



S.P. Sampathy's Siva Sivani Group®



S.P. Sampathy's Siva Sivani Educational Society (2906/97)

SIVA SIVANI DEGREE COLLEGE

AUTONOMOUS

(Affiliated to Osmania University)

NH44, SIVA SIVANI CAMPUS

KOMPALLY, SECUNDERABAD – 500100

Accredited with 'B++' Grade by NAAC

EXAMINATION RULES

1.0 EXAMINATION CELL:

1.1 The College shall have an Examination Cell, which will conduct all the Examinations in the College.

1.2 The Examination Cell is headed by a Controller of Examinations, nominated by the Principal.

1.3 The Governing Body may, on the recommendation of CoE and the Principal, appoint one or more Additional Controllers of Examinations to assist the CoE in matters related to all examinations in the college.

1.4 The CoE and Addl.CoE shall ordinarily be teachers in regular service of the College.

1.5 The term of appointment for CoE / Addl.CoE will be for one year, which is extendable every year and subject to a maximum of three (3) years.

1.6 If the CoE / Addl.CoE are teachers in service, he/she shall continue with their teaching work as scheduled by the College. The Governing Body may, on the recommendation of the Principal, grant them a remission not exceeding 10 hours/week in the teaching workload.

1.7 The Cell will have the required and appropriate infrastructure including a printing unit for printing the question papers and other relevant confidential material.

2.0 DUTIES OF CONTROLLER OF EXAMINATIONS:

2.1 The CoE shall function and perform his/her duties as directed by the Principal, and in agreement with the provisions of this manual, and the guidelines issued by UGC / University, from time to time, in examination matters.

2.2 The CoE shall exercise such other authority and powers as required for proper conduct of all the examinations, evaluation and announcement of results in a confidential manner. The duties include,

2.2.1 Issue of notifications for all the Semester End Examinations conducted by the College, as per approved schedules,

2.2.2 Calling for, receiving and processing the applications (like scrutiny, preparation of nominal rolls, D-forms etc) of the examinations conducted by the College, and issue of hall-tickets to eligible candidates,

2.2.3 Conduct the Semester End Examinations, regulating and monitoring the question paper setting, printing of question papers, valuation of answer scripts, tabulation of marks, announcement of results etc.,

2.2.4 Signing the Memorandum of Marks, jointly with the Principal

3.0 PRE-EXAMINATION MATTERS:

3.1 Question Paper Setting

3.1.1 The Chairperson, Board of Studies in the concerned subject shall send a panel of approved names as paper setters / examiners for both theory and practical examinations separately, for each paper in the subject, at least three (3) months before the start of the semester examinations. The panel should contain a minimum of three (3) names for each paper.

3.1.2 No one shall ordinarily be appointed as an examiner either for theory or for practical examination unless he/she is a teacher in regular service and has put in at least three (3) years of teaching experience in a university/ affiliated Degree College. In case of examiners from institutions other than university/college, he/she should be a qualified and permanent employee with a minimum of three (3) years' experience in the concerned subject.

3.1.3 The paper setters/examiners for various examinations shall be appointed by the CoE from the panel of approved names.

3.1.4 The CoE may obtain from the examiners a minimum of three sets of question papers for each code. He/She shall maintain a register with details of code numbers of the question papers set, name of the examiner, date of sending the offer and receiving the question papers etc.

3.1.5 The Principal may, on valid reason(s), cancel, withheld or suspend the appointment of any paper setter/examiner, and make alternate arrangements without reference to the concerned Board of Studies.

3.1.6 Question paper setting for all Semester End Examinations shall be done by external examiners, unless and otherwise permitted by the Principal in emergency situations.

3.1.7 The question papers shall NOT be moderated.

3.2 Printing of Questions Papers:

3.2.1 If the question paper is hand-written by the examiner, it will be typed by a person authorized by the CoE and under the direct supervision of CoE/Addl.CoE.

3.2.2 Proof reading of the typed manuscript, if any, shall be done by CoE / Addl.CoE only.

3.2.3 The printing of question papers shall be undertaken only in the premises of the Cell and under the direct supervision of the CoE/Addl CoE. The question papers will be printed in sufficient numbers and well in advance of the examination.

3.2.4 Printed question papers and their original manuscripts are confidential documents and should be kept in sealed cover(s), till the completion of the examinations concerned. The CoE should ascertain and indicate the number of question papers in each packet and sign on the cover.

