



Anekant Education Society's

TULJARAM CHATURCHAND COLLEGE

of Arts, Science & Commerce Baramati

(Autonomous)

Examination Handbook

(Faculty of Arts, Science, Commerce & B. Voc.)

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PREFACE



AES's Tuljaram Chaturchand College of Arts, Science and Commerce has opted to revise the curriculum across all its faculties from the academic year 2023-2024. This overhaul involves integrating the principles and directives presented in the National Education Policy (NEP) of 2020. To align with this revised curriculum approach, our Board of Examination has taken the step of formulating a set of guidelines for the Examination and Assessment Pattern that will be implemented for the Four-Year Undergraduate and Two-Year Postgraduate Programmes, as per the guidelines of the National Education Policy-2020. The NEP envisions making education more holistic and effective and to lay emphasis on the integration of general (academic) education, vocational education and experiential learning. The NEP introduces holistic and multidisciplinary education that would help to develop intellectual, scientific, social, physical, emotional, ethical and moral capacities of the students. The NEP 2020 envisages flexible curricular structures and learning based outcome approach for the development of the students. By establishing a nationally accepted and internationally comparable

credit structure and courses framework, the NEP 2020 aims to promote educational excellence, facilitate seamless academic mobility, and enhance the global competitiveness of Indian students.

The curriculum and examination pattern of all the faculties is aligned with the NEP 2020 guidelines to ensure that students receive an education that prepares them for the challenges and opportunities of the 21st century. The curriculum and examination process & pattern has been designed under the framework of the Choice Based Credit System (CBCS), taking into consideration the guidelines set forth by the National Education Policy (NEP) 2020, LOCF, NVEQF/NSQF (December 2013), SAMVAY (November 2014), ERHEI (November 2019), SWAYAM (March 2021), ABC (July 2021), CCFUP (December 2022), NCrf (April 2023), NHEQF (May 2023), UGC-Autonomous Colleges Regulations (April 2023), Maharashtra Public University Act. 2016, Prof. R.D. Kulkarni's Report (November 2022), Government of Maharashtra's G. R. dated 20th April for UG and 16th May 2023 for PG and the Circular issued by SPPU, Pune on 31st May 2023 for UG and on 21st June 2023 for PG.

Baramati, Pune

June, 2023



Prin. Dr. Avinash Jagtap
Director, Board of Examination

PREAMBLE

In the Indian context, examinations play a pivotal role as they significantly influence students' career paths. They have the power to shape one's capacity to pursue higher education, choose the right qualifications, and gauge the extent of one's knowledge. The emergence of global competitive pressures and the disruptive trends within industries have led to substantial transformations. These changes encompass shifts in skill prerequisites and the decision-making abilities of the workforce, leading to heightened expectations for performing effectively even within intricate scenarios.

The National Education Policy (NEP) has a significant impact on the evaluation of students. The NEP, which was last revised in 2020, outlines a comprehensive framework for education reform in India. This policy not only focuses on curriculum and pedagogy but also addresses the methods of assessing and evaluating students. One of the key aspects of the NEP is its emphasis on moving away from rote memorization and traditional forms of assessment. The policy encourages a shift towards

competency-based learning, where students are evaluated not just on their ability to recall information, but on their understanding, critical thinking, problem-solving skills, and practical application of knowledge. To align with the NEP's principles, student evaluation methods are evolving to incorporate a broader range of assessment tools. This includes project-based assessments, open-book exams, presentations, group discussions, and other forms of performance-based evaluations. The focus is on assessing students' holistic development and their ability to apply knowledge in real-world scenarios. Overall, the NEP's impact on student evaluation is marked by a shift towards a more comprehensive, skill-oriented, and flexible approach. The aim is to better prepare students for the challenges of the modern world by assessing their abilities in a more authentic and meaningful manner.

Majority of Indian higher education institutions have been following the system which obstructs the flexibility for the students to study the subjects/courses of their choice and their mobility to different institutions. There is need to allow the flexibility in education system, so that students depending upon their interests can choose inter-disciplinary, intra- disciplinary and skill-based courses. This can only be possible when choice based credit system (CBCS), an internationally acknowledged system, is adopted. The choice based credit system not only offers opportunities and avenues to learn core subjects but also explore additional avenues of learning beyond the core subjects for holistic development of an individual. The CBCS will undoubtedly facilitate benchmarking of our courses with best international academic practices.

As per the decision by the authorities of Tuljaram Chaturchand College of Arts, Science and Commerce, Baramati (Autonomous) the faculty of Arts, Science and Commerce has prepared the choice-based credit system and its structure. Assessments in credit system consist of A) Continuous assessment and B) End-semester assessment for the Theory and Term Work/ Practical / Oral / Presentation at the end of the semester.

The faculty has shouldered the idea of incorporating latest advances in their streams and equips the subject/syllabus contents with latest and relevant topics and know-hows. Accordingly, the new structure and syllabi are being introduced, to be implemented from the academic year 2023-2024 from First Year and it will continue for subsequent years.

Board of Examination (BOE)

Sr.No.	Name& Address	Designation
1.	PRIN. DR. AVINASH JAGTAP Principal, T. C. College, Baramati Department of statistics	Director
2.	Dr. Vaishali Patil Associate Professor in Statistics T. C. College, Baramati	COE
3.	Dr. Chandrakant Kamble Associate Professor in Economics T. C. College, Baramati	Asst. CAP Director
4.	Prof. Dr. Ashok Kalange Professor in Physics T. C. College, Baramati	Member
5.	Prof. Dr. Yogini Mulay Professor in Microbiology	Member

	T. C. College, Baramati	
6.	Prof. Dr. Sachin Gadekar Professor in English T. C. College, Baramati	Member
7.	Prof. Dr. Vikas Kakade Professor in Statistics T. C. College, Baramati	Member
8.	Prof. Dr. Seema Naik-Gosavi Professor in Microbiology T. C. College, Baramati	Member
9.	Dr. Niranjan Shah Assistant Professor in Commerce T. C. College, Baramati	Member
10.	Mr. Abhinandan Shah Registrar, T. C. College, Baramati.	Member
11.	Mr. Santosh Devkar T. C. College, Baramati.	Member

1) Introduction:

The Examination Department is the backbone of an Autonomous College. The Department as a team makes all efforts to function with fairness & dedication. Since part of this work is confidential, its responsibility and accountability increases. The Examination Department functions strictly in accordance with the Examination Rules duly approved by the academic council. All important issues including representation from the students are referred to the examination committee for final decision.

Aims & Objective

- To conduct all the Examinations of the College efficiently and ethically on scheduled time.
- To publish the results within 30 days after completion of the examination.

2) Powers and responsibilities of the Controller of Examination:

The Controller of Examinations (COE) heads the examination office and is accountable for the fair conduction of the examinations as per the academic calendar, which is prepared in consultation with the Principal.

- a) The Controller of Examination shall be the principal Officer in-charge of conducting examination, tests and the declaration of results. He shall discharge his functions under the direct superintendence, direction and guidance of the Principal. In the absence of COE by virtue of any reason Principal shall assign his charge to other competent teacher.
- b) COE shall be an officer of the college and will report to the principal. Registrar and Vice-Principal.
- c) The COE will be the supervisor of Examination Committee constituted by the Academic Council.
- d) The COE of the Examinations may inform the proceeding of Examination Committee to the Academic Council as and when required.
- e) The Controller of Examinations shall be responsible for making all the arrangements necessary for holding examinations, tests and timely declaration of results.
- f) His appointment shall be for a term of three years, and he 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 by Governing Council.
- g) The COE shall be the Member-Secretary of the Board of Examinations and of the committees appointed by the Board, except the committees constituted for the appointment of paper-setters, examiners and moderators. He shall be responsible for prompt and proper implementation of their decisions.
- h) Without prejudice to the generality of the provision the Controller shall be responsible for making all arrangements necessary for holding examinations and tests and declaration of results. It shall be his responsibility.
- i) To postpone or cancel examinations, in part or in whole, in the event of malpractices or if the circumstance so warrant, and take disciplinary action or initiate civil or criminal proceedings against any person or a group of persons alleged to have committed malpractices.
- j) To take disciplinary action wherever necessary against the candidates, paper setters, examiners, moderators or any other persons connected with examinations and found guilty of malpractices in relation to the examinations.
- k) To review from time to time, the results of examinations and forward report thereon to the Academic Council.

