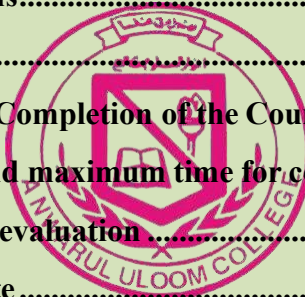


# **HANDBOOK FOR STUDENTS**

## **CONTENTS**

	<b>Page Numbers</b>
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
9. Promotion - Re-Admission and maximum time for completion of course.....	16 - 17
10. Procedure for Recounting / Revaluation .....	18
11. Issue of Provisional Certificate .....	18



# **HANDBOOK FOR STUDENTS**

## **VISSION**

To provide skill based quality higher education by striving continuously for excellence in the education 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 to contribute constructively towards the national 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 the marginalized 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 difficult socio 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 caliber equipped with latest knowledge.
3. To widen the academic horizons of the minority community through imparting quality education.
4. To foster a spirit of research and inquiry by encouraging latest talent in young citizens.
5. To contribute to the rich, pluralistic cultural ethos of our nation by producing knowledgeable, honest and responsible citizens.
6. To raise the bar of excellence in higher education by keeping in close touch with the latest developments in science and technology.
7. Empowerment of women.

## **DISTINCTIVE FEATURES OF THE COLLEGE**

1. It is a private Affiliated College of Osmania University, Hyderabad.
2. It is an Autonomous Private College accredited by NAAC with 'A' grade.
3. It is the first college in the history of erstwhile Andhra Pradesh and Telangana to establish a college under Muslim Minority.
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 level enables 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 Uloom College to achieve improved standards of teaching and learning.
6. Infrastructure: The College is located in the heart of the city of Hyderabad on a campus spreading over 3 acres. There are four blocks in the premise with numerous Classrooms, Laboratories, Computer Lab, Libraries, Seminar Hall, Language Lab and ample parking space with a built area of 11, 550 sq. mtrs.
7. Remedial Teaching for weak Students: Sufficient care is taken by way of remedial teaching for academically weak students. Many departments have organized remedial coaching for the students who need special care. Sometimes special classes are arranged during holidays.
8. Orientation and Refresher Courses: The teachers of the college are regularly deputed to Orientation or Refresher courses to update their knowledge.
9. NCC activities: The College has an active NCC unit with 200 boy and girl Cadets. Rigorous training is given to the Cadets where they have passed in "B" and "C" Certificate Examination. NCC cadets also attend several prestigious camps, including Republic Day, National and Local parades and camps among others.
10. Games and Sports: Numerous games and sports activities are organized by the Department of Physical Education. Our students in the past have participated in many games in Inter college and 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 volunteers participate actively in several 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 for help and a senior teacher who is a part of the GR Cell advises and provides solution to the aggrieved.
13. Placement and Career Counseling Cell: The College has active cell for career counseling and placement, enabling UG students for career planning, UG and PG students for career niche on various corporate establishments' gulf countries.

## U.G - PROGRAMMES OFFERED

UG Courses:

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. & Modern Language (Urdu))	Urdu	262
3.	BBA	Bachelor of Business Administration	English	684
4.	BBM	Bachelor of Business Management	English	685
5.	B.Com	General	English	401
6.	B.Com	Computer Application	English	402
7.	B.Com	E-Commerce	English	411
8.	B.Com	Foreign Trade	English	420
9.	B.Com	Tax Procedures	English	406
10.	B.Com	Advertising Sales Management & Sales Management	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 & Computer Science)	English	474
15.	B.Sc.	CSE (Computer Science & Engineering)	English	497
16.	B.Sc.	MPCs (Mathematics, Physics & Computer Science)	English	468
17.	B.Sc.	NZC (Nutrition, Zoology & Chemistry)	English	464
18.	B.Sc.	Food Science (Botany, Chemistry, Food Science)	English	463
19.	B.Sc.	Bt.MC (Bio-Technology, Micro Biology & Chemistry)	English	487
20.	B.Sc.	Bt. BC (Bio-Technology , Botany & Chemistry)	English	572
21.	B.Sc.	Animation	English	498
22.	B.Sc.	Data Science	English	499

