

# XITE GAMHARIA (AUTONOMOUS)

Accredited by NAAC | Recognised by UGC  
Approved by AICTE | A Unit of Xavier Colleges  
NEP Implemented | In Collaboration with XLRI



*Academic Excellence with Human Values*

XITE CAMPUS, ADITYAPUR - KANDRA HIGHWAY,  
BEHIND TATA COMPLEX COLONY, GAMHARIA,  
JAMSHEDPUR, JHARKHAND 832108

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







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**EXAMINATION POLICY  
FOR CONDUCTING EXAMINATION  
AND  
DECLARING RESULTS  
AT XITE GAMHARIA (AUTONMOUS)  
(Affiliated to Kolhan Univversity)**

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**Implemented from  
Academic Session 2024 - 25**



## Examination Policy of XITE, Gamharia (Autonomous)

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### 1. ABOUT THE COLLEGE

XITE Gamharia (Autonomous) is one of the units of Xavier Colleges in India and abroad. These Colleges are founded and managed by the Society of Jesus (Jesuits) who are pioneers in the field of Education. The main objective of the College is to groom the youth of Jharkhand and neighbouring States both in knowledge and skill, and make them capable of understanding their responsibility towards nation building and good citizenship. The College is NAAC Accredited, secured 2F Certificate from the UGC and runs AICTE Approved courses. The college has an online UG Students' Journal "Vimarsh" with ISSN number.

#### *1.1 VISION*

Excellence in Academic & Human Qualities Inspired by the Jesuit motto of 'MAGIS' (ever more, greater) XITE College envisions to be an institute of excellence in academic and human qualities with a firm commitment to improve the quality of life of people, especially of the State of Jharkhand.

#### *1.2 MISSION*

Enabling and strengthening the mental, moral, ethical, social and spiritual aspects of our students by providing quality and excellence in education and striving for the total integral development of the whole person.

#### *1.3 GOAL*

- To impart quality education with human values.
- To groom the students' talents to make them true professional leaders.
- To mould the students to be men and women for others.
- To inculcate in the students social and ethical sensitivity with integrity







## Examination Policy of XITE, Gamharia (Autonomous)

### 2. THE DEPARTMENT OF EXAMINATIONS

It is an important body of the institution which aims at conducting its duties efficiently throughout the year related to assessment and evaluation process according to the rules laid by the institutional exam manual in accordance with UGC and the university norms. This committee is headed by the Principal, coordinated by Controller of Examinations, Examination Cell comprising of senior faculty members nominated by the Principal. The Cell deals mainly with assisting Controller of Examinations (CoE) in conducting all exams and evaluations, appointment of examiners, evaluators, preparation and publication of exam schedule, conduct of central evaluation, timely declaration of results, conduct of supplementary exams and other related works of the department.

#### 2.1 Aims and objectives

The exam department aims to fulfill the vision and mission of the college in totality by adhering to all rules and regulations of the exam department which are approved by the college.

#### 2.2 Vision

Transparency and Academic Excellence of the students.

#### 2.3 Mission

- To establish a structure to impart quality education with human values.
- To enhance the students' intellectual capability
- To offer a policy that is transparent and fair
- To educate the students in ethical and moral values.

#### 2.4 Examination cell:

In accordance with the guidelines of the UGC to autonomous colleges, the examination cell is headed by the Principal and the CoE as a coordinator of the Examination Department who will be ably assisted by nominated faculty members of the Examination Cell.

#### Members of Examination Cell XITE, Gamharia (Autonomous)

Sl. No.	Designation
1.	Principal
2.	Vice-Principal
3.	Controller of Examinations
4.	Assistant Controller of Examinations
5.	IQAC Co-ordinator,
6.	HODs
7.	Nominated Senior Faculty

The Examination Cell shall be constituted for the smooth functioning of the examination department. The controller of examination will work with a team comprising of section officer, office assistants, computer programmers, data



*Signature*





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operators etc. as per the requirement. The examination cell will have appropriate infrastructure facilities for generating question papers, conducting evaluation and publication of results. The Principal will be the centre superintendent of examinations for all examinations conducted in the college.

#### **The responsibility and functions of the examination cell:**

- (a) To formulate/review the policies of the examination and evaluation from time-to-time.
- (b) To act as an advisory body for the matters relating to the conduct of examinations, evaluation and publication of results.
- (c) To suggest measures for modification and improvement regarding the examination and evaluation process.

#### **2.5 Controller of examination:**

The controller of examination will be responsible for the conduct of all the end semester examinations of the college and it shall be his/her duty to necessary preparation, scheduling, conducting of examinations and all other contingent matters connected with examinations. The controller of examinations in the execution of his/her office shall report to the Principal periodically on the performance of his/her duties.

The following are some of the duties/ responsibilities of the controller of examination-

- (a) He/she shall be responsible for the safe custody of all papers, documents, certificates and other confidential files connected with the conduct of examinations.
- (b) He/she shall maintain the record of panels of examiners for all subjects/departments.
- (c) He/she will fix the dates for mid semester examination and prepare the schedule for end semester examinations with the approval of Principal.
- (d) He/she will appoint the question setters for each course from the panel of examiners approved by the boards of studies from departments with approval of the Principal.
- (e) He/she with his/her team will arrange the orienting of question papers and moderation of the papers by the respective heads of the departments.
- (f) He/she with his/her team will prepare the timetable of examination and list of invigilators required.
- (g) He/she will conduct the examinations with utmost fairness; and will take special care to see that secrecy and confidentiality are maintained in the conduct of the examinations.





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- (h) He/she will appoint the evaluators of answer books with the approval of the Principal and conduct the evaluation process.
- (i) He/she with his/her team will see to the tabulation, moderation, preparation and timely publication of results.
- (j) The mark-sheet shall be issued by the office of the controller of examinations.
- (k) The controller of examination along with the Principal will submit, at the end of each year, details of the students who have completed successfully to the Kolhan University.
- (l) The university will issue the degree certificate at the end of the degree program to the successful students on submission of application form with the prescribed fee.

#### 3. **EXAMINATION SYSTEM:**

XITE Gamharia shall follow the semester system of examination based on the NEP (National Education policy) pattern of syllabus for all academic programmes. Pertaining to the semester system, in every programme a dual level examination pattern will be adopted –

- (i) **Continuous Internal Assessment (CIA):** For each course, there will be Continuous Internal Assessment (CIA) which includes one written mid semester examination and other components such as project, presentations, assignments, case studies, quiz, etc. The CIA will be conducted as per the scheme and syllabus of the programmes at the department level. However, the dates of mid-semester exams will be announced by the examination department.
- (ii) **End Semester Examination (ESE):** The End Semester Examination will be conducted by the examination department at the end of each semester. The end semester examination of odd semesters (1/3/5/7) will be conducted in the month of December and the even semesters (2/4/6/8) in the month of May every year. The end semester examination shall be conducted for theory and practical papers (courses) as per the requirement of the programme. Evaluation of project/ dissertation will be conducted through viva-voice in one of the final semesters (7 or 8). The guideline set by academic council shall be followed for the conduct and evaluation of all examinations.