3.2.5 If the manuscript is in electronic form, it should be protected by a password, and only the CoE or a person authorized by him/her should have access to it.

3.2.6 The CoE shall maintain a register of the question papers printed along with details of code number, date of printing, copies printed, number of packets made and copies in each packet.

3.2.7 The CoE should arrange to preserve the manuscripts of the question paper, and the e-version(s), for a minimum of six months after the completion of the concerned examination or till the results are announced, whichever is later.

3.2.8 Any damaged copies/stencils/other material relating to the question papers should be destroyed by shredding/burning.

3.3 Conduct of Theory Examinations:

3.3.1 COE shall conduct all Semester End Examinations and make necessary arrangements for smooth conduct of examinations. The Principal of the College is the Chief Controller, Examinations and in-charge for all semester end theory examinations conducted in the College. If, for some reason, the Principal is unable to function as the CCE, he/she may, in consultation with the Hon. Director, nominate a senior teacher of the College as the CCE for some or all examinations in a session.

3.3.2 The CoE shall keep the hall-tickets, nominal rolls, D-forms and other examination stationery for the conduct of Semester End Examinations at least Five (5) days in advance of the start of theory examinations.

3.3.3 The CoE shall appoint a senior teacher of the college, in addition to the one sent by the university, for monitoring the conduct of Semester End Examinations in the College. At the end of the semester examinations, the observers will submit a detailed report to the Principal. The said report shall be placed in the immediate next meeting of the Governing Body.

3.3.4 The Head of the concerned Department shall coordinate the conduct of Internal Evaluation of the students by way of regularity, assignments, seminar presentations, mini projects, quiz, tests or any other verifiable suitable measure. The Continuous

Internal Assessment marks shall be sent to the CoE by the Head of the Department at least one week before the start of the Semester End Examinations.

3.4 Conduct of Practical Examinations:

- 3.4.1 The Semester End Examinations in Practical/Laboratory work shall be conducted in the department as per the approved schedule. The Principal is the competent authority to permit, on valid reason(s), any deviation from the approved schedule in the conduct of practical examinations.
- 3.4.2 CoE shall finalize the timetable for practical examination in consultation with all the heads of the department. The Head of the Department is the coordinator for conducting the practical examinations in the concerned department. If, for some reason, the Head is unable to function as the coordinator, he/she may, in consultation with the Principal, nominate a senior teacher of the department as the coordinator.
- 3.4.3 As coordinator, the Head of the department is responsible for preparing the time-table, contacting the examiners, conducting the examinations in the lab, collecting the award lists and answer books from the examiners in sealed covers and delivering them to the CoE.
- 3.4.4 The odd-semester (I, III and V) examinations in practical/laboratory work shall be conducted in each practical paper by two internal examiners – the concerned teacher who has been handling that class during the semester, and another teacher from the same department/allied department, appointed by CoE for the purpose from the approved panel. In case of papers with only odd semester practical, external examiner will be appointed by CoE.
- 3.4.5 The even-semester (II, IV and VI) examinations in practical/laboratory work shall be conducted by two examiners – one internal and one external – appointed by CoE for the purpose from the approved panel.

3.5 Duties of the Chief Superintendent, Examinations (CSE):

3.5.1 CSE shall be present in the College during the Examination time. The CSE shall constitute an external examinations committee in consultation with CoE headed by a coordinator for performing the following duties including making the required arrangements for,

- Receiving, in person, the question papers sent by the CoE, and deposit them in safe custody,
- Procuring the required stationery like Main Answer Books, Additional Answer Books, Presentee Statements, etc. well in advance from the Cell,
- Making proper seating arrangements for the candidates, and display the seating plan in a prominent place in the college before the start of examinations,

