Examination System & Policies

St.Ann's College for Women, Mehdipatnam, Hyderabad-28.

<u>INDEX</u>

Revised Course Structure and Examination Polices effective from R-21 batch
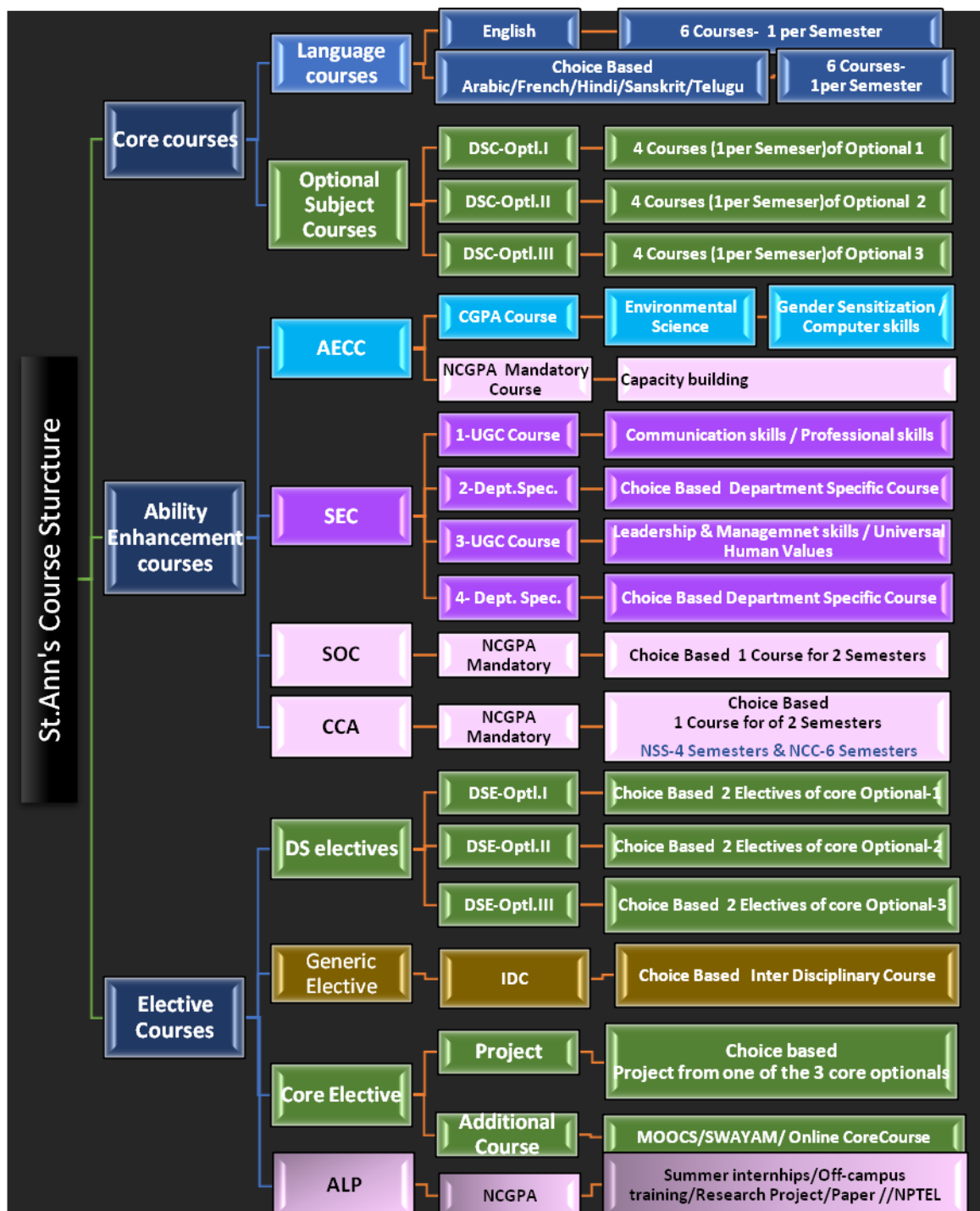
Choice Based Credit System and Credit Based Semester System

The course structure and the examination policies have undergone a major revision during 2021-22 academic year. The revision has been planned on par with UGC frame work and guidelines from the parent University .

