

**S. S. JAIN SUBODH P.G. COLLEGE, JAIPUR**

**(Autonomous)**



**AFFILIATED TO UNIVERSITY OF RAJASTHAN,  
JAIPUR**

**EXAMINATION ORDINANCE**

**(Under the National Education Policy 2020)**

**Effective from the Academic Year (2023-2024)**

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## Preamble

In light of the National Education Policy-2020 (NEP-2020) issued by the Government of India and the guidelines set forth by the University Grants Commission (UGC), New Delhi for the Learning Outcomes-based Curriculum Framework (LOCF) within the Choice Based Credit System (CBCS), Subodh College hereby establishes regulations governing its undergraduate academic programs in Science, Arts & Commerce, as well as professional programs such as BBA, BCA & MCA.

The 21st Century has brought forth a plethora of new challenges in higher education, prompting a necessary overhaul of the existing system. This entails not only the introduction of innovative practices but also the cultivation of a learner-centric approach, thereby granting students greater flexibility to pursue courses aligned with their interests, spanning across multi-disciplinary, intra-disciplinary, and skill-based domains. With this objective in mind, the Government of India has inaugurated the National Education Policy (NEP-2020), which heralds sweeping transformations in both the delivery and governance of higher education across the nation.

In order to address the diverse talents, aspirations, and professional needs of students, it becomes imperative to institute qualitative enhancements in both undergraduate and postgraduate programs. Against this backdrop, NEP-2020 advocates for a Multi-disciplinary Undergraduate Program, featuring multiple exit and entry options, wherein students may obtain certificates, diplomas, or degrees at various stages of their academic journey. Subodh College commits to embracing the NEP-2020 curriculum framework starting from the Academic Session 2023-2024, across all its undergraduate and postgraduate programs.

Since attaining autonomous status in 2013, Subodh College has taken significant strides toward academic and administrative independence, particularly in the conduct of self-financed examinations. This autonomy has empowered the institution to tailor its examination process to better align with its academic objectives, fostering a more rigorous and student-centric evaluation system.

In response to the National Education Policy-2020 (NEP-2020) and the University Grants Commission (UGC) guidelines, Subodh College has restructured its curriculum to incorporate the Learning Outcomes-based Curriculum Framework (LOCF) within the Choice Based Credit System (CBCS).

These changes reflect the college's commitment to providing a modern, flexible education that meets the evolving needs of students.

As we move forward, Subodh College will continue to refine its examination procedure under its autonomous status, ensuring that they not only meet the highest standards of academic integrity but

also align with the progressive educational goals set forth by NEP-2020. The college remains dedicated to nurturing a holistic learning environment, where students can thrive academically and professionally.

### **Key Highlights:**

- ❖ The examination cell's code of conduct delineates the meticulous procedures for implementing various provisions of NEP-2020 in higher education, particularly in Undergraduate Degree (Honours/ Research) Programs. These regulations are designed to uphold the academic autonomy of College in crafting curriculum, defining learning outcome descriptors, selecting pedagogical methods, devising evaluation mechanisms, and assigning grades.
- ❖ The college is committed to imbuing academic disciplines with the ethos of NEP-2020, emphasizing entry-exit requirements, the establishment of an academic bank of credits, credit transfers, and facilitating student mobility between institutions.
- ❖ All Departments of College are mandated to introduce Integrated UG (Honours/Research) programs with entry-exit provisions, offering lateral entry opportunities throughout the duration of study.
- ❖ The conclusion of each academic year culminates in the conferral of a Certificate after the first year, a Diploma after the second year, a UG degree after the third year, and an Honours/Research Degree upon completion of the fourth year.
- ❖ Boards of Studies, in collaboration with program committees, will design curricula in alignment with NEP-2020 guidelines, prioritizing skill development and fostering holistic, multi-disciplinary learning experiences across various disciplines, aiming to nurture intellectual, aesthetic, social, physical, emotional, ethical, and moral capacities, while integrating specialized academic immersion.
- ❖ Emphasis will be placed on offering credit-based courses focusing on community engagement, environmental awareness, and value-based education.
- ❖ Faculty members are encouraged to develop courses with components that enhance job-oriented skills and are urged to embrace innovative teaching methods to impart these skills effectively, with appropriate assessment practices.
- ❖ All Departments of College are encouraged to establish networks with Industry, R&D Labs, Public Sector Undertakings (PSUs), Government Departments, and Academic Institutions to facilitate student internships, industrial training and summer training providing opportunities for real-world experience and enhancing students' employability.

### **10.1 Short Title and Definitions**

1. **Academic Year:** Two consecutive (one odd + one even) semesters constitute one academic year.
2. **Semester:** Means 15 weeks (90 Working days) of teaching-learning session of which three weeks shall

be set apart for examinations and evaluation.

3. **Choice Based Credit System (CBCS):** The CBCS provides choice for students to select from the prescribed courses (core, elective or skill-based courses). Under the CBCS, the requirement for awarding a degree or diploma or certificate is prescribed in terms of number of credits to be completed by the students.
4. **Programme:** It means an educational programme, Programme of Study, leading to the award of degree or diploma or a certificate. The college may designate some of the Programmes as Professional Programmes, time to time.
5. **Course:** Usually referred to, as 'papers' is a component of a programme. All courses need not to carry the same weightage. The courses should define learning objectives and learning outcome. A course may be designed to comprise lectures/ laboratory work/ field work/ outreach activities/ project work/ vocational training/ viva/ seminars/ term papers/ assignments/ presentations/ self- study etc. or a combination of few of these.
6. **Credit Point:** It is the product of grade point and number of credits for a course.
7. **Grade Point:** It is a numerical weight allotted to each letter grade on a 10-point scale.
8. **Letter Grade:** It is an index of the performance of students in a course. It means a letter grade assigned to a student in a course for his/her performance in academic is denoted in symbols of: O(Outstanding), A+(Excellent), A(Very good), B+(Good), B(Above average), C(Average), P(Pass), and F(Fail) with a numeric value of O=10, A+=9, A=8, B+=7, B=6, C=5, P=4, and F=0.
9. **Semester Grade Point Average (SGPA):** It is a measure of performance of work done in a semester. It is ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester.
10. **Cumulative Grade Point Average (CGPA):** It is a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits allotted of all courses in all the semesters.
11. **Transcript and Grade Sheet / Certificate:** Based on the grades earned, a grade certificate shall be issued to all the registered students after every academic semester. The grade certificate will display the course details (code, title, number of credits, grade secured, and percentage of marks) along with SGPA of that semester and CGPA earned until that semester. A transcript is a consolidated document carrying complete academic record of the student of all semesters indicating CGPA and grades of all courses successfully and unsuccessfully completed and all courses that were withdrawn for all the semesters.

## 10.2 Sanctity of Examinations

At our institute, we place the highest importance on maintaining the sanctity of examinations, as it is crucial for ensuring fairness, credibility, and integrity in assessing our students' abilities. To this end, we have implemented

a series of comprehensive measures designed to safeguard the entire examination process:

Students must enter the examination hall at least 15 minutes before the exam begins. They are only permitted to carry a pen, pencil, non-programmable calculator, and admit card, while mobile phones are strictly prohibited inside the hall. Invigilation is conducted by the designated staff, and flying squads deputed by the Centre Superintendent may conduct surprise checks. Answer scripts will be collected promptly at the end of the examination.

Upon completion of the examination, all answer books must be submitted directly to the control room. A thorough double-checking process ensures that all answer scripts are accurately accounted for, with meticulous cross-verification of the number of received answer books. Immediately after verification, the answer books are securely transferred to the Secrecy Department for further processing, ensuring strict confidentiality.

Additionally, we have implemented a coding system for answer sheets, assigning each answer book a unique code to conceal the identity of the student. This anonymization ensures that evaluations are conducted impartially, based solely on the quality of the work, without any influence from the student's identity.

The evaluation of answer scripts is carried out by experienced faculty from the parent university, along with experienced faculty members from other universities/ government colleges who are recognized experts in their respective subjects. These evaluators have substantial tenure and expertise, ensuring a fair, accurate, and thorough assessment of students' performance.

To enhance the security of academic records, our institute has introduced 13 advanced security features in the mark sheets issued to students. These features include holograms, watermarks, microtext, and QR codes, preventing duplication or tampering. This initiative safeguards the authenticity of students' academic credentials and strengthens trust in our evaluation process.

Furthermore, we leverage technology to uphold examination integrity. Surveillance cameras and plagiarism detection software are integral parts of our examination process, helping to prevent and detect any breaches of conduct.

Through these rigorous measures—secure question paper handling, enhanced mark sheet security, anonymous evaluation, and vigilant monitoring—our institute is committed to maintaining the highest standards of examination sanctity. These efforts ensure that our examinations remain fair, credible, and a true reflection of our students' capabilities, thereby upholding the integrity of our educational system.

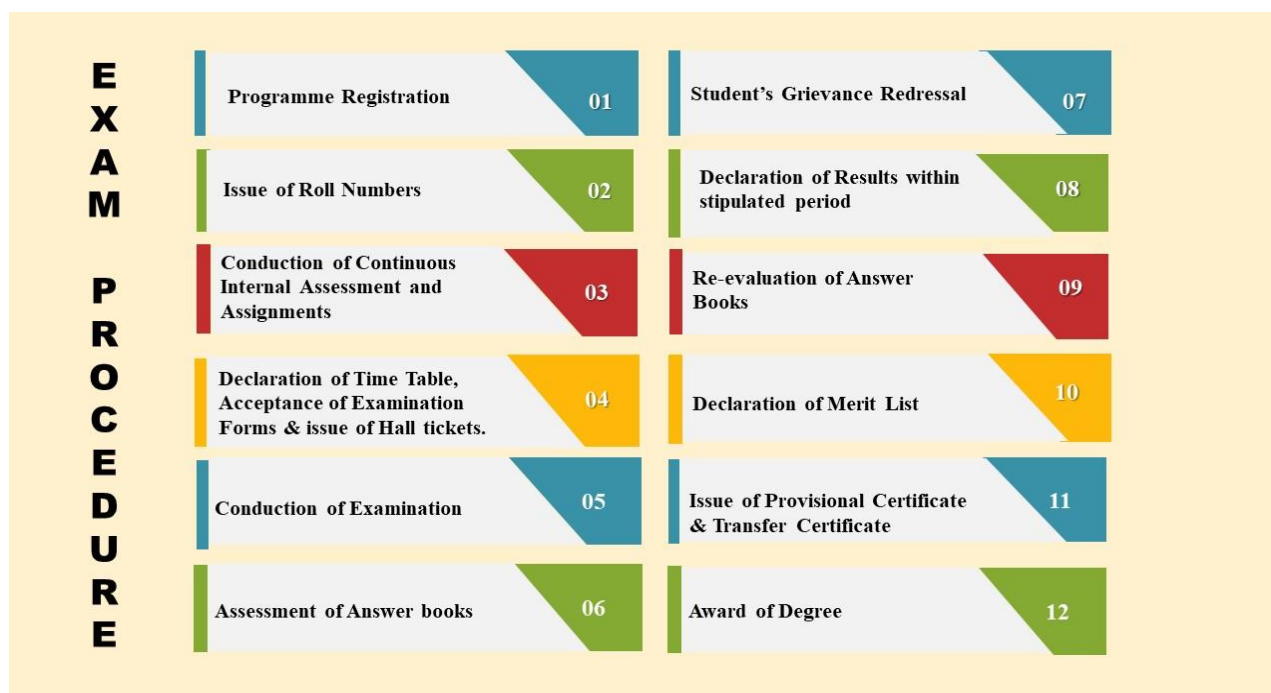
### **10.3 Examinations Process**

The exam procedure is a structured process that ensures the smooth and fair evaluation of students' academic performance. It begins with Programme Registration, where students enroll in their respective courses and receive Roll Numbers for each candidate. Throughout the semester, Continuous Internal Assessment (CIA) is conducted, involving various tests, assignments, quizzes, internal practical and projects to gauge students' progress. As the semester advances, the Time Table is declared, informing students of the schedule for their final examinations.

Subsequently, students are required to fill and submit their Examination Forms online, after which Hall Tickets are issued. These tickets are mandatory for entry into the examination hall. The Conduction of Examinations follows, ensuring a secure and standardized environment where students can perform to the best of their abilities. After the exams, the Assessment of Answer Books is carried out by qualified faculty, maintaining the confidentiality and integrity of the evaluation process.

In cases where students have concerns regarding their assessments, a Student's Grievance Redressal mechanism is in place, allowing them to raise issues for review. Results are then declared within the stipulated period, ensuring timely communication of academic standings. If students are dissatisfied with their scores, they can opt for Re-evaluation of Answer Books to reassess their performance.

Following the finalization of results, a Declaration of Merit List is made, recognizing top-performing students. Finally, successful candidates are issued a Provisional Certificate along with a Transfer Certificate, marking the completion of their academic journey and enabling them to pursue further education or career opportunities. This comprehensive and transparent exam procedure upholds the academic standards and integrity of the institution.



#### 10.4 Choice Based Credit System

1. All Programmes of Study in the College shall be based on a Comprehensive Choice-Based Credit System (CBCS).
2. The Departments with approval of the Academic Council shall specify the Programme/Course requirements which shall orient the choice and combination of courses for a programme.

3. The overall scheme of exams, compulsory and other courses along with the syllabus of each course shall be made available to the student at the beginning of the programme.
4. Each Department through its Board of Studies (BoS) shall finalize the courses to be offered during the semester before the beginning of the semester. Additional Certificate, Value Added Courses, Diploma and Post Graduate Diploma Courses which are offered by individual department should have prior approval by the BoS. The same will be reported to the Academic Council at its next meeting.
5. Courses cross-listed, if any, for different programmes should be clearly stated in the prospectus of the Institute.
6. Each course shall be allotted unique course code and specified number of credits depending on the quantum of work required to be done for teaching / learning of the course in a semester.
7. The assigning of credits to a course shall be based on the general principle that one hour of theory lecture or tutorial per week shall be allotted one credit while two hours of practical / field work in a week shall carry one credit.
8. For design or project-oriented courses credit allocation shall consider for the work that a student is required to put in beyond the classroom contact hours.
9. For value Added Courses the credit framework shall be as per the guidelines of UGC.
10. The Head of the Department through Student Advisor/ Mentor shall supervise the progress of the students and advise in selecting core courses, electives etc as per requirement and suitability.

### **10.5 Academic Audit of Programmes**

Our institute, affiliated with the University of Rajasthan, undergoes rigorous academic audits. These audits are facilitated through our Board of Studies, which includes esteemed academicians from the University of Rajasthan as external members. They meticulously review and audit our courses to ensure adherence to academic standards and curriculum requirements.

In addition to these audits, the Internal Quality Assurance Cell (IQAC) plays a pivotal role in overseeing the implementation of the National Education Policy (NEP) regulations across our programs. The IQAC is tasked with supervising various aspects such as the availability of essential infrastructure including classrooms, faculty rooms, labs, library facilities, and computer centers. Moreover, it oversees the recruitment of faculty members and ensures the allocation of funds for the smooth functioning of science labs and computer centers.

Ultimately, the responsibility for the efficient management and upkeep of these resources lies with the Governing council of the College. They are entrusted with ensuring that the necessary resources are adequately provided to support the academic endeavors of our institution.



## 10.6 Level of the Programme

1. The duration of the UG programme is 4 years or 8 semesters. Students who desire to undergo a 3- year UG Programme will be allowed to exit after completion of the 3rd year. If a student wants to leave after the completion of the first or second year, the student will be given a UG Certificate or UG Diploma, respectively, provided he/ she secures the prescribed number of credits. Students who exit with a UG Certificate or UG Diploma are permitted to re-enter the programme within three years of exit and complete the degree programme.
2. Students may be permitted to take breaks from their studies, but the total duration for completing the program must not exceed twice the actual duration of the program.
3. Each course (the component of the Academic Program) shall be assigned an appropriate NHEQF level based on its curriculum and course learning outcomes and as per the level of the study required for the Academic Qualification as given in the table below.

Qualification Framework Level	Relationship with Academic Qualification
Level 5	Courses leading to Certificate or to be part of curricula for First two semesters of Diploma and Bachelor Degree (Three or Four Years). For Bachelor degree program these are Foundation or Introductory Courses.
Level 6	Courses to be part of curricula for Third and Fourth semesters of Diploma Bachelor Degree (Three or Four Years). For Bachelor degree program these are Intermediate Level Courses.
Level 7	Courses to be part of curricula for Fifth and Sixth semesters of Bachelor Degree (Three or Four Years). For Bachelor degree program these are High Level Courses.
Level 8	Seventh and Eighth Semester of Four-Year Bachelor Degree (Honours/Research) or Two Semesters of PG Diploma. For Bachelor degree program these are Advanced Level Courses.
Level 9	Courses pertaining to One- or Two-Year Master Degree.
Level 10	Course related to course work or thesis of Doctoral Degree

## 10.7 Academic Course Structuring and Minimum Credits Requirements

### 10.7.1. Course Categorization

1. The curriculum has been divided into 2 semesters in each academic year and shall include lectures, tutorials, laboratory examination, seminars and projects apart from this industrial training and educational tours etc. as decided in scheme and necessary instructions issued from time to time. Curriculum shall also include co-curricular activities and vocational courses in accordance to National Education Policy-2020 and various Government orders to this effect. Student on completion of first year (2 semesters) of undergraduate program may exit from the program with a Certificate and after completion of two years (4 semesters) may exit with a Diploma. Student will be awarded Degree after completion of three years (6 semesters). The student will be awarded UG Honours / Research at the completion of four years (8 semesters). However, above provisions are subject to accruing minimum credits for getting certificate/ diploma/ degree at the completion of I Yr./ II Yr./ III Yr. respectively. Student will be allowed conditional subject change in the third semester on the basis of prescribed prerequisites and availability of seats.
2. The subjects, distribution of credits and number of lectures for various semesters of each part of study and examination shall be as per the syllabi of the appropriate program subject to changes by recommendations of respective Board of studies.
3. The Category of Courses and their descriptions are given below:

	<b>Category of courses</b>	<b>Objective/Outcome</b>
1	Ability Enhancement Courses	Ability enhancement courses are the generic skill courses which are basic and needed for all to pursue any career. These courses ensure progression across careers. They enable students to develop a deeper sense of commitment to oneself and to the society and nation largely.
2	Skill Enhancement Courses	<p>Skill Enhancement courses are to promote skills pertaining to a particular field of study. The purpose of these courses is to provide students life-skills in hands-on mode so as to increase their employability/ Self-employment. The objective is to integrate discipline related skills in a holistic manner with general education.</p> <p>These courses may be chosen from a pool of courses designed to provide value-based and/or skill-based knowledge. The College can suggest its own courses under this category based on its expertise, specialization, requirements, scope and need.</p>

3	Discipline Specific Core	<p>A Major discipline is the field in which a student focuses during the course of his/her degree. A course in a discipline, which a candidate should compulsorily study as a core requirement is termed as a Core course. The core courses aim to cover the basics that a student is expected to imbibe in that particular discipline. They provide fundamental knowledge and expertise to produce competent, creative graduates with a strong scientific, technical and academic acumen. The purpose of fixing core courses is to ensure that all the institutions follow a minimum common curriculum so that each institution adheres to a common minimum standard which makes credit transfer and mobility of students easier.</p>
4	Discipline Specific Elective	<p>Elective Course is a course which can be chosen from a pool of courses and which may be very specific or specialized or advanced supportive to the discipline/subject of study or which provides an extended scope or enables an exposure to some other discipline subject/ domain or which nurtures the candidate's proficiency/ skill.</p> <p>Elective courses offered under the main discipline are referred to as Discipline Specific Electives. These courses provide more depth within the discipline itself or within a component of the discipline and provide advanced knowledge and expertise in an area of the discipline.</p> <p>The institutions have freedom to have their own courses based on their expertise, specialization, requirements, scope and need. The elective courses may be of interdisciplinary nature.</p>
5	Generic Elective Courses	<p>Generic Elective Courses are courses chosen from an unrelated discipline/ subject, with an intention to seek exposure beyond discipline(s) of choice. The purpose of these is to offer the students the option to explore disciplines of interest beyond the choices they make in core and Discipline Specific Elective Courses.</p> <p><b>Note:</b> A core course offered in a discipline/subject may be treated as an elective by other discipline/subject and vice versa and such electives may also be referred to as Open or Generic Electives.</p>
6	Value Added Courses	<p>Value Added Courses (VACs) designed specifically for all Bachelor level programs. These courses are crafted to enhance the overall educational experience by providing students with additional skills, knowledge, and competencies that are either directly relevant to their</p>

		discipline or beneficial across all undergraduate programs. One VAC must be chosen in each semester along with core papers to enhance the student's knowledge in diverse areas and fulfil academic requirements.
7	Project work/ Dissertation/ Internship/ Entrepreneurship	Project work is a special course involving application of knowledge in solving analysing/ exploring a real-life situation/ difficult problem/ data analysis. Project Work has the intention to provide research competencies at undergraduate level. It enables to acquire special advanced knowledge through support study/ a project work. Candidates shall carry out project work on his/ her own with an advisory support by a faculty member to produce a dissertation/ project report. Internship, Entrepreneurship shall be an integral part of the Curriculum
8	Sports, Cultural Extracurricular, Co- curricular and Extension Activities	These activities help in character building, spiritual growth, physical growth, etc. They facilitate development of various domains of mind and personality such as intellectual, emotional, social, moral and aesthetic developments.  Creativity, Enthusiasm, and Positive thinking are some of the facets of personality development and the outcomes of these activities
9	MOOC COURSES	The college can allow up to 40% of the total credits being offered in particular programme in a semester through the online learning courses provided under SWAYAM platform or any other MOOC platform recognized by the Central Government or any other regulatory body. The student will have to opt Elective/ Skill Enhancement/ Ability Enhancement courses from MOOCs with the permission of College. College also has to send the list of students with their opted subject to the Controller of Examination before filling up the Examination form.

