

JSS MAHAVIDYAPEETHA



**JSS COLLEGE OF
ARTS, COMMERCE AND SCIENCE**

(An Autonomous College under University of Mysore)

Re-accredited by NAAC with 'A' grade

Recognized by UGC as "College with Potential for Excellence"

**REGULATIONS (Amendment)
FOR
CBCS & CAGP SCHEME OF UG PROGRAMMES
2019 - 20**

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Preamble

University Grants Commission (UGC) has stressed on speedy and substantive academic and administrative reforms in higher education for promotion of quality and excellence. The Action Plan proposed by UGC outlines the need to consider and adopt Semester System, Choice Based Credit System (CBCS), and Flexibility in Curriculum Development and Examination Reforms in terms of adopting Continuous Evaluation Pattern by reducing the weightage on the semester end examination so that students enjoy a de-stressed learning environment. Further, UGC expects that institutions of higher learning draw a roadmap in time bound manner to accomplish the above.

JSS College of Arts, Commerce & Science (Autonomous), B N Road, Mysuru, Re-accredited by NAAC with “A” Grade, inspired by its recognition as an Institution of “College with Potential for Excellence” by UGC, aims to bring about radical changes in the curriculum, teaching and evaluation. The vision of the College is to groom the finest breed of citizens equipped with knowledge and talent to serve the society. The College aspires to march forward to achieve benchmark of our academic practices against world class standards.

CBCS and CAGP Regulations 2019-20

1. Title and Commencement

These Regulations shall be called the regulations for Choice Based Credit System (CBCS) and Continuous Assessment and Grading Pattern (CAGP) for UG Programmes of JSS College of Arts, Commerce & Science (Autonomous), B N Road, Mysuru. These Regulations shall come into force from the academic year 2019- 2020.

2 a. Programmes offered:

2 a.1. Faculty of Arts

2 a.1.1. Bachelor of Arts (BA) - 6 Semesters

2 a.2. Faculty of Science

2 a.2.1. Bachelor of Science (BSc) - 6 Semesters

2 a.2.2. Bachelor of Computer Application (BCA) - 6 Semesters

2 a.3. Faculty of Commerce and Business Administration

2 a.3.1. Bachelor of Commerce (BCom) - 6 Semesters

2 a.3.2. Bachelor of Business Administration (BBA) - 6 Semesters

2 a.4. Faculty of Vocational Programme

2 a.4.1. Bachelor of Vocational Programme in Food processing and Engg.

(BVoc) – 6 Semesters

2 a.4.2. Bachelor of Vocational Programme in Software development

(BVoc) – 6 Semesters

2 a.4.3. Bachelor of Vocational Programme in Animation and Multimedia

(BVoc) – 6 Semesters

2 b. Semesters and programme structure

2 b.1. All the UG degree programme shall be of six semesters duration unless specified otherwise.

2 b.2. An academic year consists of two semesters: Odd Semester and Even Semester.

2 b.3. A semester normally extends over a period of 16 weeks (6day week) with 90 working days.

2 b.4. Program structure: Each programme may have desired number of courses.

- a) Every course offered may have three components: Lecture (L), Tutorial (T) and Practical (P). Tutorial session consists of participatory discussion / self-study / desk work/ brief seminar presentations by students and such others novel methods.
- b) The Credit pattern for a course (L:T:P) shall be decided by the respective Board of Studies(BoS)
- c) Credit means the unit by which the course is measured. One hour Session of Lecture or Tutorial per week for 16 weeks amounts to 1 credit. Two hours session of practical per week for 16 weeks amounts to 1 credit per semester. The total duration of a semester is 20 weeks inclusive of semester end examination.
- d) A course of 3 to 6 credits will be evaluated for 100 marks. A Course with less than 3 credits will be evaluated for 50 marks. For any other approved course, the evaluation method shall be decided by the respective BoS.
- e) A project work/Dissertation of 6 credits is termed as Minor Project and will be evaluated for 100 marks. A project work/Dissertation may not be in accordance with the credit pattern given in 8.4. Project guidance of 2/4 hours for a group of 4/5 students may be treated as direct teaching hours in the credit pattern of 0: X: 0, 0: 0: X or 0: X: X as recommended by the BoS with the approval of Academic Council.

3. Definitions:

3.1. Credit defines the quantum of content/ syllabus prescribed for a course and determines the number of hours of instruction required. The distinguishing features of CBCS are the following: **It permits students to**

3.2. Learn at their own pace

- (a) choose electives from a wide range of courses offered by the College
- (b) undergo additional courses and acquire more than the required number of credits
- (c) adopt an inter-disciplinary approach in learning
- (d) make best use of the expertise of available faculty

3.3. Discipline Specific Course (DSC) is a core course, which should compulsorily be studied by a candidate as a core requirement.

3.4. Elective Course is a course which can be chosen from a pool of courses and which may be very specific or specialized or advanced or supportive to the discipline/ subject of study or which provides an extended scope or which enables an exposure to some other discipline/subject/domain or nurtures the candidate's proficiency/skill.

3.4.1. Discipline Specific Elective (DSE) is a course offered under the main discipline/subject of study or a Project/Dissertation work.

3.4.2. Generic Elective is an elective course chosen from an unrelated discipline/subject, with an intention to seek exposure beyond discipline(s) of choice.

