

## CHPATER XXII

### System of Examination for Undergraduate Programme under Choice Based Credit System (CBCS)

<b>Evaluation of Course Work</b>	22.1.1	<p>The evaluation of a student's achievement in a course shall be based on performance in (i) various kinds of tests (ii) Practical (iii) tutorials/assignments. All tests/examinations shall be monitored by the Dean of the College. It shall be the responsibility of the teacher(s) /Instructor(s) to ensure that the topics to be covered in the theory and practical in each course in a semester shall be recorded through a teaching schedule alongwith tentative dates for various tests (other than those notified by the Dean) and distributed to the students at the beginning of each course alongwith a copy of the same to the concerned Head of Department and Dean. The Head of the Department/Dean shall ensure that the schedule is adhered to and alternate arrangements are made to cover up the loss in case of any eventuality of unavoidable circumstances that has led to non-adherence of the above schedule. Different type of tests which will be employed are described below:</p> <p><b>Hourly Examination:</b> As the name implies, it is a written test lasting for about an hour. The date and syllabi of the subject to be covered in the test shall be announced at least one week in advance. Normally the hourly examination shall be over by the sixth week of the semester. This examination shall be held by the Instructor concerned from 9.00AM to 10.00AM on the scheduled date.</p> <p><b>Mid-term Examination:</b> On completion of tenth week of the semester, there shall be an examination in each course lasting for atleast one and half hour, but not more than two hour. This examination shall be scheduled by the Dean concerned during each semester and shall be centrally conducted. The syllabi of the subject to be covered therein shall be announced by the Instructor to the students at least one week before the start of the examination.</p> <p><b>Tutorial:</b> A core or elective course having no practical will have Tutorials of one credit of two contact hours and will consist of quizzes, solving problems, clarifying conceptual difficulties, delivering seminar, making presentations, home assignments, discussions, articulating alternative points of view, encouraging creative thought and application, etc. These factors will be taken as the criteria for the award of marks for tutorials.</p> <p><b>Assignment:</b> It will consist of seminar, home assignments, discussions, etc. and it will be the criteria for award of marks for Assignments in Ability Enhancement Compulsory (AEC) and Skill Enhancement (SE) courses.</p> <p><b>Practical Examination:</b> All practical examinations shall normally be completed before the commencement of the End-of-term examination. However, the dates for practical examination of core and elective courses will be announced by the Dean concerned. In case of other type of courses like Skill Enhancement (SE) and</p>
----------------------------------	--------	--

