



KOTTAKKAL FAROOK **ARTS & SCIENCE COLLEGE**

KOTTAKKAL, PARAPPUR P.O, MALAPPURAM DISTRICT, KERALA, 676503

EXAMINATION POLICY

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Examination policies are based on the rules and regulations of the University of Calicut. All the work in Examination section is governed by University of Calicut & monitored by the Principal and additional chief appointed by the Principal. All the university procedures related to examination are done mostly through the online system. The college conducts INTERNAL & EXTERNAL examinations as specified in the curriculum and examinations for value & skill based courses as decided by the academic and examination committee of the college.

Examination committee:

Sr. No.	Designation
1.	Principal (Chairperson)
2.	Chief Exam Officer
3.	Senior Exam In-charge
4.	2 Faculty Members Nominated
5.	Office Superintend
6.	Exam Clerk

Types of exams envisaged in a year:

Our college adheres to the rules and regulations of the University of Calicut fixed for various courses and conduct various types of exams throughout the year/semester to assess students' knowledge and skills. These exams can be categorized into internal exams, external exams, practical exams, viva-voce exams, certificate course examinations and other forms of assessments.

In addition to this, examinations of various statutory Bodies (CMA, CA etc.) and Entrance examinations of universities are also held by the exam committee.

1. Internal Exams: These exams are conducted by the college itself and are designed to evaluate students' understanding of the subjects taught during the semester. Internal exams can be in the form of written tests, quizzes, assignments, or presentations. They are usually held within the college premises and are graded by the college faculty as per the guidelines provided in the course regulations of the university.
2. External Exams: The University of Calicut conducts external exams in colleges affiliated with it and instructions are passed on to the colleges beforehand to host examination centres. These exams are typically held at

the end of each semester or academic year and are known as external or end-of-semester exams. External exams are comprehensive assessments that cover the entire syllabus of the respective courses. The question papers are set by the university and are evaluated by external examiners appointed by the university through a centralised valuation camps or home valuation. College provides the premises and human resources for the smooth conduct of examinations and CV camps.

3. **Practical Exams:** Practical exams are conducted to assess students' practical knowledge and skills in subjects like Science, Computer Science, and certain arts disciplines. These exams involve performing experiments, practical demonstrations, or hands-on tasks relevant to the course. Practical exams are usually conducted within the college premises and are evaluated by Internal or External Examiners appointed by the University.
4. **Viva-Voce Exams:** Viva-voce exams, also known as oral exams, are conducted to evaluate students' understanding and communication skills. These exams involve a one-on-one conversation between the student and an examiner, where the student is assessed based on their knowledge, analytical abilities, and articulation of ideas. Viva-voce exams are commonly held for all subjects of Commerce, Management & Science Project Works, and in languages, Literature, Social Sciences, and certain arts disciplines.
5. **Other Assessments:** Apart from the afore-mentioned exams, the other forms of assessment include presentations, group discussions, projects, research papers, fieldwork reports, or any other modes of evaluation deemed suitable for specific courses. The nature of these assessments may vary depending on the subject and the requirements of the curriculum.

Internal Exam Directions :

1. **Exam Schedule:**
 - Create and distribute a clear exam schedule at the beginning of the Semester, indicating the dates for both internal exams.
 - Ensure that the schedule considers sufficient time gaps between exams to allow students to prepare adequately.
2. **Exam Duration:**
 - Determine reasonable durations for each internal exam based on the nature of the course and the content to be covered.

- Consider the complexity of the topics and the time needed for students to answer questions thoroughly.

3. Content Coverage:

- Clearly communicate the topics or chapters that will be covered in each internal exam through course outlines or syllabi.
- Provide detailed information on the scope and depth of each topic to help students focus their studies effectively.

4. Weightage Allocation:

- Assign appropriate weightage to each internal exam, considering factors such as the significance of the exams in overall course evaluation and the complexity of the topics.
- Clearly explain the weightage allocation to students to help them prioritize their study efforts.

5. Assessment Methods:

- Define the assessment methods for internal exams, ensuring they align with the learning objectives and nature of the course.
- Consider a variety of assessment formats, including multiple-choice questions, short answer questions, essays, practical exams, or projects, to assess different aspects of student learning.

6. Grading Criteria:

- Establish a consistent grading criteria or rubric that outlines the expectations for each grade level.
- Clearly define how marks will be allocated for different aspects of the exams, such as content knowledge, critical thinking, communication skills, and creativity.

7. Exam Rules and Guidelines:

- Communicate clear and concise rules and guidelines that students must follow during exams, including instructions on academic integrity, the use of reference materials, and electronic devices.
- Provide any specific guidelines relevant to the course, such as rules for scientific calculators or laboratory safety protocols.

