

**Sophia College (Autonomous),  
Ajmer**



**Examination Manual – 2025-26**

# Table of Contents

## Contents

1. Examination Department:.....	3
2. Student Enrolment:.....	3
3. Examination form and fee:.....	3
4. Examination System:.....	3
4.1 Unitization of Syllabus:.....	4
4.2 Evaluation System:.....	4
5. Continuous Internal Assessment (CIA):.....	4
5.1 The CIA test papers for U.G. & P.G. Programme include:.....	4
5.2 Re-assessment under Continuous Internal Assessment:.....	4
5.3 Conduct of the Continuous Internal Assessment:.....	5
5.4 Verification of CIA Marks:.....	5
6. End Semester Examination:.....	5
a. Eligibility:.....	5
A student will be permitted to take an End Semester (final) Examination in any course only if she/he completes the stipulated attendance. If the attendance is below the stipulated attendance, she/he shall be allowed to sit for the Examination of that paper only during the next odd or even semester.....	
7. Appointment of Paper Setters and Examiners:.....	5
7.1 Examination Pattern:.....	6
7.2 Appointment of Paper Setter:.....	6
8. Conduction of Examinations:.....	7
8.1 Declaration of the Time Table of the Examinations:.....	7
8.2 Centre Superintendent:.....	7
8.3 Additional Superintendent:.....	7
8.4 Flying Squad:.....	7
8.5 Invigilators:.....	8
8.6 Registration to the Examination:.....	8
8.7 Instructions to the candidates:.....	8
8.8 Provision of a Writer (Amanuensis):.....	9
8.9 Seating Arrangement:.....	9
8.10 Acts of Commission and Omission by the Students:.....	9
9. Declaration Of Result:.....	13
10. New Education Policy [NEP]:.....	13
11. Choice Based Credit System [CBCS]:.....	13

12. Calculation of Semester Grade Point Average [SGPA]: .....	16
13. Calculation of Cumulative Grade Point Average [CGPA]:.....	16
14. Rules for working out the results of Under Graduate Programs (B.A. / B.Sc. / B.Com. / B.B.A. / B.C.A. / Honours).....	17
15. Rules for working out the results of Post Graduate Programme (M.A./M.Sc. /M. Com.) .....	17
16. Due Papers:.....	18
17. Ex-Students: .....	18
18. Special Due Examination: .....	19
19. Instructions to Examiners for the Theory Examinations: .....	19
20. Examiners are requested to pay special attention to the following: - .....	19
21. Noting of marks on Answer Booklet:.....	20
22. Posting of marks in the award list: .....	20
23. Rectification of Result:.....	21
24. Maximum Time Limit to Complete the Program: .....	21
25. Migration And Provisional Certificates:.....	22
26. Consolidated Mark Sheets/ Transcripts:.....	22
27. Award Of Degrees:.....	22
28. Destruction of Answer Booklets: .....	22
29. Rules for Re-Valuation of Answer-Booklet(s):.....	22
30. Instructions / Guidelines for obtaining certified copy of answer book: .....	23
31. Answer Book Safe Custody:.....	23
32. Disposal of Answer Book:.....	24
33. Amendments of Results:.....	24

# Sophia College (Autonomous), Ajmer

## Examination Manual – 2025-26

### 1. Examination Department:

The Examination Department is responsible for:

- Students Enrollment
- Examination Forms
- Examination Time Table
- Paper setting
- Printing and sealing of question papers & Answer books
- Security of question papers & Answer books
- Coding of answer books with fictitious numbers in order to maintain the sanctity of examination.
- Evaluation of answer books / test booklets by making packets of stipulated copies and ensuring speedy dispatch.
- Declaring the results in the minimum possible time.
- Increasing the reliability of the results.
- Increasing accuracy and efficiency in the declaration of results.
- Establishing transparency, accuracy and efficiency in the examination system.

### 2. Student Enrolment:

Each student admitted to Sophia College (Autonomous), Ajmer (SCAA) shall be enrolled with the Maharshi Dayanand Saraswati University Ajmer. For this purpose, enrolment forms shall be filled up in the month of September. Students passing their qualifying examination from a Board, other than the Board of Secondary Education, Rajasthan or from a University other than the MDS University, Ajmer are also required to fill up the eligibility form and submit the same along with the migration certificate from their earlier Board / University. The admission of such students shall be confirmed only after their eligibility is decided by the University.

### 3. Examination form and fee:

Students admitted to SCAA are required to fill up their examination forms for the Odd Semesters in the month of October/November and for Even Semesters in the month of March/April or as per the schedule announced.

### 4. Examination System:

With a view to improve the reliability, validity and objectivity of education and to bring about a close integration of teaching and testing, SCAA has devised an evaluation system that is based on Continuous Internal Assessment (CIA) and End Semester Examination (ESE) with a ratio of 30:70 percent. The Continuous Internal Assessment includes written test/ assignments/ Quiz /book reviews/ seminars/ group discussions/ presentations/ laboratory work/ internship/ Viva-Voce / Classroom Activity/ project work and attendance

- a. The ratio of CIA to the ESE is 30:70 in all theory papers of all U.G. and P.G. courses unless otherwise specifically exempted by the Academic Council.
- b. In case of practical / lab courses / field study/self-study projects, research projects in both U.G. and P.G. programme, the Internal Practical shall be 30% and End Semester Practical will be 70% weightage, unless otherwise specific modification(s) are proposed by concerned Board of Studies and approved by the Academic Council.
- c. In case of dissertations and research projects in U.G. and P.G. programme the ratio between Internal and External Assessments shall be 30:70.
- d. For all courses falling under the Ability Enhancement Compulsory Course/ Skill Enhancement Course/ Generic Elective / Multidisciplinary category, the ratio between Continuous and End Semester Assessments shall be 30:70. This applies to both theory and practical courses.

#### **4.1 Unitization of Syllabus:**

The syllabi of all the papers included in various programme will be divided into 3 units with the number of lecture hours required to cover each unit specified against it. Each question paper of the End Semester Examination shall be set to cover the entire syllabus.

#### **4.2 Evaluation System:**

Evaluation for Semester based programme shall be done through Continuous Internal Assessment (CIA) and End Semester Examination (ESE). The weightage for the two types of evaluation is given below:

CIA	ESE	Total
30%	70%	100%

### **5. Continuous Internal Assessment (CIA):**

There shall be different methods of CIA like written test/ assignments/ quiz /book reviews/ seminars/ group discussions/ presentations/ laboratory work/ internship/ viva-voce / project work/ classroom performance (CP)/ attendance and other innovative methods as found suitable and prescribed by the Boards of Studies and approved by the Academic Council from time to time.