		<p>General Interests/Hobby (GI), the practical examination shall be conducted by the Instructor during the practical period.</p> <p><b>End-of-term Examination:</b> Towards the end of the semester there shall be one examination in each course, which shall be of three hours and shall cover the entire syllabi of the course. This examination shall be centrally conducted as per the schedule notified by the Dean concerned.</p>																																																																								
<b>Distribution of Marks</b>	22.2.1	<p>The performance shall be judged out of 100 marks in a course as per the following distribution:</p> <table border="1"> <thead> <tr> <th>Type of Course</th> <th>Course Credit</th> <th>Hourly</th> <th>Mid-term</th> <th>Assignment /Tutorial</th> <th>Practical</th> <th>End-of-term</th> </tr> </thead> <tbody> <tr> <td rowspan="2">Core</td> <td>4+2</td> <td>10</td> <td>15</td> <td>-</td> <td>25</td> <td>50</td> </tr> <tr> <td>5+1*</td> <td>10</td> <td>15</td> <td>15</td> <td>-</td> <td>60</td> </tr> <tr> <td rowspan="2">Elective</td> <td>4+2</td> <td>10</td> <td>15</td> <td>-</td> <td>25</td> <td>50</td> </tr> <tr> <td>5+1*</td> <td>10</td> <td>15</td> <td>15</td> <td>-</td> <td>60</td> </tr> <tr> <td rowspan="4">Skill Enhancement</td> <td>2+0</td> <td>10</td> <td>15</td> <td>15</td> <td>-</td> <td>60</td> </tr> <tr> <td>1+1</td> <td>10</td> <td>15</td> <td>-</td> <td>25</td> <td>50</td> </tr> <tr> <td>3+0</td> <td>10</td> <td>15</td> <td>15</td> <td>-</td> <td>60</td> </tr> <tr> <td>2+1</td> <td>10</td> <td>15</td> <td>-</td> <td>25</td> <td>50</td> </tr> <tr> <td>Ability Enhancement Compulsory</td> <td>2+0</td> <td>10</td> <td>15</td> <td>15</td> <td>-</td> <td>60</td> </tr> <tr> <td>Orientation</td> <td>1+0</td> <td>-</td> <td>40</td> <td>-</td> <td>-</td> <td>60</td> </tr> </tbody> </table> <p>*Course with Tutorial</p>	Type of Course	Course Credit	Hourly	Mid-term	Assignment /Tutorial	Practical	End-of-term	Core	4+2	10	15	-	25	50	5+1*	10	15	15	-	60	Elective	4+2	10	15	-	25	50	5+1*	10	15	15	-	60	Skill Enhancement	2+0	10	15	15	-	60	1+1	10	15	-	25	50	3+0	10	15	15	-	60	2+1	10	15	-	25	50	Ability Enhancement Compulsory	2+0	10	15	15	-	60	Orientation	1+0	-	40	-	-	60
Type of Course	Course Credit	Hourly	Mid-term	Assignment /Tutorial	Practical	End-of-term																																																																				
Core	4+2	10	15	-	25	50																																																																				
	5+1*	10	15	15	-	60																																																																				
Elective	4+2	10	15	-	25	50																																																																				
	5+1*	10	15	15	-	60																																																																				
Skill Enhancement	2+0	10	15	15	-	60																																																																				
	1+1	10	15	-	25	50																																																																				
	3+0	10	15	15	-	60																																																																				
	2+1	10	15	-	25	50																																																																				
Ability Enhancement Compulsory	2+0	10	15	15	-	60																																																																				
Orientation	1+0	-	40	-	-	60																																																																				
<b>Conduct of Examination</b>	22.3.1	<p>The Dean shall nominate a teacher of the rank of Professor or equivalent to act as ‘Coordinator Examination’ who shall be responsible for smooth conduct and supervision of examination and shall obey the instructions issued by the authorities from time to time.</p>																																																																								
	22.3.2	<p>The Dean shall nominate a teacher not below the rank of Associate Professor or equivalent to act as ‘Superintendent Examination’ on day to day basis, who shall be responsible for smooth conduct and supervision of examination and shall obey the instructions issued by the authorities from time to time.</p>																																																																								
	22.3.3	<p>(i) For conducting End-of-Term (External) examination of theory, two question papers for each course will be procured by the Coordinator separately from each of the two external paper setters. One of the question papers, randomly selected by the Dean (Coordinator in case any student is close relative of the Dean), will be used for conducting the examination.</p> <p>(ii) For conducting End-of-term (Internal) examination of theory there shall be a question paper bank for each course to be maintained by the Dean. The Course Instructor shall set two separate question papers for each course covering the entire syllabus and handover the same to the Dean through the concerned Head of the Department atleast one month before the commencement of End-of-term examination. The question papers shall accompany a certificate from the Instructor(s), countersigned</p>																																																																								

