

Kanya Maha Vidyalaya, Jalandhar (Autonomous)

Important Information for Students regarding the various Academic/Examination Activities

Note: For Schedule of academic activities the students are instructed to visit the college website and check the Academic Calendar <http://www.kmvjla.org/calendar19-20.php>

1. Continuous Assessment

End Semester Exams (ESE) Weightage : 80 %

Continuous Assessment (CA) Weightage: 20 %

Continuous Assessment will consist of three components.

1.1. Mid Semester Test (MST) (Weightage: 10%)

1.2. Class Performance (CP) (Weightage: 5%)

1.3. Attendance (A) (Weightage: 5%)

Attendance Weightage (AW): 5% of Total Marks of course	
Rules for allotment of CA marks based on Attendance:	
Attendance in Percentage	Marks (% of AW)
a) $A \geq 90$	100%
b) $80 \leq A < 90$	80%
c) $75 \leq A < 80$	60%
d) < 75	No Marks

2. Attendance requirements to appear in End Semester Examinations

All the students must have a minimum of 75% attendance to appear in End Semester Examinations.

3. Conduct of Examinations

3.1. Class Performance (CP)

	Odd Semester	Even Semester
CP-I	16 th August to 31 st August	13 th February to 28 th February
CP-II	15 th August to 31 st October	10 th April to 25 th April

3.2. Mid Semester Test (MST)

3.2.1. MST will be conducted out of 80% of total marks of course.

3.2.2. In odd semester, MST will be conducted in 3rd week of September and in even semester in 2nd week of March (schedule may vary if contingencies so demand).

3.3. Retest of Mid Semester Test (MST)

- **Retest will be conducted with the special permission of Principal only for those students who have missed the MST due to**
 - Participation in college-sponsored activities such as NCC, NSS, Sports, ECA during the days of examinations. The list of students signed by Principal will be provided to the CoE office by the concerned in-charges through Dean Student Welfare.
 - Medical reason (due to long-term illness/accident/hospitalization of student/ Maternity) or any other extraordinary circumstances with special permission from Principal before the conduct of examination or latest by the day of the examination itself and the application for the same should be submitted with requisite documentary proof to Student Welfare Committee (SWC). The SWC will submit the list of recommended cases signed by Principal to CoE office.
 - Serious mishap in her first blood relation (Mother/Father/Sister/ Brother/Daughter/Son) and In-Laws (Husband, Mother-in-Law, Father-in-Law) on the day of examination or at the **most one week prior to the examination** and the application for the same should be submitted with requisite documentary proof to SWC. The SWC will submit the list of recommended cases signed by Principal to CoE office.
 - The list of students described in all the above cases should be submitted **within 5 (five) days** after the last examination of MST.
- These tests will be conducted before the commencement of the End Semester Examination. CA of such students will be modified by including the marks of Retest in the respective course/s.

3.4. End Semester Examinations (ESE)

- ESE will be conducted out of 80% of total marks of course.
- In odd semester, End Semester Examination will be conducted in Last week of November and in Even Semester in 2nd week of May (schedule may vary if contingencies so demand).

3.5. Practical Examinations (ESE)

Practicals (Practical/ Seminar/ Viva-voce/ Project/ Thesis/ Dissertation/ Case Study/ Status Report/ Training Report/ Term Report)

- The practical examination will be conducted before or after the theory examination.
- Odd Semester practical examination will be conducted in 3rd week of November and in Even Semester in 1st week of May (schedule may vary if contingencies so demand).

3.6. Retest of End Semester Examinations (ESE)

- Retest will not be the right of the student, it will be conducted with the special permission of Principal only for those students who have missed the ESE due to:
 - Participation in college-sponsored activities such as NCC, NSS, Sports, ECA during the days of examination. The list of students signed by Principal will be provided to the CoE office by the concerned in-charges through Dean Student Welfare at least one week before the commencement of End Semester Examination.

- Medical reason (due to long-term illness/accident/hospitalisation of student/ Maternity) with special permission from Principal **before the conduct of examination or latest by the day of the examination** itself and the application for the same should be submitted to CoE office with requisite documentary proof immediately.
- Serious mishap in her first blood relation (Mother/Father/Sister/ Brother/Daughter/Son) and In-Laws (Husband, Mother-in-Law, Father-in-Law) on the day of examination or at the most **3 (three) days prior** to the examination and the application for the same should be submitted with requisite documentary proof to CoE office immediately.
- These tests will be conducted during the current session with a special fee, within maximum of 15 days after the last day of End Semester Examination. After that the chance will be given in the next session irrespective of odd/even semester, if she is eligible to appear in Reappear Examination as per examination and evaluation policy of the college. Students must apply for the retest in the prescribed form.

