

UNIVERSITY REGULATIONS RELATING TO ALL DIPLOMA/UNDERGRADUATE/
POSTGRADUATE PROGRAMME OF STUDIES AND EXAMINATIONS TO BE
EFFECTIVE FROM THE ACADEMIC SESSION 2021 – 2022 AND ONWARDS UNDER
THE CHOICE BASED CREDIT SYSTEM (CBCS).

[The Draft Regulations, prepared by the Examination Cell under the guidance and supervision of Prof. (Dr.) Shorosimohan Dan, Chief Patron, Swami Vivekananda University. Accepted by the Academic Council of SVU in its meeting held on, vide item no..... and recommended to place the same before the executive council for its approval]

In exercise of the powers conferred upon it by **SECTION 3 OF SWAMI VIVEKANANDA UNIVERSITY (SVU) ACT, 2019 (WEST BENGAL ACT XV OF 2019)** and by following the latest guidelines of the UGC, the Executive Council of SVU in its meeting held on vide item no. approved the following Regulations namely :

“ UNIVERSITY REGULATIONS RELATING TO ALL DIPLOMA/ UNDERGRADUATE/
POSTGRADUATE PROGRAMME OF STUDIES AND EXAMINATIONS UNDER THE
CHOICE BASED CREDIT SYSTEM(CBCS)”

THESE REGULATIONS SHALL COME INTO FORCE FROM THE ACADEMIC
SESSION 2021 – 2022 and onwards.

U.Reg. 1 : APPLICATION , DEGREE OFFERS AND PROGRAMME LIST :

1.1 These Regulations shall apply to all examinations of the University

1.2 There shall be the following Programmes of studies (DIPLOMA/ UNDERGRADUATE / POST GRADUATE) leading to award of DEGREES after successful completion of each programme :

Course	School
Bachelor of Arts in English (Hons.)	School of Humanities & Social Sciences
Bachelor of Arts in Journalism & Mass Communication	School of Humanities & Social Sciences
Bachelor of Business Administration (Hons.)	School of Management
Bachelor of Business Administration (Agri-Business Management) (Hons.)	School of Management
Bachelor of Science in Medical Laboratory Technology	School of Allied Health Sciences
Bachelor of Science in Medical Radiology & Imaging Technology	School of Allied Health Sciences
Bachelor of Science in Advanced Networking & Cyber Security (Hons.)	School of Computer Sciences
Bachelor of Science in Agriculture (Hons.)	School of Agriculture
Bachelor of Science in Biotechnology (Hons.)	School of Life Sciences
Bachelor of Science in Clinical Nutrition & Dietetics (Hons.)	School of Allied Health Sciences
Bachelor of Science In Microbiology (Hons.)	School of Life Sciences
Bachelor of Science in Psychology (Hons.)	School of Allied Health Sciences
Bachelor of Technology in Agriculture	School of Agriculture
Bachelor of Technology in Civil Engineering	School of Engineering
Bachelor of Technology in Computer Science & Engineering	School of Engineering
Bachelor of Technology in Data Science	School of Engineering
Bachelor of Technology in Electrical Engineering	School of Engineering
Bachelor of Technology in Electronics & Communication Engineering	School of Engineering
Bachelor of Technology in Mechanical Engineering	School of Engineering
Bachelor in Hospital Management	School of Management
Bachelor of Computer Application	School of Computer Sciences
Bachelor of Optometry	School of Allied Health Sciences
Bachelor of Physiotherapy	School of Allied Health Sciences
Diploma in Civil Engineering	School of Engineering
Diploma in Computer Science & Technology	School of Engineering
Diploma in Electrical Engineering	School of Engineering
Diploma in Mechanical Engineering	School of Engineering
Master of Arts in Journalism & Mass Communication	School of Humanities & Social Sciences
Master of Business Administration	School of Management
Master of Business Administration (Agri-Business Management)	School of Management

Master of Science in Applied Psychology	School of Allied Health Sciences
Master of Science in Biotechnology	School of Life Sciences
Master of Science in Data Science	School of Computer Sciences
Master of Science in Food & Nutrition	School of Allied Health Sciences
Master of Science In Microbiology	School of Life Sciences
Master of Technology in Civil Engineering	School of Engineering
Master of Technology in Computer Science & Engineering	School of Engineering
Master of Technology in Electronics & Communication Engineering	School of Engineering
Master of Technology in Electrical Engineering	School of Engineering
Master of Technology in Mechanical Engineering	School of Engineering
Master in Hospital Administration	School of Management
Master of Computer Application	School of Computer Sciences
Master of Science in Advanced Networking & Cyber Security	School of Computer Sciences
Bachelor of Public Health Administration	School of Allied Health Sciences
Bachelor of Commerce	School of Commerce

U.Reg. 2 : DEFINITIONS :

2.1 **Academic Year** : “Academic Year “ means the period commencing from 1st day of July and ending on 30th June of the following year. Two consecutive semesters,(i.e.,one ODD and one EVEN semesters) constitute one Academic Year.

2.2 “ **Academic Session**” means academic year from July to June of the following year.

2.3 “**Semester**” means a period of six(6) months,i.e., July to December and January to June of each academic session.Each semester will consist of approximately 18 weeks of academic work equivalent to 90 actual teaching days.

The ODD SEMESTER may be scheduled from July to December and EVEN SEMESTER from January to June of each academic session.

2.4 **Choice Based Credit System(CBCS)** : The CBCS provides choice to students for selection of courses from the prescribed (i.e., Core,Elective,Ability and Skill Enhancement, Discipline Specific Elective Courses etc.)

A course which should compulsorily be studied by a student as a core requirement in the mother department is termed as CORE COURSE.Of the Elective Courses, a student would opt for two types of electives.An Elective Course that a student would choose from a pool of courses from the main discipline/subject of study can be designated as Major Elective/Discipline Specific Elective. An Elective Course the student may choose from a pool of courses from other departments and may be designated as Generic Elective/Interdisciplinary Elective.

2.5 **Credit Based Semester System(CBSS)**: Under CBSS ,the requirement for awarding a Degree, Diploma or Certificate is prescribed In terms of number of credits to be obtained by the students.

2.6 **Programme** : An educational programme leading to award of Degree,Diploma or Certificate.

2.7 **Course** : Course, means a component of a programme and traditionally known as ‘paper’ may have the components associated with the teaching learning process of the course, namely lectures/ Tutorial / Practical /Field Work/Project Work/Vocational Training/Viva-voce/Seminar/Term Paper/ Assignment/Presentation/Self-study OR a combination of some of these. All courses need not carry the same weight.

