



PRESIDENCY UNIVERSITY  
KOLKATA

## EXAMINATION RULES AND REGULATIONS OF PRESIDENCY UNIVERSITY

w.e.f 2018 – 2019 Academic Session

### **Preamble:**

This Rules and Regulations for examination comes into effect from the academic Session 2018 – 2019 in replacement of earlier existing Rules and Regulations (w.e.f 2013) and supersession of all subsequent orders and notifications issued from time to time till the beginning of academic session 2018-2019 in the light of implementation of the CHOICE BASED CREDIT SYSTEM in the Undergraduate BA/BSc (Hons) Curriculum. The old grading system however persists for Post Graduate class till further amendments or notifications.

### **I: Different Committees and Official related to Examinations**

There shall be an Examination Board, and a Departmental Examination Committee for each course of study offered, for each department, composition of these bodies with their powers and functions will be as follows as described hereunder.

(a) Examination Board shall consist of the following members:-

The Vice Chancellor - Chairman

The Deans of the Faculty Councils

The Heads of Departments

Two members from each Faculty Council to be elected/ nominated from among themselves for a period of four/two years

One member of the Governing body not being a student or a non-teaching staff to be nominated by the Governing Body

The Controller of Examinations - Secretary

In the absence of the Vice Chancellor, the senior most Dean of the Faculty Council and in absence of the Deans, the senior most Head of the Department present shall preside over the meeting. Eight members shall form the quorum for a meeting of the Board.

The Board shall meet as often as necessary

The Examination Board shall have the following powers and functions unless otherwise directed by the Governing Body/ Faculty Council concerned

- (i) To consider the list of examiners and paper-setters as suggested by the Board of Studies of the Department concerned and to approve them. The Examination Board shall have the power to make any change in the list.
  - (ii) To arrange holding of the examinations, *subject to the General Supervision of Faculty Council for Postgraduate and Undergraduate studies*;
  - (iii) To scrutinize and publish examination results after consideration of the recommendation of the Departmental Examination Committee.
  - (iv) To add grace marks; if necessary, recording the basis and extent thereof and place the results before the Governing Board through the Faculty Council concerned on a convenient date after their publication for formal adaption
  - (v) To submit to the Governing Board through the Faculty Council Concerned an analytical statement and survey of the results of the different examination.
- (b) Departmental Examination Committee for each course of study shall consist of the following members :-
1. Head of the Department - Chairperson
  2. Maximum of two full time teachers of the Department nominated by BoS
  3. At least Two External members as nominated by the Vice Chancellor (with a provision of upto a maximum of four members)

The Committee shall function for a period of maximum of two years.

The Committee have the following powers and functions unless otherwise directed by the Governing Board / Faculty Council concerned/ Vice-Chancellor

- (i) To moderate the question papers of undergraduate and postgraduate examinations in its meeting for that specific purpose of moderation.

- (ii) To consider the results of the undergraduate and postgraduate semester examination and recommend to the Examination Board for publication.
- (iii) To conduct undergraduate and postgraduate examinations in conformity with the RULES FOR THE CONDUCT OF EXAMINATION HALLS AND GUIDELINES FOR EXAMINATION OFFICIALS

#### Controller of Examinations

The Controller of Examinations shall have the following powers and duties and functions, unless otherwise directed by the Vice-Chancellor.

1. Prepare blank answer scripts & additional sheets and sending the same to the examination venues.
2. Arrange for printing of all Question papers and sending the same to the examination venue in sealed envelopes for end-semester examinations.
3. Arrange for the preparation of application form for admission to the examinations and distributing the same to the candidates against payment of such fees as prescribed by the University authority.
4. Issue notification related to issuance & submission of examination forms and fees for examinations & detail schedule of Examinations.
5. Arrange for receipt of application forms and fees from the candidates, issue admit cards to the eligible candidates.
6. Make such other arrangements as may be required for smooth conduct of examinations.
7. Arrange to scrutinize the marks, compilation of marks received from the departments & preparation of tabulation sheets of each paper, preparation of Tabulation Rolls & Publish results.
8. Issue mark sheets to the candidates after publication of result.
9. Arrange for re-examination/review of answer scripts and revised mark sheet.
10. Prepare Degree Certificates for endorsement by the Vice Chancellor & to prepare Merit Certificates for issuance during University Convocation.
11. Issue such other certificates (Academic Transcripts, Provisional Certificates etc.) as may be required from time to time to the candidates against requisite fees.
12. Make arrangement for payment of remuneration & T.A. to the paper setters, moderators, external members of Departmental Academic Committee etc. through Finance Officer.

To discharge such other duties as directed by the Vice-Chancellor related to examinations.

## **Examination Officers and their duties**

Any duty related to examinations is binding for Teachers/other Academic staff /Officers/Non-teaching staff.

- 2.1. Functions of the Custodian of Confidential papers :

The Head of the Department shall be the custodian of confidential papers relating to university examinations. The custodian shall keep the confidential papers in safe custody. The custodian shall hand over question papers on relevant subjects(s) on each day of the examination to the Centre-In-Charge half an hour before the commencement of the respective examinations.

- 2.2. Functions of the Centre-In-Charge:

A senior teacher of the Department, recommended by the Head of the Department (preferably after discussing it in Departmental Board of studies) shall be the Centre-In-Charge of the concerned centre in the specified examination. The Centre-In-Charge of an examination centre shall make all preparatory arrangements for holding examinations, including seating arrangements for candidates. S/he shall conduct the examinations under the supervision of the Head of the Department and according to the instructions given by the Controller of Examinations of the University from time to time in this regard. S/he will have to take all necessary measures for the smooth conduct and fairness of examinations at a centre. In the absence of the Centre-In-Charge, the Head of the Department or any Faculty authorized by Head of the Department shall perform the functions of the Centre-In-Charge with intimation to the Controller of Examinations.

- 2.3. Programme of Examination:

The Examination Programme, fixed by the Controller of Examinations, should be displayed in a conspicuous place at the examination centre before the commencement of the examination and it should remain there till the completion of the examinations.

- 2.4. Invigilator:

The teachers/Academic staff members of the Department, recommended by the Head of the Department and Centre-In-Charge shall perform as invigilators in different halls/rooms of the concerned centre in the specified examination. The Duty Roster of the invigilators must be maintained by the Head of the Department and Centre-In-Charge. The same along with day-wise signatures of the invigilators must be sent to the Controller of Examinations.

#### Duties of the Invigilators:

- (a)The sanctity of the examination depends greatly on the conduct of an invigilator. Any laxity on the part of an invigilator is likely to result in undesirable consequences affecting the reputation of the University.
- (b)An invigilator is expected to be alert at every moment beginning from the entry of the candidates till such time that all answer scripts are collected from them.
- (c)An invigilator is under the control of the Centre-in-Charge during the period they are on duty and s/he should not leave the Examination Centre without the permission of the Centre-in-Charge. S/he will record her/his attendance and submit a Hall report to the Centre in Charge immediately after the completion of her/his examination duty.
- (d)An invigilator should report at the centre at least half-an-hour before the time fixed for commencement of the examination.
- (e)An invigilator may be required to act as witness when desired by the Centre-in-Charge for opening of the question paper packets and sealing of the packets of answer scripts.
- (f)It shall be the duty of the invigilators to guard against all kinds of malpractice or misconduct on the part of any candidate at the Hall/Centre. S/he will report such malpractice or misconduct to the Centre-in-Charge/Head of the Department and render such assistance to the Centre-in-Charge/Head of the Department, as required, in regard to the conduct of the examination.
- (g)S/he should report at the centre at least half-an-hour before the time fixed for commencement of the examination. S/he may be required to act as witness when desired by the Centre-in-Charge for opening of the Question Paper packets and sealing of the packets of an answer scripts.

#### Responsibilities of the Invigilators:

- (i)To distribute amongst the examinees Answer-books and Question papers.
- (ii)To make announcements asking the examinees to –
  - (a)Produce the Admit Card and Registration Certificate
  - (b)Leave books, notes, copying material, wireless communication set, Mobile phone and / or paper at specified place outside the Examination Hall.

- (c) Sign on the attendance-sheet for students.
  - (d) Announce that students should write Roll No. on the question paper and nothing else.
  - (e) Use only non-programmable calculator.
  - (f) Write Subject, Paper, Roll Number and Registration Number, Semester & Year in the allotted spaces in the answer script.
- (iii) To take attendance of examinees and sign on the answer books at the appropriate place within one hour of starting of examination. Invigilators should be vigilant enough to ensure that the student does not leave any information other than what is required to fill up the topsheet, that might aid in the identification of the student. Any laxity in such vigilance on the part of the invigilator will be considered as a negligence in examination duty.
  - (iv) To collect answer scripts from the examinees as soon as the examination is over and to hand over the same to the Centre-in-Charge in sequential order of roll after duly counting and tallying these with students' attendance sheet.
  - (v) To ensure that the examinees occupy their allotted seats in the room.
  - (vi) To check the Admit card and Registration Certificate
  - (vii) To prepare the absentee statement in respect of the room under his/her charge and submit the same within one hour of start of examination.
  - (viii) To issue supplementary / continuation sheets to an examinee, only after verifying that the answer script has been fully utilized, after entering the number of sheets issued on the cover of the script with his/her initials, at the appropriate space provided for the purpose.
  - (ix) To return surplus copies of loose sheets to the Centre-In-Charge immediately after the examination.
  - (x) Not to allow any examinee who reports after 30 minutes of commencement of the examination to sit for the examination.
  - (xi) No examinee shall in any case be allowed to leave the examination hall before expiry of an hour from the commencement of the examination.
  - (xii) The invigilator shall sign each answer script at the assigned box as evidence of verification of candidature of the student. S/he shall also indicate (at the assigned space) the number of supplementary sheets used by the examinee in each case.

## 2. Cancellation of Appointment

On behalf of University the Controller of Examinations reserves the right to cancel or rescind any appointment relating to examination at any time in the interest of smooth conduct of examination and publication of results without showing any reason whatsoever.

## 3. Attendance & Signature Rolls

The Registration number, Roll No., and signature of the all students appearing in the examination shall be recorded in the daily Attendance Roll, supplied by the Controller of Examinations. This statement duly countersigned by the invigilator and the Centre-In-Charge should be forwarded to the Controller of Examinations as soon as the examination is over. Sufficient care should be taken in preparing this statement.

### **(II). Examination schedule and pattern**

The University will hold following examinations every year normally around the period indicated against each. The exact date of beginning of the examination will be notified by the Controller of Examinations at least 14 days before commencement of the respective Examination.

Bachelor of Arts (Hons) and Bachelor of Science(Hons) Courses will be of three years duration. The Courses will be subdivided into classes named as First Year, Second Year and Third year. Each year will comprise of Two Semesters as laid down in Examination Schedule.

Master of Arts and Master of Science Courses will be of two years duration. The Courses will be subdivided into classes named as First Year and Second Year. Each year will comprise of Two Semesters as laid down in Examination Schedule.

PhD Coursework examination will be of a maximum of two semester duration.

## Examination Schedule

### UNDERGRADUATE COURSES

|   |                                  |
|---|----------------------------------|
| First Year First Semester Examination   | To be held in November/ December |
| Second Year Third Semester Examination  | To be held in November/ December |
| Third Year Fifth Semester Examination   | To be held in November/ December |
| First Year Second Semester Examination  | To be held in May/June           |
| Second Year Fourth Semester Examination | To be held in May/ June          |
| Third Year Sixth Semester Examination   | To be held in May/ June          |

### POSTGRADUATE COURSES

|   |                                  |
|---|----------------------------------|
| First Year First Semester Examination   | To be held in November/ December |
| Second Year Third Semester Examination  | To be held in November/ December |
| First Year Second Semester Examination  | To be held in May/June           |
| Second Year Fourth Semester Examination | To be held in May/ June          |

All supplementary examinations will be held together with the students of the next batch of students of the same class along with the regular examinations. Special Supplementary Examinations of the Final Year Class will be held normally after 30 days from the date of publication of Even Semester Results.

