

STUDENTS HANDBOOK




PRESIDENCY UNIVERSITY
KOLKATA



Presidency University, Kolkata

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 <p>PRESIDENCY UNIVERSITY KOLKATA</p>	<p style="text-align: center;">Presidency University Hindoo College (1817-1855), Presidency College (1855-2010) 86/1, College Street, Kolkata – 700 073, Phone: (033) 2241 1960, Fax: (033) 2241 2738</p>
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1. About COE Section

The office of the Controller of Examinations is looking after all Operations and Administrative Activities related to Examinations of this university. The Undergraduate and Postgraduate semester examinations along with PhD coursework examinations of Presidency University are conducted by the office headed by the Controller of Examinations. This office is situated in the second floor of the Main Heritage building of the Presidency University (erstwhile Presidency College) and another office is situated in the second floor at Rajarhat Campus, equipped with IT enabled facility, it is committed towards the development of an International Standard Secured Examination Processing System to cater the global changes in the assessment system of the academic parameters.

The major administrative responsibilities of the Controller of Examinations include the following:

- 1. Planning of Examination related Semester wise Activity Calendar. Issue of all type of notification/circular etc. related to examination and preparation of detailed schedule of Examinations.
- 2. Computerized generation of various appointment letters related to examinations under the signature of the Controller of Examinations.
- 3. Planning of meeting of Departmental Examination Committee for the purpose of Moderation. Arrangement of printing of all Question papers and sending the same to the examination venue in sealed envelopes.
- 4. Computerized processing of application forms and issue admit cards to the eligible candidates.
- 5. Make such other arrangements as may be required for smooth conduct of examinations.
- 6. Compilation of marks received from the departments in a computerized system to prepare the Tabulation Rolls and to publish the results.
- 7. Issue mark sheets to the candidates after publication of result.
- 8. Arrange for re-examination/review of answer scripts and revised mark sheet.
- 9. Prepare Degree Certificates for endorsement by the Vice Chancellor & to prepare Merit Certificates for

issuance during University Convocation.

- 10. Issue such other certificates (Academic Transcripts, Provisional Certificates etc.) as may be required from time to time to the candidates against requisite fees.

2. Examination patterns and extant rules and regulations

❖ 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.

(b) Students who join Presidency University from outside, as a collaborative student, under student's 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, Evaluation and Assessments Pattern 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 come 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. (a) 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.

(b) 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. (a) 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.

(b) 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 5th and / or 6th semester. Students declared ineligible to sit for the 5th and / or 6th 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
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End-Semester Bachelor Degree subjects/ Master Degree subjects	2 hours	3 hours
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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.)

➤ **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.

B. EVALUATION AND ASSESSMENT PATTERN

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

The Semester Grade Point Average (SGPA) is computed from the grades as a measure of the student's performance in a given semester. The SGPA is based on the grades of the current term, while the Cumulative GPA (CGPA) is based on the grades in all courses taken after joining the programme of study.

Letter Grade	Numerical Grade (G_i)	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	

When students take audit courses, they may be given pass (P) or fail (F) grade without any credits.

Computation of SGPA and CGPA

The UGC recommends the following procedure to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

(a) The SGPA is the ratio of the sum of the product of the number of credits with the grade points scored

by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e. $SGPA (S_i) = \sum(C_i \times G_i) / \sum C_i$ Where C_i is the number of credits of the i^{th} course and G_i is the grade point scored by the student in the i^{th} course.

(b) The Cumulative Grade Point Average (CGPA) is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e. $CGPA = \sum(C_i \times S_i) / \sum C_i$ where S_i is the SGPA of the i^{th} semester and C_i is the total number of credits in that semester.

(ii) For **Three Years 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_i)	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:

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

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:

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

(iii) 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		
Percentage of Marks	Grade (G_i)	Grade Point
90 and above	A^{++}	10
80 to 89	A^+	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^{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^{th} semester, m_i denotes the numerical value of the grade obtained

in the i^{th} course of the semester, c_i denotes the number of credit for the i^{th} course of the semester.

