

JSS MAHAVIDYAPEETHA

JSS COLLEGE OF ARTS, COMMERCE & SCIENCE
(AUTONOMOUS)

(Affiliated to University of Mysore:: Accredited by NAAC with
'A' Grade)



EXAMINATION MANUAL
FOR
UNDERGRADUATE, POSTGRADUATE & OTHER PROGRAMMES

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JSS COLLEGE OF ARTS, COMMERCE & SCIENCE (AUTONOMOUS)
OOTY ROAD, MYSORE-570 025

EXAMINATION MANUAL

The college has framed rules and regulations for the purpose of conducting examination of UG, PG and other programme. For the sake of procedural convenience, the examination work is divided as follows:

1. Before the Examination
2. During the Examination
3. After the Examination

1 : BEFORE THE EXAMINATION

1.1. REGISTRATION FOR THE EXAMINATION

The process of examination begins with the issue of notification by the Controller of Examinations (COE) and receipt of applications of the candidates for examination. Candidates should make the payment of fee only through E-Chalan in the college website and submit the fee to the College Office with the copy of the chalan. The candidates appearing for an examination for the first time have to pay the full fee prescribed for all the courses in a semester. No candidate will be allowed to appear for the examination without paying the prescribed fee. Exemption of a certain amount of exam fee is allowed for SC/ST/BC candidates as per college / Karnataka Govt. norms.

E-Chalan along with the receipt should be submitted to the college office before the last date. Incomplete applications are liable to be rejected without intimation to the concerned. In respect of a fresh candidate of First Semester, the college shall assign a Register number which continues to be the same till the candidate completes his course. Approved list of candidates appearing for the examination will be notified in the college notice board.

1.2. PROCEDURE FOR CONTINUOUS EVALUATION

Assessment and evaluation processes happen in a continuous mode. However, for reporting purposes, a semester is divided into 3 discrete components identified as C1, C2, and C3.

The first component, C1 of assessment is for 15%. This will be based on test / assignment/ attendance/ tutorial / viva voce and seminar. During the first half of the semester, the first 50% of the syllabus will be completed. This shall be consolidated during the 8th week of the semester.

The second component, C2 of assessment is for 15%. This will be based on test, assignment /attendance/tutorial/viva/ and seminar. The continuous assessment and scores of second half of the semester will be consolidated during the 15th week of the semester. During the second half of the semester the remaining syllabus of the course will be completed.

The outline for continuous assessment activities for C1 and C2 will be proposed by the teacher(s) concerned before the commencement of the semester and will be discussed and decided in the respective Departmental Council with the approval of BOS. The students should be informed about the modalities well in advance. The evaluated courses/assignments during C1 and C2 of assessment are immediately returned to the candidates after obtaining acknowledgement in the register maintained by the concerned teacher for this purpose.

During the 18th -20th week of the semester, a semester-end examination of 2 or 3 hours duration shall be conducted for each course. This forms the third/final component of assessment (C3) and the maximum marks for the final component will be 70% of the marks assigned to the respective course. Candidate has to apply for the C3 examination in the prescribed format with applicable fee to the examination cell. If any candidate fails to apply within the specified date, he/she will not be permitted to appear for C3 examination.

The scheme of instruction and hours of examination are as per the recommendations of the concerned Board of Studies (BOS).

A candidate may write the examination of an entire paper either in English or in Kannada. This does not apply to languages.

1.3. ATTENDANCE

A student has to fulfill attendance requirements as mentioned in the admission regulation.

1.4. PREPARATION OF THE EXAMINATION

- a) For postgraduate examinations – 36 pages theory answer books (main) bearing serial numbers and 36 pages C1 and C2 combined answer books
- b) For all undergraduate examinations other than coded examinations – 36 pages theory answer books (main) bearing Sl. Nos. and 8 pages C1 and C2 separate answer books
- c) 8 page Practical Books (main) with Serial numbers for all Examinations including postgraduate examinations.
- d) 2 page additional answer sheet for practical examinations with serial numbers for all undergraduate and postgraduate practical examinations.

