

Parvathaneni Brahmayya Siddhartha College of Arts & Science : Vijayawada

Rules and Regulations applicable to Post Graduate Programmes for the students admitted in 2022-'23 and onwards

1.0 FUNCTIONING OF AUTONOMY:

- 1.1 The Post graduate programmes in the college are offered on Semester basis. Each academic year is divided into two semesters (1) Odd (Monsoon) semester (2) Even (Winter) semester. A semester consists of at least 90 instructional days (excluding the days of examination). The medium of instruction shall be English.

2.0 ELIGIBILITY FOR ADMISSION:

- 2.1 Admission is given generally into I Semester of the programme. The eligibility rules for admission to these programmes shall be as prescribed by Krishna University.
- 2.2 Admissions shall be made strictly following the reservation policy of Government of Andhra Pradesh.

3.0 CURRICULAR REFORMS:

- 3.1 **Life Skill Course :** Every student of a post graduate programme in the College should study and pass the life skill course “ Personality Development through Life Enhancement Skills” across all disciplines as part of curriculum.
- 3.2 **Skill Enhancement Course:** Every student of a post graduate programme in the College should study and pass “ Research Methodology and IPR” as part of curriculum across all disciplines.

3.3 INTERDISCIPLINARY OPEN ELECTIVE COURSE:

There shall be at least one Open Elective in Second or Third semesters wherein the students have to choose out of a basket of Courses offered by other departments. They should be interdisciplinary in nature.

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3.4 MOOCs :

Students are required to register and complete one Massive Open Online Course (MOOC- minimum of 40 hours duration) for 4 credits offered by SWAYAM / NPTEL sources approved by the Head of the Department. It is mandatory that student has to register for the MOOC course in any semester during the term of the programme. The student should pass the examination conducted by the Course Coordinator of the agency or the examination conducted by the College.

- The Heads of the departments shall ensure that every student is enrolled into the recommended MOOC in any semester. Heads of the Departments (HoD) are responsible to nominate one Mentor, who supports the students for the successful completion of the MOOC .
- The Heads of the departments shall ensure that the syllabus, model question paper and list of paper setters / examiners for the MOOC chosen by the students are recommended by Board of Studies (BoS) of respective course.
- Mentors are responsible to support the students towards the successful completion of the MOOC. They should connect with the student and conduct special classes on the registered MOOC . They are responsible for conducting the Internal Assessment tests. The Examination Section of the College shall arrange for Semester End Examination in the MOOC for the students who failed the examination of Course conducting Teacher / Agency. The grade scored by the student in such Examination shall be downgraded by a grade.

3.5 SUMMER INTERNSHIP:

Every student shall undergo Internship/ Apprenticeship / Project Work / Industrial Training /Research based Project Work for a period of 6 at the **end of Second Semester** between Second and Third Semesters. The student shall submit a Report as per the approved project guidelines and submit the same to the HOD for evaluation at the end of Fourth Semester.

4.0 ATTENDANCE:

- 4.1 The Physical presence of the student in the class i.e. attendance is recorded Coursewise. The teacher handling the Course (paper) is responsible for recording the attendance of the students of that Course.

- 4.2 A Student is required to attend at least 75% of the classes conducted for all the theory courses in aggregate, to become eligible to appear for the semester end examinations. Where the practical courses (papers) form part of the curriculum, the student should complete at least 80 % of all the practicals in addition to attendance to theory courses stated above, to become eligible to take the semester end examinations.
- 4.3 A shortage of attendance to the extent of 10% can be condoned by Principal, if the shortage is on account of genuine medical grounds supported by medical reports or other justifiable reasons. However, the prescribed fee for condonation of such shortage should be paid.
- 4.4 The student who has not satisfied rules 4.2 and 4.3 shall be detained and shall not be allowed to take semester end examinations. Such student will have to repeat the semester in the subsequent academic year. The marks scored in Continuous Internal Assessment will be forfeited and not carried forward.

5.0 EVALUATION OF ACADEMIC ACHIEVEMENT OF STUDENT:

The academic performance of the student in theory and lab courses in a semester is evaluated by internal and external examiners. Achievement in every Course is evaluated in the ratio of 30:70 between CIA (Continuous Internal Assessment) and SEE (Semester End Examinations).

Internal Assessment is done by the teacher/department concerned for 30 marks in a Course

Semester End examinations are conducted for 70 marks. For semester end examinations, question papers are set by External paper setters. Two valuations of answer scripts are done, at least one by an external examiner. The marks awarded in CIA and SEE are aggregated to arrive at the marks scored by the student in a Course.

