HANDBOOKFORSTUDENTS

CONTENTS

		PageNumbers
1.	Vision-Mission-Objectives	1
2.	Distinctive Features of the College	2
3.	Programmes Offered	3-4
4.	Admission Procedure	5
5.	CBCS Rules and regulations	6-11
6.	General Rules and Regulations	12-13
7.	Evaluation Methods	14
8.	Improvement of Grades and Completion of the Course	15
	Promotion -Re-Admission and maximum time for completion of cour	
	. Procedure for Recounting/Revaluation	
	Issue of Provisional Certificate	19

HANDBOOKFORSTUDENTS

VISSION

To provide skill based quality higher education by striving continuously for excellence in theeducation service to all sections of the society especially the minority students who are socially, economically and academically underprivileged with the focus on empowerment of youth tocontribute constructively towards then at ional goals by upholding the values of secularism, national integration and social commitment.

MISSION

To provide higher education for the empowerment of youth of Telangana state especially themarginalized people who has been the main thrust of this college. The institution is committed to the underprivileged segments of the society and students with high potential, facing difficults ocio economic circumstances, so as to bring them at par with mainstream. Our mission is to impart quality education and exposure for the holistic development of students and equip them to cope with the latest requirements, through innovative techniques and practices.

OBJECTIVES /

- 1. To spread the light of knowledge amongst the weakest of the weak and poorest of the poor.
- 2. To inculcate scientific temper in society by producing citizens of the highest caliberequippedwithlatestknowledge.
- 3. Towidentheacademichorizonsoftheminoritycommunitythroughimpartingqualityeducat ion.
- 4. Tofoster aspiritofresearchandinquirybyencouraginglatesttalentinyoungcitizens.
- 5. To contribute to the rich, pluralistic cultural ethos of our nation by producingknowledgeable,honestandresponsible citizens.
- 6. To raise the bar of excellence in higher education by keeping in close touch with thelatest developments in science and technology.
- 7. Empowermentofwomen.

DISTINCTIVEFEATURESOFTHECOLLEGE

- $1. \ \ It is a private Affiliated College of Osmania University, Hyderabad.$
- 2. ItisanAutonomousPrivateCollegeaccredited byNAACwith'A'grade.
- 3. It is the first college in the history of erstwhile Andhra Pradesh and Telangana to establish acollege underMuslimMinority.
- 4. About 20% of the students are from first generation background.
- 5. Academic Autonomy at the UG & PG level: Academic Autonomy at the UG & PG levelenables Anwar Uloom College to review and revise curriculum according to the needs of
 - the stakeholders, innovative programs coupled with highly qualified faculty have enabled Anwarul U loom College to achieve improved standards ofteaching and learning.
- 6. Infrastructure: The College is located in the heart of the city of Hyderabad on a campusspreading over 3 acres. There are four blocks in the premise with numerous Classrooms, Laboratories, Computer Lab, Libraries, SeminarHall, Language Lab and ample parkingspace withabuiltarea of 11,550 sq. mtrs.
- 7. Remedial Teaching for weak Students: Sufficient care is taken by way of remedial teachingfor academically weak students. Many departments have organized remedial coaching

 for thestudentswhoneedspecialcare. Sometimes special classes are arranged during holidays.
- 8. Orientation and Refresher Courses: The teachers of the college are regularly deputed toOrientationorRefreshercoursestoupdatetheirknowledge.
- 9. NCC activities: The College has an active NCC unit with 200 boy and girl Cadets. RigoroustrainingisgiventotheCadetswheretheyhavepassedin"B"and"C"CertificateExaminatio n. NCC cadets also attend several prestigious camps, including Republic Day,NationalandLocalparades andcampsamongothers.
- 10. Games and Sports: Numerous games and sports activities are organized by the Department ofPhysical Education. Our students in the past have participated in many games in Inter collegeand Inter university level tournaments and bagged many medals, particularly in Cricket,Football,Volleyball,Basketball,Table Tennis,Chess,etc.
- 11. NSS Activities: The College has two NSS units and the activities are conducted under the direction of the NSS Program Officer. NSS volunteer sparticipate actively inseveral programs like the Green Run, Tree Plantation Programs, National Integration and Communal Harmony Seminar and Blood Donation Camps.
- 12. Grievance Redressal Cell: Any student/ faculty member who has a complaint can ask forhelp and a senior teacher who is a part of the GR Cell advises and provides solution to theaggrieved.
- 13. Placement and Carrier Counseling Cell: The College has active cell for career counseling and placement, enabling UG students for career planning, UG and PG students for careernicheonvarious corporateestablishments' gulfcountries.

