

REGULATIONS
FOR
CONTINUOUS AND COMPREHENSIVE EVALUATION (CCE)

AS PER CHOICE-BASED CREDIT SYSTEM (CBCS)
FOR POSTGRADUATE PROGRAMME UNDER OSMANIA UNIVERSITY
(M.A., M.Com., M.Sc., MSW, M.Lib.I.Sc, MCJ)

With effect from the Academic Year

2023-2024



OSMANIA UNIVERSITY
HYDERABAD – 500 007
TELANGANA, INDIA

REGULATIONS
FOR
CONTINUOUS AND COMPREHENSIVE EVALUATION (CCE)
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REGULATIONS REGARDING CONTINUOUS AND COMPREHENSIVE EVALUATION (CCE) AS PER CHOICE-BASED CREDIT SYSTEM (CBCS) FOR POSTGRADUATE PROGRAMME UNDER OSMANIA UNIVERSITY

(M.A., M.Com., M.Sc., MSW, M.Lib.I.Sc. & MCJ)

(As approved by the Standing Committee of Academic Senate, Dated: 07-12-2023)

The Following Regulations are made in exercise of the powers conferred on the university under Section 55 (1) (C) of the Telangana Universities Act 1991 and as per the CBCS system envisaged by the UGC. These Regulations shall be applicable with effect from the academic year 2023-24 in respect of the Postgraduate Courses specified in these Regulations and they may be extended in respect of other Programmes by the competent authority of the university from time to time.

1. INTRODUCTION

1.1. Background and Rationale

In the rapidly evolving landscape of higher education, the introduction of the Continuous and Comprehensive Evaluation (CCE) system under the Choice-Based Credit System (CBCS) at Osmania University is rooted in the need for a more dynamic and student-centric approach to learning. Traditional examination systems often fall short in capturing the diverse talents, skills, and learning styles of students. The adoption of the CCE system represents a forward-looking response to the demand for an assessment methodology that is not only robust but also adaptable to the individualized needs of learners.

The rationale for implementing CCE lies in its ability to nurture a holistic understanding of a student's capabilities. By emphasizing continuous assessment over the entire duration of a course, this system moves away from a reliance solely on exam results and embraces a comprehensive evaluation that includes assignments, projects, presentations, and other forms of continuous assessment. This shift is designed to provide a more accurate reflection of a student's overall academic performance and readiness for the professional world.

Through the adoption of the above progressive evaluation approach, the university is not only reshaping assessment methods but also reaffirming its commitment to delivering a contemporary, adaptable education aligned with the demands of the 21st-century academic landscape. The transition from tradition to transformation in Osmania University's evaluation approach signifies its dedication to academic excellence and adaptability to evolving times. This significant milestone in the college's journey positions it as a leader in higher education.

1.2. Overview of the Choice-Based Credit System

The Choice-Based Credit System (CBCS) serves as the structural backbone for the academic Programmes offered at Osmania University. This system is designed to provide students with the flexibility to choose courses based on their academic interests and career aspirations. Each course is assigned a certain number of credits, and students accumulate credits as they successfully complete courses. The CBCS not only allows for a more personalized and interdisciplinary approach to education but also facilitates credit transfer and mobility, enabling students to pursue learning experiences beyond the confines of a single college.

1.3. Objectives of the Regulations

The regulations outlined herein serve several key objectives:

- 1.3.1. **Academic Integrity:** Upholding the highest standards of academic integrity and ensuring a fair and transparent assessment process.
- 1.3.2. **Student-Centric Learning:** Facilitating a student-centric learning environment that recognizes and nurtures individual strengths and talents.
- 1.3.3. **Quality Enhancement:** Elevating the quality of education by implementing a robust and adaptable assessment system aligned with global academic trends.
- 1.3.4. **Flexibility and Responsiveness:** Establishing a framework that facilitates flexibility in selecting courses, implementing assessment methods, and transferring credits, thereby improving education's responsiveness to evolving student, industry, and societal needs.
- 1.3.5. **Consistency and Fairness:** Ensuring consistency and fairness in the evaluation process across all Programmes, promoting a level playing field for all students.

Essentially, these regulations are designed to cultivate an academic environment that is not only innovative and adaptable but also dedicated to the comprehensive development and success of each student within the academic landscape of Osmania University.

2. DEFINITIONS

2.1. Academic Senate:

The term "Academic Senate" refers to the governing body responsible for academic policies and decisions within the University. Comprising representatives from various academic and administrative units, the Academic Senate plays a pivotal role in shaping and overseeing academic affairs.

2.2. Academic Authorities:

The term "Academic authorities" refer to individuals or bodies within the University that hold decision-making power and responsibility for overseeing academic matters. This may include administrators, faculty members, academic deans, or other individuals or committees involved in making and implementing decisions related to the University's academic policies, Programmes, and standards.

2.3. Executive Council (EC):

The term "EC" stands for the Executive Council of the University. The Executive Council is a crucial administrative body responsible for making executive decisions and implementing policies related to the overall management and governance of the University.



2.4. Board of Studies (BoS):

The term "BoS" refers to the Board of Studies of a Department. This body is responsible for approving authority of the academic curriculum, pedagogy, suggesting modifications, and ensuring the relevance and quality of academic Programmes within a specific department.

2.5. Choice Based Credit System (CBCS):

The term "CBCS" or Choice-Based Credit System, is an educational framework that allows students to choose courses from a wide array of elective courses, in addition to the core subjects that are mandatory for their Programme of study. It is designed to provide students with flexibility in choosing courses based on their interests, aptitude, and career goals.

2.6. Common Post Graduate Entrance Test (CPGET):

The term "CPGET" stands for Common Postgraduate Entrance Test, which is conducted by the Directorate of Admissions / competent authority. It is an assessment tool used for the standardized evaluation of candidates applying for admission to academic Postgraduate Programmes.

2.7. Continuous Assessment (CA):

The term 'Continuous Assessment' (CA) refers to an ongoing evaluation process designed to provide continual feedback on teaching and learning to teachers and students, respectively. This includes monthly internal assessments along with the consideration of attendance percentage conducted throughout the progress of a semester.

2.8. Course:

The term "Course" is a distinct subject identified by its course number and title. It encompasses a specified syllabus or course description with course objectives & course outcomes, a set of references, and is taught by one or more teachers or a Course Coordinator to a specific class or group of students during a particular academic session or semester.

2.9. Course Coordinator:

The term "Course Coordinator" is either the teacher or an appointed individual responsible for coordinating the activities related to a specific course. This role involves managing course content, assessments, and communication with students.

2.10. Curriculum:

The term "Curriculum" refers to the entire study requirements for the award of a Postgraduate degree.

2.11. Core Course:

The term "Core Course" refers to a Department-offered course in a Postgraduate Programme, closely aligned with the Programme's subject. Courses in this category are intended to encompass fundamental content essential for students in that discipline. These are mandatory studies that every candidate must undertake as a core requirement.

2.12. Credit:

The term "Credit" means numbers attached to each course which define their weightage in the whole Programme.

2.13. Credit Point:

The term "Credit Point" (CP) of a course is the value obtained by multiplying the Grade Point (G) by the Credit (Cr) of the course.

2.14. Credit Transfer:

The term "Credit Transfer" means the transfer of credits into and out of a Programme as per provision of the credit transfer regulations of the University.

2.15. Cumulative Grade Point Average (CGPA):

The "Cumulative Grade Point Average" (CGPA) is calculated by dividing the total credit points earned in all courses throughout the Programme by the overall number of credits. The result is then rounded off to two decimal places.

2.16. Dean Academics:

The term "Dean (A)" refers to the Dean responsible for academic affairs. This individual oversees academic policies, curriculum development, and related matters.