3.4.3. Ability Enhancement Courses (AEC) may be of two kinds: Ability Enhancement Compulsory Courses (**AECC**) and Skill Enhancement Courses (**SEC**). AECC courses are the mandatory courses based upon the content that leads to Knowledge enhancement - Environmental Science, Indian Constitution and English/Hindi/MIL Communication. SEC courses are value-based and/or skill-based and are aimed at providing hands-on-training, competencies, skills, etc.

Note:

A candidate shall study any TWO of the languages viz., English, Kannada, Hindi, Sanskrit, Urdu, Telugu, Malayalam, Persian, Arabic, French, German, and Russian.

- Out of the two languages selected, one of the languages shall be an Indian Language. However, in case of foreign nationals, the requirement of an Indian language may be waived by the College.
- Indian Language means any one of the language mentioned in VIII Schedule of the Constitution.
- The College may permit private study of a language by a student, if there is no provision for instruction in that subject in a college and allow the student to appear for the examination in the subject without insisting on attendance. Such candidate will not be evaluated for any IA marks. However, for the final grade calculation 70 marks is equated to 100 marks.
- Deaf and Dumb, Spastic, Mentally Retarded and Learning deficiency students shall study only one language.
- Change of language will not be permitted during the period of the program.

- 3.5. Undergraduate (UG) programme** means Bachelor's degree in the Faculties of Arts, Commerce and Science.
- 3.6. Student** means a student admitted to UG programmes under these Regulations.
- 3.7. Fee** means the fee prescribed by the Autonomous College for the UG programmes from time to time.
- 3.8. Credit** means the unit by which the course work is measured. In these Regulations one credit means one hour of teaching/tutorial work or two hours of practical work per week for 16 weeks in a Semester.
- 3.9. Grade Point** is the weightage allotted to marks awarded in a course.
- 3.10. Credit Point** refers to the product of No. of credits multiplied by the Grade Point for a given course.
- 3.11. Semester Grade Point Average (SGPA)** refers to the performance of the student in a given semester. SGPA is based on the total credit points earned by the student in all the courses and the total number of credits assigned to the courses/papers in a semester.
- 3.12. Cumulative Grade Point Average (CGPA)** refers to the Cumulative Grade Point Average weight across all the semesters (6 semesters).

4. Programmes offered and duration of the Programmes

4.1. Faculty of Arts:

4.1.1. Arts programme (BA) (Six semesters)

Programmes offered in the following combinations:

1. History, Economics, Political Science (KM)
2. History, Economics, Geography (KM)
3. Kannada, Economics, Geography (KM)
4. Kannada, Economics, Political Science (KM)
5. History, Economics, English (EM)
6. English, Political Science, Journalism (EM)

4.2. Faculty of Science:

4.2.1. Bachelor of Science (BSc) (Six semesters)

Programmes offered in the following combinations:

1. Physics, Chemistry, Mathematics
2. Physics, Mathematics, Electronics
3. Physics, Mathematics, Computer Science
4. Physics, Mathematics, Computer Maintenance
5. Chemistry, Botany, Zoology

6. Chemistry, Zoology, Biotechnology
7. Botany, Biochemistry, Microbiology
8. Biochemistry, Microbiology, Biotechnology
9. Chemistry, Zoology, Sericulture
10. Physics, Mathematics, Instrumentation

4.2.2. Bachelor of Computer Application (BCA) (Six semesters)

4.3. Faculty of Commerce and Business Administration

4.3.1. Bachelor of Commerce (BCom) (Six semesters)

4.3.2. Bachelor of Business Administration (BBA) (Six semesters)

4.4. The detailed course structure is given in Annexure – I

5. Eligibility for admission (UG Programmes) :

5.1. BA, BSc, BCom, BBA and BVoc

A candidate who has passed the two years Pre-University examination conducted by the Pre-university Board of education, Government of Karnataka or any other examination considered equivalent by the University is eligible for admission to the first Semester of the UG program. For BSc program only those students have completed PUC or its equivalent examination with science subjects are eligible.

- a) A Candidate who has passed 3 Years Diploma in Commercial or Secretarial Practice conducted by Department of Technical Education, Government of Karnataka is eligible for admission to 3rd semester BCom / BBA directly. However, such a candidate has to pass the languages and other compulsory papers viz., Constitution of India and Environment Studies of first two semesters.
- b) A Candidate who has passed 2 years Diploma in Business Administration conducted by Department of Technical Education, Government of Karnataka is eligible for admission to 5th semester BBA / BCom degree course subject to the condition that the candidate has to pass papers in languages and compulsory papers of first Four semesters BBA / BCom.
- c) A Candidate who has passed Diploma in Paramedical Courses (Health Inspector Course) +2 is eligible to join the first semester BSc
- d) Students who have passed any job Oriented Course (JOC, 10+2) / I.T.I (10+2) / Diploma in Computer Applications for the Visually Impaired (JSS Polytechnic for the Differently Abled Institution) are eligible to join the first semester B.A / BCom/ BBA.
- e) Students who have passed JOC in Sericulture are eligible to join first Semester BSc with Sericulture as one of the optionals.
- f) Student who have passed the following JOC (10+2) are eligible to join first Semester degree program as detailed hereunder:

JOC Course		Course
1	Computer Technique	BSc (Computer Science)
2	Maintenance Repair of Electrical Domestic Appliances	BSc (Electronics)
3	Electronic Technology	BSc (Electronics)
4	Mechanical Servicing (Two Wheeler)	
5	Accounting and Auditing	BCom / BBA
6	Accounting and Costing	BCom / BBA
7	Accounting and Taxation	BCom / BBA
8	Banking	BCom / BBA
9	Office Management	BCom / BBA
10	Stenography	BCom
11	Co- operation	BCom / BBA
12	Library and Information Science	BLib. Sc
13	Marketing and Salesmanship	BA / BBA
14	Material Management Technology	BBA

5.2. BCA

A Candidate should have passed

- +2 or PUC or
- An equivalent course with Mathematics / Computer Science / Business Mathematics / Accountancy, or
- 3 Years Diploma after SSLC / 10th Class with Computer Science Engineering / Information Science Engineering or equivalent.