6.0 CONTINUOUS INTERNAL ASSESSMENT (CIA)

- 6.1 **Theory Courses** : The academic achievement of the student is evaluated by the teacher concerned. Out of the five chapters of the syllabus, two and half units are considered for the first Internal Assessment Test and two and half units are considered for the second Internal Assessment Test.

Scheme of Continuous Internal Assessment (CIA):

Assessment Method	Marks	Duration
Test – I	50	2 hours
Test – II	50	2 hours

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CIA Marks Allotment:

The marks scored by the student in the two tests are averaged and proportionately reduced to a maximum of 30 marks.

The classroom performance of the student based on concurrent evaluation with respect to Case Study / Situation Analysis / Small Group Project / Learning Diary / Scrap Book / Group Discussion / Role Play / Story Telling / Individual Term Paper /Thematic Presentation / Industry Analysis / Literature Review / Book Review / Model Development / Simulation Exercises / Assignments /Seminars / Presentations / Quizzes, Field Surveys / Field Trips / Management games etc, each with a maximum of 5 marks will be considered.

Internal Assessment tests	: 25 Marks	} 30 marks
Other modes	: 5 Marks	

6.2 PRACTICAL COURSES:

The performance of the student in each lab experiment/ programme / cycle shall be evaluated. Record of marks awarded for each lab experiment shall be maintained. The criteria for award of marks in Continuous Internal Assessment shall be as recommended by the Board of Studies and approved by the Academic Council. Records are to be maintained by the Teacher of Practical class is at the end as Annexure.

6.3 **FOR ANY OTHER TYPE OF COURSE**, the criteria for the evaluation shall be as recommended by the Board/s of Studies and approved by the Academic council.

6.4 If a Student is absent for either or both the tests due to medical reasons, participation in Sports/NCC/NSS/Youth Festival or such other activities/ Camps/ Competitions at National or International Level, prior permission from the Principal shall have to be obtained. Such permission copy shall be submitted in the office of Controller of Examinations. The Head of the Department shall see that extra lab sessions are conducted for compensating the loss of practical classes due to such participation. The teacher shall have to conduct CIA test/ tests to such students after informing the Head of the Department immediately after the semester end examinations. Marks statement shall be sent to the Examination section through the Head of the Department.

6.5 The Heads of the departments shall arrange to collect the question papers for Internal Assessment tests from the teachers concerned, at least five working days before commencement of CIA tests, for onward transmission to the Examination Section.

- 6.6 The answer scripts of the Continuous Internal Assessment tests and assignments etc., after evaluation are to be shown to the students and collected back and kept in safe custody.
- 6.7 Redress of grievance: If a student is not satisfied with the marks awarded in Internal Assessment, he/she may bring it to the notice of the teacher evaluator. If he/she is not satisfied with the criterion for award of marks explained by the teacher, he/she may request the Principal in writing within three working days from the notification of marks, to redress his/her grievance, whereupon the Principal shall refer the grievance to Grievance Redressal Committee Consisting of the Dean , HOD and another Teacher (other than the teacher evaluator) of the same department. The decision of the Grievance Redressal Committee shall be final.
- 6.8 The Head of the Department shall ensure that the Continuous Internal Assessment system is transparent and credible. The total marks compiled for CIA shall be displayed on Departmental Notice Board.
- 6.9 The HOD shall arrange for sending the bundles of the valued answer scripts of Internal Assessment to the Examination Section immediately after the Repeat Internal Assessment tests.

7.0 SEMESTER END EXAMINATIONS (SEE):

7.1 EVALUATION OF STUDENTS' PERFORMANCE IN THEORY COURSES:

The Question Papers for semester end examinations shall be set by external paper setters. There shall be two valuations of answer scripts for all the theory courses in all programmes, at least one valuation shall be by external examiner. The marks scored in both valuations shall be averaged to determine the marks scored by the candidate in that course.

If the difference in marks between the two valuations of any candidate in any course exceeds 20% in respect of any candidate/s, the answer script of the candidate/s shall be sent for third valuation by another external examiner. After the third valuation, the nearer two marks obtained in the three valuations shall be averaged to arrive at the marks secured by the candidate. However, if the marks in any one of the three marks falls exactly midway between the other two, the average marks of highest two marks shall be taken as marks scored by the candidate.

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7.2 EVALUATION OF STUDENTS' PERFORMANCE IN LAB PRACTICAL COURSES:

The performance in Semester End Examination in Lab Practical Courses shall be evaluated for a maximum of 70 marks by an External examiner with the assistance of Internal examiner. Marks shall be awarded by External examiner basing on the criteria for evaluation, recommended by the Boards of Studies and approved by the Academic Council.