2.8 **Credit** : A unit by which the weight of a course work is measured. It determines the number of hours of instruction required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work/field work per week in a semester.

2.9 **Grade Point** : It is a numerical weight allotted to each letter Grade on an 10-point scale.

2.10 **Letter Grade**: It is an index of the performance of students in a said course/programme. Grades are denoted by letters : **O, E, A, B, C, D, F, and I.**

2.11 **Credit Points** : It is the product of Grade Point and number of Credits for a course.

2.12 **Semester Grade Point Average(SGPA)** : It is a measure of performance of work done in a semester.It is the ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during the relevant semester. It shall be computed and expressed upto two(2) decimal places.

2.13 **Cumulative Grade Point Average (CGPA)**: It is a measure of overall cumulative performance of a student over all the semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters. It is expressed upto two(2) decimal places.

2.14 **Yearly Grade Point Average(YGPA)** : Yearly Grade Point Average (GPA) is calculated by dividing the total amount of grade points earned by the total amount of credit hours attempted.

2.15 **Overall Grade Point Average (OGPA)** [Applicable only for B. Sc. (H) Agriculture & B. Tech in Agricultural Engineering]: (vide Annexure 1)

2.16 **“Grade Card”** means a certificate issued to each candidate generally containing course type, course code, course title, grade, credit values and grade points along with SGPA of the particular Semester/ CGPA/ OGPA of the programme.

2.17 **Fees**: Course Fees (for each semester), Registration fees, Examination fees, and all other fees’ as to be prescribed by the University from time to time , will be fixed by the appropriate authority of the University and must have to be cleared by the students within the prescribed time, otherwise admission into the programme will be treated as cancelled.

2.18 **“Enroll”** means enrollment of a student for appearing at end- semester examinations.

U.Reg. 3 : EXAMINATIONS RELATED GENERAL RULES AND REGULATIONS :

3.1 Each course of Diploma, UG and PG programmes consists of theory papers, practical papers and sessional work. The sessional work may comprise of any one OR more of the following :

- Minor Project,
- Major Project,
- Industrial Training,
- Grand Viva,
- Seminar etc.

3.2 Each student shall have to register his/her name as a student of the University as per norms in this regard and enrol himself/herself before appearing at each end-Semester Examination.

No marksheets will be issued to the students having no registration certificate/ card of this University, and in such cases, the result will be treated as cancelled.

3.3 Examinations will be conducted on the basis of the syllabi to be framed by the Board of Studies concerned and duly approved by the appropriate authorities of the University from time to time.

3.4 At the end of each semester there shall be an end-semester examination as per the notification(s) issued by the office of the Controller of Examinations about one month prior to commencement of the examinations.

3.5 Generally, the ODD Semester Examinations shall be held in the month of December and EVEN Semester Examinations shall be held in the month of June of the year.

However, schedule of examinations may change whenever notified by the Controller of Examinations with the approval of the Vice-Chancellor/appropriate authority.

3.6 a) Each student has to submit duly filled in Examination Form offline(and if necessary online) mode along with requisite examination and allied fees as may be prescribed by the University from time to time for each semester in due time as per notifications issued by the office of the Controller of Examinations , failing which the student shall not be allowed to sit for the examinations. However, in some special cases,relaxation may be made by the competent authority as per the merit of the case. Admit card required for the examination will be available only after submission of examination form and requisite fees.

b) Before filling of Examination form, the candidates must have to clear their Semester course fees and all other allied fees (if any) to the University in prescribed manner, failing which his/ her examination form/ appearance may be treated as cancelled.

c) Furthermore, submission of course fees, registration fees does not mean submission of Examination fees and Examination forms. Without submission of Examination fees and forms within the prescribed time as per notification issued by the office of the Controller of Examinations, claim of appearance in the Examination concerned will not be considered.

d) A candidate who fails to qualify/pass the semester examinations or to appear at an examination or to fulfil the criteria for receipt of Admit Card shall not be entitled to claim refund of submitted fees.

3.7 75% attendance (cumulative attendance of classes) is required in each semester to appear at the external end-semester examinations. A regular student attending less than 75% and more than 40% of the classes held (cumulative attendance of classes) in a semester may be declared as ‘**non-collegiate**’ and he/she may be allowed to appear at the examination concerned on valid reason after obtaining permission from the Registrar with the approval of the Vice-Chancellor as a very special case. However, he/she have to pay the requisite non-collegiate fees as to be decided by the University from time to time. A regular student attending less than 40% of the classes held (cumulative attendance of classes) in a semester will not be allowed to appear at the Examination concerned.

3.8 Students will be allowed to continue classes in the next semester pending publication of Semester results. Subject to fulfilment of the conditions stipulated, a student who, after prosecuting a regular programme of studies, does not register himself/herself for it or fails to appear at the examination, or appears at but fails to secure the minimum qualifying grade point and credit, as stipulated in any end semester examinations may be permitted to continue studies in the next semester as well as to appear at his/her due end-semester examinations within the prescribed period and chances, if otherwise eligible.

3.9 **Backlog Examinations** : If any candidate fails to attend and/or fails to secure pass marks in end-semester examinations of any paper/course at the semester, then the paper(s)/course(s) will be treated as “backlog paper(s)/course(s)”. Candidate shall appear his/her backlog paper(s) with the normal end- semester examinations in respective ODD / EVEN semester examination, during the tenure of the programme as envisaged in U.Reg. 4 . Such candidates have to submit backlog Examination form along with the requisite fees as and when notification in this regard will be issued by the office of the Controller of Examinations.

3.10 Candidate shall appear/reappear his/her backlog paper(s)/course(s) with the normal end-semester examinations within the prescribed periods/chances as in U.Reg. 4 for clearing the paper(s)/course(s) of the programme, failing to which may lead to cancellation of admission.

A candidate shall get a maximum of three consecutive chances including the original one to qualify the backlog paper(s)/course(s) in a semester within the prescribed period as in U.Reg.4, as applicable ,calculated from the year of admission to the programme.

The chance not availed of by the candidate shall be deemed to have lapsed.

3.11 **Special Supplementary Examinations**: If any candidate fails to secure pass marks or fails to appear in final year theory/ practical/ sessional papers etc. in ODD and/or EVEN Semester examinations, he/she may undertake Special Supplementary Examinations which will be held only for the FINAL year students within a reasonable time/ period after publication of results of the final year semester examinations.

A candidate is eligible for appearing at Special Supplementary Examinations provided he/she does not have any Backlog Paper(s)/Course(s) in previous semester(s).