- a. Continuous Internal Assessment is compulsory and will be held on scheduled date.
- b. In addition to the scheduled test it also includes continuous assessment by the Subject Teacher concerned.
- c. In all the theory courses in the Undergraduate Programme there shall be written test of 1-hour duration with 20 maximum marks.
- d. Generally, for all the theory papers in P.G. programme, the CIA shall be made by conducting a written test of 1-hour duration. Any specific change in the pattern shall be recommended by respective Boards of Studies and specific approval obtained from the Academic Council.

#### **5.1 The CIA test papers for U.G. & P.G. Programme include:**

- a. Objective Type Questions
- b. Short answer Type Questions
- c. Descriptive Questions

#### **5.2 Re-assessment under Continuous Internal Assessment:**

Students are required to take every written test/ assignments/ quiz /book reviews/ seminars/ group discussions/ presentations/ laboratory work/ internship/ viva-voce / classroom activity/ project work/ which comes under the CIA without fail. A Mercy Examination shall be conducted for those who are absent for the written Test.

### **5.3 Conduct of the Continuous Internal Assessment:**

All the written test/ assignments/ quiz /book reviews/ seminars/ group discussions/ presentations/ laboratory work/ internship/ viva-voce / classroom activity/ project work etc. pertaining to the CIA shall be conducted within the stipulated time period as announced in an official schedule.

- The Written Tests which form the components of CIA for the U.G./P.G. Programmes shall be centrally organized and conducted by the Examination Department which shall fix specific schedule indicating time and venue for each Programme.
- There is no provision for Re-test or improvement.
- Individual course teachers shall prepare 2 question papers with required numbers well in advance (at least 15 days before the commencement of the respective test) for the above centrally conducted tests and would hand them over to the Examination Department for the CIA.
- The Controller of Examination chooses one paper from among the two for the CIA Examination.
- All the Teachers invigilate the centrally conducted tests for the CIA Examinations.
- The Course Teachers shall value the answer scripts after conduction of each test / assignment / quiz etc under the CIA within a week and return the scripts / papers to the Examination Cell.

### **5.4 Verification of CIA Marks:**

At the end of each written test, the marks awarded in different components of CIA and the consolidated CIA marks are shown to the students by the respective teachers for verification by the students. Errors, if any, can be brought to the notice of the teacher concerned who takes necessary action to correct any mistake found to be genuine. The student after being satisfied with the evaluation of the CIA answer script signs the answer script copy and writes 'seen & satisfied'. The CIA and CP marks are then entered in separate columns in a register ('Green Register') by the concerned subject teacher. Students also have to sign the green register against their entry of marks for each subject.

## **6. End Semester Examination:**

There shall be an End Semester Examination for testing the cumulative and comprehensive understanding of the prescribed course. Except in case of laboratory / field-study courses/ viva-voce, all the theory courses shall be cumulatively tested through written examination.

### **a. Eligibility:**

A student will be permitted to take an End Semester (final) Examination in any course only if she/he completes the stipulated attendance. If the attendance is below the stipulated attendance, she/he shall be allowed to sit for the Examination of that paper only during the next odd or even semester.

### **b. Duration of Exam:**

The End Semester Examination for each course shall be of two and half hours duration for U.G. and three hours duration for P.G.

## **7. Appointment of Paper Setters and Examiners:**

The Examination Department shall deal with all matters related to conducting of examinations. The Examination Committee is responsible for the appointment of the paper setters and examiners approved by the BOS and Academic Council, investigate and take disciplinary action for malpractices and lapses on the part of candidates, paper setters, examiners, deal with grievances and declaration of results.

## 7.1 Examination Pattern:

All the examinations of the U.G. / P.G. Programme are conducted in semester pattern. For most of the courses, 30% marks are reserved for Continuous Internal Assessment and 70% marks for the End Semester Examination. There is no minimum marks criteria assigned for CIA marks. For evaluation purpose the College has developed a model examination system characterized by accuracy, impartiality, secrecy, and speed. Its salient features are as follows:

- a. For each subject, two sets of questions papers covering the whole syllabus will be set, from which only one set will be selected by the Controller of Examination for conducting the examinations. While the other set will be retained in strong Room.
- b. A confidential mechanism has been evolved to collect, print, deliver, and use examination related material and store the same in safe custody until needed for evaluation.
- c. In the examination system, a student shall be provided with a 32 pages answer booklet and there is no provision for any supplementary copy.
- d. Answer booklet bearing a fictitious code is used.
- e. The front page consists of three separate flaps.
- f. One is to procure the student data. This is detached immediately after the exams and kept under safe custody by the Examination Department. The second one is to be filled by the examiner after evaluation.
- g. The third one is used for revaluation purposes.
- h. At the Examination Center, the Invigilator should confirm all the entries on the front page of the answer book and seat numbers of the candidates are in consonance with the details of the attendance sheet and Roll No. data.
- i. Instructions for a candidate are printed on the inner leaf of the cover page. Nobody is permitted to write her name or roll number anywhere else. This method is helpful for greater transparency in the examination and reduces chances of malpractices at different levels.

## 7.2 Appointment of Paper Setter:

- The Controller of Examination will seek a panel of paper setters / examiners for each paper in the subject passed by the Board of Studies and Academic Council. The Final Panel of Examiners constituted by the Controller of Examination shall be approved by the Principal.
- The paper setters/examiners shall be appointed for various examinations in accordance with the respective rules and regulations in force.
- The Principal may, cancel, withhold, suspend or appoint a paper setter/examiner, and make alternate arrangements without reference to the concerned Board of Studies.
- No person shall be appointed to act as a Paper setter, Moderator, Center Superintendent, Controller of Examination, Deputy of Controller of Examination, Custodian, Tabulator, Additional superintendent, flying squad, Invigilators, and Coordinator whose 'near relation' (spouse, daughters and members of their family; niece or similar relations of spouse) is appearing for the examination.

A paper setter should:

- a. Have a post graduate degree in the concerned subject.
- b. Have at least 5 years of teaching experience in the concerned subject at a University/ Constituent/ Affiliated or recognized College.
- c. Every paper setter shall be required to furnish a declaration form as prescribed by the COE, stating that

- He/she has not written or revised a guide-book, help-book, key or similar other matter, with whatsoever name, relating to the subject.
- He/she has not been engaging himself/herself in private tuitions and/or coaching at private institutions or carrying out similar other work.
- His / her 'near relation' (spouse, daughters and members of their family; niece or similar relations of spouse) is not appearing for the examination.

## **8. Conduction of Examinations:**

The Controller of Examination shall prepare the Examination Calendar for every academic year/ semester, well in advance. All examinations of the year / semester shall be conducted as per the examination calendar.

Separate notifications regarding each exam shall be issued on the college website.

All the examinations shall be conducted by the Controller of Examination as per the procedure and regulations of the College.

### **8.1 Declaration of the Time Table of the Examinations:**

The C.O.E shall prepare the Time Table of each End Semester Examinations in every semester, one month before the commencement of the examinations.

The Time table shall be uploaded onto the college website 14 days before the commencement of Exams.