- Appointing the required number of Invigilators and other supporting staff as per the norms prescribed by the Osmania University, and issuing proper instructions to them,
 - Checking the hall-tickets of the candidates at the gate, removing any incriminating material found in their possession, and admit them to the examination hall,
 - Delivering the Answer Books collected from the examinees along with D-forms, unused question papers and other related examination material to the Cell, on the same day and immediately after the completion of the examination. The Answer Books should be packed in sealed covers.
 - Keeping an account of the used and unused question papers and answer books, and send a statement to the Cell after all the examinations are completed,
- 3.5.2 The CSE shall not permit a candidate to enter the examination hall without a valid Hall-Ticket, and after the notified time. Any deviation from this rule under exceptional circumstance shall be on the basis of an appropriate undertaking from the candidate.
- 3.5.3 The CSE shall not alter or modify the contents of a Question Paper under any circumstances. Complaints in writing, if any, by the examinees in this regard shall be forwarded to the CoE immediately after the examination.
- 3.5.4 The CSE shall have the power to expel a candidate from the Examination Hall, temporarily or permanently, if he/she is found to cause nuisance or disturbance in the examination hall / at the center or indulge in examination related malpractice.
- 3.5.5 The CSE may seek the help of local Revenue/Police authorities, if required, to maintain Law & Order in the College premises for the conduct of examination in a strict manner.
- 3.5.6 The CSE shall, before the start of each Semester End theory Examinations, write to the Director, Academic Audit Cell, Osmania University, for sending an observer.
- 3.5.7 The CSE shall record any instances of malpractice detected during the examinations, and send a report to CoE in the prescribed pro-forma along with the explanations of the candidates concerned. The same will be sent in separate cover super-scribed as 'Malpractices Cases'. If any candidate refuses to give explanation, the same may be recorded in the report.
- 3.5.8 The CSE shall exercise such other powers and authority as required for proper conduct of the examinations in the College.

3.6 Duties of Invigilators:

3.6.1 All members of the teaching staff are eligible for appointment as invigilators, and shall be available to supervise the examinations.

3.6.2 Invigilators shall report to duty at least half-an-hour before the time specified for the commencement of an examination.

3.6.3 Invigilators who are assigned 'Gate Duty' shall permit the candidates into the premises only on production of valid Hall Tickets, and after removing any incriminating material from their possession.

3.6.4 Invigilators shall not allow any candidates to the examination hall after the specified time from the commencement of the examination.

3.6.5 The duties of the Invigilator(s) in the examination hall include,

- Distributing the Answer Books and Question Papers after the candidates have taken the assigned seats at the ring of the bell signalling the commencement of the examination,
- Verifying the identity of the candidate with the college copy of the Hall-Ticket,
- Take the attendance of the candidates along with their signatures after 10 minutes from the commencement of the examination,
- Signing the Answer Book, along with date, after ensuring that the candidate has written correctly his/her hall-ticket number and at the right place,
- Delivering additional Answer Books, with signature and date, only after checking that the original Answer Book has been properly utilized.
- Submit the filled in Presentee and Absentee Statements, paper wise and subject wise.
- Receiving the Answer Books from the candidates who wish to hand over the same during examination hours.
- Collecting the Answer Books from the candidates on expiry of the time allotted for an examination and arrange them in ascending order of Hall Ticket Numbers.
- Not to permit any candidate to go out of the Examination Halls in the first 60 minutes from the commencement of the examination.
- Take all the required measures to prevent the examinees from indulging in copying or any malpractices.
- Reporting to the CCE the cases of any malpractice detected by him/her or reported by the Observers/Squads as per the procedure laid down in this regard and take further action.

- Rendering an account of Answer Books, additional Answer Books and unused Question Papers.

3.6.6 The invigilator should hand-over the unused Main Answer Books and Question Papers to the CCE after 30 minutes from the commencement of the examination.

3.6.7 The Invigilator shall be present in the Examination Hall all the time during the examination, and shall not leave the hall even for brief periods, without making alternate arrangements.

3.6.8 The Invigilator shall concentrate on invigilation duty only and will not engage himself/herself in reading/conversation/any work other than supervision of examination.

3.6.9 The Invigilator shall not use cell phones, walkman, laptop, palmtop, digital diaries or similar articles, and listen to transistor radios, etc. in the examination hall,

3.6.10 The Invigilator may permit a candidate to leave the examination hall for a brief period during the examination hours (for attending to nature calls), by providing an escort. Failure on the part of the candidate to return within the specified time will entail his/her to be expelled from the examination hall.

3.7 Duties of observers:

3.7.1 The observers should first contact the CCE, disclose their identity and then visit the Examination Halls.

3.7.2 The observers will inspect the physical facilities like seating arrangements in the examination halls, provision of toilets, drinking water, etc. If the arrangements are not proper, the deficiencies may be brought to the notice of the CCE for rectification.

3.7.3 If any staff member on examination duty is found to be casual in his/her functioning, the observers will report the same immediately to the invigilator / CCE.

3.7.4 If any examinee is found to be indulging in examination related malpractice in or outside the examination hall, the observers will report the same immediately to the Invigilator / CCE.

3.7.5 At the end of the examinations, the observers will submit a detailed report to the CoE stating whether the arrangements made for the conduct of examinations are satisfactory or not, and giving the details of any incidents / malpractice cases.