Course Structure – PG

Course Structure – UG

St.Ann's Course Sturcture

Core courses

- **Language courses**
  - English — 6 Courses- 1 per Semester
  - Choice Based Arabic/French/Hindi/Sanskrit/Telugu — 6 Courses- 1per Semester
- **Optional Subject Courses**
  - DSC-Optl.I — 4 Courses (1per Semeser)of Optional 1
  - DSC-Optl.II — 4 Courses (1per Semeser)of Optional 2
  - DSC-Optl.III — 4 Courses (1per Semeser)of Optional 3

Ability Enhancement courses

- **AECC**
  - CGPA Course — Environmental Science — Gender Sensitization / Computer skills
  - NCGPA Mandatory Course — Capacity building
- **SEC**
  - 1-UGC Course — Communication skills / Professional skills
  - 2-Dept.Spec. — Choice Based Department Specific Course
  - 3-UGC Course — Leadership & Managemnet skills / Universal Human Values
  - 4- Dept. Spec. — Choice Based Department Specific Course
- **SOC**
  - NCGPA Mandatory — Choice Based 1 Course for 2 Semesters
- **CCA**
  - NCGPA Mandatory — Choice Based 1 Course for of 2 Semesters; NSS-4 Semesters & NCC-6 Semesters

Elective Courses

- **DS electives**
  - DSE-Optl.I — Choice Based 2 Electives of core Optional-1
  - DSE-Optl.II — Choice Based 2 Electives of core Optional-2
  - DSE-Optl.III — Choice Based 2 Electives of core Optional-3
- **Generic Elective**
  - IDC — Choice Based Inter Disciplinary Course
- **Core Elective**
  - Project — Choice based Project from one of the 3 core optionals
  - Additional Course — MOOCS/SWAYAM/ Online CoreCourse
- **ALP**
  - NCGPA — Summer internhips/Off-campus training/Research Project/Paper //NPTEL

Semester Credit Structure

Revised Course Structure B.A.-U.G. CBCS (Effective from R21 Batch Onwards)						
Category	SEM-1	SEM-2	SEM-3	SEM-4	SEM-5	SEM-6	Credits
Language Skill Course-English	English	English	English	English	English	English	4+4+3+3+3+3=20
Language Skill Course-Second Language	II Lang	II Lang	II Lang	II Lang	II Lang	II Lang	4+4+3+3+3+3=20
Core Courses	Optional-1: DSC-1	Optional-1: DSC-2	Optional-1: DSC-3	Optional-1: DSC-4	Optional-1: DSE-1	Optional-1: DSE-2	5+5+5+5+5+5=30
Core Courses	Optional-2: DSC-1	Optional-2: DSC-2	Optional-2: DSC-3	Optional-2: DSC-4	Optional-2: DSE-1	Optional-2: DSE-2	5+5+5+5+5+5=30
Core Courses	Optional-3: DSC-1	Optional-3: DSC-2	Optional-3: DSC-3	Optional-3: DSC-4	Optional-3: DSE-1	Optional-3: DSE-2	5+5+5+5+5+5=30
Foundation Courses	AECC-1 Environmental Science / Gender Sensitization	AECC-2 Gender Sensitization/ Environmental Science	-----	-----	AECC-3 Capacity building*	-----	2+2+2*=4
Skill Enhancecment Courses	-----	-----	SEC-1 a.Communication/ Professional skills SEC-2 Dept Specific Course	SEC-3 b.Leadership & Management Skill / Universal Human Values SEC-4 Dept SpecificCourse	-----	-----	2+2+2+2=8
Generic Elective Course	-----	-----	-----	-----	GE	-----	4
Project	-----	-----	-----	-----	-----	Project/ OnlineCourse	4
NCGPA-St.Ann's*	SOC (Mandatory)/ CCA (Mandatory)	SOC (Mandatory)/ CCA (Mandatory)	ALP/ Online Course (Not Mandatory)	ALP/ Online Course (Not Mandatory)	ALP/ Online Course (Not Mandatory)	ALP/ Online Course (Not Mandatory)	2+2+...*
							Total 150 + 6*+ ....
* Not included for CGPA							