### 10.7.2 Minimum Credits Requirements

1. The credit allotment for each course/program is detailed in the syllabus for both undergraduate (UG) and postgraduate (PG) programs, in accordance with the guidelines issued by the University Grants Commission (UGC).
2. Minimum credit requirements: In accordance with the examination ordinance, for undergraduate (U.G.) classes, a candidate must secure a minimum of 40% marks or 4 grade points in each paper to be declared as passing. Failure to meet this requirement necessitates reappearing for the specific paper in which the candidate has scored below the 40% threshold. Similarly, for postgraduate (P.G.) classes, a candidate must attain a minimum of 30% marks in each Theory Paper in the End Semester Examination

(ESE), along with an aggregate of 40% marks or 4 grade points (combining theory and Continuous Internal Assessment) and 40% marks in practical examinations, to be deemed as passing.

3. Provided that, considering the scientific nature of the course(s) in which laboratory work / practical(s) have important components of evaluation, the minimum requirement for clearing the practical course may be given a weightage of 40% in internals and 60% in External Examination, approved by the Board of Studies (BoS) and notified with Detailed Course Outline (DCO) to students before the commencement of the particular course

Exit with Degree	Min. Credits Requirement*	NSQF Level
Bachelor Degree at the Successful Completion of the Third Year (Six Semesters) of Four Years Multidisciplinary Undergraduate Degree Programme	136	7
Bachelor Degree (with specialization) at the Successful Completion of the Third Year (Six Semesters) of Four Years Multidisciplinary Undergraduate Degree Programme	154	7
Bachelor Degree (Bachelor of Business administration) at the Successful Completion of the Third Year (Six Semesters) of Four Years Multidisciplinary Undergraduate Degree Programme	160	7
Bachelor Degree (Bachelor of Computer application) at the Successful Completion of the Third Year (Six Semesters) of Four Years Multidisciplinary Undergraduate Degree Programme	166	7
Bachelor Degree with Honours/ Research at the Successful Completion of the Four Years (Eight Semesters) Multidisciplinary Undergraduate Degree Programme	208	8
Bachelor Degree with Honours/ Research in a Discipline at the Successful Completion of the Four Years (Eight Semesters) Multidisciplinary Undergraduate Degree Programme	208	8
Bachelor Degree (Bachelor of Business administration) with Honours/ Research in a Discipline at the Successful Completion of the Four Years (Eight Semesters) Multidisciplinary Undergraduate Degree Programme	210	8
Bachelor Degree (Bachelor of Computer application) with Honours/ Research in a Discipline at the Successful Completion of the Four Years (Eight Semesters) Multidisciplinary Undergraduate Degree Programme	216	8

## 10.8 Admissions Eligibility, Exit Options & Lateral Entry

### 10.8.1 Eligibility for admission

1. Any student passing Higher Secondary (+2)/ Senior Secondary examination or its equivalent from any recognized Board/ Council and having a minimum of 48% aggregate shall be eligible for admission to the 1st Semester of the Under Graduate (B.A./ B. Sc./ B. Com/ B.B.A./ B.C.A.) programme of studies subject to availability of seats.
2. For B.Sc. Programmes, a candidate who has passed 10+2 with minimum of 50% science or equivalent shall be eligible for Admission.
3. A candidate opting life science subjects like Botany, Zoology, Biotechnology, etc. as Major Subject in the B.Sc. Programme must have passed Physics, Chemistry, and Biology as prerequisite subjects at the qualifying examination.
4. A candidate opting subjects like Physics, Chemistry and Mathematics as Major Subject in the B.Sc. Programme must have passed Physics, Chemistry, and Mathematics as prerequisite subjects at the qualifying examination.
5. For the B.Com. and B.A. Programs: Candidates who have completed their 10+2 from any stream are eligible for admission.
6. For BBA: Candidates who have completed their 10+2 from any stream are eligible for admission.
7. For BCA: Candidates who have completed their 10+2 from any stream are eligible for admission.
8. All admission processes to First Semester shall be completed according to Academic Calendar of each Academic year. In case of other Semesters, provisional admission to subsequent Semester classes be completed within fifteen days from the date of completion of previous Semester examination.
9. A student shall have to apply for registration in prescribed online form through the Institution within 30 days from the last date of admission. No application for registration will be entertained after the expiry of this stipulated period.
10. A student shall be allowed to change a subject(s)/stream within 15 days from his/ her admission to the College. No such change shall be entertained once application for enrolment form is forwarded to the University from the college.
  - i) Regarding relaxation of minimum marks for admission against reserve seats/ quotas for ST/ SC/ PWD/ OBC and other candidates, the guidelines of College Directorate, University of Rajasthan and Subodh Siksha Samiti will be followed.

*ii)* College may admit international students, having equivalence from AIU, subject to fulfilment of basic eligibility criteria.

11. College is having MoUs with Foreign Institutions with a view to encourage Student's Exchange Programme.

### **10.8.2 Exit Option**

1. Many integrated programmes may offer multiple exit options as approved by the Academic Council. Exit option enables a student to exiting from an integrated programme of study midway by obtaining a degree/diploma/certificate which is a constituent module of the integrated programme.
2. In order to become eligible to exercise the exit option, student must successfully fulfill the academic requirement (which includes stipulated number of credits and number of semesters) of the constituent module including Summer Internship. Exit option can be exercised after completion of the minimum duration of the Constituent Module and not later than two years after this minimum duration.
3. In case the student has completed the requisite number of semesters but has not completed successfully the credit requirement, he/she can still exercise the Exit option and discontinue his/her study. He/she will be awarded the degree/certificate/diploma of the constituent module only after completion of the credit requirements, which is required to be completed within N+2 years.
4. Students who wish to exercise an exit option shall have to choose the certificate/ diploma / degree that they wish to obtain and give an application to the Principal.
5. Exit option once exercised shall not be reversed.

### **10.8.3 Lateral Entry**

As per NEP, students have a choice of exit and entry into the programme multiple number of times. UGC specifies that about 10% of seats over and above the sanctioned strength shall be allocated to accommodate the Lateral Entry students. Candidates seeking entry at the second, third and fourth year, should meet the necessary eligibility criteria with respect to the certificate / diploma / degree they possess, with necessary minimum credits banked in the Academic Bank of Credits (ABC) through APAAR id. Such students who get admitted in later years, other than first year will be guided by the following clauses:

1. The college shall notify the admission process and number of vacancies open for lateral entry.
2. Lateral entrants will be admitted following a transparent screening process and procedure prescribed by the University. The college reserves the right to designate different screening methods for various programs, depending on prevailing circumstances.
3. Lateral entry shall be permissible only in the beginning of the three/ four years Under Graduate.

Honours programmes provided that the students seeking lateral entry shall have obtained the minimum pass marks / grades fixed by the University in their previous academic years.

4. Lateral entrants will have to clear the courses which they have not cleared earlier in order to get par with the curricular of the college.

## 10.9 Awarding of Certificate, Diploma and Degree

**UG Certificate:** Students who opt to exit after completion of the first year and have secured minimum required credits will be awarded a UG certificate if, in addition, they complete one vocational course of 4credits during the summer vacation of the first year. These students are allowed to re-enter the degree programme within two years and complete the degree programme within the stipulated maximum period of Six years.

**UG Diploma:** Students who opt to exit after completion of the second year and have secured minimum required credits will be awarded the UG diploma if, in addition, they complete one vocational course of 4credits during the summer vacation of the second year. These students are allowed to re-enter within a period of two years and complete the degree programme within the maximum period of six years.

**3- year UG Degree:** Students who wish to undergo a 3-year UG programme will be awarded UG Degreeafter successful completion of three years, securing minimum required credits. These students are allowed to re-enter within a period of two years and complete the degree programme within the maximum period of six years.

**4- year UG Degree (Honours):** A four-year UG Honours degree in the major discipline will be awardedto those who complete a four-year degree programme, securing minimum required credits. These students are allowed to re-enter within a period of three years and complete the degree programme within the maximum period of seven years.

**4-year UG Degree (Honours with Research):** Students who secure minimum 7.5 CGPA and above in thefirst six semesters and wish to undertake research at the undergraduate level can choose a research streamin the fourth year. They should do a research project or dissertation under the guidance of a faculty member of the college. The research project/dissertation will be in the major discipline. These students are allowed to re-enter within a period of three years and complete the degree programme within the maximum period of seven years.

## 10.10 Examinations Registration

The Examinations Registration process is conducted through the institute's Enterprise Resource Planning (ERP)



system, providing students with a streamlined and efficient way to register for semester-end exams. Students can log in to the Student Portal using their Roll Number and password, fill out the examination form, and complete the registration by paying the required fees online. This system ensures accurate and timely verification of details and offers a convenient platform for students to manage their examination-related tasks.

#### **10.10.1 Registration for End Semester Examinations:**

1. A student is eligible to register for the semester-end examination upon the completion of Continuous Internal Assessment (CIA) as mandated by the academic calendar of the respective semester.
2. Only those students who have successfully completed the internal assessments and met the minimum attendance requirements, as per the institute's policies, will be allowed to register for the semester-end examination.
3. The registration for the semester-end examination must be done through the Student Online Portal. Examination forms will be made available two (2) months prior to the commencement of the odd semester examination on the college portal.
4. For students appearing for the first time, the examination forms for both odd and even semesters will be displayed at the time of new registration. Students must complete the registration process by filling out the required information for the respective semesters in one go, along with the one-time examination fee for the academic year/ both semesters.
5. Students are required to fill out the examination form online through the portal by providing accurate personal and academic details. After the successful online submission, students must take a printout of the examination form and submit the hardcopy to the examination office within the stipulated time frame, as indicated on the website.
6. Students must review all information thoroughly before submitting their forms. In case of errors or discrepancies, the hardcopy submission allows for any necessary corrections to be made before final approval. Any corrections should be reported to the examination office immediately for timely rectification.
7. Students failing to complete the examination registration within the prescribed period may be subject to late fees as per the institution's fee structure.
8. Students facing technical or procedural difficulties during the registration process may approach the examination office or file an online grievance request through the portal. All grievances must be resolved before the registration deadline.
9. Once the registration process is completed, the college will issue the admit card. The admit card will display all the papers the student is appearing for. Students may download the admit card from the portal and must bring it to the examination.

### **10.10.2 Registration for Back Examinations:**

1. Students who have been back promoted due to failure in one or more courses during the regular semester are eligible to appear for back examinations in the failed courses.
2. Eligible students must register individually for each semester in which they have backlogs. Backlog registration for odd semesters will only be allowed during odd semesters, and for even semesters during even semesters.
3. Registration for back examinations must be completed within the stipulated time frame provided by the institute. Late registrations will not be entertained unless special approval is granted by the Principal.
4. Students are required to register for the examinations through the Student Online Portal. Examination forms will be available at least one month advance of the back or improvement examination period.
5. Upon successful online registration, students must submit the hardcopy of the examination form to the examination office within the designated time. This submission ensures that all details are verified and corrected if necessary before final processing.
6. Students must pay the prescribed examination fee during the online registration process. The fee is applicable per semester and per subject as specified by the examination office.

### **10.10.3 Registration for Grade Improvement Examinations:**

1. Students securing Letter Grade 'C' and Letter Grade 'P' in the theory course(s) of a semester may be allowed to improve their marks in such courses by repeating the EoSE subject to the restriction of number of courses as specified in the later sub- clause. Opportunity for appearing in the exam for grade improvement for a course will be allowed only once. No further chance will be given under any circumstances.
2. The facility for improvement shall be open to only PG students who want to improve their grade irrespective of the SGPA / CGPA obtained by them if he/she has cleared all courses of a particular semester in which the student intends to take an improvement examination.
3. The student shall fill the grade improvement form along with the prescribed examination fee within seven working days of the commencement of the next semester.
4. The improvement can be made only by appearing in the ESE and not the CIA. Appearance at an examination for improvement should take place immediately on the next opportunity available.
5. For determining the final CGPA the better of the two performances in the examinations will be taken into consideration.
6. For the purpose of award of medals, prizes, etc., the grades obtained by a student in the examination taken for improvement shall not be considered.
7. The grade sheet of a student will indicate full information of the examinations taken by him/her.

8. Students can avail the facility of improvement examinations in two courses per semester subject to maximum number of courses for improvement to be equal to the number of semesters assigned to a programme. For example, in case of PG programme of four semesters, the student can avail the facility of grade improvement in maximum of four courses all through the Programme.
9. Students, who have completed the course without availing themselves of the improvement facility even once, may be allowed to avail themselves of the un-availed improvement chances for maximum of four courses in the programme within a maximum period of one academic year after completion of the programme.
10. Improvement exams for such cases shall be taken when the regular or special exams are held.
11. Grade Improvement is not permissible for dissertation / laboratory / project / field / internship courses etc.

#### **10.10.4 Registration for Special Back Examinations:**

1. A student of the final semester who receives an “F” grade in any course may apply for the Special Back Examinations.
2. Special Back Examinations are typically conducted within a month after the declaration of revaluation results.
3. Students with due courses even after completion of the duration of the programme may apply for Special Back Examinations, provided the duration of their degree program has not exceeded twice the standard tenure.
4. Only students with backlogs in all courses of the V and VI semesters and all AEC, SEC, GEC and VAC papers from all the semesters during these exams will be of UG programme allowed to appear in the Special Back Examination.
5. Backlogs from the first four semesters will only be considered with special permission from the Principal.
6. Students involved in NCC/NSS/Sports who were unable to appear in the End Semester Examination due to participation in special camps, Republic Day Parade, or any sports event, with prior approval from the Principal, are allowed to apply for Special Back Examinations for all papers of the particular semester.
7. This facility is not available to students with any disciplinary cases pending against them.

#### **10.11 Maximum Duration of the Programme**

1. Normally, a student is expected to complete the Programme of Study within the minimum period and in conformity with the University Grants Commission Regulations on the award of First Degree and MasterDegree and also in line with the notifications, issued from time to time, on Specification of

Degrees under Section 22 of UGC Act, 1956.

2. There may be situation that a student is unable to attend classes for more than four weeks in a Semester, due to illness or technical problems like visa allocation or compelling personal circumstances beyond his/her control.
3. In such cases the student may apply to the Dean Examination, through the HoD, for withdrawal from the Semester, which shall mean withdrawal from all the registered courses in the Semester. Partial withdrawal from the semester shall not be allowed.
4. A student will be permitted for semester withdrawal only twice in the entire duration of his programme. There will be no refund or readjustment of tuition fee in case of semester withdrawal.
5. Students are expected to complete their Programme without any break. However, for bonafide reasons like industry internship or foreign scholarship/ fellowship, project-work in some other institute provided that it is meant for upgrading knowledge and skills and not for earning a regular diploma or degree, students may be granted leave of absence from the Programme. However, such absence(s) shall ordinarily not exceed duration of two semesters with or without break.
6. A student, for whatever reasons, is not able to complete the Programme of Study within the normal period or the minimum period prescribed for the Programme of Study, may be allowed double the time beyond the normal period to clear the backlog to be qualified for the Degree.
7. In exceptional circumstances, a further extension of one more year/two more semesters may be granted with the permission of the Principal or Controller of examination. The exceptional circumstances shall be spelt out clearly by the relevant statutory body concerning the institute. During the extended period the student shall not be considered as private candidate and also not be eligible for marking.

### **10.12 Attendance and Change of Subjects**

1. Attendance is an important component in the Assessment and Evaluation System of the Institute, with criteria for marking attendance specified in the Detailed Course Outline (DCO) by respective faculty members.
2. In our examination system, attendance and discipline collectively carry a 1/3 weightage in the Continuous Internal Assessment (CIA) evaluation process.
3. A student shall be deemed to have pursued a regular course of study (in a subject) during each semester, and he/ she has attended at least 75% classes and there is no negative report against him/her, i. e. he/ she hasnot been debarred from attending the classes and appearing in the examination due to some serious misconduct. It is provided that the Head/ Dean/ Principal of the concerned department/ faculty/ college may condone shortage of percentage in attendance not exceeding 15 percent in each subject due to one or more of the following reasons, involving absence from the classes.
  - i. Participation in N.C.C./ N.S.S. Camps duly supported by a Certificate from the Officer-in-Charge,

N.C.C./ Program officer, N.S.S.

- ii. Participation in College Team(s) Games or Tournament(s) duly supported by a Certificate from the competent authority of the College.
  - iii. Participation in any of the co-curricular activities organized by Institute/ Department, duly certified by the competent authority.
  - iv. Prolonged illness duly certified by the Superintendent/ CMO of government hospital.
4. Marks for attendance/ Discipline/ Extracurricular activities (DECA) in a particular course shall be given based on the attendance record submitted by the respective faculty member(s) concerned.
  5. An option to change a subject may be exercised only once within 4 weeks from the date of commencement of I semester on payment of prescribed fee.
  6. Whenever a change in subject is permitted, the attendance in the changed subject shall be calculated by taking into consideration the attendance in the previous subject of study.
  7. Attendance verification form forwarded through Dean/Head/Principal should be submitted with End Semester Examination forms.

### **10.13 General Rules for Examinations**

1. The date of commencement of examinations as well as the last date of receipt of examination forms and fees, without and with late fee as fixed by the college.
2. Online applications for admission to an examination shall be made on the form prescribed by the college for the purpose.
3. All candidates are required to upload their photographs and signature at the time of filling the examination form at college portal.
4. A candidate who has once submitted his/her examination form for an examination along with requisite fee shall not be permitted to withdraw the application form on his/her own accord and to claim refund of the examination fee.
5. An ex-student shall submit online examination form for admission to the examination within the period as specified by the Ordinance for the examination. The examination cell shall verify the eligibility of candidate.
6. The Academic Council/ Head of the institution shall have the power to exclude any candidate from examination permanently or for a specified period for the reasons to be recorded in writing, if it is satisfied that such a candidate is not fit and proper person to be admitted to the examination.
7. If a candidate after admission to an examination –
  - i. commits an immoral act; OR
  - ii. is discovered to have committed an immoral act which in the opinion of the Grievance

Redressal Cell/ Academic Council, is such, that had it come to their knowledge in time, they would have excluded him/her from the examination.

The Academic Council/ Head of the Institution/ Grievance Redressal Cell may –

- i. cancel his/her candidature for that examination and pass an order that his/her result is not be declared;and/or
  - ii. disqualify him/her permanently or for a specified period for admission to an examination.
8. The Principal may permit one additional chance to the candidate to pass, if the number of chances is exhausted.
9. A candidate against whom there is a charge of unfair means and who, in the course of the enquiry, misses one or more chances of appearing in an examination may be given by the Principal, additional chance(s) if he/she is exonerated of the charge.

Provided that the condition of maximum period prescribed for passing an examination shall not apply in such cases.