4.0 POST-EXAMINATION MATTERS:

The CoE, on receipt of the answer books from the CCE shall take the required and necessary steps for valuation by approved examiners, after coding and due scrutiny.

4.1 Coding of answer scripts:

4.1.1 The answer scripts should be shuffled and coded before valuation. The code number should appear at two places – on the detachable part and on the main part of the answer book.

4.1.2. A code register should be maintained.

4.1.3 The code slip with roll number of the candidate shall be detached from the answer book and entered in the Code Register, and the coded answer books are kept ready for valuation.

4.2 Valuation of Answer scripts:

4.2.1 It is single valuation for all under-graduate examinations. Each answer script is valued by an external examiner in the case of languages and optional subjects, and by an internal examiner in add-on, inter-disciplinary, value education, environmental sciences, Indian history and culture subjects, as per the scheme of valuation and instructions issued by the CoE.

4.2.2 Wherever the aggregate is a fraction, it may be rounded off to the nearest integer. The fraction 0.5 should be treated as nearer to the next higher integer.

4.2.3 The valued answer books shall be scrutinized by scrutinizers appointed by the Principal and scrutinizers shall work as per the guidelines and instructions issued by the CoE from time to time. Any mistake/discrepancy found either in the answer books or the award list shall be brought to the notice of the CoE for correction. The scrutinizers are not authorized to make any alternation in marks.

4.2.4 In case of any complaint received in writing from an examiner / scrutinizer about valuation, the CoE shall refer the same to the following 'Board of Examiners' appointed by the Principal and convened by the CoE.

Chairperson, BoS in the concerned department	Chairperson
One senior teacher from the department	Member
One teacher from an allied department	Member(if required)

4.2.5 In the event of any proven irregularity in valuation, the 'Board of Examiners' may recommend for cancellation of the valuation proceedings in a specific answer script or all the answer scripts of an examination, and to cause fresh valuation proceedings.

5.1 Moderation and Award of Grace marks:

5.1.0 Moderation will be done by CoE under the following circumstances

If the pass percentage in a paper is less than thirty (30), the result in that paper will be moderated by addition of marks. The moderation marks thus added shall not exceed three (3) if the maximum marks of the paper is 50 or less, four (4) if the paper maximum is between 50 and 70, and five (5) if the paper maximum is more than 70.

If seventy percent of the students in any paper secure less than fifty five percent marks, there will be a second moderation. The moderation marks thus added shall not exceed three (3) if the maximum marks of the paper is 50 or less, four (4) if the paper maximum is between 50 and 70, and five (5) if the paper maximum is more than 70.

Moderation marks shall not be added to a script if the original award is zero. Marks obtained after moderation shall not exceed the maximum marks in that paper.

5.1.2 Grace marks up to a maximum of two (2) may be added in one/two papers if a candidate is likely to be promoted from 'F' to 'E' Grade. However, such candidates are not eligible for the award of gold medals or any other prizes.

5.2 Tabulation of Marks and Results:

5.2.1 Soon after receiving the entire award lists from the examiners, and duly moderated wherever required, the marks are tabulated as per the rules in vogue.

5.2.2 If the tabulation is electronic and computerized, it shall be conducted in the premises of the Cell, and under the direct supervision of CoE/Addl.CoE or a person designated for the purpose. In case the required facilities / skilled personnel / technology are not available in the College, the tabulation process may be outsourced, only after a thorough verification of the credentials of the outsourced company. The College shall, on the recommendation of the CoE, execute a Memorandum of Understanding (MoU) with the outsourced company by including clauses for safeguarding confidentiality, penal action for violation of any terms and conditions etc. for safeguarding the interest of the college.

5.2.3 The CoE should take all the care to back-up the computer data at the end of each day's work. A hard bound copy of the tabulated register and results copy of each semester should be preserved.

5.3 Declaration of Results and Issue of Certificates:

5.3.1 The tabulated results of an examination shall have to be approved by the 'Results Committee' before publication in news papers/website. The members of the Committee are:

Principal	...	Chairperson
University Controller of Exams	...	Member
All Chairpersons of BoS	...	Members
CoE	...	Convener

5.3.2 After the 'Results Committee' has approved the tabulated results, the CoE shall release them to the Press, & Students are expected to review the same in the ERP – MY CAMU for any discrepancies in name, gender, semester number, marks etc.

