

## **GENERAL INFORMATION AND RULES**

### **Admission**

Andhra Loyola College (Autonomous) is a Christian Minority Institution. Admission into the College is strictly made on merit basis with due consideration for the marginalized and weaker sections of the society. The College reserves to itself the right of admission. A student, once admitted into a particular group, is not allowed to change his/her elective subjects (Second Language and /or Group Subjects).

### **Attendance**

#### **I. Theory**

- i Although an attendance of 75% is sufficient for being admitted to the Semester End Examinations, the College insists on regular attendance in all classes. Therefore, no student should be absent from classes without valid reasons. If a student is absent even for one period either in the Morning Session or in the Afternoon Session, he/she will lose half-a-day's attendance.
- ii. A student should apply for leave only in the prescribed form. Leave may be granted only at the discretion of the Principal/Vice-Principal mostly on medical grounds.
- iii. When a student takes leave for a day or two, he/she should submit his/her leave letter either before he/she takes leave or on the day of return from leave.
- iv. If leave is requested for reasons of illness for more than two days, a student has to inform the Vice-Principal the reason for the absence by the third day. A Medical Certificate with the treatment details shall be submitted along with the leave application as early as possible, but not later than the day of return from leave.
- v. Leave letters submitted after the time limit will not be accepted.
- vi. If a student is absent continuously for more than 12 working days without permission for leave, his/her name will be removed from the Attendance Rolls.

- vii. Permission for representing the College in Extra Curricular Activities like Sports, Games, Cultural/Literary Competitions/Festivals, NCC, NSS camps etc., should be obtained in advance from the Principal / Vice-Principal, with a letter of request, duly recommended by the Dean / Coordinator / Officer concerned.
- viii. Every student is expected to check his/her attendance daily. In case of any discrepancy, he/she should get it rectified within two days. The necessary correction slips are available with the Vice-Principal.
- ix. Once the list of students running short of attendance is put up on the Notice Board at the end of each Semester, no request will be entertained for any correction.

## **II. Practicals**

The minimum attendance for Practicals is 80% of the total practicals conducted during the Semester.

## **Academic Plan**

As an Autonomous College, Andhra Loyola College, has adopted the Semester System for Under Graduate and Post Graduate Programmes. The academic year is divided into two Semesters, each consisting of 90 Instructional Days. The Odd Semester is, usually, from June to October and the Even Semester is from November to March. Each Semester is a complete Unit by itself. The Instructional Methods include Conventional Lectures, ICT based Sessions, Class Room Interactions, Guest Lectures, Seminars, Symposia, Field Study, etc. The Syllabi and the Model Question Papers will be provided by the respective Departments.

## **Choice Based Credit System (CBCS)**

Andhra Loyola College introduced the CBCS in the Academic year 2004 - 2005 as the First College in the United Andhra Pradesh State.

## **Examination and Evaluation**

### **1. Theory**

The College follows a system of evaluation based on Continuous Internal Assessment (CIA) and Semester-End Examination (SEE) for UG and PG Programmes. The 100 marks allotted for each Theory Paper in a Semester are distributed with equal weightage (50:50) between CIA and SEE.

#### **A. Continuous Internal Assessment (CIA)**

The CIA in Theory consists of Written and Oral Tests, Assignment and Regular Attendance during the Semester. The 50 marks allotted for each subject in CIA in each Semester are distributed as follows:

Mid-Semester Examination I	20 marks (15 written + 05 oral)
Mid-Semester Examination II	20 marks
Assignments	05 marks
Attendance	05 marks

#### **i. Mid-Semester Examinations**

Usually, each Mid-Semester Examination is held approximately after 40 days of instruction. The dates are notified in the Hand Book. The Syllabus and the Model Question Paper for each Mid-Semester Examination will be provided by the respective Departments.

As the marks scored in the Mid-Semester Examinations are considered for final evaluation and award of class, students should take these Examinations seriously. Absence from a scheduled Examination will be viewed very seriously, if permission is not obtained from the Principal/Vice Principal before the end of the scheduled Examinations.