Special Supplementary Examinations will be conducted on Backlog papers only for all Diploma (3 years), UG and PG Courses of studies once in a year after the declaration of FINAL Semester/Module/Part results.

3.12 The candidates who have failed to secure CGPA 6 but obtained qualifying/pass marks in all the courses/papers of all the semesters successfully,also eligible to appear at the Special Supplementary Examination to upgrade their CGPA. In that case , the candidates may appear in a maximum number of any four(4) theory courses/papers of their choice from the FINAL YEAR Programme [for example : course(s)/paper(s) can be selected from the last two semesters of the programme] to complete the programme successfully.

There will be no scope of reappearing in Internal assessment/Viva voce/Term paper(s)/ Project Work(s)/ Field Report/ Survey Report,if any, to upgrade results .

3.13 **Carry Forward of Marks** : If a candidate fails to secure a minimum of overall 40% marks (i.e., 40% marks in Internal assessment part and end-semester part taken together)in any Theory/Practical course/paper at end- semester examination , the candidate shall have to re-appear for the end-semester examination of the course/paper as BACKLOG or SUPPLEMENTARY candidate on submission of prescribed Examination form and requisite fees as per notification issued by the office of the Controller of Examinations.

However,the marks of the Internal assessment part shall be carried over,if appeared earlier, and shall be entitled for grade obtained by the candidate on passing internal / external evaluation process of each paper/course satisfactorily.

U.Reg. 4 : TENURE OF DIFFERENT PROGRAMMES AND SPECIFIED PERIODS FOR COMPLETION OF THE PROGRAMME :

4.1 No candidates from any discipline of B.Tech, B. Sc. (H) in Agriculture, Bachelor in Physiotherapy and all PG shall be permitted to appear at the Bachelor's or Master's degree examination after the lapse of the periods as specified below:

UG (B.Tech/ B. Sc. (H) in Agriculture/ Bachelor in Physiotherapy) : Consecutive 7 years from the admission to the first semester of the programme; while

UG (B.Tech Lateral Entry) : Consecutive 6 years from the admission to the second year(third semester) of B.Tech, after completing a Diploma in engineering ;

PG : Consecutive 5 years from the admission to the first semester of the programme.

4.2 All Diploma (3 years), UG [except B.Tech/ B. Sc. (H) in Agriculture/ Bachelor in Physiotherapy] : No candidate from any discipline (except those mentioned programme) shall be permitted to appear at the Diploma and Bachelor's degree examination after the lapse of the periods as specified below :

Diploma (3 years), and all UG: Consecutive 6 years from the admission to the first semester.

****Any candidate fails to complete the programme successfully within the period(tenure) as prescribed above he/she will not further be allowed to complete the programme and he/she will be debarred from appearing at any examinations of the programme.**

U.Reg. 5 : QUALIFYING CRITERIA AND GRADING SYSTEM :-

5.1 Qualifying Criteria : As per Grading system of all Diploma, UG and PG programmes (excluding Pharma and Agricultural programmes), a candidate is considered to have passed in a course/paper if he/she has obtained the minimum Grade point of 5 i.e., a candidate has to obtain at least overall 40% marks in each course/paper(internal assessment part and end-semester part taken together) to pass or qualify the examination satisfactorily. If any candidate fails to appear in end- semester examination of a theory course/paper but appears in Internal assessment part of the particular paper,his/her marks in Internal assessment part may carry forward as envisaged in U.Reg.3 ,section 3.13.

Successful completion of a course/paper means the candidate needs to appear in both the internal assessment part as well as end-semester examinations of the course /paper in a semester examination and has to secure the requisite percentage of marks and Grade as specified (Internal assessment part & End Term part taken together).

To qualify for the Diploma/UG and PG Programmes, the candidates must have to pass each semester(subject to satisfactory completion of each course/paper) and have to secure CGPA at least 6 as computed in FINAL SEMESTER . Online results will be declared first which will be followed by issuing GRADE CARD in hard copy form to the candidates.

Each and every candidate must have to complete his/her programme successfully within the specified period /chances as prescribed in U.Reg. 4.

5.2 Result of a candidate in each semester may be defined as per following order :

- X : Ineligible for Promotion (Failed)
- XP: Eligible for promotion with Backlog (s)
- P : Passed and Promoted

5.3 Grading System :

Grade Point / Letter Grade / Percentage and performances shall be determined as follows:

The table shows the Letter Grades and their corresponding classification and percentage points [for Diploma/ UG (except Agricultural Programme) and PG Courses]:

Classification	Letter Grade	Score on 100 (Percentage Points)	Points
Outstanding	O	$90 \leq \text{Mark} \leq 100$	10
Excellent	E	$80 \leq \text{Mark} < 90$	9
Very Good	A	$70 \leq \text{Mark} < 80$	8
Good	B	$60 \leq \text{Mark} < 70$	7
Fair	C	$50 \leq \text{Mark} < 60$	6
Below Average	D	$40 \leq \text{Mark} < 50$	5
Failed	F	Below 40	2
Incomplete	I	-	2

**** For B.Sc.(H) in Agriculture & B.Tech in Agricultural Engineering : Vide Annexure 1**

5.4 Computation of SGPA, YGPA and CGPA with illustrations (Other than Agriculture):

The method of calculation of Grade Point Average is as follows:

- SGPA (Semester Grade Point Average):
$$\frac{\sum \text{Credit Points}}{\sum \text{Credits}}$$
- YGPA (Yearly Grade Point Average):
$$\frac{(\sum \text{Credit Points Odd Semester} + \sum \text{Credit Points Even Semester})}{(\sum \text{Credits Odd Semester} + \sum \text{Credits Even Semester})}$$
- For final Cumulative Grade Point Average (CGPA) the calculation is as under

CGPA (For 4-year Degree Course):

$$\frac{\text{YGPA1} + \text{YGPA2} + 1.5 * \text{YGPA3} + 1.5 * \text{YGPA4}}{5}$$

CGPA (For lateral Entry Students):

$$\frac{\text{YGPA2} + 1.5 * \text{YGPA3} + 1.5 * \text{YGPA4}}{4}$$

CGPA (For 3 Year Degree Course) :

$$\frac{\text{YGPA1} + \text{YGPA2} + \text{YGPA3}}{3}$$

CGPA (For 2 Year Degree Course) :

$$\frac{\text{YGPA1} + \text{YGPA2}}{2}$$

CGPA to Percentage : $(\text{CGPA} - 0.75) * 10$

5.5 ISSUANCE OF GRADE CARD AND FORMAT OF THE GRADE CARD :

After the publication of results of the semester, Grade Card will be issued to each registered candidate on the basis of grades earned by the candidate concerned . The Grade card will display in a tabular form the course details of the particular semester. Final Semester Grade card will also show a consolidated Statement with CGPA/ OGPA (in Agriculture Program) secured, if completed the programme successfully.