U.G-PROGRAMMESOFFERED

UGCourses: College Code:1062

Sl.No.	COURSE	GROUP	MEDIUM	COURSE CODE
1.	B.A	EPP(Economics,Pol.Sc.&Pub.Admn)	English	111
2.	B.A HPML(History,Pol.Sc.&ModernLanguage(Urdu))		Urdu	262
3.	BBA	BachelorofBusinessAdministration	English	684
4.	BBM	BachelorofBusinessManagement	English	685
5.	B.Com	General	English	401
6.	B.Com	ComputerApplication	English	402
7.	B.Com	E-Commerce	English	411
8.	B.Com	ForeignTrade	English	420
9.	B.Com	TaxProcedures	English	406
10.	B.Com	AdvertisingSalesManagement&SalesManagement	English	403
11.	B.Sc.	MPC(Mathematics, Physics & Chemistry)	English	441
12.	B.Sc.	MPE(Mathematics, Physics & Electronics)	English	460
13.	B.Sc.	BZC(Botany,Zoology&Chemistry)	English	445
14.	B.Sc.	MECs(Mathematics, Electronics&ComputerScience)	English	474
15.	B.Sc.	CSE (ComputerScience&Engineering)	English	497
16.	B.Sc.	MPCs(Mathematics,Physics&ComputerScience)	English	468
17.	B.Sc.	NZC(Nutrition,Zoology&Chemistry)	English	464
18.	B.Sc.	FoodScience(Botany, Chemistry, FoodScience)	English	463
19.	B.Sc.	Bt.MC(Bio-Technology,MicroBiology&Chemistry)	English	487
20.	B.Sc.	Bt.BC(Bio-Technology,Botany&Chemistry)	English	572
21.	B.Sc.	Animation	English	498
22.	B.Sc.	DataScience	English	499

P.GPROGRAMMESOFFERED

PGCourses: CollegeCode:1062

Sl.No.	Courses	Group	Medium	CourseCode
1.	M.A	History	English	314
2.	M.A	Economics	English	313
3.	M.A	English	English	009
4.	M.Sc.	Botany	English	502
5.	M.Sc.	Chemistry	English	503
6.	M.Sc.	Physics	English	509
7.	M.Sc.	Mathematics	English	506
8.	M.Sc.	Biotechnology	English	516
9.	M.Sc.	Microbiology	English	518
9.	M.Sc.	Nutrition & Dietetics	English	520
10.	M.Com	Finance	English	408
11.	M.Com	Information Systems	English	409
12.	M.Com	Accounting	English	411
13.	PG Diploma	Clinical Nutrition and Dietetics	English	536

ADMISSIONPROCEDURE

- 1. Admissionsaremadestrictlyonthebasis ofmerit.
- 2. Candidates who have obtained the "Admission Form" are required to fill in the form and submit it along with the original certificate of TC and two sets of photo copies (duly attested) of the following certificate.
 - A. Transfer Certificate of the qualifying examination.
 - B. Pass certificate/provisional certificate.
 - C. Memorandum of Marks.
 - D. Study certificate/bonafide certificate.
 - E. Proof of local/nonlocal status.
 - F. B.C, S.C, S.T. certificate.
 - G. Income Certificates, wherever necessary.
 - H. Migration Certificate, wherever necessary.
 - I. Relevant certificates in respect of candidate for admission against sports/ NCC/ Exservicemen/physically challenged quota etc.
 - J. Six recent stamp size photographs of the candidates.
 - K. The college reserves the right to cancel the admission at any stage, if it is detected to be against the rules in force.