#### **ii. Re-Mid Examination**

Due permission may be obtained from the Principal/Vice-Principal by those students, who would be absent from any Mid-Semester Examination to appear for the Re-Mid Examination during the same Semester.

However, it may be noted that granting permission is not a mere formality, but will be decided on the merit of each case. On obtaining permission students should register their names with the Controller of Examinations after paying the necessary Fee.

The Re-Mid Tests will be conducted for two hours only during the Preparatory Holidays and the Syllabus of the entire Semester will be included while forming the Question Papers.

iii. **Assignments**

In general, every student is expected to submit an Assignment in each subject in each Semester. The choice of the Assignment, its nature and the time limit for submission will be decided by the Teaching Staff concerned. No Assignments will be accepted after the stipulated date and it will entail loss of marks under this head.

iv. **Attendance**

Subject - wise attendance will be calculated in terms of percentage while awarding marks.

Table for calculating marks for attendance:

<b>% of Attendance</b>	<b>Marks</b>
Upto 75	Nil
76-80	1
81-85	2
86-90	3
91-95	4
96-100	5

**NB:** As each Semester is a complete unit in itself, any deficiency in CIA cannot be made up in the subsequent Semesters.

If a student is forced to repeat a Semester for some reason, all his/her CIA marks will stand cancelled.

While repeating the Semester, the student has to follow the Syllabus and the Model Question Paper which are in force at that time unless otherwise stipulated.

## **B. Semester - End Examinations (SEE)**

The Regular and Supplementary Semester -End Examinations (SEE) for Odd Semesters (I, III, V) are held in October/November, and for both Odd and Even Semesters (II, IV, VI) in March/April, every academic year.

### **i. Eligibility**

- a. Every student, who has at least 75% of attendance in a Semester is eligible to take the Semester-End Examinations.
- b. Any student, who has between 60% and 75% of attendance in a Semester owing to health problems only may be permitted to take the Semester-End Examinations on submission of genuine Medical Certificate (s), Treatment details and on payment of the prescribed Condonation Fee for attendance.
- c. Any student with less than 60% of attendance in a Semester shall not be permitted to take the Semester-End Examinations. He/She has to repeat that Semester, in the event of which, all his/her earlier CIA marks shall stand cancelled.

However, if any student has between 50% and 60% of attendance in a Semester and has at least 85% of attendance in the preceding or subsequent Semester of the same Academic Year, he/she may be permitted to take those examinations, on payment of the prescribed Condonation Fee for attendance, without repeating that Semester.

- d. In Semester VI, if a student has attendance between 50% and 60%, he/she may be permitted to write the Examinations, at the discretion of the Principal, under the following conditions:
  - \* In all previous Semesters, his/her average attendance has been 75% or more.
  - \* His/her prolonged absence is due to illness or other exigencies of life; and he/she has been regular to classes at other times.
  - \* His/her case is recommended for consideration by a Committee consisting of the Vice-Principal and the Head(s) of the Department(s) concerned.

## **ii. Registration**

Every eligible student shall register himself/herself for the Semester-End Examinations through an Application by paying the prescribed Examination Fee within the stipulated time.

The College reserves the right of permitting any student for Semester-End Examinations, who has between 60% and 75% of attendance on grounds of discipline, attendance, etc.

## **iii. Examinations**

- a. The Question Papers for Semester-End Examinations are prepared according to the latest Syllabi and Model Question Papers approved by the Boards of Studies and the Academic Council.
- b. The students, who repeat a Semester will have to take the Semester-End Examinations with the Syllabi and the Model Question Papers, which are in force at that time.

### **c. For the Present II and III Years Supplementary**

#### **Candidates only in case of Same Syllabus**

The candidates with Arrears / Supplementary Examinations will also have to take the same Question Paper as in the case of the regular candidates, provided the Syllabus and the Model Question Paper are the same as those of regular candidates.

### **d. For the Present II and III Year Supplementary**

#### **Candidates only in case of Changed Syllabus**

In case of any change in the Syllabus and / or Model Question Paper, candidates with Arrears and Supplementary Examinations will be provided with separate Question Papers based on the Syllabus and the Model Question Papers pertaining to those batches.