Ranking of a student will be assessed upon the actual percentage secured by the candidate. To qualify for position in the merit list, a student shall have to pass all the Semesters in his/her due first original chances.

U.REG. 6 : EXAMINATION AND EVALUATION SYSTEM :

The process of examination to be conducted and the evaluation of the candidates shall be based on continuous examination process and assessment. The students should be informed about the modalities of continuous examination and assessment activities well in advance by the teacher(s) concerned before the commencement of the courses and should be discussed and decided in appropriate forum.

6.1 Departmental Examination Committee consisting of the Head of the department/Chairman, BOS of the department concerned, School Director and two to three senior teachers of the department concerned will submit the “Question Bank” in sealed packets separately for each course/paper signed by the internal paper setter(s) to the department of Controller of Examinations. Departmental Examination Committee must ensure the following regarding setting of “Question Bank”: -

- * Questions to be made from each module/unit of the approved syllabus.
- * Questions should meet the programme objectives and outcomes of the course.
- * Multiple choice questions should be given in unambiguous way to avoid confusion.

The Committee will also look after the matter of conduct of continuous assessment process (theory and practical courses) as per schedule given by the department concerned. The Departments should preserve all the specified documents and coordinate with Examinations department.

Each and every Departmental Examination Committee should take necessary initiative so that each and every teacher of the department must follow the existing Regulations relating to examinations. All the members of the department should be instructed by the Departmental Examination Committee regarding their active participation in conducting the overall examination process (theory and practical) including assessment of answer scripts, publication of results within the prescribed period, maintenance of confidentiality in this regard and to appraise them about the system adopted by the University and corresponding statute, rules and regulations etc., which should be complied with.

6.2 SELECTION OF PAPER SETTER, BOARD OF MODERATORS, EXAMINERS, SCRUTINIZERS, etc.:

a) The paper setters, examiners, scrutinizers and members of the Board of Moderators for Each end-semester examination will be appointed by the Controller of Examinations on the basis of recommendations of the respective Board of Studies (BOS) and after obtaining approval of the Vice-Chancellor as per University norms. The Board of Studies will send a panel of Review examiners for each course/paper and one or two review examiner(s) will be nominated by the Vice-Chancellor from the panel as to be required. Scrutinizer(s) should at least an Assistant Professor of the department concern. The proceedings of the Board of Studies signed by all the members present are to be sent by the Head of the Department/ Programme Coordinator/ Exam Coordinator for the approval of the Vice Chancellor.

b) **Moderation of question papers will be done by the Board of Moderators consisting of Internal and at least one external moderators.** Chairperson of the BOS will

also be the Chairperson of the Board of Moderators. However, the moderation work may be done Online/offline mode considering the urgencies of the work.

c) External examiner(s) may be appointed on the recommendations of the BOS and with the approval of the Vice-Chancellor for the assessment of course(s)/paper(s) like Project work, Grand Viva-voce and Industrial training etc., in Practical Examinations.

(d) Honorarium may be paid, if applicable as per University rules, to the paper setters, examiners, scrutinizers and to the external moderators. However, T.A./D.A. may be paid to the external members as per Rules of the University.

(e) Moderated question papers (soft copies) will be handed over to the Controller of Examinations for printing, preservations and distribution by the Chairperson of the respective BOS immediately after the completion of the moderation work. The moderated paper(s) should be signed by the members present. If the hard copy is to be submitted to the Controller of Examinations, then all the papers are to be packed separately, sealed and details of the enclosed paper(s) must have to be mentioned clearly on the envelope.

(f) Distribution of answer scripts to the concerned examiners for evaluation will be made by the office of the Controller of Examinations at earliest. The examiners are bound to discharge their duties as per relevant provisions of the Regulations/Statute /Rules of the University. After evaluation and completion of scrutiny works, the award list in sealed packet mentioning Paper/Subject etc. are to be submitted to the office of the Controller of Examinations within the stipulated period for quick publications of results.

6.3 End-semester Examinations (theory and lab.): Pattern of question to be set:

Theory	MCQ (1Mark)	Short Answer Type (5 Marks)	Long Answer Type(15 Marks)	Total
2021	10 (Out of 13)	4 (Out of 6)	2(Out of 3)	60
2020	10 (Out of 13)	3 (Out of 5)	3(Out of 5)	70

6.4 Distribution of marks in ENVIRONMENT SCIENCE course/paper as per directive of the UGC: End-semester Examination (theory) – 75 marks divided into two parts, viz., Part-A and Part-B

Part-A: 25 marks: 10 marks allotted for MCQ type of questions while 15 marks allotted for Short answer type of questions;

Part- B: 50 marks allotted for Essay type answer (5 questions of 10 marks each)

FIELD WORK: 25 marks sub-divided into two parts: 10 marks allotted for Project Work and 15 marks for presentation on Project work and Viva Voce.

6.5 DISTRIBUTION of MARKS and EVALUATION system:

a) Preferably each theoretical course/paper shall be evaluated on the basis of 100 marks and divided into two parts: (1) Internal (continuous) Assessment (40 marks) and (2) End-semester Examination (60 marks),

b) Preferably each practical course/paper shall be evaluated on the basis of 100 marks and further divided into two parts: (1) Internal (continuous) Assessment (40 Marks) and End-semester Examination (60 Marks),

c) **Each Sessional course/paper shall be evaluated** on the basis of 100 marks only through End-semester Examination.

6.6 Internal Assessment of theory and Practical courses/papers (Diploma/UG/PG programme) applicable in online as well as offline mode of evaluation (as to be decided by the Board of Studies of the Department concerned).

6.7 Few rules for Internal/Continuous assessment:

* **Marks/ Grade** of each assessment to be uploaded within seven (7) days of commencement of the examinations at the academic software so that the student can view their marks and the same can be used for future reference.

* Question papers, Answer scripts, attendance sheets and allied documents, if any, of class tests of each course to be preserved in the respective departments at least six (6) months from the publication of results of respective end-semester examinations. Department will send soft copies of question papers to the department of Controller of Examinations.

* List of Presentation-topic, attendance sheet and hard copies of presentation file have to be preserved in the respective department. Department may send soft copy of student wise allotment list of presentation topic to the office of the Controller of Examinations.