### **(III). General Rules for Examinations**

1. Medium of Instruction and medium of Examinations for all courses other than Language and Literature courses will be English. Greek symbols as per international practice may be used.
2. Except for the Casual students as provided in the rules no student as provided in the Regulation and subject to the powers of the Vice-Chancellor mentioned below will be admitted to any University

examination or any other such examination as the University may have provided for unless he/she has fulfilled the conditions prescribed hereinafter for eligibility to appear at the different examinations.

## 2.1 Eligibility to appear at the Examination

(i) To be eligible to appear at an examination a student must have satisfied the condition of attending minimum of 75% of total lectures

(ii) Students must successfully pass courses related to Continuous Assessment/ Practical / Tutorial and/or Sessional Papers. The names of such students would be intimated to the Controller of Examinations by the Head of the Department.

(iii) A student must apply to the Controller of Examinations and pay the requisite fees for Examination, as per notification issued by the Controller of Examinations.

2.2 In individual cases the Vice-Chancellor shall have the power of relaxing the prescribed percentage of attendance pertaining to 2.1(i) mentioned above to the extent of 15% in theory and / or practical classes including sessional/ tutorial classes as may have been prescribed on the ground of following nature

- i) Illness - medical certificate is to be submitted to the Head of the Department at the time of resuming class after recovery.
- ii) Natural Calamity
- iii) Participation in extra- Curricular activities to represent the University

2.3 If it is considered necessary to have relaxation in general the matter must be placed before the Vice-Chancellor.

2.4 The provisions in these rules requiring the specified class attendance and conditions prescribed in relation to practical and/or tutorial work shall not apply to the following categories of students

(a) Students who having failed to pass in more than one subject in any Degree Examination have not sought casual studentship subject to provisions of Regulation 19.

(c) Students who join Presidency University from outside, as a collaborative student, under students exchange program with Foreign Universities / Institutes.

3. (a) A suitable amanuensis to write answer papers on behalf of a blind/physically handicapped candidate may be appointed by the Controller of Examinations and shall be paid such remuneration per paper as may from time to time be fixed by authority.

(b) A blind candidate or persons with disabilities may be allowed to have at least 20 minutes per hour of scheduled examination grace period at the time of examination beyond the normal examination period.

4. (a) Application for admission to University Examination shall be made by the candidate in prescribed form (offline/online) after payment of prescribed fees. Non submission of application even after payment of fees shall not accrue the right to be admitted to any examination.

No student shall be admitted to any examination of the University unless he/she has paid the prescribed fees and submitted the application form for Examination by the date specified by the Controller of Examinations. Controller of Examinations at his discretion may extend the date of submission of application form and/ or payment of fees with prescribed fees for late submission after expiry of the specific date, provided that no such grace period shall apply to candidates for any Supplementary/ Special Supplementary Examination.

(b) Abstaining from payment of Examination fees/ submission of application form or both for any of the semester examinations including supplementary/ Special Supplementary Examination within the time schedule announced by the Controller of Examinations be treated as non-appearance in the semester/Supplementary/Special Supplementary Examination with all its consequential effects.

(c) Casual students will have to pay the prescribed casual student's fee for obtaining the Casual studentship and shall have to apply to the Controller of Examinations in prescribed form stating the papers they want to appear in.

(d) Submission of application for the examination and or payment of Examination fees do not accrue the right of admittance in any Examination, under special situations, as may be deemed proper by competent authority.

5.(a) In case of change of syllabus/courses of study, a student who fails to pass in any examination in any faculty and wishes to appear at any subsequent examination as a casual student shall be permitted to appear for the next two consecutive years only in the same old course and syllabus in which he failed to pass.

(b) In case if a student is retained in the First year class on the eve of introduction of new Syllabus/Course structure then the student will be required to join the new syllabus/Course structure.

6.(a) Before the results of any University Examination are drawn-up answer scripts of all cases shall be scrutinized by scrutinizer/s under the supervision of the Controller of Examinations.

(b) There will be re-examination/review of answer papers (except special supplementary paper/s) which, however, will be on payment of the prescribed fee for each paper & surrender of original mark sheet.

**(c) Provisions for post publication review:**

(i) A student may apply for review of theoretical answer scripts in the prescribed form. Ability Enhancement Compulsory Courses (AECC) under the CBCS in undergraduate programme, is however outside the purview of review.

(ii) There will be no scope of post publication review of non-theoretical papers/Practical Courses/Term Papers/Tutorials/Projects/ Internal Assessment/Viva-Voce/Field Work Report etc.

(iii) Under no circumstances fees for post-publication review once paid will be refunded.

(iv) If marks awarded after review in a paper do not differ by more than 20% of the full marks of that paper from the original examiners' award, the marks after review will be accepted as final marks. If, however, the difference of marks exceeds 20% or more of full marks of that paper then the paper will be forwarded to the third examiner for reassessment. In such a case the marks awarded by the third examiner shall stand final.

**(d) Tabulator grace marks**

Tabulator's grace marks will remain present. The grace will be maximum of 2% of the total marks of the paper.

**(e) Self Assessment / RTI Redressal**

- i. Photocopy of answer script after evaluation may be obtained by an examinee concerned, once, only for self-inspection on the basis of an application to the Controller of Examinations of Presidency University in a prescribed format available from the office of the Controller of Examinations forwarded by the concerned Head of the Department on payment of prescribed fees provided that no such application for of evaluated answer script in Practical papers shall be entertained by the university.
- ii. Application for photocopy of evaluated answer script (s) for the purpose of self-inspection is to be submitted within fifteen working days from the date of publication of the result of the concerned examination.
- iii. Photocopy of the answer script(s) will be handed over to the concerned examinee, provided that photocopy of answer script(s), which is/are not under re-examination.
- iv. The examinee shall have to appear with original admit card of the concerned examination along with receipt of the fees on the specific date and time as may be intimated by the University to take delivery of photocopy of answer script(s) for self – inspection.
- v. The University shall not entertain any claim for redressal of grievance of the concerned examinee arising out self – inspection relating to evaluation of answer scripts.

**University Examination pattern, Course Distribution Evaluation and Progression**

**A. EXAMINATION PATTERN**

7. (a) No student shall be permitted to sit for any Bachelor's Degree Examination or Master's Degree Examination after the lapse of the period of attendance as specified below:

Bachelor's Degree Examination for any course– Six years after admission to the first semester.

Master's Degree Examination– Four years after admission to the first semester.

PhD. Coursework: two years from the date of enrolment in the PhD program

All examinations in the Faculty of Arts and the Faculty of Science will be held on the compartmental system, that is to say, the student must pass separately in every paper of different examinations and those who pass in a paper/ papers shall not be permitted to sit for examination in that paper/papers again. Re admitted students will not, however comes under purview of this clause.

(b) Non –appearance in a paper / papers will count as failure in that/ those papers and shall be considered as a chance.

8. (i) There will be no separate supplementary examination excepting for the Final Year Classes as outlined in (9 b) below. Students, other than final year, who are promoted to the next higher class with stipulated number of unsuccessful paper(s) will sit for the supplementary/backlog examination(s) together with the regular students of the next batch at the time of concerned semester examination of the respective semester.

(ii) Non –appearance in a backlog / supplementary paper(s) will count as failure in that/ those papers and shall be considered as a chance. Ignorance in any case shall not be a valid reason for consideration of any prayer/ demand whatsoever.

9. (i) A student of any course with a backlog in a particular semester will have to mandatorily appear in the next similar (Odd/Even) semester and get it cleared failing which or abstaining from which will result a year loss. A maximum of three and two consecutive chances for appearing at the backlog examination will be given excluding the regular chance for Bachelor program and Masters Program respectively.

(ii) There will be a Supplementary Examination for the Students of the Final Year Class who do not have any backlog of the previous year(s), that is to say, First, Second, Third and Fourth Semester examination but have failed to pass the theoretical paper(s) of 5<sup>th</sup> and / or 6<sup>th</sup> semester. Students declared ineligible to sit for the 5<sup>th</sup> and / or 6<sup>th</sup> semester will not be allowed to sit for the supplementary examination. A student who has not satisfactorily completed sessional paper(s) / Tutorial(s) / Practical Paper(s) in their final year will also be debarred from appearing at the Special Supplementary Examination. The Supplementary Examination will count towards a chance. The stipulation of six years / four years from the year of admission as stated in Regulation 7 will cease to exist if a student fails to pass any paper after availing of four / three chances to pass the paper(s) in the Undergraduate/Postgraduate examinations respectively.

10. Time allowed for examination on each Theoretical sit down examination for every

course/paper for the Bachelor's/Master's Degree examination is as follows

| Examination  | Upto 50 marks | > 50 marks |
|--|---------------|------------|
| End-Semester Bachelor Degree subjects/Master Degree subjects | 2 hours       | 3 hours    |

11. Examination pattern will be as follows:

(i) Bachelor degree:

Major Subject (Theory) – (i) 70/80 marks paper at end-semester examination and 30/20 marks through continuous assessment respectively as per CBCS norms in Undergraduate programme, with effect from the academic session 2018-2019

(ii) 35/40 marks paper at end-semester examination and 15/10 marks through continuous assessment respectively as per CBCS norms with effect from the academic session 2018-2019

(iii) 35 marks paper at end-semester examination and 15 marks through continuous assessment respectively for the programmes prior to the academic session 2018-2019

Laboratory/Practical/Sessional/ Tutorial – will be evaluated on the basis of continuous assessment evenly distributed over the entire period of study/activity in the respective semester through the modalities offered by the concerned course teacher (s) and the evaluation must be finalized by the date on which the teaching ends for that semester.

(ii) Master degree:

Theory Subject – 35 marks paper at end-semester examination and 15 marks through continuous assessment

Laboratory/Practical/Sessional – 50 marks (will be evaluated on the basis of continuous assessment evenly distributed over the entire period of study/activity in the respective semester through the

modalities offered by the concerned course teacher (s) and the evaluation must be finalized by the date on which the teaching ends for that semester.)

(iv) Dissertation/Thesis:

Students shall undertake the Dissertation/Thesis under the supervision of at least one teacher of the Department. If necessary, there may be more than one supervisor from the department or any other department of the University.

Viva-voce in case of Master's dissertation/thesis paper should be jointly conducted by the internal examiner(s) and one external examiner to be appointed from outside the University.

Checking of plagiarism is mandatory for Dissertation / Thesis. Submission of statutory certificate in this regard is mandatory in the prescribed format.

12. (a) Students will be awarded grades for every paper as per the modality outlined in Regulation 18.

(b) The amount of learning indicated by a credit value is based on an estimate using the idea of notional hours of learning per week. The number of notional hours of learning provides a rough guide to how long it will take a typical student, on average, to achieve the learning outcomes specified for the module or program. The estimate of notional hours of learning doesn't just include formal classes, but estimates the amount of time spent in preparation for these classes, along with self-learning and study, plus revision and the completion of course-work required on the module.

13. The university shall follow the relevant Rules for Transfer of Studentship that can allow a student to transfer credits which have already been awarded to the student.

14. A student may be able to transfer credit(s) to and from any programme within the university /, or any institution with which the university has a formal agreement of mutual credit transfer. Transfer of Credit(s) will necessarily follow the guidelines as outlined in the PART B Point No. 3 of the REGULATIONS OF MODALITIES OF EXAMINATIONS AND TRANSFER OF STUDENTSHIP. Such

credit transfer however will depend on whether the accumulated credit is at least 75% of the prescribed course structure and should have to studied for awarding a Degree relevant to the programme.

15. The following procedure shall be followed at the Bachelor's and Master's degree examinations:

(i) In the Bachelor's & Master's degree theoretical examinations, question papers for each course will be normally set by the paper setter as per the decision of Board of Studies in that Discipline and the answer script will be normally evaluated by the examiners as per the decision of Board of Studies in that Discipline. The names of paper setters and moderators for PhD Course work examination will be decided by the Departmental PhD committee.