#### 4. **EXAMINATION PROCESS**

The examination process at XITE (Autonomous) can be illustrated under three broad phases of functioning.

##### 4.1 Pre-Examination Process

- Allotment of rooms and seating plan
- Receiving all stationery items







### Examination Policy of XITE, Gamharia (Autonomous)

- Request for application for registration for ESE to all eligible students
- Arrangement of Board of Examinations as per the programme and semester
- Request for End Semester Question papers - both Internal and External Faculties
- Permission to students for late registration due to various official reasons including sports and medical cases
- Generation of Invigilators' list
- Printing of question paper

#### **4.2 Examination Process**

- Verification and double checking of seating arrangements (affixing registration numbers of the students on the desks)
- Bell schedule timings to be checked
- Briefing of invigilators (before every session)
- Distribution of answer booklets to respective student by the Room invigilator
- Checking of hall ticket, ID Card and other security measures by the Room invigilator
- Distribution of question paper
- Conduct of exams including affixing barcode on the answer script
- Surprise Squad visit to the examination room, exam department members visit to the rooms to check the conduct and the smooth flow of exams
- Detection of any malpractices (if so to follow the process as per the norm)
- Collection of answer booklets from the students after the examination and deposition of the same in the office of CoE
- Validation and arrangement of answer booklets as per the norms
- Grant of extra time to differently abled students including student who met with accidents etc.
- Staking the answer scripts in order for valuation and preparing the valuation list

#### **4.3 Post-Examination Process**

- Evaluation by the examiners appointed by the CoE
- Verifier checking the totaling etc. of each and every answer script of every course
- Review of the answer scripts after the verification is done for each and every answer script
- Collection of evaluated answer scripts







### **Examination Policy of XITE, Gamharia (Autonomous)**

- Entry of marks and generation of mark list
- Verification of mark list
- Gracing and moderation of the results as per the norms of the moderation rule
- Consolidation of results including the grade subjects,
- Examination Cell meeting
- Publication of results
- Storage of results
- Notification for scrutiny and retotaling
- Scrutiny and retotaling process
- Results of Scrutiny and retotaling
- Rank list generation for each programme
- Result analysis and presentation

#### **5. PREPARATION OF THE END SEMESTER EXAMINATION**

##### **5.1 Question paper setting:**

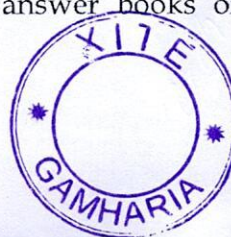
Appointment of question paper setters and examiners for each course and each subject for which examinations are likely to be held shall be made by the controller of examinations from the panels of examiners. It shall be competent for the controller of examinations with the approval of the Principal to appoint a new question paper or examiner outside the existing panel or to cancel the appointment of any question paper setter or examiner. The pattern of questions to be set with the copies of the concerned syllabus and previous year's question paper/model question paper will be sent to the selected question paper setters. On that basis the question setter will set the question paper and will send the same in two copies to the controller of examinations within the given time limit.

##### **5.2 Question Paper Printing:**

The printing of the question papers will be done under supervision of the controller of examinations maintaining full confidentiality. Each question paper must contain the name and year of the examination, name of the subject, subject code, total marks assigned, duration of the examination, etc. The marks assigned to each question shall also be noted against concerned question on the question papers. All the pages of the question paper shall be numbered. The sealed packets containing question papers will be kept in safe custody, only to be taken out one hour before the commencement of the particular examination.

##### **5.3 Preparation of Answer Books:**

Answer books in sufficient numbers will be printed prior to the examinations. There will be provision for any additional pages in case of answer books of theory







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examinations. The instructions to the students for answering the examination will be clearly printed on the cover page of answer book.

### **5.4 Seating Arrangement:**

Prior to the end semester theory examination, the personnel of the department of examinations under the supervision of controller of examinations shall make all necessary seating arrangements for the examinees. The Exam roll numbers of the students will be written on each table/desk and the range of roll numbers of the students will be written on the black board in the examination hall/room. Seating arrangements will be in such a manner that each student will be visible and easily accessible to the invigilator.

### **5.5 Preparation of the list of Invigilators:**

List of invigilators will be prepared in the examination cell for each day of the examination on the basis of the number of examinees and number of rooms allotted. The invigilator shall be a teaching staff of the college appointed by the controller of examinations and approved by principal. The list of invigilators will be circulated among the teachers for getting signatures during the examination. In the list some additional names shall also be included as substitute invigilators. In case of unavoidable absence or unavailability of an invigilator, his/her duty shall be transferred to a teacher from the substitute invigilators.

### **5.6 General Assembly for the Students:**

Before the end semester examination, a general assembly will be conducted for the examinees by the principal and the controller of examination. The rules, regulations and important instructions will be communicated to the students.

## **6 CONDUCT OF EXAMINATION**

### **6.1 Methods of Examinations:**

The end semester examinations shall be conducted as per the scheme prescribed for the academic programme concerned. All the end semester examinations will be conducted by one or more of the following methods -

- (i) Written
- (ii) Practical
- (iii) Viva-voice.

The written examination will be conducted by the examination cell while the practical/Viva-voice examination will be conducted by the concerned departments.

### **6.2 Notification of Examination:**







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The process of examination will begin with the issue of notification by the controller of examinations. The time table of end semester examination shall be notified at least 15 days in advance of the commencement of examination along with the notice of examination form fill up and fee details. The notice will be communicated to all the departments and administrative offices. The same will be uploaded on the college website. No student will be allowed to appear for the examination without paying the prescribed fee.

### **6.3 Issuing of Admit Cards (Hall Ticket):**

All students admitted in a programme (UG/PG) with remittance of prescribed fee and are eligible to appear in the end semester examinations will be admitted. The eligible students who secure the prescribed minimum attendance during the span of a particular semester and possess minimum qualification prescribed in the regulation for each programme shall be issued the admit card. The e-admit card will be generated for an eligible student after the payment of the fees and he/she will be able to download the same.

### **6.4 Frisking of Students at the Venue:**

All the students appearing for the end semester examination will be frisked at the college entrance before the commencement of examination by the frisking team appointed by the principal. The students will be strictly prohibited from carrying cell phones, electronic calculators, smart watches, other electronic gadgets, books, printed/hand written notes, etc. in the examination hall. Handbags will not be allowed in the examination hall. The students will be permitted to carry only the admit card and required stationary items with them.

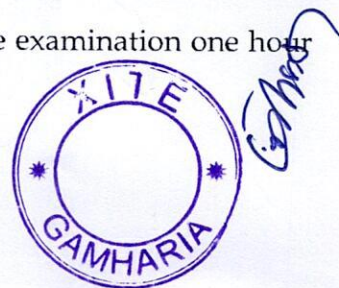
### **6.5 Opening of Question Paper Packets:**

The sealed packets of question papers will be kept in the safe custody of the examination cell and will only be taken out on the day of the particular examination. The CoE will endorse the packets with his/her signature before sending them to the examination halls/rooms. In the examination halls/ rooms one of the invigilators will put his/her signature and the packets will be opened just before the commencement of examination.

