

SAINT CLARET COLLEGE (AUTONOMOUS), ZIRO

(Affiliated to Rajiv Gandhi University, Itanagar,)

ARUNACHAL PRADESH



EXAMINATION REGULATIONS

Effective from the Academic year 2024 - 2025

@2024

Saint Claret College (Autonomous), Ziro

Post Box 22

Salaya, 791 120 - Lower Subansiri District

Arunachal Pradesh

INDIA

www.sccz.edu.in

CONTENTS

1. INTRODUCTION
2. EXAMINATIONS OFFICE
3. EXAMINATIONS COMMITTEE
4. CONTROLLER OF EXAMINATIONS
5. ASSOCIATE CONTROLLER OF EXAMINATIONS
6. TESTING AND EVALUATION
7. CONTINUOUS ASSESSMENT & REGULATIONS
8. END SEMESTER EXAMINATIONS
 1. APPOINTMENT OF EXAMINERS
 2. CHIEF SUPERINTENDENT OF EXAMINATIONS
 3. MALPRACTICE
9. EVALUATION OF ANSWER SCRIPTS
10. STANDING COMMITTEE OF THE ACADEMIC COUNCIL
 1. MODERATION AND GRACE MARKS
 2. PASSING OF RESULTS
11. PUBLICATION OF RESULTS
12. PROGRESSION
13. EXAMINATION GRIEVANCE REDRESSAL COMMITTEE
14. RETOTALLING OF MARKS
15. ISSUE OF MARK SHEET
16. ISSUE OF CONSOLIDATED MARK SHEET
17. ISSUE OF PROVISIONAL CERTIFICATE
18. RESULT COPY TO RGU
19. INSTITUTION AND AWARD OF MEDALS AND PROFICIENCY PRIZES
20. AWARD OF DEGREE / GRADUATION DAY
21. AMANUENSIS
22. RE-EXAMINATION
23. SPECIAL SUPPLEMENTARY EXAMINATIONS



1. INTRODUCTION

Saint Claret College (Autonomous), Ziro (SCCZ), established by the Claretian Formation Association of North East India, a registered charitable society (S/R CFAONEI-531/88 of 1988) is under the aegis of the Province of North East India of Claretian Missionaries.

The foundation stone for SCCZ was laid in December 2002 and the first academic year began on August 11, 2003. The College is permanently affiliated to Rajiv Gandhi University, Itanagar, and recognised by University Grants Commission (UGC) under sections 2(f) and 12(B) of the UGC Act. SCCZ is the first private college in Arunachal Pradesh to have received accreditation from the National Assessment and Accreditation Council (NAAC), the only HEI in Arunachal Pradesh to have received a Commendation Certificate for meritorious services in the field of Higher Education, and to have been awarded the Best Performing Private College Award by the Government of Arunachal Pradesh.

SCCZ is also the first College in Arunachal Pradesh to be conferred Autonomous status by the UGC (Letter No. AC/ dated Oct. 3, 2024) and notified of the same by Rajiv Gandhi University, Itanagar, Arunachal Pradesh on Nov. 7, 2024 (Letter) .

In keeping with the University Grants Commission (Conferment of Autonomous Status Upon Colleges and Measures for Maintenance of Standards in Autonomous Colleges) Regulations, 2023, SCCZ has set up an Examinations Office (A non-statutory body) which will maintain all the records of student evaluations and examinations.

The regulations for student examinations given below are subject to revision from time to time.

The medium of instruction

The medium of instruction in respect of all programmes of study at SCCZ shall be in English.

Examinations of SCCZ shall be opened to eligible students who have undergone a regular programme of study at the undergraduate and post graduate level in the College for the period specified for that programme. The student shall fulfil the minimum attendance and credit requirements as laid down by the College for each of the courses in a programme.

The dates and timings of tests and examinations shall be indicated in the Academic Calendar at the beginning of the academic year and shall be adhered to unless there are some untoward incidents that may necessitate postponement of tests / examinations.