2.17. Dean Student Affairs:

The term "Dean (SA)" denotes the Dean overseeing student affairs. In this capacity, the individual is responsible for orchestrating extracurricular activities, fostering student engagement, and overseeing the general well-being of students beyond academic concerns.

2.18. Departmental committee (DC):

The term "Departmental Committee" means a committee led by the Head of Department (HoD), serves as the governing body within an academic department, overseeing decision-making on a broad spectrum of departmental affairs. The committee's purview extends to policy formulation and decision-making across academic domains (such as admissions, teaching arrangements, examinations, and fellowship awards), administrative matters, financial considerations, and research initiatives. And the quorum of the departmental committee to be 1/3rd of its total membership, ensuring a well-rounded representation in the decision-making processes.

2.19. Departmental Research Committee (DRC):

The term DRC stands for Departmental Research Committee, it plays a significant role in overseeing and managing research related activities with a specific academic department (or) discipline within a university.

2.20. Elective Course:

The term "Elective course" is a course which can be chosen from a pool of courses. It may be: Supportive to the discipline of study, providing an expanded scope, Enabling an exposure to some other discipline/domain and nurturing student's proficiency / skill. An elective may be "Generic Elective" focusing on those courses which add generic proficiency to the students. An elective may be "Discipline centric" or may be chosen from an unrelated discipline to be called an "Open Elective".

2.21. Exam Coordinator:

The term "Exam Coordinator" typically refers to an individual who is responsible for coordinating and overseeing the examination-related activities within college or a specific department. The primary role of an exam coordinator is to ensure the smooth and efficient conduct of exams. This includes tasks such as scheduling exam dates, arranging venues, supervising exam sessions, managing logistics, and addressing any issues or conflicts that may arise during the examination process.

2.22. Faculty Advisor:

A "Faculty Advisor" is an academic mentor assigned to a group (admission batch) of students within a Parent Department. This individual provides guidance on academic matters, career planning, and overall student welfare.

2.23. Foundation Course:

The term "Foundation Course" refers to courses centered around content that enhances knowledge. These courses are obligatory for all disciplines, providing a fundamental basis for learning.

2.24. Grade:

The term 'Grade' signifies an alphabetical letter indicating the level of achievement of learning objectives in a course.

2.25. Grade point:

The term "grade point" is a numerical representation of a student's academic performance in a course or subject. It is commonly used in educational systems that use a grading scale based on letter grades. The grade point is usually associated with a letter grade and serves as a quantitative measure of the student's achievement.

2.26. Principal:

The term "Principal" denotes the head of a college. The Principal is responsible for the overall administration and management of the college.



2.27. Head of the Department (HoD):

The term "HoD" stands for the Head of the Department. This individual is responsible for the administration and academic leadership within a specific department. HoD is responsible to oversee smooth conduct of theory and practical class work of a particular department.

2.28. Programme:

The term "Programme" refers to a structured set of courses and activities designed to achieve specific educational objectives. It is a comprehensive plan of study leading to a specific academic / professional degree.

2.29. Programme Coordinator:

The "Programme Coordinator" is a faculty member designated as the in-charge of an academic Programme. This role involves coordinating activities related to the specific Programme, ensuring its smooth functioning.

2.30. Parent Department:

The "Parent Department" refers to the department that offers the Postgraduate degree Programme that a student undergoes. It is the primary academic unit overseeing the student's course of study.

2.31. Semester:

The term "Semester" consists of 14-15 weeks of academic work equivalent to 90 actual teaching days. The odd semester may be scheduled from July to December and even semester from January to June.

2.32. SGPA:

The term "SGPA" stands for "Semester Grade Point Average." It is a measure of a student's academic performance in a specific semester or term. SGPA is calculated by assigning grade points to the grades obtained in individual courses during that particular semester and then taking the average.

2.33. Standing Committee of Academic senate:

The term "Standing Committee" of the Academic Senate refers to a permanent committee of academic senate within the university's governance structure with a continuous mandate to address specific and recurring matters relating to academics and research. This committee is pivotal in providing ongoing attention and expertise to critical aspects of university affairs.

2.34. Student Advisor:

A "Student Advisor" typically refers to a faculty member or a designated staff member within a college department. Their main responsibility is to offer guidance and support to students, helping them navigate both academic and personal aspects of their educational and career development.

2.35. Student Coordinator:

A "Student Coordinator" is an individual student who is appointed or elected to fulfill a role that involves facilitating communication, organizing events, and addressing various matters related to the student body within a college/department. This position is often seen as a bridge between students and the administration or faculty, with the aim of enhancing the overall student experience and fostering a sense of community.

3. GENERAL REGULATIONS FOR POSTGRADUATE PROGRAMME

The provisions encapsulated in this set of regulations comprehensively govern the entire spectrum of policies and procedures pertinent to Postgraduate Programme viz. M.A., M.Com., M.Sc., MSW, M.Lib.I.Sc. & MCJ under the jurisdiction of Osmania University. These regulations cover the admission process, the delivery of course instructions, the conduct of examinations, and the subsequent evaluation and certification of students' performance.

3.1. Applicability of these regulations to Postgraduate Programme:

These regulations, which are uniformly applicable and obligatory for all student enrolled in Postgraduate Programme (M.A., M.Com., M.Sc., MSW, M.Lib.I.Sc & MCJ) under the Choice-Based Credit System (CBCS) at Osmania University, will take effect starting from the academic year 2023-24.

3.2. Admission Process:

Admission to the University's diverse Postgraduate Programmes, spanning its campus, constituent, and affiliated colleges, will follow the guidelines specified in the Information Brochure. For detailed information, please visit the following websites: www.osmania.ac.in, <https://cpget.tsche.ac.in>, www.ouadmissions.com

3.3. Admission Process:

- a) Admission to various Full-Time Programmes of Osmania University will be done only once in an Academic Year.
- b) For M.A., M.Com., M.Sc., MSW, M.Lib.I.Sc & MCJ, Programmes, admission will be through the "Common Post Graduate Entrance Test" (CPGET).
- c) The Admission Rules as framed by the University from time to time shall be applicable for all admissions, and all decisions taken by the University regarding this shall be final.

3.4. Notification & Publicity:

The Directorate of Admission, with the approval of the University, will be responsible for facilitating admissions to various Programmes offered by the University.



The Admission Directorate shall:

- a) Notify the admission schedule/calendar for information and compliance by the University.
- b) Draft Common prospectus and Application Form for admission to all academic Programmes of the University and shall be available at the Directorate of PG admissions.
- c) Issue Press Releases and write-ups in educational columns of local dailies in regional languages.
- d) Decide on the locations for holding Osmania Common Admission Test (CPGET) in consultation with the Chairperson, Admission Committee, based on the response received from the applicants.
- e) The date of CPGET shall be declared/released on the University's websites: www.osmania.ac.in, <https://cpget.tsche.ac.in>, www.ouadmissions.com along with the last date of submitting the duly filled in Admission Application Forms etc.

4. ALMANAC

The Almanac, synonymous with the Academic Calendar, serves as a pivotal framework for orchestrating and overseeing the academic activities within the Postgraduate Programmes viz. M.A., M.Com., M.Sc., MSW, M.Lib.I.Sc & MCJ Programmes at Osmania University. This meticulously designed tool ensures a systematic and thoughtfully planned approach to the academic year, nurturing effective teaching, learning, and evaluation processes.

4.1. Duration of the Course:

The prescribed duration for the Postgraduate Programmes viz. M.A., M.Com., M.Sc., MSW, M.Lib.I.Sc. & MCJ Programmes is a span of FOUR semesters. This structured timeline provides students with a transparent pathway for their academic journey, ensuring a holistic and enriching learning experience.