### **e. For the Present II and III Year Supplementary**

#### **Candidates only**

The candidates with Arrears as well as the Supplementary Exams will have to get the Syllabus and the Model Question Paper from the Heads of the Dept. concerned, while preparing for their Examinations.

**f. Grace Period:**

**U. G Programmes**

Three/Four Years is the Programme period for completing any Bachelor/ Honours Degree. Two Years of Grace Period will be given for completing the same after the Regular Period. In case of need, the very next year, after the Two years of Grace Period, the very last opportunity will be given to complete the remaining **Single Subject**, in case of need, with **One Time** permission of the Principal.

**P. G Programmes**

Two years is the Regular Programme Period for completing any PG Programme. Two years of Grace Period will be given for completing the same after the Regular Period. In case of need, the very next year, after the Two years of Grace Period, the very last opportunity will be given to complete the remaining **Single Subject**, in case of need, with **One Time** permission of the Principal.

- g. All the candidates have to answer the Question Papers in the Medium as specified in their applications for admission into the programme. No change of Medium will be permitted thereafter.

**2. Practicals**

The practical methods include Laboratory Work, Project Work, Field Work, Practical Training, Record Work, etc. The Syllabi, Model Question Papers and the Practical Schedule will be provided by the respective Departments. 100 marks will be allotted to each Practical Examination in a Semester and distributed with equal weightage for CIA and SEE (50:50).

**A. Continuous Internal Assessment (CIA)**

The CIA for Practical Assessment is based on the student's performance in Laboratory Work, Project Work, Record Work etc.,. The 50 Marks for CIA in each Semester are distributed as follows: 25 Marks for Internal Practical Exam; 20 Marks for Laboratory /Project Work and 5 Marks for Attendance.

i. **Laboratory**

The assessment of Laboratory Work is done in each Semester in specified Practical hours. Students, who fail to present themselves for such assessment without prior permission, will lose marks assigned for those sessions.

The students with prior permission to absent themselves from such assessment may be given an opportunity to appear again in the same Semester. A student, who fails to attend such reassessment will lose marks.

ii. **Record Work**

Record work, complete in all aspects, is compulsory for assessment. The efficiency and the effort of the student are considered for the award of marks for the Record Work.

A student, who fails to produce a completed Record will be restrained from submitting himself/herself for assessment.

iii. **Project Work**

The completion of Project work done during the summer vacation at the end of the II year is an essential requirement for obtaining the Degree.

**B. Semester End Practical Examinations**

Semester End Practical Examinations will be held only at the end of every Semester. All the eligible candidates should take the Examinations only during this period. **No Supplementary Practical Examinations will be held at any other time.**

i. **Eligibility**

- a. A student should have at least 80% of attendance in Laboratory Work in a Semester to take the Semester-End Practical Examinations.
- b. A student should possess a duly certified Record.

ii. **Registration**

All the eligible students have to register themselves for all Practical Examinations along with Theory Examinations. No student is allowed to take the Practical Examinations without registration.



### iii. **Examinations**

Students will be divided into batches for the purpose of Practical Examinations. Each batch has to take the Examination on a specified date and time as per the scheduled Time Table.

### 3. **Malpractice**

The College gives utmost importance to academic integrity and takes a serious view of unfair methods in all the Theory and the Practical Examinations.

- Influencing the Teaching and the Non-Teaching Staff - at any time by the candidates for any advantage in examination, being found with forbidden material on person / on examination desk / on the nearby floor of examination hall, copying from / disturbing other students with an intention to copy etc., are considered as examination malpractice.
- Any attempt at malpractice at any stage makes the miscreant liable for severe punishment. The cancellation of all the written examinations both Regular and Supplementary taken and to be taken by the candidate during that specified period is the immediate minimum punishment.
- If the students are caught for malpractice in the Semester End Practical Examinations, all the Practical Examinations of that specified period will be cancelled.
- If the students are booked for malpractice in the Mid Semester Examinations all the Mid Semester Examinations will be cancelled and they will not be permitted to appear for the Re - Mid Examination.
- If any student is found guilty of malpractice on more than one occasion during his/her stay in the College, he/she may be prohibited from pursuing further studies.
- A student of the last Semester, if found guilty of malpractice on more than one occasion, may be debarred from examinations for three years.