The timetable for the tests and examinations will be drawn up by the respective committees and displayed on the Notice Board as well as communicated to the students *via* digital communication methods.



2. EXAMINATIONS OFFICE

The Examinations Office shall handle the Continuous Assessment as well as the End Semester Examinations. Separate Committees shall be set up for coordinating the Continuous Assessment and End Semester Examinations under the guidance of the Controller of Examinations. Every faculty and staff member shall collaborate with the Examinations Office for smooth conduct of the assessment and evaluation processes and documentation.

3. EXAMINATIONS COMMITTEE

The Examinations Committee will comprise

1. Principal	Chairperson
2. Vice-Principal	Member
3. Controller of Examinations	Member
4. Associate Controller of Examinations	Member
5. Faculty in-charge of Continuous Assessment	Member
6. Academic Dean	Member
7. Finance Officer of the College	Member
8. One Senior Faculty nominated by the Principal	Member

The tenure of Examination Committee will be for 3 years.

4. CONTROLLER OF EXAMINATIONS (CoE)

The Controller of Examinations (CoE) shall head the Examinations Office and will be directly in charge of all matters relating to the conduct of Examinations and associated matters in the College.

5. ASSOCIATE CONTROLLER OF EXAMINATIONS (ACoE)

The Associate Controller of Examinations (ACoE), shall assist the CoE in all the duties and responsibilities related to the Examinations Office to the best of her/his ability as assigned by the Principal and the CoE, for the effective functioning of the Examination Office.

6. TESTING AND EVALUATION

All assessments of students in SCCZ shall be conducted in accordance with the regulations framed by the College for the said purpose.

As an autonomous College, SCCZ, is free to frame methods of testing and evaluation, aligning with the NEP 2020, emphasizing upon Continuous Internal Assessment and End Semester Examinations. Therefore, assessment of students learning and outcomes are based on both Continuous Internal Assessment (CIA) during the semester in progress and End Semester Examination (ESE) at the end of each semester.



Allocation of marks and duration for both CIA and ESE are given below:

Programme	Continuous Assessment	Internal	End Semester Examination	
	Marks	Duration	Marks	Duration
B.A/B.Com./ B.SW / BBA (Theory)	20	1 hr	80	3 hrs
Practical Courses	20	1 hr	80	4 hrs
MA (Theory)	20	1 hr	80	3 hrs
Practical Courses	20	1 hr	80	4 hrs

7. CONTINUOUS INTERNAL ASSESSMENT (CIA)

Continuous Internal Assessment (CIA) consists of 2 tests and a third component which may include assignment / quiz / seminar / project work, etc.

CIA necessitates a student taking all the tests / assessment units / components administered for a course by the course teacher.

CIA is carried out by the course teachers for each course of study during the semester in progress.

Each of the assessment units carry equal marks.

The duration of the written test will be for 1 hour and the pattern of question paper will be as given in the syllabus for each course of study.

A student who does not take any of the CIA tests /or submit any of the components administered by the course teacher **shall not be eligible to write** the End Semester Examination.

Any malpractice including plagiarism in the Continuous Internal Assessment test will lead to cancellation of that test /assignment / project, etc., with no marks being awarded under any circumstances.

Attendance of the students for each test will be taken and the same included in the calculation of attendance, which is a pre-requisite for taking the End Semester Examination.

Answer scripts of Continuous Internal Assessment tests will be shown to the students after evaluation, during a class hour, within 2 weeks of having taken the test.

Students will have to check the evaluated papers and in case of any discrepancy in Evaluation, bring it to the notice of the Course teacher immediately.

There is no minimum pass mark for Continuous Internal Assessment.

There is no provision for improvement of Continuous Internal Assessment marks.



Important

All students are required to verify the Continuous Internal Assessment Mark statement before issue of Admit Card / hall ticket for the End Semester Examination.

