

External Examination and Valuation

- Semester examination will be for 3 hours, conducted at the end of the semester, by the Controller of Examination. Double valuation system is followed for PG courses.
- If the difference between the two valuations exceeds 15 marks, the Controller of Examinations may recommend for a third valuation by another external examiner.
- The Controller of Examination will issue the notification announcing the commencement of examination, submission of filled in application form and the examination fee to be paid.
- The time table for semester examination will be published by the Controller of Examination two weeks prior to the date of commencement of examinations.

Results

After the valuation of papers, the results will be scrutinized by the Award Committee and then published.

Students will receive the results on their mobile through SMS. They can also view them online - www.holycrosscoe.in . Students will be given a mark sheet for every semester examination. At the end of the course, a consolidated mark sheet of the final results based on Grade Point Average is awarded to each student.

Grievance Appeal Committee

In case of grievance of any nature, including those concerning the CIA, students can appeal to the Grievance Appeal Committee. The appeal should be addressed to the Principal who is the Chairperson of the committee.

A student, if dissatisfied with her marks, has the right to appeal for a review of her marks in the CIA test (formative assessment) as per the procedure detailed below:

- a) Such appeals should be made to the course teacher(s) immediately after receiving the valued scripts.
- b) If additional clarification is necessary, the student should approach the Head of the Department concerned. The HOD will try to sort out the problem and initiate all efforts to settle the matter amicably.
- c) If not satisfied with (a) and (b) the student shall, within 3 days, make a written appeal to the Principal through the HOD/Controller of Examination who will forward the same to the Grievance Appeal Committee for further review. The decision of the Grievance Appeal Committee shall be the final.

Semester Examination Question Papers

Any complaint with respect to the semester examination question paper must be brought to the notice of the Controller of Examinations on the day of examination within an hour after the

commencement of the examination by the staff in-charge of that paper or by the HOD concerned. In the absence of HOD, the next senior teacher would take up this responsibility.

Condonation

A candidate must earn 75% of attendance per semester to take the semester examination. Candidates who have less than 75% of attendance but above 62% shall make a written request for condonation of attendance to the Principal one week prior to the last working day of the semester. Request for condonation of attendance will be considered by the Principal in consultation with the Head of the Department. In case of prolonged illness, request for condonation of attendance should be supported by a valid medical report from a Registered Medical Practitioner. If granted condonation, the students have to remit a condonation fee to take the semester examinations. Students having attendance of less than 62% should repeat the missed semester and then continue the remaining semesters.

No Dues

- Clearance of fee dues is a pre-requisite for
- Issue of Hall ticket for the semester examination.
- Getting Transfer Certificate from the college