In all cases of malpractice, the decision of the Committee on Malpractices is final and binding.

#### **4. Appeals**

##### **A. Continuous Internal Assessment (CIA)**

- i. **Valuation:** Any student, who has a grievance about the valuation of Mid-Semester Examinations and/ or Assignments may bring it to the notice of the Teaching Staff concerned, but he/she must do so within 24 hours of the receipt of the relevant answer script and get it clarified.

If he/she still feels aggrieved, he/she may appeal in writing to the Principal, who will refer the matter to the Appeals and Grievances Committee specially constituted for the purpose. On the basis of the recommendations of the Committee, the Principal is authorized to settle the matter.

- ii. **Rectification:** Any rectification with regard to the tabulation of CIA Marks, mistakes in the spelling of names, the second language opted for, Minor subjects, etc., displayed at the time of declaration of results should be brought immediately to the notice of the Controller of Examinations. Such rectifications should invariably be completed before the preparation and the issuance of the Marks Statements of the Semester concerned.

**NB:** The students must preserve the CIA valued Answer Scripts and Assignment Papers of each Semester until the Marks Statements are issued.

##### **B. For Semester - End Examinations (SEE)**

The representations regarding SEE should be made as noted below to the Controller of Examinations in the relevant proforma along with the prescribed fee receipt.

- C. **Revaluation:** A candidate may also apply for Revaluation of any paper in any subject within 10 days of the display of Mark lists. The criteria for evaluation are as follows:

- i. The student may be given advantage only when the difference of Marks between the first and the second valuations is within the range of 5-10%. In such a case, the student is eligible for a refund of 50% of the revaluation fee.

- ii. If the difference is less than 5%, the student concerned will not be given any advantage.
- iii. If the difference is more than 10%, the answer-script will be sent for a second revaluation. The average marks of the two revaluations will be considered as the final marks of the candidate.

## 5. Results

- i. **Pass :** To pass any course, a candidate must secure a minimum of 40% marks in SEE as well as in the aggregate of both CIA and SEE.
- ii. **Computation of Class:** The computation of class will be carried out only at the end of Semester VI / VIII when the candidate gets through all the six / eight Semesters. A student is eligible for the award of a class only when he/she completes the Part-I (Languages) within two academic years, the part-II (Group) subjects and the rest of the subjects within three / four academic years from the date of admission to the Bachelor / Honors Programme.

## Grading System Under CBCS

**Grade Point:** It is a numerical weight allotted to % Absolute Marks intervals (Raw Score) on a 10 point scale. For example if a student acquires 89 marks for 100, the Grade Point is 8.9.

### Grade Table:

Sl. No.	Range of Marks (CIA + SEE)	Grade Points	Grade	Performance
1.	90 - 100	9.0 - 10.0	O	Excellent
2.	80 - 89	8.0 - 8.9	A	Very Good
3.	70 - 79	7.0 - 7.9	B	Good
4.	60 - 69	6.0 - 6.9	C	Above Average
5.	50 - 59	5.0 - 5.9	D	Average
6.	40 - 49	4.0 - 4.9	E	Pass
7.	Below 40	0	F	Fail
8.	Absent	0	AB	Absent

**Credit Point**

It is the product of the Grade Point and the number of Credits for a Course.

**Semester Grade Point Average (SGPA)**

It is a measure of performance of work done in a Semester. It is the ratio of total Credit Points secured by a student in various Courses registered in a Semester and the total Course Credits taken during that Semester.

**Cumulative Grade Point Average (CGPA)**

It is a measure of overall cumulative performance of a student over all Semesters. The CGPA is the ratio of total Credit Points secured by a student in various Courses in all the Semesters. It is expressed up to two decimal places.

**Note:** Any pass after the stipulated limit will be treated as III (third) Class, irrespective of the percentage of Marks scored. It will be indicated by an asterisk (\*) in the Cumulative Marks Statement.