2 : DURING THE EXAMINATION

2.1. ARRANGEMENTS REGARDING SUPERVISION

- a) COE will appoint office Superintendent and also other supporting staff for smooth conduct of examination. Staff members having relatives* taking examination in the college will be barred from any examination related work.

*A relative means and includes son/daughter / grand-son / grand-daughter / husband / wife / brother / sister / brother's son/daughter, sisters son/daughter, son-in-law/ daughter-in-law, brother-in-law/sister-in-law and 1st cousin.

- b) Only teaching staff besides librarians and physical directors shall be appointed as Invigilators.

2.2. SCALE OF STAFF TO BE APPOINTED

- a) The number of Supervisory Staff, Clerks, Computer Operators and Peons to be appointed shall be worked out separately for each session of the examination based on the number of candidates registered at each session of theory/practical examinations.
- b) On the days of practical examinations, the laboratory staff (other than clerks, typists, and store keepers) of the department concerned may be appointed for rendering assistance to Practical Examiners as prescribed.

2.3. DUTIES OF THE OFFICE SUPERINTENDENT

- a) The office Superintendent is in overall charge of the conduct of examination (theory) of the session.
- b) All materials like question paper packets, answer scripts, absentee's statement; invigilator's diary etc. for the conduct of examination will be procured by Office Superintendent from COE. After examination is over, the office Superintendent will hand over answer script bundles and other materials to the COE.
- c) When the examination is in progress, the office Superintendent shall go round the various examination halls as frequently as possible, to ensure that all the Invigilators are discharging their duties properly and that there is no scope for malpractice.

2.4. DUTIES OF THE INVIGILATOR

- a) The Invigilator shall come to the examination centre half-an-hour before the commencement of the examination and collect the blank answer books, additional sheets, and invigilator's diary and place the blank answer books at the register numbers assigned to the room.
- b) Only one answer book (main) shall be given unless the answers of different sections / parts are required to be answered in separate answer books.
- c) The Invigilator shall see that every candidate takes his proper seat and writes his correct register number and other particulars required on the facing sheet of the answer book.
- d) The Invigilator shall read out loudly the instructions to the candidates as given in the invigilator's diary before the question papers are distributed and instruct the candidates to read and follow the instructions printed on the answer books.
- e) Before the distribution of question papers to the candidates, the Invigilators shall see that the correct question papers according to the time-table are supplied to them. If he/she finds a wrong question paper, it shall be returned at once to the COE
- f) The Invigilator shall collect the question papers covers from the COE

- g) Sometimes, in the same room, the candidates of more than one subject/paper are seated. In such cases, care shall be taken to see that the unrelated question papers are not distributed.
- h) The candidates may be asked to check whether they have received the right question papers.
- i) Soon after the examination begins, the Invigilator should obtain the serial number of the main answer book and the signature of the candidate on the invigilator's diary.
- j) The Invigilator shall check and initial with date the candidate's admission ticket every examination. In doubtful cases he/she should demand the identity card.
- k) The invigilator shall then check whether the candidate's signature on the diary agrees with his specimen signature on the admission ticket. Minor variation which is not uncommon could be ignored. However, if there is glaring variation, the invigilator shall bring it to the notice of the CoE. The CoE shall make an enquiry after the candidate has finished writing his paper. If the CoE is convinced that it is a clear case of impersonation, he shall not permit the candidate to take the remaining papers of the examination.
- l) Additional answer book shall be given to the candidate only after the candidate has written on all the pages of the answer book supplied. When an additional book is given, the serial number of the additional answer book and the initials of the candidate shall be obtained on the invigilator's diary.
- m) In respect of coded examinations additional answer books without the serial numbers have to be given and the initials be obtained.
- n) The Invigilator has to see that all entries in the invigilator's diary are made, on the facing sheet, inside sheets and the last page.
- p) A candidate may be allowed to enter the examination hall till the first half an hour bell is given. But once the candidate has entered, he shall not be allowed to go out of the examination hall during the first half-an-hour. However, any candidate who desires to leave the hall after writing his examination could be

allowed to do so any time after the first half-an-hour bell is over and only after returning/submitting his answer book.

