



Examinations

Intermediate: Regular testing and evaluation is indispensable for systematic and consistent intellectual work. Students are expected to be regular in taking up monthly test and terminal examinations. Examinations are held at the end of each term. All students are required to take these examinations. Failure in this regard will be viewed seriously.

The annual certificate of attendance required for the Intermediate will in no case be granted unless:

1. The Principal is satisfied that the student's progress and conduct have been satisfactory.
2. The Student has attended three fourths of the number of working days in the academic year.

Under Graduate

All under graduate programmes are programmed on the semester pattern, requiring six semesters of study for a bachelor's degree. Each semester has a minimum of fifteen weeks of six working days per week or ninety instructional days. Evaluation of students shall be based on both Continuous Assessment (CA) for 40 marks and Semester-End Examination (SEE) for 60 marks.

Continuous Assessment

1. CA has two components, Component I comprises of two tests for 30 marks. Test 1 will be held six weeks/ 40 days after the beginning of the semester. Test 2 will be after ten weeks/ 70 days. Average of the two tests is considered with effect for batches admitted from 2018 onwards.
2. Second component carries 05 marks and may be a seminar, quiz, group assignment etc. This component shall be completed by the 10th week of the semester.
3. It is compulsory for a Student to take both Continuous Assessment tests and II Component.

Semester End Examination (SEE)

1. There shall be a comprehensive examination of three hours duration at the end of each semester. The maximum marks shall be sixty.
2. A student is eligible to take SEE if she has Required attendance in each paper, Taken both components of CA, Should pay the examination fee and submit the application in the examination section before the due date. Not eligible (NE) students also should pay the fee to be promoted to the next semester.
 - Student who repeats Semester-end Examinations are prepared according to the latest syllabi and model question papers approved by the Board of Studies and the Academic Council.



For the present II & III years and Supplementary candidates only:

Supplementary candidates have to take the same question paper as in the case of regular candidates, provided their syllabus and model paper are the same.

Attendance

Attendance shall be taken at every lecture and practicals of any kind prescribed by the college time table. Those students who fail to get the required percentage of attendance will not be allowed to attend the Semester End Examinations.

- 80% attendance per subject is required for eligibility to take SEE Theory and practicals. The requirement of 80% is for theory and practicals separately and not as average. Also each student has to complete 75% of the practicals prescribed in the curriculum by the end of the every semester.
- Students having 71% - 79% attendance in theory and practicals may be granted condonation.
- Students having 61% - 70% attendance in theory and practicals are not eligible (NE) to write SEE and will have to take the SEE whenever it is offered the next time. The above rules are applicable to all courses under part I and Part II.

- Marks for the attendance in theory courses under Part I and Part II is as follows:

76-80 2 marks
81-85 3 marks
86-90 4 marks
91-100 5 marks

Students having 60% and less than 60% attendance in a Semester will be required to be readmitted to the same semester to continue the programme.

Foundation Courses

- It is decided to have 70% attendance per foundation course for eligibility to take SEE.
- Students having 61 - 69% attendance in Foundation Courses may be granted condonation.
- Students having 60% attendance and less than 60% attendance in Foundation Courses are not eligible (NE) to write SEE and will have to take the SEE whenever it is offered the next time.



Co-Curricular

1. Co-Curricular activities 70% attendance is required.
2. In the co-curricular activity if the attendance is less than 51%, she has to take that in V semester.
3. The decision of the Principal shall be final in all matters concerning attendance.

Requirement for Pass

To pass in a subject, student should pass in CA and SEE Separately. A student should get minimum of

	CA/ 40	SEE/ 60	Total/ 100
Theory	16	24	40
Practical	-	20/50	20/50

Results

Results shall be declared by the Controller of Examinations and be displayed in the college notice board and also in the college website (www.marisstella.ac.in). Mark list will be issued after each semester. Students should keep the statement of marks carefully. Duplicate marks sheets will be issued only on application along with a payment of Rs. 100.

