



# LOYOLA ACADEMY ALWAL, SECUNDERABAD

## EXAMINATIONS AND EVALUATION

The College has adopted the system of valuation based both on **Continuous Internal Assessment (C.I.A.)** and **Semester-End Examination (S.E.E)** with a ratio of **40:60**.

**C.I.A.** consists of **Group Discussions/Case Study/MCQ's, Assignments, Seminar/Viva Voce and Two Mid Semester Examinations** as part of Theory. C.I.A. consists of **Practical (laboratory work etc.)** too. The student's regularity, as indicated by attendance, will also be considered for C.I.A.

The **S.E.E.** will be in the form of a comprehensive written examination for each course at the end of the semester and most of the subjects have Practical Examination also.

The question papers for these examinations will be set by experts chosen from outside the College and answer scripts will be valued by external examiners.

### DIVISION OF MARKS

CATEGORY	MARKS
INTERNAL EXAMINATIONS (CIA)	040
EXTERNALS (SEMESTER END EXAMINATION) SEE	060
TOTAL	100

#### Continuous Internal Assessment (CIA):

CIA aims at motivating students to attend the classes regularly so that academic performance may be improved.

COMPONENTS OF CIA (THEORY)	
Component	CIA Weightage for 40 Marks
Group Discussions/ Case Study/MCQ's	05 Marks
Assignment	03 Marks
Seminar/Viva-Voce	03 Marks
Mid Semester Examination-I (MSE-I)	12.5 Marks
Mid Semester Examination-II (MSE-II)	12.5 Marks
Attendance	04 Marks



## LOYOLA ACADEMY ALWAL, SECUNDERABAD

- i) **Group Discussions/ Case Study/MCQ's:** Any one of the components will be given by the concerned faculty a month after the commencement of the semester, on a topic related to the syllabus, well in advance and a date of submission has to be fixed by the subject lecturer keeping in mind the last date that is given in the almanac for the submission of assignment marks in the COE office.
- ii) **Mid-Semester Exam (MSE): Two Mid exams will be conducted.** As per the almanac, the timetable is displayed well ahead of time. It is sent to all the departments. The HODs need to show it to both staff and students and bring to the notice of COE if there are any discrepancies. Normally, the portion for the **MSE-I is 2½ units and MSE-II is the remaining 2½ units.** Accordingly, students need to be prepared and duration of exam is **2 hours** and will be conducted **for 50 Marks.**
- iii) **Assignment:** Assignments will be given a month after the commencement of the semester, on a topic related to the syllabus, well in advance and a date of submission must be fixed by the subject lecturer keeping in mind the last date that is given in the almanac for the submission of assignment marks in the COE office.
- The students should submit a paper of not more than 5 pages on the topic, which could be their original work / perspective / understanding or the latest information on the same.
- A varied list of relevant topics must be given to students so that they can choose one out of the given topics.
- iv) **Viva-Voce / Seminar:** It would be the lecturer's prerogative to decide whether to conduct a seminar or Viva Voce. The same should be conducted after consultation between the HOD and the lecturer who fix the dates for it after the first mid-semester and before the second mid-semester examination.
- In the case of a seminar, the student explains his understanding or original idea of a concept that he deals with in the assignment, to the entire class. The duration of seminar does not exceed 5 minutes.
- In all the subjects Viva-Voce must be conducted between two mid-semester examinations. It is a one-on-one oral exam on the assignment submitted by the students, lasting around 5 minutes.
- v) **Regularity/ Attendance:** A student becomes eligible to appear for the Semester-End Examinations only if he/she secures a Minimum of 75% Attendance. If he/she fails to get the minimum attendance, he/ she must repeat that Semester in the following academic year. His/her name will be off the rolls for the following semester. In case a student is absent from classes due to grave illness/accident, he/she should have a minimum of 65% of attendance and should have already obtained permission prior to their absence due to grave illness/accident.

They should submit a Medical Certificate issued by a registered medical practitioner along with the medical prescription on the first day that he/she returns to regular



## LOYOLA ACADEMY ALWAL, SECUNDERABAD

classes. However, medical certificate for minor ailments like cold, cough and fever will not be accepted.