8. Exam Administration:

- Determine logistical aspects of exam administration, including appropriate venues, seating arrangements, and invigilation protocols.
- Establish procedures for handling unexpected situations during exams and ensure accommodations are provided for students with special needs.

9. Exam Review:

- Establish a process for students to access their graded exams and seek clarifications or feedback on their performance.
- Provide opportunities for one-on-one consultations or group feedback sessions to help students understand their strengths and areas for improvement.

10. Communication:

- Clearly communicate the internal exam policy to all stakeholders, including students, faculty members, and relevant administrative staff.
- Use multiple channels such as emails, course websites, and notice boards to ensure everyone is aware of the expectations, procedures, and rationale behind the policy.

Implementing these policy instructions have enabled to promote transparency, fairness, and effective assessment practices within the college, benefiting both students and faculty members.

EXCERPTS OF UNIVERSITY EXAM RULES FROM 2019 UG/PG REGULATIONS

4.13. Attendance: A student shall be permitted to appear for the semester examination, only if he/she secures not less than 75% attendance in each semester. Attendance shall be maintained by the Department concerned. Condonation of shortage of attendance to a maximum of 10% in the case of single condonation and 20% in the case of double condonation in a semester shall be granted by University remitting the required fee. Benefits of attendance may be granted to students who attend the approved activities of the college/university with the prior concurrence of the Head of the institution.

Participation in such activities may be treated as presence in lieu of their absence on production of participation/attendance certificate (within two weeks) in curricular/extracurricular activities (maximum 9 days in a semester). Students can avail of condonation of shortage of attendance in a maximum of four semesters during the entire programme (Either four single condonations or one double condonation and two single condonations during the entire programme). If a student fails to get 65% attendance, he/she can move to the next semester only if he/she acquires 50% attendance. In that case, provisional registration is needed. Such students can appear for supplementary examination for such semesters after the completion of the programme. Less than 50% attendance requires Readmission. Readmission is permitted only once during the entire programme.

4.14. Grace Marks: Grace marks may be awarded to a student for meritorious achievements in co-curricular activities (in Sports/Arts/NSS/NCC/Student Entrepreneurship) carried out besides the regular hours. Such a benefit is applicable and limited to a maximum of 8 courses in an academic year spreading over two semesters. In addition, maximum of 6 marks per semester can be awarded to the students of UG Programmes, for participating in the College Fitness Education Programme (COFE).

4.15. Project: Every student of a UG degree programme shall have to work on a project of 2 credits under the supervision of a faculty member or shall write a theory course based on Research Methodology as per the curriculum. College shall have the liberty to choose either of the above. One Project with 3 credits shall be done in any of the two core subjects in the case of Dual Core programmes. But SDE/Private Registration students shall write the Research Methodology course instead of project. Board of Studies concerned shall prepare the syllabus for the same.

5. BOARD OF STUDIES AND COURSES

5.1. The UG Boards of Studies concerned shall design all the courses offered in the UG programmes. The Boards shall design and introduce new courses, modify or re-design existing courses and replace any existing courses with new/modified/re-designed courses to facilitate better exposure and training for the students.

5.2. The Syllabus of a course shall include the title of the course, the number of credits, maximum marks for external and internal evaluation, duration of examination hours, distribution of internal marks and reference materials. The Board of Studies concerned has the liberty to decide whether the questions can be answered in Malayalam or not. Maximum efforts shall be made to maintain a uniform pattern while designing the courses, project, viva, practical etc. in the scheme and syllabus of various programmes coming under same faculty.

5.3. The Syllabus for Common Courses, even though prepared by different Boards of Studies, may be put under a separate head as Syllabus for Common Courses.

5.4. Each course have an alpha numeric code, the number of credits and title of the course. The code gives information on the subject, the semester number and the serial number of the course. Each module/chapter may mention the number of questions to be asked in each section in the Question paper.

5.5. The syllabus of each course shall be prepared module wise. The course outcomes are to be clearly stated in the syllabus of all subjects including laboratory subjects, The number of instructional hours and reference materials are also to be mentioned against each module. Since a semester contains 16 instructional weeks, the same may be considered in the preparation of the syllabi.

5.6. The scheme of examination and model question papers are to be prepared by the Board of Studies. The number of questions from each module in each section may be given along with the syllabus.

5.7. A Question Bank system shall be introduced. Boards of Studies shall prepare a Question Bank, module wise, at least 8 times to that required for a Question paper.

5.8. Boards of Studies should make the changes in the syllabi and text books in consultation with the teachers. Each Course should have a Preamble which clearly signifies the importance of that course. The Higher secondary syllabus also to be taken into account while preparing the UG syllabus.