- l) The Controller of Examinations may, on the report in writing of the head of the institution concerned, withhold the result of Candidate, who has already taken the examination if the candidate has failed to pay the dues outstanding against him.
- m) In case of discrepancy between the result displayed on the website or otherwise published, the original result lying with the college shall prevail.
- n) Controller of Examination may order re-examination if it is satisfied that there has been a leakage of a question paper or a part thereof.
- o) The Controller shall exercise such other powers and perform such other duties as may be prescribed or assigned to him, from time to time, by the Board of Examinations.
- p) Subject to prior approval of the Principal, the Controller of Examinations shall perform the following duties and responsibilities namely:
 - To prepare academic calendar including examination schedule and implement the same;
 - To appoint examiners as prescribed in the rules & regulations;
 - To arrange for printing of question papers and answer books and their safe custody;
 - To arrange for evaluation and to further the processing of results;
 - To arrange for timely declaration and publication of results and to refer, if deemed necessary, any matter before the examination committee prior to declaration of results;
 - To ensure confidentiality and to make assessment/ improvement in the process of the college examination/ evaluation;
 - To finalize the mode of examination for different courses in consultation with concerned Faculty/ Department/Academic Council;
 - To appoint external agency(s)/observer(s) for conducting and monitoring the examinations;
 - To appoint external agency(s)/evaluator(s) for evaluation of answer scripts. To submit report regarding examination(s) to the Principal.
 - He is assisted by Deputy Registrar and three Assistant Registrar

3) Powers and Responsibilities of Assistant CAP Director

- a. Develop and oversee the examination timetable, ensuring alignment with the academic calendar and institutional guidelines.
- b. Coordinate with academic departments to allocate resources, including examiners, invigilators, and venues.

- c. Serve as the central communication link between faculty, administration, for all matters related to assessments.
- d. Ensure adherence to institutional, regulatory, and accreditation guidelines for assessments.
- e. Ensure standardization of assessment tools and evaluation processes across departments.
- f. Integrate formative assessments with summative evaluations to ensure a holistic appraisal of student performance.
- g. Oversee the assessment process, including marking schemes, grade moderation, and result compilation.
- h. Act rapidly to resolve any issues that arise during the conduct of central assessment process.

4) DUTIES AND RESPONSIBILITIES OF EXAMINATION STAFF :

Senior Supervisor- Duties and Responsibilities:

- The Senior Supervisors are overall responsible officers for the smooth conduction of examinations at the centre and shall work in cooperation with each other.
- The Senior Supervisors (Internal and External) shall report to the CoE a day before the commencement of the first day of examination. The Senior Supervisors should plan regarding the blocks, Jr. Supervisors and Control room staff etc. required for the smooth conduction of examinations.
- The Senior Supervisors shall be present at the time of opening of the sealed packets containing question papers to ensure that the question paper packets were kept intact & secrecy is maintained.
 - The question papers should be distributed to the Jr. Supervisors at the respective blocks in time.
 - During the Examination he / she shall be moving around the examination halls to ensure that all the Jr. Supervisors are discharging their duties properly & there is no scope for malpractice.
 - The Sr. Supervisors should collect the used answer books after the examination by verifying the number and other necessary details. Sr. Supervisors should collect the presented / absentee report of each block which should be tallied while collecting the used answer books.
 - The Sr. Supervisors should supervise the packing and sealing of the answer book bundles and submitted to CAP centre.
 - If any case of unfair means occurs during the examination, the Sr. Supervisor should take proper action and if necessary, should be informed to COE.
 - The answer books and other copy material found in the unfair means cases should be packed separately and be reported to CAP Centre every day.

- If the Sr. Supervisor must leave the centre during the examination for any other important work of the college or for any extraordinary reasons, he/she shall obtain the prior permission of the COE after the proper substitute arrangement is made.

Junior Supervisor - Duties and Responsibilities:

- The duties assigned to the Jr. Supervisor should not be adjusted to or substituted by another person without the prior permission of CoE.
- The Jr. Supervisor should report to the Control room / Sr. Supervisor at least 30 minutes before the commencement of the examination and discover the examination block assigned to him / her and the number of candidates in the block.
- The Jr. Supervisor should collect the answer books and necessary stationary along with him and attend the block allotted to him at least 15 minutes before the commencement of the examination.
- The candidates shall be admitted into the examination hall 10 minutes before the commencement of the examination by the Jr. Supervisor.
- The Jr. Supervisor shall announce to the students, to keep the books, papers and other reference materials etc., outside the examination hall and instruct the candidates to search desks, tables, their packets, wallets, instruments box before the issuance of answer books and hand over if any papers / notes / manuscripts / books or any material found to the Jr. Supervisor. The students are expected to ensure that they are not in possession of any written material on hands/s, palm, writing pads, shoes, inner and outer covers of calculator / geometry box, or handkerchief. etc.
- Jr. Supervisor should ascertain that, student should not carry mobile phones or any other electronic equipment in the examination hall and should keep it at his own risk out of the examination hall.
- The answer books shall be distributed to the candidates only, who are seated in the examination hall and are not to be placed on the vacant seat.
- The Jr. Supervisor shall distribute the question papers to the candidates seated in the examination hall only when the commencement of the examination bell is rung.
- The Jr. Supervisor shall ensure that no candidate is entering the examination hall after half an hour of the commencement of examination.

- The Jr. Supervisor should allow half an hour extra time to a physically handicapped student who is officially permitted by the authorities and allowed to take help of a writer.
- Candidates shall be allowed to leave the examination hall only after 30 minutes of the commencement of examination.
- The Jr. Supervisor shall affix signature at the place marked as Jr. Supervisor's Signature only after ensuring that, the candidates have taken their proper seats and have entered the correct seat number and other particulars required on the front sheet of the answer book, check the identity of the candidate with photo on Hall Ticket and obtain signature of the candidates on attendance report.
- The Jr. Supervisor should ensure that no impersonation happens in the block.
- The Jr. Supervisor shall remain alert in the examination hall and shall attend to the requests of the candidates for supply of the supplementary answer sheets, graph sheets, statistical tables etc. which are permissible.
- If any student has not brought his / her hall ticket, the matter shall be brought to the notice of the Sr. Supervisor for further action.
- The Junior Supervisor must ensure that barcodes with accurate information of the student are affixed to the answer books.
- If any candidate is absent, then mention it clearly in the appropriate column of the attendance sheet, after expiry of 30 minutes from the time of commencement of the examination. A consolidated statement showing the subject-wise, candidates present and absent should fill carefully.
- After half an hour of the commencement of the examination, the spare answer books and question papers shall be returned to the Sr. supervisor through control room staff when he / she visits the examination hall.
- The Jr. Supervisor shall not paste hallow craft of any candidate without ensuring that it bears his / her correct seat number and other information asked on the front page of the answer book.
- The Jr. Supervisor shall not allow the candidate to use unfair means in the examination hall.
- The Jr. Supervisor are expected to take rounds in the hall and shall not engage themselves in conversation with other Jr. Supervisor, while the examination is going on and also shall not read magazines or newspapers. Mobile phones or any other electronic gazette are not allowed for Jr. Supervisors in the examination block.

