



SRI SATHYA SAI COLLEGE FOR WOMEN, BHOPAL
Kasturba Hospital Road, Habibganj, Bhopal -462024



Criterion 2: Teaching-Learning and Evaluation

**Key Indicator 2.5.2: Annual report of COE
highlighting the rules of
Revaluation Process**



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Criterion 2: Teaching-Learning and Evaluation

**Key Indicator 2.6.2: Annual report of
Controller of Examinations(COE)highlighting
the pass percentage of final year students**



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ANNUAL REPORT OF CONTROLLER OF EXAMINATIONS (COE) (Autonomous Cell)



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7. Particulars of examination fees / other fees.



Examination Committee Members:

- **Dr. Asha Agarwal -Principal ,Chief Controller of Exam**

- **Dr. Abha Bajpai - Advisor Exam Committee**

- **Dr.Sudha Tripathi - Controller of Exam**

- **Dr.Shriji Seth -Deputy Controller of Exam**

- **Dr.Shalu Saxena - Deputy Controller of Exam**



Examination Policy

Sri Sathya Sai College for women, Bhopal has devised an evaluation system that is based on continuous assessment and end Semester /Yearly examination. The continuous assessment includes class tests, class room teaching ,power point presentation ,assignments, book reviews, seminars, group discussion, group presentations, laboratory work, Report Writing ,project work, poster presentation, chart presentation ,mind map, case study, field visit,Quiz,and role play etc.

Continuous Assessment

- Continuous Assessment test is compulsory and will be held on scheduled date and specified duration.
- In addition to the scheduled test it also includes continuous assessment by the subject lecturer concerned.
- A test for absentees will be conducted only for those candidates deputed by the college to participate in Inter State / All India Sports / NCC / NSS activities.

Semester Examination Eligibility

- A student will be permitted to take the end semester examination in all subjects only if she has put in at least 75% of attendance per subject (Theory and practical separately).
- Students attending state/ national camps/ workshops etc., have to produce the attendance certificate duly signed by the Principal to be eligible for attendance, immediately after they report to college.
- Students should submit leave letter signed by the principal to help them promote to next semester in case of medical issues.



End Semester Examination

All students are expected to report to the examination hall on time. Late comers will not be allowed into the hall for 30 minutes after the stipulated time of commencement of examinations. The end semester examinations of 3 hours duration evaluated out of 85 marks will be in the form of a comprehensive written exam. External experts set the question papers and External examiners evaluate the answer scripts. Sample question papers will be provided to students and examiners.

- Courses with maximum marks of 100.
- Ratio of continuous assessment & End Semester examination 15:85.
- Duration of end semester exam 3 hours. For Courses with maximum marks of 85 number continuous assessment For Courses with maximum marks of 100.

UG Students have to clear supplementary in same session.

- To be awarded I/II/III division for an undergraduate examination a student is required to pass all papers within the stipulated every year.(this policy is applicable only for non NEP-2020 students)
- To be awarded grade for an undergraduate examination a student is required to pass all papers within the stipulated every year.(this policy is applicable only for NEP- 2020 Students)
- The year and month of passing for the exam is indicated in the T.R. and Marksheet. Students who fail to clear 2 subjects (NEP) will be considered as supplementary candidates. No division will be awarded.
- For PG the end semester examinations of 3 hours duration, evaluated out of 85 marks will be in the form of a comprehensive written exam. External experts set the question papers and External examiners evaluate the answer scripts. PG ATKT Examinations will be conducted in the Odd/Even Semester.



Declaration of Results

- There is specific minimum passing marks for internal Assessment test. The minimum mark for passing in a subject is 36% in the End Semester (PG), 33% in Yearly (Non-NEP UG) and 36% of marks in the aggregate of the Internal Assessment the End Semester and, 33% in Yearly (Non-NEP UG). Those who secure less than the stipulated minimum will be declared failed.
- If a student passes the end semester examination but fails to get the adequate aggregate of the Internal Assessment and the End Semester she should repeat the End Semester Examination.
- The minimum mark for passing in a subject in PG is 36% in the End Semester and 36% of marks in the aggregate of the Internal Assessment and the End Semester.