5.9. Boards of Studies have to be constantly in touch with renowned Indian Universities and at least a few foreign universities. Subject experts have to be identified in all major fields of study and endeavour, and consulted frequently.

6. ADMISSION

6.1. The admission to all programmes will be as per Rules and Regulations of the University.

6.2. The eligibility criteria for admission shall be as announced by the University from time to time.

6.3. Separate rank lists shall be drawn up for reserved seats as per the existing rules.

6.4. The admitted candidates shall subsequently undergo the prescribed courses of study in a college affiliated to the University for six semesters within a period of not less than three years; clear all the examinations prescribed and fulfil all such conditions as prescribed by the University from time to time.

6.5. The college shall make available to all students admitted a prospectus listing all the courses offered in various departments during a particular semester. The information so provided shall contain title of the courses, the semester in which it is offered and credits for the courses. Detailed syllabi shall be made available in the University/college websites.

6.6. There shall be a uniform calendar prepared by the University for the registration, conduct/schedule of the courses, examinations and publication of results. The University shall ensure that the calendar is strictly followed. Admission notification and the academic calendar for SDE/ Private Registration will be prepared and issued by SDE.

6.7. There shall be provision for Inter Collegiate and Inter University Transfer in third and fifth semester within a period of two weeks from the date of commencement of the semester. College transfer may be permitted in Second and Fourth semester also without change in complementary course within a period of two weeks from the date of commencement of the semester concerned.

6.8. Complementary change at the time of college transfer is permitted in the third semester if all conditions are fulfilled.

6.8.1. Core/Complementary change under SDE/Private Registration: Existing rule (as in CUCBCSS UG 2014) shall be followed in Core/Complementary Change.

6.9. CBCSS regular students can join distance education stream/Private and as complementary courses are different, they have to undergo them in the new stream. The marks/grace obtained for common courses will be retained.

6.10. A student registered under distance education stream/Private Registration in the CBCSS pattern may be permitted to join the regular college (if there is a vacancy within the sanctioned strength) in the third and fifth semester with the same programme only. If there is a change in complementary courses, it can be done with following conditions:

i) the external and internal marks/grade obtained in the previous semesters for the earlier complementary courses will be cancelled.

ii) the students have to write the external examinations for the previous semester for the new complementary courses along with the subsequent batch.

iii) An undertaking to the effect that “the internal evaluation for the previous semesters of the new complementary courses will be conducted”, is to be obtained from the Principal of the college in which the student intends to join.

6.11. Provision for credit transfer is subject to common guidelines prepared by the faculty concerned.

6.12. There shall be provision for Readmission of students in CBCSS UG 2019.

6.12.1. The Principal can grant readmission to the student, subject to the conditions detailed below and inform the matter of readmission to the Controller of Examinations within one month of such readmission.

6.12.2. This readmission is not to be treated as college transfer.

6.12.3. There should be a gap of at least one semester for readmission.

6.12.4. The candidate seeking readmission to a particular semester should have registered for the previous semester examination.

6.12.5. Readmission shall be taken within two weeks from the date of commencement of the semester concerned.

6.12.6. Deleted.

6.12.7. If there is a change in complementary courses, it can be done with following

conditions:

i) the external and internal marks/grade obtained in the previous semesters for the

earlier complementary courses will be cancelled.

ii) the students have to write the external examinations for the previous semester for the new complementary courses along with the subsequent batch

iii) An undertaking to the effect that “the internal evaluation for the previous semesters of the new complementary courses will be conducted”, is to be obtained from the Principal of the college in which the student intends to take readmission.

6.12.8. If change in scheme occurs while readmission, provision for credit transfer is subject to common guidelines prepared by Board of Studies/ Faculty concerned. For readmission to CBCSS UG 2019 involving scheme change, the Principal concerned shall report the matter of readmission to Controller of Examinations with the details of previous semesters and course undergone with credits within two weeks in order to fix the deficiency/excess papers.

7. REGISTRATION

7.1. Each student shall make an online registration for the courses he/she proposes to take, in consultation with the Faculty Advisor within two weeks from the commencement of each semester. The college shall send a list of students registered for each programme in each semester giving the details of courses registered, including repeat courses, to the University in the prescribed form within 45 days from the commencement of the semester. It is mandatory that the students who got admission under CBCSS UG 2019 in SDE/Private shall register for the examinations of the concerned semesters in the same year itself.