(ii) In the Bachelor's & Master's degree the practical/laboratory/any other sessional papers (like seminar/presentation/project or external training assessment etc.) will be evaluated on the basis of a continuous assessment evenly distributed over the entire period of study/activity in the respective semester and the evaluation must be finalized by the date on which the teaching ends for that semester. The modalities of such assessment will be finalized and notified by the course teacher (s) and the respective Head of the department at the beginning of the semester with intimation to the Controller of Examinations.

16. COURSE DISTRIBUTION: UNDERGRADUATE PROGRAMME

**(i) 6-Semester Bachelor (Hons) programme under CHOICE BASED CREDIT SYSTEM IN B. A. / B. Sc. Honours**

**(w.e.f. 2018-2019 academic session)**

The distribution of papers in the different under-graduate program will be as follows:

| SEM | CORE COURSE (CC) | ABILITY ENHANCEMENT COMPULSORY COURSE (AECC)        | SKILL ENHANCEMENT COURSE (SEC) | ELECTIVE: DISCIPLINE SPECIFIC (DSE) | ELECTIVE: GENERIC (GE) |
|-----|------------------|---|--------------------------------|-------------------------------------|------------------------|
| I   | C 1 (Major)      | (English Communication/MI L)/ Environmental Science |                                |                                     | GE-1                   |
|     | C 2 (Major)      |   |                                |                                     |                        |
| II  | C 3 (Major)      | Environmental Science/(English/MI L Communication)  |                                |                                     | GE-2                   |
|     | C 4 (Major)      |   |                                |                                     |                        |
| III | C 5 (Major)      |   | SEC -1 (Major)                 |                                     | GE-3                   |
|     | C6 (Major)       |   |                                |                                     |                        |
|     | C7 (Major)       |   |                                |                                     |                        |
| IV  | C 8 (Major)      |   | SEC -2 (Major)                 |                                     | GE-4                   |
|     | C9 (Major)       |   |                                |                                     |                        |
|     | C10 (Major)      |   |                                |                                     |                        |
| V   | C 11 (Major)     |   |                                | DSE-1 (Major)                       |                        |
|     | C 12 (Major)     |   |                                | DSE -2 (Major)                      |                        |
| VI  | C 13(Major)      |   |                                | DSE -3 (Major)                      |                        |
|     | C 14(Major)      |   |                                | DSE -4 (Major)                      |                        |

### Paper wise credit distribution

| Type of Course                            | Credit per paper (If Practical involved with theory)  | Credit per paper (If Tutorial involved with theory)  |
|---|---|--|
| <b>CORE COURSE (CC)</b>                   | Theory: <b>4 credits</b><br>Practical : <b>2 Credits</b><br>Total credit per paper <b>6</b> | Theory: <b>5 credits</b><br>Tutorial : <b>1 Credits</b><br>Total credit per paper <b>6</b> |
| <b>DISCIPLINE SPECIFIC ELECTIVE (DSE)</b> | Theory: <b>4 credits</b><br>Practical : <b>2 Credits</b><br>Total credit per paper <b>6</b> | Theory: <b>5 credits</b><br>Tutorial : <b>1 Credits</b><br>Total credit per paper <b>6</b> |
| <b>GENERIC ELECTIVE (GE)</b>              | Theory: <b>4 credits</b><br>Practical : <b>2 Credits</b><br>Total credit per paper <b>6</b> | Theory: <b>5 credits</b><br>Tutorial : <b>1 Credits</b><br>Total credit per paper <b>6</b> |

| Type of Course                                      | Credit per paper  |
|---|---|
| <b>ABILITY ENHANCEMENT COMPULSORY COURSE (AECC)</b> | Theory: <b>4 credits</b><br>Total credit per paper <b>4</b> |
| <b>SKILL ENHANCEMENT COURSE (SEC)</b>               | Theory: <b>4 credits</b><br>Total credit per paper <b>4</b> |

Total Credits for Bachelor in Science / Art (Honours) is 148

**(ii) Bachelor of Arts (hons.)**

**Course structure for 6 Semester Undergraduate Studies (Arts)  
Major/Honours papers - 80 credits (1000 Marks) and  
General Education Papers – 40 credits (500 marks)**

| SEM 1  |          |          |               |               |                |                    |
|--------|----------|----------|---------------|---------------|----------------|--------------------|
| Paper  | Major 1  | Major 2  | GenEd Paper 1 | GenEd Paper 2 | GenEd Paper 3  | Total Marks/Credit |
| Marks  | 35+15=50 | 35+15=50 | 50            | 50            | 50             | 250                |
| Credit | 4        | 4        | 4             | 4             | 4              | 20                 |
| SEM 2  |          |          |               |               |                |                    |
| Paper  | Major 3  | Major 4  | GenEd Paper 4 | GenEd Paper 5 | GenEd Paper 6  | Total Marks/Credit |
| Marks  | 35+15=50 | 35+15=50 | 50            | 50            | 50             | 250                |
| Credit | 4        | 4        | 4             | 4             | 4              | 20                 |
| SEM 3  |          |          |               |               |                |                    |
| Paper  | Major 5  | Major 6  | Major 7       | GenEd Paper 7 | GenEd Paper 8  | Total Marks/Credit |
| Marks  | 35+15=50 | 35+15=50 | 35+15=50      | 50            | 50             | 250                |
| Credit | 4        | 4        | 4             | 4             | 4              | 20                 |
| SEM 4  |          |          |               |               |                |                    |
| Paper  | Major 8  | Major 9  | Major 10      | GenEd Paper 9 | GenEd Paper 10 | Total Marks/Credit |
| Marks  | 35+15=50 | 35+15=50 | 35+15=50      | 50            | 50             | 250                |
| Credit | 4        | 4        | 4             | 4             | 4              | 20                 |
| SEM 5  |          |          |               |               |                |                    |
| Paper  | Major 11 | Major 12 | Major 13      | Sessional 1   | Sessional 2    | Total Marks/Credit |
| Marks  | 35+15=50 | 35+15=50 | 35+15=50      | 50            | 50             | 250                |
| Credit | 4        | 4        | 4             | 4             | 4              | 20                 |
| SEM 6  |          |          |               |               |                |                    |
| Paper  | Major 14 | Major 15 | Major 16      | Sessional 3   | Sessional 4    | Total Marks/Credit |
| Marks  | 35+15=50 | 35+15=50 | 35+15=50      | 50            | 50             | 250                |
| Credit | 4        | 4        | 4             | 4             | 4              | 20                 |

\* GenEd – General Education

**(iii) Bachelor of Science****Course structure for 6 Semester Undergraduate Studies (Science)****Major/Honours papers - 96 credits (1000 Marks) and****General Education Papers – 40 credits (500 marks)**

| SEM 1  |          |                              |                              |                              |                              |                    |
|--------|----------|------------------------------|------------------------------|------------------------------|------------------------------|--------------------|
| Paper  | Major 1  | Major Practical /Sessional 1 | GenEd Paper 1                | GenEd Paper 2                | GenEd Paper 3                | Total Marks/Credit |
| Marks  | 35+15=50 | 50                           | 50                           | 50                           | 50                           | 250                |
| Credit | 4        | 6                            | 4                            | 4                            | 4                            | 22                 |
| SEM 2  |          |                              |                              |                              |                              |                    |
| Paper  | Major 2  | Major Practical /Sessional 2 | GenEd Paper 4                | GenEd Paper 5                | GenEd Paper 6                | Total Marks/Credit |
| Marks  | 35+15=50 | 50                           | 50                           | 50                           | 50                           | 250                |
| Credit | 4        | 6                            | 4                            | 4                            | 4                            | 22                 |
| SEM 3  |          |                              |                              |                              |                              |                    |
| Paper  | Major 3  | Major 4                      | Major Practical /Sessional 3 | GenEd Paper 7                | GenEd Paper 8                | Total Marks/Credit |
| Marks  | 35+15=50 | 35+15=50                     | 50                           | 50                           | 50                           | 250                |
| Credit | 4        | 4                            | 6                            | 4                            | 4                            | 22                 |
| SEM 4  |          |                              |                              |                              |                              |                    |
| Paper  | Major 5  | Major 6                      | Major Practical /Sessional 4 | GenEd Paper 9                | GenEd Paper 10               | Total Marks/Credit |
| Marks  | 35+15=50 | 35+15=50                     | 50                           | 50                           | 50                           | 250                |
| Credit | 4        | 4                            | 6                            | 4                            | 4                            | 22                 |
| SEM 5  |          |                              |                              |                              |                              |                    |
| Paper  | Major 7  | Major 8                      | Major 9                      | Major Practical /Sessional 5 | Major Practical /Sessional 6 | Total Marks/Credit |
| Marks  | 35+15=50 | 35+15=50                     | 35+15=50                     | 50                           | 50                           | 250                |
| Credit | 4        | 4                            | 4                            | 6                            | 6                            | 24                 |
| SEM 6  |          |                              |                              |                              |                              |                    |
| Paper  | Major 10 | Major 11                     | Major 12                     | Major Practical /Sessional 7 | Major Practical /Sessional 8 | Total Marks/Credit |
| Marks  | 35+15=50 | 35+15=50                     | 35+15=50                     | 50                           | 50                           | 250                |
| Credit | 4        | 4                            | 4                            | 6                            | 6                            | 24                 |

**\* GenEd – General Education**

## 17. COURSE DISTRIBUTION: POST GRADUATE PROGRAMME

The distribution of papers in the different post-graduate program will be as follows:

### (i) Master of Arts / Science

#### Course structure for 4 Semester Post-graduate Studies (Arts) Major papers - 80 credits (1000 Marks)

| SEM 7  |          |          |          |          |             |                    |
|--------|----------|----------|----------|----------|-------------|--------------------|
| Paper  | Major 17 | Major 18 | Major 19 | Major 20 | Sessional 5 | Total Marks/Credit |
| Marks  | 35+15=50 | 35+15=50 | 35+15=50 | 35+15=50 | 50          | 250                |
| Credit | 4        | 4        | 4        | 4        | 4           | 20                 |
| SEM 8  |          |          |          |          |             |                    |
| Paper  | Major 21 | Major 22 | Major 23 | Major 24 | Sessional 6 | Total Marks/Credit |
| Marks  | 35+15=50 | 35+15=50 | 35+15=50 | 35+15=50 | 50          | 250                |
| Credit | 4        | 4        | 4        | 4        | 4           | 20                 |
| SEM 9  |          |          |          |          |             |                    |
| Paper  | Major 25 | Major 26 | Major 27 | Major 28 | Sessional 7 | Total Marks/Credit |
| Marks  | 35+15=50 | 35+15=50 | 35+15=50 | 35+15=50 | 50          | 250                |
| Credit | 4        | 4        | 4        | 4        | 4           | 20                 |
| SEM 10 |          |          |          |          |             |                    |
| Paper  | Major 29 | Major 30 | Major 31 | Major 32 | Sessional 8 | Total Marks/Credit |
| Marks  | 35+15=50 | 35+15=50 | 35+15=50 | 35+15=50 | 50          | 250                |
| Credit | 4        | 4        | 4        | 4        | 4           | 20                 |