* Final question papers following the prescribed pattern will be selected by the internal and external moderators from a pool of questions or question bank as to be submitted by the internal examiner/paper setter.

* Model answers of each question paper should be prepared and submitted to the Controller of Examinations by the internal paper setter in a confidential sealed packet. If, during the time of moderation work, any changes of question(s) happened, then model answers are to be prepared also by the respective BOS in the same meeting.

U.Reg. 7: POST PUBLICATION REVIEW OF ANSWER SCRIPTS :

7.1: General Rules:

a) **A regular and backlog category student may apply for review of his/her THEORETICAL** answer scripts in a maximum number of 50% theory courses/papers appeared in each end-semester examination in the prescribed form and manner and on submission of requisite fees preferably within twenty (20) days from the date of publication of results as to be notified by the Controller of Examinations/ Dy. Controller of Examinations.

Candidates applying for Post Publication Review, are not eligible to apply for Scrutiny and Post Publication View of answer script(s) of the same course(s)/paper(s),

b) The candidates of final year intend to appear in **SPECIAL SUPPLEMENTARY examinations** will not be allowed to apply for Post Publication Review of answer scripts of his/her final year even semester courses/papers asked for Special Supplementary examination.

In that case his/her Special Supplementary Examination of the courses/papers will be treated as cancelled.

c) There will be no scope of Post-Publication Review of practical courses/papers/Term paper(s) / Internal assessment part/Project paper(s)/Field Report/Survey Report/Viva voce etc., if any,

(d) Under no circumstances fees for Post-Publication Review once paid be refunded.

7.2 Checking and review of answer scripts by the Review Examiner:

The panel of Post Publication Review examiners as to be recommended by the BOS shall be approved by the Vice-Chancellor and to be appointed by the Controller of Examinations. The Review examiner of a course/paper may be internal or external other than the original examiner of the course/paper concerned in end-semester examination.

The recommended/nominated review examiners will have to check the following:

- (a) There is no mistake in the grand total on the title page of the answer script,
- (b) All marks have been correctly brought forward on the title page of the answer script,
- (c) No portion of any answer has been left un-evaluated,

7.3 If the review examiner has noted that apart from the above some gross mistake in evaluating the answer scripts happened, he/she may take necessary steps to rectify the mistakes and re-assess the answer scripts carefully.

The marks awarded by the review examiner will be computed as prescribed below. The marks may increase/ decrease or remain unchanged after the review.

7.4 COMPUTATION OF RESULTS AFTER POST PUBLICATION REVIEW:

(a) Calculation of final marks after REVIEW be made course wise and result be finalized accordingly,

(b) If the marks awarded by the review examiner in a course/paper do not exceed the original marks by more than 10% of the full marks, the marks after Post Publication Review will be accepted as final. If the increase of marks exceeds 10% of the full marks, the additional marks to the extent of 10% of the full marks plus half of the increase in excess of 10% in that course/paper shall be accepted as increased marks in that course/paper.

(c) If the marks awarded after Post Publication Review in a course/paper reduce the original marks by not more than 4% of the full marks, then the marks after review shall be accepted as final. If the decrease marks exceeds more than 4% of the full marks of a course/paper, the decrease in marks to the extent of 4% in the course/paper plus half of the decrease in marks in excess of the same will be accepted as final decrease in marks of the candidate provided such reduction does not result in the failure of a successful candidate who has already secured qualifying marks in the course/paper in a semester or in lowering the grade obtained by a candidate in Final Semester Examination prior to review and in that case the status of original result of the candidate will remain unchanged.

If the difference between the original marks and marks obtained after Post Publication review (increased or decreased) in a course/paper is more than 20% of the full marks, the relevant answer script(s) shall be referred to a third examiner as to be recommended by the Chairperson of the BOS of the subject concerned and approved by the Vice-Chancellor. The average of marks of all three examiners including the original one, will be accepted as final marks in the course/paper.

- (d) In case of an unsuccessful candidate addition of marks after Post Publication of Review in a course/paper shall be given effect only when it leads to change in his/her result status, otherwise the original marks (i.e., before review) shall be retained and no fresh Grade Card Will be issued to the candidate and on submission of previous one, if issued.
- (e) Original Grade Card will be issued to the candidates those who will apply for Post Publication Review only after publication of review results and on submission of previous one , if issued.
- (f) Marks as to be declared by the University after Post Publication Review shall be binding on the candidate and no prayer for consideration of one's review result will be entertained.

U. Reg. 8: POST-PUBLICATION SCRUTINY OF ANSWER SCRIPTS:

8.1: A candidate may apply for Post-Publication Scrutiny in one or more theory course(s)/paper(s) irrespective of marks obtained on submission of usual fees as to be decided by the University and as per notification issued by the Controller of Examinations. However, Post -Publication Scrutiny and Post-Publication Review of the same course(s)/paper(s) of any end-semester examination shall not be allowed.

8.2: Post-Publication Scrutiny does not mean re-examination /re-assessment of answer script(s).

However, scrutiny of answer script(s) involves verification of answer script(s) as well as records to ascertain:

- (a) Marks have been awarded to each of the number of answers as required on the question paper,
- (b) There is no mistake in the grand total of awarded marks by the examiner(s) on the answer script(s), title page of the answer scripts and/or mark slip,
- (c) No portion of any answer has been left un-assessed and
- (d) Posting of marks have been made correctly from:
 - Answer scripts to title page
 - Title page to mark slip, if any
 - Mark slip to tabulation sheets and
 - Tabulation sheets to individual Grade Card

8.3: There shall be no scope of Post-Publication Scrutiny of Internal assessment/Viva-Voce/Term Paper(s)/Project Works/Field Report/Survey Report and Practical Course(s)/Paper(s), if any

8.4: Marks awarded after Post-Publication Scrutiny of answer scripts may be increased/decreased or remain unchanged, shall be the final and binding.

Addition of marks on Post-Publication Scrutiny in a course/paper shall be given effect only when it leads to change in his/her result status in respect to his/her original result. Otherwise, the original award shall be retained and in that case, no fresh Grade Card shall be issued to such candidate.

8.5: Under no circumstances, fees once paid for Post-Publication Scrutiny will be refunded.