## P.G PROGRAMMES OFFERED

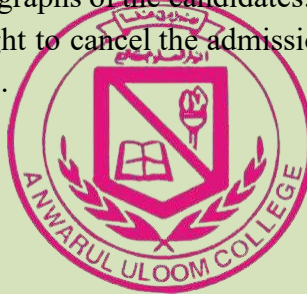
**PG Courses:**

**College Code:1062**

<b>Sl. No.</b>	<b>Courses</b>	<b>Group</b>	<b>Medium</b>	<b>Course Code</b>
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 & Dietetics	English	536

## **ADMISSION PROCEDURE**

1. Admissions are made strictly on the basis of merit.
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 / non local 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/ Ex-servicemen/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.



# CHOICE BASED CREDIT SYSTEM (CBCS)

## RULES & REGULATIONS

### (Approved by the Academic Council Anwarul Uloom College)

These Regulations shall be called Anwarul Uloom College (Autonomous) regulations governing Post Graduate Programmes under the Choice Based Credit System (CBCS), from the Academic Year 2016-2017.

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

#### 1. **Definitions:**

In these Regulations, 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. **“Board of Studies”** means PG Board of Studies of the College in the discipline/subjects concerned
- f. **“Academic Council”** means Academic Council of Anwarul Uloom College.
- g. **“Fee”** means the fee prescribed 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 these Regulations one credit means one hour of teaching work or two hours of practical work per week for 15 weeks in a Semester.
- i. **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 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 the range of marks awarded in a course/paper.
- k. **Credit Points** refer to the product of No. of credits multiplied by the Grade Point for a given course/paper.

- l. 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 courses/papers in a Semester.
- m. Cumulative Grade Point Average (CGPA)** refers to the Cumulative Grade Point Average weighted across all the semesters (6 semesters).

## 2. **CHOICE BASED CREDIT SYSTEM (CBCS) IN PG COURSES**

### **Main features of the Choice Based Credit System (CBCS):**

- i. All the UG Departments in the Faculties of Science, Social Sciences, Arts and Commerce of Anwarul Uloom College shall participate in this Choice Based Credit System (CBCS) from the academic year 2016-17.
- ii. In the CBCS system continuous evaluation of the students in all the semesters is done through Internal Assessment Examinations, assignments, etc.
- iii. The student shall do a project work during the IV semester as a part of the regular course work
- iv. Course contents of each UG programme are designed to meet the ever changing requirements of the industry/job market/needs of society.
- v. Each paper/course, Seminar and Project work is assigned a specific number of credits and the marks secured by a student are converted into grade points and credit points. The performance of a student in a semester is expressed as Grade Point Average (GPA) and the combined performance of a student in all the four semesters of the UG programme is expressed as Cumulative Grade Point Average (CGPA).

### **CBCS Course Structure**

- a. UG Courses in the CBCS are offered within the existing Semester pattern.
- b. There shall be Six Semesters in each UG course. The duration of an Academic year consists of two semesters, each of 15 weeks for teaching.
- c. The Academic session in each semester will provide 90 teaching days
- d. The odd semesters period shall be from July to November and even semesters shall be from December to April.
- e. There shall be three categories of courses/papers in the UG programmes:
  - i. AECC
  - ii. CC
  - iii. DSC
  - iv. DSE



v. SEC

vi. GE

- f. The detailed UG course structure for each Department will be designed by the Board of Studies of the Department and finalized by the respective Faculty and approved by the Academic Council of Anwarul Uloom College from time to time.
- g. **Skill Enhance Course SEC (Choice Based):**  
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 for BA and B.Sc. based on their optional. For B.com the pool will consist of 2 SEC paper per semester out of which the student has to do only one.
- h. **Generic Elective GE:**  
Each department has to offer a Generic Elective in Semester V & VI<sup>th</sup> to Student's from other courses. Student has to select one of them

### 3. Attendance

- a 75% of attendance is compulsory to all the students. A student shall be considered 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) held upto the end of the semester including tests, 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 Grounds on payment of a fee and production of medical certificate.
- c If a student represents his/her institution, College, State or Nation in Sports, NCC, NSS or Cultural or any other officially sponsored activities, he/she shall be eligible to claim the attendance for the actual number of days participated subject to a maximum of 20 days in a Semester based on 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. **Medium of Instruction**

The medium of instruction shall be English / Urdu.