7.2. A student shall be normally permitted to register for the examination if he/she has required minimum attendance. If the student has a shortage of attendance below 65% in a semester, the student shall be permitted to move to the next semester (if the attendance is more than 50% - Provisional registration) and can write the examination for the entire courses of the semester in which shortage of attendance occurs as supplementary examination only after the completion of the entire programme. In such cases, a request from the student may be forwarded through the Principal of the college to the Controller of Examinations within two weeks of the

commencement of the semester. If the attendance is less than 50%, the student is ineligible to continue the programme and has to seek readmission. There will not be any Repeat semester in CBCSSUG 2019.

7.3. A student who registered for the course shall successfully complete the programme within 6 years from the year of first registration. If not, such candidate has to cancel the existing registration and join afresh as a new candidate.

7.4. For open courses there shall be a minimum of 10 and maximum of 75 students per batch. For other courses existing pattern will be followed.

7.5. Those students who have followed the UG Programmes in annual pattern or Choice based Credit & Semester System pattern can cancel their earlier registration and register afresh for CBCSSUG 2019 scheme in the same discipline or a different one.

7.6. The students who have attendance within the limit prescribed, but could not register for the examination have to apply for Token registration, within two weeks of the commencement of the next semester.

8. EXAMINATION

8.1. There shall be University examinations at the end of each semester.

8.2. Practical examinations shall be conducted by the University as prescribed by the Board of Studies.

8.3. External viva-voce, if any, shall be conducted along with the practical examination/project evaluation.

8.4. The model of question papers may be prepared by the concerned Board Of Studies. Each question should aim at –

(1) assessment of the knowledge acquired

(2) standard application of knowledge

(3) application of knowledge in new situations.

8.5. Different types of questions shall possess different marks to quantify their range. A general scheme for the question paper is given in Annexure III.

8.6. Project evaluation shall be conducted at the end of sixth semester. 20% of marks are awarded through internal assessment.

8.7. Audit course: *The students can attain only pass (Grade P) for these courses. At the end of each semester there shall be examination conducted by the college from a pool of questions set by the University. The students can also attain the credits through online courses like SWAYAM, MOOC etc. The College shall sent the list of passed students to the University at least before the commencement of fifth semester examination.*

8.8. Improvement course: *Improvement of a particular semester can be done only once. The student shall avail of the improvement chance in the succeeding year after the successful completion of the semester concerned. The students can improve a maximum of two courses in a particular semester (for SDE/Private registration students also). The internal marks already obtained will be carried forward to determine the new grade/mark in the improvement examination (for regular students). If the candidate fails to appear for the improvement examination after registration, or if there is no change in the results of the improved examination, the mark/grade obtained in the first appearance will be retained. Improvement and supplementary examinations cannot be done simultaneously.*

8.9. Moderation: *Moderation is eligible as per the existing rules of the Academic Council.*

9. EVALUATION AND GRADING

9.1. *Mark system is followed instead of direct grading for each question. For each course in the semester letter grade and grade point are introduced in 10-point indirect grading system as per guidelines given in Annexure-1*

9.2. Course Evaluation

The evaluation scheme for each course shall contain two parts

1) Internal assessment 2) External Evaluation

20% weight shall be given to the internal assessment. The remaining 80% weight shall be for the external evaluation.

9.2.1. Internal Assessment

20% of the total marks in each course are for internal examinations. The marks secured for internal assessment only need to be sent to University by the colleges concerned.

The internal assessment shall be based on a predetermined transparent system involving written tests, Class room participation based on attendance in respect of theory courses and lab involvement/records attendance in respect of Practical Courses.

Internal assessment of the project will be based on its content, method of presentation, final conclusion and orientation to research aptitude. Components with percentage of marks of Internal Evaluation of Theory Courses are-Test paper 40%, Assignment 20%, Seminar 20% and Class room participation based on attendance 20%.

For practical courses - Record 60% and lab involvement 40% as far as internal is concerned.

(if a fraction appears in internal marks, nearest whole number is to be taken)

For the test paper marks, at least one test paper should be conducted. If more test papers are conducted, the mark of the best one should be taken.

To ensure transparency of the evaluation process, the internal assessment marks awarded to the students in each course in a semester shall be notified on the notice board at least one week before the commencement of external examination. There shall not be any chance for improvement for internal marks. The course teacher(s) shall maintain the academic record of each student registered for the course, which shall be forwarded to the University by the college Principal after obtaining the signature of both course teacher and Head of the Department.

The Split up of marks for Test paper and Class Room Participation (CRP) for internal

evaluation are as follows.