CHOICEBASEDCREDITSYSTEM(CBCS)

RULES®ULATIONS

(Approved by the Academic Council Anwarul Uloom College)

TheseRegulationsshallbecalledAnwarulUloomCollege(Autonomous)regulation s governing PostGraduate Programmes under theChoice Based CreditSystem (CBCS),fromtheAcademicYear2016-2017.

These Regulations shall come into force from the Academic Year 2009-2010

1. **Definitions**:

IntheseRegulations, unless the context otherwise requires:

- a. "College" means Anwarul Uloom College.
- b. "Undergraduate

programmes" means UG degree courses in the Faculties of Science,

Arts, Social Sciences and Commerce.

- c. "Student" means student admitted to Post Graduate programmes under these Regulations
- d. "Degree" means Post Graduate Degree
- e. "BoardofStudies" means POBoardofStudies of the College in the discipline/subjects concerned
- f. "AcademicCouncil" means AcademicCouncil of Anwarul UloomCollege.
- **g.** "Fee" meansthefeeprescribed by the College for the Post Graduate programmes from time to time
- h. "Credit" means the unit by which the course work is measured. In theseRegulations one credit means one hour of teaching work or two hours ofpracticalworkperweekfor15weeksinaSemester.
- i. Grade letter is an index to indicate the performance of a student in aparticular course (Paper). It is the transformation of actual marks secured by a studentina course / paper. Grade letters are O, A, B, C, D, E, F
- **j. Grade Point** is the weightage allotted to each grade letter depending on therangeofmarksawardedinacourse/paper.
- **k. Credit Points** refer to the product of No. of credits multiplied by the GradePoint foragivencourse/paper.

- **l. SemesterGradePointAverage**(SGPA)referstotheperformanceofthestudentinagiven semester.SGPAisbasedonthetotalcreditpointsearnedbythestudentinall the courses and the total number of credits assigned to the courses/papers in aSemester.
- **m.** Cumulative Grade Point Average (CGPA) refers to the Cumulative Grade PointAverageweightedacrossallthesemesters(6semesters).

2. <u>CHOICEBASEDCREDITSYSTEM(CBCS)INPGCOURSES</u>

MainfeaturesoftheChoiceBasedCreditSystem(CBCS):

- i. AlltheUGDepartmentsintheFacultiesofScience,SocialSciences,Artsand Commerce of AnwarulUloomCollege shallparticipate in thisChoiceBasedCreditSystem(CBCS)fromtheacademicyear2016-17.
- ii. In the CBCS system continuous evaluation of the students in all thesemestersisdonethroughInternalAssessmentExaminations, assignment s, etc.
- iii. The student shall do a project work during the IV semester as a part oftheregular coursework
- iv. Course contents of each UG programme are designed to meet the everchanging requirements of the industry/job market/needs of society.
- v. Eachpaper/course,SeminarandProjectworkisassignedaspecificnumber of credits and the marks secured by a student are converted intogradepointsandcreditpoints. The performance of a student in all the four semesters of the UG programmeisexpressed as CumulativeGradePoint Average (CGPA).

CBCSCourseStructure

- **a.** UGCoursesintheCBCSareofferedwithintheexistingSemesterpattern.
- **b.** There shall be Six Semesters in each UG course. The duration of anAcademicyearconsistsoftwo semesters, each of 15 weeks for teaching.
- **c.** The Academics essionine achsemester will provide 90 teaching days
- **d.** TheoddsemestersperiodshallbefromJulytoNovemberandevensemesterssh allbefrom DecembertoApril.
- **e.** Thereshallbethreecategoriesofcourses/papersintheUGprogrammes:
 - i. AECC
 - ii. CC
 - iii. DSC
 - iv. DSE

v. SEC

vi. GE

f. The detailed UG course structure for each Department will be designedbytheBoardofStudiesoftheDepartmentandfinalizedby therespective Faculty and approved by the Academic Council of AnwarulUloomCollegefromtimetotime.

g. SkillEnhanceCourseSEC(ChoiceBased):