Note: A candidate who has passed any other examination equivalent to 10+2 or 10+3 is eligible for admission to the I/III semester with the pre-approval of the parent university.

5.3. A Candidate is not eligible to get the admission to the same UG programme second time after completion of a UG Programme in any University/Autonomous College.

5.4. For re-admission in the case of DROPPED all courses (discontinuing a programme) in UG programme; see Sec. 13.7, 13.8, 13.9, 13.10.

6. Medium of Instruction

The Medium of Instruction shall be English/ Kannada / as decided by the concerned BOS.

However a student can write examination either in English or Kannada.

7. Scheme of the Program

7.1. The minimum duration for completion of a UG program is six semesters. However, as per the double the duration norm of the University, the maximum period permitted is twelve semesters counting from the first semester.

- 7.2. A student has to earn **146** credits for the successful completion of a six semester UG program. The distribution of credits for different courses is given in Annexure-I
- 7.3. Only such students, who have successfully completed **146** credits in six semesters without break, shall be considered for declaration of rank and/ or medals.
- 7.4. A course may have only lecture component or lecture and tutorial component, or only practical component or combination of any two or all the three components. The total credits earned by a student at the end of the semester upon successfully completing the course is L + T + P. The credit pattern of the course is indicated as L: T : P. If a course is of 2-6 credits then the different credit distribution patterns in L : T : P format could be 5: 1: 0, 4: 1: 1, 4: 0: 2, 1: 1: 4, 0: 0: 6, 4: 0: 0, 3: 1: 0, 3: 0: 1, 2: 0: 2, 0: 0: 4, 3: 0: 0, 2: 1: 0, 0: 0: 2, 2: 0: 0. The credit pattern for a course can be decided by the respective BoS with the approval of Academic Council.

8. Course Structure

- 8.1. Every student is assumed to have registered for all DSC courses offered in that semester.
- 8.2. A student is permitted to choose any of the DSE course offered by the department during that semester.
- 8.3. A student is permitted to choose any of the GE course offered in the college during that semester.
- 8.4. A student has to register for any MIL along with English language in the first four semesters.
- 8.5. A student has to register for Environmental Studies and Indian Constitution in the first two semesters.

9. Council

There shall be various Councils headed by the Principal, in order to optimize the use of resources and talents, to avoid duplication of courses and for effective coordination of CBCS programmes and to take decisions about the issues related to the College.

- 9.1. **College Council** consisting of HoDs of all departments.
- 9.2. **UG Council** consisting of HoDs of all UG departments.

The UG Council coordinates with the Controller of Examinations (CoE), for the smooth conduct of examinations. The Councils will meet at least twice in a semester.

- 9.3. **Departmental Council** consisting of all the teachers of the Department & CoE.
 - 9.3.1. The Departmental Council shall be responsible for admission to respective programmes offered by the College including conduct of entrance tests, verification of records, admission, and evaluation.
 - 9.3.2. Courses (Core/Elective) are designed by faculty and approved by the Departmental Council shall be placed before BoS for approval with necessary changes or modifications.
 - 9.3.3. Course teacher(s) / Mentor offering a course will also be responsible for maintaining attendance and performance sheets of all the students registered for the course.

- 9.3.4.** Teacher(s) / Mentor offering a course will give the attendance and performance sheets for C1 and C2 examinations to the Head of the Department who in turn consolidates all such performance sheets of courses pertaining to the programmes offered by the department and forward the same to be processed by the CoE.

10 Student Advisor/ Mentor and programme coordinator

- 10.1 Student Advisor/ Mentor:** Every student will have a member of faculty of the Department as his/her student advisor. All teachers of the department shall function as Student Advisors and will have more or less equal number of students. The Student Advisor will advise the students in choosing Elective courses and offer all possible student support services.
- 10.2 Programme coordinator:** Head of the Department/ a nominated faculty member to coordinate the mentor's work and is responsible for the possible student support services in the respective programme.

11 Conduct

Every student is required to observe discipline and decorum both inside and outside the campus in accordance with the Autonomous College/ Department of Collegiate Education/ University of Mysore Student Conduct Rules.

12 Scheme of Instruction

- 12.1** The minimum duration for completion of a **UG** Programme in any subject is **6** semesters. The maximum period for completion is **12** semesters counting from first semester.
- 12.2** A candidate has to earn **146** credits, for successful completion of a UG programme in accordance with the Section 7.4. The **146** credits shall be earned by the candidate by studying DSC/AECC/SEC/DSE/GE as specified in the Section 19.12.1.
- 12.3** Only such candidates who register for prescribed credits for UG programme (7.4) with successful completion of **146** credits in **6** semesters shall be considered for declaration of ranks, medals and are eligible to apply for student fellowship, scholarship, free-ships and hostel facilities.