10. Notwithstanding anything contained in any other Ordinance, the Academic Council/ Head of the Institution shall, for thereasons to be recorded in writing, have power to admit a candidate provisionally to the next higher classduring the pendency of his/her qualifying in the paper or papers, which he/she may have missed throughno fault on his/her part. The Academic Council/ Head of the Institution shall record reasons for granting such a permission in each such case.
11. A candidate whose result of the examination taken by him/her is notified as 'Later' may also be allowed to join the next higher class provisionally. In case he/she is ultimately declared as having failed,his/her provisional admission shall stand cancelled and he/she shall forth with revert to the lower class. Feepaid by him/her for the higher class shall be adjusted against the lower-class dues. No refund shall be admissible to the student who discontinues his/her studies. His/her attendance for the higher class will becounted for the lower class.
12. Notwithstanding anything contained in any other Ordinance, the Academic Council/ Head of the Institution in the case of
- i. a foreign scholar who is not of Indian domicile; or
  - ii. a person who is not an Indian National; or
  - iii. a person of Indian origin studying in a foreign country; shall have power to –
    - a. admit him/her to any class of a college affiliated to this college for which he/she isconsidered fit by the Academic Council on the recommendation of the Equivalence Committee;
  - b. permit him/her to take a Examination after studying in an affiliated college for a shorterperiod than prescribed by the Ordinances for the examination concerned;

Notwithstanding anything contained in any other Ordinance, the Academic Council, in order to avoid hardship to a candidate, shall have power to relax the requirement(s) of Ordinance(s) for any examination while considering the irregular admissions for regularization where the mistake is

primarily of the Head of the Institution or on the part of the University Office. Each and every case of such nature will be considered by the Academic Council on merit.

13. A candidate appearing for any examination may apply for permission to make a change in the Examination Form in respect of subject or subjects.
14. A prisoner serving a term of imprisonment may be allowed to appear in an examination if –
  - i. a certificate of good conduct is given by the Superintendent of the Jail concerned; and
  - ii. he/she is eligible under the Ordinances for the examination concerned.

Provided that if such examination is arranged in the Jail, the expenditure involved shall be paid to the college by the candidate concerned or the Jail authorities.

This shall not be applicable to Professional/Technical science courses having practical subjects.

15. In case of late submission of Dissertation/Project Work/Term Paper/Training Report/Field Trip Report etc. beyond the prescribed date as laid down in Ordinances of various courses, the same may be accepted on prescribed penalty payment.

No further extension will be granted and the result will be declared treating the candidate as absent, provided that the Principal may allow further extension with further penalty as he/she may deem fit in a hard and deserving case to his/her satisfaction

Provided that if a candidate fails to submit the dissertation even during the extended period, he/she will be considered to have absent in the dissertation paper and his/her result shall be declared accordingly.

16.
  - i. The Principal may, when he/she considers it appropriate in any exceptional case: –
    - a. extend the date for submission of the examination forms and fees by a candidate, keeping in view the circumstances, and
    - b. accept the Examination form and fee after the expiry of the last date with late fee as prescribed by the college from time to time.
  - ii. The Principal may condone the late fee or reduce late fee in case a candidate has failed to deposit the Examination fees in full, within the prescribed period/last date, through a clerical mistake, viz., totaling of the amount payable, rate of payable Examination fees etc.

17. A candidate shall not be entitled to refund of examination fee paid by him/her under any circumstances.
18. The Controller of Examinations shall publish the result of the various examinations in such a manner as may be directed by the Principal. However, if on scrutiny of the pass percentages it appears that there has been a distinct change of standard in the examination as a whole or in a particular subject, the matter shall be submitted to the Principal or who may refer the matter to the Examiners concerned for report or may take such action as he/she may deem necessary.
19. The Controller of Examinations may withhold the result of any candidate who by an act of omission

or commission is found to be the guilty of contravening the provisions of the Act, the Statutes, the Ordinances or the Rules / Regulations or of non-compliance there of or for any other cause which in his/her opinion warrants such an action.

20. The Principal and Controller of Examinations shall have power to quash the result of a candidate after it has been declared, if: –

- he/she is disqualified for using unfair means in the examination; or
- a mistake is found in his/her result; or
- he/she is found ineligible to appear in the examination; or

21. A candidate shall be entitled to have his/her answer-books re- checked on payment of a fee as prescribed by the College per answer-book, subject to the following:

- i. Application for re-checking is received by the College within 15 days of the date of declaration of Result.
- ii. Re-checking will be done only to see if the marks awarded to various answers have been correctly added and if all the answers have been assessed by the Examiner.
- iii. If any mistake is discovered as a result of re-checking of answer- book, the Controller of Examinations shall have power to rectify the result.
- iv. A candidate will be permitted to see his/her re-checked answer- book(s) for identification only, if his/her application along with the prescribed fee per answer book reaches the collegewithin 15 days of the date of communication of the re-checking result to him/her.

22. Except as otherwise decided by the Academic Council, the End Semester Examination answer books shall be destroyed or otherwise disposed of after 2 years from the date of declaration of result provided that;

- No dispute, legal or otherwise is pending;
- No information is to be supplied under RTI Act.
- The answer books after re-evaluation of the paper(s) shall also be destroyed or disposed off in the abovemanner.

23. Any candidate who has been declared successful in the End Semester Examination may, after the declaration of his/her result and before the award of the degree or diploma at the next convocations, apply to the Controller of Examination along with fee for issue of provisional certificate(s) for passing the examination.

24. The names of the first three successful candidates in Degree examination and names of the first two successful Candidates in Degree in a Discipline and PG Degree examination, who obtained first division, shall be placed on the merit list from the final results. Students who cleared any paper through back exams shall not be considered for inclusion in the merit list. This ensures that the merit list accurately reflects the performance of students who excelled in their first attempt, maintaining the



integrity and prestige of the rankings.

25. Notwithstanding anything contained in any other Ordinance/ Regulation, the Academic Council shall have power, in the case of all examinations held by the College, to hold an additional examination in the same year for special reasons to be recorded in writing.
26. All legal disputes relating to examinations/admission of students will be subject to the jurisdiction of Jaipur and not to any other place.
27. Where there are limited number of chances for an examination and a candidate has missed one or more chances on account of illness, only one additional chance may be allowed if the candidate, having submitted his admission form and fee, informs the Controller of Examinations within one month of the commencement of the End Semester Examination of his inability to appear in the Examination and also furnishes a Medical Certificate from a Govt. Doctor of a Gazette Rank or the Medical Officer.
  - i. Provided that the extra chance shall be availed of immediately next to the last admissible chance.
  - ii. Provided that the condition of maximum period prescribed for passing an examination shall not apply to such candidates who are allowed additional chance.
  - iii. Notwithstanding anything contained in any other ordinance, the student shall be promoted to next higher class irrespective of number of reappears. However, candidate has to fulfill the other conditions of eligibility for promotion.

#### **10.14 Examination: Code of Conduct**

1. Subject to the Ordinances framed and directions issued by the Academic Council, the Controller of Examinations shall be responsible for all arrangements connected with the conduct of examinations and all matters connected therewith.
2. The Principal/Deans/Vice-Principal will supervise the College Examinations, recommend the names of such number of teachers as are required by the Dean Examination for smooth conduct of examinations. In making such recommendations, the guidelines, if any, issued by the Dean Examination shall be kept in view. If a teacher, who is assigned an examination duty, fails to perform the same, he/she shall be treated as absent from the Institution for the period in question besides rendering himself/herself liable to such other disciplinary action as the Principal may deem fit.
3. The Principal/ Deans of the college may act as Centre Superintendent.
4. The Convener and members of flying Squad may also be appointed by the Principal. The person appointed as convener flying squad should not have less than 05 years' experience of a college.
5. The Flying Squads may be formed for inspection of Examination Center.
6. The Principal of a College, will be overall in charge for the smooth conduct of Examinations and that he/she be designated as Centre Superintendent at his College for the duration of examinations.
7. Provided that in case of inability of a Principal to function as Centre Superintendent, or whose ward

(son, daughter, brother or sister or any other near relative) is taking the examination at that Center, the Principal may appoint the next available senior member of the College staff as the Centre Superintendent in any one or all the three-examination session.

8. The Assistant Superintendent appointed to check outside interference at a Center will be deputed by the Superintendent of the Center of Examination from amongst the Assistant Superintendents appointed at the Center.
9. The Centre Superintendent will ensure that Supervisory Staff is given due protection at the Examination Centers at his/her College.
10. The Principal shall appoint one or more Assistant Superintendents, and other staff required at each Center for smooth conduct of the examinations.
11. If there is a dispute as to whether a candidate's answer-book was duly received or not, the finding of the Controller of Examinations, subject to confirmation by the Principal shall be final.

#### **10.14.1 Roles and Responsibilities of Controller of Examinations**

The Controller of Examinations shall be the principal Officer in-charge of conducting examination, tests and the declaration of results. They will discharge their functions under the direct superintendence, direction and guidance of the Principal. In the absence of Controller of Examinations by virtue of any reason, the examination department shall report directly to the Principal;

1. The Controller of Examinations shall be a full-time salaried officer of the college and shall report to the Principal;
2. The Controller of Examinations will be the supervisor of Examination Conducting work.
3. The Controller of the Examinations may inform the proceeding of Examination Committee to the Academic Council as and when required;
4. The Controller of Examinations shall be responsible for making all the arrangements necessary for holding examinations, tests and timely declaration of results;
5. The appointment of Controller of Examinations shall be for a term of three years, and he/she shall be eligible for re-appointment. The qualifications and experience for the purpose of selection of the Controller shall be such as may be prescribed.
6. Subject to prior approval of the Principal, the Controller of Examinations shall perform the following duties and responsibilities namely: -
  - i. To assist in preparing the academic calendar including examination schedule and implement the same;
  - ii. To appoint examiners as prescribed in the rules & regulations;
  - iii. To arrange for printing of question papers and answer books and their safe custody;
  - iv. To arrange for evaluation and to further the processing of results;
  - v. To arrange for timely declaration and publication of results and to refer, if, deem necessary any

- matter before the examination committee prior to declaration of results;
- vi. To ensure confidentiality and to make assessment/ improvement in the process of the college examination/ evaluation;
  - vii. To finalize the mode of examination for different courses in consultation with concerned Faculty/ Department/ Academic Council;
  - viii. To appoint external agency(s)/ evaluator(s) for evaluation of answer scripts.
    - ix. To submit report regarding examination(s) to the Principal;
    - x. In the absence of the COE, his/her duties shall be performed by Dean Examination.
    - xi. Scrutiny of Eligibility forms and issuing eligibility.
    - xii. Acceptance of exam forms, their scrutiny, computer processing (with the help of computer section) and handing over the summary and hall tickets.
    - xiii. Announcement of exam time-table for theory and practical examinations.
    - xiv. Acceptance of mark list of Internal & practical examinations.
    - xv. Declaration of results.
    - xvi. Acceptance of Verification, demand of photo copy of answer book & Redressal forms, transmission of Verification, Photocopy, Redress lists to Post Exam Confidential unit for further action.
    - xvii. Pre-exam work: to prepare a data base from exam form, allotment of permanent registration number, seat number, printing of subject wise, center wise summary for theory and practical examination, generation of hall tickets and different reports required for confidential work.
    - xviii. Post-exam work: Data entry of marks for internal and practical exams, scanning of bar-code slips, and generating mark lists along with validation. This includes processing the results, printing ledgers and statements of marks, computing result statistics, and uploading the results to the Web NAD (National Academic Depository). For convocation, preparation of database for printing of degree certificates and its validation from result database.
    - xix. Verification, Redressal mechanism: entry of all forms received from students, prepare database, provide the reports to post exam confidential unit, alter the marks of change cases and preparation of revised mark statements after changes if any.
    - xx. Preparation of duplicate mark statements, name correction mark statement etc.
    - xxi. Uploading the credits and marksheet along with syllabus and credit scheme in the NAD and creation of ABC/APAAR id of students. Uploading the marksheets/ credits, transcripts and degrees on the Digi locker in the stipulated time.

#### **10.14.2 Roles and Responsibilities of Examinations Functionaries**

##### **A. Centre Superintendent**

1. The Principal / Dean of the College, where the examination is conducted shall act as the Centre

Superintendent.

2. The Centre Superintendent shall be responsible for overall conduct of examination. He / She will ensure that all rules and regulations stipulated by him are followed in letter and spirit.
3. The Centre Superintendent may allow a candidate to appear at any examination without his name figuring in the attendance sheet after taking an undertaking from the concerned candidate.
4. Procure the list of Question – Papers from the Examination Section, and compare the question paper envelopes received with the Admission Statement and list supplied by the office. In case question papers in any subject are not received or the number of question papers received is insufficient as required in the statement, he/she shall contact the Controller of Examination or the Deputy Registrar (Secrecy) on telephone, in case there is sufficient time then make a suitable arrangement of sufficient question papers.
5. Envelopes containing question – papers should be arranged in order of the dates and session to avoid opening of a wrong envelope. Instructions issued separately in this regard be gone through carefully and acted upon.
6. Make arrangements for proper seating of students during examination.
7. Get candidates notified about the directions in campus, date – sheet, seating plan etc. outside the Examination Hall.
8. Get duty charts prepared according to the schedule and number of candidates for each date and session and get the invigilators informed before time.

#### **B. Assistant Superintendent**

1. The Assistant Superintendent shall assist the Centre Superintendent in the opening of the question papers properly or in downloading the question papers as the case may be, maintaining discipline in the college.
2. He / She will be under the Superintendent and will take charge of the examination center in case of any emergency.
3. He / She shall read entire book of instructions carefully, for he/she may have to act as Superintendent during latter's absence.
4. He / She will not leave the station without the permission of the Controller of Examination for which application shall have to be made through the Centre Superintendent.
5. He / She will report to the Controller of Examinations in cases of gross irregularities in the conduct of examinations, if any.

#### **C. Flying Squad / Observers**

1. Wherever necessary, the Centre Superintendent shall constitute flying squads / observers at the

examination centers to ensure the conduct of the examinations without any malpractice and strictly in accordance with the rules.

2. The necessary and required instructions and guidelines regarding the duties and powers of the flying squads / observers etc. shall be issued by the Principal.

#### **D. Invigilators**

1. All the invigilators are required to report to the Exam Control Room, 30 minutes prior to the commencement of the examination to collect the following: -
  - a. Seating Plan
  - b. Attendance Sheet
  - c. Answer Book
  - d. Question Papers with special instructions, if any
  - e. Charts / graph papers or tables if required.
2. Where two or more papers are being held in the same room, ensure that the seating plan prepared by the Examination Office is displayed at the entrance of the examination halls.
3. Invigilator has to ensure that the answer books and question papers be given to the students on time at the commencement of the exam.
4. The Invigilator shall allow the entry of the candidates to the examination room 15 minutes before the published start time. No candidate shall be allowed to enter the examination room after 05 minutes of the start of the examination. A candidate who arrives late will not be allowed extra time at the end of the examination on account of their late arrival.
5. Invigilator shall announce the rules and conduct of the examination.
6. Invigilator should then ensure that only authorized materials which the candidates have brought for use in the examination are permitted.
7. Any unauthorized items in the possession of the candidate shall be taken away. Invigilator shall draw the candidate's attention to the official clock being used in the examination room.
8. Invigilator shall start the examination at the mentioned time. If there has been a delay in starting the examination, the corresponding amount of time should be added with the permission of Centre Superintendent on to the mentioned finishing time.
9. When candidates are seated and the examination has commenced, the exam office has to ensure that one of the assistants must check the nearest toilets to ensure that they contain no notes / books or other material which could be referred to by students taking toilet breaks during the examination. All the toilet breaks by candidates are to be reported in the room chart submitted by invigilators.
10. All activities carried out during the examination shall be conducted as quietly and discretely as possible.

11. Talking amongst invigilators should be kept to an absolute minimum and be carried out in a hushed tone. If it is necessary to approach a student for any reason, communication should be calm and supportive.
12. All invigilators are expected to remain in the hall for the entire duration of the examination.
13. Occasionally an invigilator may leave the room in order to clarify a question or other emergency for which reliever will be deployed. These absences must be kept to a minimum and at no time the examination room be left without an invigilator.

### **10.15 Appointment of Paper Setter**

No person shall be appointed to act as a Paper setter, Moderator, Chief Secrecy Officer, Secrecy Officer, Head Examiner and Coordinator whose 'NEAR RELATION' is appearing. For this purpose, 'NEAR RELATION' shall mean and include spouse, sons and daughters and members of their family; nephew, niece or similar relations of spouse.

#### **10.15.1 Qualifications for Appointment of Paper Setter**

- a) A paper setter should: have a post graduate degree in the concerned subject or allied subject.
- b) Have at least more than five years of teaching experience in the concerned subject.
- c) Every person appointed as Paper Setter shall be required to furnish a declaration in the form as may be prescribed by the COE, inter alia, stating that:
  - he/she has not written or revised a guide-book, help-book, key or similar other matter, with whatsoever name, relating to the subject;
  - he/she has not been engaging himself/herself in private tuitions and/or coaching at private institutions or carrying out similar other work;
  - none of his/her relations mentioned in these bye-laws is appearing in the University/ College examinations in that year.

#### **10.15.2 Instructions to Examiners for the Theory Examinations**

The integrity and sanctity of our examination process are paramount in upholding the academic standards and reputation of our institution. Therefore, the examination department provides instructions to all paper setters to guide them in conducting and evaluating theory answer books with the highest levels of professionalism, fairness, and consistency.

We aim to ensure uniformity in examination paper patterns across all subjects and departments, thereby providing a standardized assessment framework for all candidates. Adhering to these guidelines will help maintain equality and transparency in evaluating student performance.

Furthermore, to prevent any potential conflicts of interest and to uphold the ethical standards of the examination process, all examiners are required to provide a formal undertaking confirming that

none of their immediate relatives are appearing for the examinations they are involved with. This measure is essential to preserve the objectivity and credibility of the assessment process.

We trust that all examiners will diligently follow these instructions and contribute to a fair and effective examination system, reflecting our commitment to academic excellence.

- 1- Maximum number of answer-books of an examination for which remuneration shall be payable to an examiner by the college is 300 answer books. Examiners are advised to accept/assess the answer-books accordingly.
- 2- The answer –books of all U.G. Examinations under the Faculty of Arts and SEC/ VAC/ GEC papers except AEC of B.A./B.com/B.Sc. Part I (Pass/Hons.) will bear original roll numbers whereas the answer –books of all remaining examinations shall be assessed through fictitious roll numbers.
- 3- The time allowed for marking the answer-books is at the rate of 30 answer-books per day from the date of receipt of Answer books from the college. No extension will be granted on any ground including other assignment of the college. The Examiners are required to finish the work within the aforesaid time and help the college in declaring the result on time.
- 4- On receipt of answer-books the examiner should check them with the absentee statement(s) and acknowledge receipt to the Asstt. Registrar (Secrecy). Wrong answer-books received, if any, should be returned to Asstt. Registrar (Secrecy) immediately under registered post, instead of assessing them.
- 5- The answer-books should be kept safely under lock and key when they are not being assessed.
- 6- The paper-setters are asked to give detailed distribution of marks for different parts of each question in the question paper itself and to send special instructions for marking the answer-books, if any separately, so that the special instructions for marking the answer-books shall be sent to each examiner by the college office.
- 7- In marking scripts, the examiner should give credit to candidates who show originality of thought or presentation and who express themselves with clarity and consciousness. On the other hand, marks should be deducted when the answers show evidence of superficial knowledge or cramming or when the spellings are wrong or the composition is faulty.
- 8- Examiners are requested to pay special attention to the following: -
  - (i) It is important that in awarding marks, the examiner should pay attention not only to the standard but also to the distribution of marks. Where the number of candidates are fairly large, it is expected that a few candidates will get very low marks, and a few very high marks, and a large number of them will get marks more or less approaching the average. Owing to improper discrimination, the marks are injudiciously spaced; the best candidate do not get the advantage which they deserve. The attention of the examiner should, therefore be directed towards the proper spacing of marks.
  - (ii) In an examination which includes optional subjects, it is important that candidates of equal merit

get equal marks in different subjects. In order to achieve this objective, examiners are requested to award marks to each answer on the following principles as far as possible.

9-

(i) Examiners are requested to see both sides of written pages while going through all pages of the answer-books so as to ensure that no question, even if attempted after leaving some pages has been left un-assessed. If a candidate has attempted more questions than required, answered extra question i.e. the question securing the lowest marks be crossed and a note to this effect be given indicating the marks awarded but not counted. Where a candidate has given wrong numbers to his answers, one mark for each such mistake could be deducted by the examiners at their discretion. If a deduction is made, a note to this effect should be given on the title cover of the answer-book against each such question.

(ii) The blank pages of all the answer-books received by the examiners are to be crossed by them at the time of assessing the answer-books.

10- When the marks are increased or decreased, reasons for the same should be recorded on the title cover, if additional marks are given to pull up a candidate to pass, the same should be given on the title cover as well as inside the answer - book and duly initialed.

11- If during the course of marking, an examiner feels that the pass percentage is going below 50 or there is some other serious discrepancy, he/ she should report the same to the Controller of Examinations, before submitting/sending marks to the college.