Revised Course Structure-BBA U.G. CBCS (Effective from R21 Batch Onwards)						
Category	SEM-1	SEM-2	SEM-3	SEM-4	SEM-5	SEM-6	Credits
Language Skill Course-English	English	English	English	English	English	English	4+4+3+3+3+3=20
Language Skill Course-Second Language	II Lang	II Lang	II Lang	II Lang	II Lang	II Lang	4+4+3+3+3+3=20
Core Courses	DSC-1	DSC-4	DSC-7	DSE-10	DSE-1	DSE-4	5+5+5+5+5+5=30
Core Courses	DSC-2	DSC-5	DSC-8	DSE-11	DSE-2	DSE-5	5+5+5+5+5+5=30
Core Courses	DSC-3	DSC-6	DSC-9	DSE-12	DSE-3	DSE-6	5+5+5+5+5+5=30
Foundation Courses	AECC-1 Environmental Science / Gender Sensitization	AECC-2 Gender Sensitization/ Environmental Science	-----	-----	AECC-3 Capacity building*	-----	2+2+2*=4
Skill Enhancecment Courses	-----	-----	SEC-1 a.Communication/ Professional skills SEC-2 Dept Specific Course	SEC-3 b.Leadership & Management Skill / Universal Human Values SEC-4 Dept SpecificCourse	-----	-----	2+2+2+2=8
Generic Elective Course	-----	-----	-----	-----	GE	-----	4
Project	-----	-----	-----	-----	-----	Project cum Internship	4
NCGPA-St.Ann's*	SOC (Mandatory)/ CCA (Mandatory)	SOC (Mandatory)/ CCA (Mandatory)	ALP/ Online Course (Not Mandatory)	ALP/ Online Course (Not Mandatory)	ALP/ Online Course (Not Mandatory)	ALP/ Online Course (Not Mandatory)	2+2+...*
							Total 150 + 6*+ ....
* Not included for CGPA							

Revised Course Structure U.G. CBCS (Effective from R21 Batch Onwards) All B.Com. Except Hons.

Category	SEM-1	SEM-2	SEM-3	SEM-4	SEM-5	SEM-6	Credits
Language Skill Course-English	English	English	English	English	English	English	4+4+3+3+3+3=20
Language Skill Course-Second Language	II Lang	II Lang	II Lang	II Lang	II Lang	II Lang	4+4+3+3+3+3=20
Core Courses	DSC-1	DSC-4	DSC-7	DSE-10	DSE-1	DSE-5	5+5+5+5+5+5=30
Core Courses	DSC-2	DSC-5	DSC-8	DSE-11	DSE-2	DSE-6	5+5+5+5+5+5=30
Core Courses	DSC-3	DSC-6	DSC-9	DSE-12	DSE-3	DSE-7	5+5+5+5+5+5=30
Foundation Courses	AECC-1 Environment Science	AECC-2 Basic Computer Skills	-----	-----	AECC-3 Capacity building*	-----	2+2+2*=4
Skill Enhancecment Courses	-----	-----	SEC-1 a.Communication/ Professional skills SEC-2 Dept Specific Course	SEC-3 b.Leadership & Management Skill / Universal Human Values SEC-4 Dept SpecificCourse	-----	-----	2+2+2+2=8
Generic Elective Course	-----	-----	-----	-----	GE	-----	4
Project	-----	-----	-----	-----	-----	Project/ OnlineCourse	4
NCGPA-St.Ann's*	SOC (Mandatory)/ CCA (Mandatory)	SOC (Mandatory)/ CCA (Mandatory)	ALP/ Online Course (Not Mandatory)	ALP/ Online Course (Not Mandatory)	ALP/ Online Course (Not Mandatory)	ALP/ Online Course (Not Mandatory)	2+2+...*
							Total 150 + 6*+ ....

* Not included for CGPA

Revised Course Structure U.G. CBCS (Effective from R21 Batch Onwards) B.Com. Hons.