Award of Grades, SGPA, CGPA

Credits, Grade Letter Grade Points, Credit Points

**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 course/paper. It is indicated by a Grade letter O,A,B,C,D,E,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 course/paper.

#### Award of Grades

Range of % of Marks	Grade Letter	Grade Point
≥85 to 100	O	10
≥70 to ≤85	A	9
≥60 to ≤70	B	8
≥55 to ≤60	C	7
≥50 to ≤55	D	6
≥40 to ≤50	E	5
Less than 40	F	0
Absent	Ab	-

#### Semester Grade Point Average (SGPA)

**Credit Points for the paper** = No. of Credits assigned for the paper x Grade Point secured for that course/Paper

**SGPA** indicates the performance of a 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 courses/papers in a Semester.

$$SGPA = \frac{\sum(\text{LetterGradePoints}) \times (\text{Credits})}{\sum(\text{Credits})}$$

$$CGPA = \frac{\sum(SGPA) \times (\text{Credits})}{\sum(\text{Total Credits})}$$

**Note: SGPA is computed only if the candidate passes in all the papers (gets a minimum 'E' grade in all the Papers)**

The following examples illustrate the calculation of Grade Points, Credit Points and Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA). The percentage of marks shown in column III is the marks secured by the student in the Internal Assessment and Semester End Examination put together.

Example: **Faculty of B.Sc / B.Com / BA / BBA Semester – 1**

Course/paper	Credits	% of Marks	Grade Letter	Grade Point	Credit Points = Credits x Grade Points)
Paper-I (Theory)	4	60	B	8	4 x 8 = 32
Paper-II (Theory)	4	50	D	6	4 x 6 = 24
Paper-III (Theory)	4	70	A	9	4 x 9 = 36
Paper-IV (Theory)	4	75	A	9	4 x 9 = 36
Paper-V (Practicals)*	4	75	A	9	4 x 9 = 36
Paper-VI (Practicals)*	4	80	A	9	4 x 9 = 36
Total	24				200

Note: \* The number of practical papers and the credits assigned may vary from one course to other.

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

Total Credits assigned to all the papers in the Semester-I = 24

**SGPA** =  $\frac{\text{Total Credit Points in the Semester-I}}{\text{Total Credits in the Semester-I}} = \frac{200}{24} = 8.33$

**SGPA for Semester-1 = 8.33**

Similarly, Semester II, III, IV, V AND VI should be calculated as per the above procedure.

### **Cumulative Grade Point Average (CGPA)**

CGPA refers to the Cumulative Grade Point Average weighted across all the semesters (4 Semesters). CGPA is obtained by dividing the total number of credit points (CPTs) in all the semesters by the total number of credits in all the Semesters. The final result at the end of all the semesters is declared in the form of CGPA.

**Note: CGPA is calculated only when the candidate passes in all the papers of all the semesters.**

Ex: Faculty of **B.Sc / B.Com / BA / BBA**

I Semester: Total CPTs = 200 Total Credits = 24

II Semester: Total CPTs = 212 Total Credits = 24

III Semester: Total CPTs = 213 Total Credits = 25

IV Semester: Total CPTs = 218 Total Credits = 26

V Semester: Total CPTs = 216 Total Credits = 24

VI Semester: Total CPTs = 210 Total Credits = 22

**CGPA** =  $\frac{\sum \text{Total CPTs of Semester-I, II, III, IV, V \& VI}}{\sum \text{Total Credits of Semester-I, II, III, IV, V \& VI}}$

