



**SRI VIVEKANANDA DEGREE COLLEGE FOR WOMEN :: KADAPA  
(AUTONOMOUS)**

**Accredited by NAAC A+ Grade**  
(Affiliated to Yogi Vemana University, Kadapa)

**ACADEMIC REGULATIONS (R24)**

**for the 4-Year UG Honours Programmes  
with Single Major**

(Effective for the students admitted into I year from the Academic year 2024-25 onwards)



# SRI VIVEKANANDA DEGREE COLLEGE FOR WOMEN (AUTONOMOUS)

Accredited by NAAC A+ Grade

Near Y-Junction, Pakeer Palli Road, Kadapa - 516002

[www.svkdcw.ac.in](http://www.svkdcw.ac.in)

email: [srivivekanandadegreecollege@gmail.com](mailto:srivivekanandadegreecollege@gmail.com)

**Rules and Regulations applicable to the students admitted from the academic year 2024-25. (UG R-24)**

## 1.0 Introduction:

**Sri** Viveknanda Degree College for Women, Kadapa, an Autonomous Institution since the Academic Year 2024-25, follows the National Education Policy (NEP) 2020 and recognizes that higher education plays an extremely important role in promoting human as well as societal well-being and in developing India as envisioned in its Constitution – a democratic, just, socially conscious, cultured, and humane nation upholding liberty, equality, fraternity, and justice for all. It notes that “given the 21st century requirements, quality higher education must aim to develop good, thoughtful, well-rounded, and creative individuals”.

In accordance with the NEP 2020, UGC, APSCE, YVU, the college has introduced 4-year UG Honours programme with a single major and one minor from the Academic Year 2023-24.

- 1.2. Academic Week is a unit of six working days in which class work is organized from day 1 to day 6, with six contact hours of 50 minutes duration on each day. A sequence of 15 such academic weeks constitutes a Semester. Each semester shall, normally, consist of minimum 90 instructional days.

## 2.0 Programmes offered:

The following programmes are offered at present 4-year UG Honours with a single major from the academic year 2024-25.

### List of Programs Offered

S.No.	Name of the Single Major Programme
1	B Com. Honours (Computer Applications)
2	BCA Honours (Computer Applications)
3	B.Sc. Honours (Computer Science)
4	B.Sc. Honours (Biotechnology)
5	B.Sc. Honours (Chemistry)

and any other course has approved by the concerned authorities from time to time.

### 2.3. Multiple Entry and Exit Options:

YEAR	ENTRY	EXIST	REMARKS
FIRST	The entry requirement for the 1st year of 4-year Degree (Level – 4.5 of National Credit Framework (NCrF) of UGC) is Intermediate/12th class of CBSE/ or any other equivalent certificate approved by the Board of Intermediate Education.	A Certificate will be awarded when a student exits at the end of the year 1 (Level 4.5).	Certificate in Sciences/Arts/Commerce/Business Analytics/Business Administration / Computer Applications is to be awarded if students exit after successful completion of 1 year of study in B.Sc / B.A / B.Com / BBA / BBA(BA) / BCA respectively. However, the students are required to pass all courses, Languages, Multidisciplinary, Skill development and Core Courses in Major and Minor along with completion of Community Service Project in the summer term.
SECOND	The entry requirement for 2nd year of 4-year Degree (Level – 5 of NCrF of UGC) is a Certificate obtained after completing the first two semesters of the undergraduate programme. A student can seek entry into the 2nd year of study in a college, provided there are vacancies in that particular programme in that college. The transfer admission shall be within the intake permitted to the college.	A Diploma will be awarded when a student exits at the end of the 2 <sup>nd</sup> year (Level 5 of NCrF).	Diploma in Sciences / Arts / Commerce / Business Analytics / Business Administration / Computer Applications is to be awarded if students exit after successful completion of 2nd year of study in B.Sc / B.A / B.Com / BBA / BBA (BA) / BCA respectively. However, the students are required to pass all courses, Languages, Multidisciplinary, Skill Enhancement and Core Courses in Major and Minor along with completion of Community Service Project in the summer term between 1st and 2nd year and hort-term internship in the summer term between 2nd and 3rd year.
THIRD	The entry requirement for 3rd year of 4-year Degree (Level – 5.5 of NCrF of UGC) is a Diploma obtained after completing two years (4 semesters) of the undergraduate programme. A student can seek entry into the 3rd year of study in a college, provided there are vacancies in that particular programme in that college. The transfer admission shall be within the intake permitted to the college.	A Degree will be awarded when a student exits at the end of the 3rd year (Level – 5.5 of NCrF). Bachelor's Degree in Sciences / Arts / Commerce / Business Analytics / Business Administration / Computer Applications is to be awarded if students exit after successful completion of 3rd year of study. However, the students are required to pass all courses, Languages, Multidisciplinary, Skill Enhancement and Core Courses in Major and Minor along with completion of Community Service Project in the summer term between 1st and 2nd year and short term internship in the summer term between 2nd and 3rd year and a full-semester internship.	The Degree awarded shall include the Major and Minor/s in parenthesis. For Ex., B.Sc (Zoology with Chemistry Minor), B.Com (General with Finance), BBA (Business Analytics with Statistics)
FOURTH	The entry requirement for 4th year of 4-year Degree (Level – 6 of NCrF of UGC) is a degree obtained after completing three years (6 semesters) of the undergraduate programme. A student can seek entry into the 4th year of study in a college, provided there are vacancies in that particular programme in that college. The transfer admission shall be within the intake permitted to the college.	A Degree with Honours will be awarded when a student exits at the end of the 4th year (Level – 6 of NCrF). Bachelor's Degree with Honours in Sciences / Arts / Commerce / Business Analytics / Business Administration / Computer Applications with Honours is to be awarded if students exit after successful completion of 4th year of study.	(a) The name of the Major/s shall be indicated in parenthesis and the name of the Minor/s. For ex., B.Sc Honours (Zoology with Chemistry as Minor) / B.Com Honours (Computer Applications with Political Science as Minor) and so on. (b) If the student completes the 4th year with courses in research methodologies and a rigorous research project in one of the major of study, a Bachelor degree (Honours with research) is awarded.

### 3.0 Eligibility for Admission:

Admission to the under graduate (UG) Programme shall be either on the basis of the merit obtained by the student in the Intermediate/12th Class of CBSE/ or any other equivalent certificate through Online Admissions Module for Degree Colleges (OAMDC), Andhra Pradesh or on the basis of any other order of merit approved by the University, Subject to reservations as prescribed by Government / University from time to time

#### 4.0 Curricular Framework:

4-Year UG Honours with Single Major.

