



TELANGANA TRIBAL WELFARE RESIDENTIAL
DEGREE COLLEGE FOR WOMEN OF LIFE SCIENCES, NIZAMABAD.



COLLEGE CODE 5081

Affiliated to Telangana University, Dichpally, Nizamabad.

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POLICY DOCUMENT
ON
EXAMINATIONS POLICIES AND PROCEDURES



Attendance:

Candidates shall put in attendance for not less than 75% of the total number of working days. Candidates who put in attendance between 66% and 75% on medical grounds have to remit a condonation fee of Rs. 500/-. Candidates who put in attendance below 66% will not be permitted to appear for the examination and they have to repeat the course paying necessary fee. Condonation for shortage of attendance may be granted on the recommendation of the committee constituted for the purpose. If a candidate represents the University at games, sports and other officially organized extra-curricular activities, it will be deemed that he has attended the college on the day he is absent for that purpose. Permission for representing the University in extra-curricular activities like sports, games, cultural festivals, NCC, NSS etc. should be obtained in advance from the Registrar, with a letter of request, duly recommended by the faculty members. Attendance of the students will be put up on the notice boards every month. If the student fails to put in the required attendance a letter will be sent to the parent / guardian of the student asking them to advice

their ward to improve his/her attendance. In case of insufficient attendance, he/she will not be allowed to appear in the semester end examinations. Once the list of students not having sufficient attendance is put up on the notice board at the end of semester, no request will be entertained. The minimum attendance for practical's is 80% of the total practicals conducted during the academic year.

Rules & Regulations of Attendance of Students:

1. Candidates admitted to a particular course of study are required to pursue a "Regular Course of study" before they are permitted to appear for the university Examination.
2. A regular course of study" means putting in attendance of not less than 75% of the lectures and practicals and this provision be enforced strictly.
3. a) In special cases and for sufficient cause shown, the Vice-Chancellor, may, on the specific recommendation of the Principal/Head of the Department, condone the deficiency in attendance to the extent of 10% (9% in the case of Law courses) on medical grounds subject to submission of medical certificate and payment of Condonation fee.
b) However, in respect of women candidates who seek Condonation of attendance due to pregnancy, the Vice-Chancellor may condone the deficiency in attendance to the extent of 15% (as against 10% Condonation for others) on medical grounds subject to submission of medical certificate to this effect. Such Condonation shall not be availed twice during the course of study.
4. The fee for Condonation of attendance on medical grounds shall be Rs.500/- for year wise course and Rs.250/- per semester course payable through Demand Draft drawn in favour of the "Registrar, Telangana University".
5. "Attendance of NSS Camps or inter collegiate or Inter University or Inter State or International matches or debates or Educational Excursions or such other Inter University activities as approved by the authorities involving journeys outside the city in which the college is situated will not be counted as absence. However, such absence shall not exceed (8) weeks per year of the total period of instructions. Such leave should not be availed during the course of study.
6. The attendance shall be calculated on the aggregate of the papers/ subjects from the date of commencement of classes as per the almanac communicated by the University.
7. The attendance is to be marked only in the class room and kept in cumulative and progressive manner.
8. In case of the candidates who fail to put in the required attendance in a course of study, the admission in to which is based on the qualifying examination he/she shall be detained in the same class and will not be permitted to appear for the University examination. Such candidates shall

have to seek readmission in to the class during the subsequent year in order to complete the shortage in attendance and appear for the examination after fulfilling the attendance requirements.

9. a) Candidates admitted to the first year through an entrance test and do not have the required attendance but have not less than 40% attendance can seek readmission without once again appearing for the entrance test.

b) In respect of candidates of such courses where the admissions are governed through an entrance test, candidates of I year I semester who do not have the minimum 40% attendance would lose their seat and they will have to seek admission afresh by appearing at the entrance test once again.

c) In respect of the candidates of such courses where there is no entrance test for admission and who do not have the required attendance but have put in not less than 40% of attendance can seek readmission during the subsequent year. d) In respect of the candidates of such courses where there is no entrance test for admission the candidates who have put in less than 40% attendance will have to seek admission afresh.

d) In respect of all the courses where the admissions are governed through an entrance test or otherwise, candidates of second and subsequent year of study, who do not have required attendance, but who have put in not less than 40% attendance can seek readmission to fulfill the attendance requirements during the subsequent year.