12-

(i) Generally, question papers printed in English are to be answered by the candidates through the medium of English. In the case of question-paper printed in English as well as in Hindi, candidates have the option of answering the question through the medium of either English or Hindi

(ii) In the special paper of Sanskrit, the medium shall be Sanskrit only.

13- If an examiner does not know Hindi, he may mark the answer-books written in Hindi with the assistance of a reliable local person who knows the languages and inform the college. If this is not possible, the answer books written in Hindi should be returned immediately to Asstt. Registrar (Secrecy) with a covering letter under registered post.

14-

(i) The maximum marks are given in each question-paper. The minimum percentage of aggregate marks prescribed for first, second division and pass class are given below for information.

(ii) No division is awarded at the Sem. I/II/III/IV of B.A., B.Com., BCA, BBA and B.Sc. and of any other three-year Course. Marks obtained at the First Year/Second Year examinations are added to those obtained in the Final year examination to determine the division in the examination as a whole.

(iii) No division is awarded at the M.A. /M.Sc. /M.Com. (Sem. I/II) examination but the marks obtained at the Sem. I/II. Examination are added to those obtained in the Final Year examination to determine



the division in the examination as a whole. For a pass, a candidate is required to obtain 40% marks in the aggregate with 30% marks in each paper course at the M.A., M.Sc., and M.Com. programmes.

15- Noting of marks on answer-books: Marks should be awarded in legible figures at the end of each answer in the margin. Only red ink, red pencil or red ball pen should be used for the purpose. Where a question consists of parts and separate marks are assigned to them, marks should be awarded to each part separately. An answer which deserves no marks should not only be crossed but a 'Zero' should also be awarded to it. There should be clear signs in the answer-books to indicate that the examiner has actually gone through every answer carefully. Marks awarded to each question as a whole (even if it is 'Zero') should be entered on the title cover of the answer-books in the relevant column and then totalled at the bottom both in words and figures. The necessity of correct posting and totalling of marks cannot be over emphasized. The examiner should put his signature on title cover. Corrections or alternations in marking, if any, should be duly initialled.

16- Posting of marks in the award list:

- i. The ERP system provides examiners with a unique User ID and Password to access the Examiner Portal, ensuring secure access to the platform. Examiners are required to directly upload student marks into the award list via the portal. This streamlined process not only reduces manual errors but also accelerates result publication, making it more efficient and timelier.
- ii. The system displays essential details such as the subject name, paper title (including specific nomenclature for postgraduate examinations), and maximum marks at the top of each sheet. Examiners must meticulously enter marks from the answer scripts in both figures and words, in ascending order of Roll Numbers, ensuring thorough accuracy through proper verification.
- iii. The portal is pre-configured to mark students who are absent from the examination, as reported by the Centre Superintendent, with the term 'Absent.' For students found using unfair means, examiners are required to manually note 'U.M.' (Unfair Means) against their Roll Numbers.
- iv. Once marks are uploaded, the system automatically generates a remuneration bill based on the submitted data. After completing the online submission, external examiners must print and submit duly signed hard copies of the award lists along with the system-generated remuneration bill to the examination office for final verification and processing, ensuring transparency and accountability in the examination process.

## S.S. JAIN SUBODH P.G. COLLEGE, JAIPUR

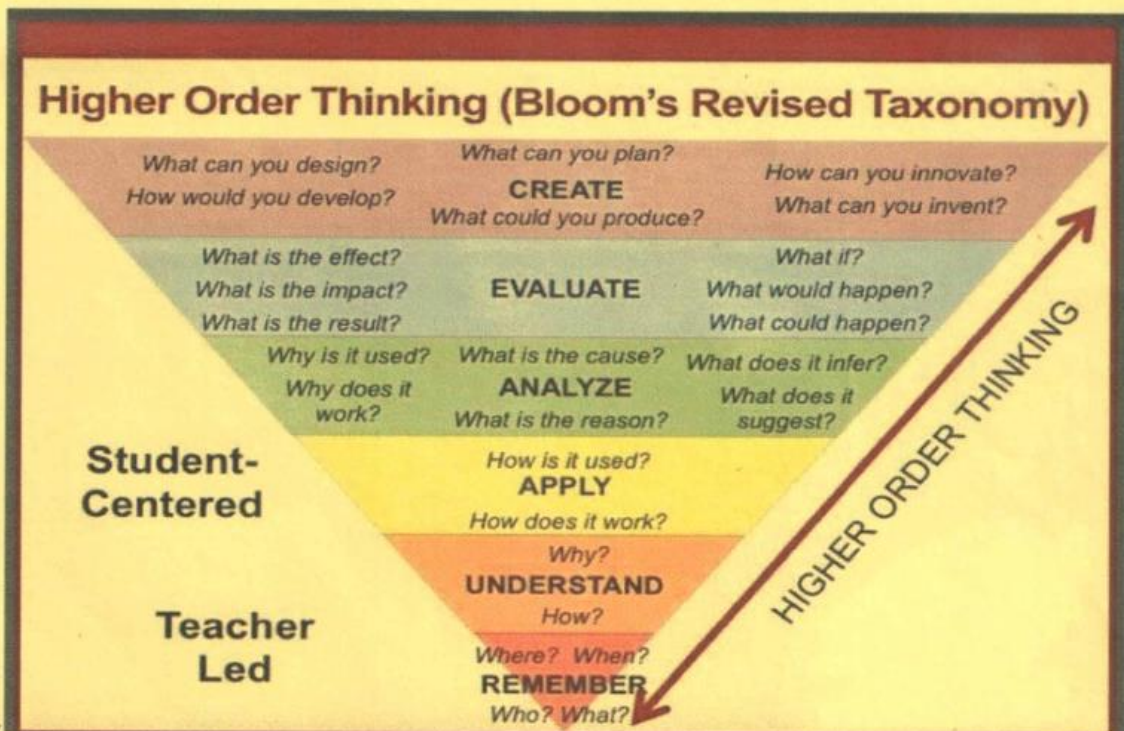
Dear Paper Setter,

You are requested to comply with the following Instructions and Guidelines while setting the question papers and in discharging their duties.

1. The Paper-setter shall strictly adhere to the syllabus and the model paper enclosed.
2. The paper setter shall indicate clearly the marks allotted to each part of the question and level of bloom's taxonomy.
3. The paper setter shall draw the Figures/Drawings wherever necessary and label the diagrams, clearly and properly.
4. The paper setter shall indicate clearly on the question paper, the need of any log table and map required by the candidate for answering the questions.
5. The paper setters shall ensure confidentiality regarding question papers and the contents therein.
6. Bloom's Taxonomy: As per UGC norms, all the Paper setters are requested to follow the directions given in the Bloom's Taxonomy approved by an idea of UGC.
7. The following table gives an idea of weightage given and % of marks allotted to different questions relating to remembering, understanding, applying, analysing, evaluating and creating.
8. Levels of Bloom's taxonomy:

Level-1	Remembering	Fundamental Knowledge-	60%
Level-2	Understanding		
Level-3	Applying	Knowledge on Application & Analysis-	30%
Level-4	Analysis		
Level-5	Evaluating	Critical Thinking-	10%
Level-6	Creating		

9. The question paper should be designed to equally distribute the cognitive levels of Bloom's Taxonomy across all sections. Specifically, ensure that each section contains an equal percentage of questions assessing the following levels.



Regards

Controller of Examination

### 10.15.3 Question Paper Setting

1. The Controller of Examinations will seek a panel of paper setters/ examiners from HOD of concerned department, separately for each paper in the subject at least two months before the start of the semester examinations. Panel of examiners shall be approved by the nominated external / internal member and finalized by the Principal.
2. No one shall ordinarily be appointed as an examiner either for theory or for practical examination unless he/she is a permanent teacher and has put in at least more than five (5) years of teaching experience at the University/Constituent/ Affiliated or recognized Colleges. In case of examiners from institutions other than Universities/Colleges, he/she should be a permanent employee with a minimum of five (5) years' experience.
3. The paper setters/examiners shall be appointed for various examinations in accordance with the respective rules and regulations in force.
4. The Principal may, on valid reason(s), cancel, withhold or suspend the appointment of any paper setter/examiner, and make alternate arrangements without reference to the concerned Board of Studies.

### 10.15.4 Scale of Remuneration to Examiner(S) / Paper-Setter(S)

w.e.f. 01-01-2018

S. No	Name of Examination	Rate
	<b>UG Examination</b>	
1	For Setting each question paper in full	2500/-
2	For marking each answer- book (min. 800/-)	40/-
	<b>PG Examinations</b>	
3	For setting each question paper in full	2500/-
4	For marking each answer book (min. 1000/-)	50/-
5	For setting paper of 35/50 questions with answer key (Hindi & English both)	2500/-

Following deduction shall be made from the remuneration bill unless condoned by the college in special cases

S. No	For delay	Rate
1	Delay in uploading marks on Examination portal	100/- per day

2	Delay in returning the marked answer-books	100/- per day
3	Delay in dispatch the examiner's report	20/- per day
<b>For errors and omissions</b>		
1	Entry of marks against wrong Roll Nos.	100/- per mistake
2	If marks in the awards list differ from those shown on the answer-books	100/- per mistake
3	Omission to enter marks in the awards list	100/- per mistake
4	Omission to write absent in the awards list	20/- per mistake
5	Omission to assess an answer or part thereof	100/- per mistake
6	If marks in the awards list differ in words and figures	100/- per mistake
7	Omission to fill in the bottom entries in the awards list	40/- per leaf
8	Posting of marks in a wrong order i.e. Not in ascending order of roll no.	40/- per leaf
9	Any other mistake found on scrutiny of answer-books	100/- per mistake

\*The rates are revised time to time.

## 10.16 Examination System

1. All examinations of the college shall be conducted and held at the college campus only.
2. All Programmes of Study of the Institution shall be offered under Semester System and Examinations & Evaluation of students shall be done through Assessment and Evaluation System.
3. As a general principle, the Assessment and Evaluation System shall comprise the following components for theory papers:
  - i. Continuous Internal Assessments (CIAs): 30%
  - ii. End-Semester Examination (ESE): 70%
4. The schedule of Continuous Internal Assessment and End-Semester Examinations of the Programmes

of Study wherein students are enrolled across Departments, shall be prepared by the office of Controller of Examinations (CoE) and upload it on the college website at least 15 (fifteen) days prior to the commencement of the respective examinations.

5. The Continuous Internal Assessment (CIAs) shall be conducted under the general supervision of the conduction team for all examinations of the Programme(s). They shall arrange for the invigilation duties from amongst the faculty members and shall be responsible for the fair and orderly conduct of the examination so that the students can be evaluated continuously as per the spirit of CIA.
6. Assessment of Attendance and Award of Marks against attendance shall be part of CIA.
7. The End-Semester Examinations of all the Departments of the Institute shall be conducted under the general supervision of the Head of the Institution. He/ she shall appoint Centre Superintendent(CS) and Assistant Centre Superintendent (ACS) for the conduct of aforementioned Examinations. The Standard Operating Procedures (SOPs) may be formulated by the office of Controller of Examinations for conducting the same and shall be duly approved by the Principal.
8. The breakup of marks under Assessment and Evaluation System irrespective of the Credit(s) allotted to course(s) shall be as under:

Assessment and Evaluation System	2 Credits	3 Credits	4 Credits	5 Credits
Continuous Internal Assessments (CIAs)	15	21	30	35
End-Semester Examinations (ESEs)	35	54	70	90
Total Marks	50	75	100	125

9. Provided that depending upon the nature and requirement(s) of a particular course, concerned Department shall, within the overall framework of assessment prescribed by the UGC, have freedom to prescribe additional/different component(s) and weightage for different component(s) subject to condition that weightage of the End-Semester Examination shall not be less than 50% of Assessment and Evaluation System.
10. Detailed distribution and break-up of the Assessment and Evaluation System shall be specified by the teacher concerned in the Detailed Course Outline (DCO) for each course taught by him/her during a semester and same has to be reflected in course outline provided to students.
11. The question papers for the Continuous Internal Assessment shall be of one (01) hour duration with a

total of 30% weightage and for End-Semester Examination shall be of three (03) hours duration with a total of 70% weightage for the entire courses irrespective of the credits allotted to a particular course.

#### **10.16.1 CONTINUOUS INTERNAL ASSESSMENT (CIA):**

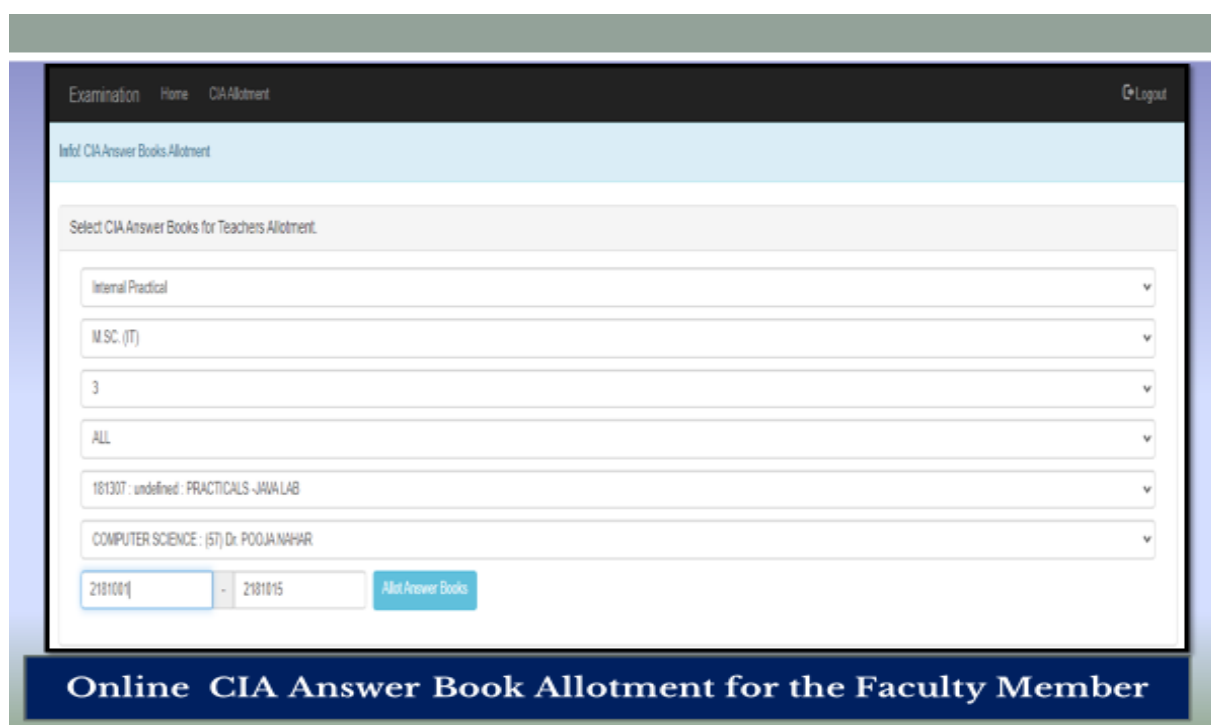
1. The first component of Continuous Internal Assessment shall be based on test. This assessment and score process should be completed after completing I unit of syllabus of the course/s and within 45 working days of semester program.
2. The second component of Continuous Internal Assessment shall be based on assignment, seminar, case study, field work etc. This assessment and score process should be based on entire syllabus of the courses of the semester.
3. In case of a student who has failed to attend the Continuous Internal Assessment on a scheduled date, it shall be deemed that the student has dropped the test. However, in case of a student who could not take the test on scheduled date due to genuine reasons, such a candidate may appeal to the Principal or the CoE. The Principal in consultation with the CoE shall decide about the genuineness of the case and decide to conduct special mercy test to such candidates on the date fixed by the examination department but before commencement of the concerned End Semester Examinations.
4. For assignments, students may collect blank booklets from the college, which are specially designed for this purpose. Alternatively, they may bring their own answer scripts (A4 size), graph sheets, etc., as needed for the submission of assignments.
5. The Internal assessment marks shall be communicated to the Controller of Examinations / uploaded on the website at least 15 days before the commencement of the End Semester Examinations.
6. Internal assessment marks may be recorded separately. A candidate, who has failed in End Semester Examination, shall retain the internal assessment marks.

#### **Paper Setting of Continuous Internal assessment:**

1. The question paper for the purpose of examinations and evaluation of a course shall be set by the faculty member(s) of the concerned course.
2. The paper setter shall set the question paper for the Continuous Internal assessment in the prescribed format and shall hand it over in sealed cover marked as confidential to the Head of the Department at least Ten days prior to commencement of examinations of concerned Programme(s) of Study.
3. The responsibility of conducting the examination lies with the examination team appointed by the Head of the institution.
4. Each paper setter shall be responsible for ensuring secrecy and confidentiality of the question paper set by her/hm.

## Evaluation of Answer Scripts of Continuous Internal Assessment

1. Examiners must evaluate the Answer Scripts of Continuous Internal Assessment (CIA) and, in specific cases, share the evaluated scripts with students. For instance, when a student performs exceptionally well to motivate others, or poorly to address areas of concern, the scripts may be reviewed with the student to provide constructive feedback and encourage improvement for the Semester-End Examinations.
2. Examiners are required to address any queries or concerns raised by students regarding the evaluation, ensuring transparency and accuracy in the assessment process.
3. After evaluation, examiners must upload the marks through the ERP system via the faculty portal. This ensures accurate and timely submission of the assessment data for centralized processing.
4. Once the evaluation and online submission are complete, examiners must submit the physical copies of the evaluated Answer Scripts to the examination department for official record-keeping and further verification.



The screenshot displays a web interface for 'Online CIA Answer Book Allotment for the Faculty Member'. The page title is 'Info! CIA Answer Books Allotment'. Below the title, there is a section titled 'Select CIA Answer Books for Teachers Allotment.' with several dropdown menus and input fields. The dropdowns are set to 'Internal Practical', 'M.SC. (IT)', '3', 'ALL', '181307 : undefined : PRACTICALS -JWA LAB', and 'COMPUTER SCIENCE : (57) Dr. POOJA NAHAR'. At the bottom, there are two input fields containing '2181001' and '2181015', and a blue button labeled 'Allot Answer Books'. The page has a navigation bar at the top with 'Examination', 'Home', and 'CIA Allotment' links, and a 'Logout' button in the top right corner.

### 10.16.2 END-SEMESTER EXAMINATIONS:

After the completion of about 15 weeks of each course in the semester, End Semester Examinations shall be conducted by the college for each course. The Controller of Examinations shall make necessary arrangement for notifying the dates of the End-Semester Examinations as per the Academic Calendar notified by the College.

#### Paper Setting of End-Semester Examinations:

1. Question Paper-setting shall be done as per the guidelines/regulations decided by the Institute and as

amended from time to time. The member nominated by Board of Studies of each Programme of study has to prepare and approve a list of at least 5 (five) external paper-setters and examiners whose names shall be kept confidential.

2. The Controller of Examinations shall issue instructions to the Paper-Setters with regard to due provision for secrecy and any other matter incidental thereto.

3. The question paper(s) shall consist of two/ three sections as given below:

**Section A:** This section will include very short questions tailored to specific courses. It aims to assess understanding effectively, ensuring relevance to diverse subjects. This dynamic approach accurately evaluates students' knowledge across various academic areas.

**Section B:** This section will feature Short Answer Questions (SAQs) customized for specific courses. Internal choices will ensure examinees attempt at least two-thirds of the total questions in the EndSemester Examinations.

**Section C:** This section will consist of Long Answer Questions (LAQs). Each unit will have two questions with internal choice, and students must attempt one question from each unit.

4. The Paper setter(s) shall also be required to submit in a separate sealed cover the key to the objective type questions to the office of Controller of Examinations (CoE) along with question paper(s) for End-Semester Examinations.

5. The Paper setters shall set the question-papers strictly as per instructions mentioned in syllabus or offer letter. In case he/she fails to set the question paper as per instructions or in accordance with syllabus, they shall render themselves liable to a reduction of their remuneration. The Principal on recommendations of CoE may black list such paper setter for the job of paper setting for certain duration of period.

6. Provided further that question paper setter shall ensure that each unit of the course is given proportionate weightage in the question paper (including the internal choices) as per its contact hours prescribed in Detailed Course Outline (DCO).