**(ii) Master of Science**

**Course structure for 4 Semester Post-graduate Studies (Science)  
Major papers - 80 credits (1000 Marks)**

| SEM 7  |          |          |          |                         |                         |                    |
|--------|----------|----------|----------|-------------------------|-------------------------|--------------------|
| Paper  | Major 13 | Major 14 | Major 15 | Practical /Sessional 9  | Practical /Sessional 10 | Total Marks/Credit |
| Marks  | 35+15=50 | 35+15=50 | 35+15=50 | 50                      | 50                      | 250                |
| Credit | 4        | 4        | 4        | 4                       | 4                       | 20                 |
| SEM 8  |          |          |          |                         |                         |                    |
| Paper  | Major 16 | Major 17 | Major 18 | Practical /Sessional 11 | Practical /Sessional 12 | Total Marks/Credit |
| Marks  | 35+15=50 | 35+15=50 | 35+15=50 | 50                      | 50                      | 250                |
| Credit | 4        | 4        | 4        | 4                       | 4                       | 20                 |
| SEM 9  |          |          |          |                         |                         |                    |
| Paper  | Major 19 | Major 20 | Major 21 | Practical /Sessional 13 | Practical /Sessional 14 | Total Marks/Credit |
| Marks  | 35+15=50 | 35+15=50 | 35+15=50 | 50                      | 50                      | 250                |
| Credit | 4        | 4        | 4        | 4                       | 4                       | 20                 |
| SEM 10 |          |          |          |                         |                         |                    |
| Paper  | Major 22 | Major 23 | Major 24 | Practical /Sessional 15 | Practical /Sessional 16 | Total Marks/Credit |
| Marks  | 35+15=50 | 35+15=50 | 35+15=50 | 50                      | 50                      | 250                |
| Credit | 4        | 4        | 4        | 4                       | 4                       | 20                 |

**\* for some cases the last semester of PG program may be fixed for project and in that case the entire 20 credits will be assigned to the same.**

## 19. EVALUATION AND ASSESSMENT PATTERN

- (i) For Undergraduate programme under CBCS ( w.e.f. from 2018-2019 academic session)

For Bachelor Program Grade, SGPA & CGPA: Student shall be graded in each course on a 10 point scale. Based on marks obtained in aggregate for all the semesters for Bachelor course, in papers following grade and grade points shall be awarded. Though the pass mark on the whole for any individual paper is 40% of the total marks, separate pass mark is mandatory in the Tutorial / practical section of all such papers.

| Letter Grade      | Numerical Grade (G <sub>i</sub> ) | Percentage of Marks |
|-------------------|-----------------------------------|---------------------|
| O (Outstanding)   | 10                                | 90 to <=100         |
| A+ (Excellent)    | 9                                 | 80 to <90           |
| A (Very Good)     | 8                                 | 70 to <80           |
| B+ (Good)         | 7                                 | 60 to <70           |
| B (Above Average) | 6                                 | 55 to <60           |
| C (Average)       | 5                                 | 50 to < 55          |
| D (Pass)          | 4                                 | 40 to <50           |
| F (Fail)          | 0                                 |                     |
| Ab (Absent)       | 0                                 |                     |

After publication of the results of each semester, Grade Card will be issued to each candidate which will contain the list of papers, the grades and the credit points obtained by the student along with SGPA in that semester. Course Code will be an alpha-numeric symbol that would signify the course, semester and the department. SGPA is evaluated by the formula  $SGPA = (\sum C_i \times G_i) / \sum C_i$ , where  $\sum C_i$  is the number of credit of a paper,  $G_i$  is the grade point.

On successful completion of the program, CGPA will be calculated as follows:

$$CGPA = \frac{\sum (C_j \times S_j)}{\sum C_j}$$

Where,  $S_j$  is the SGPA of individual semester,  $C_j$  is the total credit in the individual semester.

CGPA obtained for CC, DSE & SEC papers will be computed separately for ranking purpose.

The conversion formula from CGPA to marks would be taken as follows:

$$\text{Approximate equivalent marks obtained in the course} = \text{CGPA} \times 9.5$$

(ii) Based on marks obtained in aggregate in every paper, for all the semesters for Master course and the non-CBCS Undergraduate programme, following grade and grade points shall be awarded.

| Classification of Grades |                 |             |
|--------------------------|-----------------|-------------|
| % marks obtained         | Grade ( $G_i$ ) | Grade Point |
| 90 and above             | A <sup>++</sup> | 10          |
| 80 to 89                 | A <sup>+</sup>  | 9           |
| 70 to 79                 | A               | 8           |
| 60 to 69                 | B               | 7           |
| 50 to 59                 | C               | 6           |
| 40 to 49                 | D               | 5           |
| <40 ( unsuccessful)      | E               | 0           |

There will be a Semester Grade Points Average (SGPA) calculated for each semester on the basis of grades obtained in that semester. The SGPA for the  $j^{\text{th}}$  semester is calculated as:

$$SGPA_j = \frac{\sum_{i=1}^n m_i c_i}{\sum_{i=1}^n c_i}$$

Where  $n$  is the number of courses in the  $j^{\text{th}}$  semester,  $m_i$  denotes the numerical value of the grade obtained in the  $i^{\text{th}}$  paper of the semester,  $c_i$  denotes the number of credit for the  $i^{\text{th}}$  paper of the semester.

Cumulative Grade Point Average (CGPA) for  $k$  semesters is given as:

$$CGPA = \frac{\sum_{j=1}^k (SGPA_j \times c_j)}{\sum_{j=1}^k c_j}$$

where  $SGPA_j$  is the SGPA obtained in the  $j$ -th semester and  $c_j$  is the total credit of the  $j$ -th semester.

A student shall be provided with a record of grade, grade point and accumulated credits at the end of the respective degree course. CGPA indicated at the end of the degree will be the basis by which the rank of the student will be determined. Separate account in the form of a credit transcript for

accumulated credits may be issued annually or on completion of the programme, or both for availing of the credit transfer options.

(iv) Students who pass the examination in Special Supplementary examination will not be awarded any medal or mark of distinction.

(v) Results of the Semester / Backlog/ Special Supplementary Examination will be published provisionally by the Controller of Examinations on the basis of recommendation of the Departmental Examination Committee duly approved by the Examination Board.

(vi) Grade Card for a University Examination will be normally issued generally within 3 weeks from the date of publication of provisional results

## 20. PROGRESSION RULES

(i) Casual Studentship: Students who having failed to pass any semester after the publication of results for the sixth semester examination for the Bachelor's degree or after the publication of results for the fourth semester examination for the Master's degree are detained, such candidates desirous of continuing their studies in the University are to apply to the Registrar for re-admission or for enrolment as casual student in the same class in which they had studied last within 30 days of the publication of the result of the relevant examinations. The Registrar shall obtain the opinion of the Head of the Department concerned. The Vice-Chancellor may, however, refuse permission to any student at her/his discretion. No student having any outstanding dues shall be eligible for casual studentship. No application for enrolment as casual student shall be entertained unless the outstanding dues have been paid. The grant of casual studentship to a student who has failed to qualify to sit for an examination may depend on the merit of his/her case.

(ii)a. For Non-CBCS Undergraduate course: There would be automatic progression at the end of Bachelor's Degree First Semester/Second Semester/Third Semester/Fourth Semester/Fifth

Semester irrespective of the marks/grade obtained in the previous semester examination subject to the eligibility conditions as laid down in Regulation 2.1 for appearing at the examination being satisfied.

Students failing in one or more courses/papers of first, second, third and fourth semester examinations will be entitled to clear them during the regular semester examinations of courses to be held in succeeding years, however the maximum number of such chances a student can avail of being governed by Regulation 9.

A *special supplementary* final Bachelor's degree (fifth and sixth semester) Examination will be held tentatively one month after the publication of the 6th semester Examination results, subject to the fulfillment of Regulation 2.1 (ii) in the concerned semester of the final year.

Students failing to clear one or more papers in the special supplementary Final Examination will have the chance to clear them in the regular semester examinations and the special final supplementary examinations to be held in succeeding years – the maximum number of such chance being governed by the provisions of Regulation 9.

(ii) b. For Master Degree Courses: There would be automatic progression at the end of Master's Degree First Semester/Second Semester/Third Semester irrespective of the marks/SGPA obtained in the previous semester examination subject to the eligibility conditions as laid down in Regulation 2.1 for appearing at the examination being satisfied.

Students failing in one or more courses/papers of first and second semester examinations will be entitled to clear them during the regular semester examinations of courses to be held in succeeding years, however, the maximum number of such chances a student can avail of being governed by Regulation 9.

A *special supplementary* final Master's degree (third and fourth semester) Examination will be held one month after the publication of the 4th semester Examination results. Only those students who have passed in all Courses of first and second semester but have failed in the courses of the third semester and/or fourth semester will be entitled to sit for the special supplementary examination subject to the fulfillment of Regulation 2.1 (ii) in the concerned semester of the final year.

Students failing to clear one or more papers in the special supplementary Final Examination as provided will have the chance to clear them in the regular semester examinations and the special

final supplementary examinations to be held in succeeding years – the maximum number of such chance being governed by the provisions of Regulation 9.

(ii)c. Promotion rule for Undergraduate courses under CBCS ( w.e.f. from 2018-2019 academic session)

There would be automatic progression at the end of Bachelor's Degree First Semester/Second Semester/Third Semester/Fourth Semester/Fifth Semester irrespective of the marks/SGPA obtained in the previous semester examination subject to the eligibility conditions as laid down in Regulation 2.1 for appearing at the examination being satisfied.

(iii) Readmission: Students who will be debarred from appearing at the university examinations due to eligibility clause as outlined in Regulation 2.1 will have to obtain readmission in the same class in the immediate next succeeding academic session. All such students desirous of obtaining readmission will have to apply in prescribed format to the Registrar, upon relevant notification to be issued by Registrar. The opinion of the Head of the Department (for recommendation), Dean of the Faculty (for recommendation), Office of the Controller of Examinations(for academic verification), Finance Office (for any dues), Dean of Students (for Hostel related matters) will be sought. The Registrar will place all such opinions for a final verdict on readmission from Vice-Chancellor. Upon granting of readmission, the students will have to clear all such papers in which they have been disallowed from appearing at examination(s) before being promoted to the next higher class. This clause of Readmission supercedes all other erstwhile clauses of readmission related rules/notifications.

21. Progression to the next higher class will be barred for students on the basis of ineligibility criteria as per the condition laid down in 2.1(ii).

22. Students who will not be elevated to the next higher class as referred to in Regulation 21 will be required to take Re- admission in the same class in which they studied in the previous academic session. The examination record of the student will be erased for the semester(s) concerned and will have to appear at all such paper(s) of the semester(s) subject to provisions of Regulations 2 and 7.

23. Students who pass the examination in supplementary examination will not be awarded any rank / award / medal or mark of distinction and will be not considered for any order of merit.

24. Students who fail to pass the supplementary will be required to take casual enrolment within thirty days from the date of publication of results of supplementary examination. Ignorance in any case shall not be a valid reason for consideration of any prayer/ demand whatsoever.

#### **(IV). BOARD OF DISCIPLINE**

25. Misconduct / Malpractice in Examinations

##### **(I) Preamble**

A report against a student can be recorded by the invigilator and Centre-in-Charge and sent to the Controller of Examinations (with a copy to Head of the Department) stating malpractice (constituting misconduct) if –

(i)S/he is found to be in possession inside the examination hall of any book, or page of any book, or scribbling, or written note, or typed sheet, that may have a bearing on the subject in which s/he is appearing, irrespective of whether such book, or page of any book, or scribbling, or written note, or typed sheet is used or not, or

(ii)S/he writes answer on another candidate's answer script or helps him/her in any other manner in writing answer on his/her own answer-script or helps him/her in any other manner in writing answer or tries to obtain from, or to render to, any other candidate or any other person inside or outside the examination hall, any help in any manner, or

(iii)S/he leaves the examination hall without submitting answer-script, or

(iv)S/he leaves the examination hall before one hour, taking with him answer-script, or carries from the examination hall the question paper during the hours of examination without submitting the answer script or gets possession of question papers outside the examination hall during the hours of examination or is not found in possession of complete question paper after its distribution in the examination hall or passes or tries to pass the question paper out

of the examination hall or leaves the examination hall taking with him/her answer paper or loose sheet, or

(v)S/he allows somebody else to write answers on his/her behalf during examination, or

(vi)S/he leaves the examination hall without recording his/her attendance on the attendance roll, or

(vii)S/he encloses currency note(s) with an answer-script or offers illegal gratification or inducements to the Invigilator(s) or other persons connected with the examination or, in anyway, tries to take illegal or unfair advantages, or

(viii)S/he distorts his/her name, roll number or registration number in his/her answer-script, or

(ix)S/he is found to be in possession of any question paper or any other paper containing relevant answer or answers written on it, or

(x)S/he indulges in any kind of misbehavior, or intimidates or attempts to assault, or intimidates an invigilator or any other person connected with the conduct of the examination either inside or outside the examination hall, or damages, or attempts to damage, articles or furniture, equipment, stationery or any other property or the venue or creates disturbances in the venue or refuses to comply with the instruction of the Invigilator regarding seating arrangements in the examination hall, or

(xi)Any page(s) of the written answer-script(s) of a candidate is/are found to have been replaced/torn/mutilated or found to contain handwriting different from that of the candidate, or

(xii)S/he attempts to violate any other provisions of these regulations, or

(xiii)If s/he discloses his/her identity in any manner other than that provided in the answer-scripts.