- q) The CoE will be assisted by Office Superintendent in the conduct of the examination.

2.5. SEATING ARRANGEMENTS

- a) Atleast one day before the commencement of examination, the COE shall make all necessary seating arrangements for the conduct of theory examination. The register numbers on the desks as well as the range of register numbers at the door of each room shall be written in chalk. Different colours of chalks shall be used to indicate the register numbers of different examinations to avoid confusions. The confusion is possible on account of the fact that the last three digits of the register numbers will be sometimes common to different examination/batches/centers.
- b) Seating arrangement should be done in such a way that no communication is possible between the candidates. Gallery rooms should be avoided.
- c) Seating arrangements should be such that each candidate will be visible and easily accessible to the Invigilator.

2.6. ADMISSION TICKET AND ADMISSION TO THE EXAMINATION HALL

- a) The approved list of candidates is prepared by the COE. The candidates have to collect the admit card from the office and carry the hard copy on the exam day. Admit card is an important document that should be carried to the allotted exam room.
- b) There could be certain names in the candidates' list which are not approved by the COE for some valid reasons. In such cases, admission ticket shall not be available in the office.
- c) While issuing the admission ticket, it should be ensured that the candidate has to affix his signature on the admission ticket.
- d) i) The admission ticket produced by a candidate is not valid unless the candidate brings with him to the examination hall the identity card with photograph attested by the Principal.

- ii) Whenever a candidate is not in possession of a valid admission ticket, he shall not be allowed to take the examination. However, the CoE may admit a candidate provisionally and entirely at the candidates' own risk to the examination, only when the candidate produces original documentary evidence to the satisfaction of the CoE to the effect that he is eligible to take the examination (by paying the prescribed fee in time and also sending the application in time, attendance etc.) and after obtaining a declaration from the candidate in the given format.
- e) In case, a candidate has lost the admission ticket, the COE may admit the candidate by issuing a duplicate admission ticket after collecting a penal fee.
- f) The doors of the examination hall shall be opened 15 minutes before the commencement of the examination. All candidates should be in the examination hall before the time fixed for the commencement of the examination. No candidate shall be admitted to the examination hall 30 minutes after the commencement of the examination.
- g) The candidates shall use blue/black ink to write the answers in theory papers. Colour ink and felt-tip pen shall not be used, except for drawing/sketches.

2.7. SCHEDULE OF BELLS

Bells have to be rung at the examination as per the schedule given below

- a) One long bell shall be given 10 minutes before the commencement of the examination.
- b) One short bell at the commencement of the examination.
- c) One bell at the end of the first half-an-hour
- d) One warning bell five minutes before the closure of the examination.
- e) One long bell at the closure of the examination.

2.8. RULES FOR APPOINTMENT OF AMANUENSIS

Provision is made for the appointment of amanuensis to assist disabled candidates to take examinations. The following are the rules to be considered for sanctioning the assistance of amanuensis:

- a) An amanuensis shall be allowed in the case of :
 - i) Blind candidates.
 - ii) Candidates who are disabled from writing with their own hand.
- b) A candidate seeking the assistance of an amanuensis shall send his requisition to the COE of the college. The application shall be accompanied by a certificate issued by a registered doctor of a Government Hospital.
- c) The COE shall satisfy himself before forwarding the application that the candidate is really disabled and need the assistance of an amanuensis.
- d) On being satisfied about the need for an amanuensis, the COE while forwarding the application should also propose a panel of names of persons who could be appointed as amanuensis in the order of priority to the Principal.
- e) The amanuensis appointed must be of a lower level or equal level of education than the candidate and he shall not be related to the candidate, in any way.
- f) The COE shall arrange for a suitable room for the disabled candidate
- g) Disabled candidates shall be required to pay prescribed fee.
- h) In case where an amanuensis has been duly sanctioned, the candidate may be allowed an extra time of 20 minutes for each hour of actual duration of examination in that paper.

