



“EDUCATION THROUGH SELF-HELP IS OUR MOTTO”
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Rayat Shikshan Sanstha's,

CHHATRAPATI SHIVAJI COLLEGE

SATARA (MAHARASHTRA) 415001

(An Autonomous College)

Affiliated to Shivaji University, Kolhapur

EXAMINATION STATUTES UNDER AUTONOMY

2019-20

EXAMINATION STATUTES UNDER AUTONOMY

1. ASSESSMENT

1.1: Theory:

The college conducts three assessments for all sessions per subject per semester – 40 marks for Internal Evaluation and one is an SEE for 60 marks. Such evaluations are conducted for theory.

1.1.1: Theory: Internal Evaluation (IE):

1.1.1.1 Usually four IEs are held during a semester.

1.1.1.2: 10, 10, 10 and 10 marks respectively in each Semester.

1.1.1.3: For IE (Home Assignment and Class Test, Subject Specific Activity, Research paper) repetition is allowed only with prior permission of Principal / Controller of Examinations.

1.1.1.4: Special IE Clauses:

1.1.1.4.1: The Principal may accept the request of the concerned Department(s) to hold a special IE Test (of one or more courses) for a student, within the same semester, under the following circumstances:

1.1.1.4.2 If the Principal allows a student to represent the college at or to participate in some event (academic/cultural/sports) and this causes the student to miss a IE Test (of one or more courses) (Note: The concerned event could be either a couple of weeks prior to or during the IE period)

1.1.1.4.3: If, just prior to or during a IE, a student is stricken by a serious illness and the presented medical papers have been verified by the college. (Note: The medical papers and the Parent's note would have to be represented to the college within two days of the sickness, for this cause to hold).

1.1.1.4.4: If, just prior to or during the IE a bereavement (of an immediate family member) occurs. (Note: In this case the Death Certificate of the departed and the Parent's note will have to be given to the College within 2 days of returning to college, for this clause to hold).

1.1.1.4.5: For the same student, the Principal will exercise this discretionary power for only one of the four IEs of a semester.

1.1.2: Theory: Semester End Examination (SEE):

1.1.2.1: The SEE is for a maximum of 60 marks of each subject of 2 hours duration.

1.1.2.2: There will be masking for the answer sheets prior to assessment.

1.1.2.3: For the F.Y/S.Y courses there will be a Single Evaluation with Moderation for all courses as shown below:

1.1.2.4: The assessed papers of the top 4 scores of the course from each division.

1.1.2.5: 20% of the rest of the assessed papers on a random basis.

1.1.2.6: If a moderator finds some problems with the assessment of a paper, the option to increase the number of papers moderated could be exercised in consultation with the Principal.

1.1.2.7: If 30% or more of the moderated papers assessed by a particular examiner* of a course have a change of more than 15% of total marks assigned to the paper, a blind moderation will be required by a second moderator. If the change is upheld, all the answer papers of that group will have to be re-evaluated blind by the second Examiner. The re-evaluated marks (closest to the figures of the moderator) will be the final score awarded.

1.1.2.8: At the Third Year, there will be a **Double-Blind Evaluation** by the teacher of the course and an external examiner. The average of the two scores will be the marks awarded. If in 30% or more than of the total papers evaluated per course there is a marking discrepancy between the two evaluations of more than 15% of the total marks assigned to that course, a third blind evaluation will be required. The average of the internal and the final evaluated marks will be the ultimate score awarded.

1.2: Practical

1.2.1: The practical component for B. A.-I (Music and Military Science) to each semester and for B. A.-III (Geography and Psychology) B. Voc.-Media and Entertainment.

1.2.2: The Details of Practical component per subject per semester for B. A.-I. and B. A.-III as per Annexure- I and M. A.I & M. A.II as per Annexure- II

1.2.3: All practical journals have to be signed by the Faculty-in-Charge (FIC) at each of the SEE practical's (Music, Military Science and Psychology) and annually for the Geography practical. The HoD along with the FIC will certify the SEE Journals per semester. Journal will be certified only against the completion of 80% attendance at the practical's.