5.3.3 Memorandum of Marks shall be issued to all the examinees within 15 days from the date of publication of results.

5.3.4 Candidates who completed the degree program are eligible to apply for, and receive the consolidated Memo, Provisional Certificate & Original Degree as per the rules and procedure announced by the college.

6.0 REVALUATION / REVIEW OF ANSWER SCRIPTS:

6.1 After the announcement of the results, if a student feels aggrieved by his/her result in a paper (or papers), he/she may apply for recounting and/or revaluation in the prescribed pro-forma, along with the fee, on or before the date announced by the CoE. The candidate should submit the xerox marks sheet along with the application while applying for revaluation/recounting.

6.2 Revaluation of each answer script shall be done by one external/internal examiner selected by the CoE from the approved panel. The original marks shall be revised provided the marks in revaluation or more than the original marks by 15% (Fifteen percent) of the maximum marks of that paper. Otherwise, the original marks remain unaltered.

6.3 A revised marks sheet would be issued to the candidates if there is a change in result on account of revaluation. Otherwise, the candidates will be informed that there is no change in the revalued result. Further, the applications of the candidates for the issue of degree certificate would not be considered before the results of recounting /revaluation are declared.

6.4 The College shall make all efforts to announce the revaluation results within one month from the last date for submission of the applications for revaluation. However, the College is not responsible for any adverse consequences arising out of delay in the proceedings of revaluation.

6.5 The Governing Body may, in exceptional circumstances and for valid reasons explained in writing, review the examination results of a course/program, and order for fresh valuation of all the answer scripts in one or more papers of that course.

7.0 AWARD OF GRADE POINTS / SEMESTER GRADE POINT AVERAGE (SGPA) CUMULATIVE GRADE POINT AVERAGE (CGPA) / DIVISION

7.1 The student's performance in a paper / semester / program is declared in the following manner:

7.1.1 The answer scripts of a paper are valued for the maximum marks prescribed. The student is deemed to have earned the credits allotted for that paper, provided he/she obtained the minimum pass marks prescribed in it.

7.1.2 The total marks (Internal + Semester End) obtained in the paper are converted to Grade Letter (GL) as per the following conversion table. Each GL is given a pre-determined weight called Grade Point (GP) in the ascending order from F to O.

Range of % of Marks	Grade Letter	Grade Point
95 - 100	O	10
90 - 94.99	A+	09
80 - 89.99	A	08
70 - 79.99	B+	07
60 - 69.99	B	06
50 - 59.99	C	05
40 - 49.99	P	04
< 40	F	0
Absent	AB	—

7.1.3 Credit Points (CP) are calculated for each paper by multiplying the credits earned in that paper with GP determined for that paper.

7.1.4 SGPA indicates the level of performance of a student in a given Semester and is based on the total credit points earned by the student in all the courses and the total number of credits assigned to the courses in that Semester. SGPA is computed if only the candidate passed (a minimum of 'E' Grade Letter / 5 Grade points) in all the papers in the semester. SGPA is calculated at the end of each semester by the formula:

$$\text{SGPA} = \frac{\sum^n c_i \times G_{pi}}{\sum^n c_i}$$

Where C_i = Credits for the paper

G_{pi} = Grade Point obtained for the paper

$\sum^n c_i$ = Total credits in that semester

n = Number of papers prescribed in the Semester.

7.1.5 For UG courses, SGPA is calculated in each semester for Part I (Languages) and Part II (Optional) subjects, separately.

7.1.6 CGPA indicates the performance of a student in the entire program, and is based on the total credit points earned by the student in all the semesters in the program. CGPA is computed if only the candidate passed (a minimum 'E' Grade Letter / 5 Grade Points) in all the prescribed papers in that program. CGPA is calculated at the end of the entire program by the formula:

$$\text{CGPA} = \frac{\text{Sum total of the credit points of all the semesters}}{\text{Total number of credits of all semesters}}$$

$$\text{CGPA} = \frac{\sum^m S_i \times C_i}{\sum^n C_i}$$

Where m = Total number of Semesters n
 n = Total number of credits in all the semesters

S_i = SGPA of the semester.

C_i = Total number of credits in a semester

7.1.7 For UG courses, CGPA is calculated for Part I (Languages) subjects at the end of VI-semester, and for Part II (Optional) subjects at the end of VI-semester.