### **8.2 Centre Superintendent:**

- a. The Principal/Vice-Principal of the College shall act as the Centre Superintendent.
- b. The Centre Superintendent shall be responsible for overall conduct of examination.
- c. She/he will ensure that all rules and regulations are followed in letter and spirit.

### **8.3 Additional Superintendent:**

- a. The Assistant Superintendent shall assist the Centre Superintendent in the opening of the question papers properly maintaining discipline in the college.
- b. He/ She will be under the Superintendent and will take charge of the examination center in case of any emergency.
- c. He/ She shall read entire book of instructions carefully, for she/he may have to act as Superintendent during latter's absence.
- d. He/ She will not leave the station without the permission of the Controller of Examination for which application shall have to be made through the Centre Superintendent.
- e. He/ She should maintain discipline at the examination center.
- f. Ensure that the seating plan prepared by the Examinations Office is displayed at the entrance of the examination halls.

### **8.4 Flying Squad:**

- a. The Controller of Examination shall constitute flying squads to ensure the conduct of the examinations without any malpractice and strictly in accordance with the rules.
- b. He/ She should maintain discipline at the examination center and conduct regular checks during the examination.
- c. The necessary and required instructions and guidelines regarding the duties and powers of the flying squads shall be issued from time to time by the Controller of Examination with the prior approval of the Principal.

## **8.5 Invigilators:**

- a. All the invigilators are required to report to the Examination Control Room 30 minutes prior to the commencement of the examination to collect the following:-
  - Seating plan
  - Attendance sheet
  - Answer book
  - Sealed Question paper Envelop with special instructions if any
  - Charts/graph papers or tables if required
- Invigilator has to ensure that the answer books and question papers be given to the students on time at the commencement of the examination.
- The invigilator shall allow the entry of the candidates to the examination room 20 minutes before the published start time. No candidate shall be allowed to enter the examination room after 30 minutes of the start of the examination. A candidate who arrives late will not be allowed extra time at the end of the examination to account for their late arrival.
- Invigilator shall announce the rules and conduct of the examination.
- Invigilator should then ensure that only authorized materials which the candidates have brought for use in the examination are permitted.
- Any unauthorized items in the possession of the candidate shall be taken away. Invigilator shall draw the candidate's attention to the official clock.
- Invigilator shall start the examination at the mentioned time. If there has been a delay in starting the examination, the corresponding amount of time should be added with the permission of Centre Superintendent on to the mentioned finishing time.
- When candidates are seated and the examination has commenced, the exam office has to ensure that one of the assistants must check the nearest toilets to ensure that they contain no notes / books or other material which could be referred to by students taking toilet breaks during the examination.
- All activities carried out during the examination shall be conducted as quietly and discretely as possible.
- Talking amongst invigilators should be kept to an absolute minimum and be carried out in a hushed tone if absolutely necessary. If it is necessary to approach a student for any reason, communication should be calm and supportive.
- All invigilators are expected to remain in the hall for the entire duration of the examination.

## **8.6 Registration to the Examination:**

All students should fill and submit the examination form in the College office in order to be permitted to appear for the examination provided they fulfill the following conditions:

- a. Have attained the prescribed minimum attendance of the course.
- b. Satisfy all prerequisites of the course set by the college/ concerned statutory authorities from time to time.
- c. Students with due papers / backlog in their previous examinations are also eligible to appear for their back log papers of the semester for which the exams are being conducted with a required additional fee.

## **8.7 Instructions to the candidates:**

- a. The candidates should bring their exam admit card on all days of the examination failing which they will not be admitted to the examination hall.

- b. If the exam admit card is lost, they should immediately submit an application for a duplicate exam admit card to the college office.
- c. The students should wear the specified dress code for the examination.
- d. The candidates must carry their stationary in transparent polythene bags or boxes.
- e. Candidates should be in the examination hall 30 minutes before the commencement of the examination.
- f. After half an hour of the commencement of the examination a candidate will not be allowed inside the Examination Hall/ room.
- g. Kindly note that mobiles / smart watches are banned during examination.
- h. Any illicit material recovered from the possession of the candidate shall be tantamount to using unfair means and will dealt with severely.
- i. Candidates should be prepared to be physically examined by the female Supervisory Staff / Internal Flying Squad authorized by the Centre Superintendent, if they are asked to do so during the examination.
- j. Candidates should write their Roll-No and other particulars correctly on the cover of the answer book. The Roll-No should be written in English and in figures as well as in words.
- k. Candidates should not write their names, nor should they sign anywhere on the covers or inside the answer books, if they do so it will be treated as unfair means.
- l. Candidates must write the words 'The End' at the end of the last answer in the answer book and cross all the blank pages of the answer book.

### **8.8 Provision of a Writer (Amanuensis):**

- a. A Writer / an Amanuensis would be provided to a candidate in case the candidate is not able to write her examination due to some injury / disease / physically challenged.
- b. A candidate has to apply for an Amanuensis one week prior of the commencement of the examination. Medical Certificate/ proof of disability should be attached with the form.
- c. The writer should from a class the lower than the candidate and not from the same subject.

### **8.9 Seating Arrangement:**

- Each student will be allotted a desk and a chair. The roll number of students should be written as per the attendance sheet for the examination on each table. There should be adequate space between the desks.
- The rooms should be kept locked and only opened 30 minutes before commencement of the examination.
- A consolidated room-wise seating arrangement will be displayed at prominent places of the college for guiding examinees to respective rooms.

### **8.10 Acts of Commission and Omission by the Students:**

#### **a. Disciplinary Authority**

The powers regarding discipline, disciplinary action and imposing punishments in regard to college students shall vest with the Centre Superintendent / Principal.

Some acts of commission and omission amounting to malpractice are as under:-

- b. ID Checks:** All students must be able to confirm their identity by presenting Examination Admit Card issued by the college. However, in exceptional cases, a student who does not have an

appropriate document should be instructed to report to the examination office, obtain a duplicate Admit card and present it to the Additional Superintendent.