- The violations of instructions by any candidate shall be brought to the notice of the Sr. Supervisor immediately.
- Taking Tea / Coffee or any other refreshment in the hall where the examination is in progress is strictly prohibited.
- After the expiry of the time of the examination, when the final bell is given, the Jr. Supervisor shall collect the answer books and hand it over to the Sr. Supervisors along with other reports.
- The Jr. Supervisor shall be personally held responsible for loss, misplacement of any answer book.
- While taking rounds of the examination hall, if the Jr. Supervisor notices that, any candidate is indulging in copying or possessing a manuscript or answer papers other than that of the candidate any written material on calculator / geometry box / scale, he/she shall immediately take in his/her possession the candidate's answer book, question paper, and the materials which he / she has used for copying and immediately report to the Sr. Supervisor for further action.
- Any negligence of duty on the part of the Jr. Supervisor is seriously noted and the Controller of Examinations shall take necessary action.
- The Jr. Supervisor shall not leave the College premises until, he / she personally hands over the answer books and other reports to the Sr. Supervisor.

Vigilance Squad -Duties and Responsibilities:

- The Vigilance Squad shall be authorized to detect use of malpractices and unfair means in the college Examination, by physical check, if necessary. In case of female candidates, the physical check shall be made only by the lady member of the squad.
- The Vigilance Squad should ensure that students are not carrying mobile phones, prog. calculators or any electronic gadget in the exam hall.
- The Vigilance Squad should ensure that students are not carrying any written, printed material or any such thing to exam hall, which can be used for malpractice in exam hall.
- Observe smooth conduction and vigilance during exam including checking/ restricting movement of people on floor where exam is conducted.
- Report the cases of malpractice detected to the Sr. Supervisor immediately for further action; however, the regular report of Malpractice together with the documents / proofs shall be sent by the Sr. Supervisor.

Custodian-Duties and Responsibilities:

- Receive and distribute the college examination question papers to the Senior Supervisors as the appointed Custodian.
- Report to the Controller of Examinations (CoE) two days prior to the start of the first exam.

Clerks:

- Provide essential administrative support to examination officials, ensuring the smooth operation of the exam process.
- Assist in preparing examination materials, including question papers, answer sheets, and other necessary documents for the exams.
- Help maintain accurate attendance records of students during exams, ensuring proper documentation and storage of data.
- Receive, sort, and label answer books after exams, preparing them for submission to the CAP centre
- Ensure the confidentiality of exam-related documents, such as question papers and answer books.
- Collaborate with invigilators, supervisors, and other staff members to ensure proper adherence to procedures and documentation.
- Assist in addressing student inquiries related to exams, such as schedules, admit cards, or results.

Peon:

- Assist in distributing answer sheets, question papers, and other necessary materials to examination halls.
- Ensure the examination rooms are clean and properly arranged before the exam begins.
- Support invigilators by delivering attendance sheets, collecting answer books, and distributing stationery if needed.
- Manage the stock of answer sheets, question papers, and other examination stationery.
- Collect and transport answer books to the designated area for submission or evaluation after the examination.
- Carry important messages between examination officials, invigilators, and other staff members during the exam.
- Arrange chairs, desks, and any other necessary setup for the smooth conduct of exams.

- Monitor entry and exit points, ensuring that only authorized personnel and students enter the examination area.

5) Learning Levels/NCrF Credit Levels

In order to align with the international best practices being followed with respect to assigning credit levels, the NCrF has proposed that the maximum levels within this framework shall uniformly be up to level 8. The assignment of Credit levels under NCrF will be based on the cumulative numbers of years of learning with assessment and is explained below:

- The credit level that can be attained after completion of school education i.e. grade 5th will be level 1, grade 8th will be level 2, grade 10th will be level 3 and grade 12th will be level 4.
- The higher education shall be from credit levels of 4.5 and to level 8.

Sr. No	Year	NCrF Credit Level	Credits Earned	Credits points Earned (Credits Earned * NCrF Level)
1	UG-I	4.5	44	198
2	UG-II	5.0	44	220
3	UG-III	5.5	44	242
4	UG-IV/ PG-I	6.0	40/44	240/264
5	PG-I/ PG-II	6.5	40/44	260/286

6) Level of Courses and Course Codes

Courses shall be coded based on the learning outcomes, level of difficulty, and academic rigor. The coding structure is as follows:

- 0-99: Pre-requisite courses required to undertake an introductory course which will be a pass or fail course with no credits. It will replace the existing informal way of offering bridge courses that are conducted in some of the colleges/ universities.
- 100-199: Foundation or introductory courses that are intended for students to gain an understanding and basic knowledge about the subjects and help decide the subject or discipline of interest. These courses may also be prerequisites for courses in the major subject. These courses generally would focus on foundational theories, concepts, perspectives, principles, methods, and procedures of critical thinking in order to provide a broad basis for taking up more advanced courses.

These courses seek to equip students with the general education needed for advanced study, expose students to the breadth of different fields of study; provide a foundation for specialized higher-level coursework; acquaint students with the breadth of (inter) disciplinary fields in the arts, humanities, social sciences, and natural sciences, and to the historical and contemporary assumptions and practices of vocational or professional fields; and to lay the foundation for higher level coursework.

iii. 200-299: Intermediate-level courses including subject-specific courses intended to meet the credit requirements for minor or major areas of learning. These courses can be part of a major and can be pre-requisite courses for advanced-level major courses.

iv. 300-399: Higher-level courses which are required for majoring in a disciplinary/interdisciplinary area of study for the award of a degree.

v. 400-499: Advanced courses which would include lecture courses with practicum, seminar-based course, term papers, research methodology, advanced laboratory experiments/software training, research projects, hands-on-training, internship/apprenticeship projects at the undergraduate level or First year Postgraduate theoretical and practical courses. Curriculum and Credit Framework for Undergraduate Programs.

vi. 500-599: Courses at first year master's degree level for a 2-year master's degree program.

vii. 600-699: Courses for second year of 2-year master's or 1-year master's degree program.

viii. 700 -799 & above: Courses limited to doctoral students.

7) Four Year Programme Structure and Credit Distribution

Under Graduate NEP Structure (2023 Pattern):

Year	B.A.	B.Com.	B.Sc.	B.Sc. (Comp.S ci.)	BBA	BBA(CA)	B.Lib.	B.Voc.
First - (Sem. I)	22	22	22	22	22	22	22	22
First - (Sem. II)	22	22	22	22	22	22	22	22
Second -(Sem.III)	22	22	22	22	22	22	22	22
Second-(Sem. IV)	22	22	22	22	22	22	22	22
Third - (Sem. V)	22	22	22	22	22	22	22	22
Third - (Sem. VI)	22	22	22	22	22	22	22	22

Fourth - (Sem. VII)	22	22	22	22	22	22	22	22
Fourth- (Sem. VIII) (Honors/Research)	22	22	22	22	22	22	22	22
Total Credits	176	176	176	176	176	176	176	176

**Credit distribution structure for three/four year Honours/Honours with Research Degree
Programme with Multiple Entry and Exit options as per National Education Policy (2023 Pattern)**