4.2. Formulation and Approval of Almanac:

- a) The Almanac encapsulates the schedule of academic activities for each semester, detailing essential milestones such as re-admission dates, commencement of classes, Internal Assessments, last-date of instruction, end-semester examination, and inter-semester vacations etc.
- b) Prepared by the Academic branch in consultation with the Registrar, Deans and Principals, the Almanac on approval from the Standing Committee of Academic Senate is announced a minimum of TWO WEEKS before the conclusion of the preceding semester and the same will be placed on University website.
- c) This proactive timeline ensures that both students and faculty are well-informed and adequately prepared for the forthcoming academic period.



4.3. Adherence to the Almanac:

- a. Strict adherence to the Almanac is indispensable to preserve the integrity and effectiveness of the academic schedule.
- b. Co-curricular and extra-curricular activities are scheduled judiciously to avoid interference with the curricular activities outlined in the Almanac.

4.4. Compensation for Disrupted Teaching Days:

- a. In instances where teaching days are declared holidays or classes are suspended, regardless of the reasons, the Head of the Department (HoD) or Programme Coordinators are entrusted with organizing pertinent makeup sessions / compensation classes.
- b. Makeup sessions are conducted on suitable days, aligning with the specific Class Time Table of the lost teaching day, ensuring comprehensive coverage of the curriculum.
- c. Commitment to the Almanac ensures uniformity and equity in the academic processes throughout the academic year

5. ATTENDANCE REQUIREMENTS

5.1. Consequences of Low Attendance:

- a. A student with less than 75% attendance in a course during a semester, encompassing lectures, tutorials, and practical sessions, will be ineligible to participate in the End Semester Examinations for that specific course.
- b. This rule is applicable without consideration of the student's academic performance or the reason for their absence.

5.2. Approved Leave and Attendance:

To accommodate approved leave of absence, such as participation in College activities (e.g., sports, games, athletics, placement activities, NCC/NSS activities), or unforeseen contingencies like medical emergencies, the minimum attendance requirement is set at 75% of the classes actually conducted and with condonation 65%.

5.3. Condonation Fee:

In the event that a student does not meet the 75% attendance requirement by the end of the semester but maintains attendance above 65%, they have the opportunity to address the shortfall by paying a condonation fee of Rs. 2000/-, accompanied by a valid reason. This fee should be remitted in the name of the Registrar, Osmania University, and is payable at Hyderabad, granting the student the chance to participate in the examinations.



5.4. Readmission:

For readmission, the student must attain a minimum attendance of 40% in the I-semester. Failure to meet this criterion necessitates the student to forfeit the current admission and undergo a new admission process.

5.5. Records and Disclosure of Attendance Records:

- a. The Head of the Department (HoD) or Programme Coordinator is responsible for the compilation and regular reporting of attendance records.
- b. Students may request to review their attendance statements or records regularly, with access provided at least once a month on the College or Department Notice Board.
- c. This attendance requirements aim to ensure students' active and regular participation in the learning process while providing a fair and transparent system for managing attendance-related matters.
- d. The HoD / Programme Coordinators are responsible for regularly communicating the attendance status of concerned students.
- e. A list of provisionally detained students, along with reasons, is to be published within one week after the last day of instruction of semester.

5.6. Final Detention and Communication:

The Principal, being the authority to decide on detention, will receive written communication regarding final detentions from the HoD / Programme Coordinator. Copies of the communication will also be sent to the concerned students and the Controller of Examinations.

6. ABSENCE DURING THE SEMESTER

6.1. Leave of Absence Approval Process:

- a. Students seeking leave of absence for valid and genuine reasons must submit a formal request with supporting documents to HoD / Programme coordinator through their faculty advisor at the appropriate time.
- b. The faculty advisor / HoD / Programme coordinator are responsible for reviewing and approving leave requests, ensuring that the reasons provided are valid and substantiated by appropriate documentation.
- c. The HoD / Programme coordinator has the authority to either approve or deny leave requests after assessing their validity and legitimacy. A request may be denied if it is deemed unsatisfactory.
- d. These procedures for granting leave of absence are established to maintain transparency, accountability, and fairness in handling student requests for their absence during the semester with the prior permission.



7. STUDENT CODE OF CONDUCT AND DISCIPLINE

7.1. Student Conduct:

Students are required to adhere to the standards set by Osmania University, both on and off the college premises, in accordance with the applicable laws of University's Student Conduct Rules which mandate that the student shall :-

1. Attend classes regularly and punctually to maintain a focused learning environment.
2. Ensure that they put up minimum 75% attendance and realize the students with attendance below 75% will be ineligible for examinations.
3. Always carry and display college-issued identity cards.
4. Keep mobile phones on silent in class, laboratories, and the library; avoid bringing them to examination halls.
5. Utilize internet/Wi-Fi facilities for academic purposes only.
6. Not carry / consume any food or beverages in classrooms, laboratories, libraries, or examination halls.
7. Strictly avoid ragging and smoking.
8. Contribute to a clean, green, and plastic-free college environment.
9. Follow schedules, rules, and regulations for examinations.
10. Arrive at the examination hall 30 minutes before the scheduled start.
11. Be liable for severe consequences for involvement in examination malpractices.
12. Resorting to acts of intimidation or coercion or gheraos.
13. Committing forgery, tampering with or misusing of the University documents/ records / identification cards.
14. Unauthorized entry into any University Office / Department / Swimming Pool/ Sports fields.
15. Indulging in violence, including use of abusive language against any employee of the University in the premises or outside.
16. Preventing any employee of the University from discharging his / her duties.
17. Unauthorized occupation of Hostel Rooms.
18. Unauthorized entry into a dining hall and use of mess facilities therein.
19. Understand and comply with the college's evaluation system and complete courses within stipulated timeframes.
20. Attend meetings, functions, and college activities promptly.
21. Regularly check notice boards for important announcements.
22. Obtain prior permission for leaving the college premises during class hours.
23. Conserve water, switch off lights and fans when not in use, and maintain cleanliness in surroundings.
24. Utilize campus facilities for fitness, including yoga, sports, and the gymnasium.
25. Make regular use of the library to enhance skills and knowledge.
26. Respect fellow students, staff, and especially students with special needs.
27. Foster a sense of patriotism, brotherhood, and religious and communal harmony.
28. Hostel students must maintain discipline and respect for property.
29. Strict adherence to all college rules and regulations.
30. Not involve or indulge in political matters or anti-social activities.
31. Students with poor academic performance may be detained; remedial coaching classes recommended.



32. Actively participate in NCC, NSS, and various clubs / cells encouraged.
33. Make effective use of HCDC / college cells/committees for career guidance, placement, etc.
34. Attend free competitive examination coaching offered by the college.
35. Maintain regular communication with mentors / faculty advisors.
36. Notify the head of the department or authorities of any teacher absences.
37. Report incomplete syllabus coverage in a timely manner.
38. Student shall make use of the grievance box, which will be provided in each department for submitting the complaints / suggestions.
39. Prohibited from collecting money for activities without prior college authority permission.
40. Actively participate in college competitions and events.
41. Safeguard personal belongings; the college is not responsible for losses unless items are deposited with the office.
42. Not use abusive language which is punishable.
43. Timely payment of examination fees.
44. Renew government scholarships at regular intervals.
45. Not participate in unauthorized activities.
46. Maintain healthy relationships, fostering gender sensitivity and equality.
47. Encourage posting grievances into provided grievance boxes.

7.2. Ragging Prohibition:

As per the Telangana Prohibition of Ragging Act, 1997 and Supreme Court of India's directive, ragging in any form is considered a criminal offence and is strictly prohibited.