\* Medical certificates that are submitted later or just before the Semester End Exams will not be accepted.

### CIA - PRACTICAL COMPONENTS

S.NO.	COMPONENT	MARKS
1	Regularity (Attendance)	05
2	Observation Book	05
3	Practical Skills acquired	10
4	Pre-final Practical	20
	Total	40

### ATTENDANCE MARKS - CIA

Attendance Percentage	Marks Alloted	Attendance Percentage	Marks Alloted
75.1 to 77.5	01	87.6 to 90.0	06
77.6 to 80.0	02	90.1 to 92.5	07
80.1 to 82.5	03	92.6 to 95.0	08
82.6 to 85.0	04	95.1 to 97.5	09
85.1 to 87.5	05	97.6 to 100	10

**N.B:** The attendance will be updated in the ERP on day-to-day basis. It is the student & parent /guardian's responsibility to verify it and in case of a shortage of attendance, to meet the HOD/Block In-charge /Vice Principal concerned. If there is any discrepancy in this regard, student must meet Vice Principal for further details.

The attendance report will be submitted by the Fr.Vice-Principal's Office to the COE office through ERP at the end of every semester before the CIA meeting is conducted as per almanac.

### Re-Examination Norms for absentees (CIA):

In principle, there is no re-examination. However, under extraordinary circumstances and for genuine reasons on a case-to-case basis, it is the Principal's discretion to call all the officials concerned to decide whether or not to give permission for a re-examination.

In case of accident, grave illness or death (in the family), the Principal/ Vice-Principal should be informed immediately and a written permission to be absent from the exams should be obtained by the parent / guardian.



## LOYOLA ACADEMY ALWAL, SECUNDERABAD

The decision to conduct or not to conduct the re-examination rests with the Principal/Vice-Principal and will be examined case by case, purely on the merit of the case. The decision of Principal/Vice-principal is final and binding.

For applying for re-examination, the students along with their parents should approach the Vice-Principal with all the necessary documents, who, in consultation with the Block In-charge and the Head of the Department concerned, would analyse the case and forward it to the Principal.

The Principal would finally decide whether or not to permit the student to take a re-exam and the same would be communicated to the COE on a case-to-case basis.

If permitted, the Examination Coordinating Cell headed by the Chief Superintendent of Examinations, coordinates the conduct of such reexaminations before the start of Second Mid-Semester Examinations.

### **Publication of Continuous Internal Assessment (CIA) Results**

The following things are mandatory to qualify in the CIA.

- I. **Attendance:** A Minimum aggregate of 75% Attendance is mandatory under normal circumstances.
- II. **Internal Marks:** With all the internal components of CIA, an aggregate of 40% total marks is required.
- III. **Registration and Payment of Fees** for Semester End Examinations
  - A) Student who wishes to appear for the Semester End (Theory/ Practical) Regular/Supplementary Examinations must register themselves and pay the prescribed fees online through ERP login on time and keep a copy for future reference.
  - B) Registration and requisite Payment of Fees must be done online or through Challan, in a single transaction through ERP login, for the papers/courses, to which the student wishes to appear for, and keep a copy of it for future reference. In case of discrepancy, student must meet the COE Office immediately.
  - C) Nominal rolls: All the students who have registered and paid the fees must check their respective papers in the nominal rolls and sign in the list. In case of discrepancy, student must meet the COE Office immediately.

**Note.** If a student is detained due to shortage of attendance/internal marks /any other reasons, the registration charges are not refunded.

\*\*Any one of the above conditions fail makes a student, *ineligible* to appear for the SEE and he/she has to repeat the same semester in next academic year.

\*No Improvement Examination will be conducted for CIA

**Eligibility for Appearing Semester End Examination:** All the three conditions mentioned above for CIA.



## LOYOLA ACADEMY ALWAL, SECUNDERABAD

**TIMETABLE for CIA (Internal Examinations):** A detailed Timetable for CIA (internal Examinations) will be displayed well ahead of time on the Information Kiosk/Notice boards/ College Website.

**TIMETABLE for SEE (External Examinations):** A detailed Timetable for Regular/Supplementary Examinations, SEE (Theory / Practical's) will be displayed well ahead of the scheduled examination on the Information Kiosk/Notice boards/ College Website.

