x 4 subjects = 200 marks) which have to be completed in 21 hours duration split in 3 days. Each paper of 50 marks is composed of marks for Major experiment/minor experiment/case study presentation/identification and Journal and Viva-voce.

- 3.7 Passing Criteria:** The candidate shall be declared to have passed the practical examination if the candidate secures minimum 40% in each practical subject.
- 3.8 Evaluation process:** Practical examination evaluation will be done by internal as well as the external examiner, appointed by the Coordinator of the respective programme.
- 3.9 Question Slips:** Faculty members have to submit question slips for practical examination. It should be strictly according to the curriculum and evaluation scheme.
- 3.10 Practical Mark list Submission:** Practical marks along with the attendance must be submitted to the Examination Committee before Semester End examination.
- 3.11 No dues certificate:** Students need to submit “No dues certificate” (issued by the respective laboratory) before appearing for practical examination.

## **4. Passing Norms**

- 4.1 A student is required to pass separately in the Continuous Assessment, Semester End Examination and Practical Examination.
- 4.2 A student is required to get 40% in Continuous Assessment Examination (16 out of 40 marks), Semester End Examination (24 out of 60 marks) and Practical Examination (20 out of 50 marks).
- 4.3 A student who fails to secure 40% in the Semester End Examination will get additional chances to clear the paper in the next semester.
- 4.4 A student will be promoted from Semester I to Semester II with any number of failures in the subjects.
- 4.5 A student will be promoted from Semester II to Semester III with any number of failures in the subjects.
- 4.6 A student will be promoted from Semester III to Semester IV with any number of failures in the subjects.
- 4.7 If a student of IV semester does not clear all examination from I to III his / her result will be declared under RLE and his / her mark sheet will not be released and consequently his / her convocation will be withheld.

## **5. Re-Verification / Re-Valuation of answer papers**

- 5.1 A student can ask for verification of his or her marks through application with payment of fee of Rs 100 per subject after result is declared.
- 5.2 There is no re-verification available for CA 1 and CA II.
- 5.3 Re-verification includes verification of adding of marks in the answer scripts, transfer of marks from answer sheets to mark sheets, rechecking of answers not checked and posting of the marks in the system.
- 5.4 Under verification answer sheets will not be shown to students but the process will be done in the presence of students.
- 5.5 If a student is not satisfied by re verification he has a chance to apply for revaluation through application and a payment of Rs. 750/-. The answer script of the said candidate will be photocopied and re assessed by an external examiner to be decided by the BOS in consultation with Controller of Examination.

## 6. Provision for student with special abilities

6.1 Students with Dyslexia, Dysgraphia & Dyscalculia or are visually impaired / low / vision / physically challenged will be offered facilities of extra time, writer and special seating arrangement.

6.2 They are required to make application to the Examination Committee 7 days prior to the examination along with the latest certified supporting documents.

## 7. Grading System

7.1 Degree will be based on cumulative performance of all semesters (I to VI) on the basis of choice based credit system.

7.2 The following grading system will be applied.

Letter Grades and their Equivalent Grading Point				
Marks obtained	GPA	Grade Point	Grade	Performance
80 & Above	10	10	O	Outstanding
70 – 79.99	9.0 to 9.99	9	A+	Excellent
60 – 69.99	8.0 to 8.99	8	A	Very Good
55 – 59.99	7.0 to 7.99	7	B+	Good
50 – 54.99	6.0 to 6.99	6	B	Above Average
45 – 49.99	5.0 to 5.99	5	C	Average
40 – 44.99	4.0 to 4.99	4	D	Pass
Less than 40	--	0	F	Fail
SGPI- Semester Grade Performance Index = $\frac{\sum(\text{Credit Earned} \times \text{Grade Points})}{\sum(\text{Credit Earned})}$				
SE- Semester End, CA- Continuous Assessment, PR- Practical				

Symbols	Description
E	Exemption in the Head
F	Head of Failure
NA	Not Applicable
AB	Absent
/	Female
*	0.5045

#	0.229
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## 8. Additional Credit

8.1 A student who have cleared all examination is entitled to a maximum of 96 credit. He / She can get an additional maximum 4 credit points by attempting any online MOOC (Massive open online course) conducted by the Govt. of India or any certificate course conducted by college.

8.2 Such additional points may give preferential treatment to a student in admission in other Universities / Foreign Universities / Employment. Student can do such courses one in a year and he / she will be eligible for 2 credit points. The additional credit will be reflected in the Semester IV marks sheet.

## 9. Grade Improvement

9.1 A student who is not satisfied with the grade he / she have obtained can apply for improvement of grade after completion of last semester.

9.2 He / She have to submit an application form in the prescribed format and submit the same with a payment of Rs. 2000/- to the Principal. Principal in turn will forward the application to the Controller of Examination with his comments. On receiving the application controller of Examination should inform the student date / time of the semester examination and ask him / her to surrender the concerned semester mark sheets issued to the candidate. The grade which he / she get in the new attempt will prevail and student cannot go back to the old grade. Candidates have to appear for both the semesters in the same sitting.