Split up of marks for Test paper

Range of Marks in test paper Out of 8	Out of 8 (Maximum internal marks is 20)	Out of 6 (Maximum internal marks is 15)
Less than 35%	1	1
35% - 45%	2	2
45% - 55%	3	3
55% - 65%	4	4
65% -85%	6	5

85% -100%	8	6
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Split up of marks for Class Room Participation

Range of CRP	Out of 4 (Maximum internal marks is 20)	Out of 3 (Maximum internal marks is 15)
$50\% \leq \text{CRP} < 75\%$	1	1
$75\% \leq \text{CRP} < 85$	2	2
85 % and above	4	3

9.2.2. Internal Assessment for SDE/Private Registration : Regarding internal component, the student will have to attend a fill in the blank type/multiple choice type examination of 20 marks along with the external examination in SDE mode. The attendance component of internal marks is not mandatory for such students.

9.2.3. External Evaluation

External evaluation carries 80% of marks. All question papers shall be set by the University. The external question papers may be of uniform pattern with 80/60 marks (The pattern is given in the Annexure III). The courses with 2/3 credits will have an external examinaion of 2 hours duration with 60 marks and courses with 4/5 credits will have an external examination of 2.5 hours duration with 80 marks.

The external examination in theory courses is to be conducted by the University with question papers set by external experts. The evaluation of the answer scripts shall be done by examiners based on a well-defined scheme of valuation and answer keys shall be provided by the University. The external examination in practical courses shall be conducted by two examiners – one internal and an external, the latter appointed by the University. The project evaluation with viva can be conducted either internal or external which may be decided by the Board of Studies concerned. (Guidelines are given in the Annexure II).

After the external evaluation only marks are to be entered in the answer scripts. All other calculations including grading are done by the University.

9.2.4. Revaluation: In the new system of grading, revaluation is permissible. The prevailing rules of revaluation are applicable to CBCSSUG 2019.

Students can apply for photocopies of answer scripts of external examinations. Applications for photocopies/scrutiny/revaluation should be submitted within 10 days of publication of results. The fee for this shall be as decided by the University.

10. INDIRECT GRADING SYSTEM

10.1. Indirect grading System based on a 10-point scale is used to evaluate the performance of students.

10.2. Each course is evaluated by assigning marks with a letter grade (O, A+, A, B+, B, C, P, F, I or Ab) to that course by the method of indirect grading. (Annexure I).

10.3. An aggregate of P grade (after external and internal put together) is required in each course for a pass and also for awarding a degree (A minimum of 20% marks in external evaluation is needed for a pass in a course. But no separate pass minimum is needed for internal evaluation). No separate grade/mark for internal and external will be displayed in the grade card; only an aggregate grade will be displayed. Also the aggregate mark of internal and external are not displayed in the grade card.

10.4. A student who fails to secure a minimum grade for a pass in a course is permitted to write the examination along with the next batch.

10.5. After the successful completion of a semester, Semester Grade Point Average (SGPA) of a student in that semester is calculated using the formula given below. For the successful completion of a semester, a student should pass all courses. However, a student is permitted to move to the next semester irrespective of SGPA obtained. SGPA of the student in that semester is calculated using the formula

SGPA = Sum of the credit points of all courses in a semester/ Total credits in that semester

10.6. The Cumulative Grade Point Average (CGPA) of the student is calculated at the end of a programme. The CGPA of a student determines the overall academic level of the student in a programme and is the criterion for ranking the students. CGPA can be calculated by the following formula.

$CGPA = \text{Total credit points obtained in six semesters} / \text{Total credits acquired (120)}$

10.7. SGPA and CGPA shall be rounded off to three decimal places. CGPA determines the broad academic level of the student in a programme and is the index for ranking students (in terms of grade points). An overall letter grade (cumulative grade) for the entire programme shall be awarded to a student depending on her/his CGPA (Annexure-I)

11. GRADE CARD

11.1. The University shall issue to the students grade/marks card (by online) on completion of each semester, which shall contain the following information:

- **Name of University**
- **Name of College**
- **Title of UG Programme**
- **Semester concerned**
- **Name and Register Number of student**
- **Code number, Title and Credits of each Course opted in the semester**
- **Letter grade in each course in the semester**
- **The total credits, total credit points and SGPA in the Semester (corrected to three decimal places)**

11.2. The final Grade card issued at the end of the final semester shall contain the details of all courses taken during the entire programme including those taken over and above the prescribed minimum credits for obtaining the degree. The final grade card shall show CGPA (corrected to three decimal places), percentage of marks (corrected to two decimal places) and the overall letter grade of a student for the entire programme. The final grade card shall also include the CGPA and percentage of marks of common courses, core courses, complementary courses and open courses separately. This is to be done in a 10-point indirect scale. The final Grade card also contain the list of Audit courses passed and the details of Extra credits.