The hall tickets with all the details of seating arrangement/date/session/ subjects etc. for SEE will be issued to all the eligible students. It is the responsibility of the student to check, if there is any discrepancy from the timetable displayed on the notice board.

**Issue of Hall Tickets for SEE:** As per the Examination Almanac in Handbook, the Hall tickets are issued by respective heads- of the departments to the eligible students.

\*Photo is must on the hall ticket.

\*Collection of Hall ticket in time is the Primary responsibility of the student.

\*To obtain the Hall ticket, Students may have to clear college fees dues \*In case of discrepancy of eligibility, the issued hall ticket may be cancelled / dishonored.

**SEMESTER-END EXAMINATIONS (SEE):** The Semester-End Examinations will be held in the month/s of OCTOBER/NOVEMBER for ODD semesters and in the month/s of MARCH/APRIL for Even semesters every year under normal circumstances.

**SEE Theory:** Theory Examination conducted for - \*60 MARKS\*  
Minimum Mark - \*24/60 (40%)

A Minimum of 40 % marks in the SEE and CIA + SEE (Put together) 40 % is mandatory for a student to get a pass grade E or above.

**SEE Practical: Practical Examination conducted for- \*60 MARKS Minimum Mark - 30/60 (50%)**

A Minimum of 50 % marks in the SEE and CIA + SEE (Put together) 40 % is mandatory for a student to get a pass grade E or above.

### **RULES OF PROMOTION TO VARIOUS SEMESTERS**

- I **Semester**a) Admission
- II **Semester**a) Regular course of study of Semester I  
b) Registration and Payment of Fee for SEE
- III **Semester**a) Regular Course of Study of Semester II  
b) The number of backlogs, if any, of Semesters I & II shall not exceed 50% of the papers prescribed for Semesters I & II. c) Registration and Payment of Fee for SEE
- IV **Semester**a) Regular Course of Study of Semester III  
b) Registration and Payment of Fee for SEE
- V **Semester** a) Pass in Semesters I & II both Theory and Practical



## LOYOLA ACADEMY ALWAL, SECUNDERABAD

- b) Regular Course of Study of Semester IV
  - c) The number of backlogs, if any, of Semesters III & IV shall not exceed 50% of the papers prescribed for Semester III & IV.
  - d) Registration and Payment of Fee for SEE
- VI Semester**
- a) Regular Course of Study of Semester V.
  - b) Registration and Payment of Fee for SEE
- VII Semester**
- a) Pass in Semesters III & IV (both Theory & Practical)
  - b) Regular Course of Study of Semester VI
  - c) The number of backlogs, if any, of Semesters – V & VI shall not exceed 50% of the papers prescribed for Semesters V & VI.
  - d) Registration and Payment of Fee for SEE.
- VIII Semester**
- a) Regular Course of Study of Semester VII, i.e. Students have to complete both Industry Internship and RAWEP.
  - b) Registration and Payment of Fee for SEE

### SUPPLEMENTARY EXAMINATIONS

Students who have failed in any paper in the semester examination will have to write the supplementary examination for that paper. Students can appear supplementary examinations for both Odd & Even Semesters, having registered and paid for the exam.

**(I) At the End of ODD Semester:** (a) Regular ODD Semester (Supplementary-ODD Semester, if any) and (b) Supplementary Exams for EVEN Semester to clear backlogs.

**(II) At the End of EVEN Semester:** (a) Regular EVEN Semester (Supplementary-EVEN Semester, if any) and (b) Supplementary Exams for I Semester to clear backlogs.

**Revaluation:** Students who wish to apply for revaluation of the answer scripts, can do it so, within a week of publication of results online at one go, will be accepted for revaluation only by registering the subjects and by remitting the prescribed fee.

There will be no re-evaluation of the practical examinations, Internship/ Projects/Seminars / NCCC Courses.

Students who do not have the access of ERP login can register and pay the prescribed fees at college office Counter within the due date.

During the process, student must apply for subsequent exams (if any) as the procedure may take some time and attend classes till the re-valuation result.