7.3. Violations of Code of Conduct:

The following actions constitute gross violations of the code of conduct under the applicable laws and also University Rules, subject to disciplinary measures:

- i. **Ragging:** Any form of ragging is strictly prohibited.
- ii. **Lack of Courtesy and Decorum:** Indecent behavior within or outside the campus.
- iii. **Property Damage or Theft:** Willful damage or stealthy removal of College / hostel property or belongings of fellow students or citizens.
- iv. **Substance Abuse:** Possession, consumption, or distribution of alcoholic drinks, narcotics, or hallucinogenic drugs.
- v. **Library Offences:** Mutilation or unauthorized possession of library books.
- vi. **Disruptive Behavior:** Noisy and unseemly behavior that disturbs the studies of fellow students.
- vii. **Cyber Offences:** Hacking into computer systems or any other cybercrime.
- viii. **Plagiarism:** Any form of plagiarism.
- ix. **Gross Indiscipline:** Any other act of gross indiscipline.

7.4. Authority to Impose Reprimand or Fine:

For offences committed in (i) a hostel, (ii) a department, or (iii) elsewhere, the Chief Warden, Director, Campus Hostel for Women, Head of the Department, and Dean (Students Affairs) respectively shall have the authority to reprimand or impose fines.

7.5. Examination Malpractices:

Cases of unfair means or malpractice in examinations will be reported to the Controller of Examination for appropriate action under the applicable laws and ordinances of the University.

7.6. Reporting Serious Offences:

All cases of serious offences, potentially requiring more than reprimand, shall be reported to the Principal for initiating appropriate action.

7.7. Disciplinary Action:

- a. Disciplinary actions for infractions vary in severity and may encompass reprimands, fines, hostel expulsion, examination disqualification, facility usage restrictions, rustication, or complete expulsion from the college.
- b. The College Level Standing Disciplinary Action Committee, appointed by the Principal, will conduct investigations and propose appropriate disciplinary measures corresponding to the nature and gravity of the committed offence.
- c. In extreme cases, legal authorities or the judiciary may be involved.

7.8. Penalties:

The following penalties may, for acts of indiscipline and misconduct or for good and sufficient reasons and as hereinafter provided, be imposed on a student namely:

- i. Warning
- ii. Fine upto ₹. 1,000/-
- iii. Recovery of pecuniary loss caused to the property
- iv. Cancellation of Scholarships or any financial assistance from any source, or recommendation to that effect to the sanctioning agency.
- v. Debarring from participation in Sports / NCC / NSS and other such activities.
- vi. Disqualifying from holding any representative position in the Class / College/ Hostel / Mess / Sports and in similar other activities.
- vii. Expulsion from the College / Hostel / Mess / Library
- viii. Debarring from an examination
- ix. Debarring from the University
- x. Disqualifying from further studies
- xi. Entering the act of indiscipline in the Conduct certificate / Transfer Certificate.

8. MEASUREMENT OF CREDIT HOURS

- a. The credit refers to a unit by which the course work is measured. It determines the number of hours of instructions required per week.
- b. One credit is equivalent to 1 hour of teaching [lecture or tutorial] or 2 hours of practical / lab work/field work per week.
- c. Accordingly, one Credit would mean equivalent of 14-15 hrs of theory or 28- 30 hrs of workshop/ lab/practical work.

9. COMPONENTS OF EVALUATION

The Continuous and Comprehensive Evaluation (CCE) criteria encompass three components for assessing a student's performance: I. Continuous Assessment (CA), II. Attendance Percentage (AP), and III. End Semester Examination (ESE).

- I. **Continuous Assessment (CA):** In this component, students undergo ongoing evaluation through four monthly Internal Assessment tests (annexure-I). Each of these assessments is assigned a specific weightage of 10 marks. This approach ensures that students are consistently assessed throughout the academic journey based on their performance in regular assessments.
- II. **Attendance Percentage (AP):** The attendance component is designed to encourage active participation in the learning and teaching process. A portion of the assessment, specifically 10 marks, is allocated to track and reward students for their attendance. This implies that regular attendance is considered an integral part of the overall evaluation, reinforcing the importance of students being present and engaged during classes.
- III. **End Semester Examination (ESE):** The comprehensive evaluation is completed with an End Semester Examination (ESE). This final examination contributes a significant portion, specifically 50 marks, to the overall assessment. The ESE is a comprehensive test that covers the entire course content and serves as a culmination of the learning process throughout the term. Success in the End Semester Examination is crucial for students to secure a substantial portion of their total marks.

In essence, the Continuous and Comprehensive Evaluation (CCE) Model integrates three key components—Continuous Assessment (CA) (40 marks), Attendance Percentage (AP) (10 marks), and End Semester Examination (50 marks)—to assess students in the designated Programmes. This well-rounded approach harmonizes continuous evaluation, consistent attendance, and a thorough final examination, ensuring a comprehensive assessment of students' performance.

Notably, for all practical purposes, Continuous Assessment (CA) includes Attendance Percentage (CA inclusive of AP) and wherever CA means inclusive of attendance percentage.

10. WEIGHTAGE FOR ATTENDANCE

- a. The allocation of marks for attendance is structured based on the percentage of attendance, reflecting a commitment to regular participation. Students with an attendance percentage between 95% and 100% are rewarded with 10 marks, emphasizing the significance of consistent attendance.
- b. Those with attendance ranging from 86% to 94% receive 08 marks, recognizing and encouraging sustained engagement.
- c. A slightly lower attendance percentage of 81% to 85% corresponds to 06 marks, highlighting the importance of maintaining a substantial presence in class.
- d. Furthermore, students with 75% to 80% attendance earn 05 marks, reinforcing the value placed on being actively present.
- e. For attendance percentages falling between 65% and 74%, 04 marks are applicable, contingent upon the provision of a valid reason supported by condonation. This system aims to underscore the connection between regular attendance and academic success while allowing flexibility for exceptional circumstances through the condonation provision.

Attendance Percentage	Marks
95% - 100%	10 Marks
86% ≤ 95%	08 Marks
81% ≤ 86%	06 Marks
75% ≤ 81%	05 Marks
65% ≤ 75%	04 Marks*
<65% (Detained)	No weightage

* Applicable only to those who provide a valid and genuine reason with condonation.

11. ASSESSMENT GUIDELINES

11.1. Evidence-Based Internal Assessments:

- a. Internal assessments in higher education utilize empirical evidence and data to objectively evaluate students' performance and learning outcomes.
- b. Various evidence-based assessment methods include assignments, examinations, presentations, performance-based assessments, portfolios, peer review, feedback, reflective journals and internship reports, etc.

11.2. Types of Written Continuous Assessment Tests:

Various types of written continuous assessment tests include quizzes, unit tests, essay exams, problem-solving tests, objective tests, short answer tests, case study analysis, research papers, literature reviews, reflective journals, peer-reviewed writing, and lab reports/records, internship reports etc.

11.3. Procedure for Conduct of Internal Assessment:

- a. The Internal Assessment Examinations, outlined in Annexure-I, are conducted during regular class hours and are spread across a week.
- b. Each course/subject is assigned to a specific weekday, aligning with the timetable distributed for the four monthly Internal Assessment tests.
- c. Concurrently, the remaining scheduled class work will continue without interruption.

11.4. Procedure for Internal Assessment Evaluation:

- a. The Chief Superintendent of Exams / Principal / Head of Department (HoD)/ or Exam Coordinator must promptly upload student attendance for assessment tests on the same day.
- b. After completing each internal assessment exam, the assigned teacher reviews the response sheets and posts the marks directly on the sheets.
- c. Following this, the evaluated response sheets are distributed to the students, ensuring the confirmation of unbiased marks assignment through the mandatory consent of a **student signature** on the response sheet.
- d. In addition, the respective teacher is responsible for uploading attendance records and the corresponding Internal Assessment marks for each student during the designated slot in the almanac.
- e. Without exception, the internal assessment evaluation must be finalized and uploaded to the university web portal within the stipulated period. Failure to comply may result in disciplinary action against the respective teacher.
- f. If a student disputes the assessment, the matter will be directed to the departmental **grievance redressal committee** for resolution. Subsequently, the involved teacher is responsible for gathering all response sheets.
- g. The custody of answer scripts / response sheets falls under the jurisdiction of the Head of the Department / Programme Coordinator in a sealed cover signed by the teacher concerned and securely storing them for a period of up to the next TWO years.
- h. Further, there shall not be any re-examination / improvement for Continuous Assessment (CA) components.