7.1.8 papers in Add-on, Inter Disciplinary Electives (IDE), Value Education (VE), Environmental Science (ES), Indian Heritage and Culture (IHC) courses will be evaluated, and the Grade Letter is awarded for each. A student must secure a minimum 'P' Grade Letter in all these papers during the course of her study to become eligible for the award of degree. **However, credits secured in these courses shall not be included in calculating SGPA and CGPA.**

7.1.9 NSS/NCC/Sports and Voluntary Certified Work (VCW) activities will be awarded the Grade Letters 'A' (Excellent), 'B' (Good), 'C' (Satisfactory) in II & VI semester only, based on the individual performance of the student during the previous semesters, and as per approved guidelines. A student must secure a minimum 'C' Grade Letter in these activities during the course of her study to become eligible for the award of degree. **However, credits secured in these activities shall not be included in calculating SGPA and CGPA.**

8.0 MEMORANDUM OF MARKS / GRADE REPORT:

8.1 The Memorandum of Marks / Grade Report issued at the end of each semester to an undergraduate student shall reflect the marks, credits and the GL scored in each paper including Add-on, IDE, Value Education, Environmental Science, Indian Heritage and Culture, and NSS/NCC/Sports/Any Voluntary Certified work, under the following Heads.

Part I ... English, Second Language

Part II ... Optional Subjects

Part III ... Add-on and IDE courses,
NSS/NCC/Sports/Voluntary Certified work

Part IV ... Value Education, Environmental Sciences,
Indian Heritage & Culture

8.2 A student shall be deemed to have passed and completed the Semester, if he/she secured the minimum pass marks (40% in Theory and Practical courses), and/or a prescribed Grade Point Average in all the Theory and Practical courses of that semester,

9.1 GENERAL RULES AND REGULATIONS:

9.1 Attendance Requirement:

Class Attendance :

SSDC follows Semester pattern (two semesters in a year of a duration of not less than ninety working days each) for all its programmes.

9.1.1 Attendance in every course is compulsory. Students are advised to attend 100% of the classes held for each course.

9.1.2 Attending all the seminars, visits, workshops, presentations, guest lectures, orientation programme etc. are compulsory.

9.1.3 Students must report to college by 9.15am. Students coming late will not be given attendance for the first session

9.1.4 Coming late to class is a serious breach of discipline. No student will be allowed to enter the classroom after the given class time, under any circumstances. No student is allowed to leave the classroom without the permission of the faculty. The faculty shall have the right to cancel the attendance for a particular period during which a student engages in indifference or for late coming without a valid reason.

9.1.5 Students involved in proxy will be penalized of two classes attendance for every class of proxy.

9.1.6 Attendance at each class carries a weightage in the award of marks for each course, in the continuous evaluation system followed by SSDC.

9.1.7 A minimum aggregate of 75% of attendance is the stipulation for each semester, thereby providing a cushion of 25% to accommodate absence from classes due to minor ailments, exigencies in the family, including wedding of self and other short-term contingencies. Students also need to attain 100% performance and completion of all semester work in every semester and every subject/course of that semester.

9.1.8 However, there is a provision for condonation of attendance for the students who have attendance between 65% and 75% on medical grounds on payment of a condonation fine and produce of medical A student will be considered to have suffered from a 'major ailment/s if :

(a) the ailment/s requires prolonged hospitalization or bed rest or isolation or it is a psychiatric illness (ex. depression, schizophrenia etc.) and

(b) the designated faculty/officer is informed, in writing, about the ailment within three working days of hospitalization or diagnosis and

(c) the ailment/s is/are verifiable by a doctor appointed by SSDC and/or from the hospital certifying that the student is not fit to study or attend classes from a specific date to a specific date.

(d) On the first day of reporting to the classes upon recovery, all relevant documentary evidence including the discharge report must be submitted to the designated faculty/officer failing which leave shall not be granted.

Anyone found to have faked/fudged documents in this regard will be summarily expelled from SSDC. Students are warned that condonation of attendance is not to be treated as a right or a blanket permission to abstain from classes. This is a facility provided to genuine

cases following each instruction in this regard, in letter and spirit, including, but not limited to, submission of documentary evidence in the stipulated time. A student and his/her parent/guardian is/are duty bound to submit any additional evidence, if called for, by SSDC.

9.1.9 The nature of pedagogy may vary in different courses. Some courses may not have classes for a part of the semester. In such cases, students may be required to do project work, or any other work assigned by the faculty. However, in all such cases, students will be required to submit interim/final project reports, design documents etc. or demonstrate part of the project/assigned work under development, as instructed by the faculty. In such cases attendance will be taken during the sessions in which students are required to present their initial/final project designs, intermediate reports, project presentations etc.