## **II. Nature of Malpractice:**

(i) Category I:-

A. Writing erratic / irrelevant matters

B. Writing obscene language / sketches

- C. Disclosing identity in any manner other than that provided in the answer-scripts and / or requesting for specific marks.
- D. Leaving examination Hall without permission / not signing in the Attendance-sheet.
- E. Possessing Printing / Handwritten Notes/ text-book / sizeable handwritten / printed text/digitally displayed text
- F. Copying or helping in copying/ Group copying

(ii) Category II:-

- A. Attempting to bribe/writing letter hinting at illegal gratification.
- B. Mutilating the answer book issued.

(iii) Category III:-

- A. Misbehaving / Threatening Examination Official or Other Examinees / Smuggling out Question paper.
- B. Receiving outside help.
- C. Assaulting Examination Official
- D. Smuggling in / out answer script or attempting to do so
- E. Tampering answer book issued and replacement of pages
- F. Impersonation or helping others to impersonate.

Note: The Centre-In-Charge shall use his/her discretion to record in respect of any other misconduct/malpractice that is not mentioned above.

### **III. Recommended Punishment:**

- Category I – Cancellation of paper
- Category II – Cancellation of entire examinations of that semester
- Category III – Cancellation entire examinations of that semester with debarment from appearing in any examination for 1 or 2 years excluding the current examination OR Rustication from the University

#### **IV. Steps to be followed for a student who is detected while indulging in malpractice.**

(a)The answer script, together with supporting material used in the act of malpractice, if any, is to be seized by the invigilator / Centre-in-Charge. (b)The student should be asked to sign the same before the invigilator or Centre-in-Charge concerned. No verbal argument etc. shall be entered into. (c)A fresh answer script is to be issued to the student after writing on the first inside page the time of issuance of the said answer script by the invigilator. The student shall be allowed to continue with the examination. (d)The first and second answer scripts, along with the unfair practice report duly signed by invigilator & Centre-in-Charge and the offending materials seized (if any) in the centre, be packed in a sealed envelope and conveyed to the Controller of Examinations separately.

#### **V. Board of Discipline**

(i). There shall be a Board of the University concerned with discipline of students in the matters pertaining to Examinations, called the Board of Discipline. All cases of breaches of discipline in connection with the Presidency University Examinations shall forthwith be reported with relevant documents and details to the Board of Discipline. The functions and responsibilities of the Board of Discipline shall be such as the Vice-Chancellor may, from time to time, determine. All decisions of the Board shall be taken at a meeting of the Board and the decision of the Board is final.

(ii). Composition of the Board of Discipline:

The Board of Discipline shall consist of the following members:

- (a)The Vice-Chancellor-Chairperson
- (b)Registrar, Ex-officio, Member
- (c)Four Heads of the Departments nominated by the Vice Chancellor.
- (d)The Controller of Examinations, Ex-officio, Member Secretary

A nominated member of the Board of Discipline shall hold office for a term of two years: Provided that, if any such member ceases to hold office by virtue of which s/he was nominated, s/he shall cease to be such a member. Four members of the Board shall be a quorum.

(iii). Meeting of the Board of discipline:

Meetings of the Board of Discipline shall be convened by the Member Secretary of the Board on such dates and as such times and places as may be fixed by the Chairman and at least three days notice shall be given of a meeting of the Board. The Member Secretary of the Board shall keep a record of the proceedings of the meeting of the Board.

(iv). Functions and responsibilities of the Board of Discipline:

The functions and responsibilities of the Board of Discipline shall be such as may be determined by the Vice-Chancellor.

All cases of breaches of discipline in connection with the University Examination shall forthwith be reported with relevant documents to the Member Secretary of the Board of Discipline & Controller of Examinations by the Centre-In-Charge at the examination centres.

On receipt of reports of cases of breaches of discipline, the Member Secretary of the Board shall inform the student concerned (through the concerned Head of the Department) regarding the charges against him/her and ask him/her to appear before the Board and furnish an explanation, verbally or in writing, with regard to the charge made against him/her. The student shall also be informed that in case s/he fails to appear before the Board and explain his/her conduct on the date fixed for the purpose, his/her case may be decided ex parte without further reference to him/her.

If the Board holds that the charges referred to in the above paragraph have been proved, it may recommend cancellation of the examination of the candidate concerned, or his/her debarment from appearing at a University Examination for such period as it may deem fit, or both.

All matters to be decided by the Board of Discipline shall be decided at a meeting of the Board.

All students against whom disciplinary measures have been recommended shall be intimated about the punishment imposed on them by the Member Secretary (through Head of the Department).





PRESIDENCY UNIVERSITY  
KOLKATA

## EXAMINATION RULES AND REGULATIONS FOR THE FOUR YEARS UNDERGRADUATE PROGRAMME

w.e.f 2023 – 2024 Academic Session.

### **PREAMBLE:**

The existing Rules and Regulations shall continue to govern the details of Examinations relating to 3-Years UnderGraduate Programmes, 2-year PostGraduate Programmes and PhD Coursework, wherever applicable until otherwise notified.

However with the introduction of FOUR YEARS UNDERGRADUATE PROGRAMMES (FYUP), B.A/B.Sc. Honours with Research from the 2023-2024 Academic Session, corresponding Rules and Regulations for conducting examinations are also being finalized in the light of National Curriculum and Credit Framework (NCCF) introduced by University Grants Commission (UGC).

It may be pertinent here to note that these Rules and Regulations derive strength from the experience of implementing existing Rules and Regulations for Examinations, while introducing the suitable mechanisms and provisions in order to facilitate development of a revised and more flexible CHOICE BASED CREDIT SYSTEM at the University.

A new Evaluation and Assessment System is being adopted as per recommendation of National Curriculum and Credit Framework.

These Rules and Regulations for Examinations comes into effect from the Academic Session 2023-24 and shall be applicable only for the FOUR YEARS UNDERGRADUATE PROGRAMMES subject to all subsequent orders and notifications issued from time to time in due course of time.

## **SECTION: ONE**

### **DIFFERENT COMMITTEES AND OFFICIALS RELATED TO EXAMINATIONS:**

There shall be a Departmental Examination Committee for each course of study offered, for each department, composition of these bodies with their powers and functions will be as follows as described hereunder.

1 Departmental Examination Committee for each course of study shall consist of the following members:-

- (i) Head of the Department - Chairperson
- (ii) Maximum of two full time teachers of the Department nominated by BOS
- (iii) At least Two External members as nominated by the Vice Chancellor (with a provision of upto a maximum of four members)

The Committee shall function for a period of maximum of four years.

2. The Committee have the following powers and functions unless otherwise directed by

The Governing Board / Faculty Council concerned/ Vice-Chancellor

- (i) To moderate the question papers of undergraduate examinations in its meeting for that specific purpose of moderation.
- (ii) To consider the results of the undergraduate semester examination and recommend for publication.
- (iii) To conduct undergraduate examinations in conformity with the RULES FOR THE CONDUCT OF EXAMINATION HALLS AND GUIDELINES FOR EXAMINATION OFFICIALS

### 3. Controller of Examinations

The Controller of Examinations shall have the following powers and duties and functions, unless otherwise directed by the Vice-Chancellor.

- (i) Prepare blank answer scripts & additional sheets and sending the same to the examination venues.
- (ii) Arrange for printing of all Question papers and sending the same to the examination venue in sealed envelopes for end-semester examinations.
- (iii) Arrange for the preparation of application form for admission to the examinations and distributing the same to the candidates against payment of such fees as prescribed by the University authority.
- (iv) Issue notification related to issuance & submission of examination forms and fees for examinations & detail schedule of Examinations.
- (v) Arrange for receipt of application forms and fees from the candidates, issue admit cards to the eligible candidates.
- (vi) Make such other arrangements as may be required for smooth conduct of examinations.
- (vii) Arrange to scrutinize the marks, compilation of marks received from the departments & preparation of tabulation sheets of each paper, preparation of Tabulation Rolls & Publish results.
- (viii) Issue grade cards to the candidates after publication of result.
- (ix) Arrange for re-examination/review of answer scripts and revised grade cards.
- (x) Prepare Degree Certificates for endorsement by the Vice Chancellor & to prepare Merit Certificates for issuance during University Convocation.
- (xi) Issue such other certificates (Academic Transcripts, Provisional Certificates etc.) as may be required from time to time to the candidates against requisite fees.
- (xii) Make arrangement for payment of remuneration & T.A. to the paper setters, moderators, and external members of Departmental Academic Committee etc. through Finance Officer.
- (xiii) To discharge such other duties as directed by the Vice-Chancellor related to examinations.

#### 4. Examination Officers and their duties:

Any duty related to examinations is binding for Teachers/other Academic staff /Officers/Non-teaching staff.

##### (i) Functions of the Custodian of Confidential papers:

The Head of the Department shall be the custodian of confidential papers relating to university examinations. The custodian shall keep the confidential papers in safe custody. The custodian shall hand over question papers on relevant subjects(s) on each day of the examination to the Centre-In-Charge half an hour before the commencement of the respective examinations.

##### (ii) Functions of the Centre-In-Charge:

A senior teacher of the Department, recommended by the Head of the Department (preferably after discussing it in Departmental Board of studies) shall be the Centre-In-Charge of the concerned centre in the specified examination. The Centre-In-Charge of an examination centre shall make all preparatory arrangements for holding examinations, including seating arrangements for candidates. S/he shall conduct the examinations under the supervision of the Head of the Department and according to the instructions given by the Controller of Examinations of the University from time to time in this regard. S/he will have to take all necessary measures for the smooth conduct and fairness of examinations at a centre. In the absence of the Centre-In-Charge, the Head of the Department or any Faculty authorized by Head of the Department shall perform the functions of the Centre-In-Charge with intimation to the Controller of Examinations.

Attendance & Signature Rolls: The Registration number, Roll No., and signature of the all students appearing in the examination shall be recorded in the daily Attendance Roll, supplied by the Controller of Examinations. This statement duly countersigned by the invigilator and the Centre-In-Charge should be forwarded to the Controller of Examinations as soon as the examination is over. Sufficient care should be taken in preparing this statement.

(iii) Programme of Examination: The Examination Programme, fixed by the Controller of Examinations, should be displayed by the department in a conspicuous place at the examination centre before the commencement of the examination and it should remain there till the completion of the examinations.

(iv) Invigilator: The teachers/Academic staff members of the Department, recommended by the Head of the Department and Centre-In-Charge shall perform as invigilators in different

halls/rooms of the concerned centre in the specified examination. The Duty Roster of the invigilators must be maintained by the Head of the Department and Centre-In-Charge. The same along with day-wise signatures of the invigilators must be sent to the Controller of Examinations.