11.5. Fairness and Impartiality:

- a. Assessments have to be conducted with fairness and impartiality, ensuring that any deviation from this standard will result in disciplinary action.
- b. Results of assessments shall be promptly communicated to students, and transparency in the evaluation process shall be maintained.



11.6. Timely Submission:

All activities pertaining to assessments, including the submission of assignment marks, end-semester evaluation marks, and examination papers, must adhere to the specified timelines.

11.7. Reporting and Record Keeping:

- a. Adequate records of assessment scores and feedback shall be maintained for each student by the concerned teacher for up to TWO years or until the completion of the student's course, whichever occurs earlier.
- b. The HoD / Programme Coordinator will be responsible for maintaining the records.

11.8. Compliance:

- a. All the concerned faculty members and staff of the campus, as well as those in constituent and affiliated colleges, are mandated to comply with these regulations to ensure the effective implementation of Continuous and Comprehensive Evaluation. Failure to do so may result in disciplinary action.
- b. Disciplinary actions may include imposition of fine / penalty/ issue of memo / deduction of annual increments / suspension from services of the teacher concerned or disaffiliation of the college, depending on the severity of the deviation.

11.9. End Semester Examinations (ESE):

The End Semester Examinations (ESE) for theory courses are conducted at the end of each semester of a Programme (Annexure-I). A centralized question paper is generated and dispatched to the respective colleges according to the specified examination schedule.

- a. **Eligibility for admission to the ESE:** A student must have at least 75% attendance in aggregate at the end of the semester.
- b. If any student fails to meet the 75% attendance requirement but has more than 65% attendance, in such a case, the student must pay a condonation fee with a proper reason for the shortfall in attendance.
- c. A student should obtain minimum aggregate of 40% marks in Continuous Assessment (CA) in all the courses covered under that semester.
- d. Possession of the hall ticket, along with the timetable and room allotment, is obligatory for the ESE examination.
- e. Eligible students can acquire their hall tickets through the College login portal, where they will be issued accordingly.
- f. **Assessment for Theory Courses:** The End Semester Examination (ESE) for theory courses will be conducted for 50 marks and the duration of an ESE shall be two hours.

- g. The registration number of the students is bar-coded, and it is pasted on the facing sheet of the answer booklet at the beginning of the examination.

12. ASSESSMENT FOR PRACTICAL COURSES

- a. Conducting practical exams as end-semester assessments involves evaluating students' applied knowledge and skills at the conclusion of the respective semester.
- b. Practical End Semester Examination (ESE) will adhere to the minimum required percentage of attendance as outlined earlier in this document. This emphasizes the importance of regular attendance in courses where assessment is both continuous and comprehensive.
- c. The evaluation of Practical Courses is under the purview of the college principal, who holds the authority to designate examiners. This involves choosing a senior faculty member from the department and another examiner who served as the instructor for the lab/practical course to act as a co-examiner.
- d. The practical examination requires a minimum of 50% marks for a student to pass the course/subject.

13. MANAGEMENT OF ASSESSMENT RECORDS

- a. The Principal of the College is entrusted with the pivotal responsibility of overseeing and maintaining the answer booklet accounts. This involves not only safeguarding the integrity of the records but also facilitating efficient access when needed. This meticulous approach to record management is integral to maintaining transparency and accountability in the assessment process.
- b. The systematic numbering of all assessment scripts /sheets and answer booklets for the End Semester Exam is meticulously undertaken by the Controller of Examinations. This process ensures a consistent and organized record-keeping system.

14. SUPERVISION OF END SEMESTER EXAM

14.1. End Semester Exam Overseeing Protocol:

- a. *Squad Deployment:* Deploy both sitting and flying squads to each examination center on the day of the End Semester Examination (ESE).
- b. The squads are tasked with ensuring the proper and secure conduct of the examination.

14.2. Post-Examination Procedures:

- a. Upon completion of the examination, the Chief Superintendent or Principal of the college is responsible for handing over the answer scripts to the respective teacher at the designated place i.e. spot valuation center in the respective college.

- b. CBoS /exam coordinator concerned shall monitor the evaluation process.
- c. This transfer must be documented through the issuance of an acknowledgment, ensuring accountability in the process.

14.3. Documentation and Secure Transfer:

- a. Simultaneously, a copy of the barcoded answer booklet's counter file is to be dispatched in a sealed cover to the Controller of examinations.
- b. A specially designated messenger, in the presence of the sitting squad, is assigned to deliver this sealed cover.

14.4. Acknowledgment Requirement:

- a. It is mandatory for the Chief Superintendent/Principal to provide a copy of the acknowledgment to the sitting squad.
- b. This acknowledgment serves as a confirmation of the proper transfer of answer scripts and contributes to the overall transparency and accountability of the examination process.
- c. This protocol is implemented to enhance the supervision and security of the End Semester Examination, ensuring the integrity of the examination process from its conduct to the secure transfer of answer scripts.

15. APPOINTMENT AND DUTIES OF EXAMINERS, AND THE CONDUCT OF EXAMINATIONS

In exercise of the powers conferred by the applicable provisions of Telangana University Act 1991 and Status / Ordinances / Regulations made thereunder in respect of the mode of appointment, and duties of examiners, and the conduct of examinations, namely: -

15.1. University Examinations and results thereof: -

The Registrar / Controller of Examinations shall conduct the University Examinations and the results thereof shall be approved and published by the Results Committee, the composition of which shall be as follows: -

- i. The Vice-Chancellor (Chairperson).
- ii. The Dean of the Faculty concerned.
- iii. The Head of the Department concerned
- iv. The Chairperson of the Boards of Studies of Programmes included in the Faculty.

The Results Committee shall also decide the punishment to be awarded to candidates resorting to malpractice taking into consideration of the Report of the Board of Examiners.

15.2. Appointment of Examiners: -

The examiners for various University examinations shall be appointed by the Vice-Chancellor in consultation with Boards of Studies.

There shall be external paper-setters for end-semester exam of all the examinations of postgraduate degree.

Explanation: - For purposes of the Ordinance "External Examiner" shall mean a person who is not a teacher in the course in the University, Constituent, and Affiliated Colleges.

15.3. The Vice-Chancellor may appoint persons who are on the staff of the University, Constituent or Affiliated Colleges or recognised Colleges as paper-setters, in case external paper-setters are not available.

15.4. Cancellation by Appointment:

The Vice-Chancellor, may at any time, cancel, withhold or suspend the appointment of any examiner without assigning any reason.

16. CATEGORY OF EXAMINERS

The following shall be the categories of examiners, appointed by Chairperson Board of Studies with the approval of the Vice-Chancellor.

- i) Paper-setters
- ii) Chief Examiners.
- iii) Examiners for valuation / Practical Examinations / Project viva-voce.
Generally, "those who teach should evaluate" concept prevails.

16.1. Eligibility:-

- a. Paper-setters shall ordinarily have at least three years of teaching experience in the subject, and for the standard for which they are required to set the papers;
- b. Provided, however, that the qualification of teaching may not be regarded as indispensable for appointment as Paper-setters, in case of postgraduate examinations.
- c. No one shall ordinarily be appointed Examiner who has not had at least three years of teaching experience and who is not on the teaching staff of any of the University, Constituent or Affiliated Colleges, provided, however, the Vice-Chancellor shall have the power to relax this rule if the number of persons available, is not sufficient.