If the student fails to fulfil the promotion rules, they must repeat the same semester in the next academic year

**Transparency:** There is a provision for obtaining transparency (photocopy) of the answer scripts by remitting a fee of Rs. 1000/- per Theory subject.



## LOYOLA ACADEMY ALWAL, SECUNDERABAD

**Non CGPA Certificate Courses:** The student can enroll in Certificate Courses offered by the various departments of the College. The classes for these Certificate Courses are held before or after the regular college hours. A special fee for these courses will be prescribed by the College. Student will be registered only when the requisite fees is paid. Two certificate courses are mandatory, to obtain degree.

**COURSE COMPLETION:** In the normal course of time a candidate is expected to complete 3- year Degree course within three years and 4year B.Sc (Hons.) Agriculture Course in 4-years from the date of admission.

Maximum duration for completing the course is  $N + 2$ , where N is the normal duration of the course.

Maximum duration for completing the course is 3 (+2) for a 3-year degree course and 4 (+2) (for a 4-year B.Sc. Agriculture Course (under CBCS).

**Medium of Instruction and Examination:** Medium of Instruction and Examination is English. If for their own reasons, students write the examination in another medium, those scripts will not be evaluated.

**SEMESTER GRADE REPORT:** Semester wise Grade Reports will be issued to the registered students at the end of each Semester.

**CUMULATIVE GRADE REPORT:** Cumulative Grade Report will be issued to all the successful students at the end of the course.

**PROVISIONAL CERTIFICATE:** After successful completion of the course, a provision certificate issued by the college with the University Controller's approval and signature.

**FINAL DEGREE (CONVOCATION DEGREE):** The final degree will be awarded by the Osmania University. The name of the College will also be mentioned in the Degree Certificate.

**DUPLICATE GRADE REPORTS:** A duplicate grade report is issued by producing police untraceable certificate along with a challan of 100 rupees for one report after obtaining a formal letter approved by Fr. Principal.



## LOYOLA ACADEMY ALWAL, SECUNDERABAD

**TRANSFER CERTIFICATE (T.C):** Transfer Certificate (T.C) can be collected from the College Office Counter by submission no dues signatures in a form which is available at the Office Counter.

**BONAFIDE CERTIFICATE:** The students, who wish to obtain a bonafide certificate must register and pay the requisite fee.

**MIGRATION CERTIFICATE** will be issued by the parent University for those students who got admission in the Universities other than Osmania University.

**ISSUE OF TRANSCRIPTS:** The examination branch issues the transcripts for the students who wish to apply for foreign & other universities for higher studies. The student must pay Rs.50/- per copy.

**SEE - Extension of time for Physically Handicapped:** Physically handicapped candidates can avail themselves of time extension for various External Examinations.

Apply to the Principal in a plain paper along with medical certificates and a photo showing disability duly attested by the medical officer well in time before the Commencement of Examinations.

**ADMISSION OF FOREIGN STUDENTS:** Admission of foreign students into 1st year of the 3(4)-year Degree course of Loyola Academy shall be followed as per guidelines of 'the Director, University Foreign Relations Office, Osmania University'.

**Graduation Day:** Graduation Day, awarding Original degrees ceremony will be conducted in the College Auditorium at the end of successful completion of the course for the students, who enroll themselves for the same through a notification with the approval of Parent University i.e., Osmania University by paying prescribed fee.

**Rank:** At the end of the course, a rank certificate can be issued, if needed, by the College for which the student must satisfy the following:

1. Student must complete the course within the duration of the course
2. A student is considered for the rank, if he/she completes the course without writing any arrear examinations.
3. Among all the graduated students, who tops the course with highest CGPA will be considered for awarding the rank.



## LOYOLA ACADEMY ALWAL, SECUNDERABAD

**Fee payment:** All the fees paid by the students, will be updated in the ERP within 3 working days. If it is not done so, students must immediately approach Fee counter, for further clarifications. Confirmation of Fee payments is the responsibility of the students.