- c. **Suspected Misconduct:** If an Additional Superintendent suspects a candidate of misconduct, he/she must inform the Centre Superintendent. The directive of Centre Superintendent shall be final in this case. A written report should be prepared by the invigilator and submitted to the Centre Superintendent after the examination. The invigilator shall confiscate any illicit material which appears to be in the possession of the candidate. The decision of the Centre Superintendent for continuation of such candidate is final.

d. **Attendance:**

- Each page of the attendance sheet contains names and roll numbers of the students.
- The invigilator(s) are required to mark the attendance of the students after checking the admit card of the students.
- The invigilator must mark the absentee student with “ABSENT” (in Capital letters; preferably underlined) against her/his name with red ink.
- The counts of students present and students absent in each sheet should be recorded and signed by invigilator(s) on the attendance sheet.
- No student shall be allowed to go with the question paper to the washroom. Not more than one student should be allowed to leave for washroom at any time. One can go to washroom at best twice during a sitting of examination. No student will be allowed to visit the washroom in the last 15 minutes.

e. **Unfair Means / Misconduct / Malpractices:**

- Bringing in or being in possession of any document, paper, book photocopy, or any other material including electronic devices such as cell phones, digital diary, programmable calculator, pen scanner, Bluetooth equipment etc. other than those permitted by the college, in the examination hall, at any time during the examination.
- Taking or giving or attempting to take or give, any help from, or to any person or from any material, written, recorded, typed, printed or electronic or in any other form whatsoever.
- Removing original sheets of an answer book and/or inserting new ones, or taking outside the examination hall any answer book issued at the examination or writing answers in any form on the question paper or admit card.
- Copying answers of another candidate, or assisting any other candidate in copying answers either from his own answer book or from common or different sources.
- Being a party to mass copying, that is to say, where, barring minor or insignificant deviations, the question chosen for answering, or the answers of herself and two or more students appearing simultaneously for the examination in the same center are almost identical in content, sequence, or pattern, or are having such other telltale features in common.
- Using impersonation technique in any form to write answers in answer books.
- The presence of unusual marks, folding, creases, wrinkles or soiled appearances in one or more answer scripts or any other attempt to disclose identity; or writing on the question paper or any other paper some answers to the questions set in the question paper.
- Altering, defacing, tampering with the answer book, identity card, or admission ticket or any other relevant document or handing over or parting with his identity card or admit card to a third party during the examination period.
- In case of apprehension by authorized persons or authority, for any suspected act of malpractice, offering resistance to such apprehension or escaping or attempting to escape or disobeying

instructions, or declining to give written explanation when asked to do so, or destroying or substantially altering any material evidence seized, or about to be seized.

- Re-entering or attempting to re-enter examination hall, during the hours of examination, after she/he had left the same earlier, without permission or without proper escort.
- Being in possession of answer book outside the examination hall.
- Using abusive or obscene language, or behaving in a disorderly or unruly manner or using physical violence, in or around the examination hall.
- Using any means to communicate or attempting to communicate with the examiners, or officers of the examination, directly or indirectly with requests, threat, inducement, appeal or undue influence upon them for favour in the examination.
- Using or attempting to use any other unfair means to deceive, mislead or induce the authorities.
- Communicating with any candidate or any other person in or outside the examination hall with a view to take unfair assistance or aid to answer in the examination, by use of any means of communication.
- Leaving the examination hall without delivering to the invigilator(s) concerned the answer book or may part thereof or taking away the same or tearing it or otherwise disposing it off or tearing the answer book of another candidate or otherwise disposing it off.
- Refusing to obey the legitimate orders of the Centre Superintendent and/or any other member of the Supervisory staff.
- Changing the seat without the permission of the Supervisory staff or occupying the seat not allotted to her/him.
- Coming to the examination hall under the influence of alcoholic drink or drugs.
- Swallowing or attempting to swallow a note or paper or running away with it or causing its disappearance or destroying it in any manner.
- Passing or attempting to pass on to any one a copy of the question set in the question paper or the question itself, or a part thereof, or a solution to a question set in the question paper.
- Creating disturbance in the examination hall or in its vicinity.
- Organizing a walk out, or instigating others to walk out; or misconduct in any manner in or outside the examination hall.
- Disturbing or disrupting the examination in any manner whatsoever.
- Carrying into the examination hall fire-arms or any other weapon.
- Forging another person's signature or using a forged document knowing it to be forged with an ulterior motive.

**f. Constitution of Unfair Means Enquiry Committee:**

A student is guilty of malpractice if she/he is found attempting to copy, copying or in possession of illicit material. A committee comprising of the Principal/ Centre Superintendent, Controller of Examinations, Head of Department and the concerned Invigilator will investigate cases of malpractice. A student found guilty by the committee will be awarded zero marks in that subject only and the committee will decide further course of action.

**g. Grievance in Question Papers:**

- Where candidates raise points / queries requiring clarification on question paper which cannot be dealt with by the invigilator(s) in the Examination room, the Additional Superintendent shall immediately notify the examinations office that will endeavor to obtain and convey the necessary information to the student(s). The Controller of Examination must be informed immediately of every such case. The invigilator(s) shall not advise on meaning or interpretation of questions.

- All complaints against a question paper shall be addressed to the Controller of Examination and shall be sent to him/her within five days of the examination in that paper.
- The Controller of Examination shall organize a Grievance Committee meeting with an external expert, Head of the Department and the concerned subject teacher and necessary action is initiated after studying the matter.

**h. Additional Answer Sheet:**

An answer book with 32 pages provided for each theory paper. No additional supplementary/answer sheet will be provided.

**i. Disturbances:**

In the event of noise or other external factor causing a disturbance in the room, the invigilator should notify the Additional Superintendent immediately.

**j. Illness:**

In case of illness of any student, Additional Superintendent must be informed by the invigilator for immediate action and necessary arrangements should be made.

**k. Leaving Early:**

Without the special permission of the Centre Superintendent no candidate is allowed to leave the examination room until half time of the examination period has not elapsed, nor leave their desk during the last 15 minutes of any examination for purposes other than completion of the paper.

**l. Ending the Examination:**

The invigilator(s) shall announce the time when there is 1 hour remaining and again 15 minutes before the end of the examination.

The examination shall end at the scheduled time unless extra time has been added due to a delay in starting or any other exceptional circumstances. The invigilator shall ask candidates to remain seated and be silent until all scripts have been collected.

**m. Collection of Answer Booklet:**

It is very important that all answer booklets are collected before students leave the examination hall. In no circumstances, students are allowed to take answer booklet or paper from the examination room. Students may keep question papers unless otherwise specified in the special instructions. After all answer booklets are collected, the invigilator(s) should count the answer booklets and ensure that they tally with the number of students appeared in the examination.

**n. Administration of Completed Answer Booklet:**

- a. The packed answer booklets should be handed over along with the following to the Deputy Controller Examination after completion of the exam:
- b. Answer booklets are arranged course wise in the attendance sheet serial order.
- c. Attendance sheet are tallied.
- d. Unused copies of the question paper and answer booklets (if any) are returned to the Additional Superintendent after 30 minutes of the commencement of the examination.

**o. Collection Packing and forwarding of Answer Booklets:**

- The Additional Superintendent along with the Deputy Controller shall arrange the answer booklets and tie them into bundles. The total number of answer copies contained is to be mentioned on the cover page of the packet clearly.
- The cover flap containing the students details is removed carefully so that the Examiner is left only with the fictitious number and no other identification of the candidate.

- The Additional Superintendent along with the Deputy Controller must ensure that the answer booklets are matched with the attendance sheet and packed and sealed immediately after the examination. The attendance sheets should also be packed separately in an envelope and duly sealed.
- The attendance statement (for each individual subject) duly signed by the Centre Superintendent should be submitted in a separate packet at the time of dispatch of answer booklets.

