

Rules and Regulations applicable to Post Graduate Programmes for the students admitted in 2017-'18 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.

1.2 The functioning of Academic Council and Boards of Studies shall be as per U.G.C Guidelines for Autonomous Colleges issued from time to time.

2.0 Eligibility for admission:

2.1 Admission is given generally into I Semester of the programme. A student seeking admission to I Semester should have the eligibility mentioned below.

Name of the Programme	Eligibility for Admission
M.A., English	Passed 3-year B.A./ B.Sc./ B.Com./B.B.A/ BBM / BCA/ B.A.(O.L) in Sanskrit with General English, Bachelor of Hotel Management, B.A. with Special English (as one of the three optional subjects) of any recognized university.
M.Com.,	Passed 3-year B.Com./B.Com.,(Hons) of any recognised university.
M.Sc., - Mathematics	Passed 3-year B.Sc., or B.A. with Mathematics, as one of the three equal subjects or as main subject, of any recognized university.
M.Sc., - Physics	Passed 3-year B.Sc., with Mathematics and Physics among the three equal optional subjects or Physics as main subject, of any recognized university.
M.Sc., - Chemistry	Passed 3-year B.Sc., with Chemistry as one the three equal optional subjects or Chemistry as main subject or B. Pharmacy, of any recognized university.
M.Sc., – Computer Science	Passed any 3-year graduate programme with Computer Science as one of the three equal optional subjects or Computer Science as main subject , of any recognized university.
M.C.A.,	Passed a 3-year Bachelor’s Degree programme in any discipline with Mathematics at 10+2 level or passed 3-year Bachelor’s Degree programme in any discipline with Mathematics as one of the

	subjects , of any recognized University.
M.B.A.,	Passed any 3-year Bachelor’s Degree, other than B.F.A. and B.A, (Oriental Languages), of any recognized university, with not less than 50% marks in aggregate in group subjects.

2.2 Any new programme to be started in future shall stand added to the list contained in 2.1.

2.3 Admissions shall be made following the reservation policy of Government of Andhra Pradesh.

3.0 Attendance:

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

3.2 A Student is required to attend at least 75% of the classes conducted for all the theory courses (papers) 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 75% of all the practicals in addition to attendance to theory courses (papers) stated above, to become eligible to take the semester end examinations.

3.3 The minimum attendance requirement of 75% allows a student the facility to utilize the balance 25% for abstaining on account of illness, inter collegiate, inter university sport meets/competitions, NSS, NCC, Youth Festivals, unforeseen emergencies etc.,

3.4 A shortage of attendance to the extent of 15% (10% in case of M.B.A., and M.C.A students) can be condoned by the 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.

3.5 Notwithstanding the rule 3.4, a higher shortage of attendance not exceeding 25% on account of prolonged illness, surgery, participation on behalf of the college in national/international debates, sports camps/competitions, NSS, NCC national /international camps, youth festivals, unforeseen emergencies can be condoned by the Principal on the recommendation made, on the basis of record,

of a committee comprising the Dean, HOD and Controller of Examinations. Such student must take prior written permission from the Dean or HOD or Principal.

- 3.6** The student who has not satisfied rules 3.2, 3.4, 3.5 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.
- 3.7** Regular attendance to the class enhances the academic achievement of the student. Therefore, incentive marks are awarded to the regular students based on the following criteria, as part of Continuous Internal Assessment.

% Of attendance	Marks to be awarded
0 – 75 %	No Marks
75% and above but below 80%	1 Mark
80% and above but below 85%	2 Marks
85% and above but below 90%	3 Marks
90% and above but below 95%	4 Marks
95% and above	5 Marks

4.0 Evaluation of academic achievement of student:

- 4.1** The academic performance of the student in theory and lab course in a semester is evaluated by internal and external examiners. Achievement in every Course (Paper) is evaluated in the ratio of 30 : 70 between CIA and SEE, unless otherwise recommended by a board of studies and approved in Academic Council.

Continuous Internal Assessment is done by the teacher/department concerned.