1.2.4: A student whose Journal is not certified in a course will be given ZERO marks for the Journal in that Course.

1.2.5: Student is allowed for practical exam with incomplete / uncertified / Loss certificate of journal with prior permission of HoD's

1.2.6: The Journal Marks will be carried forward if a student fails or is absent for the corresponding practical in that course.

1.2.7: In a course the SEE Practical Examination will be held at the semester's end; it could be held through the semester depending on departments (in consultation with the Principal). However, the Department would give the office the Consolidated Marks course wise.

1.2.8: The Practical SEE marks per Course in the subject would be recorded and maintained by the Department and submitted at the end of the Semester to the Examination Department.

1.2.9: No Additional SEE for Practical's will be held within the on-going semester, unless permitted by the Principal.

1.2.10: For B. A.-I & III: If, for the Practical's, a student is absent or fails to get 40% (excluding submission marks) of the total practical marks then an Additional Practical SEE will be held when the concerned Practical Examination is held for the next batch of students in the subsequent academic year(s).

1.2.11: If a B. A.-III student fails in or is absent for one or more of the Practical's in Semester V, he/she will be allowed to appear for the Additional Examination in Semester VI of the concerned academic year.

1.2.12: A student will have to appear for the Practical's of all the Courses of the subject that he/she has chosen.

1.2.13: If a B. A.-III student fails in or is absent for the Practical's in Semester VI, he/she will have to appear for the SEE practical's in the subsequent Semester V of the following academic year.

1.2.14: The Practical marks per Course in the subject would be recorded & maintained by the Department and submitted at the end of the semester to the Examination Department.

2. PASSING NORMS

2.1: The student must acquire minimum 40% marks in IEs and SEE separately for each subject per semester.

2.2: If a student fails to secure the required minimum 40% of the total marks or was absent for SEE in a semester, that student will have to re-appear for SEE examination in the subsequent semester.

2.3: If a student fails to secure the required minimum 40% of the total marks or was absent for IEs in a semester, that student will have to re-appear for additional IEs semester.

2.4: Unless permitted by the Principal, no additional IE will be held.

2.5: To Pass a Practical Course (including submission) a student is required to secure a minimum of 40% of the total marks allotted for the said Course.

2.6: If a student fails to secure the required minimum 40% of the total marks or was absent for practical in a semester, that student will have to re-appear for practical examination in the subsequent semester.

3. GRACING NORMS

3.1: Grace marks for passing: up to a maximum 1% of the Grand Total per sem. can be added to any subject(s) to fulfill the passing norms.

3.2: Grace marks for Award of Class: up to 1% will be added to the Grand total to obtain at Distinction or 1st class provided that the student has not obtained Grace Marks for passing in any course

(Note: this applied only to the final Consolidated Mark-sheet of the course).

3.3: A student will be entitled for 10 Grace Marks, which will be added to his/her Even Semester Mark-sheet in the academic year when he/she represented the college in sports, NCC or cultural activities and were among the winners (1st, 2nd or Runners-up) or have reached the quarter finals of any competition held by the University, State, National and International level.

3.4: There are no Grace Marks awarded for the additional Examination.

4. RESULTS

4.1: A 10-Point Grade System is adopted – it involves calculations for a Semester Grade Point Average (SGPA) and the final Cumulative Grade Point Average (CGPA).

4.1: Mark-sheets are issued per Semester.

4.2: Those students who fail in Courses adding up to 12 credits or less, across both semesters in an academic year, will be 'Allowed to keep Terms' (ATKT)

4.3: Those students who fail in Courses adding up to more than 12 credits across both semesters in an academic year will be declared failed in that academic year.

4.4: As well as Students who have not cleared Semester I or II or III or IV will not be allowed to appear for the Semester VI examination.

4.5: The Course result of any student will not be declared until that student has cleared all the Courses from Semesters I to VI.

4.6: A student who is not satisfied with the evaluation of his/her paper in any course, can apply (by the date notified on the Examination Notice Board), for a photo copy and /or a re-evaluation of the answer paper.