<b>B.C.A / B.Sc (Honours) with Single Major</b>																								
Semester	Major* (4 Cr)			Minor (4 Cr)			Languages (3 Cr)			Multi Disney' (2 Cr)			Skill Enhancement Courses (2Cr)			OOTC			Env. Edn (2 Cr)			Total		
	C	H	Cr	C	H	Cr	C	H	Cr	C	H	Cr	C	H	Cr	C	H	Cr	C	H	Cr	C	H	Cr
Sem 1	2*	10	8				2	8	6	1	2	2	2	4	4							7	24	20
Sem 2	2	6+4	8	1	3+2	4	2	8	6				2	4	4							7	27	22
<b>Community Service Project of 180 hours with 4 Credits.</b> Student is eligible for Exit Option-1 with the award of Certificate in respective discipline																								
Sem 3	4	12+8	16	1	3+2	4				1	2	2	1	2	2							7	29	24
Sem 4	3	9+6	12	2	6+4	8				1	2	2	1	2	2							7	29	24
<b>Short-Term Internship/Apprenticeship/OJT of 180 hours with 4 Credits.</b> Student is eligible for Exit Option-2 with the award of Diploma in respective major with minor																								
Sem 5	4	12+8	16	2	6+4	8													1	2	2	7	32	26
Sem 6	<b>Semester Internship/Apprenticeship/OJT with 12 Credits.</b> Student is eligible for Exit Option-3 with the award of Degree in respective major with																							
																						IKS#		
Sem 7	3	9+6	12										2*	6+4	8	1	2	2	1	2	0	6	29	22
Sem 8	3	9+6	12										2*	6+4	8	1	2	2	1	2	0	6	29	22
	21		84	6		24	4		12	3	6	6	10	32	28	2	4	4	2	4	0	47		160
20 Additional Credits for 10 month mandatory Internship/OJT/Apprenticeship																								
C Courses			H Hours			Cr Credits			OOTC			Open Online			Trandisciplinary									
IKS#			Indian Knowledge Systems - Audit Course																					
<b>B.A/B.Com/BBA (Honours) with Minor</b>																								
Semester	Major* (4 Cr)			Minor (4 Cr)			Languages (3 Cr)			Multi Disney' (2 Cr)			Skill Enhancement Courses (2Cr)			OOTC			Env. Edn (2 Cr)			Total		
	C	H	Cr	C	H	Cr	C	H	Cr	C	H	Cr	C	H	Cr	C	H	Cr	C	H	Cr	C	H	Cr
Sem 1*	2	8	8				2	8	6	1	2	2	2	4	4							7	22	20
Sem 2	2	8	8	1	4	4	2	8	6				2	4	4							7	24	22
<b>Community Service Project of 180 hours with 4 Credits.</b> Student is eligible for Exit Option-1 with the award of Certificate in respective discipline																								
Sem 3	4	16	16	1	4	4				1	2	2	1	2	2							7	24	24
Sem 4	3	12	12	2	8	8				1	2	2	1	2	2							7	24	24
<b>Short-Term Internship/Apprenticeship/OJT of 180 hours with 4 Credits.</b> Student is eligible for Exit Option-2 with the award of Diploma in respective major with																								
Sem 5	4	16	16	2	8	8													1	2	2	7	26	26
Sem 6	<b>Semester Internship/Apprenticeship/OJT with 12 Credits.</b> Student is eligible for Exit Option-3 with the award of Degree in respective major with minor																							
																						IKS#		
Sem 7	3	12	12										2*	8	8	1	2	2	1	2	0	6	24	22
Sem 8	3	12	12										2*	8	8	1	2	2	1	2	0	6	24	22
	21		84	6		24	4		12	3	6	6	10	32	28	2	4	4	2	4	0	47		160
20 Additional Credits for 10 month mandatory Internship/OJT/Apprenticeship																								
C Courses			H Hours			Cr Credits			OOTC			Open Online			Trandisciplinary									
IKS#			Indian Knowledge Systems - Audit Course																					

### Structure of the UG Programme:

Each Undergraduate Programme shall consist of required number of courses and credits.

S.NO	Type of the Course/Activity	4-Year UG Honours with Single Major		
		Number of Courses	Credits/Course	Total Credits
1	Language Course I: English	2	3	6
2	Language Course II: Telugu / Hindi	2	3	6
3	Major Courses	21	4	84
4	Minor Courses	6	4	24
5	Multidisciplinary Courses	3	2	6
6	Skill Courses	6	2	12
7	Common Value-Added Course	1	2	2
8	Indian Knowledge Systems	2	0	0
9	Open Online Transdisciplinary Courses	2	2	4
10	Major Subject-Specific Skill Enhancement Courses	4	4	16
11	<b>10-month Mandatory Internship</b>			
	First Internship-CSP	1	4	4
	Second Internship-IHP	1	4	4
	Third Internship-OJT	1	12	12
<b>TOTAL</b>				<b>180</b>

**Credit** is the numerical value assigned to a Course according to the relative importance of the Course in the total syllabus of the programme. Normally One hour of teaching is allotted 1 Credit. Two hours of lab work is normally given one credit. On passing a course, the student earns the credits assigned to it. The sum of all the credit points earned by the student should meet the minimum credit points required for the award of degree.

**Academic Year:** Two consecutive (One Odd + One Even) Semesters constitute One Academic Year.

**Semester:** A semester comprises 90 working days and an academic year is divided into Two Semesters.

#### **4.1 Language Course I:**

Language Course means English, compulsory for the students of all the undergraduate programmes. Each Course is taught for 4 Hours/Week and carries 3 Credits. Each student of an undergraduate Programme is required to study two English Courses during the first two semesters. All the two English courses carry a total of 6 credits in each undergraduate Programme.

#### **4.2 Language Course II:**

The student of every undergraduate Programme has to choose Telugu/Sanskrit/Hindi/Urdu under Language Course II. Each Course is taught for 4 Hours/Week and carries 3 Credits. Each student of an undergraduate Programme is required to study two Courses during the First two semesters. All the Telugu/Sanskrit/Hindi/Urdu courses carry a total of 6 credits in each undergraduate Programme.

