

EXAMINATION MANUAL

for students

EXAMINATION PATTERN:

Examination system has two components :

Continuous Internal Assessment (CIA) and Semester Examination.

1. Theory papers:

Total marks – 100 (50 marks for CIA and 50 marks for Semester Examination)

2. Practical papers:

Total marks – 100 (50 marks for CIA and 50 marks for Semester Examination)

The CIA and Semester Examination assessment ratio is 50: 50. There is no pass minimum for CIA.

CONTINUOUS INTERNAL ASSESSMENT

The aim of internal assessment is to evaluate the performance of the student throughout the semester. The assessment will be done by the course teachers. CIA has the following components:

1. Two written Tests (35+35 marks)	= 70
2. Other Modes of Assessment (any Two) 15+15	= 30
Total marks	<u>=100</u>

Every semester has two centralized CIA written tests constituting 3-4 parts question paper pattern for 70 marks and other two modes of assessments for 30 marks.

OTHER MODES OF INTERNAL ASSESSMENT

1. Quiz announced / unannounced.
2. Individual viva or group viva.
3. Short duration objective type tests / snap tests.
4. Short answer / problem solving tests (15 minutes to 30 minutes of periodical assessment of cognitive abilities).
5. Long answer tests / essay writing (30 minutes to 60 minutes for periodical assessment of higher order cognitive abilities)
6. Guided individual / group projects (only for a few talented students)
7. Lab / Field / Practical work / Case study (to assess practical skills in handling instruments, experimenting, reporting etc.)
8. Group discussion (once in a month to assess originality, creativity, initiative, communication skills etc.)
9. Seminar
10. Assignment

Practical Papers:

Internal Practical Examination: 50 marks (Regular practical tests, model practical tests, record submission and viva voce).

CIA marks will be shown to the students along with their answer scripts by the course teacher. The results of the CIA will be announced before the last working day of every semester. Consolidated CIA marks will be displayed in the department notice board.

CONTINUOUS INTERNAL ASSESSMENT (CIA) & SEMESTER EXAMINATIONS

1. There is no internal minimum for any paper. However, Continuous internal assessment (CIA) is a mandatory requirement for all the students. A student must take at least one CIA test out of two tests and must fulfill at least one mode of assessment among assignments, quiz, seminars, etc. Otherwise he / she will not be permitted to write the semester examination. In the case of a student not fulfilling the above requirement, the student has to write the paper as arrear after completing the CIA improvement. CIA improvement is also allowed for the students who have passed the external exam but have not got the aggregate of 40% for UG and 50% for PG. Such students need not write the external exam again. CIA improvement tests will be conducted in the subsequent semester.
2. **Retest.** If a student is absent for CIA tests with valid and genuine reasons, and if the student applies for CIA retest within a week to Fr. Principal, through the Head of the Department, he / she will be given a chance to write the CIA retest. When Fr. Principal gives permission, the HOD will make arrangement for conducting CIA retests within ten days after the first internal test and before the CIA publications for the second internal test.
3. For all UG courses, the pass minimum is 20 marks out of 50 in the external examination and 40 marks out of 100 in aggregate, that is, internal and external together.
4. For PG, M.Phil. and Diploma Courses, the pass minimum is 25 marks out of 50 in the external examination and 40 marks out of 100 in aggregate, that is, internal and external together.
5. The number of practicals for practical papers will be decided by the department. At the end of the Semester / Year, Semester Exam for Practical papers will be conducted. The pass minimum is the same as for the theory papers.
6. The internal and external marks will be computed for 50 for each paper and the consolidation of these internal and external marks will be for 100.
7. For all the courses under Part IV (NME / SBE / VE / EVS), the duration of internal Test is 1 hour and the duration of Semester Examination is 2 hours.

SEMESTER (EXTERNAL) EXAMINATION

Semester examination will be of three hour duration for all the theory and practical papers. Every theory paper for UG Courses will have objective type questions for 20% of the marks. PG courses will have objective type questions for 10% of the marks.

ATTENDANCE & REPEATING THE SEMESTER

Attendance in this college is compulsory. A student must put in a minimum of 75% attendance to be eligible to write the semester examination. Students who are not eligible to appear for the examinations of a particular semester due to lack of attendance will not be permitted to attend classes and write the examination in the subsequent semesters and will be eligible to repeat the semester only in the concerned odd / even semester of the following academic year. This becomes applicable for students who are admitted from June 2017.