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

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

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) The grading pattern for the **PhD coursework examination** will be as follows:

Classification of Grades		
Percentage of Marks	Grade (G_i)	Grade Point
90 to ≤ 100	O	10
80 to <90	A+	9
70 to <80	A	
60 to <70	B+	7
55 to <60	B	6
<55	F	0
	Ab (Absent)	0

The computational formula of SGPA and CGPA however remains same as outlined in (iii) above.

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

(vi) 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.

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

C. 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) Promotion rule for Undergraduate courses under CBCS (w.e.f. from 2018-2019 academic session) There would be automatic progression at the end of Bachelors 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.

- 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).
- 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.
- 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.
- 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.

❖ Misconduct / Malpractice

➤ 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.

❖ Nature of Malpractice

➤ 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

➤ Category II:-

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

➤ 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.

❖ 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

New Examinations Rules and Regulations applicable for the four years UG programme, have already been introduced at the University of which details are available at

<https://coe.presiuniv.ac.in/coepresi/exam/EXAMINATION%20RULES%20AND%20REGULATIONS%20OF%2>

3. The fee schedule of student related services and their website links

❖ Examination Fees

For UG Course:	Rs.
1. For All B.A Students	200/-
2. For All Science Students except Mathematics & Economics	325/-
3. For Mathematics & Economics	250/-
4. Fees for Backlog Paper	100/- (per paper)
5. Late Fine (Regular / Backlog)	500/-
6. Review Fee	100/- (per paper)
For PG Course:	Rs.
1. For All M.A Students	300/-
2. For All M.Sc. Students	375/-
3. Fees for Backlog Paper	100/- (per paper)
4. Late Fine (Regular / Backlog)	500/-
5. Review Fee	100/- (per paper)

Convocation/In absentia Fees:	600/-
Fees for Academic Transcript:	Minimum Fee Rs.900/- for three (3) copies; beyond that Rs.300/- per copy
Fees for Duplicate Grade Card:	400/-
Fees for Duplicate Certificates:	400/-
Fees for Self Inspection of Answer Script:	500/-
Fees for Duplicate Rank Certificate:	400/-
Coursework and Assessment Fee for PhD Students	5000/- (One time)

❖ FEES IN RESPECT OF A FOREIGN STUDENT PURSUING ANY COURSE (EXCEPT Ph.D. COURSE):

Particular	US Dollar (\$)
1. Examination Fee	100/- (per semester)

❖ **FEES IN RESPECT OF VERIFICATION OF GRADE CARDS & DEGREE CERTIFICATE BY GOVERNMENT ORGANIZATIONS:**

Nil

❖ **FEES IN RESPECT OF VERIFICATION OF GRADE CARDS & DEGREE CERTIFICATE BY NON-GOVERNMENT ORGANIZATIONS:**

Rs.3500/- per document verified subject to a minimum of Rs.7000/- in total for each candidate + GST (Rs. 8260 only)

The Academic Verification Charge comes under the purview of GST at the rate of 18%.

It would also be required of you to provide the official address of your concern as well as the GST Registration number in order to enable the University to prepare and provide a Tax Invoice.

❖ **PAYMENT METHOD**

Payment Method	
Examination Fee	SBI COLLECT https://www.onlinesbi.sbi/sbicollect/icollecthome.htm
Coursework and Assessment Fee for PhD Students	
Convocation/In absentia Fees	University Bank Account (Online Payment only) A/C NAME: PRESIDENCY UNIVERSITY A/C NUMBER: 35057908697 BANK NAME: STATE BANK OF INDIA BRANCH NAME: CALCUTTA UNIVERSITY BRANCH IFSC CODE: SBIN0007766
Academic Transcript	
Duplicate Grade Card	
Duplicate Certificates	
Self-Inspection of Answer Script	
Duplicate Rank Certificate	
Academic Record Verification	University Bank Account (Online Payment only) Presidency University Fund Name- SGF-II Bank name- State bank of India A/c Type- Savings A/c No.- 35057908697 Branch- Calcutta University A/c Name- Presidency University IFS Code- SBIN0007766

4. Formalities for obtaining Academic Transcript and other deliverable from the office of the Controller of Examinations

❖ Academic Transcript

Academic Transcript issued by the university is a consolidated official record of a candidate throughout a programme consisting of complete events of enrolment comprising each of the subjects and papers studied in every semester, the credit value of each paper and the score or grades obtained in each along with the medium of instruction and date of publication of the final result.