Level	Semester	Major		Minor	OE	VSC,SEC(VS EC)	AEC, VEC,IKS	OJT, FP, CEP,CC, RP	Cum. Cr./ Sem.	Degree/ Cum.Cr.
		Mandatory	Electives							
4.5	I	4-6(4+2)		-	2+2	VSC:2,SEC:2	AEC:2,VEC:2,IKS:2	CC:2	20-22	UG Certificate 40-44
	II	4-6(4+2)		2	2+2	VSC:2, SEC:2	AEC:2, VEC:2	CC:2	20-22	
	Cum Cr.	8-12	-	2	8	4+4	4+4+2	4	40-44	
Exit option: Award of UG Certificate in Major with 44 credits and an additional 4 credit score NSQF course/Internship OR Continue with Major and Minor										
5.0	III	6(4+2)- 8(2*4)		4	2	VSC:2,	AEC:2	FP:2 CC: 2	20-22	UG Diploma 80-88
	IV	6(4+2)- 8(2*4)		4	2	SEC:2	AEC:2	CEP:2 CC:2	20-22	
	Cum Cr.	20-28		10	12	6+6	8+4+2	8+4	80-88	
Exit option; Award of UG Diploma in Major and Minor with 80-88 credits and an additional 4 credit score NSQF course/Internship OR Continue with Major and Minor										
5.5	V	8(2*4)-10(2*4+2)	4	4-6		VSC:2-4		FP/CEP:2	20-22	UG Degree 120-132
	VI	8(2*4)-10 (2*4+2)	4	4				OJT:4	20-22	
	Cum Cr.	36-48	8	18-20	12	8-10 +6	8+4+2	8+6+4	120-132	
Exit option : Award of UG Degree in Major with 120-132 credits OR Continue with Major and Minor										
6.0	VII	12-14(2*4+2*2 Or 3*4+2)	4	RM:4					20-22	UG Honours Degree 160-176
	VIII	12-14(2*4+2*2 Or 3*4+2)	4					OJT:4	20-22	
	Cum Cr.	60-76	16	18-20+4	12	8-10 +6	8+4+2	8+6+8	160-176	
Four Year UG Honours Degree in Major and Minor with 160-176 credits										
6.0	VII	8-10 (2*4+2or2*4)	4	RM:4				RP:4	20-22	UG Honours with Research Degree 160-176
	VIII	8-10 (2*4+2or2*4)	4					RP:8	20-22	
	Cum Cr.	52-68	16	18 -20+4	12	8-10 +6	8+4+2	8+6+4+12	160-176	
Four Year UG Honours with Research Degree in Major and Minor with 160-176 credits										
* Note : The above credit structure is applicable for the students who admitted in the academic year 2023-24										

Distribution of Credits across Four Years Degree Programmes:

In general, for the four years' bachelor's degree programme, the distribution of credits will be as follows:

(a) Major (Core) Subject comprising Mandatory and Elective Courses:

- i. Minimum 50% of total credits corresponding to Three/Four - year UGDegree-Mandatory Courses offered in all Four years;
- ii. 2 credit course on Major Specific IKS shall be included under Major;
- iii. Elective courses of Major will be offered in the third and/or final year.
- iv. Vocational Skill Courses, Internship/ Apprenticeship, Field Projects, Research Projects connected to Major

(b) Minor Subject: 18-20 Credits

- i. The Minor subjects may be from the different disciplines of the same faculty of DSC Major (Core) or they can be from different faculty altogether.
- ii. The credits of Minor subjects shall be completed in the first three years of UG Programme.

(c) Generic/ Open Elective Courses (OE): 10-12 credits

- i. It is to be offered in I and/or II year
- ii. Faculty-wise baskets of OE shall be prepared by University/Autonomous Colleges.
- iii. OE is to be chosen compulsorily from faculty other than that of the Major.

(d) Vocational and Skill Enhancement Courses (VSEC): 14-16 credits

- Vocational Skill Courses (VSC): 8-10 credits, including Hands on Training corresponding to the Major and/or Minor Subject:
- i. To be offered in first three years;
 - ii. Wherever applicable vocational courses will include skills based on advanced laboratory practicals of Major
- Skill Enhancement Courses (SEC): 06 credits
- i. To be offered in I and II year;
 - ii. To be selected from the basket of Skill Courses approved by University/ Autonomous Colleges

(e) Ability Enhancement Courses (AEC), Indian Knowledge System (IKS) and Value Education Courses (VEC): 14 Credits

- o AEC: 08 credits
- i. To be offered in I and II year
 - ii. English: 04 Credits
 - iii. Modern Indian Language: 04 credits
 - iv. To be offered from the Basket approved by University /Autonomous College;

The focus for both languages should be on linguistic and communication skills.

- o IKS: 2 Credits

- i. To be offered in I Year
 - ii. Courses on IKS to be selected from the basket of IKS courses approved by University/ Autonomous Colleges
 - VEC: 04 Credits
 - i. To be offered in I year
 - ii. Value Education Courses (VEC) such as Understanding India, Environmental Science/Education, and Digital and Technological Solutions.
- (f) Field Projects/ Internship/ Apprenticeship/ Community Engagement and Service corresponding to the Major (Core) Subject, Co-curricular Courses (CC) and Research Project**
- Internship/Apprenticeship corresponding to the Major (Core) Subject: 8Credits
 - Field Projects/Community Engagement and Service corresponding to the Major (Core) Subject: minimum 4-6 credits
 - To be offered in II, and III years of UG Degree Programmes.
 - Co-curricular Courses (CC) such as Health and Wellness, Yoga education sports, and fitness, Cultural Activities, NSS/NCC and Fine/ Applied/ Visual/ Performing Arts: 8 credits
 - To be offered in I and/or II year
 - Research Projects: 12 credits
 - To be offered in the final year for 4 year Honours with Research UGDegree

The UGC Regulations, 2021 permit up to 40% of the total courses being offered in a particular programme in a semester through the **Online Learning Courses** offered through the **SWAYAM** platform and/or other State Level Common Platforms which can be developed in due course with the participation of different Universities/ HEIs.

Credit Distribution Structure for Three/Four Year Honours /Honours with Research Degree Programme with Multiple Entry and Exit options as per National Education Policy (2024 Pattern)

Level/ Difficulty	Sem	Subject - 1	Subject-2	Subject-3	GE/OE	SEC	IKS	AEC	VEC	CC	Total			
4.5/100	I	2(T)+2 (P)	2(T)+2(P)	2(T)+2 (P)	2 (T)	2(T/P)	2(T) (Generic)	2(T)	2	--	22			
	II	2(T)+2 (P)	2(T)+2(P)	2(T)+2 (P)	2 (P)	2(T/P)	--	2(T)	2	2	22			
Exit option: Award of UG Certificate in Major with 44 credits and an additional 4 credit score NSQF course/Internship OR Continue with Major and Minor														
Level/ Difficulty	Sem	Credits Related to Major				Minor	GE/OE	SEC	IKS	AEC	VEC	CC	Total	
		Major Core	Major Elective	VSC	FP/OJT/C EP									
5.0/200	III	4(T)+2 (P)	--	2(T/P)	2 (FP)	2(T)+2(P)	--	2 (T)	--	2 (T) (Subject Specific)	2(T)	--	2	22
	IV	4(T)+2 (P)	--	2(T/P)	2 (CEP)	2(T)+2(P)	--	2 (P)	2(T/P)	--	2(T)	--	2	22
Exit option: Award of UG Diploma in Major and Minor with 88 credits and an additional 4 credits core NSQF course/Internship														
5.5/300	V	8(T)+4(P)	2(T)+2 (P)	2(T/P)	2 (FP/CEP)	2(T)	--	--	--	--	--	--	--	22
	VI	8(T)+4(P)	2(T)+2 (P)	2(T/P)	4 (OJT)	--	--	--	--	--	--	--	--	22
Total 3 Years	44	8	8	10	18	8	8	6	4	8	4	6	132	
Exit option: Award of UG Degree in Major with 132 credits														
6.0/400	VII	6(T)+4 (P)	2(T)+2 (T/P)	--	--	4 (RP)	4(RM)(T)	--	--	--	--	--	--	22
	VIII	6(T)+4 (P)	2(T)+2 (T/P)	--	0	8 (RP)	0		0	0	0	0	0	22
Total 4 Years	68	16	8	2	22	22		12	6	8	4	8	176	
Four Year UG Research Degree in Major and Minor with 176 credits														
6.0/400	VII	10(T)+4(P)	2(T)+2 (T/P)	0	0	0	4 (RM)		0	0	0	0	0	22
	VIII	10(T)+4(P)	2(T)+2 (T/P)	0	0	4 (OJT)	0		0	0	0	0	0	22
Total 4 Years	76	16	8	2	14	22		12	6	8	4	8	176	
Four Year UG Honours Degree in Major and Minor with 176 credits														