Category	SEM-1	SEM-2	SEM-3	SEM-4	SEM-5	SEM-6	Credits
Language Skill Course-English	English	English	English	English	English	English	4+4+3+3+3+3=20
Core Courses	DSC-1	DSC-5	DSC-9	DSC-13	DSE-1	DSE-5	5+5+5+5+5+5=30
Core Courses	DSC-2	DSC-6	DSC-10	DSC-14	DSE-2	DSE-6	5+5+5+5+5+5=30
Core Courses	DSC-3	DSC-7	DSC-11	DSC-15	DSE-3	DSE-7	5+5+5+5+5+5=30
Core Courses	DSC-4	DSC-8	DSC-12	DSC-16	DSE-4	DSE-8	5+5+5+5+5+5=30
Foundation Courses	AECC-1 Environment Science	AECC-2 Basic Computer Skills	-----	-----	AECC-3 Capacity building*	-----	2+2+2*=4
Skill Enhancecment Courses	-----	-----	SEC-1 a.Communication/ Professional skills SEC-2 Dept Specific Course	SEC-3 b.Leadership & Management Skill / Universal Human Values SEC-4 Dept SpecificCourse	-----	-----	2+2+2+2=8
Generic Elective Course	-----	-----	-----	-----	GE	-----	4
Project	-----	-----	-----	-----	-----	Project/ OnlineCourse	4
							Total 160 + 6*+ ...

* Optional

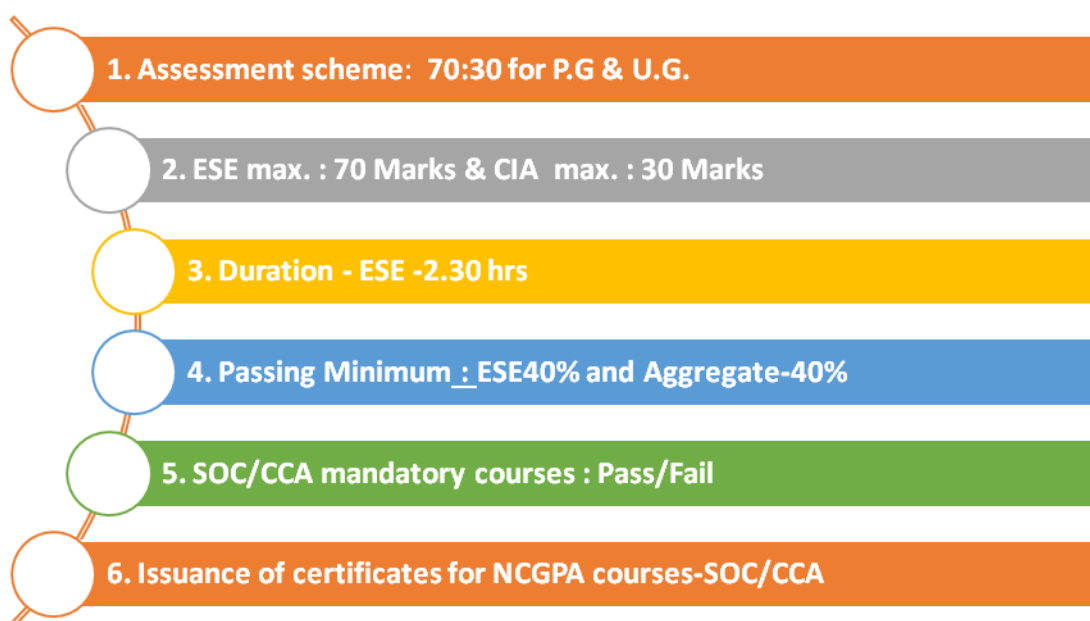| Revised Course Structure B.Sc.-U.G. CBCS (Effective from R21 Batch Onwards)							
Category	SEM-1	SEM-2	SEM-3	SEM-4	SEM-5	SEM-6	Credits
Language Skill Course-English	English	English	English	English	English	English	**4+4+3+3+3+3=20**
Language Skill Course-Second Language	II Lang	II Lang	II Lang	II Lang	II Lang	II Lang	**4+4+3+3+3+3=20**
Core Courses	Optional-1: DSC-1	Optional-1: DSC-2	Optional-1: DSC-3	Optional-1: DSC-4	Optional-1: DSE-1	Optional-1: DSE-2	**5+5+5+5+5+5=30**
Core Courses	Optional-2: DSC-1	Optional-2: DSC-2	Optional-2: DSC-3	Optional-2: DSC-4	Optional-2: DSE-1	Optional-2: DSE-2	**5+5+5+5+5+5=30**
Core Courses	Optional-3: DSC-1	Optional-3: DSC-2	Optional-3: DSC-3	Optional-3: DSC-4	Optional-3: DSE-1	Optional-3: DSE-2	**5+5+5+5+5+5=30**
Foundation Courses	**AECC-1** Environmental Science / Gender Sensitization	**AECC-2** Gender Sensitization/ Environmental Science	-----	-----	**AECC-3** Capacity building*	-----	**2+2+2*=4**
Skill Enhancecment Courses	-----	-----	**SEC-1** b.Leadership & Management Skill / Universal Human Values SEC-2 Dept Specific course	**SEC-3** a.Communication/ Professional skills **SEC-4** Dept Specific course	-----	-----	**2+2+2+2=8**
Generic Elective Course	-----	-----	-----	-----	**GE**	-----	**4**
Project	-----	-----	-----	-----	-----	Project/ OnlineCourse	**4**
NCGPA-St.Ann's*	**SOC (Mandatory)/ CCA (Mandatory)**	**SOC (Mandatory)/ CCA (Mandatory)**	**ALP/ Online Course** (Not Mandatory)	**ALP/ Online Course** (Not Mandatory)	**ALP/ Online Course** (Not Mandatory)	**ALP/ Online Course** (Not Mandatory)	**2+2+...***
							Total 150 + 6* + ...
* Not included for CGPA							