In the present example.

$$\text{CGPA} = \frac{200+212+213+218+216+210}{24+24+25+26+24+22} = 1269/145 = 8.75$$



## **General Rules and Regulations**

### **GENERAL DISCIPLINE**

1. Students are expected to maintain high standards of discipline and uphold the reputation of the institution.
2. Students are personally responsible for college property.
3. Students should keep the surroundings clean.
4. The vehicles can be parked in respective parking spaces where the students should bring ID cards and produce it when asked.
5. Ragging is strictly prohibited in the campus. Relational ships between students must be friendly and cordial.
6. Students are expected to improve and maintain consistency in performance.
7. College disciplinary rules must be followed.
8. Discourtesy towards teachers, in subordination, obscenity in word / in act is liable for disciplinary action.
9. Attendance to all college functions is mandatory for students.
10. On gross misconduct by students, Principal has the power to expel them from the college.

### **ATTENDANCE:**

1. Students should have 75 % of attendance to appear for the exam.
2. Leave letter should be submitted before taking a leave.
3. Students should take permission of HOD for leaving campus.
4. In case of medical absence, students should produce a medical certificate.

### **DRESS CODE**

1. Students should dress modestly and wear clothes that reflect decorum and Indian culture.

### **LIBRARY**

1. Library opens from 9 am and closes at 6 pm on all working days.
2. Students must produce library card while borrowing any library material.
3. Students are not permitted to lend their cards to others for borrowing.
4. Books must be returned promptly and any damage to it has to be compensated.
5. UG course in CBCS is offered in semester pattern.
6. There are 6 semesters in each UG course, the duration of each academic year consist of 2 semesters and each has 15 weeks of teaching.



## **EXAMINATION**

1. The emphasis is on internal and continuous evaluation. It has the combination of formative and summative assessments.
2. Academic session in each semester consist of 90 teaching days.
3. Attendance of 75% 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 to claim 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 Assessment and 35 marks for Semester.

In normal course candidate 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.



### **Evaluation Methods**

1. Semester End Examination of Ability Enhancement Compulsory Course (AECC) shall be conducted by the College and its marks shall be a part of SGPA and CGPA
2. AECC has 2 credits and will be evaluated for 50 marks (Exam is for 50 Marks. Section 'A' consist of 5 questions out of which 4 questions need to be answered, each of which carries 2 Marks. Section 'B' consist of 4 questions, each of which carries 10 Marks)  
AECC – II COURSE: Gender Sensitization – the framing of Syllabi, Question Paper, Paper Setting, Panel of Examiners and other confidential related work will be taken up by the Chairperson, BOS in history. )
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 10 MCQ'S of ½ Mark each; 10 FIBs of ½ Mark each; 5 Short Answers of 1 Mark each.
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 & VI End Semester by external examiners.

Pattern of Semester End Exam for UG Core and Elective papers (4 and 5 credit courses/papers):

#### **A. For ARTS, COMMERCE AND SOCIAL SCIENCES :**

- i. 5 Credits (Course / Paper 35 marks): Section 'A' (10 marks) consist of 5 Short Answer Questions (at least one from each unit) all 5 questions are to be answered. Each question carries 2 marks. Section 'B' (25 marks) – 5 long answer / essay type questions of 5 marks each with internal choice (2 to be set per unit).
- ii. 4 Credits Course / Paper 35 marks) : Section 'A' (10 marks) consist of 8 Short Answer Questions (two from each unit) all 5 questions are to be answered. Each question carries 2 marks. Section 'B' (25 marks) – 5 long answer / essay type questions of 5 marks each with internal choice (2 to be set per unit). Each questions carries 5 marks.