17. PRINCIPALS TO FURNISH TEACHING STAFF LIST

The Controller of Examinations has the responsibility to gather the list of teachers working under the Principals of the Campus, Constituent and Affiliated Colleges, and Recognized Colleges of Oriental Languages by July 15th each year. The Principals are mandated to submit the list of teachers to the Controller of Exams before July 15th, along with a duplicate statement providing specific details about the teaching staff under their supervision in the following proforma.

S.N	Name of Teachers	Email ID	Telephone No / Mobile No	Employee ID No	Age In years	Qualifications Degrees with Class, Date & Name of the University	Class and Subject which he teaches	No. of years of Teaching experience	Remarks
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.

Copies of these statements will be forwarded by the Controller of Examinations to the respective Boards of Studies for consideration.

18. BOARDS OF STUDIES TO SEND PANELS

- a. The respective Boards of Studies shall make recommendations of persons considered legible to act as examiners.
- b. The Board while making recommendations will suggest a panel of examiners for each paper of the various grades of examination. While doing so, the Board shall take into consideration the rules contained in the Regulations and Ordinances of the university and such other rules / regulations as may be laid down from time to time.

18.1. Examiners for Practical Examinations:

For each practical examination there shall be two joint examiners both, being Internal.

18.2. Terms of Office for Paper-Setter:

Paper-setters and examiners shall be appointed for one year and shall ordinarily be eligible for re-appointment consecutively for two more years, the period of each such fresh appointment, however, being only one year at a time. The Vice-Chancellor shall have the power to relax the rule, in such cases as he may deem desirable.

18.3. Board of Paper-setters:

For all examinations the Vice-Chancellor shall nominate one of the paper-setters, as Chairperson (generally the Chairperson Board of Studies) who shall receive all the questions papers from the other paper-setters, moderate them in accordance with prescribed syllabus and forward them to the Controller of Examinations in one consignment as far as possible. In case where the Chairperson feels the necessity of co-opting other Paper-setters to assist him in the moderation work, he / she may co-opt not more than two paper-setters, only after obtaining the approval of the Vice-Chancellor.

18.4. The Chairperson of the concerned Board of Studies shall moderate the questions-papers keeping in view the following points:

- a. Maintenance of standards of the examinations.
- b. Sufficiency of choice in the questions, in course, where such choice is usually permitted.
- c. Even distribution of the questions in the paper over the whole course.
- d. Elimination of questions:
 - i. outside the syllabus, and
 - ii. asking for an expression of religious opinion.
- e. Removal of ambiguity obscurity in the wording of question or questions so as to define clearly and precisely the scope of the answer expected for the questions.

- f. To verify that marks are noted against each question on the question paper except where it is stated that all questions carry equal marks.
- g. The Chairperson Board of Studies or any member of the Board of Paper-setters shall, if required to do so, correct the proofs that may be sent to him / her.

18.5. Ensuring Exam Integrity: From Question Paper Distribution to Confidential Valuation.

- a. The Controller of Examinations bears the responsibility of crafting examination question papers in adherence to the established procedure. These papers are designed to comprehensively cover the pertinent course material for specific subjects or courses.
- b. The controller then distributes these question papers online to the respective examination centers, ensuring that they are made available just 10 minutes before the commencement of the scheduled examination.
- c. Upon the completion of the examination, the responsibility shifts to the Chief Superintendent / Principal / Head of Department (HoD) / or Programme Coordinator. This designated authority is tasked with the collection of answer booklets, maintaining a meticulous account of the answer scripts.
- d. Subsequently, a unique and effective approach is employed in the evaluation process. The answer scripts, kept confidential and unidentified (blind-folded), are handed over to the concerned teachers for valuation.
- e. This process takes place in a designated spot valuation center, a room specifically created for this purpose in each college or department.
- f. Notably, these spot valuation rooms are be equipped with camera surveillance to ensure the utmost transparency and integrity in the valuation process. This innovative and secure method allows for a fair and unbiased assessment of the students' performance in examinations at the respective educational institutions.

19. ENSURING ACADEMIC EXCELLENCE

Guidelines for Continuous and Comprehensive Evaluation at Osmania University with Enforcement Protocols.

19.1. Verbal Warning:

Purpose: To communicate the severity of the situation and provide an opportunity for corrective action.

Description: A formal verbal warning outlining the specific violation and the potential consequences of continued non-compliance.



19.2. Written Warning:

Purpose: To formalize the warning process and emphasize the need for immediate corrective measures.

Description: A written notice documenting the violation, consequences of non-compliance, and a deadline for rectification.

19.3. Monetary Penalty:

Purpose: To impose a tangible consequence for non-compliance and deter future violations.

Description: Imposition of a financial penalty or fine against the individual or college.

19.4. Professional Development Requirement:

Purpose: To enhance awareness and understanding of the importance of Continuous and Comprehensive Evaluation.

Description: Mandate participation in specific professional development Programmes related to assessment methodologies and educational practices.

19.5. Suspension from Duties:

Purpose: To signal the seriousness of the violation and provide time for reflection and corrective action.

Description: Temporary suspension from teaching duties or administrative responsibilities.

19.6. Probationary Period:

Purpose: To give the individual or college an opportunity to demonstrate commitment to compliance.

Description: Placement on probation with closely monitored performance during a specified period.

19.7. Service Termination:

Purpose: In cases of repeated or severe violations, this is a more serious consequence to protect the integrity of the evaluation system.

Description: Termination of employment for faculty or staff, or disaffiliation of the college.

Provided that adequate opportunity of hearing shall be given to the concerned teacher or college before recommending the order of termination from service.

19.8. Legal Action:

Purpose: To address violations that may have legal implications and protect the overall credibility of the university.

Description: Pursuit of legal action, if the violation involves a breach of laws or regulations beyond university policies.

20. EVALUATION RESULTS

- a. The evaluation of answer scripts in the End Semester Examination (ESE) is carried out within the individual colleges by the teacher who taught the respective courses.
- b. To ensure impartiality, the evaluators adopt a blindfolded approach, meaning they assess the scripts without any knowledge of the students' identities.
- c. In the event of any deviation or malpractice observed during the evaluation, stringent actions will be taken.
- d. Such actions may include the suspension of the concerned teacher or, in more severe cases, the disaffiliation of the entire college.
- e. This approach underscores the importance of maintaining the integrity of the evaluation process, reinforcing a commitment to fair and ethical practices within the academic community.
- f. The seriousness of potential consequences serves as a deterrent against any actions that could compromise the credibility of the assessment process.
- g. This method aims to maintain consistency and fairness in the grading process for all ESE participants.
- h. In the Postgraduate Programme courses, a sole examiner oversees the evaluation process, attributing marks to candidates.
- i. In the event of a student raising concerns or disputes regarding the allocated marks, the system initiates a second evaluation for verification, ensuring precision and fairness.
- j. Any discrepancy on part of Evaluator's negligence, recklessness, or willful misconduct jeopardizing the integrity of the evaluation process may lead to disciplinary actions.
- k. The actions could include warnings, suspension from evaluation duties, a reduction in annual increments, or other suitable measures as decided by the university authorities.
- l. The evaluation of end-semester exam answer scripts shall be completed within 10 working days from the date of the end-semester exam.



- m. After completing the examinations, the system promptly announces semester results within 30 days from the date of the last examination. This timely disclosure furnishes students with feedback on their academic performance.
- n. Emphasizing the significance, each course requires a minimum passing mark of 40% for theoretical components. Similarly, a minimum passing mark of 40% is required for practical / lab / project work.
- o. This standard considers the combined performance in Continuous Assessment (CA) and the End Semester Examination (ESE), providing a comprehensive evaluation and establishing a benchmark for the successful completion of the courses.