Examination System

St.Ann's follows Credit Based Semester System (CBSS) &   Choice Based Credit System (CBCS) integrating continuous internal assessment along with end semester evaluation.
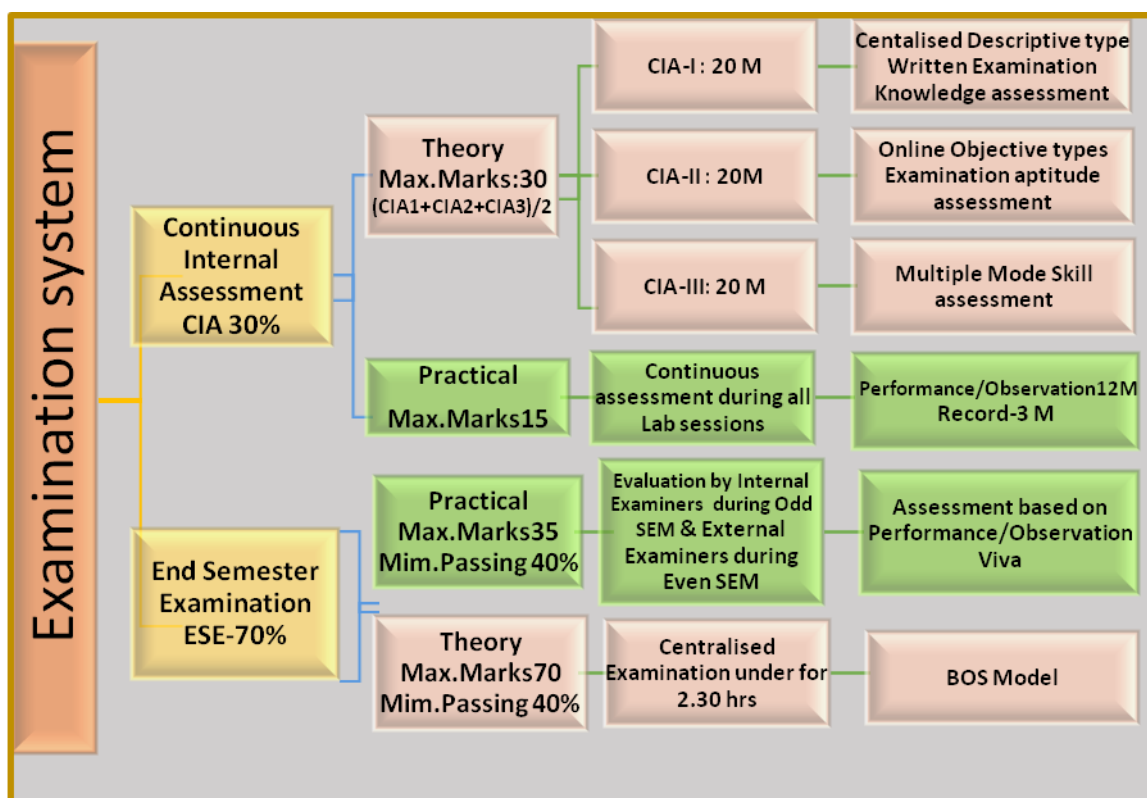
Under CBCS, an academic year consists of two semesters(odd and even) and performance of students are declared in terms of grades and Grade point average. The institution assesses every student's performance by both Continuous Internal Assessment - CIA and End Semester Examination-ESE.