11.3. Evaluation of Audit courses: *The examination shall be conducted by the college itself from the Question Bank prepared by the University. The Question paper shall be of 100 marks of 3 hour duration. For SDE/Private students it may be of MCQ/ fill in the blank type questions or Online question paper may be introduced.*

12. CALICUT UNIVERSITY SOCIAL SERVICE PROGRAMME (CUSSP)

In this programme, a student has to complete 12 days of social service. This has to be completed in the first four semesters; 3 days in each semester. For the regular programme the student has to work in a Panchayath or Local body or in a hospital/ poor home or old age home or in a Pain & palliative centre or any social work assigned by the College authorities. Students who engaged in College Union activities and participate in sports and cultural activities in Zonal level have to undergo only 6 days of CUSSP during the entire programme. The whole documents regarding the student should be kept in the college and the Principal should give a Certificate for the same. The list of students (successfully completed the programme) must be sent to the University before the commencement of the fifth semester examinations. A College level Co-ordinator and a Department level Co-ordinator shall be appointed for the smooth conduct of the programme.

12.1. CUSSP for SDE/Private students: *For SDE/Private students, out of the 12 days, the student has to undergo 6 days in a Panchayath or Local body and the remaining 6 days in a Hospital/ Old age home or in a Pain and palliative centre.. The respective certificate should be uploaded to the University (before the commencement of fifth semester examinations) in respective student portal and the University should provide an Online Certificate for the same.*

13. AWARD OF DEGREE

The successful completion of all the courses (common, core, complementary and open courses) prescribed for the degree programme with 'P' grade shall be the minimum requirement for the award of degree.

13.1. Degree for Oriental Title courses: *Those students who have passed Oriental Title*

courses earlier have to appear for the common courses. A 01 to A 06 in order to get POT degree. This can be done through SDE/Private Registration (SDE/Private registration along with the First semester students).

13.2. For obtaining Additional Degree: *Undergraduate degree holders in any*

scheme/pattern, can register for additional degrees through SDE/Private Registration, provided, they satisfy the eligibility criteria of the degree they apply for. Additional degree candidates have to register in first semester itself through SDE/Private Registration and have to follow the stipulations fixed for the programmes in SDE/Private Registration. No courses shall be exempted to the additional degree candidates.

14. GRIEVANCE REDRESSAL COMMITTEE

14.1. Department level: The college shall form a Grievance Redressal Committee in each department comprising of course teacher, one senior teacher and elected representative of students (Association Secretary) as members and the Head of the Department as Chairman. This committee shall address all grievances relating to the internal assessment grades of the students.

14.2. College level: There shall be a college level grievance redressal committee comprising of student advisor, two senior teachers, two staff council members (one shall be elected member) and elected representative of students (College Union Chairperson) as members and Principal as Chairman.

14.3. University level: The University shall form a Grievance Redressal Committee as per the existing norms.

15. A Steering Committee consisting of two syndicate members of whom one shall be a teacher, the Registrar of the University, Controller of Examinations, seven teachers from different disciplines (preferably one from each faculty), two Chairpersons of Board of Studies (one UG and 1 PG), and two Deans of Faculty shall be formed to resolve the issues, arising out of the implementation of CBCSSUG 2019. The Syndicate member who is also a teacher shall be the Convenor of the committee. The quorum of the committee shall be six and meeting of the committee shall be held at least thrice in an academic year. The resolutions of the committee will be implemented by the Vice-Chancellor in exigency and this may be ratified by the Academic Council.

16. TRANSITORY PROVISION

Notwithstanding anything contained in these Regulations, the Vice-Chancellor shall, for a period of three years from the date of coming into force of these Regulations, have the power to provide by order that these regulations shall be applied to any programme with such modifications as may be necessary.

17. REPEAL

The regulations now in force in so far as they are applicable to programmes offered by the University and to the extent they are inconsistent with these regulations are hereby repealed. In the case of any inconsistency between the existing Regulations and these Regulations relating the Choice-Based Credit Semester System in their application to any course offered in a College, the latter shall prevail.

ANNEXURE II

GUIDELINES FOR THE EVALUATION OF PROJECTS

1. PROJECT EVALUATION- Regular

- 1. Evaluation of the Project Report shall be done under Mark System.**
- 2. The evaluation of the project will be done at two stages :**
 - a) Internal Assessment (supervising teachers will assess the project and award internal Marks)**
 - b) External evaluation (external examiner appointed by the University)**
- 3. Grade for the project will be awarded to candidates, combining the internal and external marks.**
- 4. The internal to external components is to be taken in the ratio 1:4.**

Assessment of different components may be taken as below:

Internal (20% of total)	External (80% of Total)	
Components	Percentage of internal marks	Components
Originality	20	Relevance of the Topic, Statement of Objectives
Methodology	20	Reference/ Bibliography, Presentation, quality of

		<i>Analysis/ Use of Statistical Tools</i>
<i>Scheme/ Organisation of Report</i>	<i>30</i>	<i>Findings and Recommendations</i>
<i>Viva Voce</i>	<i>30</i>	<i>Viva Voce</i>

4. External Examiners will be appointed by the University from the list of VI Semester Board of Examiners in consultation with the Chairperson of the Board.