4. Passing Marks Conditions

- Student has to clear the End Semester Examination of each course individually.
- The student has to get minimum passing marks in aggregate of CA & End Semester Examination in each course (Theory, Practical, Seminar, Viva, Project etc.). Failing of which the student will get compartment in any above mentioned course even if she has already passed the End Semester Examination of the concerned course.
- **Minimum Passing Marks**
 - Continuous Evaluation System: (i) UG Programmes: 35% (ii) PG Programmes: 40% (iii) Diplomas/PG Diplomas: 35%
 - Credit Based Continuous Evaluation Grading System: (i) Diplomas/PG Diplomas: 40% (ii) B.Voc : 40% (iii) M.Voc. : 40%
 - Certificate Courses: 45%

5. Assignments

The candidate shall be required to submit her project report/dissertation/thesis/case study/status report/training report/term report or any other such assignment included in the course, required for the partial fulfilment of the requirements of a programme, by the end of last semester of the programme in which she is registered (**30th April**). The Principal may, however, give an extension of **15 (fifteen) days** after this date, i.e., up to **15th May**. In case the candidate fails to submit the assignment at the end of this period of extension, she shall be awarded an 'Incomplete Grade (I)' for this course. Students getting 'I Grade' shall have to seek admission to the next semester and shall have to pay fee and other funds as per college rules. Assignments shall be evaluated by a Board comprising of HoD/ Dean, internal and external examiners.

6. Carry on System

6.1. Continuous Evaluation System (CES)

6.1.1. Programmes having eight semesters duration (UG Programmes)

- a) There will be no condition for promoting a student from 1st semester to 2nd semester.
- b) However, the student will be promoted to the 3rd semester only if she has passed at least 50% courses of the first two semesters. But, there will be no condition for promoting a student from 3rd semester to 4th semester.

- c) However, the student will be promoted to the 5th semester only if she has passed at least 50% courses of the first four semesters.
- d) There will be no condition for promoting a student from 5th semester to 6th semester.
- e) *A student shall be promoted to 7th semester only if she has passed atleast 50% courses/papers of the first six semesters (Applicable for those students who will be enrolled in 1st semester w.e.f. session 2018-19).*
- f) *There will be no condition for promoting a student from 7th semester to 8th semester (Applicable for those students who will be enrolled in 1st semester w.e.f. session 2018-19).*
In case a student fails to pass after a period of four consecutive years (eight semesters) the student shall be given a period of two consecutive years (four semesters) more to pass failing which she shall have to start the whole programme afresh from the first semester. However, such a student will not be required to qualify the entrance test again, if any.

6.1.2. Programmes having six semesters duration (UG Programmes)

- a) There will be no condition for promoting a student from 1st semester to 2nd semester.
- b) However, the student will be promoted to the 3rd semester only if she has passed at least 50% courses of the first two semesters.
- c) There will be no condition for promoting a student from 3rd semester to 4th semester.
- d) However, the student will be promoted to the 5th semester only if she has passed at least 50% courses of the first four semesters.
- e) *There will be no condition for promoting a student from 5th semester to the 6th semester. In case a student fails to pass after a period of three consecutive years (six semesters) the student will be given a period of two consecutive years (four semesters) more to pass, failing which she will have to start the whole programme afresh from the 1st semester. However, such a student will not be required to qualify the entrance test again, if any.*

6.1.3. Programmes having four semesters duration (PG Programmes)

- a) There will be no condition for promoting a student from 1st semester to 2nd semester.
- b) However the student will be promoted to the 3rd semester only if she has passed at least 50% courses of the first two semesters.
- c) There will be no condition for promoting a student from 3rd semester to 4th semester.
- d) In case a student fails to pass all the courses within a period of two consecutive years (four semesters), she will be given two consecutive years (four semesters) more to pass, failing which she will have to start the whole programme afresh from the 1st semester. However, such a student will not be required to qualify the entrance test again, if any.

6.1.4. Programmes having two semesters duration (Diplomas and PG Diplomas)

- a) There will be no condition for promoting a student from 1st semester to 2nd semester.
- b) In case a student fails to pass all the courses within a period of one year (two semesters), she will be given one year (two semesters) more to pass, failing which she will have to start the whole programme afresh from the 1st semesters. However, such a student will not be required to qualify the entrance test again, if any.

Note: Reappear examination for an odd semester will be conducted along with the next odd semester and even semester along with the next even semester in all the above mentioned programmes i.e. UG, PG, Diplomas and PG Diplomas.