Each department shall offer one SEC paper in each of the semesters III,IV, V and VI. Students shall choose one SEC paper from a pool of 3 forBA and B.Sc. based on their optional. For B.com the pool will consist of2SECpaperpersemesteroutofwhichthestudenthastodoonlyone.

h. GenericElectiveGE:

Each department has to offer a Generic Elective in Semester V & VIth toStudent'sfromothercourses.Studenthas toselectoneofthem

3. Attendance

- a 75% of attendance is compulsory to all the students. A student shall beconsidered to have satisfied the requirement of attendance for appearing the semester end examination, if he/she has attended not less than 75% of the number of classes (both regular and interdisciplinary courses)
 - helduptotheendofthesemesterincludingtests, seminars and practical's etc.
- b However, there is a provision for condonation of attendance for the students those who have put up the attendance between 65% and 74% on Medical Groundson payment of a fee and production of medical certificate.
- c If a student represents his/her institution, College, State or Nation inSports,
 - NCC,NSSorCulturaloranyotherofficiallysponsoredactivities,he/she shall be eligible to claim the attendance for the actual number ofdays participated subject to a maximum of 20 days in a Semester basedon the specific recommendations of the Head of the Department and Principal of the College concerned.
- d. A student who does not satisfy the requirements of attendance shall not be permitted to take internal assessment as well as the Semester end examinations.

4. MediumofInstruction

ThemediumofinstructionshallbeEnglish/Urdu.AwardofG

rades, SGPA, CGPA

Credits, Grade Letter Grade Points, Credit Points

 $\underline{\textbf{Credit}} \textbf{means the unit by which the course work is measured. In these Regulations}$

onecreditmeansonehourofteachingworkortwohoursofpractical workperweek.

<u>Grade Letter</u> 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 acourse/paper It is indicated by a Grade letter O,A,B,C,D,E,F. There is a **range ofmarks** for each Grade Letter.

GradePointisweightageallotted

to each grade letter depending on the marks awarded in a course/paper.

AwardofGrades

Rangeof%ofMarks	GradeLetter	GradePoint
≥85to100	0	10
≥70to≤85	A	9
≥60to≤70	В	8
≥55to≤60	С	7
≥50to≤55	D	6
≥40to≤50	Е	5
Lessthan40	F	0
Absent	Ab	-

SemesterGradePointAverage(SGPA)

Credit Points for the paper = No. of Credits assigned for the paper x Grade Pointsecuredforthatcourse/Paper

SGPA indicates the performance of a student 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 as signed to the courses / papersina Semester.

$$SGPA = \underbrace{\sum (LetterGradePoints)X(Credits)}_{\sum (Credits)}$$

$$CGPA = \underbrace{\sum (SGPA)X(Credits)}_{\sum (TotalCredits)}$$

Note: SGPA is computed only if the candidate passes in all the papers (gets aminimum E'gradeinall the Papers)

The following examples illustrate the calculation of Grade Points, Credit Points andSemester GradePointAverage(SGPA)andCumulativeGradePoint Average(CGPA). The percentage of marks shown in column III is the marks secured by the student intheInternalAssessment andSemesterEndExaminationputtogether.

Example: Faculty of B.Sc/B.Com/BA/BBASemester-1

Course/paper	Credits	% ofMar ks	Grade Letter	Grade Point	CreditPoints =CreditsxGradeP oints)
Paper-I(Theory)	4	60	В	8	4x8=32
Paper-II(Theory)	4	50	D	6	4x6=24
Paper-III(Theory)	4	70	A	9	4x9=36
Paper-IV(Theory)	4	75	A	9	4x9=36
Paper-V(Practicals)*	4	75	A	9	4x9=36
Paper- VI(Practical s)*	4	80	A	9	4x9=36
Total	24				200

Note:*Thenumberofpracticalpapersandthe

creditsassignedmayvaryfromonecoursetoother.