The college has implemented Grading System for UG.

(For NEP-2020 students)

There is no provision for an Improvement Examination.

Requirement for Promotion

No student is automatically eligible for promotion to the next semester/year for P.G. /U.G.

A student must earn a minimum of 20 credits (in academics) in one academic year to be eligible for promotion to the next year. She will be eligible for the award of a degree if she has passed in all the subjects and has secured the minimum of credits specified for the course over the NEP-2020.

Appeals Regarding Internal Assessment

Any student who has a grievance regarding internal assessment may bring it to the notice of the concerned Subject teacher within



one week after the receipt of the answer script. If she still feels dissatisfied, the matter can be presented to the head of the department. After that she may appeal to the Principal who will set up a committee consisting of two external lecturers, the Controller of Examinations and the Head of the department. The decision of the committee will be final.

Representation Regarding Semester/yearly Examination Results

a. Such representations must be made to the Principal in writing within 10 days after the publication of results.

b. In case of dissatisfaction with end semester/ yearly examination results a student can ask the controller of examination in writing for revaluation on payment of the prescribed fee.

The following procedure will be followed in revaluation.

- If the difference is less than 10% of the maximum marks of the paper answered between the original and revalued marks, the former will stand.
- If the difference is 10% or more of the maximum marks of the paper answered the latter will be given
- No revaluation for PG.

Supplementary Examinations

Failed students at UG level can take the supplementary examination in every session. Supplementary Examination should not be taken more than two times for a subject under the same syllabus.

Malpractice

A student is guilty of malpractice if she is found attempting to copy, copying or in possession of incriminating material. A committee comprising the Principal, Controller of Examinations, and Dean of all faculties, a member of governing body and the concerned Invigilator will investigate cases of malpractice in internal assessment tests. If the student found



guilty by the committee than the paper will be cancelled .If the same student repeat the use of unfair means more than twice the whole exam will be cancelled. The same committee will investigate cases of malpractice in the End Semester/yearly Examination. If the student found not using the material then only the warning is given.

Rules for Gracing in examinations

1. Grace up to 1 Marks: Any candidate of I year, II year and III year is failing by 1 mark the grace can be given to reduce their Backlog Papers for NEP & Non -NEP-3 marks UG Students.
2. Grace up to 3 Marks: Any candidate of I year, II year and III year is failing by 1 mark the grace can be given to reduce their Backlog Papers for Non -NEP UG Students.

Grace up to 01Marks: Any candidate of I Semester, II Semester, III Semester and IV semester is failing by 1 mark.

PROCESS OF EXAMINATION

1. Issue of Notification.
2. Issue of Examination Time Table both Theory and Practical examinations by Exam Committee.
3. Issue of application forms, collection of application forms.
4. Preparation of Hall Tickets after due verification of eligibility of the candidates.

Preparation for the conducting examinations

1. Collection of Panel of External Examiners for paper setting from the respective Heads of the department, and copy of the syllabus and sample paper.
2. Sending request letter to preparation of question papers to the External Examiners for paper setting by



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- Exam cell.
3. Collecting question papers from the external examiners by Exam Branch
 4. Typing and proof reading of question papers.
 5. Making required number of copies.
 6. Conducting of Examinations as per the Time Table
 7. Coding of the answer scripts by Exam Branch.
 8. Sending Answer scripts to the external examiners for valuation
 9. Collection of valued Answer sheets and Award lists from externalexaminers
 10. Scrutiny of Award lists and Answer sheets by Exam Branch
 11. Entering Theory Award list marks for result processing

Conducting Practical exams

1. Issue of Time Table batch wise.
2. Conduct of examinations and collection of answer scripts/award lists andscrutiny.
3. Sending Practical Award for result processing.

Processing of Results

Using the marks data as per the examinations Rules candidate wise, subject wise,paper wise, Results will be prepared.