1. A student who successfully completes all courses prescribed for all semesters will be awarded CGPA for courses under
Part I :Stipulated Period - 2 years Part II :Stipulated Period - 3 Years Part III
Stipulated Period - 2 years
2. CGPA and OWPM will be awarded separately for Part I, Part II and Part III

Revaluation

A candidate may apply for revaluation of any paper in any subject within one week of the display of the results. The criteria for revaluation is

- A candidate may apply for revaluation of any paper in any subject of SEE to the Principal within one week of the declaration of results.
- The application along with the fee receipt has to be forwarded by the Principal to the Controller of Examinations through Grievance Committee.

Supplementary Examinations

C.A. : Students who have not fulfilled the requirements and those who fail to get the required minimum marks of 16/40 in CA, shall take the CA test whenever it is offered subject to the discretion of the Controller of Examinations.



- Repeat CA for I / III / V Semesters is conducted in November and II / IV / VI Semesters is conducted soon after the SEE.

S.E.E. : For all theory courses of I to VI Semesters a re- examination will be offered in the subsequent semesters to enable students to clear the backlog.

- For students who fail in VI semester, advanced supplementary examinations will be conducted after one month of announcement of sixth semester results only for sixth semester subjects.
- If a student fails only in one subject in VI Semester and passes in advanced supplementary of VI Semester, she will be considered for awarding class.
- A student will be permitted to retake courses and examinations under the same regulations only as long as they are offered. After that, the student will have to take the course that are currently offered and take the examination under the existing regulations.

Grading

As the college adopted CBCS, grades are awarded after the completion of the course.

1. Awarding of marks in keeping with the practice generally, is on an arbitrary basis. Statistical studies estimate conservatively that the probable error in marking is between 5 and 7%. To eliminate this error, grades shall be awarded to indicate the achievement status of students. Cumulative grade point average (CGPA) and overall weighted percentage marks (OWPM) shall be given on completion of the programme.
2. Absolute grading is adopted for all the courses.
3. After completion of all the courses, the minimum number of credits required for B.A / B.Sc / B.Com / B.M.S programmes, CGPA and OWPM shall be given separately for Part I, Part II and Part III.

$CGPA = \frac{\sum(C \times GP)}{\sum C}$ where C= no. of credits, GP=grade points. $OWPM = \frac{\sum(C \times M)}{\sum C}$, where M=marks

Part IV shall not be considered in calculating CGPA or OWPM.

Post-Graduation

- PG courses are affiliated to the Krishna University and the Semester System is followed. Evaluation of the students shall be based on both internal assessment and university examination. Each paper will carry 100 marks divided into 70 marks for external assessment and 30 marks for internal assessment.

Internal Assessment:

- Internal assessment component in every subject is for 30 marks.
- In every semester there are four internal assessment tests for 20 marks (4x5=20), the other 10 marks are allocated for seminars/ assignments (5Marks) and attendance (5 marks)



- Candidates shall put in attendance at the college for not less than 75% of the total number of working days in each semester.

University Examination

1. Candidates who have completed the course in each semester and have earned the necessary attendance and progress certificates are permitted to continue the next semester.
2. Every student is required to take the Semester End Examination at the end of each semester.
3. Each paper of the examination is of 3 hours duration and carries 70 marks.
4. Candidate who fails in one semester examination or who is not able to take it shall be eligible to take the same examination along with the candidates' of the next batch of the same semester.

Malpractices

- The college invariably takes serious view on unfair methods in all theory and practical examinations.
- Cases of malpractice noticed at any stage are severely punishable. Cancellation of all examinations taken or to be taken by the candidate during that specified period is the immediate minimum punishment suggested.
- If any student is found guilty of malpractice on more than one occasion during her stay in the college, all the examinations taken or to be taken by her during that semester will be cancelled and she may be debarred from examinations for three years.