#### **4.3 Multidisciplinary Courses (MDC):**

In consonance with NEP – 2020 all UG students are required to undergo multidisciplinary courses. These courses are intended to broaden the intellectual experience. Students are not allowed to choose the courses in a major discipline or repeat courses already undergone at the higher secondary level or Intermediate level or 12th class as the multidisciplinary course. A student has to complete 3 multidisciplinary courses each carrying 2 credits. Students are offered choices for selecting multidisciplinary courses of their interest. Each Multidisciplinary Course is taught 2 Hours a week and 50 marks allotted for Semester End Examination.

### LIST OF MULTIDISCIPLINARY COURSES OFFERED

S.No.	Name of the Multidisciplinary Course	S.No.	Name of the Multidisciplinary Course
<b>SEMESTER – I (A student has to choose any ONE of the following four courses)</b>			
1	Introduction to Social Work	4	Principles of Psychology
2	Indian History	5	Principles of Biological Science
3	Principles of Chemical Sciences	6	Principles of Physical Sciences
<b>SEMESTER – III (A student has to choose any ONE of the following four courses)</b>			
1	Introduction to Public Administration	4	Principles of Management
2	Principles of Accounting	5	Basic Electronics
3	Health and Hygiene	6	Basic Mathematics
<b>SEMESTER – IV (A student has to choose any ONE of the following four courses)</b>			
1	Fundamentals of Economics	4	Introduction to Geography
2	Indian Philosophy	5	Basic Statistics
3	Performing Arts	6	Introduction to Nanotechnology

#### 4.4 Skill Development Courses (SDC):

Enhancing student employability is the top priority for higher education. Employability is a measure of a student's ability to secure their first job and remain employed throughout their working lives. A pool of Skill Enhancement Courses is offered in Semesters I to IV. These Skill Enhancement Courses are contemporary in nature and not major-specific. A student has to complete 6 such courses (2 credits each) in Semesters I to IV assigned with 12 credits. Students are offered choices for selecting skill enhancement courses of their interest. Each Skill Courses is taught 2 Hours a week and 50 marks allotted for Semester End Examination.

### LIST OF SKILL COURSES OFFERED

S.No.	Name of the Skill Course	S.No.	Name of the Skill Course
<b>SEMESTER – I (A student has to choose any TWO of the following four courses)</b>			
1	Entrepreneurship Development	3	Analytical Skills
2	Leadership Skills	4	Communication Skills
<b>SEMESTER – II (A student has to choose any TWO of the following five courses)</b>			
1	Business Writing	4	Stock Market Operations
2	Marketing Skills	5	Digital Literacy
3	Investment Planning		

<b>SEMESTER – III (A student has to choose any ONE of the following four courses)</b>			
1	Business Forecasting	3	Information and Communication Technology
2	Project Management	4	Data Analysis
<b>SEMESTER – IV (A student has to choose any ONE of the following four courses)</b>			
1	Cybersecurity	3	Tourism Guidance
2	Digital Marketing	4	Design thinking

#### **4.5 Common Value-Added Course (CVAC):**

Common Value - Added Course includes Environmental Science / Education, and shall carry 2 credits and 50 marks allotted for Semester End Examination.

#### **4.6. Indian Knowledge Systems (IKS):**

Courses on IKS are integrated into the curricular framework. The IKS course shall be an Audit Course which is a mandatory course with only a Pass or Fail. A student has to complete 2 courses on IKS one in the VII semester and one in the VIII semester. Students are offered choices for selecting IKS courses of their interest.

#### **4.7 Open Online Transdisciplinary Courses (OOTC):**

Two mandatory Open Online Transdisciplinary Courses, with 2 credits per course, are to be done by the students, one in each of Semesters VII and VIII. Students are free to select courses of their interest from any discipline.

#### **4.8 Major Courses :**

Major discipline is the discipline or subject of main focus and the degree will be awarded in that discipline. Students should secure the minimum prescribed number of credits, i.e., 84 (about 50% of total credits) through core courses in the major discipline. A student of UG Honours Degree has to study 21 course papers with 84 credits in the chosen major. The eligibility for admission into a Major will be similar to the existing eligibility for a program. A student has to choose one Major for gaining in-depth knowledge in that subject discipline. All discipline-specific major courses carry a weightage of 4 credits, irrespective of the discipline of study, viz., arts, commerce, science, etc. Wherever practical's are involved, 3 credits are assigned for 4 hours of theory and 1 credit is assigned for 2 hours of practical. For all courses without practicals, 4 credits are assigned for 4 hours of theory. The first two courses in the Major shall be the foundation



courses for that Major and shall be pathway courses to choose their Minor in the second semester. In the case of Mathematics there will be 5 hours of workload per week which includes practice sessions (NOT PRACTICALS) and the number of credits assigned is 4. In the case of B.Com. (Computer Applications) or for BCA or wherever Computer Science/Applications involved subjects or courses are offered, the courses (papers) shall have 4 hours of theory and 2 hours of practical.

#### 4.9 Major Subject-Specific Skill Enhancement Courses (MSSSC):

MSSSC with choices are offered in Semester V/VI as two of the four major courses. Two Skill Enhancement courses each with choices are offered in Semesters VII and VIII in the concerned major.

#### 4.10. Minor Courses :

Students have to choose a Minor in the second semester. The student can choose a minor cutting across the disciplines or from the allied disciplines. A student has to study 6 courses in the chosen minor with 24 credits. The minor courses start from the second semester onwards. Some minors may require eligibility to study a particular course at the intermediate level. Such conditions, if any, will be notified against the minor. A student can complete a second minor online from approved sources during the period of study and submit the credits to the parent university for inclusion in the Degree certificate. Minor courses can be studied offline or online or in blended mode.

#### LIST OF MINOR COURSES OFFERED

S.No.	Name of the Minor	S.No.	Name of the Minor
1	Financial Mangement	12	Computer Science
2	Taxation	13	Internet of Things
3	Business Management	14	Cloud Computing
4	Retail Management	15	Information Technology
5	Logistics and Supply Chain Management	16	Botany
6	Finance	17	Zoology
7	Marketing	18	Biotechnology
8	Computer Applications	19	Physics
9	Digital marketing	20	Mathematics
10	Data Science	21	Chemistry
11	Multimedia	22	Statistics

- 4.11. All the students of undergraduate programmes are required to undertake community service project (CSP) during the summer vacation in the intervening between 2nd and 3rd Semesters as per the guidelines of A.P.S.C.H.E.
- 4.12. An Apprenticeship / Internship/ In-House / On-the-Job Training shall also be undertaken by the students in the intervening summer vacation between 4<sup>th</sup> and 5<sup>th</sup> Semesters.
- 4.13 During the 5<sup>th</sup> or 6<sup>th</sup> semester, every student should undergo Apprenticeship /Internship /On the Job Training.,
- 4.14 **Part-I** includes Language Course- I and Language Course- II.
- 4.15 **Part-II** constitutes Major, Minor and Subject Specific Skill Enhancement Courses.
- 4.16. **Part-III** comprises Multidisciplinary Courses, Skill Development Courses, Common Value-added, Indian Knowledge Systems and Open Online Transdisciplinary Courses.
- 4.17 **Additional credits:** Value – Added Courses offered by various departments students can choose these courses for securing additional credits.