		by Head of Department, that the papers have been set from the entire syllabus. On the day of scheduled date of examination, the Dean shall pick-up randomly one paper out of the two and handover the same to the Coordinator for conducting the examination.
	22.3.4	The concerned Instructor shall also act as Invigilator and shall reach the place of examination at least 30 minutes before the commencement of the examination concerned.
	22.3.5	In case any Instructor goes on leave during the examination, the Head of the Department concerned shall be responsible to make necessary arrangements to hold that examination as per schedule under intimation to Coordinator Examination and concerned Dean of the College.
	22.3.6	In the College, one room called 'Confidential Room' shall be earmarked where the examination material shall be available under control of Coordinator who shall be responsible for safe custody of all examination materials, multiplication of the question papers and maintenance of record etc.
	22.3.7	All examination materials such as answer books, twine, drawing papers, log tables, graph paper, etc. will be supplied by the Dean to the Coordinator Examination.
	22.3.8	Invigilator shall take attendance of the students 15 minutes after the commencement of each examination, on the sheet to be provided by Superintendent Examination. Absent student from the examination shall be deemed to have scored 'Zero' in that particular examination.
	22.3.9	At the end of the examination, answer books shall be collected from all the students by the Invigilators and handed over to the Superintendent Examination who will deposit blank and used answer books, etc. to the Coordinator Examination immediately after the examination is over. The Instructor concerned shall pick up the used answer books from the Coordinator on the date of Mid-Term examination itself. In case of End-of-Term Examination, the Coordinator will send the answer books to the Examiner (External/Internal) under CONFIDENTIAL sealed cover for evaluation.
	22.3.10	Invigilator (s) finding any student resorting to unfair means in the examination or creating disturbance or acting in any manner as to cause any inconvenience to other students in the examination hall, shall report the matter at once to the Dean, through Superintendent Examination for suitable action as per Chapter XI of Academic Regulations.
	22.3.11	Candidates coming late by more than 15 minutes in Mid-Term

		/End-of-Term examinations shall not be allowed to appear in that examination and no examinee shall be allowed to go out of the examination hall before first 30 minutes.
<b>Typing and Xeroxing of Question Papers</b>	22.4.1	All the officials assigned the work of typing/xeroxing shall not leave the “Confidential Room” till the commencement of the examination.
	22.4.2	Typing and xeroxing work shall be taken in hand normally two hours before the start of each examination in the presence of Coordinator who is the Incharge of Confidential Room. All the typed material including spoiled question papers shall be destroyed in his/her presence. However, in case of Mid Term examination, the concerned Course Instructor can bring himself/herself the multiple copies of the question paper.
	22.4.3	All xeroxing work of the question papers shall be completed at least half an hour before the commencement of examination.
<b>Make-up Examination</b>	22.5.1	Normally, no make-up examination shall be allowed in lieu of the missed examinations. However, Head of Department may consider to allow make up examination only for missed Hourly, Mid Term and End-of-Term (Internal) examination under the following very exceptional circumstances :
		i) Demise of mother, father, spouse, brother or sister.
		ii) Student’s own hospitalization on account of serious illness.
		iii) Natural calamity in the home town/village.
		iv) Attending interviews conducted by PSC/SSB/ASRB/ or other recruiting bodies as approved by the Vice-Chancellor.
		v) If the student has been permitted attendance as per Academic Regulation 4.1.4.
	22.5.2	The Head of Department after being satisfied with the veracity of the reason(s) for missing the Hourly and Mid Term examinations may instruct the concerned Instructor to take make-up examination under intimation to the Dean. In case of End-of-Term & Practical (both internal) examination, the Dean may instruct the concerned Instructor to take make-up examination under intimation to the Registrar.
	22.5.3	The application for make-up examination must be made by the student, through his/her Advisor and Instructor to the Head of Department within 5 days of holding of the examination.
	22.5.4	If the student fails to take the make-up examination within 15 days from the date of missed examination or from the date of fitness in case of 22.5.1(ii), he/she shall be awarded ‘Zero’ marks in that examination.
<b>Appointment of External Examiner</b>	22.6.1	The course instructor in consultation with the Head of Department shall submit a panel of four External Examiners for each course on <b>Acad. Form-25(a)</b> within four weeks of the commencement of semester to the Dean. No person below the rank of Lecturer/Assistant Professor or equivalent having less than three years of experience shall be included in the panel.

