

## **GENERAL GUIDELINES FOR EXAMINATION DEPARTMENT (FOR EVALUATION AND ASSESSMENT)**

- There shall be minimum one internal test along with other component of evaluation during a semester.
  - Internal assessment must full fill the criteria of continuous and comprehensive assessment.
  - The internal assessment must be done through various means including following components.
    1. Internal written tests
    2. MCQ based quizzes/Seminars (Presentations)
    3. Class participation in Assignments
    4. Attendance
1. Departments have to submit the total internal marks to the respective administrative office.
  2. For 2 (two) credit courses internal test shall be of 10 Marks 5 Marks of Attendance.
- The Principal College in consultation with other teachers of the college will prepare in the beginning of the term a detailed scheme of seminars, homework, quizzes, etc. and the Programme for the test examinations and the same will be announced to the candidates.
  - The records of the test examinations as well as seminars, homework, quizzes etc. will be maintained.
  - Every candidate shall maintain a regular record of his/her practical work that shall be duly certified by his/her teacher(s) from time to time.
  - The weightage of the in semester evolution (internal evaluation) and Weightage of the end of semester evaluation (external evaluation) shall be as per the existing norms approved by respective Board of Studies.
  - Internal test passing criterion for Undergraduate Programmes: Candidate will be required to obtain at least 25% marks separately in each head of passing and in aggregate have to obtain 35% marks in the internal tests conducted by college, provided however, a candidate who fails to obtain 25% marks in not more than two heads of passing, may be allowed to appear at the External examination by the Principal of the college concerned on the recommendation of the committee appointed by him/her to assess the candidate's overall performance.
  - Internal test passing criterion for Postgraduate Programmes: Candidate will be required to obtain at least 33% marks separately in each head of passing in the internal tests conducted by College, provided however, a candidate who fails to obtain 33% marks in not more than two heads of passing, may be

allowed to appear at the External examination by the Principal college concerned on the recommendation of the committee appointed by him/her to assess the candidate's overall performance.

- After completion of the internal test, marks should be displayed on the college notice board, so that students can see their internal marks.
- If student fails in any head of passing and wants to improve his/her marks, he/she should be given enough opportunity to improve the marks. For this college will conduct internal improvement test.
- If a candidate fails in the internal test (do not full fill the internal test passing criteria), his/her term will not be granted and he/she will not be eligible to appear in the external examination.
- Candidate should have gone through the N.C.C. or N.S.S. or Physical Training in accordance with the relevant ordinances.
- Candidate will be declared as NPTA (Not permitted to appear in next semester) and his examination form will be withdrawn.

### **CRITERIA FOR SEMESTER END EXAMINATION CONDUCTED BY COLLEGE**

- The nature of final examination, whether written or oral or both, in respect of each course shall also be made known to the students at the beginning of the academic session.
- No candidate will be allowed to reappear in the external examination with the same subject, which he has already passed.
- Candidate desirous of appearing at the semester end examination must apply in the prescribed form accompanied by a certificate of attendance to the registrar through the principal of the college on or before the date prescribed for the purpose under the relevant ordinance/s.
- College will hold the examination for ODD semesters in the month of October or November and for EVEN semesters in the month of March or April as per the academic term schedule declared by the college.
- The theory syllabus of each course will have Units/Paragraphs. The question paper will cover all the units/paragraphs and will offer internal options in the questions within the unit/paragraphs or as decided by the faculties.
- The appointment of Paper-setter/s and Examiner/s will be as per the existing rules and regulations in the college from time to time.
- The tentative/provisional grade shall be issued at the end of every semester indicating the courses completed successfully. The final Grade Card may be issued by the Controller of Examination after a candidate has successfully completed all the courses of the said programme.
- The Scheme of examination for various subjects of study at Undergraduate and postgraduate examination as approved by concerned statutory bodies.

- Assessment criterion
  - As per the existing rules and regulations approved by various bodies.
- Fairness of assessment
  - As per the existing rules and regulations approved by various bodies.

#### Standard of Passing

- For Undergraduate and Post Graduate Programmes: In External assessment, the student will have to score 40% marks in each Head of passing. In overall, aggregate of internal and external for particular course student will also have to score 40% marks in each head of passing.
- The candidate will NEVER be said to have failed in a course if he/she is unsuccessful in completing the course by the end of the semester. On the contrary he/she is said to have Not Clear (NC) the paper.