Each student is required to have a minimum of 75% attendance every semester. If a student is absent for one hour, he / she will lose attendance for half a day. If a student is absent for two hours or more, he / she will lose attendance for the whole day.

The grant of condonation is at the discretion of the Principal, The Principal may condone shortage of attendance for a semester. In order to apply for condonation on medical grounds, prior permission from Principal either during the treatment or prior to the treatment is compulsory. Producing medical certificate without prior permission will not be considered for condonation. A student can avail condonation only once during the course of study.

SEMESTER EXAMINATIONS

Theory:

In general, all theory question papers for semester examinations will be set by external examiners. While there is single valuation for U.G. answer scripts, there is double valuation for P.G. scripts, with the subject teacher being one examiner and an external examiner being the second. If the difference of marks between the two valuations is 20 and above, the scripts will be sent for third valuation and the average of the closest two marks will be taken.

Practicals:

A student should do a minimum of 75% of the practicals arranged by the class teacher and submit the record note book to be eligible to appear for the practical examinations. The minimum mark required for a pass is the same as for the theory papers. The semester / year – end practicals for both U.G. and P.G. candidates will be conducted by the teacher-in-charge of practicals for the class, assisted by another teacher of the department who has not been handling practicals for that class. The latter takes the place of the external examiner. For absentees and failed candidates who wish to take the practical examinations again, the odd semester practical papers will be offered in the odd semester and the even semester papers in the even semester. However in the final semester, students may apply for appearing for a maximum of 3 practicals of any semester in arrears.

RESULTS:

After the semester examinations, the results will be scrutinized by the Awards Committee. Students will be given a mark sheet for every semester examination. At the end of the course, a consolidated mark sheet of the final results based on weighted credit point system will be awarded to each student.

SUPPLEMENTARY EXAMINATIONS:

Supplementary examinations will be held for final year regular students who have appeared and failed in any of the semester theory papers and have only 3 papers in arrear to get their degree. The supplementaries will be announced after the year-end results are published. Examination fee has to be paid as prescribed by the College for the Supplementary Examinations.

RETOTALLING / REVALUATION:

Retotalling is permitted for UG students who apply for it within the stipulated time on payment of a prescribed fee.

Revaluation is permitted only for the U.G. papers for which the student has appeared as a regular candidate.

CIA IMPROVEMENT:

- ✓ If a student fails to obtain a pass mark in the aggregate of both CIA and Semester Examination (40% for UG and 50% for PG), he / she may appear for CIA Improvement in the subsequent semester.
- ✓ In order to appear for CIA Improvement, he / she should have passed the Semester Examination.
- ✓ CIA Improvement will be conducted by the Controller of Examinations.
- ✓ A student can appear for CIA improvement only once.
- ✓ CIA improvement cannot be repeated.

SANCTIONS AGAINST MALPRACTICE:

Students should evince utmost honesty and good behavior during the conduct of the examinations. They should keep silence in the examination hall and cooperate in the orderly conduct of the examinations.

If any student is caught indulging in malpractice even in one regular or arrear paper in a semester, it will lead to cancellation of his / her result of all the regular and arrear papers of that semester. Malpractice in any practical examination will lead to the result of cancellation of that practical. The student can reappear for those papers / practicals in the next odd / even semester only, as the case may be.

If a student is found indulging in malpractice in any CIA tests, the cases will be brought to the notice of the Principal. The student will be awarded zero for that semester and he / she cannot appear for Semester Exam in that Semester for that paper. Serious action will be taken by the Principal if the student is caught again for malpractice.

THE TIME LIMIT FOR COMPLETION OF COURSE

The maximum number of semesters within which a student must complete and qualify for a degree will be equal to twice the number of semesters of the regular program. Hence for UG and MCA it will be 6(3+3) years; for PG other than MCA it will be 4(2+2) years; for M.Phil. it will be 2(1+1) years. This rule has come into effect from the 2013 Batch of UG and MCA students, 2014 Batch of PG students other than MCA students and 2015 Batch of M.Phil. students. All earlier Batches of UG, PG, MPhil students of St. Xavier's College must have completed and qualified for the degree not later than the semester examination in April 2018. A candidate is permitted to appear for a maximum of 15 theory papers in the final semester including the papers in arrear.

CONTROLLER OF EXAMINATION