	22.6.2	The External Examiner shall be appointed by the Dean out of the panel submitted by the concerned Head of the Department. In case of urgency, the Dean concerned may appoint a substitute out of the panel of names available with him/her.			
	22.6.3	External Examiner may ordinarily be appointed for two years and shall be eligible for reappointment after a gap of one year.			
	22.6.4	External Examiner shall be supplied with detailed instructions including copy of course content, course outline and model question paper.			
<b>Paper Setting</b>	22.7.1	The question paper covering the entire syllabus shall consist of following types of questions :			
		Test Type	Parameter	Answer skill	Weightage
		Objective (MCQ, True/falls, fill in the blanks etc.) (0.5 -1 mark)	Information, Understanding, Application	Recognize, Differentiate, See Relation	20%
		Short (answer not more than 10 lines) (3-5 marks)	Attentiveness, Understanding, Application	Re-call, Reasoning, Find Relation	30%
		Long (subjective) (6-8 marks)	Aptitude, Ability, Application	Draw Inference, Provide critical analysis & views, Establish relation with case study	50%
		In the objective type, there shall not be any choice whereas, in short/long questions, choice of 1-2 questions may be given.			
	22.7.2	In Mid Term examination also, the style of question paper should preferably be the same as above.			
	22.7.3	The instructor(s) shall review the question paper (End-of-Term examination) on the day of examination after it has been distributed. Any correction needed therein will be conveyed to the examinees immediately and any discrepancy noticed in the question paper with regards to syllabus, will be conveyed to the Coordinator Examination through the Superintendent Examination in writing. Thereafter, the Coordinator Examination in consultation with the Dean, if satisfied, will write to the External Examiner to ignore the question concerned or part thereof, as the case may be, while evaluating the answer books and the result, in such a case, be prepared by adjusting the weightage.			
<b>Evaluation and Preparation of Results</b>	22.8.1	The evaluation of core and elective courses in examinations other than End-of-Term and Practical shall be made by the concerned Course Instructor.			
	22.8.2	In case of core and elective courses offered in any undergraduate programme across the disciplines, the assessment of the theoretical component towards the end of the semester will be undertaken by external examiners from outside the university, who will be appointed by the Dean of the College or by the Coordinator Examination in case any student is close relative of the Dean. In			

		such courses, the question papers will be set as well as assessed by external examiners.
	22.8.3	<p>Practical examination of core and elective courses shall be conducted by the internal and external examiners with mutual co-operation. They shall allot marks to the candidates appearing in the examination according to the performance and the marks sheet shall be prepared on <b>Acad. Form-26(b)</b> and shall be signed by both the examiners and countersigned by Head of Department.</p> <p><i>Note: Internal Examiner shall arrange the examination material such as attendance sheet, answer books etc. from the Coordinator examination and other material for practical examination from the department. He shall take attendance of the students 15 minutes after the commencement of each practical examination, on the attendance sheet to be provided by the Coordinator Examination. Absent student from the examination shall be deemed to have scored 'Zero' in that particular examination.</i></p>
	22.8.4	The entire evaluation process for Ability Enhancement Compulsory (AEC), Skill Enhancement (SE) and General Interest/Hobby (GI) Courses shall be undertaken by the concerned Course Instructor.
	22.8.5	The External Examiner shall return the answer books after evaluation and supply the result of theory examination on the <b>Acad. Form-26(a)</b> in duplicate under confidential cover to the Coordinator Examination by name within two weeks from the date of dispatch and the latter will send the same to the Dean immediately.
	22.8.6	The result of practical examination conducted by the group of examiners (one external & one internal) for core and elective courses prepared on <b>Acad. Form-26(b)</b> in duplicate shall be submitted by the Examiners under confidential cover to the Coordinator Examination who will further send the same to the Dean immediately.
	22.8.7	Each instructor shall be required to submit four copies of the report of Hourly, Mid-Term, Tutorials/Assignments, Practical & End-of-Term (in case of internally evaluated course) examinations on <b>Acad. Form-27(b)</b> to the Dean concerned duly countersigned by the Head of the department within seven days from the date of conduct of End-of-term examinations. Each Instructor shall also be required to submit three copies of the Instructor's Report of Hourly and Mid-Term examination within seven days of the conduct of Mid-term examination to the Dean concerned duly countersigned by the Head of the department on the same Academic form.
	22.8.8	One copy of each final Instructor's Grade Report shall be forwarded by the Dean to the Registrar, Head of the Department