For semester end examinations, question papers are set by External paper setters. Two valuations of answer scripts are done, at least one valuation 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 (Paper)

Project Work: The distribution of marks between CIA and SEE shall be as per the recommendation of the respective Board of Studies and approved by the Academic Council.

Seminar / Generic Electives:

The performance of the student in Seminar / Generic Elective is evaluated for

50 /100 of aggregate marks as recommended by Board of Studies and approved by the Academic Council.

5.0 Continuous Internal Assessment (CIA):

5.1 The academic achievement of the student is evaluated by the teacher concerned.

5.2 Theory Courses:

Scheme of Continuous Internal Assessment:

Assessment Method	Marks	Duration
Test – I	40	2 hours
Test – II	40	2 hours
Attendance	5	-
Assignments / Seminars	5	-

- a) The marks scored by the student in the two tests are aggregated and proportionately reduced to a maximum of 20 marks.
- b) Attendance marks are awarded scrupulously following the rule 3.7.
- c) Marks for assignments / seminars are awarded basing on the criteria to be spelt out by the Head of the Department and informed to the students in advance.

To put simply	Marks for Tests	20
	Marks for Attendance	05
	Marks for Assignments/ Seminars	<u>05</u>
		<u>30</u>

5.3 Practical Courses:

The performance of the student in each lab experiment/ programme / cycle shall be evaluated. A comprehensive examination shall be conducted before the semester end examinations. Record of marks awarded for each lab experiment and for comprehensive examination shall be maintained. The criteria for award of marks in Continuous Internal Assessment including comprehensive examination shall be as recommended by the Board of Studies and approved by the Academic Council.

5.4 Project Work / Seminar/Generic Electives:

Criteria for award of marks in Continuous Internal Assessment shall be recommended by the Board of Studies and approved by the Academic Council.

- 5.5** 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.
- 5.6** 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.
- 5.7** In case of students participating in Sports, NCC, NSS, Debates, Youth Festivals and their related Camps/Competitions at National or International level and hence their attendance is too low that they can not score attendance marks, their marks in internal assessment tests for 20 marks will be proportionately increased to a maximum of 25 marks, so that such students will not be in a disadvantaged state insofar as attendance marks are concerned.
- 5.8** 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.
- 5.9** The answer scripts of the Continuous Internal Assessment tests after evaluation are to be shown to the students and collected back and kept in safe custody.
- 5.10** Redress of grievance : If a student is not satisfied with the marks awarded in CIA, 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.
- 5.11** 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.

- 5.12** The HOD shall arrange for sending the bundles of the valued answer scripts of Continuous Internal Assessment to the Examination Section immediately after the Repeat Internal Assessment tests.
- 6.0** **Semester End Examinations (SEE)** :
- 6.1** **Evaluation of students' performance in theory courses (Papers)**
- 6.1.a** The Question Papers for semester end examinations shall be set by external paper setters.
- 6.1.b** There shall be two valuations of answer scripts for all the theory courses (papers) 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 (paper), subject to Rule **6.1.c**.
- 6.1.c** If the difference in marks between the two valuations of any candidate in any course (paper) 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 nearest 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.
- 6.2** **Evaluation of students' performance in Lab Practical courses (Papers) of all post graduate programmes.**
- 6.2.a** The performance in Semester End Examination in Lab Practical Courses shall be evaluated by an External examiner. The internal teacher shall assist the external examiner in the conduct of the lab examination.
- 6.2.b.** 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
- 6.3.** **Evaluation of students' performance in Project work / any other type of course in all post graduate programmes:**

For Project Work / any other type of Course, evaluation shall be based on the Criteria recommended by the Boards of Studies and approved by the Academic council.

7.0 Minimum mark for a Pass :

7.1 For the students of M.A.,(English) and M.Com., :

A student is declared to have passed in a theory course (paper) 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 Viva/Lab Courses (Papers), Project , 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)

7.2 For the students of M.Sc., (all disciplines)

Theory Courses (Papers):

A student is declared to have passed in all the courses in a Semester, if he/she secures at least 40% marks in Semester End Examination in each theory course and 50% in aggregate of all the Courses (theory, practical, generic elective, seminar, project etc.), marks in CIA and SEE taken together.