8.0 MINIMUM MARK FOR A PASS :

8.1 For the students of M.A./ M.Com /M.C.A./ M.Sc., Programmes :

THEORY COURSES: A student is declared to have passed in a theory course, including MOOC course in IV semester, if he/she secures at least 40% marks in Semester End Examination and 40% in aggregate (i.e., marks in Continuous Internal Assessment and marks in Semester End Examination taken together)

FOR LAB COURSES/PROJECT/VIVA the minimum pass mark shall be 50% in Semester End Examination and 50% in aggregate (i.e., marks in Continuous Internal Assessment and marks in Semester End Examination taken together)

FOR INTERDISCIPLINARY COURSES offered in II and III semesters, the minimum Pass mark is 40% of total marks.

8.2 For the students of M.B.A.

THEORY COURSES:

A student is declared to have passed a Course, if he/she secures at least 40% marks in Semester End Examination and 50% in aggregate (marks in IA and SEE taken together) of that Course.

PRACTICAL / SEMINAR COURSES:

For Practical Courses, the student has to score at least 50% marks in Semester End Examination and 50% in aggregate (marks in CIA and SEE taken together) for a pass.

PROJECT/ DISSERTATION:

A student shall be declared to have passed in Project Report / Dissertation and Viva-Voce if he/she secures at least 50% marks.

8.3 Failure in or absence from Semester end examination will not cause forfeiture of marks scored in CIA. Such marks will be carried forward.

9.0 GRAFTING / MODERATION MARKS:

Grafting of 1% of maximum marks of all theory courses of current semester shall be allowed to enable the student to pass in the current semester. In cases where grafting is not possible, moderation shall be extended by awarding grace marks to the extent of 1% of maximum marks of all theory courses to enable the student to pass the current semester. This provision is applicable for First through Third semesters in case of 2 year (4 semesters) programme.

In case of examination at the end of final semester, grafting shall be exercised to enable the student to complete the programme. In cases where grafting is not possible, moderation shall be extended by awarding grace marks to enable the student to complete the Programme. The same facility shall be extended for improvement of class. However, grafting and or grace marks for completion of programme / improvement of class shall be restricted to 1% of maximum marks of theory papers of the final semester.

10.0 LETTER GRADES AND GRADE POINTS (GP) :

In many countries, the academic achievement of the student is expressed in Grades.

To ensure mobility for higher studies to these countries and also to comply with recommendations of UGC, the college introduced a Grading system. The marks scored by the student in CIA and SEE in each course (paper) shall be aggregated and expressed in letter grades, each letter grade carrying certain grade point. The grading policy mentioned on the next page is adopted by the college in respect of post graduate programmes.

GRADING POLICY

M.B.A. Programme

Marks	Grade	Grade Point
86 and above	O	10
75 – 85	A	9
67 – 74	B	8
58 – 66	C	7
50 – 57	D	6

P.T.O

M.A. M.Com.,M.C.A & M.Sc.,Programmes

Marks	Grade	Grade Point
86 and above	O	10
75 - 85	A	9
67 -74	B	8
58 - 66	C	7
50 - 57	D	6
40 - 49	E	5

N.B.: In case of **Interdisciplinary Courses offered in II and/or III Semesters**, student's performance is graded as under.

40% or more marks (marks in CIA and SEE taken together) : **SATISFACTORY**
Less than 40% marks : **UNSATISFACTORY**

The student with Unsatisfactory Grade is treated as Failed.

11.0 CREDITS:

As per U.G.C. guidelines Credits are allocated to the courses (papers) by the Boards of Studies and approved by the Academic Council basing on the hours of teaching, learning outcomes and the weight of the course in the curriculum of the programme etc.,

12.0 COMPUTATION OF SEMESTER GRADE POINT AVERAGE (SGPA) AND CUMULATIVE GRADE POINT AVERAGE (CGPA)

For a Semester:

The SGPA will be calculated according to the following formula:

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

For the entire Programme:

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

Where C = Credits of the Course: GP = Grade Point secured for the Course

SGPA is calculated considering only the courses of current semester.
CGPA is calculated considering all the courses upto the Final Semester.

Note: The performance in Interdisciplinary Open Courses offered in II and/or III semesters shall not be considered in the calculation of S.G.P.A. or C.G.P.A.

13.0 GRADE SHEET:

The Grade sheet shall be issued by the Controller of Examinations to each student, after the announcement of the results containing the following:

- ✓ The credits for each course registered for that semester.
- ✓ The letter grade scored in each course.
- ✓ Grade point scored for each course
- ✓ Semester Grade Point Average (SGPA) of the current semester

The Cumulative Grade Point Average (CGPA) of all the courses taken from First semester onwards to the current Semester.

The Transcript issued at the completion of the Programme shall contain maximum marks in aggregate and the marks scored in aggregate and in addition to S.G.P.As (Semester wise) and C.G.P.A.