Total Credit Points obtained for all the papers in the Semester-I = 200TotalCreditsassignedtoallthepapersintheSemester-I 24

SGPA = TotalCreditPointsintheSemester-1=

200/24=8.33

Total CreditsintheSemester-1

SGPAforSemester-1=8.33

Similarly, SemesterII,III,IVMVANDVIshouldbecalculated aspertheaboveprocedure.

CumulativeGradePointAverage(CGPA)

CGPAreferstotheCumulativeGradePointAverageweightedacrossall thesemesters (4 Semesters). CGPA is obtained by dividing the total number of creditpoints (CPts) in all the semesters by the total number of credits in all the Semesters. The final result attheendofallthesemestersisdeclaredintheformofCGPA.

Note: CGPA is calculated only when the candidate passes in all the papers of all these mesters.

Ex:Facultyof**B.Sc/B.Com/BA/BBA**

200 TotalCredits = ISemester: TotalCPts = 24 IISemester: TotalCPts 212 TotalCredits = IIISemester: TotalCPts 213 TotalCredits = 25IVSemester: TotalCPts 218 TotalCredits = 26 VSemester: TotalCPts 216 TotalCredits = 24 VISemester: TotalCPts 210 TotalCredits = 22

CGPA = ∑TotalCPtsofSemester-1,II,III,IV,V&VI ∑TotalCreditsofSemester-1,II,III,IV,V&VI Inthepresentexample.

$$\mathbf{CGPA} = \underline{200+212+213+218+216+210}$$



GeneralRulesandRegulations

GENERALDISCIPLINE

- 1. Students are expected to maintain high standards of discipline and uphold thereputation of the institution.
- 2. Studentsarepersonallyresponsible for college property.
- 3. Studentsshouldkeepthesurroundingsclean.
- 4. ThevehiclescanbeparkedinrespectiveparkingspaceswherethestudentsshouldbringIDca rds andproduceitwhenasked.
- 5. Raggingisstrictlyprohibitedinthecampus.Relationalships betweenstudents mustbefriendlyandcordial.
- 6. Studentsareexpectedtoimproveandmaintainconsistencyinperformance.
- 7. Collegedisciplinaryrulesmustbefollowed.
- 8. Discourtesytowardsteachers,insubordination,obscenityinword/inactisliablefordiscipli naryaction.
- 9. Attendancetoallcollegefunctionsismandatoryforstudents.
- 10. Ongrossmisconductbystudents, Principalhasthepowertoexpelthemfromthecollege.

ATTENDANCE:

- 1. Studentsshouldhave75% of attendance to appear for the exam.
- 2. Leave lettershouldbesubmittedbeforetakingaleave.
- 3. StudentsshouldtakepermissionofHODforleavingcampus.
- 4. Incaseofmedicalabsence, students should produce a medical certificate.

DRESSCODE

1. Students should dress modestly and we are lothest hat reflect decorum and Indian culture.

LIBRARY

- 1. Libraryopensfrom9amandclosesat6pmonallworkingdays.
- 2. Studentsmustproducelibrarycardwhileborrowinganylibrarymaterial.
- 3. Studentsarenotpermittedtolendtheir cardstoothersforborrowing.
- 4. Booksmustbereturnedpromptlyandanydamagetoithastobecompensated.
- 5. UGcourseinCBCSisofferedinsemesterpattern.
- 6. Thereare6semestersineachUGcourse,thedurationofeachacademicyearconsistof2semesters andeachhas 15weeks ofteaching.

EXAMINATION

- 1. The emphasis is on internal and continuous evaluation. It has the combination of formative and summative assessments.
- 2. Academicsessionineachsemesterconsistof90teachingdays.
- 3. Attendanceof75% is compulsory for all students appearing for examination.
- 4. On payment of fees and submission of medical certificate there is a provision for condonation of attendance between 5 to 10 percent.
- 5. If the students represent the institution in official sponsored activities, he/she is eligible toclaim attendance for actual number of days where the participate of the activities is subjected to a maximum of 20 days in a semester based on recommendation of HOD and Principal of the college.
- 6. Semester and examination will be availed for 50 marks 15 marks for Internal Assessmentand35marksforSemester.