		concerned and Course Instructor.																																																
	22.8.9	The marks award lists for the theory (External) and practical (External) received from the Coordinator examination shall also be forwarded by the Dean concerned to the Registrar for tabulation, awarding letter grades and grade points as per schedule given in Academic Calendar.																																																
<b>Tabulation of Results</b>	22.9.1	Tabulation of the results shall be done from the examiners' reports (Internal and External examination) in the office of the Dean and the Registrar separately, simultaneously and independently of each other within four days from the last date of the receipt of the report.																																																
	22.9.2	Each tabulation sheet shall be signed by the concerned official.																																																
	22.9.3	After the tabulation sheets in the office of the Dean and Registrar are ready, these shall be collated by the officials of the offices concerned after putting their signatures on reciprocal basis.																																																
<b>Preparation of Detailed Marks Certificate</b>	22.10.1	-After collation of the results, the office of the Registrar shall transcribe the grades on the individual student's transcript each semester on the <b>Acad. Form-28(a)</b> to be called as 'Detailed Marks Certificate'.																																																
	22.10.2	The persons deputed for this purpose shall further check the transcribed grades on the transcript and sign them individually.																																																
<b>Significance of Grade</b>	22.11.1	Each course will have examinations as laid down in Academic Regulations and evaluation will be made for each component, and marks so obtained will be added and converted to letter grades under the method of Absolute Grading as under:  <b>Grades and Grade Points</b>																																																
		<table border="1"> <thead> <tr> <th>Letter Grade</th> <th>Achievement Scale</th> <th>Grade Point</th> <th>Relative Performance [% of marks (say X)]</th> </tr> </thead> <tbody> <tr> <td><b>O</b></td> <td>Outstanding</td> <td><b>10</b></td> <td><b>85 and above</b></td> </tr> <tr> <td><b>A+</b></td> <td>Excellent</td> <td><b>9</b></td> <td><b>75 and above but less than 85</b></td> </tr> <tr> <td><b>A</b></td> <td>Very Good</td> <td><b>8</b></td> <td><b>65 and above but less than 75</b></td> </tr> <tr> <td><b>B+</b></td> <td>Good</td> <td><b>7</b></td> <td><b>55 and above but less than 65</b></td> </tr> <tr> <td><b>B</b></td> <td>Above Average</td> <td><b>6</b></td> <td><b>50 and above but less than 55</b></td> </tr> <tr> <td><b>C</b></td> <td>Average</td> <td><b>5</b></td> <td><b>45 and above but less than 50</b></td> </tr> <tr> <td><b>P</b></td> <td>Pass</td> <td><b>4</b></td> <td><b>40 and above but less than 45</b></td> </tr> <tr> <td><b>F</b></td> <td>Fail</td> <td><b>0</b></td> <td><b>Less than 40</b></td> </tr> <tr> <td><b>Ab</b></td> <td>Absent</td> <td><b>0</b></td> <td>-</td> </tr> <tr> <td><b>S</b></td> <td>Satisfactory</td> <td>-</td> <td><b>40 and above</b></td> </tr> <tr> <td><b>US</b></td> <td>Unsatisfactory</td> <td>-</td> <td><b>Less than 40</b></td> </tr> </tbody> </table>	Letter Grade	Achievement Scale	Grade Point	Relative Performance [% of marks (say X)]	<b>O</b>	Outstanding	<b>10</b>	<b>85 and above</b>	<b>A+</b>	Excellent	<b>9</b>	<b>75 and above but less than 85</b>	<b>A</b>	Very Good	<b>8</b>	<b>65 and above but less than 75</b>	<b>B+</b>	Good	<b>7</b>	<b>55 and above but less than 65</b>	<b>B</b>	Above Average	<b>6</b>	<b>50 and above but less than 55</b>	<b>C</b>	Average	<b>5</b>	<b>45 and above but less than 50</b>	<b>P</b>	Pass	<b>4</b>	<b>40 and above but less than 45</b>	<b>F</b>	Fail	<b>0</b>	<b>Less than 40</b>	<b>Ab</b>	Absent	<b>0</b>	-	<b>S</b>	Satisfactory	-	<b>40 and above</b>	<b>US</b>	Unsatisfactory	-	<b>Less than 40</b>
Letter Grade	Achievement Scale	Grade Point	Relative Performance [% of marks (say X)]																																															
<b>O</b>	Outstanding	<b>10</b>	<b>85 and above</b>																																															
<b>A+</b>	Excellent	<b>9</b>	<b>75 and above but less than 85</b>																																															
<b>A</b>	Very Good	<b>8</b>	<b>65 and above but less than 75</b>																																															
<b>B+</b>	Good	<b>7</b>	<b>55 and above but less than 65</b>																																															
<b>B</b>	Above Average	<b>6</b>	<b>50 and above but less than 55</b>																																															
<b>C</b>	Average	<b>5</b>	<b>45 and above but less than 50</b>																																															
<b>P</b>	Pass	<b>4</b>	<b>40 and above but less than 45</b>																																															
<b>F</b>	Fail	<b>0</b>	<b>Less than 40</b>																																															
<b>Ab</b>	Absent	<b>0</b>	-																																															
<b>S</b>	Satisfactory	-	<b>40 and above</b>																																															
<b>US</b>	Unsatisfactory	-	<b>Less than 40</b>																																															
	22.11.2	For non-credit courses 'S' or 'US' letter grade shall be awarded to indicate 'Satisfactory' or 'Unsatisfactory', respectively and this will not be counted for computation of SGPA/CGPA/OCGPA.																																																
	22.11.3	A student obtaining Grade 'F' or 'US' shall be considered as failed and will be required to reappear in the examination.																																																
<b>Scrutiny of Answer Books and Rectification of Errors</b>	22.12.1	There shall be provision of scrutiny of answer book(s) of Theory (external examination) for which a fee of Rs. 200/- per paper shall be charged. The student shall have to apply for scrutiny on the <b>Acad. Form-29(b)</b> along with the prescribed fee within 10 days of the declaration of the results.																																																