6.2. Credit Based Continuous Evaluation Grading System (CBCEGS)

6.2.1. Carry on System (2018-19)

- A student shall be required to maintain a minimum of 4.00 CGPA at the end of the even semester of each academic session. If her CGPA falls below 4 at the end of 2nd Semester of any year, the student will be declared as having failed in that year and will have to seek re-admission to the 1st semester of that year. In that case such candidate will appear in end semester examination with existing syllabus. The marks of CA will be recalculated based on her performance during the current session.
- A student getting 'F' grade in any course will be treated as having failed in that course and shall have to repeat the course in the subsequent semesters in the next years and will have to obtain at least 'P' grade in that course within maximum specified period defined to complete the programme. The credits of 'F' Grades will not be counted in SGPA or CGPA.
- If a student maintains CGPA of 4 at the end of the even semester of the session, but fails in a maximum of two courses during the 2nd semesters of that year, she will be promoted to the next year. However she will be required to clear these courses during the subsequent semesters within the duration of the maximum period specified to complete the programme. For such candidates, repeat (End Semester) examinations for an odd semester shall be conducted along with the next odd semester and even semester along with the next even semester. They should register for these (repeat) course/s in the beginning of that semester but need not to attend the classes again. However, they may consult the concerned teacher for guidance.
- If a student maintains CGPA of 4 at the end of the even semester of the session, but fails in three or more courses during all the preceding semesters taken together, at the end of the session, she will be declared as having failed in that year and will have to seek readmission to the first semester of that year.
- It will be compulsory for a student to appear in the End Semester Examination for all the courses of the concerned programme. A student who does not appear in the End Semester Examination for any course/s will be treated as having failed in that course/s and will be awarded 'F' grade.

6.2.2. Carry on System (2019-20)

- A student shall be required to maintain a minimum of 4.00 CGPA at the end of the final semester of her degree programme. If her CGPA falls below 4 at the end of final semester, the student will be declared as having failed in that particular year and will have to seek re-admission in the odd semester of that particular year e.g. the candidate having failed in 4th semester of PG Programme (final) will have to seek readmission in the 3rd semester and 6th semester of UG programme (final) will have to seek readmission in 5th semester and so on. In that case such candidate will appear in end semester examination with existing syllabus. The marks of CA will be recalculated based on her performance during the current session.
- A student will be required to clear at least 50% of the total theory courses (excluding Drug Abuse, Environmental Studies, Audit Courses run by college, Interdisciplinary & Practical Courses) of all the previous semesters taken together at the end of the even semester of each academic session for promotion to the next higher semester e.g. if there are ten theory courses she will have to clear five courses, if there are eleven theory courses, then she will have to clear six courses. However, she will be required to clear the remaining courses within the duration of the maximum period specified to complete the programme. For

such candidates, repeat in End Semester Examination for an odd semester shall be conducted along with the next odd semester and even semester along with the next even semester. They should register for these (repeat) courses in the beginning of that semester but need not to attend the classes again. However, they may consult the concerned teacher for guidance.

It will be compulsory for the students to appear in each semester end examination to take the benefit of promotion as mentioned above. In case of absence in all the courses of the end semester examination/she has not taken admission, she will not be promoted to the next higher semester, even if she has qualified 50% of the theory courses of all the preceding semesters taken together at the end of even semester. The result of such candidates will be declared absent/gap instead of reappear. For taking the benefit of promotion to the next higher semester she will have to seek readmission in that semester during the next session.

- If a student fails in more than 50% of the theory courses at the end of the even semester of each academic session during all the preceding semesters taken together, she will be declared as having failed in that particular year and will have to seek readmission in the odd semester of that particular year of the degree.
- Under CBCEGS, in the courses, where both theory and practical are merged in a single course, e.g. the course entitled “Digital Marketing” in M.Voc. (Retail Management) Semester-IV and “MS-Office” in B.Voc. (Management and Secretarial Practices) Semester-I, if a student passed its theory examination but failed/ absent in the practical examination, then the course will be considered as theory course while considering the condition to clear at least 50% of the total theory courses for promotion to next semester.

7. Withdrawal from a programme

Student may be allowed to withdraw from a programme/course within one month of the start of the semester, and may opt another programme/course in lieu of it.

8. Re-evaluation of Answer Sheets

- Any student may apply for “Re-evaluation” **within 21 days (Twenty One days)** from the date of declaration of the result of the particular examination with prescribed fee of each course on prescribed form as per college policy.
- A candidate may be allowed to withdraw her application for re-evaluation within **10 (Ten) days** of the submission of her re-evaluation form. The fee deposited by the candidate shall not be refunded in any situation.
- No refund of fee shall be admissible after the deposit of the fee for re-evaluation except in the following cases:
 - Inadmissibility of the application.
 - In case the college is unable to get the answer book/s re-evaluated from internal/external evaluator for unavoidable or unforeseen reasons.
- The answer sheets will be re-checked and in case of any modification, the student’s result will be updated with the new result and no claim of revision of marks will be entertained after re-evaluation.
- There would be no re-evaluation in case of
 - Practical Examination, Internal Assessment, Project Report, Dissertations, Thesis and Viva-voce, etc.
 - The courses where grading system has been introduced and the marks have not to be included in the maximum marks of the semester or programme.
- Fresh detailed marks will be issued to the candidates only in case of the change in the result.