### IMPORTANT INSTRUCTIONS:

- 1) **For a 3 Year degree course:** Passing the first-year subjects (I Year – Semester- I & II: Theory and Practical) is mandatory to be promoted to the Third year.
- 2) **For a 4 Year degree course: B.Sc (Honours) [Agriculture]:** Passing the first year subjects (I Year – Semester- I & II: Theory and Practical) is mandatory to be promoted to the Third year and Pass in Second year [Semesters III & IV] (both Theory & Practical) is mandatory to be promoted to the Fourth Year.
- 3) The number of backlogs, if any, in any year shall not exceed 50% of the papers prescribed for that year.
- 4) No re- examinations will be conducted if a student misses any External Examinations under any circumstances.
- 5) No Instant Exam will be conducted

**Re-Admission/Re-joining:** The Students of the following cases are eligible to re-join:

- (1) A student who did not put in the required attendance in a semester/ year of a course and thus detained.
- (2) A student who did not pass in the required number of papers and thus detained.
- (3) A student after completing a semester did not continue their studies in the next immediate semester on personal /health grounds but desired to continue his/her studies after a short break.
- (4) A student who has not registered for the examination can take readmission in the same semester in the next academic year [without appearing for the entrance examination (applicable to students of Semester -1 only).]
- (5) For re-joining, a student must apply in a plain paper addressed to principal and attested by the COE. After obtaining permission to re-join one has to pay the requisite fee.

Students are eligible to rejoin the course within 4 weeks from the date of commencement of the classes of that semester.



## LOYOLA ACADEMY ALWAL, SECUNDERABAD

No readmission shall be made after the 4th week in a 15-week semester under any circumstances.

In this regard, no information will be sent. Students who wish to rejoin must follow the almanac of the college and re-join. It is the responsibility of the student to re-join by paying the fees as prescribed by the College.

**CHANGE OF SYLLABUS:** Whenever the syllabus is revised, the candidate reappearing shall be allowed for Degree examinations according to the old syllabus up to 3 attempts from the time of his/her admission.

**CHOICE BASED CREDIT SYSTEM (CBCS):** These Regulations shall come into force from the Academic Year 2016-2017.

### **Award of Grades, SGPA, CGPA:**

**Credit** means the unit by which the course work is measured. In these Regulations one credit means one hour of teaching work or two hours of practical work per week.

Grade Letter is an index to indicate the performance of a student in a particular course (Paper). It is the transformation of actual marks secured by a student in a paper It is indicated by a Grade letter O, A, B, C, D, E and F. There is a range of marks for each Grade Letter.

Grade Point is weightage allotted to each grade letter depending on the marks awarded in a paper.

Credit Points refer to the product of No. of credits multiplied by the Grade Point for a given paper.

Semester Grade Point Average (SGPA) refers to the performance of the student in a given semester.

SGPA is based on the total credit points earned by the student in all the courses and the total number of credits assigned to the papers in a Semester.

Cumulative Grade Point Average (CGPA) refers to the Cumulative Grade Point Average weighted across all the semesters (6 semesters/ 8 semesters).



## LOYOLA ACADEMY ALWAL, SECUNDERABAD

### SGPA & CGPA: Grading System

As part of Choice-based Credit System (CBCS), Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) has been implemented from the academic year 2016- 17.

DETAILS OF AWARD OF GRADES UNDER CHOICE BASED CREDIT SYSTEM (CBCS)		
Range of Marks	Grade Letter	Grade Points
85% and above	O	10
70% to 84%	A	09
60% to 69%	B	08
55% to 59%	C	07
50% to 54%	D	06
40% to 49%	E	05
Less than 40%	F	00

### CALCULATION OF SGPA & CGPA:

1.	Credit Points = No. of Credits Secured X Grade Points obtained in a given paper
2	$SGPA = \frac{\text{Sum of credit Points obtained in a semester}}{\text{Total number of credits in that semester}}$
3.	$CGPA = \frac{\text{Sum of credit Points obtained in all semesters}}{\text{Total number of credits in all the semesters}}$

#### Note:

1. SGPA is computed only if the candidate passes in all the theory/ practical papers with a minimum of 'E' Grade
2. If a candidate secures 'F' Grade in a theory/practical paper, he/she is considered to have failed in that paper.

\*Not considered for computing SGPA. Any problem pertaining to mistakes in the declaration of results, entries in the Marks Cards or revaluation shall be referred to the Controller of Examinations in writing within 3 days of declaration of results/issuing of the Grade sheet.