

# EXAMINATION & INTERNAL ASSESSMENT RULES

## EXAMINATION RULES

### A. ELIGIBILITY FOR APPEARING IN END SEMESTER EXAMINATION (ESE)

(as per P.U. Calendar Amendment 12 dated 26.5.2019 & Amendments 11 dated 15.12.2018/P.U. Syllabus 2022-23)

#### 1. ELIGIBILITY FOR APPEARING IN B.COM/BBA

- a. The First Semester examination shall be open to a student who-
  - (i) has been on the rolls of the College during one semester preceding the first semester examination; and
  - (ii) has attended not less than 75% of the lectures, for each paper; a deficiency up to 10% may be condoned by the Principal of the College.
  - (iii) has obtained at least 25% marks in the aggregate of all the papers to be calculated on the basis of the results of house examinations.
- b. The Second, Third, Fourth, Fifth and Sixth Semester examinations shall be open to a regular student who-
  - (i) has been on the rolls of the College during one semester preceding the Second, Third, Fourth, Fifth and Sixth semester examination, as the case may be;
  - (ii) has attended not less than 75% of the lectures, for each paper; a deficiency up to 10% may be condoned by the Principal of the College.
  - (iii) has obtained at least 25% marks in the aggregate of all the papers to be calculated on the results of house examinations.
  - (iv) has passed the First, Second, Third, Fourth or Fifth Semester examination respectively or is covered under Re-appear Regulation 9.
- c. The minimum number of marks required to pass each semester examination in **B.Com** shall be 35% in theory and 20% in internal assessment and 35% in aggregate of all the papers taught in the semester. If a candidate has not qualified 50% papers upto 2nd and 4th semester, he/ she shall not be promoted in 3rd and 5th semester respectively.
- d. The minimum number of marks required to pass each semester examination in **BBA** shall be 35% in theory and 20% internal assessment and 40% in aggregate of all the papers taught in the semester. If a candidate has not qualified 50% papers upto 2nd or 4th semester the candidate will not be promoted in 3rd and 5th semester respectively.

#### 2. EXAMINATION RULES FOR B. COM HONOURS (PU calendar amendment 11)

A candidate can pursue B.Com.(Honours) course by taking up one paper each in four semesters beginning with third semester in any one of the streams offered by the college from time to time. To be eligible to take up honours course, a student should have secured 50% marks at the end of second semester without reappear in any paper.

The **minimum number of marks required to pass** B.Com.(Honours) course shall be

- 40% in each paper separately as well jointly with internal assessment and
- 50% in aggregate in the University examination.

### **3. ELIGIBILITY FOR APPEARING IN M.COM**

Eligibility for appearing in M.Com End Semester Examinations would be as per Panjab University Guidelines.

**IN CASE ANY STUDENT FAILS TO FULFIL ANY OF THE ABOVE STATED ELIGIBILITY CONDITIONS, HE/SHE WILL NOT BE ALLOWED TO APPEAR IN END SEMESTER EXAMINATIONS (ESE).**

#### **B. SCHEME OF EXAMINATION**

The Semester System of education is based on continuous assessment of the learning assimilated by the student. As such, assessment for the period of one semester is based on the following components:

(a) **INTERNAL**

Every candidate shall be examined in the subject as laid down in the syllabus prescribed from time to time.

**Case I:**

- i. In case of Punjabi, History & Culture of Punjab which is taught in B.Com/BBA Semester I and Semester II, the internal assessment will be 10% of total marks. **(BBA/BCOM Calendar Amendment 12 dated 26.5.2019 & Amendments 11 dated 15.12.2018)**
- ii. In case of English & Business Communication Skills paper in B.Com Semester I: 10 marks are reserved for the Internal Assessment and 10 for the Practical Work. For Practical Work, there will be viva-voce examination of 10 marks which will include Debate, Declamation and Personal Interview to impart the skills of Personal Interview and public speaking like Declamation and Debate. **(P.U. Syllabus 22-23)**
- iii. In case of English & Business Communication Skills paper in B.Com Semester II: To impart skills of Group Discussion. There will be viva-voce examination of 10 marks which will include Group Discussion. The students will appear in the group of 10 students for viva-voce. **(P.U. Syllabus 22-23)**
- iv. In case of English & Business Communication Skill which is taught in BBA Semester III & Semester IV, the internal assessment shall be 10% of total marks. **(P.U. Calendar amendment 12 dated 26.5.2019)**

**Case II:** (P.U. Syllabus 22-23 and P.U. Amendments 11 and 12)

In all other subjects except those mentioned in Case I, the internal assessment of 20% of total marks for **B.Com./BBA** shall be based on the following criteria:

- I. **Mid-Semester Test** : 50% of Internal Assessment
- II. **Academic Activities** : 30% of Internal Assessment (Seminar, Project & Assignment)
- III. **Attendance** : 20% of Internal Assessment

The marks for Internal Assessment for **M.Com** will be divided as Follows:

- I. **Mid-Semester Test** : 50% of Internal Assessment
- II. **Written Assignments**: 30% of Internal Assessment
- III. **Attendance** : 20% of Internal Assessment

### **Case III:**

#### **BBA Project Report and Viva-Voce**

**(P.U. Syllabus 2022-23)**

The BBA Program students have to submit Project Report during BBA 6<sup>th</sup> Semester. Projects have to be submitted in duplicate. For conducting research, a structured and scientific approach should be followed by students. Apart from introduction chapter, research project should have chapters related to review of literature, research methodology, data analysis and interpretation and summary and conclusion. Viva Voce is to be conducted by an external examiner.