For detail guidelines and application procedure in order to obtain Academic Transcript/s, students may visit the following link

<https://coe.presiuniv.ac.in/coepresi/exam/transcript.php>

❖ Duplicate Grade Card/s

Duplicate Grade Card/s is/are issued by the university to the candidate on application through the prescribed filled in format with payment of fees along with the report stating loss of Grade Card/s, acknowledged by the Police Station (General Diary) for which the application is made.

For detail guidelines and application procedure in order to obtain Duplicate Grade Card/s, students may visit the following link

<https://coe.presiuniv.ac.in/coepresi/exam/forms/duplicategrdcrd.php>

❖ Duplicate Degree Certificate/s

Duplicate Degree Certificate/s issued by the university to the candidate on application through the prescribed filled in format with payment of fees along with the report stating loss of Degree Certificate/s, acknowledged by the Police Station (General Diary) for which the application is made.

For detail guidelines and application procedure in order to obtain Duplicate Degree Certificate/s, students may visit the following link

<https://coe.presiuniv.ac.in/coepresi/exam/forms/duplicatedegreecert.php>

❖ **Degree Certificate/s in absentia**

In case a candidate is absent to collect his/her Degree Certificate/s at the convocation, he/she may collect it letter on from the office of the Controller of Examinations on application in prescribed format with submission of requisite fees.

For detail guidelines and application procedure in order to obtain Degree Certificate/s in absentia, students may visit the following link

<https://coe.presiuniv.ac.in/coepresi/exam/forms/degrecertinebsentia.php>

❖ **Other Certificate/s**

For others Certificate/s such as Medium of Instruction / Medium of Examination Certificate, Course Completion Certificate, Grade Conversion Certificate etc. students may apply directly to the Controller of Examinations at sb.coe@presiuniv.ac.in.

➤ **Further students are notified with provision of additional designated link/s for Course Registration/ Creating ABC ID/ filling up Examination Form/ payment of Examination Fees/ obtaining results of examinations/ for completing PPR formalities/ obtaining Provisional Grade Card/ Provisional Pass Certificate etc. from time to time through our official University website.**

A student may also email or visit the Office of the Controller of Examinations in case of further query or in case they require information related to special cases for better understanding.

5. Convocation and award of Degrees

Presidency University held its first annual Convocation Ceremony on **22nd August 2013**. The ceremony was presided over by His Excellency Shri M.K. Narayanan, the Governor of West Bengal and the Chancellor of the University. Mr Sam Pitroda, advisor to the Prime Minister on Public Informations Infrastructure and Innovations addressed the convocation as the guest-in-chief and Mr Bratya Basu, the Hon'ble Minister-in-charge of Higher Education and School Education in West Bengal was the guest of honour. Speaking about the glory of Presidency as a leading academic institution in Indian history, the Chancellor declared that 'If India hopes to become one of the leading scientific hubs we will need to superbly shape our science education to attain this objective. I am certain that Presidency University will be able to produce the desired level of quality science education and help create a new generation of outstanding scientists who can then take on the world.' He also expressed great hopes in the Humanities initiatives in the university. Mr Pitroda expressed the need for thinking out-of-the-box and restructuring education and described technology as a key driver for achieving this.