- The score in re-evaluation shall supersede the original one and whether favourable or unfavourable will be binding on the candidate who applies for re-evaluation.
- No further re-assessment shall be allowed after the awards have been received by the candidate.

Note: A Candidate will be permitted to see her answer books during working hours on payment of prescribed additional fee per answer book on a written request along with the application form for re-evaluation within **15 (fifteen) days** from the date of declaration of the results of re-evaluation.

9. Improvement

- In case a student has not got first division in any programme under CES/CBCEGS respectively, then she can improve her score in one or more courses in any of the semesters/years after completing the programme so as to obtain a minimum of 60% marks/6.00 CGPA in aggregate to get the first division within a maximum stipulated period to complete the programme (5 years for 3 years UG degree programme, 6 years for 4 years UG degree programme, 4 Years for 2 years PG degree programme and 2 years for 1 year Diploma, PG Diploma Programme) under CES/CBCEGS respectively.
- If a student is unable to secure 55% marks/ 5.50 CGPA in any PG degree programme under CES/CBCEGS respectively, then she can improve her score in one or more courses/papers in any of the semesters/years after completing the PG degree programme so as to obtain a minimum of 55% marks/ 5.50 CGPA in aggregate within a stipulated period to complete the degree (4 Years for PG degree programmes) under CES/CBCEGS respectively.

10. Supplementary/Re-appear Examination

- At the time of reappearing, the candidate getting marks less than the required pass percentage in any course will have to follow the old curriculum/ syllabi which they have studied during the programme.
- Reappear student of odd semester will appear in next odd semester examination along with her next higher odd semester examination.
- Similarly reappear student of even semester will appear in next even semester examination along with her next higher even semester examination.
- Reappear chances shall be given to students as per GNDU, Amritsar ordinance.
- The marks secured in the Continuous Assessment for a particular year will be carried forward for the student getting less than the required pass percentage (CES)/ F grade (CBCEGS) in any course.
- The students who have registered in any programme under CBCEGS in 2018-19, have to get 4:00 CGPA at the end of even semester. If they fails to get 4:00 CGPA, the CA will not be carried forward.
- If a student got re-appear in theory examination, but passes in practical she has to appear in the theory re-appear examination only. Practical marks will be carried forward and vice-versa.
- Special Supplementary Examination for audit courses run by college could be conducted immediately after the declaration of the result for the absent candidates and those who have failed to pass these courses. Special examination for value added compulsory courses run by college could also be conducted due to exit levels in B.Voc. Programmes after 1st, 2nd and 4th semester.

11. Degree/ Certificate

CES (Continuous Evaluation System)

- The successful candidates enrolled for UG and PG programmes shall be awarded the degree by Guru Nanak Dev University, Amritsar in the subject of study. A student who does not complete the programme of study within the minimum duration of the programme of her study shall not be eligible for any certificate/merit certificate/position/medal/award of the College/University.
- The successful candidates enrolled for Diploma and PG Diploma shall be awarded the Certificate-cum-DMC by Kanya Maha Vidyalaya, Jalandhar in the subject of study. A student who does not complete the programme within the minimum duration of the programme of her study shall not be eligible for any certificate/merit certificate/position/medal/award of the College.

CBCEGS (Credit Based Continuous Evaluation Grading System)

- The successful candidates enrolled for B.Voc. and M.Voc. Programmes shall be awarded the degree by Guru Nanak Dev University, Amritsar in the subject of study indicating the CGPA on the basis of the result of all the semester examinations. A student who does not complete the programme of study within the minimum duration of the programme of her study, or gets 'F' grade in any course or 'T' grade in the assignment as given under para 5, shall not be eligible for any certificate/merit position/medal/award of the College/University.
- A consolidated certificate will be provided to the students of B.Voc. and M.Voc. Programmes at every level of exit.
- The successful candidates enrolled for Diploma and PG Diploma shall be awarded the Certificate-cum-DGC by Kanya Maha Vidyalaya, Jalandhar in the subject of study indicating the CGPA on the basis of the result of all the semester examinations. A student who does not complete the programme within the minimum duration of the programme of her study, or gets 'F' grade in any course or 'T' grade in the assignment as *given under para 5*, shall not be eligible for any certificate/merit position/medal/award of the college.

AMSG (Absolute Marks System with Grades)

The successful candidates enrolled for Certificate Courses shall be awarded the Certificate by Kanya Maha Vidyalaya, Jalandhar and/ or Certifying Agency in the subject of study indicating the marks obtained, total marks and the letter grade on the basis of the result of End Semester Examination.