7. The question paper pattern given for the theory course and is not applicable for self- learning courses involving practical/ dissertation/ project work/ industry internship/ field work/ training, etc. Provided that the scheme of examinations and/or evaluation shall be as recommended by Board of Studies (BoS)

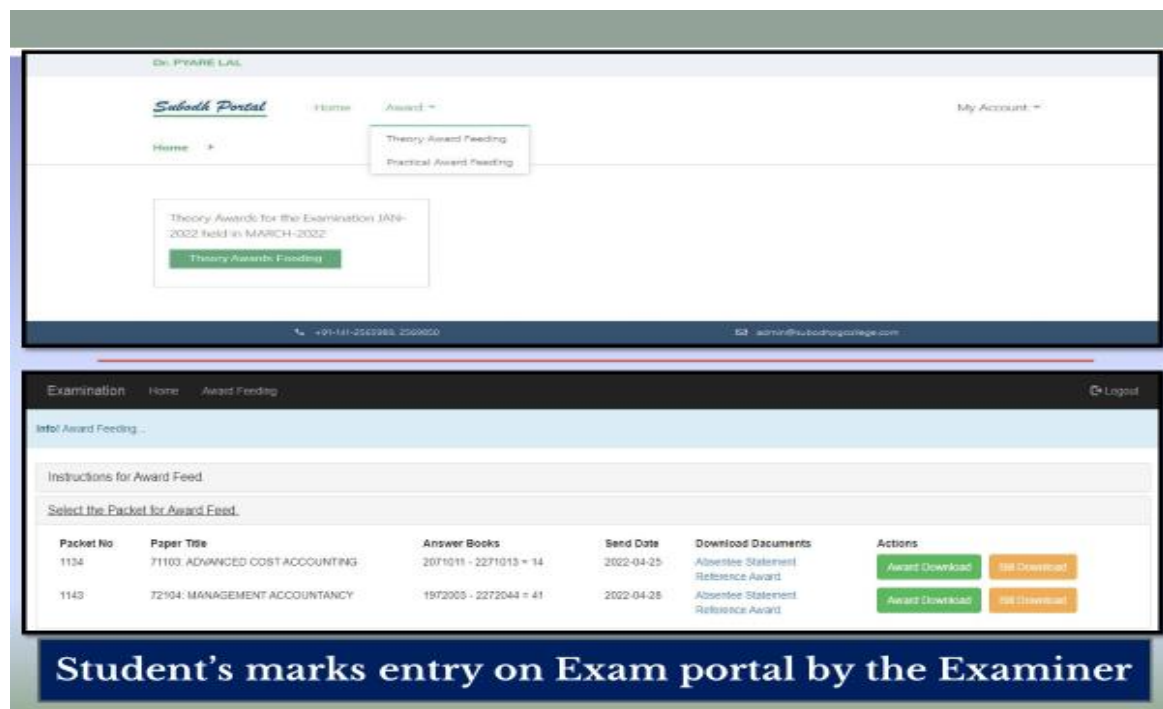
### **Evaluation of Answer Scripts of End- Semester Examinations**

1. No person shall be appointed as an Examiner unless they have a minimum of five years of teaching experience.

2. In appointing Examiners, preference shall be given to individuals proficient in Hindi for conducting examinations.



3. The Controller of Examinations (COE) shall issue specific instructions to the Examiners regarding the maintenance of confidentiality and any other relevant matters to ensure the integrity of the examination process.
4. Examiners are required to upload marks directly onto the ERP system in accordance with the guidelines provided by the COE. This process ensures accuracy and timely submission of marks. Any discrepancies or issues in the uploading process must be immediately reported to the examination office for resolution.
5. Examiners must submit the result statements in accordance with the instructions issued by the COE within the prescribed deadline. Failure to meet the deadline may result in a reduction of their remuneration for any delay. However, the Principal, for valid reasons, may extend the deadline at their discretion.



### 10.16.3 Dissertation/ Project / Practical/ Industrial Training/ Internship/ Field Work

1. A student shall be required to write a dissertation, wherever prescribed in the scheme of examination, on a topic from the groups offered by him/her. The topic of dissertation of the student will be approved by the Heads of the Department. The student shall apply to the Heads of the Department for approval of the topic for dissertation before six months of submission of dissertation. However, after expiry of date of submission of dissertation, the extension in date shall be permissible with penalty as laid down in the General Rules for Examination. The Supervisor shall be approved by the Heads keeping in view the topic of dissertation.
2. Every candidate shall be required to submit three copies of the Dissertation along with a brief abstract, which will not exceed 300 words, of the same giving an account of his/her research and its findings for

consideration of the examiner. The Dissertation shall be examined by one External Examiner only.

3. If a candidate fails to submit the dissertation even during the extended period, he/she shall be considered to have absented in the dissertation paper and his/her result shall be declared accordingly.
4. The topic of the dissertation or Supervisor shall be assigned by the Heads of the department. Only a full-time regular teacher of the college can act as a supervisor for Dissertation.
5. Each candidate is required to carry out dissertation work on a selected topic under the supervision of a Supervisor. Eligibility criteria for supervisor will be of minimum 3 years post-graduation teaching experience.
6. The last date of receipt of dissertation in the office of the Controller of Examinations shall be as notified. A declaration to be given by the candidate that the work done by him/her is original of his/her own shall be countersigned by the Supervisor. In case of late submission of dissertation by one month, he/she will have to submit the same with late submission fee as prescribed by the college from time to time.
7. The Dissertation is allocated 100 marks, with 60% for External Evaluation (40% for the Dissertation/Project Report and 20% for the Viva Voce) and 40% for Internal Evaluation.
8. The Dissertation submitted by a student shall be evaluated by his/her Research Supervisor and at least one external examiner who is not in the employment of the college. The viva-voce examination, based among other things, on the critiques given in the evaluation report, shall be conducted by both of them together, and shall be open to be attended by all faculty members of the Department and other interested experts/ researchers.
9. The evaluation of the dissertation and viva-voce for the same shall be done by the examiner to be appointed by the Principal of the college.
10. If the Examiner considers the Dissertation, unsatisfactory he/she shall point out in writing the defects and make suggestions for improvement and modification, if a revision will render it acceptable. Such a candidate shall be allowed to resubmit the dissertation within the prescribed period of the course. If the Examiner recommends rejection of the Dissertation, the candidate shall submit the same on a revised topic to be approved by the Supervisor and Head of the Department.

#### **10.17 Ordinance: Declaration of Results**

1. The office of the Controller of Examinations (CoE) shall declare the result within 20 days as usual but not more than one month of completion of End-Semester Examinations.
2. In any case where it is found by the office of Controller of Examinations (CoE) that the result of an Examination has been affected by an error, malpractice, fraud, improper conduct or other matter of whatsoever nature, he/she shall report the matter to the Principal, who shall have the power to amend such result duly approved by Academic Council in such a manner as shall be in accordance with the factual position and to make such declaration as it may consider necessary in that behalf.

### 10.18 Rules for Working Out the Results

1. For a candidate to be declared pass in U.G. classes he/she is required to obtain minimum of 40% marks in each course. In case, he/she fails to obtain the required pass percentage then he/she has to reappear in that particular paper where he/she is scoring less than 40% marks.
2. For a candidate of P.G. class to be declared pass, a candidate is required to obtain minimum 30% marks in each Theory Paper in ESE and 40% (theory and CIA taken together) and 40% marks in practical.
3. Only a P.G. student who wishes to improve upon his performance can do in 50% of the papers of that particular semester, provided he/she has passed in all the papers and is not absent in any of the papers, IMPROVEMENT is not applicable in case of back papers.
4. Students who have cleared all the papers are indicated by the term Pass.
5. To be promoted to the III Semester for both U.G and P.G the student should procure 50% of the total credits allotted for I and II Sem., taken together. For U.G. students to be promoted to V Semester, the student should procure 75% of the total credits allotted for all the four semesters put together. Such students who would be promoted to III & V Semester by procuring 50% and 75% correspondingly would be indicated by the term 'Back Promoted'.
6. If a student fails to procure the minimum requisites of 50% and 75% of the total credits in III and V Sem., will be declared 'Fail'.
7. A student qualified to the next higher Semester with Back Paper(s) is considered eligible to appear at the higher Semester Examination provided he/ she fulfil all other conditions laid down in these Regulations. Such a student has to appear only in the Back Paper(s) of earlier Semester examination along with the appropriate Semester Examination (i.e. Odd to Odd and Even to Even).
8. If a student obtains F grade in any course(s), he/she will be treated as having failed in the particular course(s), He/she has to reappear in the examinations of these course(s) as and when conducted by the college, Marks obtained earlier in continuous assessment (Internal) may be carried forward and added to the marks obtained in repeat semester-end examination to decide the grade in the repeat course(s).
9. Repetition of a theory/ practical course is allowed only to those candidates who get F grade in the course or has failed in the semester. The student has to pay the prescribed fee for repeating the course.
10. (\*) star shown against the paper / subject denotes yet to pass or fail in that paper / subject, 'G' indicates Grace Marks awarded to pass the exam, 'R' for Reappear.
11. Grace Marks to the extent of 1% of the aggregate marks prescribed for an examination (to be raised to the next whole number) will be awarded to a student in the failed subject provided the student passes the examination by the award of such Grace Marks.
12. Re-evaluation of answer books shall be permissible in not more than 35% of the theory papers (to be raised to the next whole number) in which a student has actually appeared in the examination. For re-evaluation, the student must fill up the online re-valuation form within 10 days from the date of result

declaration. Incomplete application without requisite fee or received after the due date will be rejected. Revaluation is permitted in the BACK-paper examination also.

13. In case of any mistake being detected in the preparation of mark sheet or brought to the notice afterwards, the college will be fully empowered to correct the same.
14. All court cases shall be subject to the jurisdiction of Jaipur and not to any other place.
15. The rules for calculating results of UG/PG/Diploma/Certificate courses are provided on the back side of the marksheet for students' reference.

**S.S Jain Subodh PG College (Autonomous), Jaipur**  
(Affiliated to University of Rajasthan, Jaipur)

**Rules for working out the results of U.G. / P.G. / Diploma / Certificate Courses:**

1. Each course contributing to the Semester Grade Point Average (SGPA) comprises of two components: Continuous Internal Assessment (CIA) and End Semester Examination (ESE). Theory paper consists of CIA having 30% weightage and ESE having 70% weightage. Practical paper has internal 40% and external 60% weightage.
2. Computation of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) in accordance with University of Rajasthan guidelines .
3. The abbreviations used in the mark sheet are as follows: DSC – Discipline Specific Core, DSE – Discipline Specific Elective, GE – Generic Elective, SEC – Skill Enhancement Course, AEC – Ability Enhancement Course, VAC – Value Added Course.
4. Rules for Pass , Back Promotion & Fail:
  - a) Every student will be promoted from odd to even semester.
  - b) For a candidate to be declared pass in U.G. classes he/she is required to obtain a minimum of 40% marks in each paper and 40% in practical taken separately. Students who have cleared all the papers are indicated by the term PASS. In case where he/she fails to obtain the required pass % then he/she has to reappear in papers where he/she has scored less than 40% marks in each of the papers.
  - c) For a candidate of P.G. classes to be declared pass, a candidate is required to obtain a minimum of 30% marks in each Theory Paper in ESE and 40% (theory and CIA taken together) , 40% marks in practical .
  - d) To be promoted to the III Semester for both U.G and P.G the student should procure 50% of the total credits allotted for I and II Sem. taken together. For U.G. students to be promoted to V Semester the student should procure 75% of the total credits allotted for all the four semesters put together. Such students who would be promoted to III & V Semester by procuring 50% and 75% correspondingly would be indicated by the term 'BACK PROMOTED'. If a student fails to procure the minimum requisites of 50% and 75% of the total credits in III and V Sem. will be declared 'FAIL'.
  - e) VAC is a noncredit course, passing in sufficient number of VAC is mandatory for course completion with 40% marks but it is not included in result computation.
5. Only a P.G. student who wishes to improve upon his performance can do so in 50% of the papers of that particular semester, provided he has passed in all the papers and is not absent in any of the papers, IMPROVEMENT is not applicable in the case of back papers.
6. (\*) star shown against the paper / subject denotes yet to pass or fail in that paper / subject, 'G' indicates Grace Marks awarded to pass the exam, 'R' for Reappear. In the case of U.G. PCCO means Pass in Credit Courses Only.
7. An elaborate grading scheme on Ten Point Grade Scale is reflective of the degree of excellence attained by a student.

Level	Outstanding	Excellent	Very Good	Good	Above Average	Average	Pass	Yet to Pass
Percentage Range	90-100	80-89.99	70-79.99	60-69.99	50-59.99	45-49.99	40-44.99	Less than 40
Grade	O	A+	A	B+	B	C	P	F
Grade Point	10	9	8	7	6	5	4	0

Final Percentage (%) of Marks = SGPA / CGPA X 10

8. **Grace Marks** to the extent of 1% of the aggregate marks prescribed for an examination (to be raised to the next whole number) will be awarded to a student in the failed subject provided the student passes the examination by the award of such Grace Marks.
9. **Re-evaluation** of answer books shall be permissible in not more than 35% of the theory papers (to be raised to the next whole number) in which a student has actually appeared in the examination. For re-evaluation, the student must fill up the online re-valuation form within 10 days from the date of issue of marks sheet. Incomplete application without requisite fee or received after the due date will be rejected. Revaluation is permitted in the BACK paper examination also.
10. In case of any mistake being detected in the preparation of mark sheet or brought to the notice afterwards, the college will be fully empowered to correct the same.
11. All court cases shall be subject to the jurisdiction of Jaipur and not to any other place.



## 10.19 Grading System

1. The Semester Grade Point Average (SGPA) is computed from the grades as a measure of the student's performance in a given semester. The SGPA is based on the grades of the current term, while the Cumulative Grade Point Average (CGPA) is based on the grades in all courses taken after joining the programme of study.
2. Accordingly, the percentage of marks obtained by a student in a course will be indicated by a grade point and a letter grade on a Ten (10) point scale as under:

Letter Grade	Grade Point	Percentage of Marks
O (Outstanding)	10	90-100
A+ (Excellent)	9	80-89.99
A (Very Good)	8	70-79.99
B+ (Good)	7	60-69.99
B (Above Average)	6	50-59.99
C (Average)	5	45-49.99
P (Pass)	4	40-44.99
F (Yet to Pass)	0	Less than 40

3. Provided that the marks obtained by a student in various components of Assessment and Evaluation System shall be added without rounding off to obtain the total marks secured in a particular course. The rounding off (if required), shall be done to the next higher integer (applicable in case of fraction & not in case of integer) at the end taking all the components together and not at any of the intermediary stages.
4. "F" (Fail) Grade shall also be awarded in the case when the student fails to appear in End- Semester Examination of a course.

### Computation of SGPA and CGPA

1. The performance of a student in a particular semester shall be indicated by-
  - Semester Grade Point Average (SGPA): which shall indicate the performance of a student in particular semester;
  - Cumulative Grade Point Average (CGPA): which shall indicate the performance of student in Programme of Study; and with the CGPA being the real indicators of a student's performance.
2. The following procedure shall be followed to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) as per the guidelines provided by UGC

**SEMESTER GRADE POINT AVERAGE (SGPA):** The SGPA is the ratio of the sum of the product of the number of credits with the grade points scored in all the courses (Theory + Practical) taken by a student and the sum of the number of credits of all the papers undergone by a student, i.e.

$$SGPA (S_i) = \frac{\sum(C_i \times G_i)}{\sum C_i}$$

Where  $C_i$  is the number of credits of the  $i$ th course and  $G_i$  is the grade point scored by the student in the  $i$ th course.

**(i) Example for Computation of SGPA where candidate has not failed in any course**

Semester	Course	Credit	Letter Grade	Grade point	Credit Point (Credit x Grade)
I	Course 1	3	A	8	3 X 8 = 24
I	Course 2	3	B+	7	3 X 7 = 21
I	Course 3	3	B	6	3 X 6 = 18
I	Course 4	3	O	10	3 X 10 = 30
I	Course 5	3	C	5	3 X 5 = 15
I	Course 6	3	B	6	3 X 6 = 18
I	Course 7	2	A	8	2 X 8 = 16
I	Course 8	2	B+	7	2 X 7 = 14
		22			156
	SGPA				156/22=7.09

**(ii) Example for Computation of SGPA where candidate has failed in one course**

Semester	Course	Credit	Letter Grade	Grade Point	Credit Point (Credit x Grade)
----------	--------	--------	--------------	-------------	-------------------------------

I	Course 1	3	A	8	$3 \times 8 = 24$
I	Course 2	3	B+	7	$3 \times 7 = 21$
I	Course 3	3	B	6	$3 \times 6 = 18$
I	Course 4	3	O	10	$3 \times 10 = 30$
I	Course 5	3	C	5	$3 \times 5 = 15$
I	Course 6	3	F	0	$3 \times 0 = 00$
I	Course 7	2	A	8	$2 \times 8 = 16$
I	Course 8	2	B+	7	$2 \times 7 = 14$
		22			138
	SGPA				$138/22 = 6.28$

**(iii) Example for Computation of SGPA where candidate has failed in two courses**

Semester	Course	Credit	Letter Grade	Grade point	Credit Point (Credit x Grade)
I	Course 1	3	A	8	$3 \times 8 = 24$
I	Course 2	3	B+	7	$3 \times 7 = 21$
I	Course 3	3	F	0	$3 \times 0 = 00$
I	Course 4	3	B	6	$3 \times 6 = 18$
I	Course 5	3	C	5	$3 \times 5 = 15$
I	Course 6	3	F	0	$3 \times 0 = 00$
I	Course 7	2	A	8	$2 \times 8 = 16$

I	Course 8	2	B+	7	2 X 7 = 14
		22			108
	SGPA				108/22=4.91

**CUMULATIVE GRADE POINT AVERAGE (CGPA):** The CGPA shall also be calculated in similar way as shown in examples (i), (ii) and (iii) of SGPA for all subjects taken by the students in all the semesters. However, if any student fails more than once in the same subject, then while calculating CGPA, the credit and grade point related to the subject in which the student fails in multiple attempts will be restricted to one time only. The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

In case of audit courses offered, the students may be given (P) or (F) grade without any credits. This may be indicated in the mark sheet. Audit courses will not be considered towards the calculation of CGPA.

The Cumulative Grade Point Average (CGPA) is also calculated in the same manner considering all the courses undergone by a student over all the semesters of a programme, i.e.

$$CGPA = \frac{\sum(C_i \times S_i)}{\sum C_i}$$

where  $S_i$  is the SGPA of the  $i$ th semester and  $C_i$  is the total number of credits in that semester.

Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6
Credit: 21	Credit: 22	Credit:25	Credit: 26	Credit: 26	Credit 25
SGPA:6.9	SGPA:7.8	SGPA:5.6	SGPA:6.0	SGPA: 6.3	SGPA 8.0

$$CGPA = \mathbf{6.73} (21 \times 6.9 + 22 \times 7.8 + 25 \times 5.6 + 26 \times 6.0 + 26 \times 6.3 + 25 \times 8.0)/145$$

Final Percentage of marks (%) = CGPA based on all semesters  $\times$  10

3. Accumulation of Credits: Every student shall open an account in Academic Bank of Credit (ABC), which will provide him/ her with an APAAR ID and will allow access to the Standard Operating Procedure (SOP). The Credit awarded to a student for the courses pursued in the University shall be



accumulated in the Academic Bank Account of the student. The procedure for accumulation of credit earned, redemption of credits would be as per UGC and other relevant Regulations.

#### **10.20 Ordinance for Students Grievance Redressal**

1. Any student who has a grievance related to the question paper or any other examination- related issue must file an application within one week from after the examination is conducted.
1. The application must be submitted in writing to the Controller of Examinations.
2. The application should clearly state the nature of the grievance, the specific details of the issue, and any supporting evidence or documentation.
3. The Examination Cell shall seek expert comments from a subject matter expert regarding the specific paper in question.

#### **10.21 Constitution of Grievance Redressal Committee**

1. A Grievance Redressal Committee shall be constituted by the Principal for three years from the date of appointment and presence of three Members of the Committee shall constitute the quorum.
2. The Committee is a team of senior faculty members from different streams and is convened by the Controller of Examinations.
3. Upon receipt of the grievance application, the Controller of Examinations shall immediately acknowledge receipt of the application to the student.
4. The Committee shall review the grievance in detail, considering all relevant information and documentation provided.
5. The Committee may call upon the student, the concerned faculty member, or any other individual for a hearing if deemed necessary.
6. If the grievance is found to be valid, appropriate corrective actions shall be taken immediately.
7. The decision of the Committee shall be communicated in writing to the examination cell by the Controller of Examinations.
8. If the student is not satisfied with the decision of the Grievance Redressal Committee, they may appeal to the Principal.

9. The Principal shall review the appeal and make a final decision. The decision of the Principal shall be final and binding.
10. All records of grievance applications, proceedings of the Grievance Redressal Committee, and decisions taken shall be maintained by the Controller of Examinations.
11. These records shall be kept confidential and shall be made available only to authorized personnel.