**Remark:** These additional credits will be reflected in grade sheets. Students securing additional credits may get weightage / exemption when they go for interviews / higher studies. Students will get guidance from the departments for learning the Value – added core courses.

#### **LIST OF VALUE –ADDED COURSES OFFERED**

<b>S.No.</b>	<b>Title of the Value-Added Courses</b>
1	Cloud Computing
2	Office Automation Tools
3	Adobe Photoshop
4	Internet of Things
5	Fundamentals of Java
6	Principle of Programming Languages
7	Dot Net Programming
8	Fundamentals of Tally
9	Child Development
10	Service Marketing

11	Presentation skills for Manager
12	Skills for Career Development
13	Understanding the Self
14	Global Marketing
15	Human Resource Management
16	Atomic Structure
17	Marine Culture
18	Agrostology
19	Pharmacology
20	Organic Chemistry
21	Soft Skills for Career Development
22	Operation Research for Management
23	Sociological Foundations of Education

## 5.0 Attendance:

- 5.1 The Physical presence of the student in the class i.e., attendance is recorded Course wise. The teacher handling the Course is responsible for recording the attendance of the students of that Course. The attendance is recorded whether the course is taught online or person to person.
- 5.2
- A Student is required to attend at least 75% of the classes conducted for all the theory courses (papers) in aggregate, to become eligible to appear for the semester end examinations. Where the practical course (papers) forms part of the curriculum of a Course, the student should complete at least 75% of the experiments conducted in the lab sessions in addition to attendance to theory courses (papers) stated above, to become eligible to take the semester-end examinations.
  - The minimum attendance requirement of 75% allows a student the facility to utilize the balance 25% for abstaining on account of illness, inter collegiate, inter university sport meets/competitions, NSS, NCC, Youth Festivals, unforeseen emergencies etc.
  - A shortage of attendance to the extent of 10% (65% and above, and below 75%) in each semester can be condoned by the Principal, if the shortage is on account of genuine medical grounds supported by medical reports or other justifiable reasons. However, a stipulated fee shall be payable for condoning of shortage of attendance. Shortage of attendance below 65% in aggregate shall in **NO** case be condoned.
  - The student who has not satisfied the rule of attendance and completion of lab sessions shall be detained and shall not be allowed to take respective semester end examinations.

- 5.3 In case, a student represents the college in inter-university or state or national level tournaments/athletics/events/NCC/NSS camps, the actual number of days (excluding Sundays, holidays and practice days) the student has participated, shall be added to her class attendance. It is subject to a maximum of 30 days in a year and further subject to a maximum of 20 days in a semester. To avail this participation certificates shall be submitted, failing which the facility cannot be extended.

Additional lab sessions shall be arranged in case of such candidate in order to complete Continuous Internal Assessments (CIA) as per norms. Special consideration may be given to candidates participating in national events. Prior permission of the Principal is required to avail this.

#### **6.0. Promotion to the next semester:**

- 6.1 Any student of II – V semesters who fail to satisfy rules 5.1 & 5.2 shall be required to repeat the semester, in the next academic year. However, a student of I semester in the event of detention or discontinuation should seek fresh admission.
- 6.2. All the students who have registered for Semester-end Examinations and satisfy rules 5.1 and 5.2 are eligible for promotion irrespective of their Pass or Fail.

#### **7.0 Readmission:**

- 7.1 A candidate, who is detained or discontinues a semester for valid reasons, on readmission into the same semester in the subsequent year, shall be required to pass in all the papers in the curriculum prescribed for such batch of students in which she joins. However, exemption will be given from passing all those papers of the subsequent semesters, (of the batch which she joins now) which she had passed in the earlier semester he/she was originally admitted into. Further, such a candidate shall be required to pass the new papers, if any, introduced in the new curriculum.

#### **7.2 Admission on Transfer:**

- 7.2.1 Transfer of students is permitted from one institution to another institution for the same program for the same nomenclature, provided there is a vacancy in the respective program of study and University permits provided the student should have passed all the courses in the institution from where the transfer is requested.
- 7.2.2 The marks obtained in the courses will be continued and grades will be assigned as per the college/University norms.

- 7.2.3 The transfer students are eligible for classification.
- 7.2.4 The transfer students are not eligible for Ranking, prize and medals.
- 7.2.5 Candidates may be admitted into II – VI semesters on transfer based on the recommendation of the committee constituted by the Principal for the purpose and such admissions are subject to the approval of University. Such candidates shall be required to pass in all the courses of the programme prescribed for such batch of students; she joins to be eligible for the award of degree. However, exemption will be given in all those courses of the semester/s of the batch, which she joins now, which she had passed earlier.

## **8.0 Transfer of credits:**

In case of Multidisciplinary courses and Skill Development Courses, students are permitted to transfer their credits from any recognised organisations to regular stream and vice versa. Similarly they are also permitted to transfer their course credits of all courses from other states/universities after verification of eligibility criteria.

## **9.0 Evaluation of Academic Achievement of Student:**

The academic performance of the student in all Courses (Languages, Core courses, Multidisciplinary courses, Skill development courses, Major Subject Specific Skill Enhancement Courses and Lab courses) in a semester is evaluated by internal and external examiners. Achievement in every course is evaluated in the ratio of 30:70 between CIA (Continuous Internal Assessment) and SEE (Semester End Examinations).

### **9.1 Evaluation – Distribution and Weightage of marks**

The performance of a student in every theory subject/course will be evaluated for 100 marks, with 30 marks allotted for CIE (Continuous Internal Evaluation) and 70 Marks SEE (Semester End Examinations). Laboratory/Practical Courses will be evaluated for 50 marks for SEE (Semester End Examinations). Community Service Project (CSP) will be evaluated for 100 marks, Short-term internship will be evaluated for 100 marks and Long-term internship will be evaluated for 200 marks with 50 marks allotted for CIE (Continuous Internal Evaluation) and 150 marks for SEE (Semester End Examinations).