### **6.6 Responsibilities/Duties of the Invigilators:**

The role of the invigilator is very important as he/she will be responsible for the efficient and fair conduct of the examination at the venue. The following guidelines shall be followed by the invigilators for the smooth and fair conduct of the examinations:

- i. The invigilators will report to the control room of the examination one hour before the commencement of the examination.







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- ii. The invigilator will reach the hall/room allotted to him/her 30 minutes before the commencement of examination.
- iii. The invigilators will verify the sealed question paper packets and put signature on all the packets before opening them.
- iv. Students will be allowed in the examination hall 15 minutes before the commencement of the examination. Answer sheets will be distributed to the students according to their roll number and seating arrangement.
- v. The invigilator will give general instructions to the students and will ensure that all of them fill the required details on the answer books. He/she will also ensure that all the students are having their admit cards. In case of any student found without his/her admit card, the same must be reported to the examination cell.
- vi. The question paper will be distributed 5 minutes before the commencement of examination and the students will start writing once the bell rings for the examination to begin.
- vii. The invigilator will see that perfect silence is maintained in the hall. Talking, discussion among the students and exchange of materials will be strictly forbidden.
- viii. The invigilator will put his/her signature on the answer sheets of the students allotted to him/her; and also take their signature in the attendance sheet provided by the examination cell.
- ix. The invigilator will be vigilant in the hall and will see to the smooth conduct of examination. He/she will ensure that no unfair means is adopted by any of the students. In case of any unfair indulgence noticed, the custody of the answer book of the concerned student will be taken immediately and the case will be reported to the controller of examination for the further action.
- x. At the completion of the examination the invigilator will collect the answer books from all the students allotted to him/her, arrange them in order of the roll numbers and submit the bundle in the control room along with the attendance sheets.

#### **6.7 Instruction to the Students:**

- i. The students must come to college well before the commencement of examination.
- ii. They will bring their admit cards on all days of the examination and failing which they will not be admitted to the examination hall. If the admit card is lost, the student will immediately submit an application for issue of a duplicate admit card to the controller of examinations.
- iii. The student will be strictly prohibited from carrying cell phones, scientific calculators, smart watches, digital diary, blue tooth ear pods, other electronic gadgets, books, printed/hand written notes, etc. in the examination hall.







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- iv. The student will be permitted to carry only the admit card and required stationary items with her. They will be allowed to carry basic calculator and drawing equipment if needed in a particular exam.
- v. After entering the examination hall, the students will maintain perfect silence and follow the instructions given by the invigilators. They will read fill out carefully the instructions printed on the cover page of the answer book.
- vi. They will write the question number correctly in the answer book and draw a demarcating line between the answers.
- vii. Indulgence in any kind of malpractice and unfair means (copying from note/paper, copying by the use of electronic gadgets, copying from other students, exchange of answer books, prompting of answers and indecent behaviour) will be strictly prohibited in the examination hall; and will be liable to punishment as per rules.
- viii. The students will not be permitted to leave the hall without the permission of the invigilator. At the completion of examination, the students will be allowed to leave only after the submission of answer book and checking the same by the invigilator.

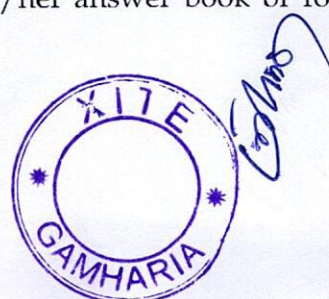
#### **6.8 Monitoring by Flying Squad:**

For end semester theory examination, a monitoring task force in form of flying squad will be constituted by the controller of examination with approval of principal. The flying squad will be comprised of senior teacher(s) of college. The team will visit all the halls/rooms where examination is being conducted and observe the ongoing examination. They will also observe whether the students are adhering to the rules of examination and not indulging in any unfair means. They will submit the daily report of their observation to the controller of examination.

#### **6.9 Malpractices and Use of Unfair Means:**

The cases of alleged malpractices committed by the student will be reported to the examination cell by the invigilators immediately as detected. Any student is liable to be charged for committing malpractices and using unfair means in the following cases:

- i. Having the possession of books or notes or chits with content related to the subject of the examination.
- ii. Having the possession of any electronic gadget like smart watch, blue tooth, ear pods, scientific calculator, etc.
- iii. Found having any written matter on admit card
- iv. Found having any written matter on the person (palm, hand, leg, clothes, etc.)
- v. Allowing any other student to copy from his/her answer book or found trying to copy from the neighbours





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- vi. Found using unparliamentary and abusive language, and/or using force against invigilator or any staff on duty
- vii. Disclosing identity by putting special marks/symbols/colours in the answer book
- viii. Tampering, tearing off or spoiling pages in the answer books
- ix. Found indulged in impersonation in the examination hall

**On the basis of the seriousness and gravity of the nature of malpractice, action will be taken against the concerned student by the Examination Cell.**

1	<p>(a) Possession of piece of paper from the examinee which is unconnected with subject matter of the examination paper in which she/he is appearing or</p> <p>(b) Possessing piece of paper or the piece of paper lying on the floor near the examinee which the invigilator reasonably apprehends that such piece of paper belongs to the examinee and relates to the subject matter of the examination paper in which he/she is appearing, but not utilized by him/her.</p> <p>(c) Making identifying mark on the answer book.</p> <p>(d) Carrying mobile phones.</p> <p>(e) Carrying any electronic gadget into the examination hall unless otherwise allowed.</p>	Cancellation of the student's current examination and debarring his/her promotion to higher class.
2	Utilization of any piece of paper/notes/chits/books by the examinee which relates to subject matter of the examination in which one is appearing.	Cancellation of the current examination and debarring his/her promotion to higher class.
3	Substituting, replacing, changing or adding pages in the answer book supplied to the examinee, taking the answer book outside the examination hall, tampering with material evidence, threatening the invigilator, superintendent or persons connected with examination, with physical harm, use of abusive language against them, intimidating, instigating walkout and stay out, threatening other examinees inside or outside the examination hall, and /or other acts of indiscipline including large scale copying.	Cancellation of the current examination debarring his/ her promotion to higher class.



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4	Impersonation, assault or use of force against invigilator, superintendent, observer or persons connected with examination, snatching or tearing of answer book of other examinees, damage or arson or looting near examination hall, disruption of examination by raising slogans, gherao or threats, use of force inside or outside examination hall and gross indiscipline and illegal activities by the examinees or non-examinees.	Cancellation of the current examination and debarring from all examination of next academic session and/or rustication and other suitable legal action depending upon the nature of the offence and debarring his/her promotion to higher class.
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#### **6.10 Packing of Answer Books:**

The written answer books will be bundled and packed on the same day after the examination. Subject wise bundles will be prepared and each bundle will be packed with duly filled-in memo containing the subject/course code, date of examination, number of answer books and the attendance sheet of the students. The controller of examination and the personnel of the examination cell will carefully match the numbers of appeared students and subject wise number of answer books before bundling and packing of the same.