9.1.10 If a student represents SSDC, district, state or nation in Sports, NCC, NSS or cultural or any other officially sponsored activity/ies, he/she shall be eligible to claim attendance for the actual number of days of participation plus the actual number of days spent for travel to and from the place where the activity/ies is/are held. However, the claim for attendance for such travel, including domestic and international travel, shall be subject to a ceiling of 7 days per semester. For claiming attendance in such cases, a student must submit self-attested, hard copies of evidence of his/her participation and proof of travel like tickets, boarding passes (if travel is by flight mode), etc. to the designated faculty/officer on the first working day post his/her return, failing which, the entire period of leave would be treated as a period of absence.

9.1.11 For claiming attendance for the activities enumerated in point ix, a participant must apply for leave, along with hard copies of the invitation and the proof of qualifying to participate in the event, if applicable, at least three working days before the beginning of the event/travel to the designated faculty/officer, failing which, claim for attendance will not be considered.

9.1.12 A student having an aggregate attendance of 75% will be allowed to appear at the end semester examinations, irrespective of the attendance in individual courses of that semester. To encourage students to attend classes regularly, attendance in each course will be incentivized with weightage as follows :

75% to 79.99%	1 mark
80% to 84.99%	2 marks
85% to 89.99%	3 marks
90% to 94.99%	4 marks
95% to 100%	5 marks

9.1.2 In deserving cases on medical grounds, the prescribed attendance requirement is condoned to a maximum extent of 10 % on production of a valid medical certificate from a doctor not less than the rank of a civil surgeon, and payment of the prescribed fee.

9.1.3 If a student represents the University, State or Nation in Sports, NCC, NSS or Cultural or any other officially sponsored activities, he/she shall be eligible to claim the attendance for the actual number of days participated, subject to a maximum of 20 days in a Semester, based on the specific recommendations of the Head of the Department and Principal of the College concerned.

9.2 Details of Examinations:

9.2.1 Theory Examinations: There shall be internal assessment and an end-semester examination in each theory paper, except those of Add-on, Inter-

disciplinary, Value Education. The pass marks in each theory paper (internal+ end-semester) is 40% of the maximum marks (GL 'P' and above). There is no paper minimum in internal, but the student should get a minimum of 40% marks (GL 'P') in the end-semester examination.

There are no internal examinations for Add-on, Inter-disciplinary, Value Education.

9.2.2 Practical Examinations: There shall be no internal assessment for practicals. An end-semester examination will be conducted in each practical paper. The pass marks in each practical paper is 40% of the maximum marks / GL 'D' and above.

9.2.3 Semester Examinations: The end-semester examinations for I, III and V semesters shall ordinarily be conducted in the month of November/ December, and those of II, IV and VI semesters in the month of April/May, each year.

9.2.4 Supplementary Examinations: Supplementary examinations for back-log students of I, II, III, IV, V and VI semester shall be conducted in the month of April/May, each year.

9.3 Promotion Rules:

9.3.1 Conditions to be full-filled for promotion from I / III / V Semesters to II / IV/ VI Semesters. There is no detention to move from I to II, III to IV and V to VI, Semesters provided the candidate has put in the required attendance and must have registered for I/III/V Semester examinations.

9.3.2 Conditions to be full-filled for promotion from II to III semester: Must have passed at least 50 % of the total number of papers in I and II Semesters put together, including the subjects under Part III and IV.

9.3.3 Conditions to be fulfilled for promotion from IV to V semester: Must have passed at least 75% of the total number of papers of I, II, III & IV Semesters, including the subjects under Part III and IV.

10 Re-admission and Maximum Time for Completion of Course

10.1 Readmission may be sought by students in the following cases: (i) A student who did not put in the required attendance in a Semester and thus detained., (ii) A student who did not pass in the required number of papers and thus detained, (iii) A student after completing a Semester did not continue their studies in the next immediate Semester on personal / health grounds but desired to continue his/her studies after a short break.

10.2 Candidates who, after completing a Semester / year but taken T.C to join some other college and come back to continue the earlier course in all the above cases, readmission is permissible provided they are within the period of double the duration of the course. All such admissions are considered as supernumerary

10.3 All the readmission including such of those students, who take TC and come back, shall be considered and granted by the Principal of the College based on merits of each case, and subject to the fulfillment of the following conditions.

The students should join the course within 4 weeks from the date of commencement of classes.