### GRADE POINTS SYSTEM

Grade Points				Award of Class		
Grade Points	Description	% of Marks	Division / Grade	Remark	CGPA	Grade
10	Outstanding	m > 90	First/O	First Class with O	CGPA > 9.00	O
9	Excellent	80 < m < 90	First/A	First Class with A	8.00 < CGPA < 9.00	A
8	Very Good	70 < m < 80	First/B	First Class with B	7.00 < CGPA < 8.00	B
7	Good	60 < m < 70	First/C	First Class with C	6.00 < CGPA < 7.00	C
6	Fair	50 < m < 60	Second/D	Second Class with D	5.00 < CGPA < 6.00	D
5	Average	40 < m < 50	Pass/E*	Pass Class with E	4.00 < CGPA < 5.00	E
4	Dropped	30 < m < 40	F**	Dropped - F	CGPA < 4.00	F
3	Dropped	20 < m < 30	F**			
0	Dropped	m < 20	F**			

**For internal component please refer the following table.**

Grade Points	Description	% of Marks	Division / Grade
* 5	Average	25 < m < 50	Pass/E
** 4	Dropped	m < 25	F

**Grade Point Average = {Credit \* Grade Points} / Total credits**

**Equivalent Percentage = CGPA \* 10**

Cumulative Grade Point Average (CGPA) is computed as:

**CGPA = {Credit \* Grade Points} / Total Semesters credits**

### CARRY FORWARD CRITERIA

- A candidate who has undergone a regular course of study in a particular Semester, fulfill the required criteria of attendance and has secured marks equal to passing standard both in Internal and External Examination shall be eligible for continuing study in next Semester.

- For Undergraduate programmes:
  - "A candidate who fails in more than three heads of passing in I and II semester shall not permitted to go to V semester."
  - Result of VI semester examination shall not be declared until candidate clears all the heads of passing.
- For Postgraduate programmes:
  - "A candidate who fails in more than two heads of passing in I semester shall not permitted to go to III semester."
  - "A candidate who fails in more than two heads of passing in II semester shall not permitted to go to IV semester."
  - "A candidate who fails in more than two heads of passing in III semester shall not permitted to go to V semester."
  - "A candidate who fails in more than two heads of passing in IV semester shall not permitted to go to VI semester."
- A student, who for whatever reason is not able to complete the programme within the normal period or the minimum duration prescribed for the programme, may be allowed two years period beyond the normal period to clear the backlog to be qualified for the degree. The general formula, therefore be as follows:
  - $\text{Span} = N \times 2$  years for the completion of programme, where N stands for the normal or minimum duration prescribed for completion of the programme.
  - Ordinarily, no student should be given time beyond the extended period of two years. However, in exceptional circumstances and on the basis of the merits of each case college exam committee may allow a student one more year for completion of the programme.
  - During the extended period the student shall be consider as a private candidate and also not be eligible for ranking.
- All other provisions not covered here shall be as per the existing norms.
- If any subject specific regulation is required, Board of studies of subject discipline concerned shall prepare regulations in addition to these general regulations.

### **EXAMINATION RULES**

- The appointment order of convenen/paper setter/ examiner/moderator will be given before 21 days from the date of examination. Non acceptance has to be communicated within a week by the concerned person otherwise it will be treated as accepted.
- If the paper setter has sent the non acceptance, then re-appointment will be done and communicated before 14 days of examination.
- Appointment of convener/paper setter/examiner/moderator will be communicated by university by email online portal for which database of teachers should be properly maintained and verified from principal. Data base can be created by using Google forms getting filled by all the teachers. Appointment orders will not be given on telephone.

- The question paper has to be submitted one week prior to the date Commencement of exam.
- The subjects in which examiners are available, one person will not be given more than 3 or 4 paper setting work. The papers in which approved teachers are not available, paper setting appointments will be given to those teachers who are teaching that paper.
- Question papers of two consecutive exams in the subject will be provided to the paper setter by university. Paper setters will ensure that questions are not copy paste from two previous papers and precautions should be taken that the question paper is not exact copy of old papers. The Gujarati translation of the paper will also be submitted by paper setters wherever applicable.
- In case of mistakes found in any of the above item no. 1 to 6, actions will be taken against the responsible officer/ non teaching staff/ teacher. In case of the first mistake warning will be given in writing and then in case of the second mistake the teacher will be debarred from examination work for two consecutive years and will not be paid any remuneration in the concerned paper. In case of frequent mistakes made by officers/non teaching staff, memo/financial penalty will be levied to the concerned person.
- More number of staff should be deployed at press during examination for avoiding errors in question papers. Sufficient extra question papers will be sent to all the centres to avoid shortage of papers. Subject specific proof readers will be deployed at press for correcting the errors.
- During examination if errors are found in the question paper and it is resolved immediately then only warning will be given but in case of frequent occurrence of serious errors, teacher will be suspended from exam work for one year.
- If any question is found out of syllabus then action will be taken based on the guidelines of subject expert committee.
- Without any genuine reason and if intentionally assessment work is not completed within stipulated time duration, then the examiner will be debarred from exam work for two consecutive years.
- Conveners and paper setters/ paper setters will be assessing the answer sheets and intentionally without any genuine reason if they are not coming for assessment, they should be debarred for two consecutive years from convener/paper setter work.
- Careful assessment in terms of total of marks, putting marks in sub sections etc is mandatory. If frequent mistakes are found then action will be taken against the teacher by a disciplinary committee constituted by the university.
- Training/orientation for supervisors is advisable at respective exam centres to avoid errors.