If a student fails in a Semester on account of not securing aggregate 50% in all the courses (papers) taken together, he/she is deemed to have passed theory courses (Papers) in which he/she has scored at least 40% in Semester End Examination and 50% in aggregate (marks in Semester End Examination and Continuous Internal Assessment taken together) in each theory course. For a pass in the remaining failed courses (papers), he/she shall have to secure at least 40% marks in Semester End Examination, and 50% marks in aggregate (in Semester End Examination and Continuous Internal Assessment taken together), in each course (paper).

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.

Generic elective / 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.

7.3 For the students of **M.B.A., and M.C.A.,** programmes

Theory Courses (Papers):

A student is declared to have passed in each theory course in a Semester, if he/she secures at least 40% marks in Semester End Examination and 50% in aggregate (the marks in CIA and SEE taken together).

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.

Generic elective / Project / Dissertation :

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

7.4 **Grafting / Moderation Marks:**

Grafting of 1% of maximum marks of all theory courses (papers) 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 (papers) to enable the student to pass the current semester. This provision is applicable for I to III semesters in case of 2 year (4 semesters) programme and I to V semesters in case of 3 year (6 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.

7.5 Letter Grades and Grade Points (GP) :

In most of the 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 shall introduce 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 following grading policy, shall be adopted by the college in respect of post graduate programmes.

GRADING POLICY

M.B.A and M.C.A.

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

M.A. M.Com & M.Sc.,

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

7.6 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.,

7.7 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 current semester.

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

M.B.A & M.C.A. Programmes

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

All M.Sc. Programmes

CGPA	Grade	Class Awarded
≥ 8.50	O	First Class with Distinction *
$\geq 6.75 < 8.50$	A	First Class
$\geq 5.50 < 6.75$	B	Second Class

M.A. & M.Com. Programmes

CGPA	Grade	Class Awarded
≥ 8.50	O	First Class with Distinction *
$\geq 6.50 < 8.50$	A	First Class
$\geq 5.50 < 6.50$	B	Second Class
$\geq 5.00 < 5.50$	C	Pass Class

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

7.9 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 .

8.0 Revaluation:

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.

Marks scored on revaluation or marks scored earlier , whichever is higher, shall stand.

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.

9.0 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.

10.0 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.

11.0 Betterment: A student who passes all the courses (papers) of a semester, can take betterment examination in theory courses for improving his / her aggregate marks with immediate following batch of students during the term of the programme (2 year or 3 year as the case may be) without prejudice to the award of class.

The following table illustrates the number of betterment chances:

Theory courses of semester	Semester				M.C.A	
	I	II	III	IV	V	VI
I			√			
II				√		
III					√	
IV						√

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.

A student after passing all the courses (papers) prescribed for a post graduate programme can take betterment examination in any course/courses of any semester for improving his/her aggregate marks subject to rule 12.2. However if the student becomes eligible for First class, taking all the courses of final semester in one attempt as betterment examination, his/her earlier performance in the final semester shall be cancelled and he /she shall be declared to have been passed in First class. Betterment chance shall not be allowed in respect of CIA tests, Lab Courses, Seminar Courses and Project Work.

12.0 Minimum and maximum duration of the programme:

12.1 Normally, a student should complete the programme within the term of the programme (2 years / 3 years).

12.2 However, if the student is not able to complete the programme, two more years are allowed for the student to complete the programme. (N+2 years as recommended by U.G.C., where N= Term of the programme).

Ex: A student studying a 2 year (4 Semesters) programme must complete it in 2 year term+ 2 year extension = 4 years or 8 semesters in succession beginning with first semester.

Ordinarily, no student pursuing a 2year PG programme is allowed more than 4 years to complete the programme. Similarly no student pursuing a 3 year PG programme is allowed more than 5 years to complete the programme. However the parent University may allow the student one more year to complete the programme under exceptional circumstances.

12.3 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 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.

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 the marks scored in aggregate and maximum marks in aggregate.

14.0 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 issue of degree is liable to be withheld in such cases, if he/she is in final semester of study.
