

STUDENT EVALUATION DIVISION

RULES AND REGULATIONS

Sri Sai Baba National Degree College (Autonomous), Anantapur, Andhra Pradesh, follows the semester system for its UG and PG courses under **Choice Based Credit System** introduced in 2015-2016.

COURSES OF STUDY

UNDER CHOICE BASED CREDIT SYSTEM (CBCS)

I. UNDERGRADUATE COURSES

The following are the aided and self-funding courses with Project Work in the VI Semester.

PART– I a) English

b) Telugu / Sanskrit / Hindi

PART – II

Traditional Courses (Aided)

- 1) **B.A.** (6 Semesters - English and Telugu Mediums)
Economics, History & Political Science
- 2) **B.Com.** (6 Semesters - English and Telugu Mediums)
- 3) **B.Sc.** (6 Semesters - English and Telugu Mediums)
 - a) Mathematics, Physics & Chemistry
 - b) Mathematics, Physics & Statistics
 - c) Botany, Zoology & Chemistry

Self - Funding Courses

- 1 **B.Com.** (Computer Applications)
2. **B.B.A.** (Bachelor of Business Administration)
3. **B.Sc.**
 - a) Mathematics, Physics & Computer Science
 - b) Mathematics, Electronics & Computer Science
 - c) Mathematics, Statistics & Computer Science
 - d) Mathematics, Industrial Electronics & Computer Science
 - e) Bio- Technology, Microbiology & Chemistry
 - f) Food Technology, Microbiology & Chemistry

Part – III

Life Skill Courses (LSC)

- | | | | |
|----|--------------------------------------|---|--------------|
| 1. | Human Values and Professional Ethics | - | I Semester |
| 2. | Environmental Studies | - | II Semester |
| 3. | Indian Culture & Science | - | II Semester |
| 4. | Personality Enhancement & Leadership | - | III Semester |

Skill Development Courses (SDC) – First Semester

1. Micro Economic Analysis
2. Public Relations
3. Insurance Promotions
4. Arithmetic Ability
5. Environmental Chemistry
6. Electronics in Daily Life
7. Fundamentals of Biotechnology

Skill Development Courses (SDC) – Second Semester

1. Communication Skills

Skill Development Courses (SDC) (Tow Courses) – Third Semester

Course – III

1. Agricultural Marketing
2. Quantitative Aptitude
3. Applications of Physics in Daily Life
4. Polymer Chemistry
5. Fundamentals of Data Communications

Course – IV

1. Theories of Jainisim and Bhakthi Movement
2. Advertising
3. Algebraic Equations
4. Pharmaceutical and Industrial Chemistry
5. Mobile Phone Technologies, Maintenance and Applications

II. CERTIFICATE COURSES

1. Communication Skills & Personality Development.
2. Financial Management & Accounting.
3. Clinical Microbiology.
4. Medical Electronics.
5. Embedded Systems.
6. Information Technology.
7. Internet Technologies.
8. Accounting Executive Course (Tally9)
9. Saral Sanskrit Speaking Course.

III. POSTGRADUATE COURSES

1. **M.Sc. Electronics**
2. **M.Sc. Mathematics**
3. **M.Sc. Organic Chemistry**
4. **M.Sc. Physics**
5. **M.Com. General**

ACADEMIC PLAN & ASSESSMENT METHODS

The college adopted the semester system from the academic year 2005-06 for constant observation and assessment of students' learning. The academic year is divided into two semesters, each consisting of 90 instructional days. The odd semesters (I, III, V) are from June to October and the even semesters (II, IV, VI) are from November to April. Each semester is a complete unit by itself. The instructional methods include conventional lectures, classroom seminars and guest lectures. The syllabi and the model question papers will be provided by the respective Departments.

Our college introduced Choice Based Credit System (CBCS) from the academic year 2015-16 for B.A., B.Com, BSc and B.B.M. in order to bring about reforms in the teaching and evaluation methods. CBCS has been followed by various standard national and international institutions to facilitate student mobility within and across countries. This will also bring in uniformity in the evaluation.

Under Part-I, In the CBCS system, each language subject is allotted 3 credits.

Under Part-II, Each of the major subjects (with practicals) and Mathematic gets 5 credits while each of the major subjects in (Humanities, Commerce and Management) are allotted 4 credits.