## 9.2 Continuous Internal Evaluation (CIE) for theory subjects:

In CIE, for theory subjects, during the semester there shall be two mid-term examinations. Each mid-term examination shall be evaluated for 20 marks with a duration of 1 hour

9.2.1 The Mid-term examinations will be conducted for 20 marks consisting of two parts viz., i) Part – A for 10 Marks, ii) Part – B for 10 Marks

➤ Part – A consist of **FOUR** Questions, out of which the student has to answer any **TWO** Questions, each carrying 5 marks.

➤ Part – B consist of **TWO** Questions, out of which the student has to answer any **ONE** Question, each carrying 10 marks.

9.2.2 The best performance will be considered for 20 marks in either I Mid-term Examination or II Mid-term Examination.

**The remaining Ten marks are for Continuous Internal Evaluation (out of 30 marks ) and are distributed as :**

9.2.3 The First Mid-term examination shall be conducted for I, II units of the syllabus and the Second Mid-term examination shall be conducted for III, IV & V units of the syllabus

9.2.4 Five (5) marks are allocated for assignments (as specified by the subject teacher concerned). The First assignment should be submitted before the conduct of I Mid-term examination and the Second assignment should be submitted before the conduct of the II Mid-term examination. The average of the two assignments each for 5 marks shall be taken as the final for assignment (for 5 marks)

9.2.5 Five (5) marks are allocated for PPT presentation/Group Discussion/Seminars/Role plays/best practices in an organization case study (or) survey (or) Team base presentations on a topic in concern subject before II Mid-term examinations.

9.3 If a Student is absent for either or both the tests due to medical reasons, participation in Sports / NCC / NSS / Youth Festival or such other activities / Camps / competitions at National or International Level, prior permission from the Principal shall have to be obtained. Such permission copy shall be submitted in the office of Controller of Examinations. The Head of the Department shall see that extra lab sessions are conducted for compensating the loss of practical classes due to such participation. The teacher shall have to conduct CIE test / tests to such students after informing the Head of the Department immediately after the semester end examinations. Marks statement shall be sent to the Examination section through the Head of the Department.

- 9.4 The valued answer scripts of the first internal assessment tests should be made available to the students within 10 days from the completion of the tests. The scripts of the second internal assessment tests shall be valued within 10 days from the date of the tests or 7 days before the last instructional day whichever is earlier. The valued scripts shall be given to the students for their personal verification in one of the class hours and collected back in the same hour.
- 9.5. **Redress of Grievance:** If a student is not satisfied with the marks awarded in Internal Assessment, she may bring it to the notice of the teacher evaluator. If she is not satisfied with the criterion for award of marks explained by the teacher, she may request the Principal in writing within three working days from the notification of marks, to redress her grievance, whereupon the Principal shall refer the grievance to Grievance Redressal Committee consisting of the HOD and another Teacher (other than the teacher evaluator) of the same department. The decision of the Grievance Redressal Committee shall be final. The Head of the Department shall ensure that the Continuous Internal Assessment system is transparent and credible. The total marks compiled for CIA shall be displayed on Departmental Notice Board.
- 9.6. Final computed CIE statements relating to all theory and lab courses shall be displayed in the department within 3 days from the last instructional day and sent to the COE within 7 days from the last instructional day after rectifying the discrepancies, if any raised by the student.
- 9.7. Schedule of internal assessment of the students shall be decided by the Heads of the Departments and Controller of Examinations in consultation with the Principal.
- 9.8. Failure in or absence from semester-end examinations in the course shall not cause for feature of marks scored by the candidate in the Continuous Internal Assessment in that Course. The marks scored in Continuous Internal Assessment shall be carried forward.

### 10.0 Semester End Examinations (SEE)

- 10.1 **For Major and/Minor courses:** The Semester End Examination (SEE) will be conducted for 70 marks consisting of two parts viz. i) Part - A for 20 marks  
ii) Part - B for 50 marks, in the duration of 3 hours.
1. Part – A consists of 10 questions from all units, out of which the student has to answer Five questions, each carrying 4 marks.
  2. Part – B consists of 5 questions carrying 10 marks each. For each question their will be an “either” “or” choice, which means that there will be two questions from each unit and the student should answer either of the two questions.

10.2 **For Skill Courses and Multidisciplinary courses:** The Semester End Examination (SEE) will be conducted for 50 marks consisting of two parts viz. i) Part – A for 20 marks, ii) Part – B for 30 marks, in the duration of 2 hours.

1. Part – A consists of 6 questions from all units, out of which the student has to answer Four questions, each carrying 5 marks.
2. Part – B consists of 3 questions carrying 10 marks each. For each question there will be an “either” “or” choice, which means that there will be two questions from each unit and the student should answer either of the two questions.

10.3 **Practicals :**

For Practical Courses, the End Examination shall be conducted by the concerned laboratory Teacher and a Senior Expert in the subject from the same department for 50 marks as a single laboratory in 3 hours.

Day-to-Day work /Observation	5 Marks
Record	10 Marks
Procedure	5 Marks
Experimental work and results	20 Marks
Viva-Voice	10 Marks

### 11.0 Academic requirements:

A student shall be deemed to have satisfied the academic requirements and earned the credits allotted to each subject/course, if student secures not less than 40% of marks (i.e., 12 marks out of 30 marks) in the continuous internal evaluation (CIE) and not less than 40% of marks (i.e., 28 marks out of 70 marks) in the Semester End Examinations (SEE), and a minimum of 40% of marks (i.e., 40 marks out of 100 marks) in the sum total of the CIE and SEE taken together.

In case of Skill Courses and Multidisciplinary Courses, the student has to secure 40% of the total marks (i.e., 20 marks out of 50 marks) in SEE.

11.1 Semester-end examinations shall be conducted in theory and practical courses at the end of every semester.

11.2 The maximum marks for semester-end theory examinations shall be 70 where the Max marks of the course is 100 (CIA + SEE) and the duration of the examination shall be 3 hours. In case of Courses (Multidisciplinary Courses, Skill Development Courses, Common Value-added and Value added courses with maximum 50 marks for semester-end examination and duration of theory examination shall be 2 hours and all Lab Course examinations shall be 3 hours.

11.3 The Controller of Examinations in consultation with the Heads of Departments and approval of the Principal shall fix the dates of semester-end examinations.