In normal course can didate is expected to complete degree within 3 years from the date of admission. However the degree must be completed by students within a period of 5 years.



EvaluationMethods

- Semester End Examination of Ability EnhancementCompulsory Course
 (AECC)shallbeconductedbythe Collegeanditsmarksshallbea partofSGPAand CGPA
- 2. AECChas2creditsandwillbeevaluatedfor50marks(Examis for50Marks.Section'A'consist of 5questionsoutofwhich4questionsneedtobeanswered,eachofwhichcarries 2 Marks. Section 'B' consist of 4 questions, each of which carries 10 Marks)AECC –IICOURSE:

 GenderSensitization –thefarmingof Syllabi,Question Paper,Paper Setting, Panel of Examiners and other confidential related work will be taken up bythe Chairperson,BOSinhistory.)
- 3. Pattern of Internal Evaluation in UG Course and Elective papers (4 and 5 credit course /papers) is 2 Internal Assessment tests of 15 marks each to be averaged and 1 assignment of 5 marks for a total of 20 marks. Each Internal Assessment question paper consist of 10MCQ'Sof½Markeach;10FIBsof½Markeach;5ShortAnswersof1Markeach.
- 4. NO INTERNAL EXAM for practical courses. Each 1 credit practical examination is evaluated at the end of the semester for 25 marks. Evaluation by internal examiners for I,III&V Semesters and for II,IV&VIEndSemester by external examiners.

Pattern of Semester End Exam for UGC or eand Elective papers (4 and 5 credit courses/papers):

A. ForARTS, COMMERCE AND SOCIAL SCIENCES

- i. 5 Credits (Course / Paper 35 marks): Section Ai (10 marks) consist of 5 Short AnswerQuestions (at least one from each unit) all 5 questions are to be answered. Each questioncarries 2 marks. Section 'B' (25 marks) 5 long answer / essay type questions of 5 markseachwithinternalchoice(2tobesetperunit).
- ii. 4 Credits Course / Paper 35 marks): Section 'A' (10 marks) consist of 8 Short AnswerQuestions (twofrom each unit)all 5 questions are to be answered. Each question carries2 marks. Section 'B' (25 marks) 5 long answer / essay type questions of 5 marks eachwith internalchoice (2tobe setperunit). Eachquestions carries5 marks.

B. For SCIENCE:

- i. 4 Credits Course / Paper 35 marks): Section 'A' (15 marks) consist of 8 Short AnswerQuestions (two from each unit) all 3 questions are tobe answered. Each question carries5 marks. Section 'B' (25 marks) 4 long question answer / essay type questions withinternalchoice (2tobe setperunit). Each questions carries 5 marks
- ii. 2 Credits Course / Paper 50 marks): Section 'A' (10 marks) consist of 5 Short AnswerQuestions are to be answered. Each question carries 2 marks. Section 'B' (4 marks) 4longanswer/essaytype questions of 10 markseach within ternal choice

Improvement of Grades and Completion of the Course:

Candidates who have passed in a theory paper/papers are allowed to appear againfortheorypaper/papersonlyonceinordertoimprovehis/hergrade,bypayingthefeeprescrib ed by the College. Such candidates are allowed to appear for Improvement Examinationonce, in the next immediate Semester Examination only. If candidateimproves his/her grade, then his/her improved grade will be taken into consideration forthe award of GPA only. The improved grade shall not be higher than A+. Such improvedgrade will not be counted for the award of Prizes/Medals, Rank and Distinction. If thecandidate does not show improvement in the grade, his/her previous grade will be takeninto consideration. will allowed Marks/Grade Candidates not be to improve the Internal Assessment, Seminars and Project Work.