#### **10.22 Procedure for Reporting Unfair Means Misconduct**

1. There shall be zero-tolerance in case of unfair means and unfair practices in connection with examination and each examinee shall be required to strictly adhere to the instructions for taking examination. Non-adherence to such instructions shall attract disciplinary action. For End-Semester Examination, a flying squad shall be constituted by the Centre Superintendent consisting of appropriate women members to ensure fairness and discipline in the examination. In case of any matter of unfair means, indiscipline and disturbance during the examinations, the concerned invigilator(s)/flying squad will submit its report with full details of the event or incident along with evidence in support thereof the statement of the examinee and the invigilator(s) to the Centre Superintendent.
2. Use of unfair means is strictly prohibited and shall invite serious disciplinary action for anyone found using unfair means during any examination. Unfair practices and Unfair Means relating to examinations shall mean and include:
  - Exerting pressure, coercion and undue influence for postponement and change of dates and timings of examinations.
  - Threatening the invigilator or any other behaviour amounting to in subordination as reported by the Invigilator/Centre Superintendent.
  - Seeking favours from and/or threatening the examiners, paper setters, evaluators, invigilators, co-examinees or any other officer or staff of the university.
  - Resorting to such practices and engaging into activities that are specifically prohibited during the course of examination.
  - Keeping in possession of materials of any kind related to the subject of the examination concerned including mobile/cell phones/electronic aids, unless otherwise permitted as a component of examination and/or copying or attempting to copy from the materials in possession or from other persons within or outside the examination hall.
  - Exchanging notes, inter-changing answer scripts, helping other examinees, seeking help from and /or consulting other examinees or any other person inside or outside the examination hall.
  - Attempts of impersonation including writing some other examinee's registration number/roll number in the answer paper and/or exchanging or attempting to exchange answer sheets or

other materials during the course of examination.

- Sitting or occupying seats other than the one allotted to the examinee or changing the seat during the course of examination without the permission of the invigilator.
  - Boycott/walkout of the examination and/ or causing disturbances of any kind during the conduct of examination.
  - Any other act of omission or commission as may be declared by the Executive Council as unfair means in respect of any or all the examinations.
3. Detection of unfair means, indiscipline and disturbances during the examination shall be brought to the notice of the Centre Superintendent by the invigilator(s) concerned in writing in the prescribed format.
  4. The Centre Superintendent shall instruct to the Controller of Examinations (CoE) for each case of alleged use of unfair means in the examination(s) with full details of the evidence in support thereof and the statement of the student concerned, if any, on the forms supplied by the conducting team of Examinations for the purpose.
  5. In case an examinee found using unfair means in examination refuses to make and sign the said statement, the incident shall be recorded by the Invigilator and countersigned by the Centre Superintendent.
  6. The answer book of the examinee found using unfair means in the examination shall be seized and the examinee may be permitted to write his/her examination on a separate answer-book to be issued to him/her. The Centre Superintendent shall send both the answer-books to the examination cell along with his/her report.
  7. All individual cases of reported use of unfair means in examination shall be referred to the Examination Discipline Committee.
  8. Provided that in case of use of unfair means on a mass scale at an examination center, the Principal shall have powers to cancel the examination of all the examinees appearing from the center concerned and order re-examination and initiate further disciplinary action against all concerned.
  9. Mobile phones/ Gadgets confiscated during the examination shall be given back to the guardians after proper action taken against this in disciplinary action.

### **10.23 Constitution of Unfair Means Committee (UM Committee)**

1. The Principal shall constitute a committee as Unfair Means Cases Committee (UM Committee)
2. The Committee is a team of senior faculty members from different streams and convened by the Controller of Examinations.
3. The Term of Office of the Members of the Unfair Means Cases Committee shall be three years from the date of appointment and that three Members of the Committee shall constitute the quorum.
4. Centre Superintendent concerned shall be special invitees to the meeting of the Unfair Means

Cases Committee while considering the reported cases of Unfair Means.

5. Depending upon the extent and severity, the punishment for the use of unfair means may include:
  - i. Obtaining written apology and undertaking for good behaviour and conduct;
  - ii. Lowering the Marks/Grade in the examination in which the Unfair Means was used;
  - iii. Lowering the Marks/Grade in all examinations of the Semester;
  - iv. Awarding “F” Grade to the candidate in the particular examination in which the Unfair Means was used;
  - v. Awarding “F” Grade in all Examinations taken by the examinee during the semester;
  - vi. Debarring for certain specified number of Semesters from appearing in examination of the College;
  - vii. Cancellation of admission from the College;
  - viii. Rustication from the College and debarring the student from taking admission in any Programme of Studies of the College for certain specified period of time;
  - ix. Rustication from the College and debarring the student from taking admission in any Programme of Studies of the College forever;
6. The Unfair Means Cases Committee shall decide the extent, and magnitude of punishment to those found guilty of using Unfair Means in examination with due regard to the nature and extent of offence committed by an examinee in use of Unfair means and shall ensure that the punishment is commensurate to the offence committed and in accordance with the principle of natural justice.
7. All decisions taken by the Committee will be placed before the Principal for approval.
8. A candidate found guilty of using Unfair Means in examination by the Unfair Means Cases Committee, may appeal to the Principal, in writing, within one month of the receipt of the decision of the College; and if the Principal is satisfied that the representation merits consideration, he/she may refer the case back to the Unfair Means Cases Committee for reconsideration.

#### **10.24 Award of Grace Marks**

1. Unless specified otherwise in any other Ordinance, Grace Marks may be given to candidates for various examinations, to the extent and in the manner given below.
2. A candidate who fails in one or more paper(s)/subject(s) (Written, Practical, Internal Assessment or Viva- Voce) and/or in the Aggregate shall be given Grace Marks up to 1% of the aggregate marks of the Paper(s)/Subject(s) in that particular examination, only if by the addition of these marks he/she passes the examination or is placed in compartment or earn exemptions.

Note: However, if such a candidate, after ascertaining from the College that he/she has been given the marks, represents against the marks awarded to him/her, the same shall be withdrawn and his/her result revised. The option once exercised shall be final.

3. In the semester system, aggregate marks will be counted of only one semester and not of whole of the course (except for division), so that grace marks may not be carried from one examination to another examination of the semester.

#### **10.25 Re-Evaluation of Answer Script of End- Semester Examinations**

1. There shall be no provision of re-evaluation of Answer Scripts of Continuous Internal Assessment.
2. A student who is not satisfied with the evaluation of her/his End-Semester Examination Answer Script(s), she/he may apply for re-evaluation within 15 (fifteen) working days from the declaration of results. The online application should be made on the prescribed form along with the prescribed fees or to the office cash counter.
3. Upon receipt of the application for re-evaluation, the Office of the Controller of Examination (CoE) shall send the Answer Script(s) for re-evaluation to the examiner (other than the one who had already evaluated the concerned Answer Script(s)) who shall be appointed by the Principal from the list of examiners.
4. This re-evaluation facility shall be permitted for theory papers only of all the examinations conducted by the college for the respective current semester only. No re-evaluation shall be permissible in case of practical, viva voce examination, field work, dissertation, seminars.
5. No second request for re-evaluation will be entertained.
6. Revaluation of answer books shall be permissible in not more than 35% of the theory papers in which a candidate actually appeared, at an examination, where the number of papers in which a candidate appeared at an examination happens to be an odd number, be permitted up to whole number i.e. if an examination consists of five papers, the candidates can apply for revaluation of answer books up to two papers.
7. If the awards of second examiner (Re-evaluator) is more than the awards of the first examiner subject to a limit of 20% of the maximum marks prescribed for the paper, the same shall be taken as the marks obtained on revaluation. In case the award of the second examiner (Re-Evaluator) exceeds the above limit of 20% the answer-book shall be referred to a third examiner and the average of the two closest awards shall be considered, if the three awards are uniformly spread, then the middle award shall be considered.
8. If the award of the second examiner (Re-evaluator) is less than that of the first examiner up to the extent of 5% of the maximum marks prescribed for the paper, the award of the first examiner shall stand.
9. In case the award of the second examiner (Re-evaluator) is less than that of the first examiner & the decrease is more than 5% but not more than 20% of the maximum marks prescribed for the

paper, the average of the two awards shall be taken as the marks of revaluation provided the result of the candidate is not affected adversely, i.e. his/her division is not changed or he/she does not get back instead of pass or he/she does not fail instead of back or he/she does not fail in an individual paper/subject instead of pass. In such cases, the marks shall be decreased to the extent that his result is not affected adversely.

10. If the award of the second examiner (Re-evaluator) is less than that of the first examiner and the decrease in marks exceeds 20% of the maximum marks prescribed for the papers the answer-book shall be referred to a third examiner and the average of the two closest awards (the middle award in case the three awards are uniformly spread) shall be taken as the marks of revaluation subject to the provision mentioned above.
11. In case a candidate does not submit his/her original marks sheet along with the application form for revaluation, his/her application shall stand rejected.
12. A candidate who becomes eligible to seek admission to the next higher-class consequent upon the improvement of his/her result on revaluation in the middle of a session shall be considered eligible for admission to that class within 21 days from the date of communication of the revaluation result but not later than 30th September of the same session. In such cases the attendance shall be counted from the date of admission.
13. Candidates wishing to apply for re-evaluation should initially treat their original result as final when submitting application forms to appear in the upcoming examination, within the specified deadlines. If the result changes after re-evaluation, the previously submitted application form will be updated accordingly, provided the candidate submits a formal request for amendment.
14. The re-evaluation will be done under the rule framed by the Academic Council from time to time and the result of re-evaluation will be communicated to the candidate soon after it is declared. No interim communication on this subject will be entertained.
15. In case the result of any student is delayed in the process of re-evaluation, he/she will not be allowed consequential benefit on this account.
16. A candidate will be permitted to see his/her answer books for identification only on payment of an additional fee prescribed by the college during working hours on a written request within 15 days from the date of declaration of the result.

#### **10.26 Instructions / Guidelines for Obtaining Certified Copy of Answer Book**

1. Certified copy of evaluated/revaluated answer book(s) can be viewed by an examinee on applying for the same on the prescribed application form only.
2. Applications for viewing certified copies of the answer book(s) for one or more papers can be submitted with a non-refundable fee. The current fee is Rs. 700 per paper, subject to change as

per the college management's decision. The payment must be made online through the ERP system. Payments via postal orders, money orders, or cheques will not be accepted.

3. Application complete in all respects for viewing copy of the evaluated answer book (s) can be submitted by an examinee only within 15 days of the declaration of his/her examination result. Last date of receipt of the application form shall be the 30<sup>th</sup> day from the date of declaration of the result.
4. After the last dates, as prescribed above, no application form for certified copy of the answer book(s) shall be accepted, and the process of disposal of answer book(s) shall be started.
5. The examinee is required to fill the application form neatly and completely in his/her own handwriting. He / She should paste his/her recent photograph on the application form and put his/her signature across it.
6. In case, an examinee wants to get certified copy of his/her answer book(s) in person in the college office, he/she will have to bring original admission card or in case, the Admission card is not available, then Voter ID card or driving license or the Identity card issued by the Head of the Institute.
7. If an examinee applies for revaluation of his/her answer book(s) and also for viewing of copy of evaluated answer book(s), he/she will be shown the copy of the answer book(s) only after revaluation.
8. Before handing over the answer copy, Pre-Revaluation Scrutiny or expert opinion will be sought, and in case of any modifications, the student will be informed accordingly; the candidate will also be asked to provide solutions for the attempted questions.
9. If an examinee after receiving the copy of his/her answer book(s) points out a posting error or totaling error in the marks or un assessed answer, the college will rectify the same. However, scrutiny/revaluation of the answer book(s) shall be done only according to the existing rules of the college.
10. No complaint regarding the assessment of the answer book by the examiner shall be entertained.
11. Incomplete/wrongly filled application forms shall stand rejected. Any false information/impersonation will make the application cancelled and the applicant can be prosecuted.

## **10.27 Safe Custody or Dispose of Answer Books and other Examination Documents**

### **Answer Book Safe Custody**

1. The coded answer books are to be made into bundles giving bundle number (clearly visible). The bundles are to be stacked in racks with proper ventilation and free from termites/pests.

2. Information of each answer-book in each bundle to be kept in computer data bank for ease in retrieval at a later stage as per requirement. A register will be maintained to record removal of an answer book indicating purpose for which it was required by the in-charge of answer book storage. Return of answer book will also be recorded.
3. The answer-book storage area to be fumigated and aired periodically so that they are reserved without any damage.
4. Cell in-charge shall be responsible for accounting and proper storage of answer books till destruction.

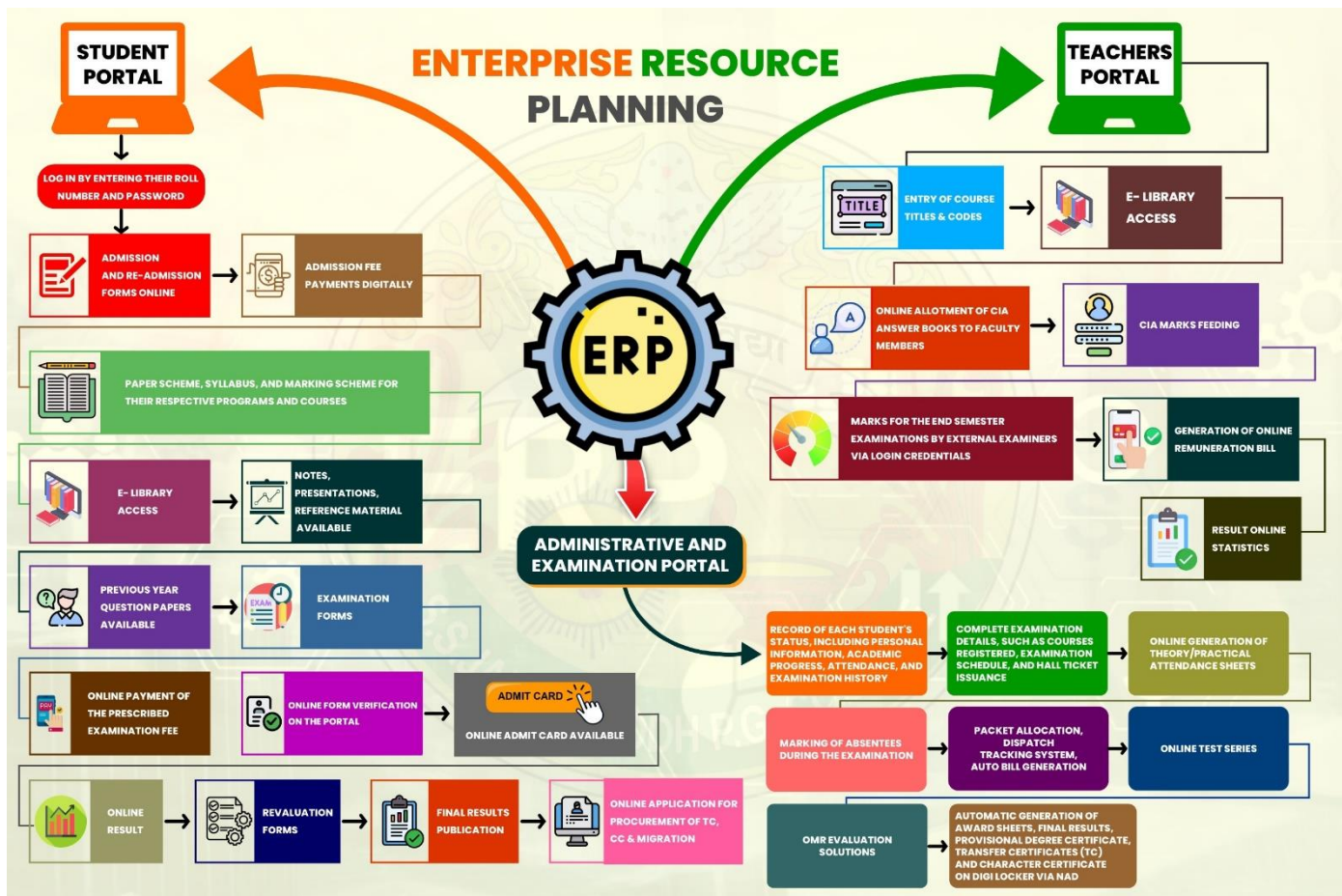
#### **Ordinance for Disposal of Answer Scripts and Other Examination Documents**

1. Answer books from Continuous Internal Assessment (CIA) exams shall be kept in safe custody for one semester and End Semester Examinations shall be retained in safe custody for four semesters.
2. Question papers from CIA and ESE exams shall be retained in safe custody for ten semesters. After the retention period, the question papers may be disposed of, ensuring the process maintains confidentiality and follows college policies.
3. Soft copies of CIA and ESE award sheets, once uploaded to the online system, are considered secure and shall be preserved indefinitely from the date of upload.
4. Hard copies of CIA and ESE award sheets shall be retained for ten semesters to accommodate any academic or legal inquiries subject to Jaipur jurisdiction. After the retention period, the hard copies may be securely disposed off following the institution's policies.
5. Other Examination Documents (Attendance Sheets, Invigilation Reports, etc.) shall be retained for ten semesters following the completion of the exam cycle. This allows for any short-term administrative needs to be addressed.
6. After the retention period has expired, and in consideration of available storage space, the answer books may be disposed off. The disposal process will adhere to the college's policies, ensuring that no important documents are destroyed prematurely.
7. Upon expiration of the retention periods, the college shall invite quotations from vendors for the disposal and recycling of examination documents.

### **10.28 Enterprise Resource Planning (ERP) System**

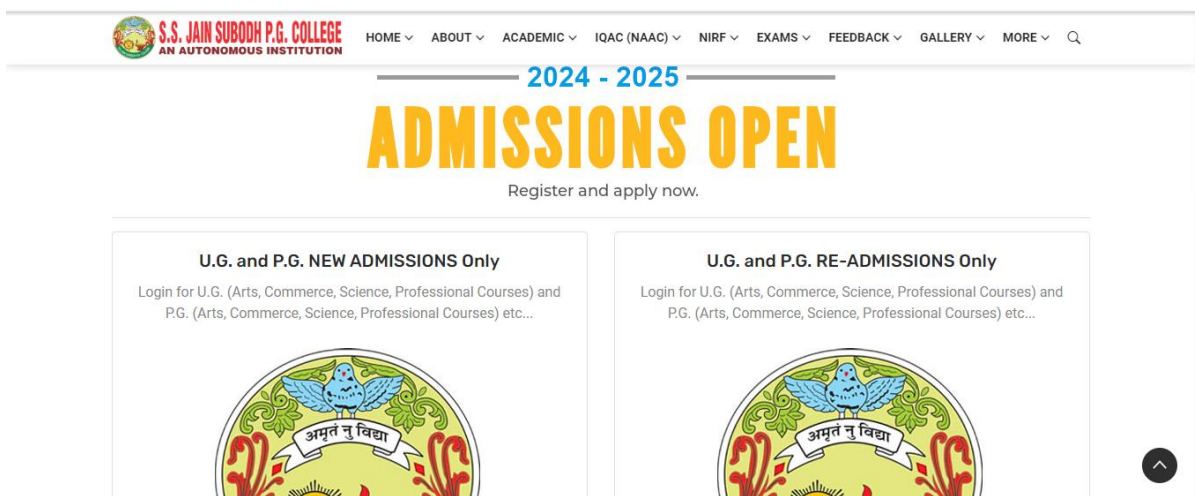
The ERP system aims to enhance efficiency in academic and administrative processes through an integrated online platform for examination registration, fee payment, marks entry, attendance management, and student record maintenance.





### 10.28.1 Student Portal

Each student will have access to the Student Portal via the institute's ERP system. Students can log in by entering their Roll Number and password. Upon first-time login, students may be required to set up their password and security preferences



Students can complete their admission and re-admission forms online through the institution's ERP system. The process includes submitting required details and making payments digitally, ensuring convenience and efficiency. This online system streamlines admissions, reducing paperwork and saving time.