21. SUBMISSION OF PROJECT DISSERTATION REPORT

21.1. Dissertation Presentation and Quality Assurance:

- a. The student must present a pre-submission viva for their dissertation work before a departmental committee. This committee includes their guide/supervisor, the Head of Department (HoD), and/or a representative of the Chairperson of the Board of Studies (CBoS), along with a minimum of two faculty members from the same discipline. The committee, comprising at least three members, including the guide/superior, will evaluate and adjudicate the presentation.
- b. To uphold the research quality, the encouragement of publications in journals indexed under SCI, Web of Science, Scopus, and Indian Citation Index is emphasized.
- c. Submission proof to any of these journals or evidence of filing a patent is deemed desirable for dissertation submission.
- d. While optional, students are also encouraged to attend recognized conferences.
- e. In cases where dissertation work involves collaboration with industry, organization, or research agencies, the submission of a paper or filing a patent is considered desirable but not mandatory.

21.2. Prompt Submission of Dissertation:

The student is required to incorporate the suggestions made by the departmental committee and submit the dissertation report in a soft-bound form promptly upon completion.

21.3. Final Submission After Viva-Voce:

Following the final viva-voce, the student is required to incorporate any suggestions or modifications proposed by the external examiner. Subsequently, the dissertation report must be submitted in three hard-bound copies.

21.4. Result Declaration:

- a. The declaration of results is contingent upon the submission of the hard-bound copy of the dissertation. This step ensures that the evaluation process is comprehensive and that the finalized work meets the standards set by the academic Programme.
- b. These guidelines are designed to ensure a robust and quality-driven process for the submission and evaluation of dissertation reports in M.A., M.Com., M.Sc., MSW, M.Lib.I.Sc. & MCJ Programme at the university.

22. RE-EVALUATION

- a. Re-evaluation of answer scripts is permissible for Postgraduate students covered under CCE. This option extends to both regular and backlog examinations.
- b. Students intending to apply for Re-evaluation must submit their applications through the Principal to the Controller of Examinations within the designated timeframe.
- c. In the event of a change in marks due to Re-evaluation, the student will receive the advantage of the higher grade, whether assigned before or after the re-evaluation process.
- d. The results of the re-valuation process will typically be disclosed within one month from the concluding date for applications.

23. PROMOTION POLICY

Candidates who have not passed in at least 50% of the courses of the previous semesters are not promoted to the next year.

24. BACKLOG EXAMINATIONS

- a. If a student fails in any one or more courses at the End Semester Examination (ESE) in any semester, they are permitted to appear for the backlog examinations in the subsequent semester.
- b. A student retaking a course is allowed a maximum number of attempts, following the same syllabus / curriculum.
- c. If the student does not successfully complete the course within these attempts, any subsequent attempts will align with the syllabus applicable to the course for the corresponding academic semester.
- d. The maximum duration to complete a Programme shall be as per UGC Regulations / guidelines notified from time to time.
- e. To apply for a backlog examination, a student must submit their application through their concerned Principal by the specified deadline.
- f. All notifications regarding backlog examinations will be announced on the University website at least 15 days before the commencement of the examinations.



25. IMPROVEMENT EXAM

- a. Students who have completed all the semesters of their Programme but due to a low score in end-semester exam in a specific course can apply for improvement, as notified by the University.
- b. The candidate can sit for improvement exam in one or more papers in the immediate next year exam, along with the regular students.
- c. Improvement marks can be considered for improving division but not for Award Distinction or any Gold Medal.
- d. Minimum pass marks in individual paper shall be 40% either in theory or practical.
- e. Minimum 40% aggregate, theory and practical Examinations put together, for passing the End Semester Exam.
- f. For promotion to Final year the candidate should pass 50% of the Total papers (Theory and Practical should be treated as separate paper and not as the component of each other)
- g. Applicants should submit the filled form through the Head of the Department to the Principal of the college in person. After document verification and fee payment by the applicant, the application will be forwarded to the office of the Controller of Examinations for further processing.
- h. If a course has been revised or replaced in the event of changed syllabus, the student must complete the syllabus applicable to them.

26. MINIMUM REQUIREMENTS FOR AWARD OF DEGREE

To be eligible for the award of a Postgraduate degree a student must meet the following criteria:

26.1. Fulfillment of Postgraduate Degree Requirements:

- a. Successful completion of the required coursework, examinations, and any other academic obligations specified for the Postgraduate Programme.
- b. Submission and acceptance of the dissertation or thesis, if applicable.
- c. Attendance and participation in any mandatory seminars, projects, or practical components as outlined in the Programme curriculum.

26.2. Clearance of Dues:

- a. Settlement of all financial obligations to the College, including tuition fees, examination fees, library fines, or any other outstanding charges.
- b. Clearance from the respective departments, hostels, and library for any pending payments or dues.



26.3. Disciplinary Record:

- a. A clean disciplinary record with no ongoing or unresolved disciplinary actions against the student.
- b. Compliance with the College's code of conduct and adherence to ethical and disciplinary norms.
- c. The fulfillment of these requirements ensures that a student is academically qualified, financially clear, and has maintained good conduct throughout their academic journey.
- d. Only those students meeting these criteria will be eligible for the award of the Postgraduate degree.

27. GRADING SYSTEM

The evaluation and grading system for Postgraduate Programmes, is designed to provide a qualitative assessment of students' performance. The following guidelines outline the key aspects of the grading system:

- a. Grades are awarded based on a relative grading system and University follows a 8 point grading system.
- b. The pass criteria for the successful completion of Programme, shall be as follows
 - i. Minimum of 40% in the ESE of a course.
 - ii. Minimum 40% aggregate of Postgraduate Programme in each Semester
- c. Students who fail to achieve the minimum semester course aggregate of 40% in one or more courses from a failed semester are eligible to appear during the backlog examinations.
- d. The student has the option to choose only the End Semester Examination (ESE) of a course for improvement.
- e. In the case of an improvement attempt, the assessment in which the student has scored higher will be considered.

27.1. General Grading System:

- a. For each course, a student receives a grade based on their overall performance in various assessment components. The marks obtained in assessment shall be converted into grades.
- b. The assigned grade reflects a qualitative assessment and is associated with an equivalent numerical value known as a grade point.
- c. Letter grades (O to F only) awarded in all courses are converted into a Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA).



- d. In the CCE System, if a student fails are intends to appear for improvement, the grading for backlog / improvement examinations is determined using a relative grading system. This system considers factors such as the class average and standard deviation from regular exams to assign appropriate grades.

27.2. Relative Grading:

- a. Relative grading, or grading on a curve, assesses students in relation to their peers, fostering collaboration in competitive settings.
- b. This approach, considering assessment difficulty variations, supports a collaborative learning environment, enabling students to learn from each other and enhance the overall educational experience.
- c. It evaluates students' performance relative to their peers rather than against an absolute standard.

27.3. Assessment Standardization:

- a. Implementing a standardized assessment criteria for relative grading across the entire student cohort group using the Z-score methodology.
- b. The Controller of Examinations will analyze the results and distribution of scores obtained by students in the assessment.
- c. Identifying the mean and standard deviation to comprehend the spread of scores is essential in the analysis.

27.4. Grade Allocation:

Divide the score distribution into predetermined grade brackets, considering factors like mean, standard deviation, and any predefined grading scale.

Allocate grades to students based on their position within the following distribution of relative grading.

Relative Grading:

Marks Distribution	Grade	Grade Point	
Marks > Average + 1.5 SD	O	10	Outstanding
Marks ≥ Average + 1 SD to +1.5SD	A+	9	Excellent
Marks ≥ Average + 0.5 SD to + 1 SD	A	8	Very Good
Marks ≥ Average 0 SD to + 0.5 SD	B+	7	Good
Marks ≥ Average 0 SD to - 0.5 SD	B	6	Above Average
Marks ≥ Average -0.5 SD to -1 SD	C	5	Average
Marks ≥ Average -1 SD to -1.5 SD	P	4	Pass
Marks < Average -1.5 SD	F	0	Fail
--	Ab	0	Absent / Fail

Average= Mean, SD= Standard Deviation



27.5. Fairness and Equity:

- a. Ensure that the relative grading system is fair and equitable, avoiding any biases or discrimination.
- b. Consider additional factors such as class difficulty, variations in assessment difficulty, and any exceptional circumstances.