5. (a) Duties of the Invigilators:

- (i) The sanctity of the examination depends greatly on the conduct of an invigilator. Any laxity on the part of an invigilator is likely to result in undesirable consequences affecting the reputation of the University.
- (ii) An invigilator is expected to be alert at every moment beginning from the entry of the candidates till such time that all answer scripts are collected from them.
- (iii) An invigilator is under the control of the Centre-in-Charge during the period they are on duty and s/he should not leave the Examination Centre without the permission of the Centre-in-Charge. S/he will record her/his attendance and submit a Hall report to the Centre in Charge immediately after the completion of her/his examination duty.
- (iv) An invigilator should report at the centre at least half-an-hour before the time fixed for commencement of the examination.
- (v) An invigilator may be required to act as witness when desired by the Centre-in-Charge for opening of the question paper packets and sealing of the packets of answer scripts.
- (vi) It shall be the duty of the invigilators to guard against all kinds of malpractice or misconduct on the part of any candidate at the Hall/Centre. S/he will report such malpractice or misconduct to the Centre-in-Charge/Head of the Department and render such assistance to the Centre-in-Charge/Head of the Department, as required, in regard to the conduct of the examination.

(b) Responsibilities of the Invigilators:

- (vii) To distribute amongst the examinees Answer-books and Question papers.
- (viii) To make announcements asking the examinees to –
  - (a) Produce the Admit Card and Registration Certificate
  - (b) Leave books, notes, copying material, wireless communication set, Mobile phone and / or paper at specified place outside the Examination Hall.
  - (c) Sign on the attendance-sheet for students.

- (d) Announce that students should write Roll No. on the question paper and nothing else.
- (e) Use only non-programmable calculator.
- (f) Write Subject, Paper, Roll Number and Registration Number, Semester & Year in the allotted spaces in the answer script.

- (ix) To take attendance of examinees and sign on the answer books at the appropriate place within one hour of starting of examination. Invigilators should be vigilant enough to ensure that the student does not leave any information other than what is required to fill up the top sheet, that might aid in the identification of the student. Any laxity in such vigilance on the part of the invigilator will be considered as a negligence in examination duty.
- (x) To collect answer scripts from the examinees as soon as the examination is over and to hand over the same to the Centre-in-Charge in sequential order of roll after duly counting and tallying these with students' attendance sheet.
- (xi) To ensure that the examinees occupy their allotted seats in the room.
- (xii) To check the Admit card and Registration Certificate
- (xiii) To prepare the absentee statement in respect of the room under his/her charge and submit the same within one hour of start of examination.
- (xiv) To issue supplementary / continuation sheets to an examinee, only after verifying that the answer script has been fully utilized, after entering the number of sheets issued on the cover of the script with his/her initials, at the appropriate space provided for the purpose.
- (xv) To return surplus copies of loose sheets to the Centre-In-Charge immediately after the examination.
- (xvi) Not to allow any examinee who reports after 30 minutes of commencement of the examination to sit for the examination.
- (xvii) No examinee shall in any case be allowed to leave the examination hall before expiry of an hour from the commencement of the examination.

- (xviii) The invigilator shall sign each answer script at the assigned box as evidence of verification of candidature of the student. S/he shall also indicate (at the assigned space) the number of supplementary sheets used by the examinee in each case.
- xix) Attendance & Signature Rolls: The Registration number, Roll No., and signature of the all students appearing in the examination shall be recorded in the daily Attendance Roll, supplied by the Controller of Examinations. This statement duly countersigned by the invigilator and the Centre-In-Charge should be forwarded to the Controller of Examinations as soon as the examination is over. Sufficient care should be taken in preparing this statement.

#### 6. Cancellation of Appointment

On behalf of University the Controller of Examinations reserves the right to cancel or rescind any appointment relating to examination at any time in the interest of smooth conduct of examination and publication of results without showing any reason whatsoever.

## SECTION: TWO

### EXAMINATION SCHEDULE (DETAILS):

7. The University will hold following examinations every year normally around the period indicated against each. The exact date of beginning of the examination will be notified by the Controller of Examinations at least 14 days before commencement of the respective Examination.

Bachelor of Arts (Honours with Research) and Bachelor of Science (Honours with Research) Courses will be of four years duration. The Courses will be subdivided into classes named as First Year, Second Year, Third Year and Fourth Year. Each year will comprise of Two Semesters as laid down in Examination Schedule.

### UNDERGRADUATE COURSES

|  |  |
|--|--|
| First Year First Semester Examination    | Tentatively to be held in November/ December |
| Second Year Third Semester Examination   | Tentatively to be held in November/ December |
| Third Year Fifth Semester Examination    | Tentatively to be held in November/ December |
| Fourth Year Seventh Semester Examination | Tentatively to be held in November/ December |
| First Year Second Semester Examination   | Tentatively to be held in May/June           |
| Second Year Fourth Semester Examination  | Tentatively to be held in May/June           |
| Third Year Sixth Semester Examination    | Tentatively to be held in May/June           |
| Fourth Year Eighth Semester Examination  | Tentatively to be held in May/June           |

All supplementary examinations will be held together with the students of the next batch of students of the same class along with the regular examinations. Special Supplementary Examinations of the Regular Final Year Class will be held normally after 30 days from the date of publication of Even Semester Results.

## **SECTION: THREE**

### GENERAL RULES OF EXAMINATIONS:

8. Medium of Instruction and medium of Examinations for all courses other than Language and Literature courses will be English. Greek symbols as per international practice may be used.
9. Except for the Casual students as provided in the rules no student as provided in the Regulation and subject to the powers of the Vice-Chancellor mentioned below will be admitted to any University examination or any other such examination as the University may have provided for unless he/she has fulfilled the conditions prescribed hereinafter for eligibility to appear at the different examinations.

#### 9.1 Eligibility to appear at the Examination

(i) To be eligible to appear at an examination a student must have satisfied the condition of attending minimum of 75% of total lectures

(ii) A student must apply to the Controller of Examinations and pay the requisite fees for Examination, as per notification issued by the Controller of Examinations.

9.2 In individual cases the Vice-Chancellor shall have the power of relaxing the prescribed percentage of attendance pertaining to 9.1(i) mentioned above to the extent of 15% in theory and / or practical classes including sessional/ tutorial classes as may have been prescribed on the ground of following nature

- i) Illness - medical certificate is to be submitted to the Head of the Department at the time of resuming class after recovery.
- ii) Natural Calamity
- iii) Participation in extra- Curricular activities to represent the University

9.3 If it is considered necessary to have relaxation in general the matter must be placed before the Vice-Chancellor.

9.4 The provisions in these rules requiring the specified class attendance, shall not apply to the following categories of students

(i) Students who having failed to pass in more than one subject in any Degree Examination have not sought casual studentship subject to provisions of Regulation 26.

(ii) Students who join Presidency University from outside, as a collaborative student, under students exchange program with Foreign Universities / Institutes.

10. (i) A suitable amanuensis to write answer papers on behalf of a blind/physically handicapped candidate may be appointed by the Controller of Examinations and shall be paid such remuneration per paper as may from time to time be fixed by authority.

(ii) A blind candidate or persons with disabilities may be allowed to have at least 20 minutes per hour of scheduled examination grace period at the time of examination beyond the normal examination period.

11. (i) Application for admission to University Examination shall be made by the candidate in prescribed form (offline/online) after payment of prescribed fees. Non submission of application even after payment of fees shall not accrue the right to be admitted to any examination.

No student shall be admitted to any examination of the University unless he/she has paid the prescribed fees and submitted the application form for Examination by the date specified by the Controller of Examinations. Controller of Examinations at his discretion may extend the date of submission of application form and/ or payment of fees with prescribed fees for late submission after expiry of the specific date, provided that no such grace period shall apply to candidates for any Supplementary/ Special Supplementary Examination.

(ii) Abstaining from payment of Examination fees/ submission of application form or both for any of the semester examinations including supplementary/ Special Supplementary Examination within the time schedule announced by the Controller of Examinations be treated as non-appearance in the semester/Supplementary/Special Supplementary Examination with all its consequential effects.

(iii) Casual students will have to pay the prescribed casual student's fee for obtaining the Casual studentship and shall have to apply to the Controller of Examinations in prescribed form stating the papers they want to appear in.

(iv) Submission of application for the examination and or payment of Examination fees do not accrue the right of admittance in any Examination, under special situations, as may be deemed proper by competent authority.

12. In case of change of syllabus/courses of study, a student who fails to pass in any examination in any faculty and wishes to appear at any subsequent examination as a casual student shall be permitted to appear for the next three consecutive years only in the same old course and syllabus in which he failed to pass.

13.(i) Before the results of any University Examination are drawn-up answer scripts of all cases shall be scrutinized by scrutinizer/s under the supervision of the Controller of Examinations.

(ii) There will be re-examination/review of answer papers (except special supplementary paper/s) which, however, will be on payment of the prescribed fee for each paper & surrender of original mark sheet.

(iii) Provisions for post publication review:

(a) A student may apply for review of theoretical answer scripts in the prescribed form. Ability Enhancement Compulsory Courses (AECC) under the CBCS in undergraduate programme, is however outside the purview of review.

(b) There will be no scope of post publication review of non-theoretical papers/Practical Courses/Term Papers/Tutorials/Projects/ Internal Assessment/Viva-Voce/Field Work Report, Summer Internship etc.

(c) Under no circumstances fees for post-publication review once paid will be refunded.

(d) If marks awarded after review in a paper do not differ by more than 20% of the full marks of that paper from the original examiners' award, the marks after review will be accepted as final marks. If, however, the difference of marks exceeds 20% or more of full marks of that paper then the paper will be forwarded to the third examiner for reassessment. In such a case the marks awarded by the third examiner shall stand final.

(iv) Tabulator grace marks

Tabulator's grace marks will remain present. The grace will be maximum of 2% of the total marks of the paper.

(v) Self Assessment / RTI Redressal

- (a) Photocopy of answer script after evaluation may be obtained by an examinee concerned, once, only for self-inspection on the basis of an application to the Controller of Examinations of Presidency University in a prescribed format available from the office of the Controller of Examinations forwarded by the concerned Head of the Department on payment of prescribed fees provided that no such application for of evaluated answer script in Practical papers shall be entertained by the university.
- (b) Application for photocopy of evaluated answer script (s) for the purpose of self-inspection is to be submitted within fifteen working days from the date of publication of the result of the concerned examination.
- (c) Photocopy of the answer script(s) will be handed over to the concerned examinee, provided that photocopy of answer script(s), which is/are not under re-examination.
- (d) The examinee shall have to appear with original admit card of the concerned examination along with receipt of the fees on the specific date and time as may be intimated by the University to take delivery of photocopy of answer script(s) for self – inspection .
- (e) The University shall not entertain any claim for redressal of grievance of the concerned examinee arising out self – inspection relating to evaluation of answer scripts.

University Examination pattern, Course Distribution Evaluation and Progression

**14. EXAMINATION PATTERN**

- (i) No student shall be permitted to sit the UNDERGRADUATE Examinations after the lapse of Seven Years from the date of admission to the B.A/B.Sc. (Honours with Research) First Semester Classes.

All examinations in the Faculty of Arts and the Faculty of Science will be held on the compartmental system, that is to say, the student must pass separately in every paper of different examinations and those who pass in a paper/ papers shall not be permitted to sit for examination in that paper/papers again.

- (ii) Non –appearance in a paper/ paper(s) will count as failure in that/ those papers.

15. (i) There will be no separate supplementary examination excepting for the Final Year Classes as outlined in 16 (ii) below. Students, other than final year, who are promoted to the next higher class with stipulated number of unsuccessful paper(s) will sit for the supplementary/backlog examination(s) together with the regular students of the next batch at the time of concerned semester examination of the respective semester.

(ii) Non –appearance in a backlog / supplementary paper(s) will count as failure in that/ those papers.