WELCOME TO S.S. JAIN SUBODH P.G. COLLEGE, JAIPUR  
(Affiliated to the University of Rajasthan & Rajasthan Technical University)  
Re-accredited with A++ Grade (3.82 CGPA-Highest in the country) by NAAC-UGC

ADMISSION & MERIT 2024-25 SUBODH EXAMINATION PORTAL ONLINE ADMISSION OPEN 2024-25

S.S. JAIN SUBODH P.G. COLLEGE AN AUTONOMOUS INSTITUTION HOME ABOUT ACADEMIC IQAC (NAAC) NIRF EXAMS FEEDBACK GALLERY MORE

Recognized by DBT, Govt. of India, New Delhi || UGC recognized Model Colleges || Declared as Model College by the Government of Rajasthan

Department of Biotechnology Ministry of Science & Technology, Government of India NAAC NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

Programs Offered  
Departments  
Admissions & Merit  
**Syllabus**  
Research In Subodh  
Academic Committees  
Academic Calendar 2018-2025  
Subodh Journals  
Subodh News Letter  
Subodh Times  
News & Notifications

Undergraduate (UG) Programs  
Postgraduate (PG) Programs  
Honours Courses  
Value Added Courses  
Generic Elective Courses  
Certification Courses  
Diploma Courses  
P.G. Diploma & Other

Department of Biotechnology Ministry of Science & Technology, Government of India NAAC NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

Rajasthan Technical University

https://www.subodhpgcollege.com/#

Students can access their paper scheme, syllabus, and marking scheme for their respective programs and courses through the ERP system. This allows them to have a consolidated view of the curriculum and assessment methods. It ensures transparency and helps students stay informed about the course requirements and evaluation criteria. For further details or updates, they should regularly check the ERP portal.

Best view on google chrome browser

Subodh Portal Home Log In Register

Home > Login

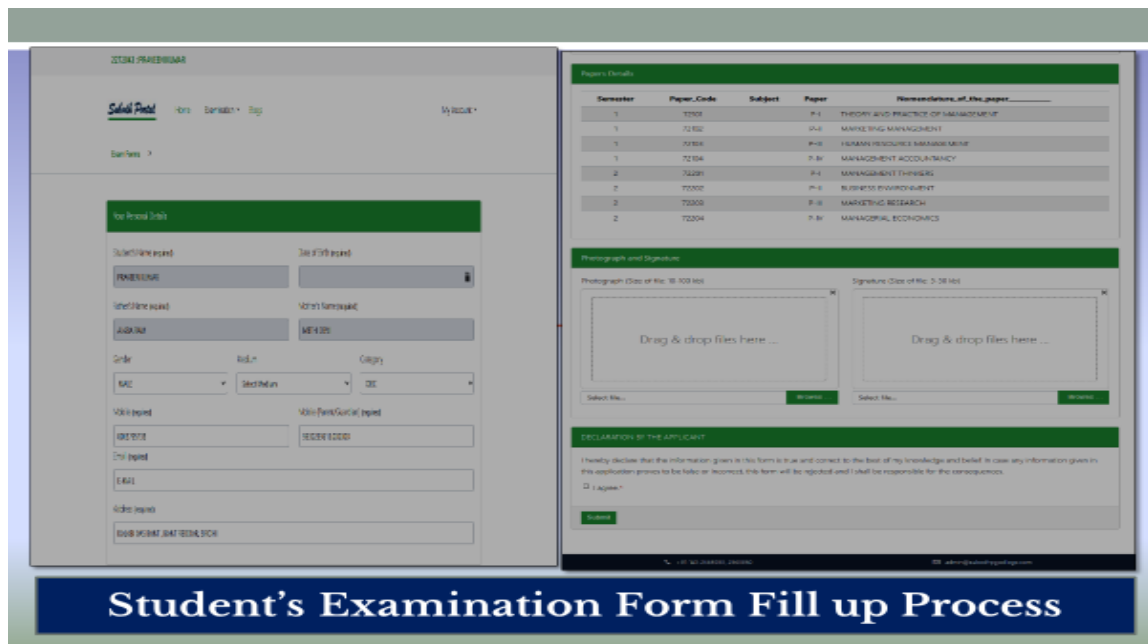
Notifications  
Examination JAN-2022 Result declared.  
Get Result

Student Faculty Examiner

Login As Student  
Roll No.  
Password  
Log In Register or Get Password

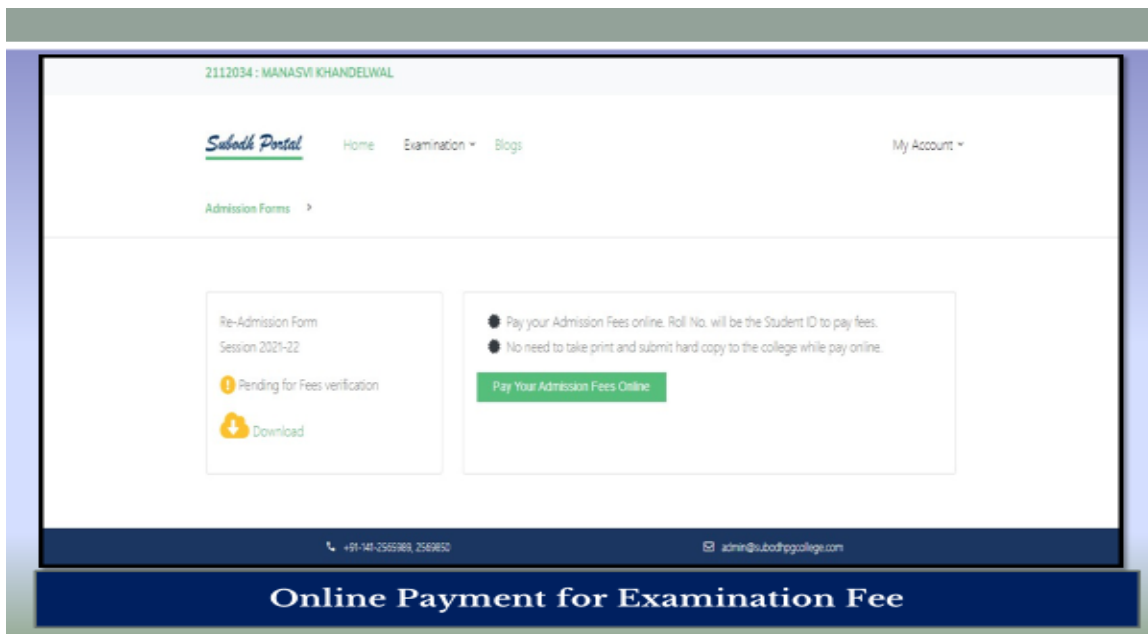
+91-141-2565989, 2569850 admin@subodhpgcollege.com

Students can fill out their Examination Forms online through the Student Portal. They are required to provide necessary personal and academic details and select the courses they are appearing for in the upcoming semester-end examinations.



## Student's Examination Form Fill up Process

Once the examination form is submitted, students can proceed with the online payment of the prescribed Examination Fee. Payment can be made via available online payment methods such as net banking, credit/debit cards, or UPI.



## Online Payment for Examination Fee

After the payment is successfully completed, students can view their verification details on the portal. This includes confirmation of fee payment, examination form submission, and personal details to ensure all information is accurate.

2112034 : MANASVI KHANDELWAL

Subodh Portal Home Examination Blogs My Account

Exam Forms

Examination Forms Already Filed

Form_No.	Semester	Examination	Exam_Type	Filing_Date	Status	Download
1843889	1 & 2	MARCH-2021	MAIN	Feb 10, 2021 11:43:20 AM	Verified ✓	Download
1853778	3 & 4	JAN-2022	MAIN	Dec 22, 2021 9:05:32 PM	Verified ✓	Download

+91-141-2561989, 2569850 admin@subodhpgcollege.com

**Student's Verification Detail Displayed after Completion of Fee Paid**

Students can view their detailed result (marks obtained in various assessments) directly on the Student Portal. This includes results for both Continuous Internal Assessment (CIA) and End Semester Examinations.

Subodh Portal Home Examination Blogs My Account

S.S. JAIN SUBODH P.G. (AUTONOMOUS) COLLEGE, JAIPUR  
[Affiliated to the University of Rajasthan, Jaipur]

Roll No: 2112034 Student Name: MANASVI KHANDELWAL  
Enrollment: 20/001955 Father Name: MUKESH KHANDELWAL  
Mother Name: MRS. GUNJAN KHANDELWAL

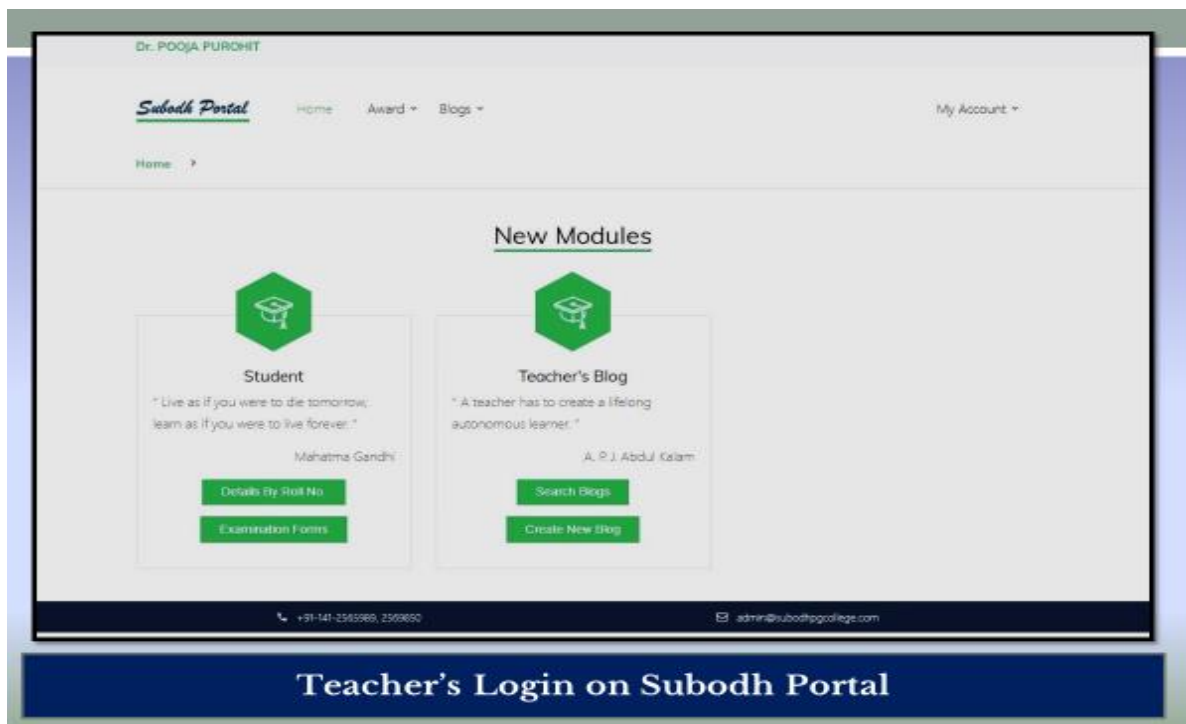
B.A. (HONS.) GEOGRAPHY THIRD SEM EXAM. JAN-2022 MAIN

PaperCode	Paper	Nomenclature	Theory Marks	CIA Marks	Total Marks	Remark
112301	null	ELEMENTARY COMPUTER APPLICATIONS	30		30	
112302	null	ENVIRONMENTAL STUDIES - I	28		28	
112303	P-I	INTRODUCTION TO POLITICAL GEOGRAPHY	24	17	41	
112304	P-II	CULTURAL GEOGRAPHY-I	35	19	54	
112305	P-III	FUNDAMENTALS OF BIOGEOGRAPHY	30	18	48	
112306	P-IV	STATISTICAL METHODS IN GEOGRAPHY -I	30	18	48	
112307	null	GEOGRAPHY PRACTICALS	58	43	109	
112308	P-I	MACRO ECONOMICS-I	47	27	74	

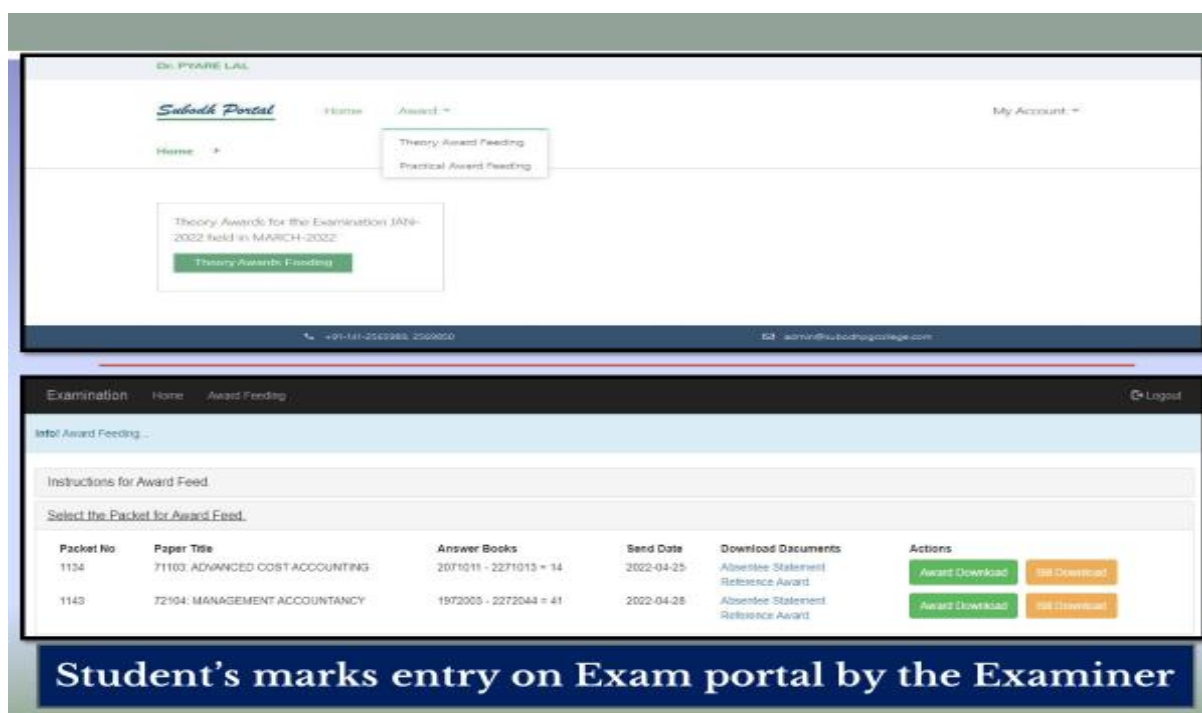
**Student Can See His / Her Award Sheet Online on Student Portal**

### 10.28.2 Teacher's Portal

Faculty members can access the Subodh Portal using their login credentials to perform various academic and administrative tasks related to student assessment and examination processes.

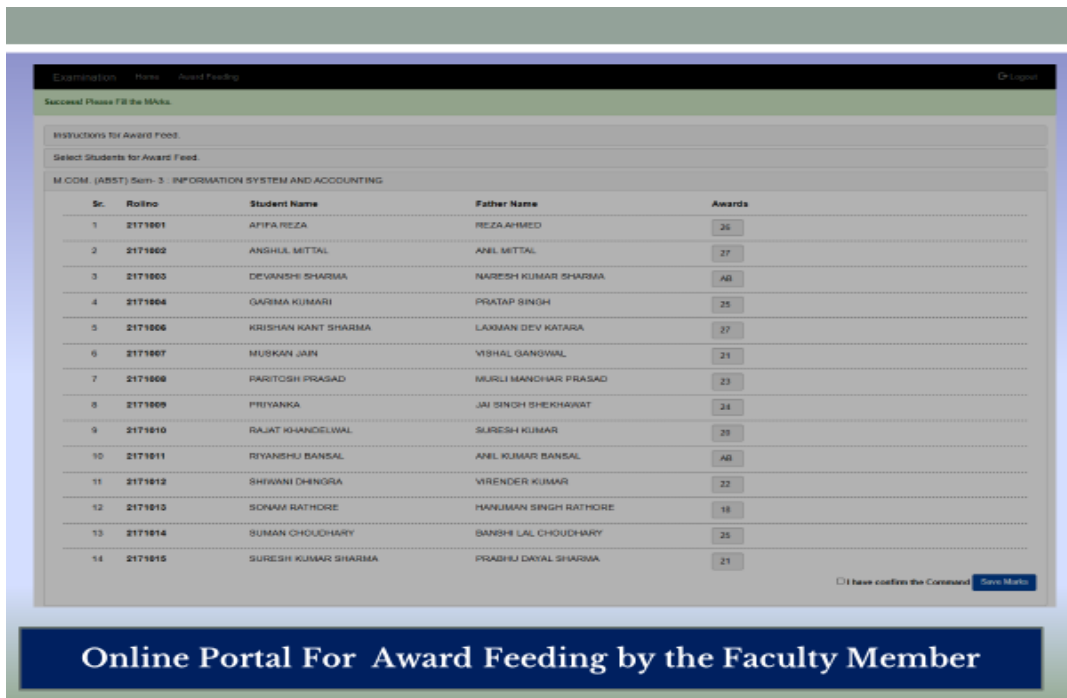


Teachers, acting as examiners, will enter students' marks for the End Semester Examinations directly into the Exam Portal. This ensures that marks are recorded and stored digitally in real-time.

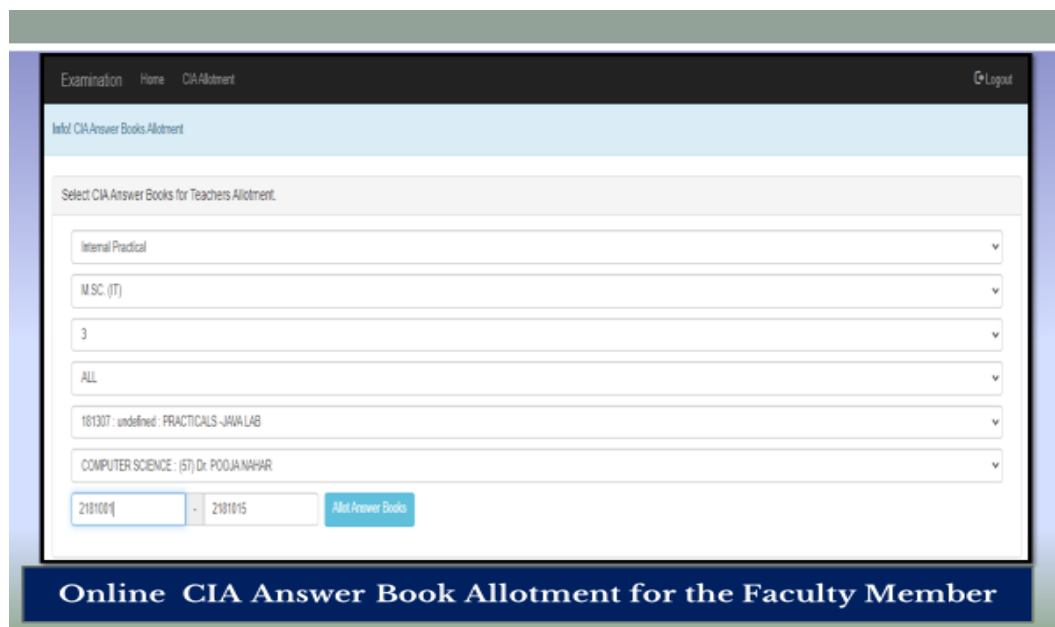


Faculty members are responsible for the online entry of students' scores for Continuous Internal Assessments (CIA). This process, known as Award Feeding, ensures timely recording of internal assessment results.





The ERP system allows for the online allotment of CIA answer books to faculty members. Teachers can track and manage the answer books digitally through the portal, ensuring proper accountability.



### 10.28.3. Administrative and Examination Features

The ERP system maintains a complete record of each student's status, including personal information, academic progress, attendance, and examination history. Office bearers and authorized personnel can access this data as needed.