2.9. INDISCIPLINE AND MALPRACTICES AT THE EXAM CENTRE

2.9.1. INDISCIPLINE:

- a) In the normal course, on the eve of the examination the Principal of the Centre shall address a letter to the nearest police station requesting for the necessary bund bust for the safe custody of question paper and the general discipline during the examination.
- b) In the event of a situation beyond his control, the Principal shall contact the nearest police station and if necessary, the Superintendent of Police.

2.9.2. Malpractices

The cases of alleged malpractice committed by the candidates are to be reported to the COE by name.

The rules regarding the malpractice are given below:

Any candidate is liable to be charged with committing malpractice in the following cases:

- i) Having in his possession or accessible to him any papers, books or notes or chits with content related to the subject of the examination.
- ii) Found receiving assistance from others or giving assistance to others.
- iii) Copying from any paper, book or notes.
- iv) Allowing any other candidate to copy from his answer book or found trying to copy from the neighbours.
- v) Found having any written mater on the person (palm, hand, leg, clothes, etc.)
- vi) Attempting to use any unfair means
- vii) Using absence or abusive language
- viii) Disclosing identity by making peculiar marks in the answer books while answering.
- ix) Writing any appeal in the answer book for more marks etc.,
- x) Scribing the points on the question paper/admission ticket and/or passing on the same to other examinees;
- xi) Tearing off or spoiling the sheets in the answer books.
- xii) Destroying any evidence of malpractice;
- xiii) Writing on the question papers.

All cases of examination malpractices will be referred to Malpractices Enquiry Committee constituted by the Principal

CHAPTER 3 : AFTER THE EXAMINATION

The office Superintendent will hand over the sealed answer script bundles to the COE. The COE will be in charge of answer papers for the purpose of coding, distributing the same for valuation and collecting the valued scripts and marks list after valuation is complete.

3.1. ANSWER BOOKS FOR CODED EXAMINATIONS:

Before valuation, all the answer scripts shall be coded using false numbers/bar-coding with a separate false numbers/bar-coding for each paper.

3.2. VALUATION

3.2.1. UG (CBCS)

- A) There shall be single valuation of the answer scripts at the College (Central Valuation)
- B) Minimum 15% of the scripts shall be reviewed by chairperson / external examiners. Valued answer scripts with marks 90 and above shall also be reviewed.
- C) The practical examination will be conducted by an external examiner and an internal examiner selected at random by COE from the list of examiners.

3.2.2. PG (CBCS)

- a) There will be double valuation of all answer scripts at the college (Central Valuation).
- b) The Board of Examination will prepare a list of examiners both internal and external (subject-wise).
- c) The average of marks awarded by the two valuers will be taken if the difference between the two marks is less than 20%.
- d) If the difference in marks awarded by the two examiners exceeds 20%, they will sit together and try to narrow down the difference to less than 20%. Otherwise, it will be referred to the third valuer. The Marks awarded by the third valuer shall be averaged with nearest marks of earlier two evaluations and that shall be the final marks to be awarded to the student

3.3. TABULATION AND DECLARATION OF RESULTS

The original theory marks list (including practical marks list) shall be handed over to the COE and he/she will be in charge of tabulation.