Over 340 students received their degrees at the annual convocation. Eminent alumni, historian Professor Ranajit Guha and chemist Professor Mihir Chowdhury received D.Litt and D.Sc degrees, Honoris Causa, at the ceremony. The ceremony was attended by a host of dignitaries and eminent alumni, including members of the Presidency Mentor Group. The Hon'ble Vice Chancellor, congratulated the students on their success and on their being part of this historic occasion for Presidency University

For more details, students may visit the following link

<https://www.presiuniv.ac.in/web/sixthconvocation.php>

6. Curricular structures of the running courses

COURSE DISTRIBUTION: UNDER GRADUATE 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/MIL 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)
CORE COURSE (CC)	Theory: 4 credits Practical : 2 Credits Total credit per paper 6	Theory: 5 credits Tutorial : 1 Credits Total credit per paper 6
DISCIPLINE SPECIFIC ELECTIVE (DSE)	Theory: 4 credits Practical : 2 Credits Total credit per paper 6	Theory: 5 credits Tutorial : 1 Credits Total credit per paper 6
GENERIC ELECTIVE (GE)	Theory: 4 credits Practical : 2 Credits Total credit per paper 6	Theory: 5 credits Tutorial : 1 Credits Total credit per paper 6

Type of Course	Credit per paper
ABILITY ENHANCEMENT COMPULSORY COURSE (AECC)	Theory: 4 credits Total credit per paper 4
SKILL ENHANCEMENT COURSE (SEC)	Theory: 4 credits Total credit per paper 4

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

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

B. A. / B. Sc. Honours with Research: 194 Credits (04 Years) (w.e.f. 2023-2024 academic session)

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 English Communication /MIL			MC-1	MDC-1
	C 2 (Major)					
II	C 3 (Major)	AECC - 2 English Communication/MIL			MC-2	MDC-2
	C 4 (Major)					MDC-3
III	C 5 (Major)		SEC -1 (Major)	VAC - 1 (Environmental 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 (Research Methodology)	
	C 17 (Major)					
	C 18 (Major)					
	C 19 (Major)					
	(Project/Dissertation)					
VIII	C 20 (Major)				MC-6 (Research and Publication Ethics)	
	C 21 (Major)					
	C 22 (Major)					
	C 23 (Major) (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)
MAJOR COURSE (C)	Theory: 4 credits Practical : 2 Credits Total credit per paper 6	Theory: 5 credits Tutorial : 1 Credits Total credit per paper 6
MINOR COURSE (MC)	Theory: 4 credits Practical : 2 Credits Total credit per paper 6	Theory: 5 credits Tutorial : 1 Credits Total credit per paper 6

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

For 7th and 8th Semester:

Type of Course	Credit per paper
MAJOR	Theory: 4 credits Total credit per paper 4
MINOR COURSE (MC)	Total credit per paper 4
PROJECT or DISSERTATION	Total credit per paper 4 or 8 * *May be maximum of 12

COURSE DISTRIBUTION: POST GRADUATE PROGRAMME

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

(i) Master of Arts

Course structure for 4 Semester Post-graduate (Arts) Studies 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

7. Academic Calendar

Academic Activity Calendar for the Session 2023-2024

	ODD SEMESTER		EVEN SEMESTER	
	UG (SEM III / SEM V) & PG (SEM III)		UG (SEM IV / SEM VI) & PG (SEM IV)	
COMMENCEMENT	01 st JULY 2023		02 ND JANUARY 2024	
ACADEMIC ACTIVITY	01 st JULY 2023	30 TH NOVEMBER 2023	02 ND JANUARY 2024	30 TH APRIL 2024
END SEMESTER EXAMINATIONS	07 th DECEMBER 2023	18 TH DECEMBER 2023	09 TH MAY 2024	22 ND MAY 2024
RESULT PUBLICATION	TENTATIVELY		TENTATIVELY	
	WITHIN 1 st WEEK OF JANUARY 2024		WITHIN SECOND WEEK OF JUNE 2024	
	UG & PG (SEM I)		UG & PG (SEM II)	
COMMENCEMENT	The academic activities will commence within a suitable time, after completion of admission		22 ND JANUARY 2024	08 TH MAY 2024
ACADEMIC ACTIVITY	The academic activities will commence within a suitable time, after completion of admission	29 TH DECEMBER * 2023	22 ND JANUARY 2024	08 TH MAY 2024
END SEMESTER EXAMINATIONS	05 th JANUARY 2024 *	17 TH JANUARY * 2024	15 TH MAY 2024	31 ST MAY 2024
RESULT PUBLICATION	TENTATIVELY		TENTATIVELY	
	WITHIN LAST WEEK OF JANUARY 2024		WITHIN SECOND WEEK OF JUNE 2024	