- 11.4 For semester-end examinations, the question paper/s of Part-I, II & III shall be set by External Paper-setter (Subject Expert) and the answer scripts shall be valued by the external examiner.
- 11.5 A candidate, who fails to pass in semester-end examinations of Part-I/II/III, may take the examination in the course in which she failed either in the supplementary examination conducted at the end of / during the next semester or along with the candidates of the subsequent batch at the regular Semester-End Examinations as the case may be.

### **12.0 Passing and Classification Regulations:**

- 12.1 A candidate who secures at least 40% marks in the Semester-End Examination and 40% marks in aggregate (i.e., marks in Continuous Internal Assessment and Semester End Examination taken together) shall be declared to have passed in that course.
- 12.2 In order to be eligible for a Rank, Award, Goldmedal, Distinction, Prizes and similar commendation, a candidate must have appeared and passed all the courses in the respective Semester-End Examinations only.
- 12.3 CGPA shall be given separately for Part-I, Part-II and Part-III on the basis of marks secured which are converted into grades and grade points.
- 12.4 Minimum and Maximum Duration of the Programme: Normally, a student should complete an undergraduate programme within the term of the programme i.e., 3 years. However, if the student is not able to complete the programme, three more years are allowed for the student to complete the programme as per the rules of Yogi Vemana University.

### **13.0 Grading System:**

Grades and Grade Points The marks are converted to letter grades based on pre-determined mark intervals. The marks in fractions are rounded off to the next higher in integer. The performances of students in each course is expressed in terms of marks as well as in Letter Grades The grades are awarded as given in the following Table On passing a course of a programme as per Rule 12.1 the student shall earn the credits assigned to that course.

As a measure of the performance of a student, a 10-point absolute grading system using the following letter grades (As per UGC/University Guidelines) and corresponding marks range shall be followed.

## GRADE POLICY

Marks Range	Letter Grade	Grade Point	Performance Index
91 - 100	O	10	Out Standing
81 - 90	A+	9	Excellent
71 - 80	A	8	Very Good
61 - 70	B+	7	Good
51 - 60	B	6	Above Average
41 - 50	C	5	Average
40	P	4	Pass
Below 40	F	0	Fail
Absent	AB	0	Absent

### 13.1. Calculation of 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 numbers of credits assigned to the courses in a semester.  $S_k$  the SGPA of the  $k^{\text{th}}$  semester (1 to 6) is the ratio of the sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e.,

$$\text{SGPA (S}_i\text{)} = \frac{\sum(C_i \times G_i)}{\sum C_i}$$

where  $C_i$  is the number of credits of the  $i^{\text{th}}$  course and  $G_i$  is the grade point scored by the student in the  $i^{\text{th}}$  course.

### 13.2. Cumulative Grade Point Average (CGPA)

CGPA is obtained by dividing the total number of credit points earned in all semesters by the total number of credits in all semesters of a programme, i.e.

$$\text{CGPA} = \frac{\sum(C_i \times S_i)}{\sum C_i}$$

where  $S_i$  is the SGPA of the  $i^{\text{th}}$  semester and  $C_i$  is the total number of credits in that semester.

Note: The SGPA and CGPA is rounded up to 2 decimal points and is reported in the Grade card/ sheet or transcript.

$$\text{Aggregate Percentage} = \text{CGPA} \times 10$$

After completing the programme, Transcript is issued containing Grade points, Credits, Part wise CGPA and Percentage of marks.

#### **14.0. Award of degree**

A student who registers for all the specified subjects/courses as listed in the course structure and secure the required number of 160 credits (with CGPA $\geq$ 4.0), within 6 academic years from the date of commencement of the first academic year, shall be declared to have “qualified” for the award of degree in the selected at the time of admission.

#### **15.0 Advanced Supplementary Examinations:**

To conduct Advanced Supplementary Examination for students with backlog courses in V and VI semesters within three weeks after publication of the VI Semester results”

#### **16.0 Change of Syllabus / Course:**

16.1. Where a course of programme is dropped from the curriculum and another course is introduced, only three chances in succession are given.

16.2. Where the syllabus in a course is revised, only three chances in succession shall be allowed in that course with pre-revised syllabus.

16.3. Candidates, who do not pass in these three chances in succession, will have to take the new course with the revised syllabus/course for their subsequent attempts.

#### **17.0 Revaluation:**

##### **17.1. Internal Assessment:**

The student shall have a right to seek clarification from teacher concerned at the time of distribution of the answer scripts are within 2 days of notifying the marks in case she is not satisfied with the marks awarded in theory courses. The student shall seek clarification in writing from the teacher concerned. If she is still not satisfied, he/she may, in writing request the principal to redress his/her grievance. The Principal shall constitute a Grievance Redressal Committee normally consisting of the Head of Department, one senior teacher from the same department other than the teacher concerned and the Principal. The committee shall go through the valued answer scripts and recommend for redressal if the grievance of the student is justified. The decision of the Grievance Redressal committee shall be final.

##### **17.2 Semester End Examinations:**

(i) The student shall have a right to appeal to the Principal for revaluation of her answer scripts of theory courses, if she is not satisfied with the marks awarded. The Controller of Examinations, in consultation with the principal, shall arrange for the revaluation of the answer script.

However, there is no provision for revaluation of answer scripts of instant examinations.

- (ii) Applications along with the revaluation fee receipt shall be submitted to the Principal within 6 working days from the date of announcement of marks / declaration of results.
- (iii) The External Examiner, other than the Original Examiner, shall revalue the answer script.

### **18.0 General matters:**

- 18.1. The Controller of Examinations shall arrange for the conduct of the Examinations by the Principal under his general supervision.
- 18.2. The Controller of Examinations shall maintain such stationery and records as are necessary for the conduct of examinations and for recording, storing and retrieving of the marks and other particulars relating to the examinations.
- 18.3. The Controller of Examinations shall make arrangements for the evaluation of the students' performance and submit the results to the Principal, who in turn transmit them to the University for the Award of degrees.
- 18.4. The Principal shall deal with any academic problem, which is not covered under these rules and regulations, in consultation with the Programmes Committee in an appropriate manner, and subsequently such actions shall be placed before the academic council for ratification. Any emergency modification of regulation, approved by the academic council earlier, shall be reported to the academic-council for ratification.
- 18.5. "Grievance and Redressal Committee" (General) constituted by the Principal (other than the committee constituted under rule 17.1) shall deal with all grievances pertaining to academic / administrative / disciplinary matters.
- 18.7. The Principal may advise the Academic Council for the inclusion or deletion of any rule/rules, to these Rules and Regulations.