16. (i) A student of any course with a backlog in a particular semester will have to appear in the next similar (Odd/Even) semester. The student has to clear backlog paper(s), if any by appearing only at subsequent/alternative end semester examinations within Seven (7) Years. [Ref: 14(i)]

(ii) There will be only one Special Supplementary Examination for the Regular(Not for Casual) Students of the Final Year Class who do not have any backlog of the previous year(s), that is to say, First, Second, Third, Fourth, Fifth and Sixth Semester examination but have failed to pass the theoretical paper(s) of 7<sup>th</sup> and / or 8<sup>th</sup> semester . Students declared ineligible to sit for the 7<sup>th</sup> and / or 8<sup>th</sup> semester will not be allowed to sit for the Special supplementary examination. A student who has not satisfactorily completed sessional paper(s) / Tutorial(s) / Practical Paper(s) in their final year will also be debarred from appearing at the Special Supplementary Examination.

17. Time allowed for examination on each Theoretical sit down examination for every course/paper for the Bachelor’s Degree examination is as follows

| Examination                           | Upto 50 marks | > 50 marks |
|---------------------------------------|---------------|------------|
| End-Semester Bachelor Degree subjects | 2 hours       | 3 hours    |

18. Examination pattern for Four Years Bachelor degree will be as follows:

(i) Major Subject (Theory) – (i) 70/80 marks paper at end-semester examination and 30/20 marks through continuous assessment respectively as per CBCS norms in Undergraduate programme, with effect from the academic session 2023-2024.

(ii) 35/40 marks paper at end-semester examination and 15/10 marks through continuous assessment respectively as per CBCS norms with effect from the academic session 2023-2024.

Laboratory/Practical/Sessional/ Tutorial – will be evaluated on the basis of continuous assessment comprising of test/s, tutorial/s, term paper/s, assignments, seminar presentation, VIVA-VOCE etc. evenly distributed over the entire period of study/activity in the respective semester through the modalities offered by the concerned course teacher (s) and the evaluation must be finalized by the date on which the teaching ends for that semester.

(iii) Summer Internship (SI)/Apprenticeship

Students will undergo internship in a firm, industry, organisations, or training in laboratories under faculty members and/or researchers at the University or outside, during the summer term as prescribed in the curriculum.

Internship may be provided with local industry, business organisations, health & allied areas, local self-governments, elected representatives, media organisations, artists, crafts etc. to the students to allow them to engage actively with the practical side of their learning, leading to improvement of their employability.

Period of Internship shall be of Eight (08) weeks.

Students are required to collect a Certificate of Completion of Internship from the provider and submit the same to the Department before final evaluation.

Final evaluation and assessment should be of interaction mode and done through a seminar presentation/Viva-Voce on his/her work by an expert committee constituting of the Internship Monitoring teacher, internship Guide and/or an expert along with Head of the Department being the Convener of the Committee.

(iv) Dissertation/Thesis:

Students shall undertake the Dissertation/Thesis under the supervision of at least one teacher of the Department. If necessary, there may be more than one supervisor from the department or any other department of the University.

Viva-voce in case of dissertation/thesis paper should be jointly conducted by the internal examiner(s) and at least one external examiner to be appointed from outside the University.

Checking of plagiarism is mandatory for Dissertation / Thesis. Submission of statutory certificate in this regard is mandatory in the prescribed format.

Dissertation Paper in the Final Year i.e 7<sup>th</sup> and 8<sup>th</sup> Semester may be completed by the student either in the department concerned or with collaborative effort from other department(s)/School(s)/Institute(s) within or outside the University. However, the assessment shall be mandatorily done by the respective department at the University.

Outcomes of project/dissertation may be published in peer-reviewed journals or may be presented in conference/seminars or may be patented.

19. (i) Students will be awarded grades for every paper as per the modality outlined in Regulation 24.

(ii) The amount of learning indicated by a credit value is based on an estimate using the idea of notional hours of learning per week. The number of notional hours of learning provides a rough guide to how long it will take a typical student, on average, to achieve the learning outcomes specified for the module or program. The estimate of notional hours of learning doesn't just include formal classes, but estimates the amount of time spent in preparation for these classes, along with self-learning and study, plus revision and the completion of course-work required on the module.

20. The university shall follow the relevant Rules for Transfer of Studentship as available and to be introduced by Competent Authorities from time to time that can allow a student to transfer credits which have already been awarded to the student.

21. A student may also be able to transfer credit(s) to and from any programme within the university /, or any institution with which the university has a formal agreement of mutual

credit transfer/ any UGC recognized Institution/Platform. Transfer of Credit(s) will necessarily follow the guidelines as outlined in the PART B Point No. 3 of the REGULATIONS OF MODALITIES OF EXAMINATIONS AND TRANSFER OF STUDENTSHIP.

22. The following procedure shall be followed at the Bachelor's degree examinations:

(i) In the Bachelor's degree theoretical examinations, question papers for each course will be normally set by the paper setter as per the decision of Board of Studies in that Discipline and the answer script will be normally evaluated by the examiners as per the decision of Board of Studies in that Discipline..

(ii) In the Bachelor's degree the practical/laboratory/any other sessional papers (like seminar/presentation/project or external training assessment/Summer Internship etc.) will be evaluated on the basis of a continuous assessment evenly distributed over the entire period of study/activity in the respective semester and the evaluation must be finalized by the date on which the teaching ends for that semester. The modalities of such assessment will be finalized and notified by the course teacher (s) and the respective Head of the department at the beginning of the semester with intimation to the Controller of Examinations.

23. COURSE DISTRIBUTION: FOUR YEAR UNDERGRADUATE PROGRAMME

**8-Semester Bachelor (Hons) programme under CHOICE BASED CREDIT SYSTEM in**

**B. A. / B. Sc. Honours with Research: 194 Credits (04 Years)**

The distribution of papers in the different under-graduate program will be as follows:

| SEM  | MAJOR COURSE (C)                       | ABILITY ENHANCEMENT COMPULSORY COURSE (AECC) | SKILL ENHANCEMENT COURSE (SEC) | VALUE ADDED COURSE (VAC)              | MINOR COURSE (MC)                               | MULTI DISCIPLINARY COURSE (MDC) |
|------|--|--|--------------------------------|---------------------------------------|---|---------------------------------|
| I    | C 1 (Major)                            | AECC - 1<br>English<br>Communication /MIL    |                                |                                       | MC-1  | MDC-1                           |
|      | C 2 (Major)                            |  |                                |                                       |   |                                 |
| II   | C 3 (Major)                            | AECC - 2<br>English<br>Communication/MIL     |                                |                                       | MC-2  | MDC-2                           |
|      | C 4 (Major)                            |  |                                |                                       |   | MDC-3                           |
| III  | C 5 (Major)                            |  | SEC -1 (Major)                 | VAC - 1<br>(Environmental<br>Science) | MC-3  |                                 |
|      | C 6 (Major)                            |  |                                |                                       |   |                                 |
| IV   | C 7 (Major)                            |  | SEC -2 (Major)                 | VAC - 2                               | MC-4  |                                 |
|      | C 8 (Major)                            |  |                                |                                       |   |                                 |
| V    | C 9 (Major)                            |  | Summer Internship              |                                       |   |                                 |
|      | C 10 (Major)                           |  |                                |                                       |   |                                 |
|      | C 11 (Major)                           |  |                                |                                       |   |                                 |
| VI   | C 12 (Major)                           |  |                                |                                       |   |                                 |
|      | C 13 (Major)                           |  |                                |                                       |   |                                 |
|      | C 14 (Major)                           |  |                                |                                       |   |                                 |
|      | C 15 (Major)                           |  |                                |                                       |   |                                 |
| VII  | C 16 (Major)                           |  |                                |                                       | MC-5<br>(Research<br>Methodology)               |                                 |
|      | C 17 (Major)                           |  |                                |                                       |   |                                 |
|      | C 18 (Major)                           |  |                                |                                       |   |                                 |
|      | C 19 (Major)<br>(Project/Dissertation) |  |                                |                                       |   |                                 |
| VIII | C 20 (Major)                           |  |                                |                                       | MC-6<br>(Research and<br>Publication<br>Ethics) |                                 |
|      | C 21 (Major)                           |  |                                |                                       |   |                                 |
|      | C 22 (Major)                           |  |                                |                                       |   |                                 |
|      | C 23 (Major)<br>(Project/Dissertation) |  |                                |                                       |   |                                 |

- Electives may be offered during V, VI, VII & VIII semester as per the academic need of the department.

**Paper wise credit distribution**

| Type of Course           | Credit per paper (If Practical involved with theory)  | Credit per paper (If Tutorial involved with theory)  |
|--------------------------|---|--|
| <b>MAJOR COURSE (C)</b>  | Theory: <b>4 credits</b><br>Practical : <b>2 Credits</b><br><br>Total credit per paper <b>6</b>     | Theory: <b>5 credits</b><br>Tutorial : <b>1 Credits</b><br><br>Total credit per paper <b>6</b>     |
| <b>MINOR COURSE (MC)</b> | Theory: <b>4 credits</b><br><br>Practical : <b>2 Credits</b><br><br>Total credit per paper <b>6</b> | Theory: <b>5 credits</b><br><br>Tutorial : <b>1 Credits</b><br><br>Total credit per paper <b>6</b> |

| Type of Course                                      | Credit per paper  |
|---|---|
| <b>ABILITY ENHANCEMENT COMPULSORY COURSE (AECC)</b> | Theory: <b>4 credits</b><br><br>Total credit per paper <b>4</b>                     |
| <b>SKILL ENHANCEMENT COURSE (SEC)</b>               | Theory: <b>4 credits and 5 credits</b><br><br>Total credit per paper <b>4 and 5</b> |
| <b>MULTI DISCIPLINARY COURSE (MDC)</b>              | Theory: <b>3 credits</b><br><br>Total credit per paper <b>3</b>                     |
| <b>VALUE ADDED COURSE (VAC)</b>                     | Theory: <b>3 credits</b><br><br>Total credit per paper <b>3</b>                     |
| <b>SUMMER INTERNSHIP</b>                            | Total credit per paper <b>4</b>   |

**For 7<sup>th</sup> and 8<sup>th</sup> Semester:**

| Type of Course                 | Credit per paper   |
|--------------------------------|--|
| <b>MAJOR</b>                   | Theory: <b>4 credits</b><br><br>Total credit per paper <b>4</b>            |
| <b>MINOR COURSE (MC)</b>       | Total credit per paper <b>4</b>  |
| <b>PROJECT or DISSERTATION</b> | Total credit per paper <b>4 or 8 *</b><br><br><b>*May be maximum of 12</b> |

**Total Course Credits is 194**

## 24. EVALUATION AND ASSESSMENT PATTERN

- (i) For Undergraduate programme under CBCS ( w.e.f. from 2023-2024 academic session)

For Bachelor Program Grade, SGPA & CGPA: Student shall be graded in each course on a 10 point scale. Based on marks obtained in aggregate for all the semesters for Bachelor course, in papers following grade and grade points shall be awarded. The pass mark for any individual paper is 40% of the total marks.

| Letter Grade      | Numerical Grade (Gi) | Percentage of Marks |
|-------------------|----------------------|---------------------|
| O (Outstanding)   | 10                   | 90 to <=100         |
| A+ (Excellent)    | 9                    | 80 to <90           |
| A (Very Good)     | 8                    | 70 to <80           |
| B+ (Good)         | 7                    | 60 to <70           |
| B (Above Average) | 6                    | 55 to <60           |
| C (Average)       | 5                    | 50 to <55           |
| P (Pass)          | 4                    | 40 to < 50          |
| F (Fail)          | 0                    |                     |
| Ab (Absent)       | 0                    |                     |

After publication of the results of each semester, Grade Card will be issued to each candidate which will contain the list of papers, the grades and the credit points obtained by the student along with SGPA in that semester. Course Code will be an alpha-numeric symbol that would signify the course, semester and the department. The Semester Grade Point Average SGPA is evaluated by the formula

$$SGPA = (C_i \times G_i) / \sum C_i$$

where  $C_i$  is the number of credit of a paper,  $G_i$  is the grade point.

On successful completion of the program, Cumulative Grade Point Average (CGPA) will be calculated as follows:

$$CGPA = \sum (C_j \times S_j) / \sum C_j$$

Where,  $S_j$  is the SGPA of individual semester,  $C_j$  is the total credit in the individual semester.