$Promotion, Re-admission Rules \& Maximum Time for Completion\ of Course:$

Rulesofpromotionareasunder:

SI. No.	Semester	Conditionsto befulfilledforPromotion		
1.	FromSemester- ItoSemester-II	UndergoneaRegularCourseofStudyof Semester-Iandregistered*fortheSemester- Iexamination.		
2.	From Semester- IItoSemester-III	a) UndergoneaRegularCourseofstud yofSemesters-IandII. and b) Thenumberofbacklogsifany,of Semester-IandIItakentogether, shall not exceed 50% ofthetotalnumberofpapers/subject sprescribedfor Semesters-IandII,		
		Number of papers/subjects prescribed forSemesters-IandII BA12 B.Sc 18 B.Com16 BBA16	Number of backlogspermitted 6 9 8 8	
3.	FromSemester- IIItoSemester-IV	Undergone a Regular Course of study of Semester-Illandregistered* for Semester-Ill examination.		
4.	From Semester IVtoV	a) UndergoneaRegularCourseofstudyofS emester-I,II,III&IV. b) Thenumberofbacklogsisany,of Semester — I,II,III AND IV taken together,shallnotexceed50% of the total number of papers / subjects prescribedforSemesters-I,II,III and IV.		
		Numberofpapers/subjects prescribedforSemester s-I,IIIIIandIV BA24 B.Sc36 B.Com32 BBA31	Numberofbacklogsp ermitted 12 18 16 16	

 $^{{\}bf *Registration mean sobtaining a Hall Ticket for the said examination.}$

The procedure to be followed for granting readmission to the students in the following

cases:

- (1) Astudentwhodidnotputintherequiredattendanceinasemester/yearofacourseandth usdetained
- (2) Astudentwhodidnotpassintherequirednumberofpapersandthusdetained;
- (3) A student after completing a semester/year did not continue their studies in thenextimmediatesemester/yearonpersonal/healthgroundsbutdesiredtocontinueh is/herstudiesafterashortbreak;
- (4) A student who has put in not less than 40% of attendance in a Semester and notregistered for the examination can takere-admission in the same semesterwithout appearing for the entrance examination.
- (5) Candidates who, after completing a semester / year of the course but taken T.Ctojoinsomeothercourseandcomebacktocontinuetheearliercourse

In all the above cases, readmission is permissible provided they are within the periodof three years. Further, the approval of the Academic Council has to be obtained inrespect of those students who take TC to join some other course and come back forreadmissioninthesamecollege

All the readmissions including such of those students, who take TC and come back, shall be granted by the Principals of the concerned colleges directly subject to the fulfillment of the following conditions stipulated by the College.

- 1. Theyshouldhavebeenpromotedtonexthigher class/semesterinwhich they areseekingreadmission.
- 2. Theyshouldjointhecoursewithin4weeksincaseofsemestersystemfromthedateofco mmencementofclasses
- 3. They should be able to complete the course within the five years from the year oftheir original admission.
- 4. Theyshouldpaythereadmissionfee asprescribedbytheCollege

NOTE: No readmission shall be made after the cut off date (4th week in a 15weeksemester)underanycircumstances. The cutoff date for granting readmission shall be reckoned from the date of commencement of classes for different courses as per the alman accommunicated by the College every year.

- 5. In the normal course of time a candidate is expected to complete UG Degreecoursewithinthreeyearsfromthedateofadmission.
- 6. Whenever the syllabus is revised, the candidate reappearing shall be allowed for UG Degree examinations according to the old syllabus up to 5 years from the time of his/heradmission.
- 7. The Six-semester three-year course should be completed by a student within 5years (3+2) as per the guidelines of UGC approved by Academic Council 26-9-2020.

PROCEDUREFORRECOUNTING/REVALUATION

Thereisaprovisionforrevaluationandrecountingoftheanswerscripts,forUG&PGrespectively.In case, a studentis not satisfied with the results of the end-semester examination,in any course (paper), he /she can apply to the Controller of Examinations- in writing forevaluation,bypayinga prescribedfee within10 daysafterthepublicationoftheresults.

If there is a change in his/her marks sheet after revaluation / recounting, then a new marks sheetwould be issued, and if no change is found in marks after revaluation /recounting no new sheetwouldbeissued.

Further, the application of the candidates for the issue of the Degree Certificate would not be be considered before the results of recounting/revaluation are declared.

ISSUEOFPROVISIONAL CERTIFICATE:

Provisional Certificate will be is sue to all successful students after the completion of the course.