The screenshot displays the 'Subodh Portal' interface. At the top, there are navigation links: Home, Papers, Award, Exam Forms, See, Blogs, and My Account. Below the navigation, there are filters for 'By Course' and 'By Rollno', with 'M.COM. (ABST)' selected. A search bar is present with the text 'e10195'. Below the search bar, there are buttons for 'Copy', 'CSV', 'Excel', 'PDF', 'Print', and 'Show 25'. The main content is a table with 14 rows of student data. The columns are: Sr., Rollno, Student Name, Father's Name, Mobile, Gender, Medium, Subjects, Exam Form, and Status. The data is as follows:

Sr.	Rollno	Student Name	Father's Name	Mobile	Gender	Medium	Subjects	Exam Form	Status
1	217001	APRA RIZA	RIZA AHMED	99070268	FEMALE	ENGLISH	-	183360	ACTIVE
2	217002	ANSHU MITAL	ANIL MITAL	72484940	MALE	ENGLISH	-	183289	ACTIVE
3	217003	DEVAISHI SHARMA	NARESH KUMAR SHARMA	954934529	FEMALE	ENGLISH	-	183590	ACTIVE
4	217004	GARIMA KUMARI	PRATAP SINGH	78889977	FEMALE	ENGLISH	-	183877	ACTIVE
5	217005	KRISHAN KANT SHARMA	LAKSHMI DEVI KADPA	902414827	MALE	HINDI	-	184853	ACTIVE
6	217007	MUSKAN JAIN	VISHAL GANDHARL	977292091	FEMALE	ENGLISH	-	184880	ACTIVE
7	217008	PARITOSH PRASAD	MURU MANDHAR PRASAD	947889987	MALE	ENGLISH	-	185001	ACTIVE
8	217009	PRIVIKA	JAI SINGH SHERAWAT	883732481	FEMALE	ENGLISH	-	183304	ACTIVE
9	217010	SAJAT KHANDELWAL	SURESH KUMAR	978938216	MALE	ENGLISH	-	184602	ACTIVE
10	217011	RITANSHU BANSAL	ANIL KUMAR BANSAL	807893602	MALE	ENGLISH	-	184807	ACTIVE
11	217012	SHWANI DHINGRA	VIRENDER KUMAR	88033088	FEMALE	ENGLISH	-	187406	ACTIVE
12	217013	SOHAM RATHORE	HANUMANT SINGH RATHORE	988842907	FEMALE	HINDI	-	187404	ACTIVE
13	217014	SUNAM CHOUDHARY	BANSHI LAL CHOUDHARY	739997584	FEMALE	HINDI	-	189306	ACTIVE
14	217015	SURESH KUMAR SHARMA	PRASHU DALAL SHARMA	885698022	MALE	HINDI	-	185904	ACTIVE

At the bottom of the table, it says 'Showing 1 to 14 of 14 entries.' There are 'Previous' and 'Next' buttons.

**A Completer Record of the Students Status**

The portal provides an overview of each student's Examination Details, such as courses registered, examination schedule, and hall ticket issuance, streamlining communication between the student and the examination office.

The screenshot displays the 'Subodh Portal' interface for a student's profile. At the top, there are navigation links: Home, Papers, Award, Exam Forms, See, Blogs, and My Account. Below the navigation, there are filters for 'By Course' and 'By Rollno', with '2171006' selected. A search bar is present with the text 'e10195'. Below the search bar, there are buttons for 'Copy', 'CSV', 'Excel', 'PDF', 'Print', and 'Show 25'. The main content is a student profile for 'KRISHAN KANT SHARMA, M.COM. (ABST)'. The profile includes a photo, name, roll number, and status 'ACTIVE'. Below the profile, there are tabs for 'Profile', 'Results', and 'Exam Forms'. The 'Results' tab is active, showing a table of exam results for '3 SEM EXAM. JAN-2022 MAIN' and '2 SEM EXAM. AUG-2021 MAIN'. The data is as follows:

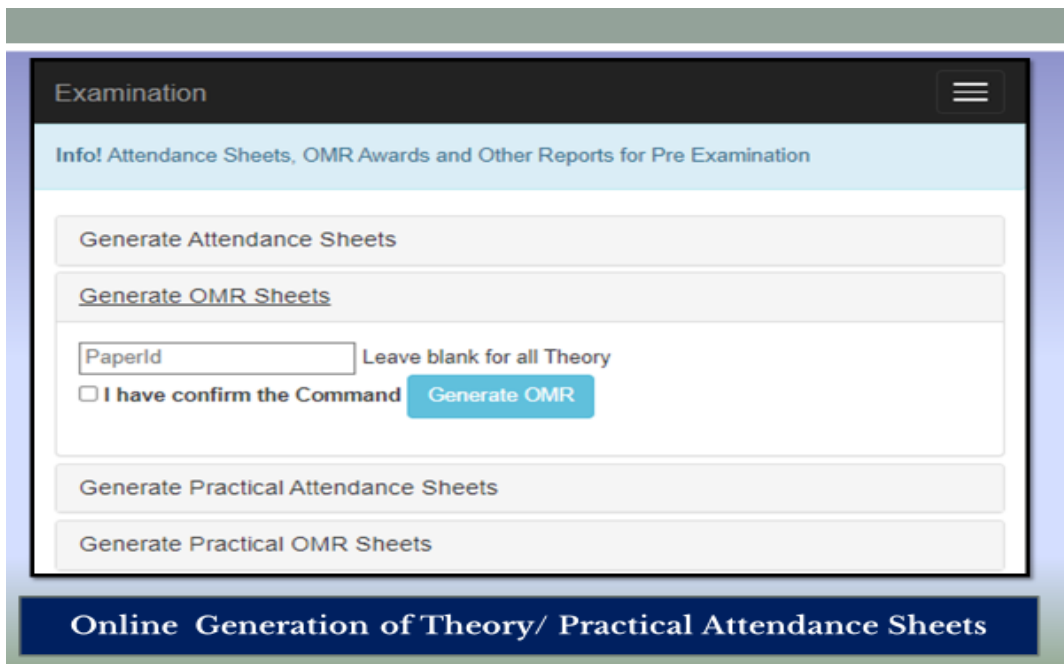
PaperCode	Paper	Nomenclature	Theory Marks	CIA Marks	Total Marks	Remark
171301	undefined	RESEARCH METHODOLOGY	53	25	78	
171302	undefined	INFORMATION SYSTEM AND ACCOUNTING	39	27	66	
171303	undefined	PROJECT PLANNING & MANAGEMENT	39	25	64	
171304	undefined	TAX PLANNING	02	27	29	R

Result Declare on: 25-Apr-2022 239/400 EFNS

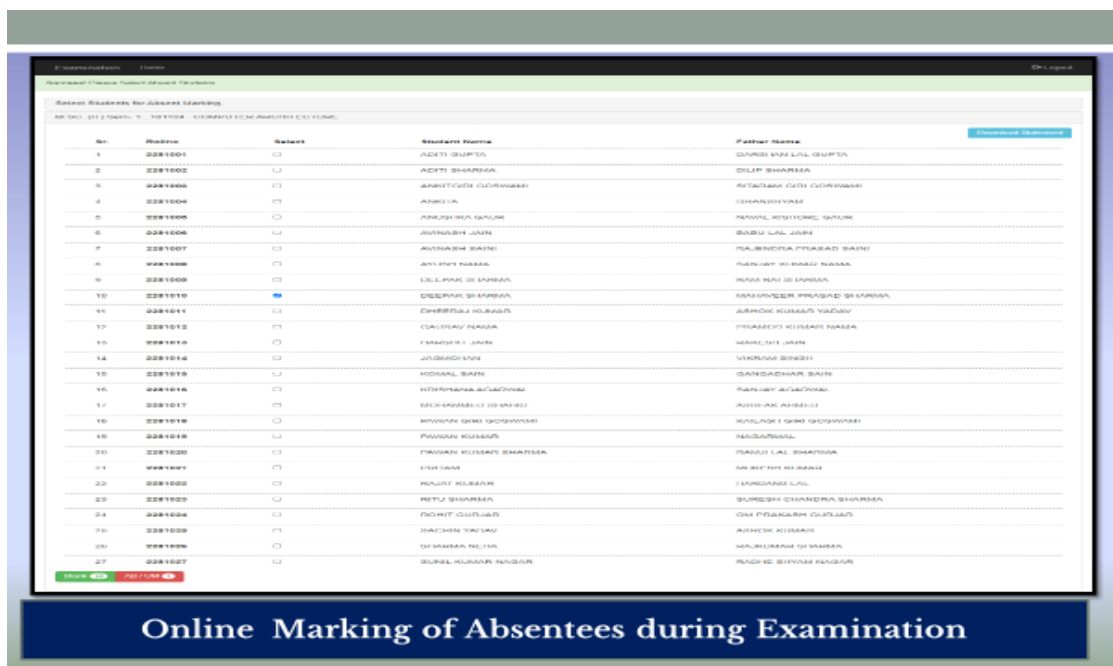
PaperCode	Paper	Nomenclature	Theory Marks	CIA Marks	Total Marks	Remark
171201	FA	ADVANCED BUSINESS STATISTICS	35	24	59	

**Online Examination Detail of the Student**

The ERP system allows for the online generation of theory/practical attendance sheets for each examination. This feature ensures that invigilators have accurate and up-to-date attendance records for each examination session.

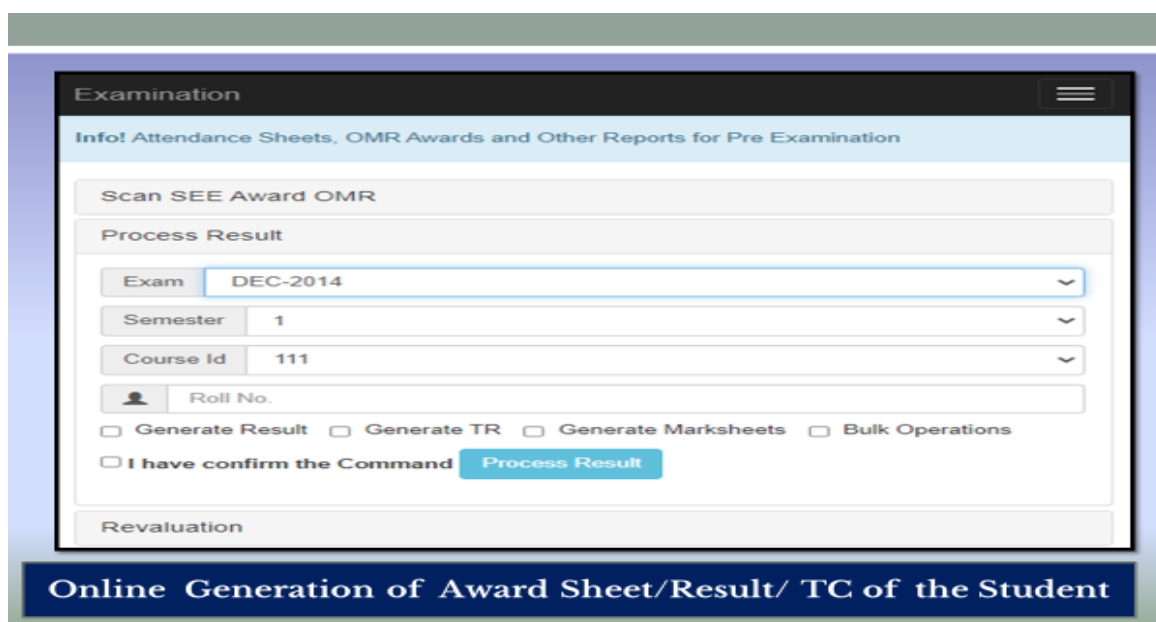


During the examination, invigilators can mark absentees directly through the ERP system using the Online Marking of Absentees feature, ensuring accurate reporting and timely updates.



The ERP system facilitates the automatic generation of award sheets, final results, provisional certificate, Transfer Certificates (TC) and Character Certificate for students. This reduces the administrative workload and ensures that results are available promptly after approval.





### 10.29 Results Publication

1. The Grade Sheet issued at the end of each semester to each student shall contain the following:
  - APAAR Id and Unique Id
  - Course Code and Course Title in the particular semester;
  - Credits allotted to each course registered for the particular semester;
  - Performance in each course indicated by the letter grade;
  - Semester Grade Point Average (SGPA) of all the courses registered for that semester;
  - Cumulative Grade Point Average (CGPA) of Programme of Study;
  - Letter Grade and its description for all the courses, and for the whole Programme of Study, after completing the programme.
  - Any other information, if applicable
2. Provided that the Grade Sheet shall contain the conversion formula of “Conversion from CGPA to Percentage” on the back of the Grade Sheet for the purpose of calculating percentage from CGPA.

### 10.30 Promotion & Progression

1. A candidate shall be required to secure a minimum of 40% Marks in a course to successfully complete that course, failing which she/he shall be deemed to have failed in the course and shall be awarded the "F" (Fail) Grade.
2. “F” (Fail) Grade shall also be awarded in the case when the student fails to appear in End- Semester

Examination of a course in spite of having been eligible to appear in End- Semester Examination on the basis of acquiring minimum aggregate attendance.

3. A candidate shall be deemed to have successfully completed a course except in case where he/she has been awarded the "F" Grade.
4. All students admitted to an Odd Semester shall be eligible for promotion to the Even-Semester. To be eligible for promotion from an Even-Semester to an Odd Semester (i.e. to be eligible for III & V Sem), a student shall be required to successfully complete at least 50% & 75% of all the Credits registered by him/her so far.
5. All such students who are not promoted to the next Semester shall be treated as Ex- Students and shall continue to remain so till they become eligible for promotion to the next semester.
6. A student who has been awarded "F" Grade shall be required to re-register for the entire semester, as and when offered in the subsequent odd/even semester as per overall framework of credit accumulation as per the guidelines of Comprehensive Choice Based Credit System to be able to successfully complete the minimum specified credit requirements for completion of the Programme of Study.
7. Explanation: A student awarded "F" Grade in any semester (i.e. at any stage) in the entire duration of Programme of Study, shall be required to re-register for the entire semester in subsequent odd/even semester as and when offered by the Department.
8. If a student has been awarded "F" (Fail) Grade in a course, he/she shall be required to re-appear in End-Semester Examination of that course only in the respective odd/even Semester as and when the said examinations for the said course is being held.
9. Further, such student shall not be permitted to repeat/re-appear/improve in the Continuous Internal Assessment (as the case may be) and that the marks/grade obtained by him/her earlier shall be carried forward for declaring the result.
10. A student awarded "F" (Fail) Grade in a course consisting of theory and practical/labs component, shall be deemed to fail in entire course if she/he fails to achieve prescribed minimum of 40% marks in theory and practical/labs separately.
11. In such case(s), the student will be required to re-register for the entire course (i.e. for theory as well as practical/labs) provided that she/he has secured minimum aggregate attendance to appear in End-Semester Examinations.
12. If a student secures "F" (Fail) Grade in a Project Work/Project Report/ Dissertation /Field Work Report/Training Report etc., he/she shall be required to resubmit the revised Project Work/Project Report/Dissertation/Field Work Report/Training Report etc. as required by the evaluator(s).
13. Provided further that a student shall be permitted to re-submit the Project Work/Project

Report/Dissertation/Field Work Report/Training Report etc. for a maximum of three times (including the first submission).

14. A student who has successfully completed a course shall not be permitted to repeat the course to improve his/her grade.
15. In case of extraordinary exigency, the Principal on the recommendation of Controller of Examinations may allow to conduct the special End-Semester Examinations.

### **10.31 Merit Declaration and Award Ceremony**

The Cumulative Grade Point Average (CGPA) is the final index of the performance of the student at the time of award of certificate / diploma / degree.

1. A merit list of the student for every programme of study shall be prepared on the basis of the CGPA calculated for the award of the certificate/diploma/degree.
2. The first rank holder as per the merit list in each Programme of Study shall be awarded with the Medal and Certificate of Merit, provided that such first rank holder:
  - a. should have been first rank holder with minimum 10 CGPA in aggregate of all courses; and
  - b. should have passed all the Semesters of a Programme of Study without any break; and
  - c. should have passed all the Courses in a Programme of Study without any back log meaning thereby that he/she has never been awarded “F” grade in any course; and
  - d. should have exhibited good conduct and character during the period of the Programme of Study and
  - e. should not have faced any censure / punishment for any indiscipline during the programme of Study.
3. In the event, if the first rank holder in the merit list does not qualify, no Medal shall be awarded.
4. In case of tie (having the same CGPA) between two or among more students
  - a. the student with maximum number of times he/she obtained highest SGPA will be ranked in higher position in the merit list.
  - b. in case of not resolved by (a), the rank will be decided on the basis of marks obtained

### **10.32 Creation of APAAR Id for Academic Bank of Credits**

Academic Bank of Credits has been established on the lines of the National Academic Depository (NAD), in the sense, NAD is the backbone of ABC, where the students' academic data are held and academic awards are stored (i.e. storehouse of academic awards). Despite the fact that ABC enables students to register or commence credit transfer, the final outcomes of credit redemption and issuance

of certificates, as well as the compilation of award records, are administered by academic institutions via the NAD Platform.

APAAR id which stands for Automated Permanent Academic Account Registry- one nation one student id initiated by the Ministry of Education, Government of India with a portal name ABC Bank. The Examination Ordinance mandates the creation of an ABC ID as a prerequisite for academic credit posting on Digi locker via the National Academic Depository (NAD), aligning with government initiatives. This unique identifier facilitates viewing of total credits accumulated under one window, the seamless transfer of credits earned by students. By linking academic achievements to the ABC ID, students can securely access and share their educational records transparency and reliability in the verification process. Additionally, this initiative streamlines admission procedures for further education, as universities can efficiently verify and redeem credits accumulated by prospective candidates. It is possible, provided the student adheres to these guidelines.

1. The candidate provides necessary identity verification documents, such as a passport, driver's license, or Aadhaar card, along with other pertinent personal information, as part of the admission process.
2. The candidate submits documentation verifying their academic credentials, including transcripts, certificates, or degrees, to validate their educational achievements and qualifications during the admission procedure.
3. The applicant agrees to comply with all applicable regulatory requirements and guidelines governing the issuance and usage of digital credentials, ensuring adherence to legal and ethical standards as part of the college admission process.
4. The applicant consents to the sharing and storage of their academic records and personal information within the designated digital repository, such as the National Academic Depository (NAD), as per data protection regulations, at the time of admission.
5. The applicant completes any additional registration process for obtaining an ABC ID initiated by the college, which may involve filling out forms, paying any requisite fees, and adhering to any instructions provided by the college administration during the admission process.
6. The procedure for creating an ABC ID for foreign and NRI (Non-Resident Indian) students requires the date of birth and passport details. Once the required documents, such as a passport copy, visa, and proof of residence, have been uploaded, verify your email address and phone number. After submitting the information, the details will be reviewed and verified by the authorities. Once approved, an ABC ID will be generated. This ID should be used for all official communications and processes within the ABC system.
7. Students admitted in the First Semester in the Academic session will be registered with a 12-digit unique ID by University for the program to maintain the credit register. The corresponding list of

Unique IDs for faculty, program, and College/Department/Center shall be fixed and published by the Controller of Examination.

### **10.33 Provision for Issuance of Transcripts**

As an autonomous institute, the Parent University grants us the authority to conduct our own examinations, issue provisional mark sheets, and confer provisional degrees until the original documents are issued by the Parent University. However, original degree and transcripts are issued solely by the Parent University.

1. Students requiring a transcript for further education or employment purposes (such as government or private firm job applications) may apply through the designated application process, providing all necessary details and documentation.
2. Upon receiving a complete application, the college will process and issue the provisional transcript within five (5) working days.
3. In case a government or private firm directly requests a transcript for employment verification or any other related purpose, the college will follow the same procedure. The transcript will be processed within five (5) working days of receiving the request, ensuring timely verification for the firm.
4. After issuing the provisional transcript, it will be forwarded to the Parent University for verification and preparation of the official transcript.
5. For higher education applications, the official transcript will be sent directly to the institution where the student is applying. For employment-related requests, the official transcript will be sent directly to the requesting government or private firm.
6. The student or the requesting firm will be notified once the provisional transcript is forwarded to the Parent University and when the official transcript is dispatched to the institution or firm.
7. From the upcoming session, both the provisional degree and transcripts issued by the college will be made available online through the National Academic Depository (NAD). This will provide students with easy access to their academic records in a secure and efficient manner.

### **10.34 Ordinance for the Award of Degrees**

1. A provisional degree may be issued by the college to students who have successfully completed all semesters of their program, provided that:
  - The student has no outstanding back papers in any semester. He/She must have cleared all academic requirements, including coursework, practicals, and any other mandated activities.
  - The student must have no pending disciplinary actions or unresolved issues with the college or university.
2. The provisional degree shall be issued along with the mark sheet of the final semester.

3. The provisional degree shall indicate that the student has met all academic requirements for the award of the degree, pending the formal award by the parent university.
4. The provisional degree shall be valid until the official degree is conferred by the parent university.
5. The provisional degree may be used by the student for purposes such as employment, further studies, and other academic or professional pursuits.
6. The provisional degree is a temporary document and must be replaced by the official degree once it is issued by the parent university.
7. The parent university shall confer the official degree to students within three years of declaring the final results of the program.
8. The degree shall specify the student's name, program of study, and the date of completion.
9. The student may collect the degree certificate in person or authorize a representative to collect it on their behalf, following the college's prescribed procedures.
10. The college and the parent university shall maintain records of all degrees issued, both provisional and official, in accordance with their record-keeping policies.
11. Students are advised to retain copies of their provisional degree and mark sheets until the official degree is received.
12. Any discrepancies or errors in the degree certificate should be reported to the college or university immediately.
13. Corrections shall be made as per the university's established protocols.