#### **6.11 Practical and Viva-Voce:**

The end semester practical and viva-voce wherever required will be conducted by the concerned departments. The slot of days for the end semester practical and viva-voce will be communicated to the concerned department by the controller of examination. Based on that, the heads of the departments will fix dates and names of examiners (from the panel of examiners approved by the concerned board of studies) for practical/ viva-voce and submit the score to the controller of examination. The controller of examination will send letters to the examiners for conducting the examinations. On the scheduled dates the practical/viva-voce will be conducted in the departments. The examiners will examine the students, and evaluation will be done by them based on practical experiments/lab work/ project presentation/ viva-voce. The examiners will enter the marks in duplicate in the marks folio; and the marks folios will be secured in sealed envelopes. The heads of the departments will submit the sealed marks envelopes along with packed bundle of answer books and attendance sheet of students in the examination cell.

### **7. EVALUATION OF ANSWER BOOKS**

XITE will follow a system for the evaluation of all the examinations. The evaluation of the answer books of end semester examination for all semesters will be undertaken. The evaluation will start functioning immediately after the first day of an end semester examination.





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**7.1 Double evaluation system and appointment of evaluators:** Double evaluation method will be adopted for the evaluation. The first evaluation will be done by the evaluators selected by the controller of the examination and approved by the principal from the list of evaluators approved by the board of studies and academic council. The controller of examination shall also communicate 2 of them over phone. In case of an evaluator showing inability to join the evaluation duty, another name from the approved list will be finalised and the same appointment process will be repeated. The second evaluation will be done by the selected senior teachers of the college nominated by the principal.

### **7.2 Instructions to the Evaluators**

- i. The evaluator will undertake the duty of the evaluation once he/she receives call/appointment letter from the controller of examination. In case of his/her inability, he/she will be communicating the same to the controller of examinations at the earliest.
- ii. The evaluator will check the assigned bundle of answer books- number of answer books, the course code, question paper, etc. before he/she starts the evaluation work.
- iii. The evaluation of each answer will be done very carefully and marks will be given by using red ink. Marks for each answer the student has attempted will be entered on the cover page of the answer book at appropriate place.
- iv. The evaluator shall add the marks of all the answers and put the total marks obtained at the appropriate place. The evaluator will sign all the answer books evaluated.
- v. Once the answer books of an assigned bundle are evaluated, the evaluator shall enter the marks in the given marks folio in duplicate by using blue ink. In the marks folio the marks will be enter against the code number written on each answer book.
- vi. The evaluator will put his/her signature on the marks folio and put it in the given marks' envelope. The required details marked on the envelope shall be duly filled by the evaluator.
- vii. The evaluator will also correctly fill the bill for remittance of his/her remuneration.

### **7.3 Double Evaluation Process**

- i. For accuracy and fairness of examination and evaluation process, a double evaluation process shall be adopted. For each end semester theory examination, a set of evaluators from the teachers of XITE will be appointed by the controller of examination with the approval of the principal for taking up double evaluation process.







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- ii. The evaluator will go through the evaluated answer books and check the corrected answers in a particular answer book, given marks for each answer, entry of marks for all answers on the cover page and addition of the total marks obtained.
- iii. In case of the detection of any answers not evaluated in an answer book, the evaluator will report that to the coordinators for needful action. The concerned evaluator will be called for evaluating the unchecked answers.
- iv. In case of discrepancy of marks given and entered, given marks of one or more answers not entered on the cover page and/or error in addition of marks, the evaluators will make the correction by using green ink and will put his/her signature. The correction will also be done in the mark polio and will be marked on the marks' envelope.
- v. The evaluator will also match the total marks obtained by the student written on his/her answer book and entered in the marks folio. In case of discrepancy, it will be rectified by using green ink.
- vi. Every rectification done during the second evaluation will be duly documented in the concerned register by the evaluator.

#### **7.4 Preparation and Publication of Result**

- i. **Entry of Marks:** The answer books after their evaluation is received by the examination department and evaluated marks of the end semester theory examination will be recorded against the original roll numbers of the students. The entry of marks will be done on computer by the data operators in the examination cell for all the courses and subjects. Data operators will also make entry of the practical/Viva-voce and CIA (Continuous Internal Assessment) marks of the students.
- ii. **Marks Tabulation:** Printouts of the entered marks for end semester theory examination, practical/ Viva-voce and CIA marks will be kept ready by the personnel of examination cell for tabulation along with the original marks folio of the same. The tabulation of marks will be done by selected senior teachers off the college approved by the principal. The tabulators shall tally the print outs of the mark's entries with the original folios. In case of a discrepancy or error, the tabulators will do the correction by using red ink.
- iii. **Publication of Results:** The data operators will do the needful correction in the entered marks as per the tabulation. At the completion of final marks' entry, formal permission will be sort from the principal for declaring the results. With the approval of the principal the results will be published. The same will be uploaded on the college website and students will be able to download their mark-sheets. For the year end semester examinations and for the final semester examination, the students will be receiving the mark sheets in hard copies.





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- iv. **Scrutiny of Marks:** There will be a provision for the students to apply for scrutiny of their marks in one or more courses for every end semester theory examination. The notice will be taken out within 2 days of publication of the results for applying for scrutiny. The interested students will be given a time of 15 days to apply for scrutiny of marks in a maximum of 3 courses after submitting a stipulated fee per course. The scrutiny will be done by the scrutiny team comprising of selected teachers nominated by the principal. Scrutiny will be done only in the form of re-totalling of marks on the cover page of an answer book. The scrutiny team will record the change of marks, if any, and submit the details to the controller of examination. The same will be communicated to the applicants and the revised mark sheets will be issued to the concern students.
- v. **Certification:** As per the UGC regulation for autonomous colleges, the degree certificates for all the academic programmes conducted at XITE will be awarded by the parent university, Kolhan University. The college will be organising convocation ceremony in which all successful students after the completion of their programme will be awarded by the Programme Completion Certificates.

### **8. HIGHLIGHTS OF REGULATIONS OF FYUGP PROGRAMME DURATION (KU NEP FRAMEWORK AS ADAPTED BY XITE (Autonomous))**

The Full-time, Regular UG programme for a regular student shall be for a period of four years with multiple entry and multiple exit options.

#### **8.1 Definitions**

- i. **Academic Year:** Two consecutive (one odd + one even) semesters constitute one academic year.
- ii. **Semester:** The odd semester is scheduled from July to December and the even semester is from January to June. Each week has a minimum of 40 working hours spread over 6 days. An academic year comprising 180 working days in the least is divided into two semesters, each semester having at least 90 working days. With six working days in a week, this would mean that each semester will have  $90 / 6 = 15$  teaching/working weeks. Each working week will have 40 hours of instructional time. Each semester will include – Admission, course work, conduct of examination and declaration of results including semester break.
- iii. **Academic Calendar:** An Academic Calendar will be prepared by the college to maintain uniformity FYUGP semesters and courses in the college.
- iv. **Summer term:** A summer term is for eight weeks, and summer term courses may be offered on a fast-track mode to enable students to complete arrears courses.
- v. **Choice Based Credit System (CBCS):** CBCS provides choices for students to select from the prescribed Programme.