13 Course Registration

- 13.1** After admission to a Programme, a Registration Number will be assigned to every student by the College.
- 13.2** Every student must register (in consultation with his/her Advisor/Mentor) for the courses he/she intends to undergo in that semester by applying in the prescribed proforma in triplicate

(duly signed by the candidate, student Advisor/Mentor and the Programme coordinator / HOD), within the prescribed date notified in the Academic Calendar.

- 13.3** Withdrawal from a course is permitted up to one week from the date of registration.
- 13.4** After registration, a student can opt out of an elective course registered to earlier, and opt for another elective course giving valid reasons before the prescribed date for withdrawal of courses. This is subject to the condition that the student will be able to fulfill the required minimum attendance in the newly registered course. Withdrawal from a course will not be permitted for those who undergo late registration. Cancellation (AECC/DSC/SEC/DSE/GE) may be permitted before the conduct of C1 examination.
- 13.5** From the second semester onwards, registration for the courses will be done by students on or before a specified date in consultation with their student advisor/mentor. A student will become eligible for registration only if he/she has cleared all dues to the Institution, during the previous semester.
- 13.6** The courses registered after withdrawal should enable the student to earn the prescribed number of credits per semester for a UG programme as per section 8.4.
- 13.7** If a student is unable to attend any classes (DROPED all courses) of both odd and even semester (discontinue the program), he/she is not eligible to get the re-admission to same or other programme in the next academic year. However due to medical reason his/her re-admission in the consecutive academic year may be considered with the approval of College Council on producing the proper documents to support the reason for discontinuation. This provision may be provided only once for a programme.
- 13.8** If a student attended C3 examination of I/III semester and DROPED all courses of II/IV semester, he/she is not eligible to get the re-admission to same or other programme in the consecutive academic year. However he/she may get the admission to II/III year (III/V semester) in the consecutive academic year with the approval of College Council. This provision may be provided only once for a programme.
- 13.9** Any breakup semesters (II /IV/ VI) can continue by the candidates after the completion of the regular duration of the programme by registering the courses with the re-admission.
- 13.10** **Students re-admitted to any programme under Sec. 13.7, 13.8 and 13.9 (above three sections) are not eligible to participate in sports/NSS/NCC/Selection of Student Representative/any other extra-curricular activities.**

14 Continuous Assessment

- 14.1** Assessment and evaluation processes happen in a continuous mode. However, for reporting purposes, a semester is divided into 3 discrete components identified as C1, C2, and C3.
- 14.2** The performance of a candidate in a course will be assessed with :-
- 14.2.1** The first component, C1 of assessment is for 15%. This will be based on test / assignment/ attendance/ tutorial / viva voce and seminar. During the first half of the semester, the first 50% of the syllabus will be completed. This shall be consolidated during the 8th week of the semester.
- 14.2.2** The second component, C2 of assessment is for 15%. This will be based on test, assignment /attendance/tutorial/viva/ and seminar. The continuous assessment and scores of second half of the semester will be consolidated during the 15th week of the semester. During the second half of the semester the remaining syllabus of the course will be completed.
- 14.2.3** The outline for continuous assessment activities for C1 and C2 will be proposed by the teacher(s) concerned before the commencement of the semester and will be discussed and decided in the respective Departmental Council with the approval of BOS. The students should be informed about the modalities well in advance. The evaluated courses/assignments during C1 and C2 of assessment are immediately returned to the candidates after obtaining acknowledgement in the register maintained by the concerned teacher for this purpose.
- 14.2.4** If any course is designed with L: T: P credits pattern of X: 0: 2, Departmental Council with the approval of BOS can conduct C1 with the continuous assessment through practical record and C2 with the continuous assessment through practical record and a test.
- 14.2.5** If any course is designed with L: T: P credits pattern of 0: 0: X, Departmental Council with the approval of BOS can conduct only C2 with the continuous assessment through practical record and a test.
- 14.2.6** During the 18th -20th week of the semester, a semester-end examination of 2 / 3 hours duration shall be conducted for each course. This forms the third/final component of assessment (C3) and the maximum marks for the final component will be 70% of the marks assigned to the respective course according **2 b.4. a, b, c & d.** (Course structure) However, candidate has to apply for the C3 examination in the prescribed format with applicable fee to the Examination Section. If any candidate fails to apply within the specified date, he/she will not be permitted to appear for C3 examination.

15 Attendance

- 15.1 The teacher handling a course shall be responsible for maintaining a record of attendance of students who have registered for the course.
- 15.2 All faculty members shall intimate the Head of the Department at least seven calendar days before the last instruction day in the semester the particulars of all students who have less than 75% attendance in one or more courses. However any student who participated in the marked events (i.e., at University / State / National level NSS/NCC/Sports etc), the classes conducted in the duration actually participated shall be excluded from the ***total number of classes conducted***.
- 15.3 A candidate who has less than 75% attendance shall not be permitted to apply for the semester end examination in the course in which the shortfall exists.
- 15.4 The HoD shall announce the names of all students who will not be eligible to take the semester end examinations in the various courses and send a copy of the same to the College office. Registrations of such students for those courses shall be treated as cancelled. If the course is a core course, the candidate should register for and repeat the course when it is offered next. If any candidate is willing to re-register a course after the regular period of admitted programme, he has to re-admit to the programme by paying prescribed fee with the approval of UG council.