#### **M.COM Summer Training Report And Viva Voce**

After the Completion of Second Semester Examination, the students will go on 6-8 Weeks summer training in various Industrial undertakings, banking and financial services institutions, and Retail Sector organizations, undertake a project there to study a particular problem and file three copies of summer training report within 15 days completion of the training. The student has to file a certificate of completion of training issued by training organization. A Viva-Voce Examination will be conducted by the External examiner appointed by the University on the problems undertaken in the summer training report.

#### **(b) EXTERNAL**

**End Semester Examination (ESE)** - External in nature and will be conducted by the University at the end of semester or ordinarily be held in the months of December and April/May respectively or on such other dates as may be fixed by the Syndicate. **(P.U. Calendar amendments)**

### **C. GUIDELINES FOR MID SEMESTER TESTS**

**(finalized by Examination Committee after due discussions and deliberations in meetings held on 8<sup>th</sup> and 10<sup>th</sup> May, 2023)**

#### **1. AUTHORIZED EXEMPTION\* DURING EXAMINATION**

Authorized exemption during MSTs will cover only the following cases:

- i. Students sent by the College to attend Youth Festival, Sports Competitions or any other Inter College Events.
- ii. Students permitted by the College (at Principal's discretion) to appear in any competitive exam during MSTs.
- iii. Students permitted by the Principal in case of any other exigency.

**\*Barring the above stated cases, no other case for exemption in any of the examinations will be entertained for any reason whatsoever.**

#### **2. MEDICAL LEAVE DURING EXAMINATION**

Grant of leave during MSTs is an exception and can be granted by the Principal only. The student must intimate the class incharge about the medical exigency on

the same day and also inform the college officially through the official email id [info@saccm.in](mailto:info@saccm.in). However, this intimation alone does not imply grant of leave. **Medical Leave supported with a ‘Medical Certificate’, preferably issued by MBBS/ MD will be considered authorized absence only if the same is got sanctioned from the Principal within five working days.** After sanctioning, the leave has to be posted on ERP as well. Leaves submitted later than the prescribed period will not be accepted.

**Note: The Medical Leave during exams has to be got sanctioned ONLY from the Principal.**

### **3.UNAUTHORIZED ABSENCE:**

Absence in MST for any reason other than those stated above would be regarded as an unauthorised absence and would result in grant of zero award in that subject. Also, a fine of ₹ 1000 shall be levied for unauthorised absence in any exam.

### **4. ACTS OF INDISCIPLINE DURING EXAMINATION**

#### **i. Late Coming not Allowed**

All the students must be present in their designated examination venue before the time fixed for the commencement of examination. The student shall be permitted to take the examination provisionally, **only if the student is late by not more than 15 minutes from the start of the exam.** The student must sign a declaration to the effect that his/her late admission to the examination is provisional and that he/she will have no claim to have his/her answer sheet evaluated in case late admission to the examination is not approved by Controller of Examination and Convener, Discipline Committee later. **Any student who reaches examination centre beyond fifteen minutes after the start of exam, will not be allowed to take that exam.**

#### **ii. Creating Nuisance/disturbance during Exams**

If a student creates any sort of disturbance in the exam centre/ passes comments/ makes whisper calls to other students or answers such calls, he/she shall be warned only once and on repeating the offence his/her paper shall be cancelled.

#### **iii. Carrying any Gadgets like Cell Phones, Smart Watches etc. during Exams**

Cell Phones, Smart Watches etc. are strictly banned inside the exam centre. If a student is caught carrying such gadgets, the same shall be confiscated by the invigilator. An indiscipline case shall be reported against him/her with a fine of ₹ 1000.

#### **iv. UNFAIR MEANS CASE\***

All those who are caught using unfair means in the MSTs will be fined ₹ 2000. But, if a student is caught using unfair means for the second time (during his/ her total stay since joining the college), a fine of ₹ 3000 will be charged with a zero credit in that paper. And, if the student is caught using unfair means for the third time (during his/ her total stay since joining the college); he /she will be rusticated straight away and re-admission will not be allowed. Also, a student who is rusticated on grounds of using unfair means during examination, shall not be eligible for admission in the college in any subsequent semesters. Use of unfair means (even once) during examinations will also automatically render a student ineligible for the award of any prize, concession, scholarship or stipend for that particular semester. The case shall also be reported to the Discipline Committee for any further action.

**\*Unfair Means Case :** A student will be said to have used unfair means if any incriminating material is found in his/her possession or if the student is found using the mobile phone/ smart watches etc. during MSTs.