* Note : The above credit structure is applicable for the students who enrolled for the academic year 2024-25

Abbreviation: VSC: Vocational Skill Course, IKS: Indian Knowledge System, FP: Field Project, OJT: On Job Training, CEP: Community Engagement and Service, GE/OE: Generic Elective/Open Elective, SEC: Skill Enhancement Course, AEC: Ability Enhancement Course, VEC: Value Education Course, CC: Cocurricular Courses, T – Theory, P– Practical

1. VSC, FP/OJT/CEP should be related to the Major subject
2. OE is to be chosen compulsorily from faculty other than that of the Major.
3. SEC to be selected from the basket of Skill Courses approved by college.
4. Student has to choose three subjects from the same faculty in First Year and at the start of Second year he has to opt one subject as Major subject and one another subject as Minor subject and the last one subject will be dropped by the student. Therefore, the student after completion of three year will be awarded degree in Major and Minor subject.
5. Student cannot select a subject as major or minor other than the subjects taken in first year
6. Frame each course having even number of credits such as 2 or 4 credit.

8) Post Graduate NEP Structure (2023 Pattern):

PG Program for First Year														
Level	Sem.	Major (MD)	Major (Ele)				RM	OJT/FP	RP					Cum. Cr.
6.0	I	8(T)+4(P)/ 14(T)	2(T)+2(T/P)/ 4(T)	--	--	---	4 (RM)(T)	--	--	--	--	--	--	20/22
	II	8(T)+4(P)/ 14(T)	2(T)+2(T/P)/ 4(T)	--	0	---	0	4(OJT/FP)		0	0	0	0	20/22
Cum. Cr. For PG Diploma		24/28	8				4	4						40/44
Exit option : PG Diploma (40-44 Credits) after Three Year UG Degree														
PG Program for Second Year														
6.5	III	8(T) + 4(P)/ 14(T)	2 (T) + 2 (T/P)/ 4(T)						4 (RP)		0	0	0	20/ 22
	IV	8(T) + 2(P)/ 12(T)	2 (T) + 2 (T/P)/ 4(T)						6 (RP)		0	0	0	20/ 22
Cum. Cr. For PG Degree		22/26	8						10					40/44
Cum. Cr. For 2 Yr. PG Degree		46/54	16				4	4	10					80/88
Exit option : PG Degree (80-88 Credits) after Three Year UG Degree														
* Note : The above credit structure is applicable for the students who admitted in the academic year 2023-24														

Abbreviations: Yr.: Year; Sem.: Semester; MD : Mandatory, Ele : Electives, OJT: On Job Training; Internship/ Apprenticeship; FP: Field projects; RM: Research Methodology; Research Project: RP; Cumulative Credits: Cum. Cr., T : Theory, P : Practical

Credits offered per Semester will be a Minimum of 20 and a Maximum of 22. While minimum credits are mandatory as per National Credit Framework, the Universities can evolve the mechanism for providing Semester/ Levelwise credit attainment flexibility within the broad framework.

- (a) Under the One-year PG Diploma program, and two-year master's Degree program, the students must complete on-the-job training/internship of 04 credits during summer break, after completion of the second semester of the first year in the respective Major Subject.
- (b) The 4 Credits Research Methodology Component is mandatory in the First Year.
- (c) Since the Master's Programme is based on DSC Specialisation, the PG curricular framework will not include Minor Subject. Electives selected in the PG program may be **Relevant to OR Supportive of** the Major Subject chosen. The Statutory authorities of the University or Autonomous College can take a decision in this regard.
- (d) The students will have to undertake a research project of 4 credits in Semester III and a research project of 6 credits in Semester IV in the second year of the two-year master's degree program. This is also applicable to the students admitted to one year PG program after completion of four year UG Program.
- (e) Colleges already having permission and recognition for the PG degree programme along with UG degree programme in the same Major shall be automatically allowed to continue PG degree programme in the same Major without undergoing any additional procedures. Similarly, the colleges with approved PG programme and Ph.D. Research Centre in the same Major shall be automatically allowed to continue PG and Ph. D. Degree programme without undergoing any additional procedures.
- (f) The exit option at the end of one year of the Master's degree program will commence from AY 2024-25. Students who have joined a two-year Master's degree program may opt for exit at the end of the first year and earn a PG Diploma.
- (g) The PG Diploma may be awarded to a student provided they have earned the requisite credits in one year including on-the-job training of 04 credits during summer break, after completion of the second semester of the first year in the respective Major Subject.
- (h) The one-year Master's Degree Program will begin with effect from Academic Year 2027-28.
- (i) Re-entry to complete the PG degree, after taking the exit option, will be permissible up to 05 years from the date of admission to the PG program.
- (j) With regards to the Eligibility criteria and Procedure for admission to the Ph.D. Programme, Duration of the Ph.D. Programme, Eligibility and Allocation of Research Supervisor, Course Work (Credit requirements, number, duration, syllabus, minimum standards for completion), Research Advisory Committee and its Functions, Academic, research, administrative, and infrastructure requirements to be fulfilled by Colleges for getting recognition for offering Ph.D. Programme, Award of Ph. D. Degree etc, the Universities and Autonomous Colleges must comply UGC (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2022, dated Nov. 7, 2022.

9) UG Program Examination structure:

- 1) For First year: Student must select 1 Major and 1 Minor subject among the subjects offered by the College /Institute.
- 2) Examination section will conduct all theory exams except Open Elective (OE) Course for all UG Program.
- 3) OE examination will be conducted at the department level in 40:60 pattern, both theory and practical (if applicable).
- 4) Practical exam of all courses will be conducted at the department level in 50:50 pattern.
- 5) Final examinations at the department level should be conducted in the time slot given by examination section.
- 6) CGPA will be calculated based on all credits.
- 7) Exam pattern: Semester End Examination 60 % and continuous internal assessment 40 % for theory and Semester End Examination 50 % and continuous internal assessment 50 % for practical.
- 8) For Internal examination one written test per paper of 20/10 marks and 20/10 marks must be given from the following assessment methods (minimum 4 methods): Seminars, Viva-voce, Mini Projects, Surveys, Field visits, Tutorials, Home Assignment, and Group Discussion.

9.1 UG Program Marking Structure:

UG program is of 4 years duration. The total no. of credits required for UG program is 176. In the structure, the credits are distributed over 8 semesters. The Marking structure for UG program is given below in Table 1.

Table 1: Scheme of Marking Structure for UG

Credits	Marks			Passing Criteria		
	Internal	External	Total	Internal	External	Total
2 (Theory)	20	30	50	6	9	20
2 (Practical)	25	25	50	10	10	20
4 (Theory)	40	60	100	12	18	40

4 (Practical)	50	50	100	20	20	40

Internal Assessment:

Particular	(20) Marks	(40) Marks
	For 2 Credit	For 4 Credit
Unit Test	10 Marks	20 Marks
Seminars, Viva-voce, MCQ Test, Surveys, Field visits, Tutorials, Home Assignment, Group Discussion / Research Paper Review ...etc. (Any 2/4 methods used)	10 Marks	20 Marks
Total	20 Marks	40 Marks

External Assessment: For 4 credit (60 Marks Paper)

Time Duration: 2 (Two) Hour.