CGPA obtained for Major Courses (C) including SEC papers will be computed separately for ranking purpose.

- (ii) Results of the Semester / Backlog/ Special Supplementary Examination will be published provisionally by the Controller of Examinations on the basis of recommendation of the Departmental Examination Committee.
- (iii) Students who pass the examination in supplementary/ Special Supplementary examination will not be awarded any rank / award / medal or mark of distinction and will be not considered for any order of merit.
- (iv) Grade Card for a University Examination will be normally issued generally within 3 weeks from the date of publication of provisional results

## 25. AWARDING OF DEGREES

- i) Four Year **B.A/B.Sc. (Honours with Research) Degrees** shall be awarded to the students after successfully completing all the courses as per prescribed curriculum in four years programme within the validity of the Registration Period.

Students who opt to exit after 3-year UG programme will be awarded **UG Degree** in Major Discipline after successful completion of three years and satisfying the minimum credit requirement as given in table below.

However students who opt to exit after completion of the second year will be awarded **UG Diploma** if in addition they complete 4 credit of Summer Internship (SI). These students are to re-enter within a period of three years and complete the degree programme within maximum period of seven years.

While students who opt to exit after completion of the first year will be awarded **UG Certificate** if in addition they complete 4 credit of Summer Internship (SI). These students are to re-enter within a period of three years and complete the degree programme within maximum period of seven years.

### **MINIMUM CREDIT REQUIREMENT TO AWARD DEGREE UNDER EACH CATEGORY**

| S.No. | Broad Category of Course                        | 3-Year<br>UG Degree | 4-Year<br>UG Degree<br>(Honours with Research) |
|-------|---|---------------------|--|
| 1.    | Major Course (Core)                             | 90                  | 114  |
| 2.    | Minor Course (MC)                               | 24                  | 32   |
| 3.    | Multidisciplinary (MDC)                         | 09                  | 09   |
| 4.    | Ability Enhancement Compulsory<br>Course (AECC) | 08                  | 08   |
| 5.    | Skill Enhancement Course (SEC)                  | 09                  | 09   |
| 6.    | Value Added Course (VAC)                        | 06                  | 06   |
| 7.    | Summer Internship (SI)                          | 04                  | 04   |
| 8.    | Research Project/Dissertation                   | 00                  | 12   |
|       | Total   | 150                 | 194  |

- ii) 40% of credits in any category may be earned through online courses offered by any UGC recognized Institution/Platform approved by the Department and Institution as per the existing UGC regulations.

### **26. PROGRESSION RULES**

(i) Casual Studentship: Students who having failed to pass any semester after the publication of results for the eighth semester examination for the Bachelor's degree are detained, such candidates desirous of continuing their studies in the University are to apply to the Registrar for re-admission or for enrolment as casual student in the same class in which they had studied last within 30 days of the publication of the result of the relevant examinations. The Registrar shall obtain the opinion of the Head of the Department concerned. The Vice-Chancellor may, however, refuse permission to any student at her/his discretion. No student having any outstanding dues shall be eligible for casual studentship. No application for enrolment as casual student shall be entertained unless the outstanding dues have been paid. The grant of casual studentship to a student who has failed to qualify to sit for an examination may depend on the merit of his/her case.

(ii) Promotion rule for Four Year Undergraduate Programme under CBCS ( w.e.f. from 2023-2024 academic session):

There would be automatic progression at the end of Bachelor's Degree First Semester/Second Semester/Third Semester/Fourth Semester/Fifth Semester/Sixth Semester/Seventh Semester irrespective of the marks/SGPA obtained in the previous semester examination subject to the eligibility conditions as laid down in Regulation 9.1 for appearing at the examination being satisfied.

Students failing in one or more courses/papers of first, second, third, fourth, fifth and sixth semester examinations will be entitled to clear them during the regular semester examinations of courses to be held in succeeding years.

A student of any course with a backlog in a particular semester will have to appear in the next similar (Odd/Even) semester. The student has to clear backlog paper(s), if any by appearing only at subsequent/alternative end semester examinations within Seven (7) Years. [Subject to provisions of Regulation 14(i)].

A *special supplementary* final Bachelor's degree (seventh and eighth semester) Examination will be held tentatively one month after the publication of the 8th semester Examination results, subject to the fulfillment of Regulation 9.1 (ii) in the concerned semester of the final year.

Students failing to clear one or more papers in the special supplementary Final Examination will have the chance to clear them only in the regular semester examinations to be held in succeeding years.

27. Students who fail to pass the supplementary/ special supplementary will be required to take casual enrolment within thirty days from the date of publication of results of special supplementary examination. Ignorance in any case shall not be a valid reason for consideration of any prayer/ demand whatsoever.

## **SECTION: FOUR**

### **BOARD OF DISCIPLINE:**

#### **28. Misconduct / Malpractice in Examinations**

##### **(I) Preamble**

A report against a student can be recorded by the invigilator and Centre-in-Charge and sent to the Controller of Examinations (with a copy to Head of the Department) stating malpractice (constituting misconduct) if –

- (i) S/he is found to be in possession inside the examination hall of any book, or page of any book, or scribbling, or written note, or typed sheet, that may have a bearing on the subject in which s/he is appearing, irrespective of whether such book, or page of any book, or scribbling, or written note, or typed sheet is used or not, or
- (ii) S/he writes answer on another candidate's answer script or helps him/her in any other manner in writing answer on his/her own answer-script or helps him/her in any other manner in writing answer or tries to obtain from, or to render to, any other candidate or any other person inside or outside the examination hall, any help in any manner, or
- (iii) S/he leaves the examination hall without submitting answer-script, or
- (iv) S/he leaves the examination hall before one hour, taking with him answer-script, or carries from the examination hall the question paper during the hours of examination without submitting the answer script or gets possession of question papers outside the examination hall during the hours of examination or is not found in possession of complete question paper after its distribution in the examination hall or passes or tries to pass the question paper out of the examination hall or leaves the examination hall taking with him/her answer paper or loose sheet, or
- (v) S/he allows somebody else to write answers on his/her behalf during examination, or
- (vi) S/he leaves the examination hall without recording his/her attendance on the attendance roll, or
- (vii) S/he encloses currency note(s) with an answer-script or offers illegal gratification or inducements to the Invigilator(s) or other persons connected with the examination or, in anyway, tries to take illegal or unfair advantages, or
- (viii) S/he distorts his/her name, roll number or registration number in his/her answer-script, or

(ix)S/he is found to be in possession of any question paper or any other paper containing relevant answer or answers written on it, or

(x)S/he indulges in any kind of misbehaviour, or intimidates or attempts to assault, or intimidates an invigilator or any other person connected with the conduct of the examination either inside or outside the examination hall, or damages, or attempts to damage, articles or furniture, equipment, stationery or any other property or the venue or creates disturbances in the venue or refuses to comply with the instruction of the Invigilator regarding seating arrangements in the examination hall, or

(xi)Any page(s) of the written answer-script(s) of a candidate is/are found to have been replaced/torn/mutilated or found to contain handwriting different from that of the candidate, or

(xii)S/he attempts to violate any other provisions of these regulations, or

(xiii)If s/he discloses his/her identity in any manner other than that provided in the answer-scripts.

## II. Nature of Malpractice:

### (i) Category I:-

A. Writing erratic / irrelevant matters

B. Writing obscene language / sketches

C. Disclosing identity in any manner other than that provided in the answer-scripts and / or requesting for specific marks.

D. Leaving examination Hall without permission / not signing in the Attendance-sheet.

E. Possessing Printing / Handwritten Notes/ text-book / sizeable handwritten / printed text/digitally displayed text

F. Copying or helping in copying/ Group copying

### (ii) Category II:-

A. Attempting to bribe/writing letter hinting at illegal gratification.

B. Mutilating the answer book issued.

(iii) Category III:-

- A. Misbehaving / Threatening Examination Official or Other Examinees / Smuggling out Question paper.
- B. Receiving outside help.
- C. Assaulting Examination Official
- D. Smuggling in / out answer script or attempting to do so
- E. Tampering answer book issued and replacement of pages
- F. Impersonation or helping others to impersonate.

Note: The Centre-In-Charge shall use his/her discretion to record in respect of any other misconduct/malpractice that is not mentioned above.

III. Recommended Punishment:

- Category I – Cancellation of paper
- Category II – Cancellation of entire examinations of that semester
- Category III – Cancellation entire examinations of that semester with debarment from appearing in any examination for 1 or 2 years excluding the current examination OR Rustication from the University

IV .Steps to be followed for a student who is detected while indulging in malpractice.

(i)The answer script, together with supporting material used in the act of malpractice, if any, is to be seized by the invigilator / Centre-in-Charge. (ii)The student should be asked to sign the same before the invigilator or Centre-in-Charge concerned. No verbal argument etc. shall be entered into. (iii)A fresh answer script is to be issued to the student after writing on the first inside page the time of issuance of the said answer script by the invigilator. The student shall be allowed to continue with the examination. (iv)The first and second answer scripts, along with the unfair practice report duly signed by invigilator & Centre-in-Charge and the offending materials seized (if any) in the centre, be packed in a sealed envelope and conveyed to the Controller of Examinations separately.

#### V .Board of Discipline:

(i) There shall be a Board of the University concerned with discipline of students in the matters pertaining to Examinations, called the Board of Discipline. All cases of breaches of discipline in connection with the Presidency University Examinations shall forthwith be reported with relevant documents and details to the Board of Discipline. The functions and responsibilities of the Board of Discipline shall be such as the Vice-Chancellor may, from time to time, determine. All decisions of the Board shall be taken at a meeting of the Board and the decision of the Board is final.

#### (ii).Composition of the Board of Discipline:

The Board of Discipline shall consist of the following members:

- (a)The Vice-Chancellor-Chairperson
- (b)Registrar, Ex-officio, Member
- (c)Four Heads of the Departments nominated by the Vice Chancellor.
- (d)The Controller of Examinations, Ex-officio, Member Secretary

A nominated member of the Board of Discipline shall hold office for a term of two years: Provided that, if any such member ceases to hold office by virtue of which s/he was nominated, s/he shall cease to be such a member. Four members of the Board shall be a quorum.

#### (iii). Meeting of the Board of discipline:

Meetings of the Board of Discipline shall be convened by the Member Secretary of the Board on such dates and as such times and places as may be fixed by the Chairman and at least three days notice shall be given of a meeting of the Board. The Member Secretary of the Board shall keep a record of the proceedings of the meeting of the Board.

#### (iv). Functions and responsibilities of the Board of Discipline:

The functions and responsibilities of the Board of Discipline shall be such as may be determined by the Vice-Chancellor.

All cases of breaches of discipline in connection with the University Examination shall forthwith be reported with relevant documents to the Member Secretary of the Board of Discipline & Controller of Examinations by the Centre-In-Charge at the examination centres.

On receipt of reports of cases of breaches of discipline, the Member Secretary of the Board shall inform the student concerned (through the concerned Head of the Department) regarding the charges against him/her and ask him/her to appear before the Board and furnish an explanation, verbally or in writing, with regard to the charge made against him/her. The student shall also be informed that in case s/he fails to appear before the Board and explain his/her conduct on the date fixed for the purpose, his/her case may be decided ex parte without further reference to him/her.

If the Board holds that the charges referred to in the above paragraph have been proved, it may recommend cancellation of the examination of the candidate concerned, or his/her debarment from appearing at a University Examination for such period as it may deem fit, or both.

All matters to be decided by the Board of Discipline shall be decided at a meeting of the Board.

All students against whom disciplinary measures have been recommended shall be intimated about the punishment imposed on them by the Member Secretary (through Head of the Department).

## **SECTION: FIVE**

### **REMOVAL OF DIFFICULTIES**

29. If on account of any lacuna or omission in the provision of this rule and regulation, or for any other reason whatsoever, any difficulty arises the decision of the Vice-Chancellor shall be the final.