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vi. **Programmes:** An undergraduate programme leading to the Undergraduate Certificate/Undergraduate Diploma/ Bachelor's Degree/ Bachelor's Degree Honours & Bachelor's Degree Honours with Research.

vii. **Courses:**

- a. A course is a structured set of instructions that are imparted to a student based on a syllabus or a framework decided beforehand and has the sanction of the different academic bodies i.e. Board of Studies, Faculty, Academic Council extended over a semester.
- b. Each course is designed variously under instructions given as Lectures, Tutorials, and Practical (laboratory and field exercises). Usually, these components are referred to as *L*, *T*, and *P* components. The credits for each course determine the volume of the course content.
- c. **Allowed Course Combinations:** The Board of Studies (BOS) may revise subject combinations from time to time. The BOS may add or delete subjects in the combination of subjects. Each UG Honours/Research Programme shall be designed as 160 credits, a full-time undergraduate degree programme delivered in Eight (08) Semesters.

viii. **Credit:** The term 'credit' refers to the weightage given to a course, usually in terms of the number of instructional hours per week assigned to it. The workload relating to a course is measured in terms of credit hours. It determines the number of hours of instruction required per week over the duration of a semester (minimum 15 weeks).

- a. One hour of teaching/lecture or two hours of laboratory/practical work will be assigned per class/interaction.
  1. **One credit for Theory** = 15 Hours of Teaching i.e., 15 Credit Hours
  2. **One credit for Practicum** = 30 Hours of Practical work i.e., 30 Credit Hours
- b. Each course may have only a lecture component or a lecture and tutorial component or a lecture and practicum component or a lecture, tutorial, and practicum component, or only practicum component. For example, a three-credit lecture course in a semester means three one-hour lectures per week. In a semester of 15 weeks' duration, a three-credit lecture course is equivalent to 45 hours of teaching.
- c. For credit determination, instruction is divided into three major components:
  - i. **Lectures (*L*)** – Classroom lectures of one-hour duration.
  - ii. **Tutorials (7)** – Special, elaborate instructions on specific topics of one-hour duration
  - iii. **Practical (*P*)** – Laboratory or field exercises in which the student has to do experiments or other practical work of two-hour duration.
- d. All courses needed not to carry the same weight. The course should define learning objectives and learning outcomes. A Course is designed to comprise lecture/Tutorials/laboratory-work/fieldwork/project-work/viva/seminars/assignments/presentations etc. or a combination of some of these.







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### 8.2 Awarding ug certificate, UG diploma and degrees

- i. **UG Certificate:** Students who opt to exit after completion of the first year and have secured 40 credits will be awarded a UG certificate provided they complete one vocational course of 4 credits during the summer vacation of the first year or internship/ Apprenticeship in addition to 6 credits from skill-based courses earned during first and second semester. These students are allowed to re-enter the degree programme within three years and complete the degree programme within the stipulated maximum period of seven years.
- ii. **UG Diploma:** Students who opt to exit after completion of the second year and have secured 80 credits will be awarded the UG diploma provided they complete one vocational course of 4 credits or internship/ Apprenticeship/ skill based vocational courses offered during first year or second year summer term in addition to 9 credits from skill-based courses earned during first, second, and third semester. These students are allowed to re-enter within a period of three years and complete the degree programme within the maximum period of seven years.
- iii. **3-year UG Degree:** Students who wish to undergo a 3-year UG programme will be awarded UG Degree in the Major discipline after successful completion of three years, securing 120 credits and satisfying the minimum credit requirement.
- iv. **4-year UG Degree (Honours):** A four-year UG Honours degree in the major discipline will be awarded to those who complete a four-year degree programme with 160 credits and have satisfied the minimum credit requirements of each course & semester.
- v. **4-year UG Degree (Honours with Research):** Students who secure 75% marks and above in the first six semesters and wish to undertake research at the undergraduate level can choose a research stream in the fourth year. They should do a research project or dissertation under the guidance of a *faculty* member of the University/ College. The research project/ dissertation will be in the major discipline. The students who secure 160 credits, including 12 credits from a research project/ dissertation, are awarded UG Degree (Honours with Research).

**Infrastructure Requirement:** The Departments offering a 4-year UG Degree (Honours with Research) must have the required infrastructure such as the library, access to journals, computer lab and software, laboratory facilities to carry out experimental research work, and at least two permanent faculty members who are recognized as Ph.D. supervisors. The Departments already recognized for conducting the Ph.D. programme may conduct a 4- year UG Degree (Honours with Research) without obtaining any approval from the affiliating University.

**UG Degree Programmes with Single Major:** A student has to secure a minimum of 50% credits from the major discipline for the 3-year/4-year UG degree to be awarded a single major. For example, in a 3-year UG programme, if the total number of credits to be earned is 120, a student of Physics with a minimum of 60 credits will be awarded





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a B.Sc. in Physics with a single major. Similarly, in a 4-year UG programme, if the total number of credits to be earned is 160, a student of Physics with a minimum of 80 credits will be awarded a B.Sc. (Honours/Honours with Research) in Physics in a 4-year UG programme with single major.

### 8.3 Applicability of CBCS and grading system

- i. The Regulation herein specified applies to all full-time undergraduate Programmes under the Revised Choice Based Credit System in Four-Year Undergraduate Programme (FYUGP) by the State Universities of Jharkhand hereinafter referred to as the University.
- ii. The College imparting undergraduate teaching, hereinafter, shall be referred to as College.

### 8.4 Undergraduate programme

- i. The College is offering several undergraduate courses for the award of the degree for Certificate after one year, Diploma after two years, Bachelor degree after three years and Bachelor degree (with Honours Research) after four years. Programmes shall have option of entry and exit after every two semesters.
- ii. A participant of the programme is a student who registers himself/herself with the College for a Course of study and attends the same.
- iii. A full-time programme is a programme where the participants study as per the schedule and are not employed.

### 8.5 Multiple entry and exit points

- I. Level 5: Undergraduate Certificate:** Entry will be based on the Certificate obtained after successful completion of Grade 12 or equivalent stage of education and the marks/grade imposed by the institution. The Undergraduate Certificate will be awarded to the student seeking exit after the successful completion of two-semesters with courses of 40 credits and one vocational course/internship/project of 4 credits during the summer vacation.
- II. Level 6: Undergraduate Diploma:** Continuation of study or lateral entry in the second year of the undergraduate programme will be possible for those who have met the entrance requirements, including attainment of prescribed levels as specified in the programme. The continuation of the study will be based on the evaluation of documentary evidences (including the academic record and/or evidence relating to the assessment and certification of prior learning) of the applicant's ability to pursue an undergraduate programme of study. The Undergraduate Diploma will be awarded to the student seeking exit after the successful completion of four-semesters with courses of 80 credits and one vocational course/internship/project of 4 credits during the summer vacation.
- III. Level 7: Bachelor's Degree:** Continuation of study or lateral entry in the third year (fifth semester) of the undergraduate programme will be possible for those who have met the entrance requirements, including attainment of prescribed levels as specified in the programme. The continuation of the study will be based on the evaluation of documentary evidences (including the academic record and/or evidence relating to the assessment and certification of prior) of the applicant's ability to pursue an undergraduate programme of study. The



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Bachelor's Degree will be awarded to the student seeking exit after the successful completion of Six-semesters with courses of 120 credits.