Under Part-III, Each department including English offer four Skill Development Courses (SDC) for all the three Semesters and each course is allotted 2 credits. In addition, four Life Skill Courses (LSC) are also introduced in first three semesters with 2 credits each.

The following tables indicate the credits allotted semester-wise for languages, group subjects and Skill Development Courses (SDC) and Life Skill Courses (LSC).

Part - I Credits for Languages

	Sem I	Sem II	Sem III	Total
English	3	3	3	9
Second Languages	3	3	3	9

Part – II Credits for Core Subjects

	Sem I	Sem II	Sem III	Sem IV	Sem V	Total
BSc. Maths. combinations	15	15	15	30	30	105
BSc. Bio-Sciences. combinations	15	15	15	30	30	105
BA combinations	12	12	12	24	24	84
B.Com. General	12	12	12	24	24	84
B.Com. Computer Applications	13	13	13	25	25	89
BBA	12	13	17	24	24	90

Part - III Credits for SDC and LSC

	Sem I	Sem II	Sem III	Total
Skill Development Course	2	2	4	8
Life Skill Course	2	4	2	8

Part - IV Credits for Apprenticeship

	I Phase (Between I & II Year)	II Phase (Between II & III Year)	III Phase (VI Semester)	Total
For all students	4	4	12	20

Part - V Credits for Extension Activities

	Sem III	Sem IV	Total
Yoga	1	1	2
NCC / NSS / Sports / Extra Curricular		2	2

1. Theory assessment

The college follows a system of evaluation based on Internal Tests and External Semester-End Examinations (SEE). The 100 marks allotted for each theory paper in a semester are distributed with 25 & 75 weightage between Internal Tests and Semester-End Examinations respectively. **Question papers for Semester-End Examinations are prepared by the external examiners according to the syllabi and model question papers approved by the Boards of Studies and the Academic Council.** The duration of each course is three (3) years. A student who is not able to complete his/her degree within 3 years, he/ she is given an additional period of 5 years to appear for the supplementary examinations to complete the course. Supplementary candidates will have to take the examinations as per the syllabus and model papers, in force at the time of his/her writing the examinations

A. Internal assessment

The following are the details of internal assessment

Semester	Form of Assessment	Marks/Credits	Remarks
First	Assignments	25	The average marks secured in the Internal tests will be taken into consideration for the final assessment
	Internal Tests	25	
Second	Assignments	25	
	Internal Tests	25	
Third	Seminars	25	
	Internal Tests	25	
Fourth	Assignments	25	
	Internal Tests	25	
Fifth	Seminars	25	
	Internal Tests	25	
Sixth	Apprenticeship	12	

B. Semester End Examinations (SEE)

Regular Semester-End Examinations (SEE) for odd semesters (I, III, V) are held in October/November and for even Semesters (II, IV, **VI**) in March/April every year. Supplementary candidates should take their exams at the time of regular semester-end examinations only along with regular candidates. **No separate supplementary examinations will be conducted under any circumstances.** All the eligible students shall register their names for the Semester-End Examinations by paying the prescribed examination fee within the stipulated time. The College reserves the right of permitting a student to take Semester-End Examinations on grounds of discipline, attendance, etc.

2. Results

Pass : To pass any course, a student must secure

- a minimum of 40% marks both in the Internal Tests and Semester-End Examinations put together.
- However, a minimum of 35% of marks in each paper in the semester-end examinations is mandatory.
- a minimum of 40% marks in practical examinations.

The following are the details :

Max.Marks in External Examinations	Min.Pass marks in External Exam	Min.Pass marks in Final Exams (Internal + External) (40%)
30 Marks	11 Marks	20 (for 50 Marks)
50 Marks	18 Marks	30 (for 75 Marks)
75 Marks	27 Marks	40 (for 100 Marks)

Computation of Cumulative Grade Point Average (CGPA) :

Computation of CGPA will be carried out at the end of the final Semester based on the credits scored in part-II (Group) subjects only, when the candidate gets through all the semesters. A candidate should obtain a minimum of 5 Grade Points in every course to be eligible for the award of class.

- ≥ 8 Distinction
- ≥ 7 and less than 8 First Class
- ≥ 6 and less than 7 Second Class
- < 6 - Third Class

Besides, class will also be awarded for languages under part- I and Skill Enhancement Courses (SEC) and Ability Enhancement Compulsory Courses (AECC) under part – III based on the credits scored.