The tabulators shall prepare result sheet as per the following procedure:

3.3.1. CLASSIFICATION OF SUCCESSFUL CANDIDATES (CBCS UG)

1. Candidate secures less than 30% in C3 or absents for C3, the candidate is said to have not completed the course and he/she may either opt to DROP the course or

to utilize PENDING option. The candidate with PENDING option shall complete C3 component within double the duration of the programme

2. A candidate who is said to have DROPPED project work has to re-register for the same subsequently within the stipulated period.
3. The tentative / provisional grade card will be issued by the Principal at the end of every semester indicating the courses completed successfully.
4. Upon successful completion of UG programme a final grade card/Transcript consisting of grades of all courses successfully completed by the candidate will be issued by the Principal.
5. A candidate has to earn 140 credits (2017 and 2018 Batch), 146 (2019 batch) 149 (2020 Batch onwards) credits for successful completion of UG programme with a distribution of credits for different courses as given below:

2017 and 2018 Batch

	Type of Course	BA	BCA	BBA	BCom	BSc
1	DSC	72	72	72	80	72
2	AECC	12	32	32	12	32
3	SEC	20	10	04	12	06
4	DSE	24	26	24	24	30
5	GE	12	-	08	12	-
Total		140	140	140	140	140

2019 Batch

	Type of Course	BA	BCA	BBA	BCom	BSc
1	DSC	72	72	88	70	72
2	AECC	30	30	30	30	30
3	SEC	04	08	08	16	08
4	DSE	36	36	30	30	36
5	GE	04	-	-	-	-
Total		146	146	146	146	146

2020 Batch

	Type of Course	BA	BCA	BBA	BCom	BSc
1	DSC	72	72	88	70	72
2	AECC	33	33	33	30	33
3	SEC	04	08	08	16	08
4	DSE	36	36	20	33	36
5	GE	04	-	-	-	-
Total		149	149	149	149	149

10. Marks and Grading:

Numerical Grade (Grade points) and credit points earned by the candidate in the course will be as given below:

2017 and 2018 Batch

Range of % of Marks	Grade Point (G)	Grade	Credit Point (CP) = $C \times G$
91 – 100	10	O (Outstanding)	$C \times 10$
81 – 90	9	A+ (Excellent)	$C \times 9$
71 – 80	8	A (Very Good)	$C \times 8$
61 – 70	7	B+ (Good)	$C \times 7$
51 – 60	6	B (Above Average)	$C \times 6$
41 – 50	5	C (Average)	$C \times 5$
40	4	P (Pass)	$C \times 4$
0 – 39	0	F (Fail)	$C \times 0$
Absent	0	Ab (Absent)	$C \times 0$

2019 Batch and onwards

Range of % of Marks	Grade Point (G)	Credit Point (CP) = $C \times G$
95 – 100	10	$C \times 10$
90 - 94	9.5	$C \times 9.5$
85 – 89	9	$C \times 9$
80 – 84	8.5	$C \times 8.5$
75 – 79	8	$C \times 8$
70 – 74	7.5	$C \times 7.5$
65 - 69	7	$C \times 7$
60 - 64	6.5	$C \times 6.5$
55 - 59	6	$C \times 6$
40 - 49	5	$C \times 5$
0 – 39	0	$C \times 0$
Absent	0	$C \times 0$

Where C is the credit value of the course.

11. CLASSIFICATION OF RESULTS

The final grade point to be awarded to the student is based on CGPA secured by the candidate and is given as follows.

CGPA	Qualitative Index
8.0 – 10.0	Distinction
6.0 – 7.9	First Class
5.0 – 5.9	Second Class
4.0 – 4.9	Successful

3.3.3. CLASSIFICATION OF SUCCESSFUL CANDIDATES (CBCS PG)

Candidate secures less than 30% in C3, he/she may choose DROP/PENDING option. In case a candidate secures more than or equal to 30% in C3, but his/her grade (G) = 4, then he/she may be declared to have been conditionally successful in that course, provided that such a benefit of conditional clearance based on G=4 shall be availed for maximum of 8 credits for the entire programme of Master's Degree of two years. In case a candidate secures more than 30 % in C3 but G=4, then he/she may choose DROP/PENDING option. . If any candidate fails to give in writing within specified time, it is considered to be PENDING option. The candidate with PENDING option shall complete C3 component within double the duration of the programme,.