- IV. Level 8: Bachelor's Degree with Honours/Research:** An individual seeking admission/continuation to the Bachelor's Degree with Honours/Research in a specified field of learning should have completed all requirements of the relevant 3-year Bachelor's degree with a minimum CGPA of 7.5, will be allowed to take the Research courses in fourth year of the undergraduate programme. In lieu of Research courses (for students securing less than 7.5 CGPA and qualified otherwise) three Advanced Major (disciplinary/interdisciplinary/multidisciplinary) courses will be offered leading to Honours Degree.

**V. Lateral Entry**

- There will be a lateral entry of the students only in semesters III, V & VII.
- The student must have cleared the specified credits of all the courses of previous semesters.
- The master content of the syllabus studied previously must be equivalent and there should not be variation in the syllabus more than 30%.
- Depending upon the academic and physical facilities available, the HEIs may earmark seats for lateral entrants to the second year/third year/fourth year of a first-degree programme, if the student has either
  - Successfully completed the first year/second year/third year of the same programme in any institution, or
  - Already successfully completed a first-degree programme and is desirous of and academically capable of pursuing another first-degree programme in an allied subject.

**8.6 Duration (time frame) or validity of registration**

- The UG programme for a regular student shall be for a period of four years with multiple entry and multiple exit options.
- Each academic year shall comprise of two semesters, viz. Odd and Even semesters.
- Odd Semesters shall be from July to December and Even Semesters from January to June.
- Eligibility to take Research courses in Semester VII is to secure a minimum of overall marks 75% (7.5 CGPA) and above up to semester VI along with other criteria of the Institution.
- The validity of credits earned/kept in the Academic Bank of Credits account will be 7 years.

**8.7 Eligibility Criteria To Pursue Undergraduate Courses**

- The students passing Grade 12/ Intermediate/ equivalent examination shall be eligible for applying admission. The criteria for admission under the heads shall be the minimum pass marks at the last lower examination.
- Entry will be based on the Certificate obtained after successful completion of Grade 12 or equivalent stage of education and the marks/grade imposed by the institution.



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- iii. UG Degree Programmes with Double Major shall be provided only to those students who secure a minimum of overall 75% marks (7.5 CGPA) or higher.
- iv. Other eligibility criteria including those for multiple entry will be in light of the UGC Guidelines for Multiple Entry and Exit in Academic Programmes offered in Higher Education Institutions.

### **8.8 Selection Criteria For Admission**

The selection for admission will be primarily based on availability of seats in the Major subject and marks imposed by the institution. Merit point for selection will be based on marks obtained in Major subject at Class 12 (or equivalent level) or the aggregate marks of Class 12 (or equivalent level) if Marks of the Major subject is not available. Reservation norms of The Government of Jharkhand must be followed as amended in times.

### **8.9 Number Of Credits By Type Of Course**

The hallmark of the new curriculum framework is the flexibility for the students to learn courses of their choice across various branches of undergraduate programmes. This requires that all departments prescribe a certain specified number of credits for each course and common instruction hours (slot time).

**Table 3: Overall Course Credit Points for Single Major**

Courses	Nature of Courses	3-year UG Credits	4-year UG Credits
Major	Core courses	60	80
Minor	i. Discipline/ Interdisciplinary courses and ii. Vocational Courses	24	32
MDC	3 Courses	9	9
AEC	Language courses	8	8
SEC	<b>Courses developed by the University</b>	9	9
Value Added Courses	Understanding India, Environmental Studies, Digital Education, Health & wellness, Summer Internship/ Apprenticeship/ Community outreach activities, etc.	6	6
Internship (In any summer vacation for Exit points or in Semester-V)		4	4
Research/ Dissertation/ Advanced Major Courses	Research Institutions/ 3 Courses		12
<b>Total Credits =</b>		<b>120</b>	<b>160</b>





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<b>Abbreviations:</b>	AEC Ability Enhancement Courses
	SEC Skill Enhancement Courses
	IAP Internship/Apprenticeship/Project
	MDC Multidisciplinary Courses
	MJ Major Disciplinary/Interdisciplinary Courses
	MN Minor Disciplinary/Interdisciplinary Courses
	AMJ Advanced Major Disciplinary/Interdisciplinary Courses
	RC Research Courses

### 8.10 Nature Of Different Types of Courses in A Programme

The following types of courses/activities constitute the programmes of study. Each of them will require a specific number of hours of teaching/guidance and laboratory/studio/workshop activities, field-based learning/projects, and internships, and community engagement and service.

- i. **Lecture courses:** Courses involving lectures relating to a field or discipline by an expert or qualified personnel in a field of learning, work/vocation or professional practice. A minimum of 15 hours of teaching per credit in a semester
- ii. **Tutorial courses:** Courses involving problem-solving and discussions relating to a field or discipline under the guidance of qualified personnel in a field of learning, work/vocation, or professional practice.
- iii. **Practicum or Laboratory work/activity:** A course requiring students to participate in a project or practical or lab activity that applies previously learned/studied principles/theory related to the chosen field of learning, work/vocation, or professional practice under the supervision of an expert or qualified individual in the field of learning, work/vocation or professional practice.
- iv. **Seminar:** A course requiring students to participate in structured discussion/conversation or debate focused on assigned tasks/readings, current or historical events, or shared experiences guided or led by an expert or qualified personnel in a field of learning, work/vocation or professional practice.
- v. **Internship:** A course requiring students to participate in a professional activity or work experience, or cooperative education activity with an entity external to the education institution, normally under the supervision of an expert of the given external entity. A key aspect of the internship is induction into actual work situations. Internships involve working with local industry, government or private organizations, business organizations, artists, crafts persons, and similar entities to provide opportunities for students to actively engage in on-site experiential learning.
- vi. **Studio activities:** Studio activities involve the engagement of students in creative or artistic activities. Every student is engaged in performing a creative activity to obtain a specific outcome. Studio-based activities involve visual- or aesthetic-focused experiential work.







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- vii. **Field practice/projects:** Courses requiring students to participate in field-based learning/projects generally under the supervision of an employee of the given external entity.
- viii. **Community engagement and service:** Courses requiring students to participate in field-based learning/projects generally under the supervision of an employee of the given external entity. The curricular component of 'community engagement and service' will involve activities that would expose students to the socio-economic issues in society so that the theoretical learnings can be supplemented by actual life experiences to generate solutions to real-life problems.