Requests for correction of CIA marks after verification of the Continuous Internal Assessment Marks WILL NOT BE ENTERTAINED.

Re-test during the semester in progress:

There is no provision for re-test except

- (i) in case of a medical emergency, which will be examined on a case-to-case basis and a decision made accordingly by the Principal based on existing rules
- (ii) for those students who have missed a test due to participation in college sponsored/ endorsed activities, with the permission of the Principal and with consent from the Head of Department and Course teacher prior to participating in the activity.

The re-test will be administered by the course teacher and held before the commencement of the End Semester Examination. Students must apply for re-test by filling in the prescribed form.

8. END SEMESTER EXAMINATIONS (ESE)

A comprehensive examination for each course of study will be held at the end of the semester in progress.

All *bona-fide* eligible students of the College must register for the End Semester Examinations on the date/s announced by the Examination Office irrespective of factors such as being absent on the dates announced, etc.

Applications for End Semester Examinations will be issued through the departments / Examinations Office.

The fees for the ESE will be announced at the time of issue of the Application Form and will also be displayed on the College Notice Board.

After paying the prescribed fees, STUDENTS SHOULD SUBMIT THE COMPLETELY FILLED IN APPLICATION FORM ON OR BEFORE THE PRESCRIBED DATE.

Dates for registration for ESE will also be indicated in the Academic calendar of that particular year.

Students will be permitted to submit ESE Applications after the due date only on payment of a late fee as stipulated by the College.

No applications forms will be accepted after the last date for submission of forms with late fee.



Students who will be appearing for back paper examinations will have to pay separate fees depending on the number of courses for which they are applying.

There will be no refund of ESE fees if

- a) A student does not present her/himself for the examination on the day the exam is scheduled,
- b) A student is not permitted to take the examination for any disciplinary reason or reasons of non-eligibility.
- c) She/ he has made any misrepresentation in the application form.

A student will be permitted to take the End Semester Examination provided she/he has:

1. Completed the CIA requirements,
2. A minimum of 75% attendance in each course of that particular semester, and
3. Paid the prescribed examination fee, for courses for which she/he has registered.
4. Has no dues pending with the College.

The minimum percentage of marks required for passing in each course is as follows:

Courses	End Semester Exam	Aggregate of Continuous Assessment and End Semester Examinations
BA/ B.Com./ Mass Comm. / BBA /B.SW. (Theory)	35%	40%
Practical	40%	40%
MA (Theory)	45%	45%
Practical	45%	45%

ATTENDANCE:

All students should have a minimum of 75% attendance for each course of study for the semester in progress.

Students having shortfall in attendance will have to repeat the Semester.

Condonation of attendance with fine as decided by the College will be permitted in the following cases and up to the percentage indicated on production of a MEDICAL CERTIFICATE along with all diagnostic reports, immediately after returning from any major illness which requires quarantine or hospitalization.

- (i) Between 62.5% and 75% - will be condoned with a condonation fee and completion of academic tasks as assigned by the Department.
- (ii) Between 50% and 62.5% - will be condoned with a condonation fee and completion of academic tasks as assigned by the Department.



- (iii) Less than 50% - NO CONDONATION of attendance and will not be permitted to appear for the ESE.
- (iv) The Principal in consultation with the Head of Dept. / Course teacher may take a lenient view of cases which involve major illness, rehabilitation, etc., provided the student has a minimum of 40% attendance in that semester.

Condonation of attendance for valid reasons, will be done by the Academic Dean.

Condonation fees will have to be paid before the student receives her/his admit card.

NP (Not Permitted) will be marked against a course code for which the student cannot appear for that particular examination due to lack of attendance or any other valid reason.

Any error in the Admit card / hall ticket should be brought to the notice of the CoE for rectification on the day of issue of the Admit card / hall ticket.