### **19.0 Academic Bank of Credits (ABC):**

The college has implemented Academic Bank of Credits (ABC) to promote flexibility in curriculum as per NEP 2020 to

- 1. Provide option of mobility for learners across the HEIs of their choice .
- 2. Facilitate award of certificate/diploma/degree in line with the accumulated credits in ABC.
- 3. Executive multiple entry in exit system with credit count, credit transfer and credit acceptance from students' account.
- 4. Provide option to gain in the credits from approved digital platforms .

## **20. 10-month mandatory Internship**

Three internships are mandatory for all students irrespective of the of the Program of study.

### **20.1. First internship (April - May after II Semester examinations):**

sCommunity Service Project

To inculcate social responsibility and compassionate commitment among the students, the summer vacation in the intervening 1st and 2nd years of study shall be for Community Service Project.

#### **Learning Outcomes:**

- i) To facilitate an understanding of the issues that confronts the vulnerable/marginalized sections of the society.
- ii) To initiate team processes with the student groups for societal change.
- iii) To provide students an opportunity to familiarize themselves with urban/rural community they live in.
- iv) To enable students to engage in the development of the community.
- v) To plan activities based on the focused groups.
- vi) To know the ways of transforming society through systematic programme implementation.

### **20.2. Second Internship (April - May after IV Semester examinations):**

Apprenticeship / Internship / On-the-job training / In-house Project / Off-site Project

To make the students employable, an Apprenticeship / Internship / On the job training / In-house Project / Off-site Project shall be undertaken by the students in the intervening summer vacation between the 2nd and 3rd years.

#### **Learning Outcomes:**

- i) Explore career alternatives prior to graduation.
- ii) Integrate theory and practice.
- iii) Assess interests and abilities in their field of study.
- iv) Learn to appreciate work and its function towards future.
- v) Develop work habits and attitudes necessary for job success.
- vi) Develop communication, interpersonal and other critical skills in the future job. Build a record of work experience.
- vii) Acquire employment contacts leading directly to a full-time job following graduation from college.

### **20.3. Third internship (5th/6thSemester period):**

During the entire 5th /6th Semester, the student shall undergo Apprenticeship / Internship / On the Job Training. This is to ensure that the students develop hands on technical skills which will be of great help in facing the world of work.

#### **Learning Outcomes:**

- i) Explore career alternatives prior to graduation.
- ii) Integrate theory and practice.
- iii) Assess interests and abilities in their field of study.
- iv) Learn to appreciate work and its function towards future .
- v) Develop work habits and attitudes necessary for job success.
- vi) Develop communication, interpersonal and other critical skills in the future job. Build a record of work experience.
- vii) Acquire employment contacts leading directly to a full-time job following graduation from college.
- viii) Acquire additional skills required for the world of work.

### **21.0 Scope:**

The academic regulations should be read as a whole, for the purpose of any interpretation.

In Case of any doubt or ambiguity in the interpretation of the above rules, the decision of the Principal is final

The College may change or amend the acadmic regulations, course structure or syllabi at any time, and the changes or amendments made shall be appicable to all students with effect from the dates notified by the college authorities.

### **22.0 Malpractices:**

- (i) The Principal shall refer the cases of malpractices in internal assessment tests and Semester-End Examinations, to a Malpractice Enquiry Committee, constituted by him/her for the purpose. Such committee shall follow the approved scales of punishment, which are given below. The principal shall take necessary action, against the erring students basing on the recommendations of the committee.
- (ii) Any action on the part of candidate at an examination trying to get undue advantage in the performance at examinations or trying to help another, or derive the same through unfair means is punishable according to the provisions contained hereunder. The involvement of the staff, who are in charge of conducting examinations, valuing examination papers and preparing/keeping

records and documents relating to the examinations in such acts (inclusive of providing incorrect or misleading information) that infringe upon the course of natural justice to one and all concerned at the examinations shall be viewed seriously and recommended for award of appropriate punishment after thorough enquiry.

S.No	NATURE OF OFFENCE Semester –End Examinations	SCALE OF PUNISHMENT
1	The candidate found in possession of any material relevant to the subject of examination (even in a coded form), Written, typed or printed or matter relevant to the subject on clothes worn or possessed on any part of the body or pad or hall ticket or vanity bag or purse or any other instrument normally permitted into examination hall.	Expulsion from the examination hall, cancellation of performance of candidate in all papers at the current session of examinations.
2	Matter written on a desk or wall established to be in the hand writing of the candidate in the examination hall (with sufficient evidence) Even if the matter is in somebody’s hand writing, taking into account the nearness and circumstantial evidences that invigilating staff is empowered to book the case, however, substantiating the action taken.	As above
3	Possession of a calculator/Organizer/ Cell phone where its use is prohibited	Expulsion from the examination hall and cancellation of performance of the candidate in the paper concerned.
4	Destruction or suppression of evidence in any way like swallowing, tearing or throwing out etc.,	Expulsion from the hall, cancellation of performance in all papers of the current examination and disqualification from appearing subsequent semester end examinations. Lighter punishment may be imposed when the attempt for destruction or suppression of evidence is not clearly established.
5	A candidate found copying or has copied from the forbidden material or is found assisting/ helping any one in copying or has been copying from another. (The copied portion in the answer book is to be	Expulsion from the exam hall, cancellation of the performance in all papers of the current exams.

	marked and signed by the invigilator and chief superintendent)	
6	If the rendering of assistance is through transfer or exchange of answer book/ additional book, both candidates are to be punished whether copying has taken place or not.	Expulsion of both candidates from the hall, cancellation of their performance at the current exams, besides disqualification from appearing the subsequent Semester-End Examinations.
7	Impersonation cases ii. A candidate impersonating another or the one who gets impersonated. iii. Exchange of roll numbers on the answer scripts.	Expulsion from the hall and debarring for the rest of exams. Cancellation of performance at the current exams and disqualification from appearing any exams for 2 years and debarring from the college for 2 years.
8	Insertion of main or additional book detected during examination time/valuation.	Expulsion from the hall, debarring from the rest of current examinations. Cancellation of performance of the candidate in all papers at the current exams and disqualification from appearing subsequent Semester-End Examinations.
9	Forbidden material found in the answer book during valuation whether used or not.	Cancellation of performance of all papers of the candidate at the current examinations.
10	Consulting books or papers or persons outside the hall before handing over the paper (Eg. Going on the plea of easing etc.)	Expulsion from hall, debarring from the rest of current exams and cancellation of performance of all papers at the current examinations.
11	Candidate writing irrelevant matter or making markings or writing names/initials Regd. No., on the additional books etc. Making request to award pass etc. detected during valuation.	Cancellation of the performance of the paper concerned.
12	A. Writing objectionable language in the answer script found during invigilation/valuation. B. Writing abusive language in the answer book found during invigilation /valuation.	Expulsion from the examination hall and cancellation of performance in all papers at the current exams. Expulsion from the examination hall, cancellation of performance of all papers at the current examination and disqualification from appearing the subsequent Semester-End Examinations.
13	Influencing examiner/ Examination personnel directly or through agents to	As in Case 12.B.



