

## **ANDHRA LOYOLA COLLEGE (AUTONOMOUS)**

### **GENERAL INFORMATION AND RULES**

#### **Admission**

Andhra Loyola College (Autonomous) is a Christian Minority Institution. Admission into the College is made strictly on merit with due consideration for the marginalized and weaker sections of the Society. The College reserves to itself the right of admission.

#### **Attendance**

##### **1. Theory**

- i. Although an attendance of 75% is sufficient for being admitted to the Semester End Examinations, the College insists on regular attendance at 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 ground.
- 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, the students should inform the Vice-Principal the reason for their absence by the third day. A Medical Certificate along with the Treatment Sheet must be attached to the Leave Application, which shall be submitted 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 leave, his/her name will be removed from the rolls.
- vii. Permission for representing the college in extracurricular activities like sports, games, cultural festivals, NCC, NSS etc., should be obtained in advance from the Principal/Vice-Principal, with a letter of request, duly recommended by the staff member/ officer concerned.
- viii. Every student is expected to check his/her attendance in the chart displayed on the notice board 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 short of attendance is put up on the notice board at the end of the semester, no request will be entertained.

## **2. 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 undergraduate and post graduate programmes. The academic year is divided into two semesters, each consisting of 90 instructional days. The Odd Semester is 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, classroom 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 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 Test I	20 marks (15 written + 05 oral)
Mid-semester Test II	20 marks
Assignments	05 marks
Attendance	05 marks

- i. **Mid-Semester Tests:** Usually, each mid-semester test is held

approximately after 40 days of instruction. The dates are notified in the Handbook. The syllabus and the model question paper for each mid-semester test will be provided by the respective Departments.

As the marks scored in the Mid-Semester tests are considered for final evaluation and award of class, student should take these tests earnestly. Absence from a scheduled test 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 Test:** Due permission may be obtained from the Principal/ Vice-Principal by those students who would be absent from any Mid-Semester test to appear for the Re-Mid test 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 framing the questions.

- 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 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.

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

The regular and Supplementary Semester-End Examinations (SEE) for odd semesters (I, III, V) are held in Oct/Nov 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 may be permitted to take the Semester-End Examinations on payment of the prescribed condonation fee for attendance.
- c. Any student with less than 60% of attendance in a semester will 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 a student for Semester-End Examinations 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 & III years and Supplementary candidates only:**  
The candidates with arrears and the supplementary candidates will also have to take the same question paper as in the case of the regular candidates, provided the syllabus and the model paper are the same as those of regular candidates.
- d **For the present II & III years and Supplementary candidates only:**  
In case of any change in the syllabus and/ or model paper, candidates with arrears and supplementary candidates will be provided with separate question papers based on the syllabus and the model papers pertaining to those batches.
- e The candidates with arrears as well as the Supplementary candidates will have to get the syllabus and the model paper from the Heads of the Dept. concerned, while preparing for their Examinations.
- f **Grace Period:** From the 2010-2013 batch onwards, as per the guidelines of Krishna University, students must complete their Degree within six years from the time of admission.
- g All the candidates have to answer the question papers in the medium as specified in their applications for admission into the course. No change of medium will be permitted thereafter.
- h Students are permitted to write supplementary examinations with their course syllabus for a consecutive period of five examinations conducted with their syllabus and model paper. After five attempts, they must appear for the examinations in the existing syllabus and model paper.

## 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:** For the purpose of practical examinations, students will be divided into batches. Each batch has to take the examination on a specified date and time as per the time table announced.

**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 is also considered a malpractice. Any case to 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 annual practical examinations, all the practical examinations of that specified period will be cancelled. If the students are booked for malpractice in the mid semester examination, 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 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 tests and / or assignments may bring it to the notice of the lecturer 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 optional 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 valuation and the second one 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 of the two revaluation marks 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, when the candidate gets through all the six 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 academic years from the date of admission into the 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.

**Letter Grade :** It is an index of the performance of students in a said course, Grades are denoted by letters O, A+, A, B+, C, P and F.

**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 third class, irrespective of the percentage of marks scored. It will be indicated by an (\*) 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 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 course 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 5<sup>th</sup> semester but have failed in one or two theory papers of the 6<sup>th</sup> Semester are eligible for Instant Examination (theory only). The practical Examinations will not be conducted as Instant Examinations.