If an admit card/ hall ticket is misplaced /lost, the student will have to apply to the Examination Office for a duplicate admit card /hall ticket on payment of prescribed fee.

8.1 APPOINTMENT OF EXAMINERS

EXTERNAL EXAMINERS:

Paper setters / examiners for each course of study shall be appointed by the Controller of Examinations with the approval of the Principal from a panel of 3 names recommended by the respective Heads of departments.

Names of Paper setters/ Examiners can be given for a maximum of 3 consecutive examinations. Departments must ensure rotation of examiners as far as possible each semester.

Paper setters / Examiners shall be included in the panel of names based on the following criteria:

Sl. No.	End Semester Examination	Required eligibility for Paper setter / Examiner/s
1.	B.A/ B/Com./Mass Comm./ B.B.A./ B.SW.	College Teachers with a minimum of 3 years of teaching experience in Higher Education. University Teachers may be empanelled in the absence of college teachers.
2.	M.A./ M.Sc.	College Teachers with a minimum of 5 years of teaching experience at the PG level and for university teachers with a minimum of 4 years of teaching experience.



Ordinarily, the Paper setter will be the Evaluator for the course for which she/he is setting the question paper.

In unavoidable circumstances, the College may appoint separate Evaluator/s, other than the paper setter, if necessary. (Scheme of valuation)

8.2 CHIEF SUPERINTENDENT OF EXAMINATIONS

A Chief Superintendent of Examination is appointed by the Principal for the End Semester Examination.

During examination periods much of the integrity of the examination system depends on the way examination superintendents perform their assigned tasks. It is a vital role that has to be performed with excellence, skill and dedication.

In order for the Chief Superintendent of Examination to perform their assigned tasks properly it is imperative that they be completely familiar with all instruction issued for their guidance.

The Chief Superintendent of an End Semester Examination shall

- Be responsible for the smooth conduct of the End Semester Examinations in a fair and unbiased manner.
- Be in-charge of both, regular and back paper examinations being held during that period,
- Ensure that there is no untoward incidents during the examinations with respect to all aspects of the examination and personnel involved in the same including students and staff,
- Take care to avoid and ensure that the Examinations are malpractice free.
- Visit the examination halls one day before the start of the ESE and ensure that the required infrastructure/ logistics are set up for conduct of Examinations.
- Prepare well in advance the statement of allotment of work: list of rooms that will be used for all the examinations, seating arrangements of the students, the list of faculty members for examination supervision for each exam, and the list of non-teaching staff for work other than that required of the faculty members, such as providing drinking water, accompanying the students to the washroom if required, packing of answer scripts, collection of attendance sheets, etc.
- Convene a meeting of the faculty and the non-teaching staff at least 3 days prior to the start of the ESE and explain to them their duties and responsibilities as given in this Manual.
- Impress upon the faculty and non-teaching staff the need to prevent malpractice by scrupulous observation of rules and also the procedure for reporting any cases of malpractice observed by them.



- Ensure that proper discipline is maintained in all examination halls and she/he will have absolute powers to report any student from their examination hall to the CoE if in her/his opinion the student is causing a disturbance to the other candidates after issuing 2 warnings to the student.
- Collect the question papers from the CoE on a daily basis half an hour before the start of the days' examinations.
- Safe custody of the question paper packets is the responsibility of the Chief Superintendent and any lapse in this regard will be viewed seriously.
- Ensure that the correct properly sealed question paper packet with the required number of question papers is distributed to the respective examination halls.
- Ensure that the sealed packet of question papers is opened only in the examination hall before the invigilator/ hall supervisor, after checking the seals of the packets
- Check the number of answer scripts being returned to the Examination Office and maintain proper account of unused answer books and match the same with the number of students not taking the exams
- Ensure that all peripheral requirements of an examination such as log books, graph papers, etc., are provided to the students of that examination along with the answer booklet.
- Take cognizance of any malpractice and deal with the same as per the rules and regulations of the College on the same
- Ensure that the answer scripts are counted and packed in the relevant covers which have the correct student roll numbers of those who took the exam, any absentees, Name of the exam, subject code, room no. where the exam was written, and signature of the supervisors and chief superintendent.
- Hand over the answer scripts to the CoE for further processing
- Ensure that 2 sample copies of all regular and back paper questions papers are dispatched to the library for documentation and further use by students.
- Ensure that all faculty and staff recruited specifically for Examination duty are remunerated as per the guidelines.