**p. Post Assessment Work:**

The assessed answer book shall then be rearranged by inserting Supervisor's Report in the relevant bundle of answer booklet and stack them subject wise.

## **9. Declaration of Results:**

- The result committee may decide to moderate any result/ grades whenever such a need arises.
- The results are declared by the Controller of Examination, after being approved by the Result Committee.
- The results are declared online on the student portal.
- Notification for the same is issued on the college website.

## **10. New Education Policy [NEP]:**

- NEP has been implemented for all Under Graduate Programs from 2023.
- The student requires 40 credits during the first year of the undergraduate program for qualifying for an Undergraduate Certificate.
- The student requires 84 credits during the second year of the undergraduate program for qualifying for a Diploma
- On successful completion of three years, the relevant Undergraduate Degree shall be awarded. A Bachelor's degree requires 128 credits.
- After 3 years student have two options:
  - **4-year Honours Program.**
    - To opt for an Honours Program a student requires a minimum of 50% marks in the first six semesters.
    - On the successful completion of the fourth year, a student shall be awarded an HONOURS Degree.
    - A Bachelor's degree with Honours requires a total of 188 credits (to have an Honours Degree Major Subject should have 50% of total credits)
  - **4-year Honours with Research.**
    - To opt for an Honours Program with Research a student requires a minimum of 7.5 CGPA (75% marks) in the first six semesters
    - On the successful completion of the fourth year, a student shall be awarded a Degree Honours with Research if she/he has completed a research project/dissertation (minimum 12 credits) in the 4th year.
    - A Bachelor's degree of Honours with Research requires a total of 188 credits.

## **11. Choice Based Credit System [CBCS]:**

CBCS has been implemented for all Post Graduate Programs from 2018 and Under Graduate from 2019.

## 1. Credit System [U.G. / P.G. Programs]

- a. A 'credit' is generally a 'value' used to measure a student's work load in terms of learning time required to complete course units, resulting in learning outcomes.
- b. The total credits to be earned by a student for Graduation / Post Graduation is given in the syllabus.
- c. All programme follows the semester scheme with Choice Based Credit System.

## 2. Additional Credits [ U.G. ]

- a. Other than the core credits for each U.G. programme, there are mandatory additional papers under various categories.
- b. These mandatory additional papers are distributed among the 6 U.G. semesters and are specific to a semester.
- c. A student at SCAA can earn additional credits by choosing (if choice is applicable) one paper from the group based on her/ his semester.
- d. Mandatory Additional papers fall under the following category

### I. Ability Enhancement Courses [AEC]:

- a. SEM I, II & IV of each U.G. programme consists of an AEC paper of 6 credits.
- b. Its mandatory for each student to opt and clear the paper.
- c. The marks obtained by a student in AEC paper are included in the total marks, used to calculate percentage.
- d. The credit points of AEC papers are also taken into consideration while calculating CGPA / SGPA.
- e. But its compulsory for a student to opt for an AEC course and clear it as its included in the passing policy / promotion policy
- f. The AEC Papers are:
  - AEC – I - (Semester –I) General English *-2 Credits*
  - AEC – II - (Semester –II) General Hindi *-2 Credits*
  - AEC – III - (Semester –IV) Communication Skills *-2 Credits*

### II. Value Added Course [VAC]:

- a. SEM II, III, V and VI of each U.G. programme consists of a VAC paper of 8 credits.
- b. A student in Semester-II, III, V and VI of any U.G. programme has to choose a VAC course from a group of courses run by the college.
- c. But its compulsory for a student to opt for a VAC course and clear it as its included in the passing policy / promotion policy.
- d. The VAC Papers Are:
  - VAC – I - (Semester –II) Physical Fitness *-2 Credits*
  - VAC – II - (Semester –III) Environmental Consciousness *-2 Credits*
  - VAC – III - (Semester –V) MOOCS/ Swayam/ EEA *-1 Credit*
  - VAC – IV - (Semester –VI) Democratic Awareness with Legal Literacy/ NCC *-3 Credits*

### III. Skill Enhancement Course [SEC]:

- a. SEM I, V and VI of each U.G. programme consists of an SEC paper of 9 credits.
- b. A student in Semester – I, V and VI of any U.G. programme has to choose a SEC course in each semester from a group of courses provided by the college.

- c. Each SEC course is of 3 credits.
  - d. The marks/ credits obtained by a student in SEC course are included in calculation of percentage / calculation of SGPA / CGPA and for the passing policy / promotion policy
- IV. Multi-Disciplinary Course [MDC]:**
- a. SEM I, II of each U.G. programme consists of an MDC paper of 3 credits.
  - b. A student in Semester- I and II of any U.G. programme has to choose an MDC course from a group of courses provided by the college, in a subject which is not offered by them.
  - c. The marks / credits obtained by a student in MDC course are included in calculation of percentage / calculation of CGPA / SGPA and for the passing policy / promotion policy.
- V. Summer Internship/ Social Outreach [ISO]:**
- a. SEM II and V of each U.G. programme consists of an ISO paper of 3 credits.
  - b. A student in Semester- II and V of any U.G. programme has to choose an ISO course from a group of courses provided by the college.
  - c. The marks / credits obtained by a student in ISO course are included in calculation of percentage / calculation of CGPA / SGPA and for the passing policy / promotion policy.
  - d. But its compulsory for a student to complete the Summer Internship/ Social Outreach course and clear it as its included in the passing policy / promotion policy
  - e. The ISO Papers Are:
    - ISO – I - (Semester –II) Social Outreach *-1 Credit*
    - ISO – II - (Semester –V) Summer Internship *-2 Credits*

### **3. Additional Credits P.G.:**

- a. Other than the core credits for each P.G. programme, there are mandatory additional papers under two categories for P.G. students.
  - b. These mandatory additional papers are distributed among the 4 P.G. semesters and are specific to a semester.
  - c. A P.G. student at SCAA can earn additional credits by choosing (if choice is applicable) one paper from the group based on her/his semester.
  - d. Mandatory Additional papers fall under the following category
- I. Ability Enhancement Courses [AEC]:**
- a. Every P.G. student has to opt for an AEC course in SEM II of her/his program.
  - b. Each AEC course is of 2 credits
  - c. It is mandatory for a student to clear the course.
  - d. The marks / credits obtained in the course are included in calculation of percentage / SGPA / CGPA
- II. Generic Elective [GE]:**
- a. Every P.G. student has to opt for a Generic Elective course in SEM IV of her/his program.
  - b. Each GE course is of 2 credits
  - c. It is mandatory for a student to clear the course.
  - d. The marks / credits obtained in the course are included in calculation of percentage / CGPA / SGPA.
- III. Extra-Curricular & Extension Activities [EEA]:**
- a. A student is also awarded a minimum of 2 credits and a maximum of 4 credits for taking part / finishing any Extra Curricular Extension activity from the list of activities provided by the college.