14.0 REVALUATION:

- a. If a student is not satisfied by the marks scored in any theory course/s in semester end examinations, he / she can apply for revaluation of his / her answer script/s, within seven working days from the date of announcement of result / notification of marks, paying the prescribed fee.
- b. If the difference in the marks awarded and marks scored on revaluation is less than or equal to 5, the marks scored on revaluation shall be ignored. However, if the marks scored on revaluation alter the result i.e., scoring Pass minimum marks or becomes eligible for moderation under Rule 9.0 (grace marks or grafted marks) or improves the grade, the marks scored on revaluation shall stand, even if the difference is 5 or less.
- c. If the difference in marks is more than 5, the marks scored on revaluation shall stand. However, if the student does not pass the course, the marks originally awarded shall stand.
- d. Revaluation shall be allowed only in theory courses and shall not be allowed for performance in Lab Practical Courses, Seminar course and Project work and CIA.

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15.0 AWARD OF CLASS / DIVISION :

Candidates who have passed all the examinations of the Courses of the Programme shall be awarded Class / Division as under

M.B.A Programme

CGPA	Class Awarded
≥ 8.50	First Class with Distinction *
$\geq 6.75 < 8.50$	First Class
$\geq 6.00 < 6.75$	Second Class

M.A./ M.Com./ M.C.A/ M.Sc. Programmes

CGPA	Class Awarded
≥ 8.50	First Class with Distinction *
$\geq 6.50 < 8.50$	First Class
$\geq 5.50 < 6.50$	Second Class
$\geq 5.00 < 5.50$	Third Class

The performance in Interdisciplinary Open Courses offered in II and/or III semesters shall not be considered in the calculation of CLASS.

*** The Candidate must pass all the Courses prescribed for the programme in First attempt to become eligible for “First Class with Distinction”.**

16.0 MEDALS, RANKS AND DISTINCTION CLASS:

The candidate must pass all the examinations, (both Internal assessment tests and Semester end examinations), in all Courses prescribed for the Programme in first attempt without break in study in order to be eligible for the award of First Class with Distinction, Rank or Medal or other honours .

17.0 PROGRESSION:

A student will be promoted to next semester, irrespective of his/her academic achievement in current semester if he/she satisfies the rules of attendance and becomes eligible to appear for semester end examinations, registers himself / herself for semester end examinations provided he/she has paid all fee due to the college and further provided that no proceedings are pending against him/her on disciplinary grounds.

18.0 REAPPEARANCE:

A Candidate, who fails in semester end examination in a course (paper) or courses or who is not able to take semester end examinations, shall be eligible to take the examinations along with candidates of next batch of the same semester.

19.0 BETTERMENT:

- a. A student who passes all the courses (papers) of a semester, can take betterment examination in any or all theory courses with immediate following batch of students during the term of the programme, without prejudice to the award of class, provided he/she secures less than 60% of marks in aggregate.
- b. A student, who has passed all the courses of the Programme and left the College, can take betterment examination in one or more Courses in the immediately following year provided the aggregate marks of all the Courses of the programme is less than 60%. When a student takes betterment examination, CIA marks scored earlier will be carried forward and taken together with the marks scored in betterment examination. If the total marks are less than the marks scored earlier in the course, the marks scored in betterment examination shall be ignored and earlier marks shall stand.
- c. Betterment chance shall not be allowed in respect of CIA tests, Lab Courses, Seminar Courses and Project Work etc.,

20.0 MINIMUM AND MAXIMUM DURATION OF THE PROGRAMME:

- 20.1 Normally, a student should complete the programme within the term of the programme (2 years).
- 20.2 However, if the student is not able to complete the programme, two or three more years are allowed for the student to complete the programme as per the policy of Krishna University.

21.0 TEMPORARY BREAK OF STUDY:

A student is normally not allowed to temporarily break the study. However, if he/ she intends to temporarily discontinue the programme in the middle, for valid reasons such as accident or prolonged illness or marriage etc., and wish to rejoin the programme in a later semester, the Principal may grant permission to such candidate subject to satisfaction of conditions imposed in that regard. However, the total period for completion of the

programme reckoned from the commencement of the first semester to which the student is admitted shall not exceed the maximum period specified above i.e., N+2 years.

22.0 WITHHOLDING OF RESULTS:

If a student has not paid any dues to the college or if any case of indiscipline is pending against him/her, the result of the candidate will be withheld and he/she will not be promoted to the next semester. The issuance of degree is liable to be withheld in such cases, if he/she is in final semester of study.

23.0 CONTINGENCIES:

The Principal is authorized to take any decision to meet any contingency not covered by the above provisions. However such decisions should be placed before the Academic Council immediately following for its approval.
