



R.A. Podar College of Commerce and Economics (Autonomous)

Examination Policy

Year of implementation: Academic Year- 2019-20

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R.A. Podar College of Commerce and Economics (Autonomous) follows a Choice Based Semester Grade System (CBSGS). This policy outlines the procedures and guidelines for conducting examinations and evaluating learner performance within the CBSGS framework.

A. Credit Structure and Requirements

Programme	Duration		Total No of Credits to be earned			
	Years	Semester	Core Course	Additional Credit Courses	Mandatory Non Academic Credits	Total credits
UG	3	6	120	12	4*	132 +4
PG	2	4	96	NA	NA	96

* In addition to academic courses, a learner at the UG level shall complete 4 mandatory credits from 2 non-academic courses:

- Life Enrichment course at First year level
- Responsible Citizenship Course at Third year level

The CGPA (Cumulative Grade Point Average) shall be calculated on the basis of core courses only. For the additional 12 credits in the UG programs, the learner would need to enrol for and complete skill enhancement and ability enhancement programs over the 3 years program period.

B. Grading System

The evaluation pattern for each semester of the Core courses shall be 60:40, wherein 60 Marks shall be assigned for a written examination (Semester End Examination or External Examination) and 40 marks would be for internal evaluation.

The assessment is carried out in two parts as follows:

a. Continuous Internal Evaluation (CIE), to be conducted by the respective faculty members all through the semester; CIE includes Internal Assessment tests, assignments, tutorials, problem solving, group discussions, quiz, seminar, mini-project and any other innovative method developed by the teachers. The evaluation pattern for 40 marks for internal examination shall be decided by the respective departments and the final marks out of 40 shall be submitted to the COE in the prescribed format.

b. Semester End Examination (SEE), shall be a written examination (max 60 marks) on the dates fixed by the Examination Committee.

Learner's performance in a course shall be judged by considering the results of CIE and SEE individually and also together. **Individual passing in both is necessary.**

The performance of the learner would be indicated by a grade on the basis of a 10 Grade Point pattern which is as follows:

Grade Points Scale (Absolute Grading)

Marks	Grade	Grade Point
75 & above	O	10
70-75	A++	9
65-70	A+	8
60-65	A	7
55-60	B+	6
50-55	B	5
45-50	C	4
40-45	D	3
Less than 40	F	0

C. Assessment and Moderation

The learners' information on the answer-books shall be masked and then assessed by the examiner. 10% of the answer booklets of a bundle of 40 answer booklets shall be moderated. If the marks increase by more than 25% in 30% of papers moderated, then a re-assessment of all the papers shall be undertaken of that bundle. Similarly, if the marks decrease by less than 25% in 30% of papers moderated then a re-assessment of all the papers shall be undertaken of that bundle.

D. Additional Examination

In case the learner is unable to attend the semester end external examination due to medical emergencies then, the learner shall be given an opportunity to appear for the additional external examination provided the leave of absence is approved by the Principal.

E. Semester-End Examination Result

Results usually are declared 20 to 30 days from the date of the last examination. After all grievances are addressed, the marksheet is prepared by the Controller of Examination office and distributed to learners.

F. Progression

Internals:

In case learner fails in the internals then he/she shall appear for a special assessment of 40 marks which shall be held along with the SEE (ATKT).

Semester progression rules:

- 1) A learner shall be allowed to keep term for Semester II irrespective of number of courses of failure in the Semester I
- 2) A learner shall be allowed to keep term for Semester III if he/she passes each of Semester I and Semester II

OR

A learner fails in not more than four courses in Semester I and Semester II taken together.

- 3) A learner shall be allowed to keep term for Semester IV irrespective of number of courses of failure in Semester III.
- 4) A learner shall be allowed to keep term for Semester V if he/she passes Semester I, Semester II, Semester III and Semester IV

OR

A learner fails in not more than four courses collectively in all four semesters together

- 5) A learner shall be allowed to keep term for Semester VI irrespective of number of courses of failure in the Semester V.
- 6) The eligible learner, can appear for the semester VI examination. The Mark sheet of the 6th semester shall be issued only if
 - i. All the semesters are cleared
 - ii. Completes the additional academic courses (12 credits) and
 - iii. Completes the Non-Academic mandatory courses for 4 credits spreading over from Semester I-VI)

G. Supplementary Examinations

Supplementary Examinations are conducted in the months of September and February of each academic year. A special supplementary exam in the month of June shall be conducted for the

learners who have been unsuccessful in more than 4 courses and may miss the chance of getting admitted to the next class.

H. Mechanism for Grievances

At Podar, every Learner has a right to express his/her grievances. If the learner has any issues with the results, then he/she can opt for reevaluation. The reevaluation notice shall be uploaded on the college website and the learner can collect the reevaluation form from the office and submit it along with reevaluation fees. Those forms are available within seven days of declaring the result on the college website.

A non-refundable reevaluation fee as prescribed by the university is levied from learners seeking reevaluation or a duplicate copy of the answer sheet.

The answer scripts are evaluated by another examiner other than the original examiner. If the difference between marks in the original evaluation and the reevaluation is more than 20%, the answer script is sent for a third evaluation and the average of marks is taken.

The answer books are evaluated and their results are displayed on the college notice board within the stipulated time.

I. Regulations for learners in extracurricular activities (learners engaging in Sports, NCC, NSS, Cultural and DLLE activities)

Additional examinations shall be conducted if the learners have participated in activities representing the College, University at District, State, National, International levels. 1% grace marks are added to the SGPA in the even semester results for the meritorious players, NCC cadets, NSS volunteers, DLLE and Cultural activities learners.

J. Concessions for differently abled learners

(a) Provision of Scribes/writers:

If any examinee is not in a position to write at all, or write as fluently as normal learner, on account of physical disability or injury due to an accident just before the examination and produces a medical certificate from the registered medical practitioner to that effect, then a writer shall be allowed to such examinee. Scribe (writer) Amanuensis/Reader/Reader-cum-Writer shall be made available to the individual with appropriate certificate. The Question Paper may be read out, but not explained in any way to the candidate(s). Such a support shall be provided free of cost to the candidate. The scribe / writer should be from the same stream of subjects but from a lower class and must not be related to the candidate.

(b) Extra time:

In case of differently abled examinee, he/she may be allowed an extra time of 20 minutes per one hour for writing the examination for all the courses, provided he/she seeks permission from

the Controller of examination for extra writing time on account of his/her disability by producing medical certificate from competent authority to this effect.

(c) Gracing Rules:

Special gracing rules shall be given to the differently abled learners as applicable.

K. Ethical practice

Clear instructions regarding the conduct of the examinees in the semester end examination are to be provided to learners and the instructions shall be provided on each answer booklet for the SEE. Learners are strictly prohibited from carrying or accessing mobile phones, smart watches, programmable calculators, notes, books, or any unauthorized materials during examinations. Communication with other candidates during the examination is strictly forbidden. If a learner is found using unfair means, they will be required to appear before the Unfair Means Enquiry Committee, established by the College.