	22.12.2	The Dean shall arrange the scrutiny of answer book(s) by a committee consisting of three faculty members.
	22.12.3	Scrutiny means re-totaling of the marks, and examination of un-marked question(s), if any.
	22.12.4	The answer book(s) of End-of-Term examination shall not be shown to the student under any circumstances.
	22.12.5	In case, the total marks are found to be incorrect on scrutiny, the same will be corrected and the result shall be revised accordingly (even if it is towards lower side) by the Dean concerned. If, however, any question is found to be unchecked by the External Examiner, the answer book(s) shall be sent to the External Examiner for doing the needful and the result(s) shall be revised accordingly.
	22.12.6	No representation by the student(s) shall be entertained regarding the outcome of the result after scrutiny.
<b>Re-evaluation</b>	22.13.1	If a student feels that his/her answer-book of a course(s) for external examination (except Re-examination) has not been fairly evaluated, he/she may apply in the <b>Acad. Form-29(c)</b> complete in all respect along with the necessary fee of Rs. 1000/- per course to the office of the Dean by the due date as laid down in the Academic Calendar for the year or notified separately. The re-evaluation fee once deposited with the University shall not be refunded.
	22.13.2	Coordinator examination shall act as In-charge of re-evaluation work and shall get such answer book(s) of the course evaluated and revised result shall be determined in the following manner:
		i) An external examiner other than the one who had originally evaluated answer book(s) will re-evaluate the same and the higher of the two awards shall be the final award in case the variation is not more than 15% of the external examination.
		ii) The answer book shall be referred to the third examiner in case variation is more than 15% of the two awards and the average of two higher awards (out of the three) shall be the final award.
		iii) The fraction of 0.5 and above will be rounded off to the next whole integer.
		iv) The detailed marks certificate of the semester shall be revised accordingly and the same shall be conveyed to the student.
	22.13.3	The time required for re-evaluation shall be 30 days from the last date of receipt of application. Further, the declaration of results of re-evaluation can be delayed for reasons beyond the control of University.
	22.13.4	If a student simultaneously applies for revaluation and re-examination of a course, then in such case, out of the two results, one which is higher shall be considered for declaring the result.
	22.13.5	A student whose answer book is not available for reasons beyond the control of the University, may be permitted by the Vice-Chancellor on the recommendations of the Dean concerned either to re-appear in the same paper in the next examination without payment of registration/ examination fee or he/she may opt for