- Q1. Attempt 4 questions - 1 Marks Each Total = 4 * 1 = 4 Marks
 Attempt 3 questions – 2 Marks Each Total = 4 * 2 = 8 Marks
- Q2. Attempt any 4 (6) – 3 Marks Each Total = 4 * 3 = 12 Marks
- Q3. Attempt any 2 (4) – 6 Marks Each Total = 2 * 6 = 12 Marks
- Q4. Attempt any 2 (4) – 6 Marks Each Total = 2 * 6 = 12 Marks
- Q5. Attempt any 1 (2) – 12 Marks Each Total = 1 * 12 = 12 Marks

External Assessment: For 2 credit (30 Marks Paper)

Time Duration: 1 (One) Hour.

- Q1. Attempt 4 questions - 1 Marks Each Total = 4 * 1 = 4 Marks
 Attempt 3 questions – 2 Marks Each Total = 3 * 2 = 6 Marks
- Q2. Attempt any 4 (6) – 3 Marks Each Total = 4 * 3 = 12 Marks
- Q3. Attempt any 2 (4) – 4 Marks Each Total = 2 * 4 = 08 Marks

10) PG Program examination structure:

- 1) CGPA will be calculated based on all credits.
- 2) Examination section will conduct all theory exams for all PG Program.

- 4) Practical exam of all courses will be conducted at the department level in 50:50 pattern.
- 5) Final examinations at the department level should be conducted in the time slot given by Examination section.
- 6) Exam pattern: Semester End Examination 60 % and continuous internal assessment 40 %.
- 7) For Internal examination one written test per paper of 20/10 marks and 20/10 marks must be given from the following assessment methods (minimum 4 methods): Seminars, Viva-voce, Mini Projects, Surveys, Field visits, Tutorials, Home Assignment, and Group Discussion.

10.1 PG Program Marking Structure:

Each PG program is of 2 years duration. The minimum total number of credits require for each program is 80/88. In the structure, the credits are distributed over 4 semesters. The Credit structure for PG program (Example) is given below in Table 2.

Table 2: Scheme of Marking Structure for PG

Credits	Marks			Passing Criteria		
	Internal	External	Total	Internal	External	Total
2 (Theory)	20	30	50	6	9	20
2 (Practical)	25	25	50	10	10	20
4 (Theory)	40	60	100	12	18	40
4 (Practical)	50	50	100	20	20	40

Internal Assessment:

Particular	(20) Marks	(40) Marks
	For 2 Credit	For 4 Credit
Unit Test	10 Marks	20 Marks
Seminars, Viva-voce, MCQ Test, Surveys, Field visits, Tutorials, Home Assignment, Group Discussion / Research Paper Review ...etc. (Any 2/4 methods used)	10 Marks	20 Marks
Total	20 Marks	40 Marks

External Assessment: For 4 credit (60 Marks Paper)

Q1. Attempt any 6 (8) - 2 Marks Each Total = 6 * 2 = 12 Marks

- Q2. Attempt any 4 (6) – 3 Marks Each Total = $4 * 3 = 12$ Marks
- Q3. Attempt any 2 (4) – 6 Marks Each Total = $2 * 6 = 12$ Marks
- Q4. Attempt any 2 (4) – 6 Marks Each Total = $2 * 6 = 12$ Marks
- Q5. Attempt any 1 (2) – 12 Marks Each Total = $1 * 12 = 12$ Marks

Time Duration: 2 (Two) Hour.

External Assessment: For 2 credit (30 Marks Paper)

- Q1. Attempt any 4 (6) – 2 Marks Each Total = $5 * 2 = 10$ Marks
- Q2. Attempt any 4 (6) – 3 Marks Each Total = $4 * 3 = 12$ Marks
- Q3. Attempt any 2 (4) – 4 Marks Each Total = $2 * 4 = 08$ Marks

Time Duration: 1 (One) Hour.

11) UG & PG Examination Evaluation Pattern:

1. The course carrying 100 / 50 marks shall be evaluated with Continuous Assessment (Internal) and Semester end exam (External) mechanism.
2. Continuous assessment shall be of 40/20 marks while Semester end exam (External) shall be of 60/30 marks. To pass in a course of 4/2 credit, a student must secure minimum marks 30% separately in Internal and External examinations and combined 40%.
3. For Internal examination one written test per paper of 20/10 marks and 20/10 marks must be taken from following assessment methods (minimum 4 methods): Seminars, Viva-voce, MCQ Test, Surveys, Field visits, Tutorials, Home Assignment, Group Discussion...etc.
4. There shall be revaluation of the answer scripts of semester-end examination of theory papers only but not of internal assessment and practical papers.

12) ATKT Rules:

A) For UG:

- i) Minimum number of credits required to take admission to Second Year of UG:50% of Total Credits

- ii) Minimum number of credits required to take admission to Third Year of UG.: 100% credits to be completed from F.Y. UG and at least 50% credits from S.Y. UG.
- iii) Eligibility required taking admission to Fourth Year (Honors) of UG. 100% Credits to be completed at three-year degree.
- iv) Eligibility required taking admission to Fourth Year (Honors with Research) of UG. 100% Credits to be completed with minimum CGPA of 7.5 or minimum 75% at three-year degree.

B) For PG:

Minimum number of credits required to take admission to Second Year: 50% of total credit in first year.

13) Grievance Redressal System.

- The students are required to contact examination cell for any grievances related to examination.
- Record of grievances received and resolution time-frame to be maintained at the examination cell for future reference.
- The Grievance Committee can hold meetings to address and resolve issues.

14) Provision to Clear Backlogs:

Examination On Demand (EOD):

College conducts two EODs per semester to students to clear their backlog papers by paying the required fees. Students having backlog in theory component paper(s), may appear for EODs and in addition students have the liberty to choose the subjects of their choice. Pass out students will be eligible for the same till their studentship is valid (that is twice the number of years as the duration of the course).

15) Performance Indices and Result Declaration:

The semester end grade sheet will contain grades for the courses along with titles and SGPA. Final grade sheet and transcript shall contain CGPA.

A) Semester Grade Point Average (SGPA) –

The performance of a student in a semester is indicated by a number called the Semester Grade Point Average (SGPA). The SGPA is the weighted average of the grade points obtained in all the courses, seminars and projects registered by the student during the semester.

$$SGPA = (\sum \text{Grade Points Earned} \times \text{Credits for each course}) / \text{Total Credits}$$

For Example: suppose in each semester a student has registered for five courses having credits C1, C2, C3, C4, C5 and his / her grade points in those courses are G1, G2, G3, G4, G5 respectively.

$$\text{Then students } SGPA = (C1G1 + C2G2 + C3G3 + C4G4 + C5G5) / (C1+C2+C3+C4+C5)$$

SGPA is calculated up to two decimal places by rounding off.

B) Course Grade Point Average (CGPA) –

The CGPA is the weighted average of the grade points obtained in all the courses (Theory/term work/practical/oral/presentation) of first semester to eighth semester for the students admitted in the First year and third to eighth semesters for the students directly admitted at Second year. It is calculated in the same manner as the SGPA.

In case of a student passing a failed course or in case of improvement, the earlier grade would be replaced by the new grade in calculation of the SGPA and CGPA.

C) Result:

Based on the performance of the student in the semester examinations, the Tuljaram Chaturchand College of Arts, Science and Commerce will declare the results and issue the Semester Grade sheets. The class shall be awarded to a student on the CGPA calculated as mentioned. The award of the class shall be as per Table 4 and corresponding percentage calculation for the CGPA is given in Table 4 along with all details and examples.