U. Reg. 9: POST-PUBLICATION VIEW (PPV) OF ANSWER SCRIPTS:

9.1 Post publication View of course/paper does not mean reassessment/re-evaluation of answer scripts. On the basis of the prayer of an examinee on the prescribed manner and on submission of Self-inspection fees as to be decided by the University from time to time, the photocopy of answer scripts of the candidate concerned may be provided only to the particular examinee in presence of examiner /board of examiners as to be recommended by the Chairperson and be approved by the Hon'ble Vice-Chancellor only for self-inspection and to check the following:

- (a) There is no mistake in the grand total on the title page and other pages of the answer scripts,
- (b) All totals have been correctly brought forward on the title page and vice versa
- (c) No portion of any answer has been left un-evaluated by the examiner

**** Any other representation excepting the above three points, shall not be entertained**

9.2 Application for self-inspection of answer scripts of recently concluded end-semester examinations is to be submitted to the office of the Controller of Examinations within fifteen (15) days from the date of publication of results of the examinations concerned, failing which candidate may not be entertained. Application PROFORMA and details may be available from the office of the Controller of Examinations/at the University website.

9.3 The applicant (examinee) must have to appear before the Controller of Examinations/ Dy. Controller of Examinations with original Registration Certificate, Admit Card and Grade Card of the examination concerned on the specified date and time as may be intimated by the University through notification, failing which the candidate will not be entertained again.

9.4 Candidates applying for Post-Publication Review/Post-Publication Scrutiny of answer scripts, are not eligible for Post-Publication View of same course(s)/paper(s). At the time of self-inspection of answer scripts a declaration in this regard is to be submitted before the Controller of Examinations at the time of PPV of answer scripts.

9.5 In the event of detection of any omission or mistake in the answer script or in the compilation of the result of a student, the matter shall be reported to the Controller of Examinations, who will take necessary measures for correcting the results accordingly and revised grade card shall be issued after the previous grade card is surrendered.

9.6 If any such student refuse to surrender his/ her previous grade card, then he/ she shall be treated to have misbehaved and shall be dealt with by the Examination Disciplinary Committee under the relevant provisions of these regulations.

9.7 The Vice Chancellor shall have the power to recover such grade cards through the Law enforcing agencies of the state.

9.8 The University shall not entertain any claim for redressal of grievance of the concerned examinee arising out of self-inspection relating to the evaluation of answer scripts.

U. Reg. 10: ISSUANCE OF DEGREE/DIPLOMA CERTIFICATE to the successful candidates :-

The Degree/Diploma Certificate will be issued only to the successful candidates by the University on fulfillment of the terms and conditions stipulated in the Rules and Regulations of the University, at the **CONVOCATION**.

However, Provisional Certificate may be issued to the successful candidates on submission of written prayer to the Controller of Examinations and on submission of requisite fees (if any) to the University (online payment is to be made by the student). No Provisional Certificate will be sent by post and will be handed over either to the candidate concerned or his/her duly authorized person. Both the candidate and the authorized person must have to show proper identity at the time of receiving the Certificate.

U. Reg 11 : ISSUANCE OF ACADEMIC TRANSCRIPT(S):

Transcripts, as and when necessary, will be provided by the University in a confidential cover to the Institute/organizations/other University directly or the student concerned may receive the properly sealed confidential packet containing the transcript on submission of usual fees (as to be decided by the University from time to time) along with postal charges as per Indian Postal Tariff (if the transcripts are to be sent through postal manner). Application proforma and other details will be available at the University website/office of the Controller of Examinations of this University.

U. Reg. 12: PROCEDURE FOR APPLYING FOR DUPLICATE GRADE CARD/MARKSHEET/CERTIFICATE etc.:

The duplicate document(s) is /are to be issued only when the original is/are lost/damaged/stolen/ missing by any means.

- (a) In case of missing of any of the documents as above, a copy of the letter/application form must have to be acknowledged by **the local Police Station stating loss/missing of the particular document(s)** is to be attached with the application form,
- (b) In case of damaged document(s), the same damaged document(s) is/are to be submitted along with the application form,
- (c) The application form must be signed by the candidate and his/her name must be furnished as per the name recorded on the Registration Certificate/original Grade Card/Marksheet issued by Swami Vivekananda University
- (d) The application should be accompanied with the **receipt of requisite fees** (as to be decided by the University from time to time) and photocopies of the relevant document(s) should be attached.
- (e) Duplicate document(s) may be collected by the student or his/her authorized person in the prescribed manner in a letter of authorization addressed to the Controller of Examinations normally after a minimum of 30 working days from the date of receipt of his/her duly filled-in application form. The University, however, reserves the right not to issue any duplicate documents in case it is deemed to be NOT FIT to issue.

- (f) The document(s) shall not be delivered by post. At the time of collection of such document(s), the money receipt against submission of requisite fees and any authentic photo identity card in original are to be produced by the candidate or his/her authorized person before the office of the Controller of Examinations.
- (g) The duplicate document(s) will be prepared and issued more or less same as ORIGINAL one except the inscription of 'DUPLICATE' on the top of the duplicate document.

U. Reg. 13 PRESERVATION AND DISPOSAL OF USED ANSWER SCRIPTS, LOOSE SHEETS, OLD EXAMINATION FORMS, REGISTRATION FORMS ETC.

The answer scripts after evaluation of each end -Semester examinations will be preserved in the University for six (06) months after the date of publication of results of the examinations concerned. The answer scripts of the class tests and records of internal assessment including answer scripts shall be preserved in the particular department for six (6) months from the publication of results of the examinations concerned. Other old documents like examination forms, applications received from the students which may have no use may also be disposed off along with the used answer scripts in the manner as to be decided by the appropriate authority of the University. Necessary initiative in this regard may be taken by the Controller of Examinations/Registrar with assistance of Dy. Controller of Examinations.

U. Reg. 14 : RULES RELATED TO EMPLOYMENT OF AMANUENSIS (SCRIBE):-

Visually Handicapped (VH)/Physically Handicapped (PH)/Mentally retarded candidates who are not in a position to write in their own hand writing/writing speed is affected permanently for any reason may be allowed to take the help of amanuensis at his/her own cost during the examinations. In all such cases where a scribe (amanuensis) is used, following rules will strictly be followed :

- (a) The candidate must have to produce medical certificate from the competent authority evidencing his /her physical disability as per the rules of the Government of India governing the recruitment of Persons with Disabilities.
- (b) The scribe can be from any academic stream provided the amanuensis so engaged must be of a lesser educational qualification than that of the examinee.
- (c) The examinee will have to arrange his own scribe at his/her responsibility.
- (d) Both, candidate as well as the scribe (amanuensis), will have to give a suitable undertaking, in the prescribed manner and format with recent passport size photograph of the scribe duly attested by the head of the department concerned of the University, confirming that the scribe fulfils all the stipulated criteria for a scribe as stated above. Further, in case it later transpires that he/she did not fulfill any of the eligibility criteria or suppressed material facts, the candidature of the applicant will be treated as cancelled, irrespective of the result of the examination.
- (e) Visually Handicapped candidates, whether availing the facility of providing scribe or not shall be allowed compensatory time of 20(twenty) minutes and or part thereof for every hour of the examination of the course/paper concerned on production of his/her prayer with valid documents. For all such cases prior approval of the Controller of Examinations is to be obtained and all papers duly forwarded by the Head of the

Department concerned are to be submitted to the office of the Controller of Examinations at least 20 (twenty) days before the commencement of examinations.