- b. All Extra Curricular activities completed by the student from SEM I to SEM III are included under EEA.
- c. A student has to provide proof of the activity finished by her/his.
- d. The proof may include a certificate.
- e. The credits obtained by a student in EEA course are not included in calculation of percentage but it is included in calculation of the CGPA and included in the passing policy.

## 12. Calculation of Semester Grade Point Average [SGPA]:

- a. SGPA is calculated for every student at the end of each Semester after End Semester Examination.
- b. A student is awarded full credits for a course if she/he clears the course.
- c. Zero (0) credits are awarded to a student if she/he fails to clear the course.
- d. Based on the marks obtained by a student in ESE, a grade and grade points are awarded for each course.
- e. Credit points for each course are calculated using the following formula  
Credit Points = Credits earned x Grade point
- f. SGPA is calculated using the following formula

$$\text{SGPA (Semester Grade Point Average)} = \frac{\sum Ci \times GPi}{\sum Ci}$$

where GPi = Grade Points , Ci = Total Credits

## 13. Calculation of Cumulative Grade Point Average [CGPA]:

- a. CGPA is calculated for every student at the end of each Academic year.
- b. CGPA is calculated using the following formula

$$\text{CGPA (Cumulative Grade Point Average)} = \frac{\sum Ci \times Si}{\sum Ci}$$

where Ci = Credit points, Si = Total Credits

Grade Points				Division Scheme	
Final Result/ Grade Description				Range of Marks Percentage	Division
Marks Range	Grade Point	Grade Letter	Result		
90-100	10	O	Outstanding	≥ 75	Distinction
80-89.99	9	A+	Excellent		
70-79.99	8	A	Very Good	≥ 60 and < 75	First
60-69.99	7	B+	Good		
50-59.99	6	B	Above Average	≥ 50 and < 60	Second
46-49.99	5	C	Average		
40-45.99	4	P	Pass	≥ 40 and < 50	Pass
Less than 40	0	F	Fail		
Absent	0	AB	Absent		

## **14. Rules for working out the results of Under Graduate Programs**

### **(B.A. / B.Sc. / B.Com. / B.B.A. / B.C.A.)**

- a. In the case of U.G. minimum percentage of marks for a First, Second division and Pass Class is 60%, 50% and 40% respectively in the aggregate marks of all the parts taken together. The candidates scoring 75% and above are considered as distinction.
- b. For a candidate to be declared pass, a candidate is required to obtain minimum of 40% (Internal + External) marks in each paper and practical taken separately and 40% marks in General Hindi, General English and Environment Science., MDC, AEC, SEC, VAC, ISO. The marks obtained in compulsory subject(s) are also counted for working out the division.
- c. To be promoted to the Sem.-III, a student is required to earn 50% of the credits offered in both the semesters (Sem.-I & Sem.-II), then only is the student eligible to be promoted to the next Semester.
- d. To be promoted to the Sem.-V, a student is required to earn 75% of the credits offered in all the four semesters (Sem.- I, II, III, IV), then only is the student eligible to be promoted to the next Semester.
- e. A candidate failing in one or more compulsory paper(s) and/or in optional/core papers as per the percentage of papers mentioned earlier at the Under Graduate Programs Semester I/III/V Exam shall be eligible to appear in the failing paper (s) along with the Under Graduate Programs I/III/V semester exam subsequently.
- f. A candidate failing in one or more compulsory paper(s) and/or in optional/core paper as per the percentage of papers mentioned earlier at the Under Graduate Programs Semester II/IV/VI Exams shall be eligible to appear in the failing paper(s) along with the Under Graduate Programs II/IV/VI semester exam subsequently.
- g. 'D' denotes due in that paper, 'SC' for Semester clear, 'SNC' means Semester Not Cleared and Ab. for Absent.
- h. Re-evaluation of answer booklet shall be permissible in not more than 50% of the theory papers (to be raised to the next whole number) in which a student has actually appeared in the examination.
- i. For re-evaluation, the student must fill up the online revaluation form within 5 days from the date of online declaration of results. Incomplete application without requisite fee or received after the due date will be rejected. Revaluation is not permitted in the Due papers examination(s) or practical examination(s), MDC, AEC, SEC, VAC, ISO or compulsory papers.
- j. Answer booklets are not subject to any inspection or production before any external or internal agency.
- k. In case of any mistake being detected in the preparation of marksheet or brought to the notice afterwards, the College will be fully empowered to correct the same.
- l. All legal cases shall be subject to the jurisdiction of Ajmer only.

## **15. Rules for working out the results of Post Graduate Programme (M.A./M.Sc. /M. Com.)**

- a. In the case of U.G. minimum percentage of marks for a First, Second division and Pass Class is 60%, 50% and 40% respectively in the aggregate marks of all the parts taken together. The candidates scoring 75% and above are considered as distinction.
- b. For a candidate to be declared pass, a candidate is required to obtain minimum of 40% (Internal + External) marks in each paper and practical taken separately and 40% marks in

General Hindi, General English and Environment Science., SEC & GE. The marks obtained in compulsory subject(s) are also counted for working out the division.

- c. To be promoted to the Sem.-III, a student is required to earn 50% of the credits offered in both the semesters (Sem.-I & Sem.-II), then only is the student eligible to be promoted to the next Semester.
- d. A candidate failing in one or more optional/core papers as per the percentage of papers mentioned earlier at the Post Graduate Programs Semester I/III Exam shall be eligible to appear in the failing paper (s) along with the Post Graduate Programs I/III semester exam subsequently.
- e. A candidate failing in one or more optional/core paper as per the percentage of papers mentioned earlier at the Post Graduate Programs Semester II/IV Exams shall be eligible to appear in the failing paper(s) along with the Post Graduate Programs II/IV semester exam subsequently.
- f. 'D' denotes due in that paper, 'SC' for Semester clear, 'SNC' means Semester Not Cleared and Ab. for Absent.
- g. Revaluation of answer booklet shall be permissible in not more than 50% of the theory papers (to be raised to the next whole number) in which a student has actually appeared in the examination.
- h. For revaluation, the student must fill up the online revaluation form within 7days from the date of online declaration of results. Incomplete application without requisite fee or received after the due date will be rejected. Revaluation is not permitted in the Due papers examination(s) or practical examination(s) or AEC papers.
- i. Answer booklets are not subject to any inspection or production before any external or internal agency.
- j. In case of any mistake being detected in the preparation of marksheet or brought to the notice afterwards, the College will be fully empowered to correct the same.
- k. All legal cases shall be subject to the jurisdiction of Ajmer only.