Table: 3: For the calculation of Percentage from CGPA following equation can be used

For the calculation of Percentage from CGPA following equation can be used.

$$\% \text{ of Marks} = \begin{cases} \text{if } O \text{ grade then } 20 \times CGPA - 100 \\ \text{If } A+ \text{ grade then } 12 \times CGPA - 25 \\ \text{if } A \text{ grade then } 10 \times CGPA - 7.5 \\ \text{if } B+ \text{ grade then } 5 \times CGPA + 26.25 \\ \text{if } B \text{ grade then } 10 \times CGPA - 2.5 \\ \text{if } C \text{ grade then } 10 \times CGPA - 2.50 \\ \text{if } D \text{ grade then } 6.6 \times CGPA + 13.6 \end{cases}$$

Table: 4 some examples of CGPA to percentage calculations

Obtained CGPA	Equation	Percentage(%)	Grade
10	$20 \times 10 - 100 = 100$	100	O
9.75	$20 \times 9.75 - 100 = 95$	95	O
9.5	$20 \times 9.5 - 100 = 90$	90	O
9.0	$12 \times 9 - 24 = 84$	84	A+

8.25	$12 \times 8.25 - 24 = 75$	75	A+
8.0	$10 \times 8.0 - 7.5 = 72.5$	72.5	A
7.0	$10 \times 7.0 - 7.5 = 62.5$	62.5	A
6.75	$10 \times 6.75 - 7.5 = 60.0$	60.0	A
6.25	$5 \times 6.25 + 26.25 = 57.5$	57.5	B+
5.75	$5 \times 5.75 + 26.25 = 55$	55	B+
5.5	$10 \times 5.5 - 2.5 = 52.5$	52.5	B
5.25	$10 \times 5.25 - 2.5 = 50$	50	B
4.75	$10 \times 4.75 - 2.50 = 45$	45	C
4.0	$6.6 \times 4.0 + 13.6 = 40$	40	P

While declaring the result, the existing relevant ordinances are applicable. There is also a provision for verification and revaluation. In case of verification, the existing rules will be applicable. The revaluation result will be adopted if there is a change of at least 10% marks and in the grade of the course. For grade improvement, the institute will follow rules and regulations according to NEP 2020.

Ordinance:

Ordinance 1: Grace Marks for Passing in each of head of passing (Theory/Practical/Oral

Provided that benefit of such gracing marks given in different heads of passing shall not exceed 1% of the aggregate marks in that examination.

Ordinance 2: Condonation

If a candidate fails in only one head of passing, having passed in all other heads of passing, his/her deficiency of marks in such head of passing may be condoned by not more than 1% of the aggregate marks of the examination or 10% of the total number of marks of that head of passing in which he/she is failing, whichever is less. However, condonation, whether in one head of passing or aggregate head of passing be restricted to maximum up to 10 marks only.

Notes for Ordinances from 1 to 2:

1. If a candidate fails in a head of passing, which is included in another head of passing, of the same subject, he shall be entitled to the benefit of the Condonation in both the heads, if necessary, subject to the maximum limit of Condonation permissible.
2. If a deficiency of marks is condoned, the class/grade in the examination concerned, of the candidate, shall be declared on the actual marks obtained by the candidate.
3. The benefit of not more than one Ordinance shall only be given for one examination of one course.
4. The benefits of above-mentioned Ordinances may be given to the candidates appearing in the examination with backlog and/or exemption whenever such an exemption/system of backlog has been provided.

5. The benefits under above mentioned Ordinances shall be given at the time of declaration of final examinations only.

7. Final examination for the purposes of these Ordinances means and includes such examination/s on the basis of marks on which class/grade is awarded.

Ordinance 163. Grant of additional marks for extra-curricular activities:

(1) Not with standing anything contained in any other Ordinance, maximum fifteen marks may be granted to candidate appearing for University examination of any degree, diploma or certificate, as an incentive, for his Participation in any one or more of the following activities:

(a) National Cadet Corps;

(b) National Service Scheme;

(c) Savitribai Phule Pune University Inter-zonal Sports Tournament/ Inter University Sports Tournament/ All India Inter University Sports Tournament;

(d) Savitribai Phule Pune University Level or State Level Inter University/Inter-University Zonal Cultural (debating/ elocution/ dramatics/moot court, etc.)/ Research (Avishkar) or All India Inter-University Cultural (debating/ elocution/dramatics/ moot court, etc.)/ Research (Anveshan) competition and such other competitions as approved by the Chancellor, from time to time.

(2) The additional marks shall be added

(a) to any head/s of passing or to any subject/s, as case may be, in the examination if the student has failed in such head/s of passing/ subject/s and if such additional makes enable the student to get necessary passing marks or;

(b) to any subject, if such additional marks enable the student to get benefits of exemption. Such additional marks only as are required for examination, shall be given.

After the grant of additional marks under clauses (a) and (b) above, if there is any balance of marks, it shall be added to the total number of marks of the examination.

Results Grievances:

Examination committee in the institute will resolve all grievances relating to the evaluation.

16) Multiple Entry & Multiple Exit Path for four-year degree programme

The Entry and Exit options for students, who enter the undergraduate programme, shall be as follows:

1st Year

Entry 1: The entry requirement for Level 5 is Secondary School Leaving Certificate obtained after the successful completion of Grade 12 or Level 4.

Exit 1: Students who opt to exit after completion of the first year and have secured 40 credits will be awarded a UG certificate if, in addition, they complete one vocational course of 4 credits during the summer vacation of the first year. These students are allowed to re-enter the degree programme within three years and complete the degree programme within the stipulated maximum period of seven years.

2nd Year

Entry 2: The Entry requirement for Level 6 is a certificate obtained after completing the First year (two semesters) of the undergraduate programme.

Exit 2: Students who opt to exit after completion of the second year and have secured 80 credits will be awarded the UG diploma if, in addition, they complete one vocational course of 4 credits during the summer vacation of the second year. These Curriculum and Credit Framework for Undergraduate Programmes students are allowed to re-enter within a period of three years and complete the degree programme within the maximum period of seven years.

3rd Year

Entry 3: The Entry requirement for Level 7 is a diploma obtained after completing two years (four semesters) of the undergraduate programme.

Exit 3: Students who wish to undergo a 3-year UG programme will be awarded UG Degree in the Major discipline after successful completion of three years and satisfying the minimum credit requirement.

A Bachelor's degree requires 120- 156 credits from levels 5 to 7, with 40- 52 credits at level 5, 80 to 104 credits at level 6, and 120 -156 credits at Level 7.

4th Year

Entry 4: An individual seeking admission to a Bachelor's degree (Honours/ Research)(Level 8) in a specified field of learning would normally have completed all requirements of the relevant three-year bachelor degree (Level 7).

After completing the requirements of a Three-year Bachelor's degree, candidates who meet a minimum CGPA of 7.5 shall be allowed to continue studies in the fourth year of the under graduate programme to pursue and complete the Bachelor's degree with Research.

Exit 4: On the successful completion of the Fourth year, a student shall be awarded a degree (Honours/ Research). A Bachelor's degree (Honours/ Research) requires a total of minimum 160 credits from levels 5 to 8.

4-year UG Degree (Honours): A four-year UG Honours degree in the major discipline will be awarded to those who complete a four-year degree programme with 160 credits.

4-year UG Degree (Honours with Research): Students who secure CGPA of 7.5 and above in the first six semesters and wish to undertake research at the undergraduate level can choose a research stream in the fourth year. They should do a research project or dissertation under the guidance of a faculty member of the University/College. The research project/dissertation will be in the major discipline. The students who secure 160 credits, including 12 credits from a research project/dissertation, are awarded UG Degree (Honours with Research).