4.7: If the re- evaluation reveals a (+ /-) 15% or greater difference, an average of the first evaluation and of the re-evaluation will be the final score awarded.

4.8: If the re-evaluation reveals a less than (+ /-) 15% then the original marks will be retained.

4.9: Error(s) in the mark-sheet (i.e. change in name, marks, SGPA, CGPA) have to be brought to the notice of the General Office via the Principal/Vice-Principal within 39 days of the distribution of the mark-sheets. No changes in the mark-sheet will be entertained after the lapse of the SEE 30 days.

5. ATTENDANCE

5.1: The College expects 100% attendance at all lectures/ practicals per chosen Course. As there are legitimate reasons why 100% attendance is not possible, a minimum of 75% attendance is made mandatory

5.2: A student with less than 75% attendance in a course will not be allowed to appear for the SEE in that Course.

5.3: A condonation up to 50% of lectures/practicals per course could be made at the discretion of the Principal, in the following cases:

5.4: Serious illness authenticated by a Doctor's Certificate and Medical Records & submitted within 2 days of resuming college.

5.5: Other serious reasons, with validating documents (acceptable to the Principal) & submitted within 2 days of resuming college.

5.6: No condonation is possible if a course's attendance, for whatever reason(s), is below 5% of the said course's lectures/practicals.

5.7: For students who are sent by the Principal to represent the college, the total attendance will be reduced by number of days spent representing College. However, such students will have to login at least 75% attendance of the lessened total.

5.8: Unless unavoidable, students are not allowed to miss lectures, practicals, IEs or SEE without the prior permission of the Principal. Absence without prior permission will make students liable to disciplinary action, including denial of Terms.

5.9: Absence from any Test/ Exam must have documentary justification which must be presented, to the concerned Vice-Principal within two days of returning to college.

5.10: In case of illness, a Medical Certificate and Medical Records must be produced.

5.11: In case of bereavement, the Death Certificate will have to be submitted.

5.12: No documents will be accepted after the two days.

5.13: The Leave Application/Medical papers must be accompanied by:

5.14: A covering letter from the Parent or Guardian of the student.

5.15: The duly filled College Absence Record Form (which is available in the reprography centre of the College)

5.16: Serious illness or other circumstances are valid reasons for absence from lectures, practicals and exams. However, if the college is not provided with sufficient evidence of academic participation by the concerned student, the college may not grant such a student terms for the concerned Courses(s) in that Semester. Such students would have to repeat the concerned course in the next academic year.

6 PARENT'S COLLABORATION

6.1: Parents are invited to make inquiries about their child's attendance and performance either at the General Office or the concerned Department(s).

6.4: If a student takes ill suddenly during college hours, preliminary first aid will be administered by the College. However, it is advisable that the Parent/Guardian come personally to the College to take their child/ward home or for further medical treatment/advice.

6.5: In case a student suffers from a chronic medical condition (either physical/mental), self-disclosure (with supporting medical documents) by the parents would help the college in administering the appropriate medical assistance, in case of an emergency.

6.6: Parents are advised to promptly bring such medical details to the attention of the Parent-Teacher / concerned Dean.

6.7: Confidentially, of both the student as well as the nature of the illness, is assured by the college.

6.8: A student suffering from a contagious illness should not come to college (for lectures/tests/exams), as it puts other students at risk.

6.9: A medical letter will have to be submitted by the Parents/Guardian to the Principal reporting the illness so that the absence of the student is noted.

6.10 Such a student will be allowed to return to college if and only if a 'Fitness Certificate' issued by a Medical Practitioner is submitted to the Principal.

6.11: Serious action will be taken against any student who flouts Rules 6.9 and 6.10

6.12: The College will attempt to notify Parents of debarred students via postal mail and email prior to the commencement of the examinations.

6.13: Parents, of debarred students, can discuss this matter with the concerned Dean, Vice-Principal or write a letter to the Principal.

7: ADDENDUM

7.1: Wherever an issue has not been covered by the SEE examination rules of this autonomous college, the rules and statutes of the Shivaji University, Kolhapur shall be applicable.