* May change based on commencement of Academic Activity.

Students can view academic calendar for the current/previous academic sessions available at our official website.

Website link: https://www.presiuniv.ac.in/web/calendar_academic.php

8. Digilocker Facilities

Degree Certificates of students (UG & PG) who have passed during the Academic Year from 2013 to 2023, have been presented through NAD Digilocker platform. Students may download their Degree Certificates by registering themselves as student at the NAD Digilocker platform. The electronic records uploaded and available on the NAD Digilocker platform are valid documents as per the Information and Technology Act 2000. The same records are accepted as valid documents through all Academic Institutions across the country as per UGC's direction.

Website link: <https://nad.digilocker.gov.in/>

As per National Education Policy 2020, the Academic Bank of Credits (ABC) has been envisaged to facilitate the academic mobility of students with the freedom to study across the Higher Education Institutions in the country with an appropriate “credit transfer” mechanism from one programme to another, leading to attain a Degree/ Diploma/PG-diploma, etc.

In this regard, all the students of this University admitted during and after 2022-2023 academic session are mandatorily required to register themselves on Academic Bank of Credits (ABC) through the website www.abc.gov.in.

Useful video tutorial for creating ABC ID:

1. <https://youtu.be/9AQYf9wSHXg>
2. <https://youtu.be/tDSNKZWXs7E>
3. https://youtu.be/X_JXB1U09ZY
4. <https://youtu.be/bvR8vgEalz8>

9. Name, phone number (Official) and email of nodal person(s)

Name :	Dr. Surajit Bhattacharyya
Designation :	Controller of Examinations, Presidency University, Kolkata
Contact Details :	Contact Number:(033)-40529978
E-Mail ID :	Email: sb.coe@presiuniv.ac.in
Web Site :	www.presiuniv.ac.in



Name :	Mr. Khwaja Moinul Haque
Designation :	Assistant Controller of Examinations, Presidency University, Kolkata
Contact Details :	Contact Number:(033)-40529978
E-Mail ID :	Email: asst.coe@presiuniv.ac.in
Web Site :	www.presiuniv.ac.in

Name :	Dr. Ajoy Mandal
Designation :	Assistant Controller of Examinations (2 nd Campus) Presidency University, Kolkata
Contact Details :	Contact Number:(033)-40529978
E-Mail ID :	Email: asst.coe_camp2@presiuniv.ac.in
Web Site :	www.presiuniv.ac.in

10. Student grievance redressal mechanism

Examination Regulations provide an opportunity for redressal of grievance of students regarding examinations, through a mechanism of Post Publication Review (PPR). (details regarding PPR is already given at page no 6)

- Students or their guardians can visit the office of the Controller of Examinations during working hours and clear their doubts, resolve issues.
- Student or their guardians can email to the Assistant Controller of Examinations (both main campus and second campus) and raise their queries, resolve their issues.
- Student or their guardians can also directly email to the Controller of Examinations at sb.coe@presiuniv.ac.in for any kind of important issues, queries, complaints or any unsatisfactory situations.

 <p>PRESIDENCY UNIVERSITY KOLKATA</p>	<p>Presidency University Hindoo College (1817-1855), Presidency College (1855-2010) 86/1, College Street, Kolkata – 700 073, Phone: (033) 2241 1960, Fax: (033) 2241 2738 Website: www.presiuniv.ac.in</p>	
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