



Govt. College for Women
Parade Ground, Jammu



EXAMINATION WING

Handbook for Students

EXAMINATION WING

COMPOSITION:

- Controller of Examinations.
- Project Directors.
- Deputy Project Directors.
- Convenor Examination Conduct.
- Assistant to Controller of Examinations.
- Store Keeper.

Schedule of Examination

Semester End Examinations

UG	1 st , 3 rd and 5 th (November- December every year)	(Regular/ Private)
	2 nd , 4 th and 6 th (April- May every year)	
	5 th & 6 th Semester (March and August every year)	Supplementary Examinations

Credit Course	Internal Marks	External Marks
4 Credit Course	7 out of 20	29 out of 80
6 Credit Course	11 out of 30	43 out of 120
2 Credit Course (Theory)	4 out of 10	14 out of 40
2 Credit Course (Practical)	9 out of 25	9 out of 25

Scheme of Examinations

Theory - 4 Credit Course 3 hrs and
2 Credit Course 2.30 hrs

Practical- 2hrs

Marks Distribution in Internal / Semester End Examinations

For Theory subjects:

Theory (Distribution of Marks)		
Max. Marks: 100 Marks	Internal Assessment 20 marks (Test 15 marks and Attendance 5 marks)	Semester end Examinations 80 marks
Max. Marks : 150 Marks	Internal Assessment 30 marks (Internal Test 22.5 marks and Attendance 7.5 marks)	Semester end Examinations 120 marks

For subjects with Theory with Practical

Theory (Distribution of Marks)		Practical	
Max. Marks: 150 Marks	Internal Assessment 20 marks (Internal test 15 marks and Attendance 5 marks)	Semester end Examinations 80 marks	25 Marks each in Internal and External Practical Examinations.

Eligibility for appearing in Regular Examinations:

- **Attendance:** Minimum 75 % (Theory and Practical)
- **Pass percentage:** 36 % of Max Marks

Eligibility for appearing in Private Examinations:

- Student who falls short of attendance in half or less than half of the total number of courses prescribed for the semester shall be permitted to take the semester examination only in such courses in which the candidate fulfils the attendance requirement.
- In those courses in which a candidate falls short of attendance, the candidate shall have to repeat the courses(s) when classes in such courses are held by the Concerned Institution. The candidate shall thus be required to earn fresh eligibility with regard to the statutory provisions of attendance to appear and pass the examination (s) in the course(s) in which the candidate fell short of attendance.
- In case the course(s) relate(s) to 1st or 2nd semester, the candidate will be required to clear the same in one chance.
- For courses(s) relating to 3rd or 4th semester, the candidate shall be given two chances.
- However, a student who has shortage in attendance in more than half the number of courses prescribed for the semester shall not be permitted to take the University examination in any course of that semester.
- The admission of a student who is detained on account of shortage of attendance in more than half the number of courses prescribed in the first semester shall be cancelled. Such candidates shall be eligible like other candidates for fresh admission to first semester in the course subsequently in accordance with the procedure as laid down under Statues i.e her admission shall again be assessed afresh as per Statues governing the Course.

- A student who is detained on account of shortage of attendance in more than half the number of courses prescribed for the second, third and fourth semester may be permitted to rejoin the second, third or fourth semester, as the case may be, during the next academic session but shall be required to repeat all the courses relating to that semester for earning eligibility to appear in the relevant semester examinations. Notwithstanding the above, a student who is detained on account of shortage in attendance and is not able to pass the 1st and 2nd Semester shall not be permitted to seek admission in the 3rd Semester of the Course. Such a candidate shall have to repeat the Course (s) in which he/the candidate fell short of attendance in the relevant semester i:e 1st Semester or 2nd Semester as the case may be.

EXEMPTION TO RE-APPEAR IN PRACTICAL EXAMINATION ONCE QUALIFIED

- A candidate who appears and passes in the practical examination (separately in the internal assessment and the University examination) of a subject but fails to qualify in that subject shall be exempted from appearing in the practical examination of that subject subsequently and the marks obtained by him in the last attempt in which she passed in the practical examination of a subject shall be carried over. Consequently she shall be required to appear in the theory part of that subject at the subsequent examination

PRIVATE EXAMINATION:

- Backlog students are given a chance to appear in private/ supplementary examinations after filling private examination forms

Examination fee:

- For Private candidates following fee is prescribes as per statutes of the Jammu University:
- Fee Payable for filling up of Private examination forms (One Subject) -Rs. 870/-
- Fee Payable for filling up of Private examination forms (Two or more than One Subject) -Rs. 970/-
- Moreover, an additional fee of rupees 90/- (Per Subject) shall be charged for appearing in practical examinations. This fee shall be charged from the candidates who are either unable to secure pass marks in the internal/external practical examinations or who fail to appear in the practical examinations owing to different reasons.
- A candidate can seek **Special Permission** from Principal for filling the private/ supplementary examination form even after the expiry of the last date provided for the students to apply for appearing in the private examinations. **Special Permission fee** is charged as per the notification regarding fee structure of University of Jammu.
- Fee Chargeable for granting special permission to fill examination form Up to 15 days before the commencement of the examinations – Rs. 4200/- plus normal fee.
- Fee chargeable up to 5 days before the commencement of Examinations –Rs 6130 plus normal fee.
- Fee chargeable up to 1 days before the commencement of Examinations –Rs 10,300/- plus normal fee.

- Further late fee of Rs. 14340/- plus normal fee shall be charged from candidate(s) seeking permission for filling private examination form one day before the start of the said subject/paper in which the candidate has to appear if that particular subject paper falls in between first day and last day of examination.

SUPPLEMENTARY EXAMINATIONS:

- An additional chance is offered only to the regular students of semester 5th and 6th for clearing their backlog in one or more subjects so as to enable them to become eligible to seek admission in higher courses.

Re-Evaluation:

- Re-evaluation will be allowed within days after the declaration of Regular/private/supplementary examinations.
- A candidate can apply for issuance of copy of her answer script after making a payment of Rs. 80/- per answer script in Government treasury under RTI Major Head within 20 days after the declaration of result (regular/private/supplementary).
- Re-evaluation shall not be permitted in the Practicals, Internal Assessment, Project Reports, Dissertations, Theses and viva-voce.
- If a candidate feels dissatisfied with the evaluation of her answer scripts, Candidates having failed or placed under re-appear category in an examination and intending to apply for re-evaluation of their answer script/s are advised to submit permission-cum-admission form for the subsequent examination simultaneously to obviate the risk of losing a chance pending declaration of unfavourable re-evaluation result).Hence, the candidate may apply for re-evaluation of the same (Online/Offline) to the Controller of Examinations.
- Notwithstanding anything contained above, in case a candidate who having failed or placed under re-appear category applies for re-evaluation but the result of re-evaluation is not declared before the commencement of the subsequent examination in the concerned paper/s and subject(s), as the case may be, the candidate shall be required to appear in the subsequent examination. The candidate will, however, send a separate intimation to the Controller of Examinations that the candidate was appearing in the subsequent examination pending declaration of the result of the re-evaluation. In such a case the candidate shall be given the benefit of the better of the results of the re-evaluation and the subsequent examination
- In case a candidate who have applied for re-evaluation and simultaneously have filled private examination form and if, the candidate is declared pass in re-evaluation then the fee paid by the candidate for appearing in subsequent private examination of the same subject / paper as the case shall be refunded.

NOTE:

- Fee paid by a candidate for re-evaluation of her answer script(s) shall not be refunded.