**6. Memorandum of Marks**

The Semester-wise Marks Memoranda will be issued to all the registered candidates as and when they are ready. The students, who are on leave on the day of the issue of Memoranda of Marks, have to collect them immediately after their return. The authorities concerned are not obliged to give the Memoranda of Marks after 90 days from the date of issue. The Cumulative Marks Statements are issued to the successful candidates at the end of the Programme on payment of the prescribed fee. Students are expected to preserve all their Memoranda of Marks for future.

It may be noted that no duplicate Marks Memoranda will be issued as a routine. In case of loss or damage, duplicate Memoranda will be issued after completing the required legal formalities and by paying the prescribed fee.

**7. Cancellation and Betterment**

A successful candidate is not allowed to cancel his/her CIA and SEE Marks in Theory and / or Practicals and reappear for betterment.

However, a candidate, who fails in the Examination for want of internal marks may be permitted to take the Betterment Examination only once after the completion of the Programme period with syllabus, which is in force at the time of Examinations.

#### **8. Instant Examination**

Only those regular students, who have passed all the Examinations both Theory and Practical - upto the V Semester but have failed in one or two Theory Papers of the VI Semester are eligible for Instant Examination (Theory only). The Practical Examinations will not be conducted as Instant Examinations.

#### **9. Supplementary Examinations Odd (and) Even Semesters**

Along with Regular Odd Semester End Exams (Theory and Practical) only Odd Semester End Supplementary Exams will be conducted.

Along with Regular Even Semester End Exams (Theory and Practical) both Odd and Even Semesters End Supplementary Exams (Theory and Practical) will be conducted.

#### **10. Promotion to II and III Years**

- a. For promotion to a higher class, the academic performance of the student will be taken into consideration.
- b. For promotion to the next academic year, a student should have passed a minimum of 50% of Group Subjects in Theory of the previous academic year, after writing the SEE of both Semesters.

#### **11. Mandatory Academic and Non-Academic Credits**

Value Education is integrated into the Academic Programme for all the first and the second year UG students. A pass in this subject is obligatory for every student to get his/her degree.

All the UG Students of the College should do at least one Career - Oriented Certificate / Diploma Course offered by the College and one Open Online Certificate Course in the II- Year.

All the First Year Degree Students have to put in 60 hours of Community Service under the College Extension Programme.

## **12. Procedure for Obtaining Various Certificates**

### **a. Transfer Certificate**

After the successful completion of UG / PG Programme, the T. C. Application Form could be obtained from the College Reception. The Form has to be filled in and 'No Dues' signatures are to be obtained from the the Library, Controller of Exams, College Fee Counter, Departmental Labs etc., Attach a photo copy of Intermediate / Degree T.C., to the duly filled and signed T. C Application, a Fee paid Receipt for Rs 50/- from the College Fee Counter and submit it to the Receptionist. The T. C . could be collected from the Receptionist as soon as it is ready.

### **b. Migration Certificate**

(Only for those who got admission into Programmes offered by Universities, other than Krishna University)

Students have to submit an application in writing enclosing the Fee Receipt for Rs.300/- obtained from the College Fee Counter, photo copies of Degree Provisional Certificate, and Programme Completion Certificate issued by our College to the Receptionist. It could be collected from the College Receptionist as soon as it is ready.

### **c. Conduct and Course Certificate**

A receipt for Rs 20/- has to be taken from the College Fee Counter. By producing the receipt and the ID card, the Study Certificate could be collected from the College Receptionist.

### **d. Memorandum of Marks and Provisional Certificate**

A receipt for Rs 500/- has to be taken from the College Fee Counter. Along with the receipt, produce the ID Card or Hall Ticket at the Controller of Exams Office to get the M. M. and P. C.

### **e. Consolidated Semester Marks Sheet**

A receipt for Rs.50/- has to be taken from the College Fee Counter. Along with the receipt, produce the ID card at the Controller of Exams Office to get the Consolidated Semester Marks Sheet.