5. The Chairman of the VI semester examination should form and coordinate the evaluation teams and their work.

6. Internal Assessment should be completed 2 weeks before the last working day of VI

Semester.

7. Internal Assessment marks should be published in the Department.

8. In the case of Courses with practical examination, project evaluation shall be done along with practical examinations.

9. The Chairman Board of Examinations, may at his discretion, on urgent requirements, make certain exception in the guidelines for the smooth conduct of the evaluation of project.

2. PASS CONDITIONS

- Submission of the Project Report and presence of the student for viva are compulsory*

for internal evaluation. No marks shall be awarded to a candidate if she/ he fails to

submit the Project Report for external evaluation.

- The student should get a minimum P Grade in aggregate of External and Internal.*

- There shall be no improvement chance for the Marks obtained in the Project Report.*

**** In the extent of student failing to obtain a minimum of Pass Grade, the project work may be re-done and a new Internal mark may be submitted by the Parent Department. External examination may be conducted along with the subsequent batch***

OTHER FAQ'S EXAMINATION

1. FEE PAYMENT

The students are required to pay the Examination Fee every semester after two months of the start of that semester.

Students are expected to have required attendance, and should pay all the fees due in that semester. Only such candidate's examination registration will be taken up by the college.

ONLINE HALL TICKET

Hall tickets are generated online. Hall tickets are downloaded from the University Portal by the college and issued one week before examination by providing their register numbers and date of birth. All instructions are given in detail in the Hall ticket. The students are instructed to get the countersign in hall ticket from respective departments before the examination.

Rules and Regulations for Examinations:

- Students shall enter the examination hall 15 minutes prior to the commencement of examination.
- During the distribution of question papers, no one should enter the hall or room.
- No one can enter the hall 30 minutes after the commencement of test or examination.
- No student can receive the question paper before taking her assigned seat in the hall or room.
- Students are prohibited from bringing / carrying into the Examination Hall any book or portion of a book, manuscript, mobile phones ,electronic gadgets or any matter of any description.
- Any communication with another is subject to severe punishment.
- No paper other than the question papers should be taken out of the Examination Hall.
- Every student is advised to keep the ID card, hall ticket and present it for appearing in Regular and supplementary Examination.

- College Uniform is mandatory for UG/PG students to appear for examination.
- Students can attend the improvement examinations only with the very next succeeding batch after the successful completion of the semester concerned.
- The students can improve a maximum of two courses in a particular semester.
- Improvement and supplementary examinations cannot be done simultaneously.

Grace marks

- Students can apply for the year wise grace mark distribution after the notification from concerned sections of the university.
- It is mandatory to submit the hard copy of the applications along the supporting documents which are duly signed by Faculty coordinator and principal
- As per the claim of student and after the verification of submitted documents, the total grace marks per year will be published after granting grace marks by the university.
- Once the mark is added and finalised to any particular course, it cannot be edited under any circumstances.
- Students are strictly instructed to read the university regulations applicable to your year of admission and rules adhered to the same during the grace mark entry.
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MALPRACTICE

The College views examination malpractice of any kind very seriously. Any student found to be directly or indirectly involved in malpractice during examinations will be subject to substantial penalties, including being debarred from subsequent appearances. If malpractice is detected during the Semester Examination, it will be dealt as per university rules.

As per the new order U.O.No. 21/2023/PB Dated, Calicut University.P.O, 05.01.2023 malpractices handling policy is outlined below

ORDER

As per the paper read (1) above, the Standing Committee of the Syndicate on examinations, arising out of discussion, had resolved to accept the revised procedures for dealing with suspected malpractice (SMP) cases in the wake of introduction of the barcoded examination system and to recommend to the Syndicate for approval of the same.

Accordingly, the matter was placed before the Syndicate and the Syndicate at its meeting held on 13.12.2022 considered the matter vide item No. 2022/1319 and resolved to approve the following recommendations of the Standing Committee of the Syndicate on examinations.*

When a suspected malpractice case is detected at the examination hall, both in the barcoded system and in the conventional system, the invigilator shall seize the incriminating materials. No statement or mention of the matter is to be made in the answer booklet. A statement shall be obtained from the accused candidate in the matter. If the accused refuses to furnish a statement in writing, the matter shall be stated in the report of the invigilator. The accused may be allowed to continue writing in the same answer booklet. The practice of issuing a second answer booklet is dispensed with.