#### **B. For SCIENCE :**

- i. 4 Credits Course / Paper 35 marks) : Section 'A' (15 marks) consist of 8 Short Answer Questions (two from each unit) all 3 questions are to be answered. Each question carries 5 marks. Section 'B' (25 marks) – 4 long question answer / essay type questions with internal choice (2 to be set per unit). Each questions carries 5 marks
- ii. 2 Credits Course / Paper 50 marks) : Section 'A' (10 marks) consist of 5 Short Answer Questions are to be answered. Each question carries 2 marks. Section 'B' (4 marks) – 4 long answer / essay type questions of 10 marks each with internal choice

### **Improvement of Grades and Completion of the Course:**

Candidates who have passed in a theory paper/papers are allowed to appear again for theory paper/papers only once in order to improve his/her grade, by paying the fee prescribed by the College. Such candidates are allowed to appear for Improvement Examination only once, in the next immediate Semester Examination only. If candidate improves his/her grade, then his/her improved grade will be taken into consideration for the award of GPA only. The improved grade shall not be higher than A+. Such improved grade will not be counted for the award of Prizes/Medals, Rank and Distinction. If the candidate does not show improvement in the grade, his/her previous grade will be taken into consideration. Candidates will not be allowed to improve Marks/Grade in the Internal Assessment, Seminars and Project Work.





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

Rules of promotion are as under:

Sl. No.	Semester	Conditions to be fulfilled for Promotion
1.	From Semester-I to Semester-II	Undergone a Regular Course of Study of Semester-I and registered* for the Semester-I examination.
2.	From Semester-II to Semester-III	a) Undergone a Regular Course of study of Semesters-I and II. and b) The number of backlogs if any, of Semester-I and II taken together, shall not exceed 50% of the total number of papers/subjects prescribed for Semesters-I and II,
		Number of papers/subjects prescribed for Semesters-I and II
		Number of backlogs permitted
		BA 12 6
		B.Sc 18 9
		B.Com 16 8
		BBA 16 8
3.	From Semester-III to Semester-IV	Undergone a Regular Course of study of Semester-III and registered* for Semester-III examination.
4.	From Semester IV to V	a) Undergone a Regular Course of study of Semester-I,II,III & IV. b) The number of backlogs is any, of Semester – I,II,III AND IV taken together, shall not exceed 50% of the total number of papers / subjects prescribed for Semesters-I, II, III and IV.
		Number of papers/subjects prescribed for Semesters-I,II III and IV
		Number of backlogs permitted
		BA 24 12
		B.Sc 36 18
		B.Com 32 16
		BBA 31 16

\* Registration means obtaining a Hall Ticket for the said examination.

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

cases:

- (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/year did not continue their studies in the next immediate semester/year on personal /health grounds but desired to continue his/her studies after a short break;
- (4) A student who has put in not less than 40% of attendance in a Semester and not registered for the examination can take re-admission in the same semester without appearing for the entrance examination.
- (5) Candidates who, after completing a semester / year of the course but taken T.C to join some other course and come back to continue the earlier course

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

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. They should have been promoted to next higher class/semester in which they are seeking readmission.
2. They should join the course within 4 weeks in case of semester system from the date of commencement of classes
3. They should be able to complete the course within the five years from the year of their original admission.
4. They should pay the readmission fee as prescribed by the College

**NOTE: No readmission shall be made after the cut off date (4<sup>th</sup> week in a 15 week semester) under any circumstances. The cutoff date for granting readmission shall be reckoned from the date of commencement of classes for different courses as per the almanac communicated by the College every year.**

5. In the normal course of time a candidate is expected to complete UG Degree course within three years from the date of admission.
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/her admission.
7. The Six-semester three-year course should be completed by a student within 5 years (3+2) as per the guidelines of UGC approved by Academic Council 26-9-2020.

### **PROCEDURE FOR RECOUNTING / REVALUATION**

There is a provision for revaluation and recounting of the answer scripts, for UG & PG respectively. In case, a student is 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 for evaluation, by paying a prescribed fee within 10 days after the publication of the results.

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

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

### **ISSUE OF PROVISIONAL CERTIFICATE:**

Provisional Certificate will be issue to all successful students after the completion of the course