8.3 MALPRACTICE

Malpractice a serious offence and as such will be dealt with in a 'no nonsense' manner.

In case of any malpractice or use of unfair means, the following process must be followed:

Unfair Means refers to any act of dishonesty, malpractice, misconduct, or violation of examination rules by a candidate or any other person connected with the examination process, with the intention of gaining an unfair advantage in the examination or assessment. In essence, **unfair means encompasses any action that violates examination rules and undermines the principles of honesty, fairness, and academic integrity.**



Examples of unfair means include, but are not limited to:

- i. **Copying, Cheating**
 - Copying from another candidate's answer script.
 - Allowing another candidate to copy one's answers.
- ii. **Communication During Examination**
 - Exchanging information with other candidates through speech, gestures, written notes, electronic devices, or any other means.
- iii. **Possession of Unauthorized Material**
 - Carrying written notes, printed materials, or electronic storage devices containing relevant information into the examination hall, whether used or not.
- iv. **Impersonation**
 - Appearing in an examination on behalf of another candidate.
 - Arranging for another person to take the examination in one's place.
- v. **Tampering with Examination Records**
 - Altering marks, grades, attendance records, or answer scripts.
 - Substituting or attempting to substitute answer books or supplementary sheets.
- vi. **Use of Electronic Devices**
 - Possessing or using mobile phones, smart watches, Bluetooth devices, calculators (where prohibited), or any communication equipment without authorization.
- vii. **Plagiarism and Academic Dishonesty**
 - Presenting another person's work, ideas, data, or writing as one's own in assignments, projects, dissertations, theses, or online examinations.
 - Using artificial intelligence tools or other external assistance in violation of examination or assessment guidelines.
- viii. **Disruption or Misconduct**
 - Creating disturbances in the examination hall/ campus.
 - Threatening, intimidating, or influencing invigilators, examiners, or other candidates.
- ix. **Obtaining Question Papers Illicitly**
 - Acquiring, distributing, or attempting to access examination questions before the scheduled examination.
- x. **Any Other Act Intended to Secure Undue Advantage**
 - Any conduct that compromises the integrity, fairness, confidentiality, or credibility of the examination process.

Consequences

1. Students found guilty of taking help from any co-examinee inside the examination hall (without using any incriminating materials)
 - Both the students shall be marked “W”(warning) on the answer-script.
 - Such case of ‘W’ shall be intimated by the Chief Superintendent to the CoE in writing, countersigned by the invigilator.
 - In case of a repeated act after warning (W), the students shall be booked under using/ resorting / attempting to resort to ‘Unfair means’, which may lead to the following consequences.



- Cancellation of the examination paper.
- Award of zero marks.
- Cancellation of the entire examination or semester results.
- Debarment from future examinations for a specified period.
- Suspension or expulsion from the institution.
- Any other disciplinary action prescribed by the college regulations.

The CoE will act on the recommendation (s) made by the Examination Grievance Redressal Committee and with the approval of the Principal.

- The invigilator /supervisor should collect the (a) admit card / hall ticket (b) Identity card and (c) the material which was used for copying and hand it over to the CoE after the examination
- The student should be taken to the CoE by the invigilator
- The invigilator should write a report of the incident to the CoE and hand it over to the CoE with the circumstantial evidence, admit card / hall ticket and identity card of the student.
- The student should write a letter to the CoE stating her/his act of malpractice and hand over the same to the CoE.
- The admit card / hall ticket should be withdrawn and submitted to the Chief Superintendent for preventing the student from appearing from further examinations and for cancellation of examinations already taken written in that semester.
- All incidents of malpractice will be brought to the Examination Grievance Committee for information by the CoE.