- They should pay the readmission fee as prescribed by the College.

11.0 PREVENTION OF MALPRACTICES IN THE EXAMINATIONS:

11.1 Examinations are sacrosanct. No student should indulge in malpractice or misconduct of any kind at any examination. Malpractice and/or misconduct cannot be construed as subjective (influenced by or based on personal beliefs or feelings) or differing in nature (simple or grave). Any student found guilty of any kind of malpractice or misconduct including and not limited to non-conformance to the rules, instructions given by the invigilators etc. will face a penalty as follows:

i. Indicating identity by writing the candidate's name/Roll number in a place/page other than where it is permitted, or any other marking in the answer sheet or attempt to make an appeal to the examiner/evaluator :

FIRST TIME OFFENDERS : Cancel the examination of that particular subject/paper;

SECOND TIME OFFENDERS: Cancel all the examinations of all the courses/papers of that Semester, along with backlog papers, if any, that a student is appearing/ed, that are scheduled along with the end semester examinations, including those already appeared at/concluded/written. Such students must readmit themselves into the same semester in which the examinations have been cancelled in the following year/batch.

THIRD TIME OFFENDERS: Dismissal from the programme.

ii. Misbehaviour reported by the examiner/ squad/ authorized personnel/fellow examinees:

FIRST TIME OFFENDERS : Cancel the examination of that course/paper.

SECOND TIME OFFENDERS: Cancel all the examinations of all the courses/papers of that Semester, along with backlog papers, if any, that a student is appearing/ed, that are scheduled along with the end semester examinations, including those already appeared at/concluded/written. Such students must readmit themselves into the same semester in which the examinations have been cancelled in the following year/batch.

THIRD TIME OFFENDERS: Dismissal from the programme.

iii. Possession of material whether relating to the examination or not, or writing on the desk, any part of the body, scale, handkerchief, calculator, mobile phone or smart watch or any other gadget, electronic or otherwise, whether switched on or off :

FIRST TIME OFFENDERS : Cancel all the examinations of that semester, including those already appeared at that semester. Such students must readmit themselves into the same semester in which the examinations have been cancelled in the following year/batch.

SECOND TIME OFFENDERS: Dismissal from the programme.

iv. Any form of helping others in copying/using dishonest means or seeking/getting help from others in the examination hall in any form :

FIRST TIME OFFENDERS : Cancel all the examinations of that semester, including those already appeared, of all candidates involved, i.e., those seeking help and those providing it. Such students must readmit themselves into the same semester in which the examinations have been cancelled in the following year/batch.

SECOND TIME OFFENDERS : Dismissal from the programme of all candidates involved, i.e., those seeking help and those providing it.

v. Insertion of answer sheets brought from outside the examination hall :

FIRST TIME OFFENDERS : Cancel all the examinations of that Semester, including those already appeared and debar for the next semester or semesters, as decided by the Examination Committee/Board. Such students must readmit themselves into the same semester in which the examinations have been cancelled in the following year/batch.

SECOND TIME OFFENDERS: Dismissal from the programme.

vi. Violent behaviour in the examination hall :

FIRST TIME OFFENDERS: Cancel all the examinations of that Semester, including those already appeared and debar for the next semester or semesters, as decided by the Examination Committee/Board.

SECOND TIME OFFENDERS: Dismissal from the programme.

vii. Tampering with Hall Ticket : Cancel all the examinations of that Semester, including those already appeared. Such students must readmit themselves into the same semester in which the examinations have been cancelled in the following year/batch.

viii. Mass Copying : Cancel all the examinations of that Semester, including those already appeared.

All the above rules apply 'mutatis mutandis' to the backlog and mid- Semester examinations, meaning, what is applicable to the end semester examinations is equally applicable to the backlog and mid semester examinations, while not affecting the main point at issue. All those indicted/involved in malpractice will not be eligible for award of medals/prizes.

The Examination Committee/Board may identify and recognize as such, any other type of malpractice and recommend suitable penalty for the same.

Notwithstanding the regulations mentioned above, the Principal, SSDC, on an appeal made by the concerned student or his/her parent/guardian along with the evidence of innocence, if any, is empowered to refer any deserving case for review to the Chairman of the Governing Body. The Chairman of the Governing Body, upon review, either by self or upon the receipt of a report by a committee of not less than 3 members appointed for this purpose, shall make appropriate decisions in all such deserving cases. The decision of the Chairman of the Governing Body in all such cases is final and no appeal lies against it.