• The ratio of CIA and ESE is 30:70 for U.G. and P.G.

• A student has to earn the minimum prescribed credits for the award of degree.

• A 10-point absolute grade system is adopted for calculation of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA).

Semester system Odd & Even | Credits & Grades | Evaluation @ Knowledge, Skill Performance level | Declaration of Result- CGPA Format | Easy Mobility across Institutions Credit transfer

Presently, based on feedback/suggestions from parent university/BOS members examcell had deliberaed the following policy revisions to be implemented from the academic year 2021-22 from R21 batch on wards

1. Assessment scheme: 70:30 for P.G & U.G.

2. ESE max. : 70 Marks & CIA max. : 30 Marks

3. Duration - ESE -2.30 hrs

4. Passing Minimum : ESE40% and Aggregate-40%

5. SOC/CCA mandatory courses : Pass/Fail

6. Issuance of certificates for NCGPA courses-SOC/CCA

Continuous Internal Assessments CIA

- Two written internal tests of twenty marks each for a duration of 1 hr. and the third test for 20 marks by way of Seminars / Quiz / Assignment etc are conducted. The total marks obtained in the three tests out of 60 is then scaled down to 30.
- A student can appeal to the course teacher or approach the head of the Department for any clarification, regarding evaluation, immediately after receiving the valued scripts.
- A student absent for any internal exams will lose the marks in the test.
- No retest or improvement is conducted for internal assessment, seminars and Project Work.
- Retest will be conducted only if a student is absent due to authorized participation in college programmes like sports, competition, NCC/NSS activities etc.

End Semester Examination ESE

- 75% of attendance is compulsory for all the students to appear the end semester Examinations.
- Condonation up to 10% may be considered by the Principal on medical grounds / on a case to case basis.
- Passing minimum is 40% in ESE and 40% in aggregate (marks in the end semester and internal
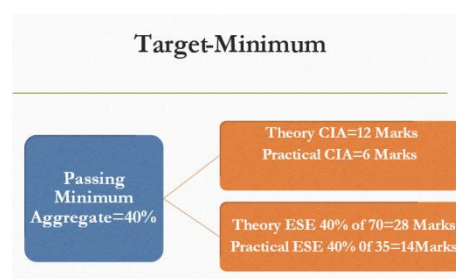
examination put together) for both theory and practicals.

- A student who has not cleared a paper in ESE can appear for the paper in the next even semester. All backlog exams are conducted in the even semesters.
- For Practicals, 50% of evaluation is done by internal examiner and 50% by an external examiner chosen for each paper from the approved panel of examiners.

General rules

Examination Fees

Students are required to pay the prescribed end semester examination fees in the Examination Office after submitting the examination form duly filled.

Examiners

The External Examiners will be appointed by the Controller of Examinations from panel of Examiners recommended by the Board of Studies of each department. The functions of the External Examiners are to set the question papers, prepare the scheme of valuation, value the answer scripts and prepare the marks lists.

Double valuation is adopted for P.G. The answer scripts will be valued by two examiners, out of which at least one will be external from the panel of examiners approved by the Board of Studies. The marks awarded to that answer script shall be the average of these two evaluations. If the difference in marks between the two evaluations is 20% or more of the marks, such scripts shall be assessed by a **third examiner** (internal). Average of the two higher evaluations out of the three will be taken.

Recounting Provision for recounting is given for P.G. Students.A student can apply within the prescribed time limit for recounting of marks.

Revaluation

A student can appeal for recounting of marks, or revaluation of the paper within ten full days after the announcement of results, on payment of prescribed fee. In the case of revaluation, the better of the two scores will be considered.

Improvement Examinations

Improvement exam for a paper is permitted once, on the next even semester, provided the candidate has cleared all the courses.

Such improved grade will not be counted for the award of prizes / medals / rank.

Backlog Examinations

Backlog examinations are conducted only during even semesters.

Malpractice

- ✧ In case of malpractice in the internal examination, CIA for that particular paper will be scrapped.
- ✧ In the ESE if any student indulges in malpractice or is caught in possession of any written material or electronic gadgets, the examinations for **all papers printed in the hall ticket will be cancelled**, as per norms laid down by Osmania University.