Students who resort to malpractice during examinations will have

- the examination of the course, in which the malpractice was detected, cancelled.
- to pay a fine of Rs. 1000/-
- The character and conduct certificate that will be issued at the end of the period of study will be given only as 'satisfactory'.

9. EVALUATION OF ANSWER SCRIPTS

SCCZ will follow '**DOUBLE EVALUATION SYSTEM**' for evaluation of ESE, back paper and supplementary answer scripts.

There will be one external Evaluator and one internal Evaluator (Course teacher or another senior teacher from the department).



If in the evaluation process there is a difference of more than 10 marks between that of the external and internal evaluations, in any answer script(s), then that particular answer script(s) will be subject to a third evaluation by the CoE, by an examiner other than the internal / external examiner. The average of the two closest marks of the three evaluations will be considered as the marks obtained by the student(s).

ESE - CENTRAL EVALUATION

SCC (Autonomous), Ziro will follow a centralized system for evaluation of answer scripts of End Semester Examinations, including back papers and supplementary examinations.

The CoE will appoint the Coordinator and the Deputy Coordinator of the Central Evaluation Centre with the approval of the Principal.

They will look after the entire work of Central evaluation for the entire period as fixed by the CoE each semester.

NO PERSON/S EXCEPT THE EVALUATORS WILL BE PERMITTED TO ENTER THE CENTRAL EVALUATION CENTRE WITHOUT WRITTEN PERMISSION FROM THE CoE.

10. STANDING COMMITTEE OF THE ACADEMIC COUNCIL

The Standing Committee of the Academic Council for the passing of results comprises:

Principal	-	Chairperson
Nominated member from among the External members of the Academic Council of the College	-	Member
Controller of Examinations	-	Member
All Heads of Departments (UG and PG)	-	Members
Member Secretary (Academic Council Secretary)		

The Standing Committee of the Academic Council for passing of results will meet after every End Semester Examinations to moderate the ESE marks. At the meeting:

- A department-wise galley will be presented to the Standing Committee to pass the results of the students.
- The Committee will scrutinize the results of the End Semester Examinations and award grace marks as given in the Examination Regulations.
- Recommended moderations in special cases will be discussed and the relevant moderation carried out and the results passed.



10.1 GRACE MARKS AND MODERATION

SCCZ will follow the following process of awarding grace marks as decided by the Examinations Committee:

Grace Marks

Grace marks shall be added to failed course(s) in order to enable a candidate to pass the course or to reduce the number of backlogs provided the student has the required aggregate marks. Grace Mark shall ONLY be awarded by the Controller of Examinations with the approval of the Standing Committee to the student(s) who when granted grace marks will pass in the particular course, provided the following norms are followed.

- a. A maximum of 5 (five) grace marks can be awarded to a maximum of two courses in an End Semester Examination.
- b. The grace marks cannot exceed 3 (three) marks for a particular course.

10.2 PASSING OF RESULTS

The Standing Committee of the Academic Council shall pass orders for the passing of results after the completion of moderation and corrections carried out thereof.

No correction / alteration shall be made in the results that have been approved / ratified by the Standing Committee of the Academic Council.

11. PUBLICATION OF RESULTS

The Examinations Office will ensure that the results are published in both hard and soft formats. Student will receive their results online in their personal login on the College ERP.

12. PROGRESSION:

A student who is not permitted to appear for the ESE must repeat the semester in order to be eligible to appear for the ESE.

A student who appears for the ESE and passes all courses will progress to the next semester. Students who fail in one or more courses will progress to the next higher semester but must appear for the course(s) in which he/she has failed and clear the same when the exam is offered next.