Annexure -I
Evaluation Structure of UG Courses

B.A.-I-Semester-I

Group	Paper	IE	SEE	Total Marks
Compulsory	Paper-I (Com.)	40	60	100
Compulsory	Paper-I (Com.)	40	60	100
Optional-I	Paper-I (Opt.)	40	60	100
Optional-II	Paper-I (Opt.)	40	60	100
Optional-III	Paper-I (Opt.)	40	60	100
Optional-IV	Paper-I (Opt.)	40	60	100
	Total	240	360	600

IE=Internal Examination, SEE=Semester End Examination

B.A.-II-Semester-II

Group	Paper	IE	SEE	Total Marks
Compulsory	Paper-II (Com.)	40	60	100
Compulsory	Paper-II (Com.)	40	60	100
Optional-I	Paper-II (Opt.)	40	60	100
Optional-II	Paper-II (Opt.)	40	60	100
Optional-III	Paper-II (Opt.)	40	60	100
Optional-IV	Paper-II (Opt.)	40	60	100
	Total	240	360	600

IE=Internal Examination, SEE=Semester End Examination

Music and NCC SEE- Theory 30 Marks and Practical 30 Marks

Annexure -II
Evaluation Structure of UG Courses

B.A.II-Semester-III

Group	Paper	IE	SEE	Total Marks
Compulsory	Paper-III (Com.)	40	60	100
Compulsory(IDS)	Paper-I (Com.)	40	60	100
Optional-I	Paper-III (Opt.)	40	60	100
Optional-I	Paper-IV (Opt.)	40	60	100
Optional-II	Paper-III (Opt.)	40	60	100
Optional-II	Paper-IV (Opt.)	40	60	100
	Total	240	360	600

IE=Internal Examination, SEE=Semester End Examination

B.A.-II-Semester-IV

Group	Paper	IE	SEE	Total Marks
Compulsory	Paper-IV (Com.)	40	60	100
Compulsory(IDS)	Paper-II (Com.)	40	60	100
Optional-I	Paper-V (Opt.)	40	60	100
Optional-I	Paper-VI (Opt.)	40	60	100
Optional-II	Paper-V (Opt.)	40	60	100
Optional-II	Paper-VI (Opt.)	40	60	100
	Total	240	360	600

IE=Internal Examination, SEE=Semester End Examination

Annexure -III
Evaluation Structure of UG Courses

B.A.-III-Semester-V

Group	Paper	IE	SEE	Total Marks
Compulsory	Paper-V (Com.)	40	60	100
(Spl.)Optional-I	Paper-VII (Com.)	40	60	100
(Spl.)Optional-II	Paper-VIII (Opt.)	40	60	100
(Spl.)Optional-III	Paper-IX (Opt.)	40	60	100
(Spl.)Optional-IV	Paper-X (Opt.)	40	60	100
(Spl.)Optional-V	Paper-XI (Opt.)	40	60	100
	Total	240	360	600

IE=Internal Examination, SEE=Semester End Examination

Semester-VI

Group	Paper	IE	SEE	Total Marks
Compulsory	Paper-VI (Com.)	40	60	100
(Spl.)Optional-I	Paper-XII (Com.)	40	60	100
(Spl.)Optional-II	Paper-XIII (Opt.)	40	60	100
(Spl.)Optional-III	Paper-XIV (Opt.)	40	60	100
(Spl.)Optional-IV	Paper-XV (Opt.)	40	60	100
(Spl.)Optional-V	Paper-XVI (Opt.)	40	60	100
	Total	240	360	600

IE=Internal Examination, SEE=Semester End Examination

Annexure -III
Evaluation Structure of UG Courses

B.A.-III-Semester-V (Geography)

Group	Paper	IE	SEE	Total Marks
Compulsory	Paper-V (Com.)	40	60	100
(Spl.)Optional-I	Paper-VII (Com.)	40	60	100
(Spl.)Optional-II	Paper-VIII (Opt.)	40	60	100
(Spl.)Optional-III	Paper-IX (Opt.)	40	60	100
(Spl.)Optional-IV	Practical Paper-X (Opt.)	40	60	100
(Spl.)Optional-V	Practical Paper- XI (Opt.)	40	60	100
	Total	240 (160)	360 (240)	600(400)