Details of the Grades and Grade Points :

Grade Point	Marks Range	Letter Grade
10	90-100	O (Out Standing)
9	80-89	E (Excellent)
8	75-79	A (Very Good)
7	60-74	B (Good)
6	50-59	C (above Average)
5	40-49	D (Average)
0	<40	F (Fail)
--	AB	ABSENT

Computation of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA)

The SGPA is the ratio of 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** (S_i) = $\frac{\sum(C_i \times G_i)}{\sum C_i}$

C_i = Number of Credits; G_i = Grade Points

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

S_i = SGPA ; C_i = Total number of Credits

The SGPA and CGPA shall be rounded off to 2 decimal points and reported in Grade Cards/Grade Certificates.

Students should write the assignments, participate in the seminars and take the internal tests earnestly without fail. Absence from the above aspects will be viewed very seriously, if prior permission is not obtained from the Principal or Examination Committee.

A separate test will be conducted in the same semester for those students who take prior permission for not attending the regular internal test for valid reasons. Such candidates should register their names with the Controller of Examinations. However, granting permission will be decided on the merits of each case.

As each semester is a complete unit in itself, any deficiency in Internal Assessment cannot be made up in subsequent semesters. If a student is forced to repeat a semester for some reason, all his/her earlier marks in the Internal Assessment will stand cancelled. While repeating the semester, the student has to follow the syllabus and the model question papers which are in force at that time.

Any pass after the stipulated duration of the course will be treated as third class (compartmental), irrespective of the percentage of marks scored. It will be indicated by a star mark (H) in the consolidated marks statement.

APPEALS

a. Internal Assessment

- **Valuation** : Any student who has a grievance about the valuation of internal tests may bring it to the notice of the lecturer concerned, but he/she must do so immediately on receipt of the relevant answer script and get it clarified.
- **Rectification** : Any rectification with regard to the tabulation of Internal Assessment marks, mistakes in the spelling of names, second language, optional subjects etc. , displayed at the time of declaration of results, should be brought immediately to the notice of the Controller of Examinations. Such rectifications should invariably be completed before the preparation and issue of the mark statements of the semester concerned.

b. Semester Assessment

Representations regarding SEE assessment should be made as noted below to the Controller of Examinations in the relevant proforma along with the prescribed fee receipt.

- **Personal Identification:** A candidate may apply for Personal Identification of his / her answer scripts of any subject and paper within 10 days from the date of the publication of results.
- **Revaluation:** A candidate may also apply for revaluation of any paper in any subject within 10 days after the publication of results. The criteria for evaluation are as follows:
 1. The student may be given advantage only when the difference of marks between the first valuation and the re-valuation is 5% and above of the maximum marks.
 2. If the difference is less than 5%, the student concerned will not be given any advantage.

3. If the difference is more than 20%, the answer script will be sent for third valuation. The marks obtained in the third valuation stand final.
4. 40% of Revaluation fee refunded if existing grade is changed after revaluation

Memorandum of Marks

Semester-wise marks memoranda will be issued to all registered candidates immediately after the publication of results. Consolidated marks statements, Provisional and Migration Certificates are issued to successful candidates at the end of the course on payment of the prescribed fee. In case of loss or damage, duplicate memoranda will be issued after completing the required legal formalities and payment of the prescribed fee.

No Cancellation and Betterment

A successful candidate is not allowed to cancel his/her Internal Tests and Sem End Examination (SEE) marks in theory and practicals and reappear for betterment.

Award of Degrees

After successful completion of all six semesters, degrees will be awarded by S.K.University , Anantapur on the recommendations of the College considering the marks and credits obtained by the students in all six semesters.

Examination Reforms

- *Scrutiny mechanism by departmental committees to spot under or over evaluation.*
- *Under-valued or over-valued scripts are re-valued based on the recommendations of the committee.*
- *Personal and Institutional feedback is provided to the examiner concerned.*
- *Grievance redressal through personal identification of scripts by the students and the faculty.*
- *Photo copies of the scripts provided on demand on payment of requisite fee.*
- *Certificates issued with photo, Aadhar Number and QR code*
- *Advance Supplementary examinations are conducted for the benefit of final year students to save one academic year.*