16 Examination and Evaluation

- 16.1 Evaluation will be done on a continuous basis, three times during each semester. For the purpose of uniformity, particularly for inter-departmental transfer of credits, there will be a uniform procedure of examination to be adopted by all faculty members. There will be two session components C1 and C2, and one semester end examination, C3 for each course during every semester.
- 16.2 C1 and C2 examinations (of one to two hours duration) may employ one or more assessment tools such as objective tests, assignments, paper presentation, laboratory work, etc suitable to the course. This requires an element of openness. The students are to be informed in advance about the nature of assessment. A Student cannot repeat C1 and C2.
- 16.3 ***Provision of appeal for C1 and C2***
- 16.3.1 If a candidate is not satisfied with the evaluation of C1 and C2 components, he/she can approach the Grievance Cell with the written submission together with all facts, the assignments, C1 and C2 written papers etc, which were evaluated. He/she can do so before the specified date by the department. ***The Grievance Cell is empowered to revise the marks if the***

case is genuine and is also empowered to levy penalty as prescribed by the policy of the Autonomous College on the candidate, if his/her submission is found to be baseless and unduly motivated. This cell may recommend for taking disciplinary/corrective action on an evaluator if he/she is found guilty. The decision taken by the Grievance Cell is final. For every programme there will be one Grievance Cell. The composition of the Grievance Cell is as follows:

UG
<ol style="list-style-type: none"> 1. Principal / Controller/ Deputy Controller of Examinations 2. Head of the Department 3. One senior faculty member / subject expert of the other Department.

- 16.3.2** In case the evaluation of C1 and C2 components has found to be erratic, then such cases shall be referred to the UG council to establish whether or not any examiner has been erratic in his evaluation, and to recommend if the committee so desires, any punitive measures in accordance with the parent University Rules and regulations .
- 16.4** There shall be one semester end examination C3 of duration and percentage of marks in each course covering the entire syllabus prescribed for the course as in 16.6. The semester end examination is normally a written / laboratory based examination. The duration of the practical examination will be decided by the Departmental Committee with the approval of BoS. Model question paper for each course has to be prepared by the teacher and the same should be forwarded to the Head of the Department.
- 16.5** The C3 examination schedule will be prepared by the Controller of Examination in consultation with the Examination Committee and to be displayed in the notice board at least one week before the examination.
- 16.6** In case of a course with Practical Component or with only Practical Component, a practical examination will be conducted with both internal and external examiners. A candidate will be assessed on the following basis:

Scheme for Examination and Assessment

Credits L:T:P	Maximum Marks in the Exam / Assessment				Exam Duration	
	SEE		IA			
	Th	Pr	Th	Pr	Th	Pr
5: 1: 0	70	-	30	-	3h	-
4: 1: 1	70	35	30	15	3h	2h
4: 0: 2	70	35	30	15	3h	2h
1: 1: 4	-	70	-	30	-	*
0: 0: 6	-	70	-	30	-	*
4: 0: 0	70	-	30	-	3h	-
3: 1: 0	70	-	30	-	3h	-
3: 0: 1	70	35	30	15	3h	2h
2: 0: 2	35	35	15	15	2h	2h
0: 0: 4	-	70	-	30	-	*
3: 0: 0	70	-	30	-	3h	-
2: 1: 0	70	-	30	-	3h	-
0: 0: 2	-	35	-	15	-	*
2: 0: 0	35	-	15	-	2h	-

* To be decided by concerned BoS

16.7 Practical Weightage

Component	Weightage
Knowledge of relevant processes	30%
Skills and operations involved	50%
Results / products including calculation and reporting	20%

16.8 Conduct of Examinations, indiscipline and malpractice at the examination center

As per the Conduct of Examinations - Reference manual of the autonomous college time to time.

16.9 Finally, awarding the grades should be completed latest by 24th week of the semester.

17 Question paper setting, coding, valuation and declaration of results

17.1 Constitution of Board of Examiners

Board of Studies shall nominate the Board of Examiners and consist of the following members:

1. Head of the Department shall be the Chairperson of the Board.
2. Two/Three senior teachers in the Department on rotation.
3. Two/Three experts in the subject from universities/ other College.

(Number of members to be decided based on the number of question papers set by the department)

17.2 Question paper setting

17.2.1 From the list of Examiners provided by the Board of Studies, Chairperson of BoE will prepare a list of paper setters and examiners in each Course.

17.2.2 Question papers in two /three (for a course in which makeup examination to be conducted) sets shall be set; one by the internal examiner and one/two by the external examiner for a course. Whenever there are no sufficient internal examiners, the chairperson of BoE shall get the question papers set by external examiners.

17.2.3 The papers will be scrutinized by Board of Examiners constituted for this purpose.

17.2.4 The paper setters in each paper will be provided with a copy of syllabus of respective paper and model question paper.

17.2.5 The paper setters have to provide scheme of valuation along with the question paper of the examination.

17.2.6 The Department has to provide model answers for the question papers of the examination held and the same should be kept in the library for reference.

17.2.7 The board is responsible for proper scrutiny of question papers. In case, any question paper is not in accordance with the scheme and syllabus, then such cases shall be referred to the UG Council, and to recommend if the Committee so desires, penalty shall be imposed in accordance with the parent University Rules and regulations.

17.3 Coding of answer scripts

Before valuation, all the answer scripts shall be coded using false numbers/bar-coding with a separate false numbers/bar-coding for each paper.