The invigilator shall report the matter to the Chief Superintendent in writing attaching all the incriminating materials and also the statement of the accused.

The answer booklet shall be placed in the same bundle in the same order as in the case of all other answer scripts belonging to the same question paper code.

On receipt of the report from the invigilator with the documents attached, the Chief Superintendent shall take a photocopy of the first and third pages of the answer booklet, attest them and attach them to the invigilator's report and forward them to the University along with the supporting documents and incriminating materials for necessary action. The Chief Superintendent shall ensure that the Answer Booklet is placed back in the same bundle in the same place after taking the photocopies.

In the case of barcoded examinations, in addition to the procedures detailed above, a circle shall be drawn around the register number concerned in the RNBB and the letters "SMP" shall be written ther

eunder and the Chief Superintendent shall sign below it. Mapping the barcodes with the register number shall be done after the first 30 minutes from the commencement of the examination of the session of the day. Finalisation is to be done in the system after the examination of the session of the day and just before this process, the “SMP” entry shall be made in the system.

While packing and despatching the bundles, the answer booklet concerned shall be kept in its original place in the same order as in the case of all other answer booklets.

Valuation will be conducted and marks entered along with all other answer scripts, but the marks will be reckoned only if the accused is exonerated.

The remaining usual existing procedures will be followed in the same way and the case will be disposed accordingly.

If a suspected malpractice case is detected during evaluation, the examiner shall report it to the next higher examiner and with his or her observations recorded, the Chairman shall report it to the University attaching all supporting documents and photocopies of the answer booklet pages concerned. However, valuation shall be continued as in the case of all other answer scripts and marks entered in the usual way. The marks will be reckoned only if the accused is exonerated after proper enquiry. The remaining usual existing procedures will be followed in the same way and the case will be disposed accordingly.

The Vice Chancellor, vide paper read (3) above, has accorded sanction to implement the above resolution of the Syndicate.

The resolution of the Syndicate held 13.12.2022 (item No. 2022/1319) to approve the above recommendations of the Standing Committee of the Syndicate on examinations is, therefore, implemented.*

The revised procedures dealing with suspected malpractice cases (SMP) are applicable to all examinations that commence on 25th October 2022 or thereafter.

EXAMINATION FORM PROCESS:

To appear for examination, every registered student has to receive the verification form and sign it confirming the courses they appearing for the semester before final submission.

a.Exam form filling schedule:

Examination committee prepare notice and circulate it to all students. The college office guides students to fill the required information in exam form. The office verifies it and if there are any problems in form filling, examination section forwards the problems to university by mail to exam support, which then solve the problems and inform to exam section regarding status of problem. Examination section then informs concerned students through class coordinator to complete his/her examination form filling.

b. Examination form fees payment:

Exam fees is received by the college account section and paid to university on behalf of students. Examination accountant cross verify the payments and generate reports. If any problem occurs in examination form submission and payment system, then it is to be solved duly by accountant by contacting exam committee.

c. Collection and approval of examination forms:

Online filled exam forms and fee receipts of a class are collected by office. They verify the forms in all respects. All received forms are in-warded by the office. This process is completely online. Examination committee once again ensure that all eligible students to submit their examination forms and fee if they have not submitted till last date.

d. University PRN:

Once the process of uploading examination forms is completed, challan is generated online and an examination fee is transferred to university against all registered students. University gives number to students in First year which is unique, called as Permanent Registration Number (PRN), which is then required till completion of course. PRN is reflected on hall ticket.

e. Summary & Time Table:

University send Hall tickets/Nominal rolls and Summary of Examination, which is then generated through online examination portal by the college). Office distributes hall tickets to the students immediately after it is available online. Students are directed to collect their hall tickets at least two days early in order to

ensure its arrival or notice any other entry mistakes etc, and also to enter in to the exam hall intime. **Collection of hall tickets on the exam day will not be entertained since college staff entrusted with exam duty and arrangements will be busy with the conduct of the exam.**

f. Online Mode exams:

The class test and audit course examinations and exams of certificate courses are conducted online through the ERP platform. For the online mode, multiple choice questions are designed by each subject teacher. The question bank is uploaded on ERP through ERP profile of concerned subject teacher. The subject teacher then creates online exam and publishes examination for respective class.

Subject teacher is expected to be available for any problems of the students such as network failure during examination hour.

g. Grievances for internal exams:

In case of any grievances related to internal evaluation, use the ERP generated mark sheet. If multiple tests of the same subject are conducted in one semester, then use the mark sheet which shows higher marks of student.