1. Consolidation of Result faculty wise and Semester wise.
2. Verification of the result candidate wise
3. Declaration of the results.
4. Printing of the marksheet and verifying the marksheet.
5. Issue of the Consolidate marksheet and semester/Yearly marksheet and provisionalcertificates.

Revaluation Process

1. Issue of the Revaluation notification.
2. Issue/collection of the Revaluation Application forms.
3. Sending the Answer scripts to examiners for valuation.
4. After valuation collection of Answer scripts
5. Entry of marks using processing.
6. After verification of results
7. Declare the Revaluation results.
8. Issue the marksheet.



Details of Equipment's in autonomous cell

S. No	Name of the Equipment	Number
1	HP Server	1
2	Photo copy Machines	3
3	Computers	6
4	Printers	4
5	Printer with Scanner and photo copy facility	1
6	UPS	1
7	Air conditioners	2



Number of Revaluation/Retotalling application year wise during last five years:

Academic Year	2018-19	2019-20	2020-21	2021-22	2022-23
Number of Applications	15	4	Nil	4	1



Result Sheet with date of publication during the last five years

Session - 2022-23

S.No.	Programme	Year	Number of Students Appeared in Exam	Number of Students Passed in Exam	Pass Percentage	Result Publication Date
1.	B.Com., B.Sc., B.A. and B.C.A.	Final Year	96	96	100%	17-06-2023
2.	M.A. (Hindi Lit., English Lit. , Political Sc. ,), M.Com., M.Sc. (Zoology, Biotechnology, Chemistry, Maths and Computer Sc.)	P.G. Sem. IV	10	10	100%	28-06-2023
3.	B.Ed.	IV Sem	77	76	98%	24-07-2023



Session - 2021-22

S.No.	Programme	Year	Number of Students Appeared in Exam	Number of Students Passed in Exam	Pass Percentage	Result Publication Date
1.	B.Com., B.Sc., B.A. and B.C.A.	Final Year	161	161	100%	27-06-2022
2.	M.A. (Hindi Lit., English Lit., Political Sc.,) M.Com. M.Sc. (Zoology, Biotechnology, Chemistry, Maths and Computer Sc.)	P.G. Sem. IV	38	38	100%	27-06-2022
3.	B.Ed.	IV Sem	89	89	100%	17-08-2022



Session - 2020-21

S.No.	Programme	Year	Number of Students Appeared in Exam	Number of Students Passed in Exam	Pass Percentage	Result Publication Date
1.	B.Com., B.Sc., B.A. and B.C.A.	Final Year	307	307	100%	05-08-2021
2.	M.A. (Hindi Lit., English Lit., Political Sc.,) M.Com. M.Sc. (Zoology, Biotechnology, Chemistry, Maths and Computer Sc.)	P.G. Sem. IV	36	36	100%	17-09-2021
3.	B. Ed.	IV Sem	72	72	100%	10-06-2021



Session - 2019-20

S.No.	Programme	Year	Number of Students Appeared in Exam	Number of Students Passed in Exam	Pass Percentage	Result Publication Date
1.	B.Com., B.Sc., B.A. and B.C.A.	Final Year	306	306	100%	5.08.2021
2.	M.A. (Hindi Lit., English Lit. , Political Sc.,) M.Com. M.Sc. (Zoology, Biotechnology, Chemistry, Maths and Computer Sc.)	P.G. Sem. IV	40	40	100%	30-09-2020
3.	B.Ed.	IV Sem	83	83	100%	30-10-2020



Session - 2018-19

S.No.	Program	Year	Number of Students Appeared in Exam	Number of Students Passed in Exam	Pass Percentage	Result Publication Date
1	B.Com., B.Sc., B.A. and B.C.A.	Final Year	351	351	100%	28.6.2019
2	M.A. (Hindi Lit.,English Lit. , Political Sc.,) M.Com., M.Sc. (Zoology, Biotechnology, Chemistry, Maths and Computer Sc.)	P.G. Sem. IV	46	46	100%	6.8.2019
3	B.Ed.	IV Sem	83	83	100%	05-08-2019

S. Tripathi

Dr. SUDHA TRIPATHI
Examination Controller