#### **8.11 Credit Hours for Different Types of Courses**

The workload relating to a course is measured in terms of credit hours. A credit is a unit by which the coursework is measured. It determines the number of hours of instruction required per week over the duration of a semester (minimum 15 weeks). Each course may have only a lecture component or a lecture and tutorial component or a lecture and practicum component or a lecture, tutorial, and practicum component, or only practicum component. For example, a three-credit lecture course in a semester means three one-hour lectures per week with each one-hour lecture counted as one credit. In a semester of 15 weeks duration, a three-credit lecture course is equivalent to 45 hours of teaching.

- i. **Tutorial courses:** One credit for tutorial work means one hour of engagement per week. In a semester of 15 weeks duration, a one-credit tutorial in a course is equivalent to 15 hours of engagement.
- ii. **Practicum or Laboratory work/activity:** A one-credit course in practicum or lab work, community engagement and services, and fieldwork in a semester mean two-hour engagement per week. In a semester of 15 weeks duration, a one-credit practicum in a course is equivalent to 30 hours of engagement.
- iii. **Seminar:** A one-credit of Seminar or Internship or Studio activities or Field practice/projects or Community engagement and service means two-hour engagements per week. Accordingly, in a semester of 15 weeks duration, one credit in these courses is equivalent to 30 hours of engagement.
- iv. **Hybrid courses:** A course can have a combination of lecture credits, tutorial credits, and practicum credits. For example, a 4-credit course with three credits assigned for lectures and one credit for practicum shall have three 1-hour lectures per week and one 2-hour duration field-based learning/project or lab work, or workshop activities per week. In a semester of 15 weeks duration, a 4-credit course is equivalent to 45 hours of lectures and 30 hours of practicum. Similarly, a 4-credit course with 3-credits assigned for lectures and one credit for tutorial shall have three 1-hour lectures per week and one 1-hour tutorial per week. In a semester of 15 weeks duration, a four-credit course is equivalent to 45 hours of lectures and 15 hours of tutorials.





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### 9. EXAMINATION, LEARNING ASSESSMENT AND GRADING SYSTEM

A variety of assessment methods that are appropriate to a given disciplinary/subject area and a programme of study will be used to assess progress towards the course/programme learning outcomes. Priority will be accorded to formative assessment. Evaluation will be based on continuous assessment, in which sessional work and the terminal examination will contribute to the final grade.

Sessional work will consist of class tests, mid-semester examination(s), homework assignments etc., as determined by the faculty in charge of the courses of study. Progress towards achievement of learning outcomes will be assessed using the following: time-constrained examinations; closed book and open-book tests; problem-based assignments; practical assignment laboratory reports; observation of practical skills; individual project reports (case-study reports); team project reports; oral presentations, including seminar presentation; viva voce interviews; computerized adaptive assessment, examination on-demand, modular certifications etc.

#### 9.1 Letter Grades and Grade Points

- Credit Weighed Marking System:** The performance of a student is evaluated in terms of earned credit weighed marking system. Earned credits are defined as the sum of course credits in which grade points above a certain cut off have been obtained for declaring a learner pass in that course.
- An absolute grading will be followed where the marks are converted directly to the grades based on pre-determined class intervals.
- A 10-point grading system with the following letter grades as given below will be followed:

**Table: Grades and Grade Points Conversion**

Class Interval of Marks %	Grade Point	Letter Grade	Grade	Conventional Equivalent
90% and above	10	O	O (Outstanding)	First Class with Distinction
75% to less than 90%	9	A+	A+ (Excellent)	
60% to less than 75%	8	A	A (Very Good)	First Class
55% to less than 60%	7	B+	B+ (Good)	Second Class
50% to less than 55%	6	B	B (Above Average)	
45% to less than 50%	5	C	C (Average)	
40% to less than 45%	4	P	P (Pass)	
Below 40%	0	F	F (Fail)	Fail
Absent	0	Ab	Ab (Absent)	



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### 9.2 Cumulative Grade Point Average (CGPA)

It is a measure of the overall cumulative performance of a student's overall semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters. It is expressed up to two decimal places.

### 9.3 Computation Of SGPA and CGPA

- i. The UGC recommends the following procedure to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA)
- ii. The SGPA 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.

$$SGPA (Si) = \frac{\sum(Ci \times Gi)}{\sum Ci}$$

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

$$\text{Thus, } SGPA = \frac{\text{All } \sum[(\text{Credits in each course}) \times (\text{Grade point in that course})]}{\text{Total No. of Credits in that Semester}}$$

- iii. The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i. e.

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

$$\text{Thus, } CGPA = \frac{\text{All Semester } \sum[(SGPA \text{ in each semester}) \times (\text{Total Credits in that semester})]}{\text{Total No. of Credits in that Semester}}$$

- iv. The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.
- v. For merit list, in case of equality, the CCIPA shall be computed beyond two decimal places till the equality is resolved.
- vi. In order to pass a Semester examination, the minimum SGPA required is 4.0 and a minimum of **4.0 GP** in individual theory, practical and other credit components.

**Transcript (Format):** Based on the above recommendations on Letter grades, grade points, SGPA and CGPA, the college will issue for each semester and a consolidated transcript indicating the performance in all semesters.





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### 9.4 Evaluation Of Learning Outcome

Marks Distribution for Examinations for UG Honours Programme of 160 Credits. There will be only One Semester Internal Examination in Major, Minor and Research Courses.

- In Semester Internal Theory Examination (each of 1 hour) for Practical subjects will be of 15 marks and non-Practical subjects will be of 25 marks.
- 15 Marks in Theory Examination may include 10 Marks questions from Written Examination/Assignment/Project/Tutorial wherever applicable whereas 5 marks will be awarded on the attendance/overall class performance in the semester.
- 25 Marks in Theory Examination may include 20 Marks questions from Written Examination/Assignment/Project/Tutorial wherever applicable whereas 5 marks will be awarded on the attendance/ overall class performance in the semester.
- To convert attendance into marks a suggestive range is provided here.

Conversion of attendance % into marks	
Attendance	Marks
70%-75%	1
76%-80%	2
81%-85%	3
86%-90%	4
91%-100%	5

### 10 ELIGIBILITY FOR APPEARING IN END SEMESTER EXAMINATIONS (ESE):

- Irrespective of performance in the semester internal examinations, a student will be eligible to appear in the End Semester Examinations (ESE).
- If a student failed to secure pass marks in aggregate of Semester Internal & End Semester. He/she will be required to reappear in End Semester Examination of following Sessions within period of Upper Limit of Six Years in Three Year Programme or Upper Limit of Seven Years in Four Year Degree Programme.
  - The validity of credits earned/kept in the Academic Credit Account, will be 7 years. After 7 years, re-entry into a programme will be based on the validation of prior learning outcomes. A student will have to clear all his papers within Seven Years of duration to qualify for the degree.