12.1 ADDITIONAL GUIDELINES

- o A student will have a maximum of three chances (excluding the first appearance) to clear a back paper.
- o Students must complete their Undergraduate Degree Programme within 6 academic years from the date of admission.
- o If a student clears the sixth (final) semester examination before clearing all the back papers of previous semesters, the final result of the student shall be withheld by the College until all the back papers are cleared.



13. EXAMINATION GRIEVANCE REDRESSAL COMMITTEE (EGRC)

The Examination Grievance Redressal Committee (EGRC) shall comprise:

- | | | |
|---|---|--------------------------|
| 1. The Principal | - | Chairperson |
| 2. Controller of Examinations | - | Member |
| 3. Head of the Department of the student concerned | - | Member |
| 4. Chief Superintendent of Examination of the semester
(for grievances pertaining to ESE only) | - | Member (<i>ad hoc</i>) |
| 5. Two senior faculty
(not from the department concerned of the student) | - | Members |

Three members shall constitute quorum.

The Committee shall meet at the beginning and end of each semester to frame / review rules and procedures pertaining to student grievances with respect to CIA and End Semester Examinations.

If required in cases of malpractice during End Semester Examinations, the committee will meet *ad hoc*.

Ordinarily all decisions shall be taken by a simple majority.

In case there is no consensus on any particular case, the decision of the Principal will be final and binding.

A candidate may appeal to the Principal within 2 weeks of receiving the response from the EGRC and if she/he is not satisfied with the decision.

The Principal may refer the case back to the EGRC for further deliberation and decision making.

14. RETOTALLING OF MARKS

There is no scope for revaluation of marks of ESE since the process of Double Evaluation is followed in valuing the answer scripts. Instead, the College provides students the opportunity of having their answer scripts **RE-TOTALLED** in case they are doubtful of the marks they have received.

Students desirous of the same may apply for Re-totalling within 15 days of publication of the results by the College. No requests will be entertained beyond the last date that will be published on the Notice Board.

Application forms for Re-totalling can be collected from the Office of the Examinations and submitted along with the prescribed fee before the last date.



Change of marks, **if any**, will be communicated to the student through a written communication and also through email.

15. ISSUE OF MARK SHEET

- SCCZ will issue its own Mark sheet after each ESE to all students who have taken the examination irrespective of she/he having passed or failed in any or all the course(s).
- The Examinations Office will issue the Mark sheet, error free, within a month of the publication of results.
- All Mark sheets will be issued on paper bearing the Hologram of the College and other security features.

16. ISSUE OF CONSOLIDATED MARK SHEET

A Consolidated Marks sheet shall be issued to all students who complete the programme of study and take and pass all the examinations.

The Consolidated Mark sheet is not equivalent to a Degree Certificate but is issued by the College to help students apply for higher studies in any University or College of their choice, if they wish.

17. ISSUE OF PROVISIONAL CERTIFICATE

SCCZ will issue a **PROVISIONAL** Programme Completion Certificate (PPCC) to students who have completed all the requirements of the Programme of study that they have undertaken.

The PPCC is issued only for higher studies or procuring a job and will be valid only until the issue of the Degree Certificate by the affiliating University.

After the Convocation date the Provisional Certificate stands **null and void**.

The student who requires a PPCC should apply for the same to the Controller of Examinations on payment of the prescribed fee.

18. RESULT COPY TO RGU

SCCZ will submit a **RESULTS** Copy, for the batch of students completing the Degree Programme / Honours Programme (both UG and PG), to the affiliating University, *i.e.*, Rajiv Gandhi University, for admitting the students to the Convocation of the University.



19. INSTITUTION AND AWARD OF MEDALS AND PROFICIENCY PRIZES

SCCZ will institute Awards and Medals for students who excel in academic and /or other co-curricular and extra-curricular activities.