17.4 Valuation

For UG, there shall be single valuation of the answer scripts at the College (Central Valuation) with minimum 15% of the scripts shall be reviewed by chairperson / external examiners.

Valued answer scripts with marks 90% and above shall also be reviewed.

17.5 Valuation of Minor/ Major Project / Dissertation and Viva-voce

Right from the initial stage of defining the problem, the candidate has to submit the progress reports periodically and also present his/her progress in the form of seminars in addition to the regular discussion with the guide. Components of evaluation are as follows.

C1	Examination	15%
C2	Results of Work and Draft Report	15%
C3	Concise Dissertation / Project Report	50%
	Viva-voce	20%

Dissertation / project report will be valued jointly by the project supervisor and one external examiner nominated by the Chairperson of BOE. Students may be asked to make a presentation before the faculty members and students.

18 Photocopy of Answer scripts, Re-totalling and Re-valuation

- 18.1** A candidate, who desires to apply for Photo copy of his theory answer script of C3 examination, may do so by paying the prescribed fee and submitting prescribed application directly to the COE within the date, as specified from time to time.
- 18.2** A candidate, who desires to apply for re-totalling and re-valuation of his only theory answer script of C3 examination, may do so by paying the prescribed fee and by submitting the prescribed application, along with the relevant original marks card to the CoE, within the date as notified from time to time by the College.
- 18.3** The re-totalling shall provide for checking whether all the answers have been valued and whether the totalling is correct. In case any answer or part has not been valued, that part may be referred to another valuer, and marks so awarded shall be added to the total. In case there is any mistake in totalling or carryover of marks from the inside sheets to the facing sheet, the CoE may have it corrected with the approval of the Principal.
- 18.4** The revaluation shall be referred to second/third valuer (other than first/second) by the Chairperson of BOE. If the revaluation is concerned to more than three courses in a discipline BoE can carry out the revaluation.
- 18.5** The result of re-valuation shall be announced within 20 days from the last date fixed for receipt of applications.
- 18.6** If the difference between the original marks and the revaluation marks does not exceed 20% of the maximum marks prescribed for that theory paper, the average of the two shall be the final award.
- 18.7** If the difference between the original marks and the revaluation marks is more than 20% of the maximum prescribed for that theory paper, such scripts shall be got valued by BoE. The marks awarded by the BoE shall be the final award of marks and such scripts should be preserved at the examination cell at least five years from the date of examination.
- 18.8** In case where one or more answers are not valued by the original valuer, then the marks awarded by the subsequent valuer, as far as these answers are concerned, shall be taken as they are, without averaging with the marks of the other.
- 18.9** In cases where the difference between the original marks, first revaluation marks or/and the second revaluation marks clearly indicate that a particular examiner has been erratic in his/her

valuation, then such cases shall be referred to the College Council to establish whether or not any valuer has been erratic in his evaluation, and to recommend if the committee so desires, any punitive measures in accordance with the parent University Rules and regulations.

- 18.10** If there is a complaint of a serious nature of erratic or unfair valuation in any paper for a group of candidates, the Principal may after a preliminary inquiry, order for special valuation of the concerned group or entire set of candidates in the paper concerned. After such special valuation, a random sample of 10% of the answer scripts, subject to a minimum of 10, shall be referred for review.
- 18.11** The provision for gracing shall also apply to such candidates after re-totalling and revaluation. However the grace marks shall be shown separately in marks ledger and not in marks card.

19 Passing minimum

- 19.1** A candidate has to secure minimum 30% in C1 and C2 put together and also individually in theory as well as in Practical component to appear for C3 of the respective course.
- 19.2** In case a candidate secures less than 30% in C1 and C2 put together (Absent or secure zero marks in C1 or C2), the candidate is said to have DROPPED the course, and such a candidate is not allowed to appear for C3. This shall be declared by the CoE before the commencement of C3 examination.
- 19.3** In case a candidate secures less than 30% in C1 and C2 put together in any one component (theory or practical) he/she cannot appear for the C3 of the component for which he/she is not eligible. The marks secured in the other component (theory or practical) will be retained.
- 19.4** In case a candidate secures less than 30% in C3 or absents for C3, the candidate is said to have not completed the course and he/she may either opt to DROP the course or to utilize PENDING option. The candidate has to give it in writing to the CoE through Head of the department within 10 days from the date of notification of final results. If any candidate fails to give in writing within specified time, it is considered to be PENDING option. The candidate with PENDING option shall complete C3 component within double the duration of the programme, by re-appearing only for C3 component of that course when it is offered next time in the department on payment of prescribed fee and he / she carries the same marks awarded in C1 and C2.
- 19.5** A candidate can re-appear for C3 of a course when the course is offered again by the department by paying prescribed fee and he / she carries the same marks awarded in C1 and C2.