<i>Marks</i>	<i>Grade</i>	<i>Grade Point (GP = V × G)</i>
$0 \leq P < 39$	0	$V \times 0$
$40 \leq P < 49$	5	$V \times 5$
$50 \leq P < 59$	6	$V \times 6$
$60 \leq P < 64$	6.5	$V \times 6.5$
$65 \leq P < 69$	7	$V \times 7$
$70 \leq P < 74$	7.5	$V \times 7.5$
$75 \leq P < 79$	8	$V \times 8$
$80 \leq P < 84$	8.5	$V \times 8.5$
$85 \leq P < 89$	9	$V \times 9$
$90 \leq P < 94$	9.5	$V \times 9.5$
$95 \leq P < 100$	10	$V \times 10$

The Cumulative Grade Point Average (CGPA) is given by the following formula

$$\text{CGPA} = \frac{\text{Sum of all GPs}}{\text{Sum of credits earned in the programme}}$$

3.3.3.1. EVALUATION OF A CANDIDATE IN TERM WORK

A candidate shall register for the Term Work after having acquired a minimum of 20 credits in the programme. This is a compulsory part of the programme with the credit pattern 0:1:3 with a credit value of 4.

Right from the initial stage of defining the problem, the candidate has to submit the progress report periodically and also present his progress in the form of seminars in addition to the regular discussion with the guide.

Components of evaluation are as follows:

<i>Component-1</i>	<i>15% (Periodic progress and progress reports)</i>
<i>Component-2</i>	<i>15% (Seminar / Discussions plus draft report)</i>
<i>Component-3</i>	<i>70% (Final viva-voce and evaluation)</i>

Component-3 is evaluated by panel of two members consisting, the guide and external examiner decided by BOE.

The percentage scored by the candidate and its equivalent grade in the project is as defined earlier.

3.3.3.2. EVALUATION OF A CANDIDATE IN PROJECT WORK / DISSERTATION

A candidate shall register for the project work in the 4th semester. This is a compulsory part of the programme with a credit value of 4 to 8.

Right from the initial stage of defining the problem, the student has to submit the progress reports periodically and also present his progress in the form of seminars in addition to the regular discussion with the guide.

Components of evaluation are as follows:

<i>Component-1</i>	<i>15% (Periodic progress and progress reports)</i>
<i>Component-2</i>	<i>15% (Seminar / Discussions plus draft report)</i>
<i>Component-3</i>	<i>70% (Final viva-voce and evaluation)</i>

Component III is evaluated by a panel of two members consisting of the guide and an external examiner.

3.3.3.3. Classification of successful candidates

Once a candidate secures 76 credits, he/she will be called a successful candidate. Such candidates are classified under different categories based on their overall CGPA as shown in the Table below.

<u>CGPA</u>	Numerical Index	Description gradation
$9 \leq \text{CGPA} \leq 10$	10	DISTINCTION
$8 \leq \text{CGPA} < 9$	9	
$7 \leq \text{CGPA} < 8$	8	FIRST CLASS
$6 \leq \text{CGPA} < 7$	7	
$5 \leq \text{CGPA} < 6$	6	SECOND CLASS
$4 \leq \text{CGPA} < 5$	5	

Overall percentage = $10 \times \text{CGPA}$ or is said to be 50% for the case $4 \leq \text{CGPA} < 5$

3.4. PHOTOCOPYING/REVALUATION / RETOTALLING /CHALLENGE VALUATION OF ANSWER SCRIPTS

A candidate, who desires to apply for Photocopy of his theory answer script of C3 examination, may do so by paying the prescribed fee and submitting prescribed application directly to the COE within the date, as specified from time to time.

A candidate, who desires to apply for re-totalling and re-evaluation of his only theory answer script of C3 examination, may do so by paying the prescribed fee and by submitting the prescribed application, along with the relevant original marks card to the COE, within the date as notified from time to time by the College.

The re-totalling shall provide for checking whether all the answers have been valued and whether the totaling is correct. In case any answer or part has not been valued, that part may be referred to another valuer, and marks so awarded shall be added to the total. In case there is any mistake in totaling or carryover of marks from the inside sheets to the facing sheet, the COE may have it corrected with the approval of the Principal.