- (f) Permission letter in this regard bearing recent passport size photograph of the amanuensis (scribe) duly attested by the Head of the Department/Dean of the faculty concerned of the University, will be issued by the Controller of Examinations/Dy. Controller of Examinations before the commencement of examinations.
- (g) Visually impaired candidates under blind/low vision, who use amanuensis, may skip the non-verbal questions, if any, in Test of Reasoning and questions on Table/Graph, if any, in Test of Numerical Ability. Such candidates will be awarded marks for such Section based on the overall average obtained in other Sections of the respective test.
- (h) The extra time and facility of providing amanuensis (scribe) would not be provided to other Physically Handicapped / Mental Retarded candidates. In exceptional cases additional time to the extent of 20 (twenty) minutes for a full paper of 100 marks may be allowed by the order of the Hon'ble Vice-Chancellor with the sufficient valid ground.

U. Reg. 15: RULES RELATING TO EXPULSION OF CANDIDATES FROM APPEARING AT UNIVERSITY EXAMINATIONS AND MAKING REPORT AGAINST CANDIDATE(S) FOR BREACH OF DISCIPLINE IN RELATION TO UNIVERSITY EXAMINATIONS:

A student found guilty of misconduct/adopting unfair means including carrying or using mobile phones/electronics gadgets and / or any such behavior/actions which in the opinion of the authority is objectionable, shall be liable to the **DISCIPLINARY PROCEEDINGS** which will be conducted in accordance with the following rules:

I - EXPULSION RULES:

RULE 1 (EXP.): On the basis of written reports received from the invigilator(s)/members of the visiting team as may be constituted by the Controller of Examinations and approved by the Hon'ble Vice-Chancellor of the University, the Officer-in-Charge of the University Examinations/Controller of Examinations/Dy. Controller of Examinations/Co-Ordinator may expel a candidate from the examination hall/room debarring him/her from appearing in the examinations of the remaining course(s)/paper(s), if the candidate is found copying or possessing any paper, book or scribbling, such other incriminating material(s) or smuggling written answer scripts/loose sheets from outside, irrespective of whether such incriminating material(s) is/are used or not. On expulsion, he/she will be debarred from appearing at the rest part of the examination and his/her entire examinations will be treated as **"CANCELLED"**.

RULE 2 (EXP.): Signature of each of the EXPELLED candidate should be obtained on the incriminating document(s) found in his/her possession and the same must be attached with the main answer scripts. If such candidate refuses to put signature on the incriminating document(s) the invigilator(s)/members of the visiting team shall have to certify the matter and the appropriate authority as stated above in Rule 1, will take immediate action in this regard.

RULE 3 (EXP.): If , however, in the judgement of the invigilator(s)/members of the visiting team, a candidate is found to have committed an offence of a more serious nature, e.g., impersonation, use of filthy languages, undisciplined behavior, threatening the person(s)

connected with the examination system and such other activities inside and/or outside the examination hall/room, the Controller of Examinations or the officials as stated in Rule 1, may expel the candidate debarring him/her from appearing in the examination of the remaining course(s)/paper(s) or a detailed report on the circumstances leading to the action taken by the invigilator(s)/members of the visiting team along with the answer scripts may be placed before the Committee of Discipline for taking action as it may deem fit.

RULE 4 (EXP.): If a candidate 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 tries to obtain from, or to render to, any other candidate inside or outside the examination hall/room in any manner, both the candidates may be expelled from appearing the examinations as a whole.

RULE 5 (EXP.) : If a candidate leaves the examination hall/room without submitting the answer script, or leaves the examination hall/room before one hour, taking with him/her answer script, or carries from the examination hall/room the question paper during the hours of examination without submitting the answer scripts or gets possession of question papers outside the examination hall/room during the examination hours or is not found in possession of complete question paper after its distribution in the examination hall/room or passes or tries to pass the question paper out of the examination hall/room or leaves the examination hall/room taking with him/her answer script or loose sheet(s) with or without recording his/her attendance on the attendance roll, the invigilator/members of the visiting team may directly expel the candidate from appearing at the remaining examination or may submit a written report to the Controller of Examinations along with their answer scripts for placement before the Committee of Discipline for further action.

If an examinee appears at the examination but does not submit his/her answer scripts, the matter should be noted in the attendance sheet of the particular examination hall/room and a 'Diary' should immediately be lodged with the local police station stating the fact along with the Roll number, name and address of the candidate concerned for taking appropriate action to that effect. A report along with a copy of the said 'Diary' and statement from the invigilator of the particular examination hall/room stating the circumstances leading to the action taken by the invigilator(s)/members of the visiting team, should be sent to the Controller of Examinations in a separate packet for record and for placement before the Committee of Discipline for further action as the Controller of Examinations may deem fit.

RULE 6 (EXP.): When any offending candidate expelled from the examination hall/room, as referred to in the rules above, the order/notification regarding such expulsion shall forthwith be circulated in all the examination halls/rooms by the Controller of Examinations/Officer-in-Charge for its immediate implementation and should be pasted on the "NOTICE BOARD". Such order/ notification shall provide that the offending candidate shall be debarred from appearing in the remaining course(s)/paper(s).

II - RULES FOR MAKING REPORT AGAINST (RA) CANDIDATE(S):

RULE 1 (RA): If the candidates are found to consult or to talk with each other or to change their scheduled seats or to exchange their answer scripts /loose sheets etc., during the examination hours in spite of warnings by the invigilator/members of the visiting team, the matter may be reported in details in writing to the Controller of Examinations against the

candidate(s) concerned together with the relevant answer scripts for placing the matter before the Committee of Discipline.