10. Candidates falling short of requisite attendance of 75% or 65% on medical grounds as the case may be put having more than 20% attendance shall be individually warned in writing every month/fortnight that they will be detained if they do not improve their attendance. Candidates who fail to put in a minimum of 10% of attendance in a particular month/fortnight with the possibility of putting in 40% attendance in the entire academic year/term will be given notice by the head of the Department / principal for explaining as to why his/her name should not be struck off from the rolls. On a satisfactory reply, the candidate's name may be kept on rolls. If the candidate continues to maintain less than 20% of attendance for the second month/fortnight with a possibility of getting 40% attendance in the entire academic year /term will be given notice by the Head of the Department/Principal for explaining as to why his/her name should not be struck off from the rolls. On a satisfactory reply, the candidate's name may be kept on rolls. If the candidate continues to maintain less than 20% of attendance for the second month/fortnight with a possibility of getting 40% attendance in the entire academic year or term will be given a second and final chance by the Head/Principal to explain why his/her name should not be removed from the rolls, under intimation to his parents. On satisfactory reply his name may be continued on rolls. If the candidate put in less than 20% of attendance for the third month/fortnight also and there is no possibility of getting 40% attendance in aggregate in the entire academic year, his/her name shall be struck off from the rolls. Once the name is struck off from the rolls it shall not be shown in the attendance register.

Promotion Criteria

To be promoted at Telangana University, a student must pass 50% of the papers from the previous semesters at the end of the following semesters:

Semesters II, IV, VI

Students must pass 50% of the papers from semesters I, III, V respectively.

If a student doesn't pass

Students who don't pass the required number of papers will not be promoted.

Students who don't meet the attendance requirements or don't pass the required number of papers may be detained.

GENERAL RULES OF EXAMINATIONS

1. Application for permission to appear in any examination shall be made available in online through O.U. website as per the notification. When a candidate's application is found in order and he/she is eligible to appear in Semester End Examination (SEE), the Examination Branch, O.U. shall furnish him with a Hall-Ticket, enabling the candidate to appear in the Semester End Examination.
2. The Hall-Ticket shall have to be produced by the Candidate before she is admitted to the premises where the Examination is likely to be held.
3. A Candidate who does not present herself for examination for any reason whatsoever, excepting shortage of attendance, shall not be entitled to claim refund of the whole or part of the examination fee, for subsequent Examination(s).
4. A candidate after she has been declared successful in the all examinations, shall be given a provisional certificate stating the year of examination, the branch in which she was examined and, the overall grade secured.
5. However, the candidates have to obtain degree certificate (convocation) from the University Examination Branch.
6. No candidate shall be allowed to put in attendance for a program or appear at examinations for different degrees and different faculties simultaneously.

7. Students who have appeared once in any examination of the program need not put in fresh attendance, if they wish to reappear at the corresponding examination, notwithstanding the fact that the college may have introduced new courses. They will, however, have to appear at the examinations according to the scheme of examination any syllabi in force.

Malpractice

Matter relevant to the examination being written on any part of the body or on the clothes worn, or in the instruments, wrappings, etc

Attempting to take help from any prohibited papers, notes written or printed matter, writings on the walls, furniture and attempting to take help from or giving help to other regarding answer to any question or questions of the examination paper.

An examinee who attempts to disclose his/her identity to the paper valuer by writing his/her roll number at a place other than the place prescribed for it or by writing his or her name or any coded message or an examinee who makes an appeal to the paper valuer in the answer book.

Award of maximum punishment

Student shall be debarred from appearing subsequent papers of the examination.

Promotion, re-admission rules & maximum time for completion of course

The procedure to be followed for granting readmission to the students in the following cases:

A student who did not pass in the required number of papers and thus detained.

A student after completing a semester/year did not continue their studies in the next immediate semester/ year on personal/health grounds but desired to continue his/her studies after a short break.

A student who has put in not less than 40% of attendance in semester and not registered for the examination, can take readmission in the same semester without appearing for the entrance examination.

Candidates who, after completing a semester/year of the course but taken T.C to join some other course and come back to continue the earlier course.

In all the above cases, readmission is permissible provided they are within the period of double of the course. Further, the approval of the university has to be obtained in respect of those students who take TC to join some other course and come back for readmission in the same college.



The Principal
Telangana Tribal Welfare Residential
Degree College of Life Sciences for Women,
Nizamabad.