## **16. Due Papers:**

- a. If a student does not pass in all the courses/papers prescribed in a semester, but she/he clears in the minimum number of papers required, she/he is promoted to the next semester and the papers in which she/he has failed are treated as "Due papers".
- b. The candidate is required to appear in the due papers along with the papers of the next semester, provided that the examination of the due papers of an odd semester is held in an odd semester only and the examination of the due papers of an even semester is held in an even semester only.
- c. In case of due papers, if a candidate fails in End Semester Examination only, the CIA marks obtained by her/his in those papers in the earlier semester(s) are taken into account and the candidate is re-examined only in the End Semester Examination.
- d. The due examination will be according to the syllabus in force.

## **17. Ex-Students:**

- a. A student shall be considered Not Eligible to be promoted to the next semester if she/he does not fulfill all the criteria required for promotion to the next semester.
- b. Such a student shall not be promoted to the next semester.

- c. Such students can appear in the due papers during the examination conducted by the college, provided that the examination of the due papers of an odd semester is held in an odd semester only and the examination of the due papers of an even semester is held in an even semester only.
- d. She/ He will be considered as an Ex-Student and has to fill the Ex-student form along with Examination Fee.

### **18. Special Due Examination:**

- a. The college conducts two special due examinations for the final year students.
- b. If a student in Sem.-V, has due in any of her/his papers of previous semesters, then she/he is eligible to appear in the Special Due Examination to clear her/his Due Papers.
- c. If a student has a due paper in Sem.-VI examination, then she/he is eligible to appear in the Special Due Examination to clear her/his Due Papers.
- d. If a student represents the College for NSS/NCC/ Sports/ Cultural Programs on the discretion of the Principal the student is allowed to appear for the Special Due Examination.

### **19. Instructions to Examiners for the Theory Examinations:**

- a. The answer –booklet of all U.G. and P.G. Examinations shall be assessed through fictitious roll numbers.
- b. The time allowed for marking the answer-booklet is at the rate of 30 answer- booklet per day from the date of receipt of Answer books from the college or the coordinator, as the case may be. No extension will be granted on any ground. The Examiners are required to finish the work within the aforesaid time and help the College in declaring the result on time.
- c. On receipt of answer-booklet the examiner should check them with the absentee statement(s). Wrong answer- booklet received, if any, should be returned un-assessed to the Examination Cell, with immediate effect.
- d. The answer- booklets should be kept safely under lock and key when they are not being assessed.
- e. The paper-setters should set the paper using Bloom's Taxonomy as per the College's instructions.
- f. The paper-setters are asked to give detailed distribution of marks for different parts of each question in the question paper itself and to send special instructions for marking the answer-books, if any separately, so that the special instructions for marking the answer-books shall be sent to the examiner at the time of Revaluation

### **20. Examiners are requested to pay special attention to the following: -**

- a. In marking scripts, the examiner should give credit to candidates who show originality of thought or presentation and who express themselves with clarity and consciousness. On the other hand, marks should be deducted when the answers show evidence of superficial knowledge or cramming or when the spellings are wrong or the composition is faulty.
- b. It is important that in awarding marks, the examiner should pay attention not only to the standard but also to the distribution of marks. Where the number of candidates is fairly large, it is expected that a few candidates will get very low marks, and a few very high marks, and a large number of them will get marks more or less approaching the average. Owing to improper discrimination, the marks are injudiciously spaced; the best candidates do not get the advantage

which they deserve. The attention of the examiner should, therefore be directed towards the proper spacing of marks.

- d. Examiners are requested to see both sides of written pages while going through all pages of the answer-books so as to ensure that no question, even if attempted after leaving some pages has been left un-assessed.
- e. If a candidate has attempted more questions than required, answered extra question i.e. the question securing the lowest marks be crossed and a note to this effect be given indicating the marks awarded but not counted.
- f. Where a candidate has given wrong numbers to his answers, one mark for each such mistake could be deducted by the examiner at his discretion. If a deduction is made, a note to this effect should be given on the title cover of the answer-book against each such question.
- g. When the marks are increased or decreased, reasons for the same should be recorded on the title cover, if additional marks are given to pull up a candidate to pass, the same should be given on the title cover as well as inside the answer - book and duly initialed.
- h. If during the course of marking, an examiner feels that the pass percentage is going below 50 or there is some other serious discrepancy, he should report the same to the Controller of Examination, before submitting/sending marks to the college.
- i. Generally, question papers printed in English are to be answered by the candidates through the medium of English. In the case of question-paper printed in English as well as in Hindi, candidates have the option of answering the question through the medium of either English or Hindi

## **21. Noting of marks on Answer Booklet:**

Marks should be awarded in legible figures not only on the cover page but also at the end of each answer in the margin. Only red ink or red ball pen should be used for the purpose. Where a question consists of parts and separate marks are assigned to them, marks should be awarded to each part separately. An answer which deserves no marks should not only be crossed but a 'Zero' should also be awarded to it. There should be clear signs in the answer-books to indicate that the examiner has actually gone through every answer carefully. Marks awarded to each question as a whole (even if it is 'Zero' should be entered on the title cover of the answer-books in the relevant column and then totaled at the bottom both in words and figures. The necessity of correct posting and totaling of marks cannot be over emphasized. The examiner should put his signature on the title cover. Corrections or alternations in marking, if any should be duly initialed.

## **22. Posting of marks in the award list:**

- a. All marks shall be posted online by the examiner on the College's Digital Marks Entry Portal using fictitious roll number.
- b. The word 'Absent' should be written against Roll Numbers reported absent by Controller of Examination and the letters 'U.M.' be written against those reported by him/her to have been found using unfair means in the examinations.
- c. Marks should not be entered in the award- list in fraction. If the total marks awarded to a candidate are in fraction, the same should be raised to the next higher whole number such as  $27\frac{1}{2}$  or  $27\frac{3}{4}$  should be entered at 28 while  $27\frac{1}{4}$  should be retained as 27.

### 23. Rectification of Result:

The Examination Committee shall have the power to quash the result of a candidate even after it has been declared, if:

- a. She/he is disqualified for using unfair means in the examination
- b. A mistake is found in her/his result
- c. She/he is found ineligible to appear in the examination
- d. She/he has been rusticated or expelled from the college

### 24. Maximum Time Limit to Complete the Program:

#### Multiple Entry and Exit

A system of multiple entry and exit points and re-entry options for learners in undergraduate and master's programs is as follows:

1. Learners who exit with a U.G. Certificate, U.G. Diploma, U.G. Degree or P.G. Diploma are permitted to re-enter the respective degree program within three years.
2. The maximum period for completing a program, including any break(s), is seven years
3. Credits earned are stored in the Academic Bank of Credit (ABC) and are valid for a maximum period of seven years (NHEQF, NCrF).