RULE 2 (RA): Room/hall invigilator/an examiner/Co-Ordinator may submit an explanatory report in writing along with the relevant answer script(s) with documents, if any, to the Controller of Examinations for placing the matter before the Committee of Discipline for taking decision, if, in his/her judgement, the candidate (s) has /have adopted unfair means in answering the questions, such as the candidate allowed somebody else to write answers on his/her behalf during the examination /or any pages of the answer scripts is/are found to have been replaced/torn/mutilated or found to contain handwriting different from that of the candidate, or the candidate encloses currency note(s) with the answer scripts or offers illegal gratification/or the candidate distorts his/her name, roll number /registration number in his/her answer script(s)/or in anyway tries to take illegal or unfair advantages.

RULE 3 (RA): Disciplinary actions may be taken by the Committee of Discipline against the candidate(s) found to damage or attempts to damage articles/furniture /equipment/stationery or any other property of the venue of the examinations or creates disturbances in the venue or refuses to comply with the instructions of the invigilator regarding seating arrangements/ behavior within the examination hall/room/violation of University Rules and Regulations etc. and uses of filthy languages against the invigilator(s) or members of the visiting team or any persons connected with the examinations.

RULE 4 (RA): Report on R.A. cases should always be supported by documentary evidence(s) or statement of the reporting authority concerned and disposal of the cases can not be taken up without the documentary evidence/statement of the reporting person.

RULE 5 (RA): On receipt of the report of malpractice within or outside the examination hall/room, as referred to in above rules, the University may direct the candidate to appear before the Committee of Discipline and furnish an explanation in writing regarding the charges levelled against him/her. Letter of intimation for directing the candidate concerned to appear before the meeting of the Committee of Discipline, may be issued by the Controller of Examinations/ Dy. Controller of examinations at least seven (7) days before the date of meeting of the Committee of Discipline.

RULE 6 (RA): If the candidate is found guilty of a breach of discipline for violating any of the rules as above, the Committee of Discipline may recommend to the Vice-Chancellor such measures as it thinks fit.

If the Committee of Discipline is satisfied with the charges levelled against any candidate in terms of above rules, are true, it may recommend: -

- (a) Cancellation of examination of the candidate in the course/ paper OR cancellation of the entire examination of the candidate and, if necessary,
- (b) Debarment of the candidate from appearing at the University examination for a specified period as it may deem fit according to the gravity of the offence committed,
- (c) If the candidate does not appear before the Committee of Discipline without assigning any reason, the Committee of Discipline may recommend any or all the measures as above, as it may deem fit, on the basis of available document(s) in absentia.
- (d) The Committee of Discipline after giving due consideration to the report against the candidate and giving the candidate a hearing, if necessary, may recommend

exoneration of a candidate from the charges levelled against him/her if in the judgement of the Committee the candidate is found innocent.

All such matters are to be decided in a meeting of the said Committee duly constituted by the Vice-Chancellor and attended by at least 50% of its members.

RULE 7 (RA): The Controller of Examinations/Dy. Controller of Examinations will have to submit the proceedings of the Committee of Discipline before the Hon'ble Vice-Chancellor for approval before any action can be taken thereon. The Vice-Chancellor may, after consideration the recommendations, pass such orders as he /she thinks fit.

The Controller of Examinations/Dy. Controller of Examinations will take necessary action as per recommendations of the Committee of Discipline after obtaining approval from the Vice-Chancellor or as per orders of the Vice-Chancellor.

III - IN ALL MATTERS OF DISCIPLINE (EXPULSION AND REPORTED AGAINST CANDIDATES) RELATING TO CONDUCT OF EXAMINATIONS OF THE UNIVERSITY NOT EXPRESSLY COVERED BY THOSE RULES, THE VICE-CHANCELLOR MAY TAKE SUCH COURSE OF ACTION FOLLOWING THE NORMS OF NATURAL JUSTICE AS HE/SHE MAY DEEM FIT AND PROPER.

All questions arising in relation to the interpretation of these rules, shall be referred to the Academic Council for a decision and the decision of the Academic Council will be final and binding.

U. Reg. 16: Rules and Regulations are subject to change by the order of the appropriate authorities of the University. If any dispute arises as to the interpretation, intention or application of any of the provisions of these Regulations or any matter not covered by these Regulations, the decision of the appropriate authorities in this regard shall be treated as final and binding.

(Enclosure Annexure 1)

Annexure 1

FEW SPECIAL RULES REGARDING CONDUCT OF EXAMINATIONS AND EVALUATION SYSTEM OTHER THAN THE EXISTING REGULATIONS OF B. SC. (H) IN AGRICULTURE AND B. TECH IN AGRICULTURAL ENGINEERING FOLLOWING THE LATEST GUIDELINES OF FIFTH DEANS' COMMITTEE, ICAR :-

Fifth Deans' Committee deliberated on the examinations and evaluation system being followed by different Universities. The Committee recommends Uniform Grading System to be followed with uniform OGPA (Overall Grade Point Average) requirements for award of degrees at all levels and uniform conversion formula to be followed for declaration of I and II divisions, distinction etc. Declaration of division in the degree certificate to be made compulsory by all Universities:-

1. EXAMINATIONS:-

- * End term (External) theory - 50%

- * Internal Theory and Practical- 50%

- Courses with Theory and Practical:-

Mid-term Examination (30%) + Assignment (5%) in practical oriented courses + Practical(15%)

- Courses with only Theory:-

Mid-term Examination (40%) + Assignment (10%)

- Courses with only Practical: - 100% Internal

- Paper(s) to be set by the external setter:-

Head of the Department shall ensure the coverage of syllabus. If needed moderation work may be done

- Evaluation to be made internally by the faculty members other than the Course Instructor. Syllabus of the course concerned shall be sent to the external paper setter who shall prepare the question paper(s). If there is any external examiner who shall also prepare the question paper, the syllabus of the particular course/paper shall be sent by the Head of the Department concerned.

- For practical paper(s) it is recommended that the examination shall be conducted by the course instructor(s) and one teacher nominated by the Head of the Department.

2. EVALUATION:-

Degree	Percentage of marks obtained	Conversion into Points
All	100	10 Points
	90 to <100	9 to <10
	80 to <90	8 to <9
	70 to <80	7 to <8
	60 to <70	6 to <7
	50 to <60	5 to <6
	<50 (Fail)	<5
	eg. 80.76	8.076
	43.60	4.360
	72.50 (but shortage in attendance)	Fail (1 point)

OGPA	Division
5.000 to 5.999	Pass
6.000 to 6.999	II Division
7.000 to 7.999	I Division
8.000 and above	I Division with Distinction

GPA = Total points scored/ Total credits (for 1 Semester)

CGPA = [Total points scored/ Course credits

OGPA = [Total points scored (after excluding failure points)/ Course credits

% of marks= (OGPA × 100)/10