All prizes / awards /scholarships will be brought to the Academic Council for information.

20. AWARD OF DEGREE

All students who have completed their degree / honours / research programme are eligible to apply for the Degree / Honours /Research Programme certificate from Rajiv Gandhi University and therefore need to be admitted to the Convocation of the University.

Students shall apply as **IN ABSTENTIA** through the University online portal for their Degree /Honours /Research Programme Certificate and pay the prescribed fee before the last date.

The College will not take responsibility for registering students to be admitted to the Convocation of the University.

Students are not eligible to receive the certificate at the Convocation held by the University. Hence, they will receive their certificates through the College on the Graduation-day fixed by SCCZ.

GRADUATION DAY – DISTRIBUTION OF DEGREE CERTIFICATES

SCC (Autonomous), Ziro will fix the Graduation Day of the College for students who have completed their degree / honours /research programme, after a month of the Convocation of the affiliating University.

Only students who have applied to the University for admission to the Convocation of the University will receive the degree certificate at the Graduation-day of the College.

Students must register for the Graduation-day of the College on receipt of the notification. Those who do not register will not be permitted to participate in the same.

Students who register and do not participate in the Graduation-day will have to come **IN PERSON** to the Examination Office and collect their certificates. Degree certificates will not be sent by Post /Courier/ emissary / etc.

The College will not be responsible for the loss of Degree certificates.

The graduate will have to approach the University and obtain a Duplicate Degree certificate as per the procedure of the affiliating University.

21. AMANUENSIS



A student maybe permitted to avail the help of an amanuensis (scribe) if she/ he is:

- (i) Born blind
- (ii) Becomes blind during her/his lifetime
- (iii) Permanently disabled from writing with her /his own hands
- (iv) Temporarily disabled from writing on account of fracture / dislocation of the right or left upper or lower arm, hand, etc. Such a student shall produce a medical certificate from the Chief Medical Officer of the district concerned / government medical practitioner, to the effect that the student is unable to write her/his examination because of temporary disablement.

The College reserves the right to call for X-ray / MRI if required.

Students of serial nos. (i) to (iii) shall request for amanuensis at the time of completing the examination application form with a copy of the disabled /medical certificate.

For students with temporary disablement, the student shall inform the CoE in writing atleast 2 days in advance of the start of the ESE or if during the ESE on the day of the temporary disablement or the day following the temporary disablement along with the medical records.

The amanuensis maybe of a lower grade of education than the candidate and will be from SCCZ. The amanuensis should not have secured more than 50% marks in the last ESE / CIA and should be from an unrelated department.

The requirement of having obtained not more than 50% marks in the last ESE / CIA may be relaxed if the qualification of the writer/scribe is more than one grade lower than that of the examinee.

The Chief Superintendent of Examinations for that semester may arrange for a suitable room for the disabled candidate and appoint an invigilator. The invigilators should be changed daily. The candidate, other than a blind candidate shall pay in advance the amount of fee /cost as would be fixed by the College authority, viz.:

- (a) The amount per session for writer/scribe in respect of all the examinations
- (b) The amount (per session) for the invigilator

A disabled candidate for whom an amanuensis is engaged maybe given half an hour extra - time and the answer script be collected after the Chief and deputy Superintendent have collected the answer scripts of all other students of that particular examination.

22. RE-EXAMINATION

Students who have back papers may appear for those courses in the following manner:

A. For odd semester courses – back paper examinations will be conducted along

- (i) with the regular ESE of the odd semester in the odd semester and
- (ii) with / after the ESE of even semester courses in the even semester.

B. For even semester courses – back paper examinations will be conducted only in the even



semester.

23. SPECIAL SUPPLEMENTARY EXAMINATIONS

The College will conduct Special Supplementary Examinations, two weeks after the publication of Semester 6 results, for those students who have failed in a maximum of two courses of Semester 6 only, but wish to pursue higher studies.