The revaluation shall be referred to second/third valuer (other than first/second) by the Chairperson of BOE. If the revaluation is concerned to more than three courses in a discipline BOE can carry out the revaluation.

The result of re-valuation shall be announced within 20 days from the last date fixed for receipt of applications.

If the difference between the original marks and the revaluation marks does not exceed 20% of the maximum marks prescribed for that theory paper, the average of the two shall be the final award.

If the difference between the original marks and the revaluation marks is more than 20% of the maximum prescribed for that theory paper, such scripts shall be got valued by BOE. The marks awarded by the BOE shall be the final award of marks and such scripts should be preserved at the examination cell at least two years from the date of examination.

In case where one or more answers are not valued by the original valuer, then the marks awarded by the subsequent valuer, as far as these answers are concerned, shall be taken as they are, without averaging with the marks of the other.

In cases where the difference between the original marks, first revaluation marks or/and the second revaluation marks clearly indicate that a particular examiner has been erratic in his/her valuation, then such cases shall be referred to the College Council to establish whether or not any valuer has been erratic in his evaluation, and to recommend if the committee so desires, any punitive measures in accordance with the parent University Rules and regulations.

If there is a complaint of a serious nature of erratic or unfair valuation in any paper for a group of candidates, the Principal may after a preliminary inquiry, order for special valuation of the concerned group or entire set of candidates in the paper concerned. After such special valuation, a random sample of 10% of the answer scripts, subject to a minimum of 10, shall be referred for review.

The provision for gracing shall also apply to such candidates after re-totaling and revaluation. However the grace marks shall be shown separately in marks ledger and not in marks card.

4. PROVISION FOR REPEATERS

A candidate is allowed to carry all the previous uncleared papers to the subsequent semesters. However, the candidate should clear all the papers within double the duration of the course.

A student who has failed or has been absent for the Semester Examination can take supplementary examinations as follows

For UG PROGRAMMES

Semester Examination in which the student has failed	Semester in which supplementary examinations can be taken
I	III, V and odd semester of the following years
II	IV and VI and even semesters of the following years
III	V and odd semester of the following years
IV	VI and even semesters of the following years
V VI	Odd semesters of the following years Even semesters of the following years However, in addition to the above there shall be a make-up exam within 30 days after the announcement of the above semester's results.

For PG PROGRAMMES

Semester Examination in which the student has failed	Semester in which supplementary examinations can be taken
I	III and odd semester of the following years
II	IV and even semesters of the following years
III IV	Odd semesters of the following years Even semesters of the following years However, in addition to the above there shall be a make-up exam within 30 days after the announcement of the above semesters results.

5. ISSUE OF GRADE CARD

For UG programmes the Grade Card shall be issued at the end of the every semester

For PG programme the provisional / tentative grade card will be issued at the end of the every semester indicating the courses completed successfully. Upon successful completion of the Master's degree programme a formal consolidated grade card will be issued by the college.

The laminated marks card shall be issued by the college after declaration of results

6. AWARD OF DEGREE

University of Mysore shall award the degree to successful candidates as per the resolution passed by Academic Council in this regard.

7. MAXIMUM DURATION FOR PASSING THE ENTIRE COURSE

The Candidate shall pass the UG and PG Degree within double the duration of the course

8. FEE STRUCTURE

As fixed by the college from time to time

9. REMUNERATION

The remuneration for various types of examination work will be as per rates prescribed by University of Mysore. As University of Mysore has not prescribed rates for any type of work, it will be fixed by the COE after obtaining permission from Finance Committee.

10. PRESERVATION OF EXAMINATION RECORDS

The examination records such as “Invigilator’s Diary”, office copies of the ‘A’ forms-cum-marks list and other records pertaining to the examinations have to be preserved at least for one year by the Office of the COE, as the same may be required for reference.