IE=Internal Examination, SEE=Semester End Examination

Semester-VI

Group	Paper	IE	SEE	Total Marks
Compulsory	Paper-VI (Com.)	40	60	100
(Spl.)Optional-I	Paper-XII (Com.)	40	60	100
(Spl.)Optional-I	Paper-XIII (Opt.)	40	60	100
(Spl.)Optional-II	Paper-XIV (Opt.)	40	60	100
(Spl.)Optional-III	Practical Paper- XV (Opt.)	40	60	100
(Spl.)Optional-IV	Practical Paper- XVI (Opt.)	40	60	100
	Total	240	360	600

IE=Internal Examination, SEE=Semester End Examination

Annexure -IV
Evaluation Structure of UG Courses B. Voc.-Media and Entertainment

Semester-I

Group	Paper	IE	SEE	Total Marks
General Components	Paper-I	50	50	100
General Components	Paper-II	50	50	100
General Components	Paper-III	50	50	100
Skill Component	Paper-IV	75	75	150
Skill Component	Paper-V	75	75	150
Skill Component	Paper-VI	75	75	150
	Total	375	375	750

IE=Internal Examination, SEE=Semester End Examination

Semester-II

Group	Paper	IE	SEE	Total Marks
General Components	Paper-VIII	50	50	100
General Components	Paper-IX	50	50	100
General Components	Paper-X	50	50	100
Skill Component	Paper-XI	75	75	150
Skill Component	Paper-XII	75	75	150
Skill Component	Paper-XIII	75	75	150
	Total	375	375	750

Annexure -V
Evaluation Structure of PG Courses

M.A.-I-Semester-I

Paper	IE	SEE	Total Marks
Paper-I	40	60	100
Paper-II	40	60	100
Paper-III	40	60	100
Paper-IV	40	60	100
Total	160	240	400

M.A.-I-Semester-II

Paper	IE	SEE	Total Marks
Paper-V	40	60	100
Paper-VI	40	60	100
Paper-VII	40	60	100
Paper-VIII	40	60	100
Total	160	240	400

M.A.-II-Semester-III

Paper	IE	SEE	Total Marks
Paper-IX	40	60	100
Paper-X	40	60	100
Paper-XI	40	60	100
Paper-XII	40	60	100
Total	160	240	400

M.A.-II-Semester-IV

Paper	IE	SEE	Total Marks
Paper-XIII	40	60	100
Paper-XIV	40	60	100
Paper-XV	40	60	100
Paper-XVI	40	60	100
Total	160	240	400

Annexure -V
Evaluation Structure of PG Courses

M.A.-I-Semester-I (Geography)

Paper	IE	SEE	Total Marks
Paper-I	40	60	100
Paper-II	40	60	100
Paper-III	40	60	100
Paper-IV	40	60	100
Practical Paper-I	40	60	100
Practical Paper-II	40	60	100
Total	240	360	600

M.A.-I-Semester-II(Geography)

Paper	IE	SEE	Total Marks
Paper-V	40	60	100
Paper-VI	40	60	100
Paper-VII	40	60	100
Paper-VIII	40	60	100
Practical Paper-III	40	60	100
Practical Paper-IV	40	60	100
Total	240	360	600

M.A.-II-Semester-III (Geography)

Paper	IE	SEE	Total Marks
Paper-IX	40	60	100
Paper-X	40	60	100
Paper-XI	40	60	100
Paper-XII	40	60	100
Practical Paper-I	40	60	100
Practical Paper-II	40	60	100
Total	240	360	600

M.A.-II-Semester-IV(Geography)

Paper	IE	SEE	Total Marks
Paper-XIII	40	60	100
Paper-XVI	40	60	100
Paper-XV	40	60	100
Paper-XVI	40	60	100
Practical Paper-III	40	60	100
Practical Paper-IV	40	60	100
Total	240	360	600