### **f. Original Degree Certificate**

The application form for the O. D. could be downloaded from Krishna University website. Fill the Form and get it endorsed by the Principal, take a D. D. for the required amount and attach photo copies of M. M. / P. C. It should be submitted to the University to get the O. D.

### **Mentoring System**

Every Teaching Staff member would be in-charge of 25 students for their Mentoring. The student profile book is maintained in the College, which consists of all the information pertaining to the student concerned. Each Mentor will officially interact with the student twice a Semester. Besides this the student is encouraged to meet the Mentor concerned by fixing an appointment with him/ her for his all round development.

### **Identity Card**

Every student will be provided with an Identity Card, which he/she must keep as long as he/she is a student of this College. Whenever he/she approaches the Office/Departments on academic or administrative matters he/she must produce his/her Identity Card. No request will be entertained without producing of the Identity Card. Along with the Hall Ticket, the College Identity Card should also be brought for taking any Theory or Practical Examination. The ID Card with all the details and a clear photograph of the student concerned should be always worn around his / her neck.

### **General Rules of the Library**

- All the students are expected to become registered members of the College Library.
- All the students will have open access for borrowing books.
- All the College students are entitled to borrow a maximum of four books at any given point of time.
- The borrowed books should be returned within 15 days as stamped on the due-date slip.
- An overdue charges of 0.50 paise per book per day will be collected from the defaulter.
- The defaulters will not be allowed to borrow books unless they clear the overdue.
- The students are neither allowed to sub-lend the borrowed books nor borrow on behalf of someone.

- While borrowing the Library books, the students are expected to check the condition of the books. If any damage is noticed, it must be reported at the Issue Counter. Otherwise, the borrower will be responsible for any damage noticed at the time of returning them.
- In case of serious damage, the borrower has to replace the book.
- The loss of Library books should be reported to the Librarian.
- Journals will not be issued but can be read in the Reading Room.
- On entering the Library, personal books and belongings should be deposited at the Property Counter in the Library.
- Presentation of the Identity Card is compulsory for using the Reference Library.
- The books in the Reference Library must be handled with care.
- The students are advised to leave the Reference Books on the table itself after use.
- The Reference Books are to be used only within the Reference Section.
- The Students' Reading Room and Reference Library will be kept open from 8.30 a.m. to 6.30 p.m.
- Silence must be observed in the premises of the Library.

### **Discipline**

- a. All the students are expected to come to the College in their respective Uniform without fail. Its violation is subject to stringent disciplinary measures.
- b. Any student, who indulges in or abets tarnishing the image or reputation of the College in any way on and off the College campus will run the risk of having his / her admission cancelled.
- c. Ragging, Eve-teasing, Smoking, use of Unparliamentary Language, use / soliciting of Drugs / Alcohol, Romantic / Emotional involvement with opposite or same gender, storing / watching of pornography by the students on and off the College Campus are strictly prohibited. The students, who indulge in such activities will be discontinued.



d. **Mobile Phones**

- Students are **strictly prohibited** from using the Mobile Phones in the entire College campus from 9:00 am to 3:30 pm.
  - Students have to keep their Mobile Phones Switched off during this time, if they bring them to College.
  - The Mobile Phones of Students, who violate this prohibition, will be confiscated by the Office of the Vice Principal concerned and will be returned only after they spend one hour each for five days in the College Library after their Regular Classes.
  - The Mobile Phones of the Students, who continue to violate this prohibition even after this, will be confiscated and handed over to their respective Parent/Guardian after getting an assurance from them that their children will not bring the Mobile Phones to the College hence forth.
  - This policy will be reviewed from time to time and changed accordingly
- e. Students have to refrain from going to the Wash Rooms in between the Class Hours, unless it is strictly unavoidable.
- f. Parking facility is provided only for the Two Wheelers of Students, and they should be parked only in the place allotted for the purpose.
- g. It is mandatory to speak in English on the Campus during the College working hours.
- h. It is against the discipline of the College to sit or stand as a group/ individual at the parapet of the College Library lawn wall during the College working hours.
- i. The College reserves to itself the right to allow or disallow the admission of detained students.