27.6. Continuous Monitoring and Feedback:

- a. Monitor the effectiveness of the relative grading system over time.
- b. Gather feedback from both students and teachers to identify areas for improvement.

27.7. Adaptation to Course Dynamics:

Be open to adapting the relative grading approach based on the dynamics of each course and the unique characteristics of the student cohort.

27.8. Review and Reflection:

Conduct periodic reviews to assess the impact of relative grading on student performance and motivation. Reflect on the effectiveness of the grading system and make adjustments as necessary.

28. GRADE NORMALIZATION

Normalizing marks across different colleges within a university can be achieved through a process called "grade normalization" or "scaling."

- a. This involves adjusting the scores to account for variations in difficulty and grading standards among different colleges. Common methods include Z-score normalization.
- b. The university would typically establish the Z-score normalization policy to ensure fairness in the evaluation of students from diverse academic environments.

29. OPTIMIZING FAIRNESS

- a. Z-Scores in the Continuous Comprehensive Evaluation Framework can assist in assessing and fine-tuning the efficiency of our normalization process as required. Employing strategic use of Z-scores within the Continuous Comprehensive Evaluation (CCE) framework to customize the most suitable approach for specific contexts is the key.
- b. The primary goal is to uphold fairness in student assessments, considering the varied academic rigor across colleges. Understanding the scaling of grades involves recognizing how raw scores or grades are adjusted to account for variations in difficulty and ensure fairness.

29.1. Scaling Factors:

Factors such as the mean and standard deviation are calculated to understand the distribution of scores within each group.

29.2. Collect Data:

Gather the raw scores of students from each college.

29.3. Calculate Mean and Standard Deviation:

Find the mean (average) and standard deviation of the scores for each course and each group of students of each college.

29.4. Compute Z-Scores:

Calculate the Z-scores for each individual student's score. The Z-score measures how many standard deviations a particular score is from the mean.

29.5. Z-Scores:

Calculating Z-scores helps quantify how far individual scores deviate from the mean, providing a standardized measure.

A Z-score, also known as a standard score, measures how many standard deviations a data point is from the mean of a dataset. It is calculated using the formula:

$$Z = (x - \mu) / \sigma$$

Where: Z is the Z-score.

x is the individual data point.

μ is the mean of the dataset.

σ is the standard deviation of the dataset.

Examples:

Example with Actual Scores: Suppose in a class, the mean score (μ) is 75, the standard deviation (σ) is 10, and a student scored 85.

$$= (85 - 75) / 10 = 1$$

A Z-score of 1 indicates that the student's score is 1 standard deviation above the mean.

Example with Percentages:

In a standardized test, if the mean percentage is 70%, the standard deviation is 5%, and a student scored 80%.

$$= (80 - 70) / 5 = 2$$

A Z-score of 2 suggests that the student's score is 2 standard deviations above the mean.

Negative Z-Score:

For example, if a student scored 65 marks in a class and class mean percentage is 75 marks:

$$= (65 - 75) / 10 = -1$$

A Z-score of -1 indicates that the student's score is 1 standard deviation below the mean.

Z-scores provide a standardized way to compare scores from different distributions, helping to understand the relative position of a data point within a dataset.

29.6. Adjust Scores:

Adjust the scores based on the Z-scores. This can involve adding or subtracting a certain number of points to bring all scores onto a common scale.

29.7. Assign Normalized Grades:

Convert the adjusted scores back into grades. This might involve mapping the scores onto a grading scale as follows.

30. STUDENT FEEDBACK

At the end of the semester, the Head of Department shall collect the student feedback on each course.

31. ACADEMIC EVALUATION AND REMEDIAL PROCEDURES FOR COURSE FAILURE

- a. In case a candidate secures less than 40% marks in a course after the end-semester exam, the candidate is said to have FAILED in that course.
- b. The candidate may appear for Backlog examination.
- c. A student having failed in the backlog examination or not appearing in the backlog examination after having failed in the course, shall be required to repeat the course.

32. READMISSION

- a. Students who are not found eligible to write the semester examinations and also those who are not promoted to the next semester of the course may be considered for readmission to the concerned semester of the immediately following academic year.
- b. Such students should seek readmission before the commencement of the classes for the concerned semester or within a week of the commencement of the concerned semester.



33. APPEAL / GRIEVANCE

- a. A student can appeal to the Principal of the college for revaluation of scores within 15 days of the announcement of results or the scheduled commencement of classes, whichever is later.
- b. The Principal of the College, shall refer the matter to Grievance Redressal Committee to look into the end-semester scripts of the student and send the recommendations of the Committee to the Controller of Examinations.

34. AMENDMENTS

Review and Revision: These regulations may be reviewed periodically, and amendments may be made as deemed necessary by the University.

Note: If there are matters not explicitly covered by the existing regulations, they will be brought to the notice of the Vice-Chancellor of Osmania University for consideration. The decision of Vice-Chancellor will be final on all issues that have not been addressed by the aforementioned regulations



ANNEXURE -I

Model Template for Internal Assessment & End Semester Examination

Max Marks: 40

1 st Internal Assessment	2 nd Internal Assessment	3 rd Internal Assessment	4 th Internal Assessment
1) 10 Questions - ½ Marks each MCQ – 5 Marks	Short Answers Questions - 10 Questions - 1 Mark each	Report Writing – 10 Marks (or) Two Paraphrasings - 5 Marks each (or) Book review / Article review / Reflective journal	1) Assignment- 5 Marks 2) Seminar Presentation - 5 Marks
2) 10 Questions – ½ Mark each Fill in the blanks – 5 Marks			

Model Question Paper End Semester Examination (ESE)

Time: 2 Hrs

Max Marks: 50

PART – A: Fundamental Concepts (Choose All) **Attempt / Answer all Questions (5 x 2) = 10 Marks**

- (1) Question No. 1 - Recall - 2 Marks
- (2) Question No. 2 - Recall - 2 Marks
- (3) Question No. 3 - Understanding - 2 Marks
- (4) Question No. 4 - Understanding - 2 Marks
- (5) Question No. 5 - Application - 2 Marks

PART – B: Higher-Order Thinking Skills **Attempt all Questions (5 x 8) = 40 Marks**

(6) Question No. 6: Application of Fundamental Concepts

- a. Question – 1 - Application - 4 Marks
- b. Question – 2 - Analysis - 4 Marks

(7) Question No. 7: Critical Thinking

- a. Question – 1 - Analysis - 4 Marks
- b. Question – 2 - Evaluation - 4 Marks

(8) Question No. 8: Practical Problem Solving

- a. Question – 1 - Application - 4 Marks
- b. Question – 2 - Synthesis - 4 Marks

(9) Question No. 9: Case Study Examination

- a. Question – 1 - Analysis - 4 Marks
- b. Question – 2 - Evaluation - 4 Marks

(10) Question No. 10: Synthesis of Knowledge

- a. Question – 1 - Synthesis - 4 Marks
- b. Question – 2 - Evaluation - 4 Marks

Note: Considering the diverse nature of our academic Programmes, it is acknowledged that certain courses may encompass three, four, or five units. In light of this, the structure of Part-B, comprising five questions, might pose challenges for courses with fewer units. To ensure an equitable distribution of questions, in instances where a Programme has three or four units, one or two additional questions can be included from any one or two units, respectively. This approach aims to maintain fairness and adaptability, accommodating the specific nuances of each course while upholding the integrity of the examination process. The model question paper adheres to Bloom's Taxonomy, though exemptions are possible where Bloom's Taxonomy is not applicable.