- 19.6** A candidate also has to re-register for the DROPPED course when the course is offered again by the department if it is a DSC. The candidate may choose the same or an alternate course in case the dropped course is other than DSC.
- 19.7** A candidate who is said to have DROPPED project work has to re-register for the same subsequently within the stipulated period. The details of any dropped course will not appear in the grade card.
- 19.8** The tentative / provisional grade card will be issued by the Principal at the end of every semester indicating the courses completed successfully. This statement will not contain the list of DROPPED courses.
- 19.9** Upon successful completion of UG programme a final grade card/Transcript consisting of grades of all courses successfully completed by the candidate will be issued by the Principal.
- 19.10** A candidate has to earn **146** credits, for successful completion of UG programme with a distribution of credits for different courses as given in the following table:

19.10.1 UG Programme

	Type of Course	BA	BCom	BSc	BBA	BCA	B. Voc
1	DSC	72	70	72	88	72	As per NSDC Regulations
2	AECC	30	30	30	30	30	
3	SEC	04	16	08	08	08	
4	DSE	36	30	36	20	36	
5	GE	04	-	-	-	-	
Total		146	146	146	146	146	

20 Separate/ Makeup Examination

- 20.1** In case of students who could not attend C1 or C2 due to medical reason or under extraordinary circumstances or participating in marked events in Sports/NCC/NSS/any other extracurricular activities (University / State / National level Sponsored by College) by satisfying the conditions of Sec 16, a separate examination for C2 shall be conducted before C3 examination. This separate examination can be considered equivalent to C1 or C2.
- 20.2** In case of students who secure less than 30% in C1 and C2 put together by satisfying the conditions of Sec 16, a makeup examination for C2 shall be conducted before C3 examination.
- 20.3** The candidate has to give it in writing to the Head of the Department for separate/ makeup examination of C2 within 5 days from the date of notification of results of C2 examination, by

paying prescribed fee. However fee may be waived off for the students who attended marked events in Sports/NCC/NSS/any other extracurricular activities.

- 20.4** Makeup examination (only for C3) shall be conducted only for V and VI semester
- 20.5** The candidate has to give it in writing to CoE through Head of the Department for makeup examination of C3 within 5 days from the date of notification of results of that semester, by paying prescribed fee.
- 20.6** The makeup examination schedule will be prepared by the Controller of Examination in consultation with the Examination Committee and to be displayed in the notice board at least 5 days before the examination.
- 20.7** A candidate applied for makeup examination of C3 can utilize the facilities provided in Sec 19.

21 Marks and Grading

- 21.1** Numerical Grade (Grade points) and credit points earned by the candidate in the course will be as given below:

Range of % of Marks	Grade Point (G)	Credit Point (CP) = C × G
95 – 100	10	C × 10
90 - 94	9.5	C × 9.5
85 – 89	9	C × 9
80 – 84	8.5	C × 8.5
75 – 79	8	C × 8
70 – 74	7.5	C × 7.5
65 - 69	7	C × 7
60 - 64	6.5	C × 6.5
55 - 59	6	C × 6
40 - 49	5	C × 5
0 – 39	0	C × 0
Absent	0	C × 0

Where 'C' is the credit value of the course

- 21.2** The overall percentage in a subject / Course is 10 X SGPA
- 21.3** The overall percentage in a programme is 10 X CGPA

21.4 Semester Grade Point Average (SGPA)

$$\begin{array}{rcccl} \text{Credit Points for the paper} & & \text{No. of Credits assigned} & & \text{Grade Point secured} \\ (\text{CP}) & = & \text{for the Course} & \times & \text{for that Course} \end{array}$$

SGPA indicates the performance of a student in a given Semester. SGPA is based on the total credit points earned by the student in all the courses and the total number of credits assigned to the courses/papers in a Semester.

Note: SGPA is computed only if the candidate passes in all the courses (gets a minimum P grade in all the courses) of a semester.

$$\text{SGPA of a semester} = \frac{\text{Total Credit Points in the Semester}}{\text{Total Credits in that Semester}}$$

21.5 Cumulative Grade Point Average (CGPA)

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

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

$$\text{CGPA} = \frac{\sum_{n=1}^{n=6} \text{Total CP of } n^{\text{th}} \text{ Semester}}{\sum_{n=1}^{n=6} \text{Total Credits of } n^{\text{th}} \text{ Semester}}$$

21.6 Classification of results

The final grade point to be awarded to the student is based on CGPA secured by the candidate and is given as follows:

CGPA	Qualitative Index
8.0 – 10.0	Distinction
6.0 – 7.9	First Class
5.0 – 5.9	Second Class
4.0 – 4.9	Successful

22 Grade Card

The Grade Card issued at the end of the semester to each student is as shown.

GRADE CARD

Course	Course Title	Credits	Grade	Grade Points	Credit points	Remarks
Semester I						
	Course 1	6	A	8	48	
	Course 2	6	C	6	36	
	Course 3	6	B+	7	42	
	Course 4	4	O	10	40	
	Course 5	1	A	8	08	
Total		23			174	
SGPA = 7.56						
Semester II						
Total						
SGPA =						
Semester III						
Total						
SGPA =						
Semester IV						
Total						
SGPA =						
Semester V						
Total						
SGPA =						
Semester VI						
SGPA =						
CGPA =			Overall percentage:			
Discipline		CGPA			Equivalent Percentage	
Discipline 1						
Discipline 2						
Discipline 3						

BA Programme**Annexure: I**

Sem	Core		Electives				Ability Enhancement Courses				Total Credits
	DSC		DSE		GE		SEC		AECC		
	Course	Credits	Course	Credits	Course	Credits	Course	Credits	Course	Credits	
I	DSC-1A DSC-2A DSC-3A	6 6 6	--	--	--	--	--	--	Kan/MIL – 1 Eng – 1 EVS / IC	3 3 3	27
II	DSC-1B DSC-2B DSC-3B	6 6 6	--	--	--	--	--	--	Kan/MIL – 2 Eng – 2 EVS / IC	3 3 3	27
III	DSC-1C DSC-2C DSC-3C	6 6 6	--	--	--	--	SEC-1 (Communicative Skill – English / Kannada)	2	Kan/MIL – 3 Eng – 3	3 3	26
IV	DSC-1D DSC-2D DSC-3D	6 6 6	--	--	--	--	SEC-2 (Computer Applications)	2	Kan/MIL – 4 Eng – 4	3 3	26
V	--	--	DSE-1A DSE-2A DSE-3A	6 6 6	GE-1	2			--	--	20
VI	--	--	DSE-1B DSE-2B DSE-3B	6 6 6	GE-2	2			--	--	20
Total		72		36		04		04		30	146