17) Examination Rules for Students to appear in Examination

- A student cannot appear for semester end examination unless he/she has 75% attendance during the teaching period of that course. If a student fails to maintain attendance upto 75%, at the time of filling of examination forms, an undertaking from the student should be taken stating that he/she will be allowed to appear for examination subject to fulfillment of required attendance criteria during the remaining period of teaching of the course.
- If a student misses an internal assessment examination, he/she will have a second chance with the permission of the teacher concerned. Such a second chance shall not be the right of the student; it will be the discretion of the teacher concerned to give or not to give second chance to a student to appear for internal assessment.
- Students who have failed semester-end exam may reappear for the semester-end exam in the subsequent period. The student will be finally declared as failed if he/she does not pass all credits within a total period of four years in case of two year courses. After that, such students will have to seek fresh admission as per the admission rules prevailing at that time.
- Internal marks will not change. A student cannot repeat internal assessment. In case he/she wants to reappear for the internal assessment he/she can do so only by registering for the said courses during the semesters in which the courses are being conducted.
- There shall be revaluation of the answer scripts of semester-end examination of theory Papers only but not of internal assessment papers and practical.
- While marks will be given for all examinations, they will be converted into grades. The semester end and final grade sheets and transcripts will have only grades and grade points average.

- The students unable to attend the examination because of participate in NCC, NSS, State & National level completion, Arm forces interview or test, representing college for any events etc. will be eligible in supplementary examination with the prior permission of the Principal.

18) Functioning of examination office

a. Examination bodies:

Examination bodies are organizations or authorities responsible for designing, administering, and regulating examinations for academic purposes. These bodies ensure the standardization, credibility, and fairness of the assessment process.

- Oversee the allocation of venues, invigilators, and resources required for conducting exams.
- Monitor the evaluation process to ensure accuracy, consistency, and impartiality in grading.
- Compile, verify, and publish examination results within a stipulated timeframe.

b. Examination schedule and Timetable Preparation:

- Design a comprehensive examination schedule that accommodates all courses, ensuring minimal overlap and sufficient preparation time for students.
- Coordinate with departments to finalize examination dates, balancing academic requirements and logistical constraints.
- Prepare detailed examination timetables specifying date, time, and venue for each examination.
- Ensure clear communication of the examination schedule across all platforms.
- Publish the finalized timetable well in advance, using various platforms such as notice boards, email, and institutional portals.

c. Online Examination Form Filling:

- Set up the online examination form portal, ensuring user-friendly navigation and functionality.
- Configure the platform to include fields for personal details, course selection, examination preferences, and any additional information required by the institution.
- Inform students about the opening and deadline for form submission via institutional platforms, email, and social media.
- Provide clear instructions on how to fill out the form, including steps, required documents, and submission procedures.

- Verify the accuracy of information provided by students, such as personal details, course codes, and subject combinations.
- Ensure automatic generation of payment receipts and confirmation emails upon successful submission.

d. Question Paper Setting:

- Follow institutional or regulatory guidelines on the structure, length, and format of question papers.
- Adhere to the specified mark distribution for sections and individual questions.
- Maintain strict confidentiality of the question paper during preparation, review, and printing stages.
- Limit access to the question paper to authorized personnel only.
- Ensure originality in question design and avoid duplication of questions from previous assessments or public sources.
- Format the question paper professionally, with clear instructions, proper numbering, and consistent layout.
- Submit the final version securely to the examination department for printing or uploading.
- Update the question bank with new or modified questions for future use.

e. Conduction of Examination:

The successful conduction of examinations requires meticulous planning, effective execution, and proactive management. Below are the detailed duties and responsibilities involved in this process:

- Arrange examination halls with proper seating plans and spacing to maintain academic integrity.
- Distribute question papers, answer booklets, and other required materials securely to examination centers.
- Conduct briefing sessions for invigilators and support staff regarding rules, responsibilities, and protocols.
- Communicate instructions to students, including exam schedules, venue details, and guidelines on permitted items (e.g., ID cards, stationery).
- Check student identification (admission cards, IDs) to ensure only eligible candidates appear for the examination.
- Distribute question papers and answer booklets to students promptly at the start of the exam.
- Announce start and end times clearly, ensuring adherence to the examination schedule.

- Collect answer booklets and attendance sheets from invigilators securely.
- Cross-verify the count of collected answer scripts with the attendance register.
- Submit a detailed report on the day's activities, including incidents, attendance, and any irregularities.

19. Functioning of the Central Assessment Programme Scheme (CAP)

The conduct of examinations and declaration of results is one of the important activities of the College.

The Scheme of Central Assessment programme is being introduced by way of Ordinance with a view to

a) Collection of Answer book b) Answer Paper in Safe Custody, c) Invitation to Examiners/ Moderation d) Issue of Photocopy of Answer Book e) Issue of Photocopy of Answer Book f) Rechecking of Answer-books, g) Award of Degree/ Mark Sheet h) Destruction of Answer Book

a. Collection of Answer books:

It is the responsibility of the senior supervisor to see that the answer books of the examinations held at his center are sent to CAP Centre on the same day.

b. Answer Paper in Safe Custody:

- The answer books are to be made into subject-wise packets and stacked in racks with proper ventilation and free from termites/ pests.
- Information of each answer-book in each packet to be kept in computer and 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.
- The answer-book storage area to be fumigated and aired periodically so that they are preserved without any damage.
- Fire extinguishers are placed in office premises to wither out possible fire hazards. Staff members are trained to operate the fire extinguishers.

c. Invitation to Examiners/Moderators:

The College Examination Officer (CEO) shall provide a list indicating number of students appearing for each subject and other relevant information to the Director. The Director/Controller of Examinations shall ascertain the number of examiners and moderators required per subject. The Director shall make arrangement regarding the space and the supporting staff required for the CAP. The Director/ Controller of Examinations of CAP shall send invitation letters to all the examiners and moderators shown in the lists finalized by the University well in advance so as to enable the

examiners and moderators to communicate their acceptance. In case of any difficulty in doing so, the Director, CAP shall consult the Controller of Examinations and take decision. All the instructions regarding the CAP shall also be sent to the examiners and moderators. In case of shortage of examiners/moderators as reported by the Director, CAP the substitute appointments of examiners/moderators shall be made by the Controller of Examinations

d. Issue of Photocopy of Answer Book

- The photo copy of written parts of answer book/s shall be provided through the respective campus examination cells. No photo copies of blank pages of answer book/s shall be provided
- Photo copies of the answer book shall be made available to the student after making necessary corrections if any, due to revaluation. The identity of the examiner and moderator to be concealed before the answer book is photo copied. The student shall be sole custodian of the photo copies supplied and shall not be entitled to transfer the same to anybody for any purpose, whatsoever.
- The student shall further refrain from putting such photocopies to any misuse that might jeopardize the reputation of college. In case of misuse of photocopies by the student, college will act as deemed fit against such candidates.

e. Rechecking of Answer-books

- Students may apply for revaluation / photocopy of their answer books of theory papers through the college exam-cells. Exam-cells are required to forward a consolidated list indicating student and subject information for rechecking within 10 days of publication of results.
- The examinee who is found to have indulged in any malpractices/ misconduct in the examination and has been punished shall not be eligible to apply for verification/ revaluation/ issue of photocopy of answer book.
- Verification of internal, Practical/ lab and project/ workshop marks are not permitted.
- A candidate applying for revaluation should note that the results of the revaluation of his/ her answer book will be binding on him/ her.
- The revised marks obtained by the candidate, if only higher, shall be taken into account for the purpose of amendment of his/ her results.
- Upon receipt of the consolidated rechecking list from college, the answer books are to be retrieved and sent for rechecking.

- A separate examiner to be appointed to re-examine the answer book who will submit a question-wise rechecked mark-foil for posting.
- The corrected statement of marks shall be processed, and the revised result be intimated to the colleges for information of the concerned student.

f. **Award of Degree/ Mark Sheet:**

A student shall be declared to be eligible for the award of degree if he/she has:

1. Fulfilled the requirements of Degree
2. No dues to the Institute, Departments, Hostels, Library, and
3. No disciplinary action is pending against him/her.

g. **Destruction of Answer Book:**

- Unless and until specific instruction is given by the principal, all evaluated answer books will be destroyed after one year of declaration of results.
- A certificate to be given by the principal, indicating details of answer books that have been destroyed.