

OFFICE OF THE CONTROLLER OF EXAMINATIONS

Examination Rules

Details of the Examination to be held in the course of the year will be notified in the respective departments. It is mandatory on the part of all the students on the rolls of the college to appear for the examinations.

It is compulsory for first year students to pay the first semester exam fees and register themselves, failing which their names will be dieted from the college roll list and they cannot continues with the studies.

Components of Evaluation

The End Semester Examination and Continuous Internal Assessment will form the basis for grading each paper and for the award of the Degree.

End Semester – Examination

1. End Semester Examinations will be held in November for odd semester and in April for Even semester
2. All the Scripts (both UG & PG) are evaluated by External Examiners.
3. Examination fees once paid will not be refunded or adjusted under any circumstances.
4. The students are required to know the Continuous Internal Assessment (CIA) marks affix their signature against their names of each subject before the last College working day of the semester.

Passing Criteria

1. A candidate who fails to secure the prescribed minimum for a pass in any subject in any semester shall be required to appear only for such theory papers and practical (including viva-voce) when such examinations are conducted by the college, within the period for completion of the course and subject to the number of appearances permitted.
2. A candidate failing in the project work shall be required to resubmit the project work.
3. A Candidate who successfully completes the course and passes the examinations prescribed in all the subjects of the four semesters for PG courses and 6 semesters for UG courses shall be declared to have qualified for the degree.
4. Any appeal regarding autonomous examinations should be made within fifteen days from the date of the publication of the results.

Number of Appearances:

UG students who don't clear their papers within their 3 years study, will be allowed to reappear for their uncleared paper upto 5 years (10 semesters) after the 3 years of study failing which they will have appear for all the exams (irrespective of whether already passes or absent) under the new existing regulations to qualify for the degree.

PG students who don't clear their papers within their 2 years of study (3 years for MCA) will be allowed to reappear for their uncleared papers upto 3 years (6 semesters) after 2 years of study (3 years for MCA) failing which they will have to appear for all the exams (irrespective of whether already passed or absent) under the new existing regulations to qualify for the degree.

Detained Candidates:

The Candidates detained for want of attendance in a semester will have to rejoin the corresponding semester after the completion of the course to make up for the deficiency in attendance. However, they will not be entitled to the rights and privileges of a regular student.

Hall Tickets & Mobile Phones

Students should bring the Hall-Tickets and college Identity Card without fail during exam days. Once if he/she lost or forget to bring the Hall-Ticket the student should pay a fine to get a duplicate Hall-Ticket from the office of the controller of Examinations. Otherwise, the student will not be permitted to write the examination.

Mobiles Phones are strictly prohibited inside the examination halls and hence the students are advised not to bring their mobiles to the exam halls. If any student is found to possess the cellphone, he will be booked under malpractice.

Malpractices in Examinations

In case, If a candidate is caught under malpractice, he/she has been restricted to appear for further exams. The candidate Hall Ticket will be seized.

All cases of malpractice by the students in the examinations (ESE and CIA) will be referred by the COE to **Malpractice detection cell**, which has been constituted for the purpose. The Committee will consist of Three Members representing the Faculty of Science, Commerce and humanities / Language, the members will be nominated by the Principal. The committee will monitor all cases of malpractice and will be taken to Principal's consideration and action will be taken in each case.

Supplementary Exam

Supplementary examination will be conducted after VI semester for UG students and after IV semester for the students who have failed in only one subject.