Supplementary Examinations ODD (and) EVEN : When ODD semester End Exams (Theory and Practical) are conducted, EVEN Semester Supplementary Exams will not be conducted.

But when the EVEN Semester End Exams (Theory and Practical) are conducted, ODD Semester (Theory and Practical) Supplementary Exams will be conducted.

## **9. Promotion to II & 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.

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

Value education is integrated into the academic programme for all the first and the second year degree students. A pass in this subject is obligatory for every student to get his/her degree. All the Degree 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.

## **11. Mentoring System**

Every 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 lecturer concerned by fixing an appointment with him/ her for his all-round development.

## **12. 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 the producing of the identity card. Along with the hall ticket, the identity card should also be brought for taking any theory or practical examination. The ID Card should be always worn around the neck.

## **13. General Rules of the Library**

- a. All the students are expected to become registered members of the library.
- b. All the students will have an open access for borrowing books.
- c. The degree & Intermediate students are entitled to borrow a maximum of four and three books respectively.
- d. The borrowed books should be returned within 15 days as stamped on the due-date slip.
- e. An overdue charge of 0.50 paise per book per day will be collected from the defaulter.
- f. The defaulters will not be allowed to borrow books unless they clear the overdue.
- g. The students are neither allowed to sub-lend the books they have borrowed nor borrow on behalf of someone.
- h. 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 immediately. Otherwise, the borrower will be held responsible for any damage noticed at the time of returning them.
- i. In case of serious damage to a book, the borrower has to replace it.
- j. The loss of library books should be immediately reported to the Librarian.
- k. Journals will not be issued but can be read in the reading room.
- l. On entering the library, personal books and belongings should be deposited at the property counter.
- m. Presentation of the identity card is compulsory for using the Reference Library.
- n. The books in the Reference Library must be handled with care.
- o. The students are advised to leave the reference books on the table itself after use.
- p. The reference books are to be used only within the Reference section.

- q. The Students' Reading Room and Reference Library will be kept open from 8.30 a.m. to 6.30 p.m.
- r. Silence must be observed in the premises of the Library.

#### **14. DISCIPLINE**

- a. Any student who indulges in or abets in tarnishing the image or reputation of the Institution in any way will run the risk of having his/ her admission cancelled.
- b. All the students are expected to come to the College in their respective Uniform without fail. Its violation is subject to stringent disciplinary measures.
- c. Possession of Cell Phones by Students in the College is strictly prohibited. Cell Phones once confiscated will not be returned.
- d. Ragging, Eve-teasing, Smoking, use of Drugs, Alcohol and Unparliamentary Language, Romantic/Emotional involvement with opposite gender by the students on and off the College Campus are strictly prohibited. The students, who indulge in such unwarranted activities will be discontinued.
- e. Vehicles should be parked only in the place allotted for the purpose.
- f. It is mandatory to speak in English on the campus during the college working hours.
- g. 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.
- h. The College reserves to itself the right to allow or disallow the admission of detained students.

#### **15. PROCEDURE FOR OBTAINING VARIOUS CERTIFICATES**

##### **T.C., M.C., M.M. & S.C.**

##### **a. Transfer Certificate**

After the completion of the Degree, the T.C. application form could be obtained from the Reception Office. The form has to be filled in and 'no dues' signatures are to be obtained from the in-charges of the Library, Controller of Exams, College Office, Departments and Labs. Attach a Xerox copy of X Class or Inter T.C. A receipt for Rs.50/- has to be taken from the College Cash Counter. The application form with the above attachments has to be submitted to the reception office. The T.C. could be taken from the attendant in the Principal's Office.

##### **b. Migration Certificate**

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

A Receipt for Rs.300/- has to be taken from the College Cash Counter. Students have to submit an application in writing enclosing the Fee Receipt, Xerox copies of Degree Provisional Certificate, and Course Completion Certificate issued by our College. The M.C. could be collected from the college main Office.

**c. Conduct and Course Certificate**

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

**d. Memorandum of Marks & Provisional Certificate**

A receipt for Rs.500/- has to be taken from the college Cash 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. Original Degree Certificate**

The application form for the O.D. could be obtained either by downloading from the website or in person from the University Office. Fill the Form and get it endorsed by the Principal, take a DD for the required amount and attach Xerox copies of M.M./P.C. It should be submitted to the University to get the O.D.

**f. Consolidated Semester Marks Sheet**

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