		award of marks on the basis of his/her CGPA till the previous semester examination.
	22.13.6	In case of any representation, the grant of scholarship/award/medal, etc. may be withheld till declaration of result of re-evaluation.
<b>Re-examination</b>	22.14.1	The Re-examination shall be permitted only for theory external examination in core and elective courses which are offered by the student during a semester.
	22.14.2	A student shall be eligible to appear in Re-examination of a course if he/she has actually appeared in the external examination of the course and obtained 'F' grade. He/she may apply to the Dean of the college concerned in the <b>Acad. Form-29(c)</b> complete in all respects along with the necessary fee of Rs. 1000/- per course by the due date as laid down in the Academic Calendar for the year or notified separately. The re-examination fee once deposited shall not be refunded.
	22.14.3	Re-examination shall be completed at least two weeks before the mid-term examination of the next semester as per the date laid down in the Academic Calendar or notified separately.
	22.14.4	The question paper for the Re-examination shall be used from the question paper bank for that course available with the Coordinator examination.
	22.14.5	The answer book(s) for Re-examination shall be evaluated by the External Examiner.
	22.14.6	The date of declaration of result shall be within one month of conducting the re-examination. However, it may be delayed for reasons beyond the control of University.
	22.14.7	The marks obtained in hourly, mid-term, tutorials/practical for a course in the previous semester shall be used for the computation of revised grade based on the performance in re-examination.
	22.14.8	Once a student failed to clear a course after re-examination, he/she shall have to register that course again in accordance with schedule indicated in the course catalogue like a fresh student. However, it may not be necessary for him to attend the classes after registering the course.
	22.14.9	A student, who has applied for re-examination in a course and fails to appear, shall be awarded 'F' grade.
	22.14.10	The student taking re-examination will be allowed provisional registration for the next semester.
	22.14.11	Re-evaluation of the answer books of re-examination shall not be permitted.
<b>Credit and other Requirements of degree</b>	22.15.1	A student shall qualify for the degree if he/she has studied at least 120 credit hours (excluding credit hours for non-credit courses); passed all the courses and his/her OCGPA is at least 5.00.
	22.15.2	An undergraduate degree will be awarded if a student completes four core courses each in three disciplines of choice; two Ability

		Enhancement Compulsory (AEC) Courses; minimum four Skill Enhancement (SE) Courses and two courses each from a list of Elective courses based on three disciplines of choice selected above, respectively and studied the General Interest/Hobby courses 'Satisfactorily'.
	22.15.3	A student can opt for more number of Elective and Skill Enhancement courses. However, the total credit score earned will not exceed 140 credits for a B.Sc. degree programme.
	22.15.4	The scheme, credits and syllabi of courses for different undergraduate programmes are given separately in Course Catalogue.
<b>Repeating of Course</b>	22.16.1	<p>A student who has passed a course but secured an OCGPA less than 5.00 in undergraduate programme shall be allowed to repeat that course to make up the deficiency with the prior permission of the Dean subject to the following conditions :</p> <ol style="list-style-type: none"> <li>i. The repetition shall be allowed only once.</li> <li>ii. The repetition shall be permitted only to enable the student to fulfill the minimum OCGPA requirement and not for the improvement of the OCGPA for enabling him/her to qualify for the award of scholarship, fellowship or for competing for a 'Certificate of Honour' or for a position in the University.</li> <li>iii. When a student is permitted to repeat a course after getting OCGPA less than 5.00 in undergraduate programme, the credit hours and credit points corresponding to that course shall be counted only once for the degree requirements.</li> <li>iv. For computing the overall grade point average, the better of the two grades after repeating, shall be taken into account. But, in personal record of the student, maintained in the Registrar's office, both the earlier grade and the grade obtained after repetition shall be recorded and the fact that repeated course shall be indicated by the letter 'r' superscripted on the grade obtained after such repetition. However, till such time as the student repeats the course, the original grade and credits shall be used to compute the overall cumulative grade point average.</li> <li>v. A student, repeating any of the courses, shall be required to study that course in regular semester with the next batch within the prescribed load limit and shall appear in all the examinations, complete tutorial/assignment. The rule for minimum attendance shall not apply to under graduate</li> </ol>