However, these durations may be changed in view of the recommendations issued from time to time by a competent agency of the Government of India

#### As per NEP 2020 Exit Points and Corresponding Qualifications:

- Students exiting the programme after securing 40 credits will be awarded **UG Certificate** in the relevant Discipline /Subject provided they secure 4 credits in work based vocational courses offered during summer term or internship / Apprenticeship
- Students exiting the programme after securing 84 credits will be awarded **UG Diploma** in the relevant Discipline /Subject provided they secure additional 4 credit in skill based vocational courses offered during first year or second year summer term.
- Students who want to undertake 3-year UG programme will be awarded **UG Degree** in the relevant Discipline /Subject upon securing 128 credits
- Students will be awarded **UG Degree (Honours) / UG Degree (Honours) with Research** in the relevant Discipline /Subject provided they secure 188 credits

**Seats for re-entry into a program:** Those eligible for re-entry into a level, will be admitted against the seats vacated by transfer/exit/failure of learners in the earlier level of qualification and if not available, then the seat for such admittee must be considered supernumerary.

Under Autonomy the college provides a flexibility of time limit for different courses as given below:

- a. U.G. Program - 7 years
- b. 4-year Honours Program - 7 years
- c. 4-year Honours Program with Research- 7 years
- d. P.G. Program – 6 Semesters (3years)
- e. B.L.I.S.- 4 Semesters (2 years)

## **25. Migration and Provisional Certificates:**

For students enrolled with the college, the Migration is issued by MDS University, Ajmer & College both and the Provisional Certificates are issued by the college only.

## **26. Consolidated Mark Sheets/ Transcripts:**

- a. On successful completion of a programme, a consolidated mark sheet/ transcript is issued by the College, showing the marks/ grades obtained, throughout the programme on special request by the student.
- b. A student needs to fill up an application form requesting for the transcript and pay a fee for the same.

## **27. Award of Degrees:**

All students admitted to Sophia College (Autonomous) Ajmer, on successful completion of their programme will be awarded degree by MDS University, Ajmer

## **28. Destruction of Answer Booklets:**

- a. Unless and until specific instruction is given by the Principal, all evaluated answer booklets will be destroyed by shredding after one year of declaration of results.
- b. List to be given by the Controller of Examination, indicating details of answer booklets that have been shredded.

## **29. Rules for Re-Valuation of Answer-Booklet(s):**

- a. If any examinee/student is not satisfied with the marks obtained in any theory paper or papers in a subject or subjects, she/he may apply for rechecking of her/his answer-booklet within seven days from the date of uploading the result on college website by depositing non-refundable fee as prescribed by the college from time to time.
- b. This revaluation facility shall be permitted for theory papers only of all the examinations conducted by the college for the respective current semester only.
- c. Notwithstanding the aforesaid provisions, revaluation of answer books shall not be permitted in respect of (i) Compulsory papers (ii) the scripts of practical examinations, CIA Tests, internals, dissertation, field work report, project report, viva-voce or in case of Due Papers etc. (SEC, AEC, GE)
- d. No second request for re-evaluation will be entertained.
- e. The fee for revaluation is not refundable. If the revaluation has not been done due to unavoidable circumstances, the full amount (except processing charges) of fees paid for revaluation will be refunded for each answer book.
- f. Revaluation of answer books shall be permissible in not more than 50% of the theory papers in which a candidate actually appeared, at an examination, where the number of papers in which a candidate appeared at an examination happens to be an odd number, be permitted up to whole number i.e. if an examination consists of five papers, the candidates can apply for revaluation of answer books up to three papers.
- g. If the awards of the examiner (Re-evaluator) is more than the awards of the first examiner subject to a limit of 20% of the maximum marks prescribed for the paper, the same shall be

taken as the marks obtained on revaluation. In case the award of the second examiner (Re-Evaluator) exceeds the above limit of 20% the answer-book shall be referred to a third examiner and the average of the two closest awards shall be taken into account, if the three awards are uniformly spread, then the middle award shall be taken into account.

### **30. Instructions / Guidelines for obtaining certified copy of answer book:**

- a. Certified copy of evaluated/revaluated answer book(s) can be viewed by an examinee on applying for the same on the prescribed application form only.
- b. Application for viewing certified copy of the answer book(s) of one paper can be submitted along with a non-refundable fee. The fee should be deposited only through Account–payee Demand Draft in favour of the Principal, Sophia College, Ajmer, payable at Ajmer. Postal orders/money orders/Cheques will not be accepted.
- c. Application complete in all respects for viewing copy of the evaluated answer book (s) can be submitted by an examinee only after 15 days of the declaration of her/his examination result. Last date of receipt of the application form shall be the 30th day from the date of declaration of the result.
- d. After the last dates, as prescribed above, no application form for certified copy of the answer book(s) shall be accepted, and the process of disposal of answer book(s) shall be started.
- e. The examinee is required to fill the application form neatly and completely in her/his own handwriting. She/he should paste her/his recent photograph on the application form and put her/his signature across it.
- f. If an examinee applies for revaluation of her/his answer book(s) and also for viewing of copy of evaluated answer book(s), she/he will be shown the copy of the answer book(s) only after revaluation.
- g. If an examinee after receiving the copy of her/his answer book(s) points out a posting error or totaling error in the marks or unassessed answer, the college will rectify the same. However, scrutiny/revaluation of the answer book(s) shall be done only according to the existing rules of the college.
- h. No complaint regarding the assessment of the answer book by the examiner shall be entertained.
- i. Incomplete/wrongly filled application forms shall stand rejected. Any false information/impersonation will make the application cancelled and the applicant can be prosecuted.

### **31. Answer Book Safe Custody:**

- a. The coded answer books are to be made into bundles giving bundle number (clearly visible). The bundles are to be stacked in racks with proper ventilation and free from termites/pests.
- b. Information of each answer-book in each bundle to be kept in computer data bank for ease in retrieval at a later stage as per requirement. A register will be maintained to record removal of an answer book indicating purpose for which it was required by the in-charge of answer book storage. Return of answer book will also be recorded.
- c. The answer-book storage area to be fumigated and aired periodically so that they are reserved without any damage.
- d. Cell in-charge shall be responsible for accounting and proper storage of answer books till destruction.

### **32. Disposal of Answer Book:**

Disposal of old answer book of CIA and End Semester Examination will be made after six months from the declaration of results from regular evaluation and one year after the declaration of result for reevaluation.

### **33. Amendments of Results:**

#### **a. Due to errors**

In any case where it is found that the result of an examination has been affected by errors, the controller of Examination shall have power to amend such result in such manner as shall be in accordance with the true position and to make such declaration as is necessary.

With the necessary approval of Principal/ Controller of Examination, Provided the errors are reported/detected within 6 months from the date of declaration of results. Errors detected thereafter shall be placed before the Examination Committee.

#### **b. Error Means:**

- a. Error in computer/data entry, printing or programming and the like.
- b. Clerical error, manual or machine, in totaling or entering of marks on ledger /register.
- c. Error due to negligence or oversight of examiner or any other person conned with evaluation, moderation and result preparation.

#### **c. Due to fraud, malpractices etc.**

In any case where the result of an examination has been ascertained and published and it is found that such result has been affected by any malpractices, fraud or any other improper conduct whereby an examiner.