B Sc Programme

Sem	Core		Electives				Ability Enhancement Courses		Total Credits
	DSC		DSE		SEC		AECC		
	Course	Credits	Course	Credits	Course	Credits	Course	Credits	
I	DSC-1A	6	--	--	--	--	Kan/MIL – 1	3	27
	DSC-2A	6					Eng – 1	3	
	DSC-3A	6					EVS / IC	3	
II	DSC-1B	6	--	--	--	--	Kan/MIL – 2	3	27
	DSC-2B	6					Eng – 2	3	
	DSC-3B	6					EVS / IC	3	
III	DSC-1C	6	--	--			Kan/MIL – 3	3	24
	DSC-2C	6					Eng – 3	3	
	DSC-3C	6							
IV	DSC-1D	6	--	--			Kan/MIL – 4	3	24
	DSC-2D	6					Eng – 4	3	
	DSC-3D	6							
V	--	--	DSE-1A	6	SEC-1	2	--	--	22
			DSE-2A	6	SEC – 2	2			
			DSE-3A	6					
VI	--	--	DSE-1B	6	SEC-3	2	--	--	22
			DSE-2B	6	SEC - 4	2			
			DSE-3B	6					
Total		72		36		08		30	146

BCA Programme

Sem	Core		Electives		Ability Enhancement Courses				Total Credits
	DSC		DSE		SEC		AECC		
	Course	Credits	Course	Credits	Course	Credits	Course	Credits	
I	DSC-1 DSC-2 DSC-3	6 6 6	--	--	--	--	Kan/MIL – 1 Eng – 1 EVS/IC	3 3 3	27
II	DSC-4 DSC-5 DSC-6	6 6 6	--	--	--	--	Kan/MIL – 2 Eng - 2 EVS/IC	3 3 3	27
III	DSC-7 DSC-8 DSC-9	6 6 6	--	--			Kan/MIL – 3 Eng - 3	3 3	24
IV	DSC-10 DSC-11 DSC-12	6 6 6	--	--			Kan/MIL – 4 Eng – 4	3 3	24
V	--	--	DSE-1 DSE-2 DSE-3	6 6 6	SEC-1 SEC-2	2 2	-	-	22
VI	--	--	DSE-4 DSE-5 DSE-6 (Project)	6 6 6	SEC-3 SEC-4	2 2	-	-	22
Total		72		36		08		30	146

BCom Programme

Sem	Core		Electives				Ability Enhancement Courses		Total Credits
	DSC		DSE		SEC		AECC		
	Course	Credits	Course	Credits	Course	Credits	Course	Credits	
I	DSC-1 DSC-2 DSC-3	4 6 4	-- --	-- --	-- --	-- --	Kan/MIL – 1 Eng – 1 EVS / IC	3 3 3	23
II	DSC-4 DSC-5 DSC-6	4 6 4	-- --	-- --	-- --	-- --	Kan/MIL – 2 Eng – 2 EVS / IC	3 3 3	23
III	DSC-7 DSC-8	6 6	-- --	-- --	SEC-1	4	Kan/MIL – 3 Eng – 3	3 3	22
IV	DSC-9 DSC-10 DSC-11	6 4 4	-- --	-- --	SEC-2	4	Kan/MIL – 4 Eng – 4	3 3	24
V	DSC-12 DSC-13	4 4	DSE-1 DSE-2 DSE-3	5 5 5	SEC-3	4	-- --	-- --	27
VI	DSC-14 DSC-15	4 4	DSE-4 DSE-5 DSE-6	5 5 5	SEC-4	4	-- --	-- --	27
Total		70		30		16		30	146

BBA Programme

Sem	Core		Electives				Ability Enhancement Courses		Total Credits
	DSC		DSE		SEC		AECC		
	Course	Credits	Course	Credits	Course	Credits	Course	Credits	
I	DSC-1	5	--	--	--	--	Kan/MIL – 1	3	23
	DSC-2	4					Eng – 1	3	
	DSC-3	5					EVS / IC	3	
II	DSC-4	5	--	--	--	--	Kan/MIL – 2	3	23
	DSC-5	4					Eng – 2	3	
	DSC-6	5					EVS / IC	3	
III	DSC-7	4	--	--			Kan/MIL – 3	3	20
	DSC-8	5					Eng – 3	3	
	DSC-9	5							
IV	DSC-10	5	--	--			Kan/MIL – 4	3	24
	DSC-11	4					Eng – 4	3	
	DSC-12	4							
	DSC-13	5							
V	DSC-14	4	DSE-1	5	SEC-1	4	--	--	28
	DSC-15	5	DSE-2	5					
	DSC-16	5							
VI	DSC-17	4	DSE-3	5	SEC-2	4	--	--	28
	DSC-18	5	DSE-4	5					
	DSC-19	5							
Total		88		20		08		30	146

