



Shree Amreli Jilla Leuva Patel Charitable Trust Surat Managed
**Smt. Divaliben Himatbhai Kabariya Arts & Smt. Ratanben Keshavlal Vaghasiya
Commerce & Smt. Ujiben Bhagavanbhai Bhagat Science Mahila College**

(Affiliated to Saurashtra University - College Code : 2007)

Place : Smt. Shantaben Haribhai Gajera Shaikshanik Sankul, Chakkargadh Road, Amreli - 365 601,
Phone : (02792) 232321 – 6, Fax : 232327 www.amrelisankul.org info@amrelisankul.org

Outward No.:

Date :

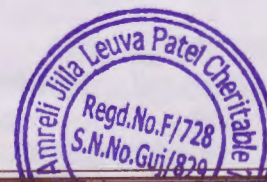
Manual for Examination

Rules and Regulations of Examination Department

Guidelines for conduction of examination:

- Examination time table shall be issued by affiliating University as well as college issues notice on social media (WhatsApp) prior the commencement of examination.
- Schedule of invigilation duties of faculty members and supporting staff members shall be given and notified to respective members.
- Formats of attendance sheets, invigilation report, etc. shall be kept ready before starting examination.
- CCTV's are in order to prevent any malpractice.
- Minimum marks for passing the examination:
A student shall not be declared to have passed in Bachelor of Arts/Commerce/Science in any semester unless he/ she secures at least 40% marks in each of the subject separately in theory examination, including Internal marks and at least 40% marks in each of the practical examination including Internal marks
- Student shall not continue his/ her further study, if he/ she are having more than four backlogs irrespective of theory or practical failure only after the declaration of remedial exam result.
- The grading reflects a student's own proficiency in the course. The grades and their description, along with equivalent numerical points where applicable are listed below:

MARKS	GRADE	GRADE POINTS	DISCRIPTION
85-100	AA	10	Outstanding
75-84	AB	9	Excellent
65-74	BB	8	Very Good
55-64	BC	7	Good
45-54	CC	6	Average
40-44	CD	5	Below Average
<40	FF	0	Fail



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Grade in each subject will be calculated based on the summation of marks obtained under each head of examination i.e. Sessional Theory, External Theory, Sessional Practical, External Practical. Theory and practical component of the same course shall be considered as separate head.

Provision for avoidance of malpractices during examination:

1. Examination committee members shall perform their duties as inspection squad to avoid any malpractices during examination.
2. Inspection squad of examination committee shall continuously keep watch on exam by giving surprise visit to exam hall.
3. Examiner shall verify identity of individual student from identity card.
4. Before starting examination, following instructions shall be given by invigilator in examination hall-
 - Keep bags and other belongings outside the exam hall.
 - No writing shall be allowed on question paper and hard-board.
 - Desk and bench shall be checked by invigilator for any objectionable matter.
 - Physical examination shall be carried out in case of suspected candidate.
 - Announcement shall be made by invigilator to check and submit any objectionable material before issue of answer sheets.
 - Mobiles are not allowed in exam hall.

Punitive measures on malpractices:

- In case of malpractice (copying material) strict action shall be taken against student and the student shall be debarred for that particular day of examination.
- If found talking with other students, in first attempt warning is given, in second attempt if student found guilty then she / he shall be suspended for 15 min.

Grievance Redressal Mechanism:

In case of any grievances related to marks, student shall be directed to Examination Committee with written application, decision shall be taken by Examination Committee in consultation with subject teacher and communicate the matter to Saurashtra University (SU) whenever applicable.



PRINCIPAL / DIRECTOR
Kabariya Arts, Vaghasia Commerce
and Bhagat Science Mahila College
AMRELI-365601. (Gujarat)