Declaration of Results

End Semester Examination results will be published after approval from the Result committee members, comprising Controller of examinations OU, Additional controllers of respective faculty along with the internal result committee members (within 40 days from the last examination)

✧ If a student passes in all the papers of a semester, the result is declared as PASS.

✧ If a student is absent for End Semester Examination, the course result is declared as ABSENT. However, her CIA marks will be carried forward.

✧ Semester memorandum of marks will have only grades secured by the students in every subject.

Promotion Policy

✧ If a student has the **required attendance and registered for semester examination** in the odd semester, she will be promoted to the next semester. There is no detention in the odd semester.

✧ However, in the even semester she has to clear at least **50% of the total number of papers (theory and practicals taken together) of courses** in all the previous semesters, to be promoted to the next semester. Else, she is detained.

* Registration means submitting examination form within the prescribed time, payment of fees for the papers appearing an obtaining Hall Ticket for the said examination.

Course Completion

The prescribed of number of credits to be acquired for the award of Degree

A student is permitted to complete her course within n+2 years duration where 'n' is the actual course duration.

During this period, even if the syllabus is revised, the candidate reappearing shall be allowed to write according to the old syllabus.

Re-admission Policy

Permission for re admission can be granted for

- A detained student who did not pass in the required number of papers
- A student after completing a semester did not continue in the next immediate semester on health/personal grounds
- A student who has put in not less than 40% of attendance in a semester and not registered for the examination
- A student after completing a semester taken TC and wish to come back to continue the earlier course

Re admission in all the above cases is permissible provided they are within the period of n+2 duration

Extra credits for Outstanding Achievements

A student who excels in sports/academics/research/any other field is eligible to earn one extra credit. The qualifying criteria for this will be decided by a committee of senior faculty.

Award of Grades, SGPA, CGPA

The award of Grades, Grade letter, Grade Points, have been revised as per the the CBCS guidelines in the UGC frame work. The marks secured by the student in the internal tests and semester- end examinations are converted into grades and SGPA and CGPA are computed based on the grades and the number of credits for the various courses.

PHOTOCOPY:
The candidate will be provided photocopy of her theory answer script on payment of **Rs. 1000/-** per paper. The request for photocopy of answer script should be submitted in the prescribed Performa concerned candidate duly attested by the Principal along with

> (i) Fee receipt
> (ii) Hall Ticket and
> (iii) Copy of Memo / Internet Memo

The photocopy of the answer script will be sent to the candidate by post in two weeks from the last date of submission.

Details of CBCS

Credit is the unit by which the course work is measured. One credit is one hour of teaching work or two hours of practical work per week.
Grade Point is weightage allotted to each grade letter depending on the marks awarded in a course/paper.
Semester Grade Point Average (SGPA)

 SGPA indicates the performance of a student in a given Semester. SGPA 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/papers in that Semester.

Calculation of SGPA

SGPA = where Credit Point = (Credit X Grade Point) of the course.
Note: SGPA is computed only if the candidate passes in all the courses (gets a minimum 'D' grade)

Cumulative Grade Point Average (CGPA)

CGPA refers to the Cumulative Grade Points Average weighted across all the semesters . CGPA is obtained by dividing the total number of credit points (CPts) in all the semesters by the total number of credits in all the Semesters. The final result at the end of all the semesters is declared in the form of CGPA.

Note: CGPA is calculated only when the candidate passes in all the papers of all the semesters.

Cumulative Grade Point Average (CGPA)

CGPA refers to the Cumulative Grade Points Average weighted across all the semesters & is obtained by dividing the total number of credit points (CPts) in all the semesters by the total number of credits in all the Semesters.

The following new grade structure will be implemented from the batch of students of I year UG/PG programs who are admitted during the year 2021-22

Range of Mark%	Grade	Statement	Grade Point
>= 90 < =100	O	Outstanding	10
>= 75 < 90	A+	Excellent	9
>=60 < 75	A	Very Good	8
>=55 < 60	B+	Good	7
>=50 < 55	B	Above Average	6
>=45 < 50	C	Average	5
>=40 < 45	D	Pass	4
Less than 40	F	Fail	0
	AB	Absent	0

In all matters, the head of the institution (The Principal) has the right to use her discretion on a case to case basis. For any issue that has not been covered by these Autonomy Rules of the College, Osmania University rules and statutes would apply.