**11 CALCULATION OF MARKS FOR THE PURPOSE OF RESULT:** Passing in a subject will depend on the collective marks obtained in Semester Internal and End Semester Examination both. However, students must pass in Theory and Practical



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examinations separately. The pass marks in 160 credit courses will be 40% of the total marks obtained in each Course. For example, to pass in MIL/ Non-Hindi subject, a student must obtain minimum 20 marks out of 50 marks in 2 credit courses, etc. as follows

Subjects	FM	PM
MIL Hindi	50	20
Other Language	50	20
Non-Practical Subjects	100	40
Non-Practical Subjects	75	30
Non-Practical Subjects	50	20
Practical Subjects: Theory Paper	75	30
Practical Subjects: Practical Paper	25	10
Practical Subjects: Practical Paper	50	20
Practical Subjects: Practical Paper	75	30
Practical Subjects: Practical Paper	100	40

## 12 PROMOTION CRITERIA

First degree programme with single major:

- The Requisite Marks obtained by a student in a particular subject will be the criteria for promotion to the next Semester.
- No student will be detained in odd Semesters (I, III, V & VII).
- To get promotion from **Semester-II to Semester-III** a student will be required to pass in at least 75% of Courses in an academic year, a student has to pass in minimum 9 papers out of the total 12 papers.
- To get promotion from **Semester-IV to Semester-V** (taken together of Semester I, II, III & IV) a student has to pass in minimum 18 papers out of the total 24 papers.
- To get promotion from **Semester-VI to Semester-VII** (taken all together of Semester I, II, III, IV, V & VI) a student has to pass in minimum 26 papers out of the total 34 papers.
- However, it will be necessary to procure pass marks in each of the paper before completion of the course.

## 13 MODERATION (GRACE MARKS)

- Grace marks will be awarded in theory papers only in the End Semester Examination.
- A maximum of 5 marks; only in one paper, only once in complete academic year; will be awarded as grace marks.
- Grace marks will be awarded in the condition of requirement for the change of status of result viz.: Not-promoted to Promoted & for Promoted to Pass.
- On completion of UG course of 160 credits, a student will get a comprehensive result with marks sheet on hybrid system i.e. on Grade system and percentage system.



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- vi. The minimum and maximum number of credits may increase provided a student opts for Add-on courses. A separate certificate in such cases may be issued.
- vii. The tentative/provisional grade shall be issued at the end of every semester indicating the courses completed successfully. The final Grade Card may be issued by the Controller of Examinations of the college after a student has successfully completed all the courses of the said programme.

#### **14 RANKING**

The Merit List and Ranking thereupon shall be prepared only for Regular Examinees, who passed the Examination in single attempt.

#### **15 ATTENDANCE REQUIREMENTS:**

A students must attend every lecture, tutorial and practical classes given in all the subjects. To be eligible to appear for the End Semester Examinations, a student should have at least **70 percent attendance in every course** failing which he/she will have to repeat the semester.

The attendance requirement will be a minimum of **70% of the given classes in each course separately**. If the overall attendance in a semester falls below 60%, he/she will not be promoted to the next higher semester in any case.

The absence beyond 30% of a student may be condoned on the following ground only:

- a. Participation in National Cadet Corps camp (of minimum 10 days),
- b. Participation in National Service Scheme camp (of minimum 10 days),
- c. Participation in state or national level sports meet or
- d. Appearing at an interview for the armed forces.
- e. In case of personal life-threatening sickness
- f. Participating in National level Sports,
- g. Representing College for any event
- h. Registration in dual degree supported by proper documentation.

In each of the above cases a prior permission in writing from the Principal must be obtained and a certificate validating the student's claim of attending one of the above-mentioned events is submitted within a week of joining the college.

#### **16 DECLARATION OF RESULTS**

1. For each course there will be both Continuous Internal Assessment (CIA) and End Semester Examination (ESE), with equal weightage in the ratio as described in the NEP framework for different subjects. To be declared passed, a student should obtain 40 per cent in the aggregate of all subjects and a minimum of 40 per cent in every subject both together CIA and ESE.
2. The First THREE ranks will be notified. Only those who have passed at the first appearance of each end semester exam will be eligible for ranks. Students whose



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marks might improve on account of Scrutiny/Retotalling are also eligible to be considered for ranks.

3. Request for Scrutiny, Retotalling and Xerox copy of the answer book if any has to be made to the CoE on the prescribed form and on payment of fee as notified by CoE within two weeks of the declaration of results.

Ranks and classes will be declared for the successful students taking into account their total performance in all the semesters put together. The first 10 ranks of each semester will be notified and put up in the notice board. Students whose marks might improve on account of Scrutiny/Retotalling are also eligible to be considered for ranks.

#### **17 RULES WITH REGARD TO SCRUTINY, RETOTALING AND RE-EXAMINATION**

There will be no Supplementary Examination for a student who does not secure the minimum marks in any papers of the End Semester Examination. The student, who has not been promoted to the next semester will have to appear at the End-Semester examination with students of the next batch. He will have to take End Semester Examinations. There will be no special Mid-Semester examination or re-exam of any component of Continuous Internal Assessment in any case. The student will have to appear for the examinations of the Odd Semesters will be with the Odd Semester Regular Examinations and the Even Semesters Examinations along with the Even Semester Regular Examinations of the next batch.

The marks scored by a student in the second and further attempts will not be considered for rank. Any problem pertaining to mistakes in the declaration of results, entries in the Marks Cards or revaluation shall be referred to the Controller of Examinations in writing within a week of issuing of the Marks Card.

Any other issue not mentioned here will be resolved by the Principal from time to time in consultation with appropriate bodies of the College and such decisions shall be final and binding on the student.

In any case, a student shall not be allowed for re-evaluation or improvement in a course for internal assessment component.

#### **18 SCRUTINY, RETOTALING & IMPROVEMENT**

There is provision for Scrutiny, Retotalling and Improvement within two weeks of the publication of the results.

**Scrutiny:** The application for Scrutiny has to be submitted to the office of the COE within 2 weeks of the publication of the semester results. An External Examiner who was not part of the Board of Examiners for the regular valuation will scrutinize such papers. After scrutiny, the higher of the two marks shall be awarded to the student.





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**Note:** There is no provision for scrutiny/retotalling/photocopy request in the section if double valuation is carried out.

**Retotalling:** There is also provision for retotalling of marks if the application is made within 2 weeks of the publication of results with the prescribed fee.

**Improvement:** Improvement Examination shall be allowed to a student only within a year from the publication of the final result, where he has been declared "pass", he must apply for the improvement examination within thirty days from the publication of the final result.

- Improvement examination shall be allowed to a student only within a year from the publication of the final result at the end of the third year or the fourth year of FYUGP. One can take maximum of three papers for improvement.
- The students shall be required to appear both in Mid- Semester and End-Semester examination of the paper chosen for improvement along with the regular students. No special examination shall be held for them.
- Only the statement of grade obtained in the papers opted by the student for improvement shall be issued to the student.
- If a student fails to improve upon the original marks obtained in the paper chosen for improvement his/her original marks shall be retained and he/she shall not get a second chance to improve.
- Improvement examination in Practical paper shall NOT be allowed.
- A student taking Improvement Examination shall have to pay a fee decided by the college.
- A student will have to take the improvement examination in the curriculum current at the time of taking the examination.