	get undue benefit.	
14	Taking away the answer book (even if it is returned later) or leaving the hall without handing over the answer script or tearing away the answer book or part of it.	Expulsion from the hall, cancellation of performance in all papers of current exams and disqualification from appearing subsequent Semester-End Examinations.
15	Sending out or throwing out question paper or a paper on which some questions or answers are written with the intention of getting or giving help.	Expulsion from the hall, cancellation of performance in all papers of current exams and disqualifications from appearing subsequent Semester-End Examinations.
16	Abuses, threats, disrespect to invigilating and supervising staff within the premises or outside.	Expulsion from the hall, debarring for the rest of exams and disqualification from appearing any exams for 1 or 2 years depending on the nature of misconduct.
17	Physical assault on examination personnel or supervising staff.	Cancellation of performance in all papers of current examinations, debarring from appearing any exams in future. Police complaint may be lodged.
18	Instigation to boycott examination.	Cancellation of performance of all papers at the current session.
19	Presentation of records of another candidate at the practical examination.	Cancellation of performance of all the papers at the current examinations (Theory and practical).
20	A candidate found guilty for more than one time at the current or earlier examinations.	Cancellation of performance of all papers at the current examinations, disqualification from appearing subsequent Semester-End Examinations. He/she shall not be promoted to subsequent class.
21	Involvement of any staff member in the leakage of question paper or meddling with answer books, selling or giving examination stationery for use outside the hall or assisting the candidate in the examination hall, or instigating one student to help others.	Recommending suspension from service and disciplinary action depending on the seriousness of offence.
22	Obstruction of the examination personnel or squad from doing its duty by any employee at the exam center.	Recommending loss of increment with entry in the service register of the person causing obstruction.
23	Other malpractices, if any, not covered above.	The Malpractice Enquiry committee is to make specific recommendations taking into account, the circumstantial evidences and the gravity of

		offence.
24	<p><b>INTERNAL ASSESSMENT TESTS</b></p> <p>A. Possessing forbidden material, copying, destruction of evidence.</p> <p>B. All other offences</p>	<p>Expulsion from the examination hall, debarring from taking the rest of the current tests, cancellation of performance of all the papers of the current internal assessment tests.</p> <p>Expulsion from the examination hall, debarring from the rest of tests during the semester, cancellation of performance in all the internal assessment tests of the current semester.</p>

**NOTE:** In respect of internal assessment tests depending upon the nature and gravity of the offence the Malpractice Enquiry Committee can impose the punishment.

In all cases the candidate or the candidates involved shall be sent out of the hall forthwith and kept out from writing the paper on the day but before the candidate or candidates actually leaves or leave the premises, her or their explanation shall be taken in writing and forwarded to the Controller of examinations along with the report setting forth in detail all the material evidence. The address to which further communications are to be made is to be obtained from the candidate.

In case the candidate refuses to give a statement she is not to be forced to do so, only the fact of her refusal shall be reported by squad member/invigilator and same forwarded to the Controller of Examinations.

In the case of a person who commits the offence under any of these rules but is not a candidate for any examination, the Controller of Examinations may hand over the case to the police in consultation with Principal.

Where a candidate/staff member is alleged to have employed/promoted unfair means/violated examination rules he/she shall be asked through a letter to explain the misconduct or violation of examination rules. If such explanation is not received within the stipulated period, the authorities shall proceed with the case as per the accepted legal provisions.

Under any circumstances the candidate shall not be allowed to continue writing the paper. However, the Controller of Examinations may permit her for the rest

of the papers on subsequent days at the current session of examinations only when the candidate is not involved in serious offences such as copying from the forbidden material, inserting papers with answers written by others or written by her outside, involving in impersonation case, exchanging answer papers in the hall, showing disrespect towards or assaulting the supervising personnel or acting in any manner that her presence is not conducive in maintaining discipline in the examination hall. The permission given by Controller of Examinations to appear at subsequent examinations does not guarantee the candidate that her answer scripts will be valued or result announced which is, however, subject to the final decision of the Malpractice Enquiry Committee in the case already booked.

It is often complained that other candidates in the hall have thrown the incriminating material onto innocent candidates or to their nearby places on sensing the approach of supervising staff or squad. In such cases, the person booking the case has to declare if she has clearly seen while the alleged candidate is throwing it out to fall within the hall or outside or if she is suspecting on the basis of tally of handwriting although she could not identify who has actually thrown it out. In the case of typed/printed matter where it is difficult to establish the identity of the person responsible for its origin, and also material found in the veranda when the act of throwing out from the hall is not clearly seen, the benefit of doubt should be passed on to the candidate. However, when the forbidden material is found in the desk or in the folds of answer book or question paper, or on the body or clothes of the candidate, the case may be processed in the normal way, considering the concealing not amounting to an act of suppression of evidence.

Where it is possible to send the articles carrying the forbidden material eg. Handkerchief, pad, hall ticket etc., they may be produced as exhibits before the committee. In case of any matter on the unwieldy objects or things that cannot be directly produced as pieces of evidence before the committee, the matter transcribed onto a paper signed by the candidate, attested by invigilators/squad and shall be forwarded to the Controller of Examinations. Where it is difficult to transcribe the matter completely or partially onto a paper because of illegibility or use of a code language or because of large extent, the invigilators/squad, shall certify to the same effect while forwarding the case.

The invigilator/squad member who detected the case shall give in writing a full description of the forbidden material (size, place where written etc) and forwarded to the Controller of Examinations.

The signature of the candidate shall also be taken on the transcription paper or papers describing the material when transcription could not be done. The Squad member/Invigilator should include in her remarks why the transcription could not be done

in such an event.

If the committee comes to the conclusion basing on circumstantial evidences that a person has resorted to malpractice despite some procedural lapses in reporting by the concerned supervising staff, the case is to be decided according to the rules prescribed above.