		student repeating a course. However, if a student desires, he/she may attend the entire course to make up for the deficiency, if any.
<b>Dropping from the University</b>	22.17.1	The student registered in any degree programme, shall be required to earn his/her degree within double the duration of normal period of that particular degree irrespective of registered or unregistered semester. A student who fails to obtain his/her degree within the above stipulated period, shall be dropped from the University and shall have no right to petition.

**CSK Himachal Pradesh Krishi Vishvavidyalaya, Palampur-176062**  
**'Academic Branch'**

No. QSD.11-5/CBCS/CSKHPKV(Acad)/- 22074-92 Dated, Palampur the:

**NOTIFICATION**

07 MAY 2018

The Academic Council vide Item No.17 of its 172<sup>nd</sup> meeting held on 05.04.2018 has approved the amendments in Academic Regulations 22.1.1 and 22.2.1 as under:

**Academic Regulation 22.1.1 – Evaluation of Course work**

<u>Existing Provision</u>	<u>Amended Provision</u>
<p>The evaluation of a student's achievement in a course shall be based on performance in (i) various kinds of tests (ii) Practical (iii) tutorials/assignments. All tests/examinations shall be monitored by the Dean of the College. It shall be the responsibility of the teacher(s) /Instructor(s) to ensure that the topics to be covered in the theory and practical in each course in a semester shall be recorded through a teaching schedule alongwith tentative dates for various tests (other than those notified by the Dean) and distributed to the students at the beginning of each course alongwith a copy of the same to the concerned Head of Department and Dean. The Head of the Department/Dean shall ensure that the schedule is adhered to and alternate arrangements are made to cover up the loss in case of any eventuality of unavoidable circumstances that has led to non-adherence of the above schedule. Different type of tests which will be employed are described below:</p> <p><b>Hourly Examination:</b> As the name implies, it is a written test lasting for about an hour. The date and syllabi of the subject to be covered in the test shall be announced at least one week in advance. Normally the hourly examination shall be over by the sixth week of the semester. This examination shall be held by the Instructor concerned from 9.00AM to 10.00AM on the scheduled date.</p>	<p>The evaluation of a student's achievement in a course shall be based on performance in (i) various kinds of tests (ii) Practical (iii) tutorials/assignments. All tests/examinations shall be monitored by the Dean of the College. It shall be the responsibility of the teacher(s) /Instructor(s) to ensure that the topics to be covered in the theory and practical in each course in a semester shall be recorded through a teaching schedule alongwith tentative dates for various tests (other than those notified by the Dean) and distributed to the students at the beginning of each course alongwith a copy of the same to the concerned Head of Department and Dean. The Head of the Department/Dean shall ensure that the schedule is adhered to and alternate arrangements are made to cover up the loss in case of any eventuality of unavoidable circumstances that has led to non-adherence of the above schedule. Different type of tests which will be employed are described below:</p> <p align="center">- Merged with Mid-term Examination-</p>

Contd.....2/-

**Academic Regulation 22.2.1 -Distribution of Marks**

The performance shall be judged out of 100 marks in a course as per the following distribution:

Type of Course	Course Credit	Hourly	Mid-term	Assign-ment/ Tutorial	Pract-ical	End-of-term
Core	4+2	10	15	-	25	50
	5+1*	10	15	15	-	60
Elective	4+2	10	15	-	25	50
	5+1*	10	15	15	-	60
Skill Enhancement/ Ability Enhancement Compulsory	2+0	10	15	15	-	60
	1+1	10	15	-	25	50
	3+0	10	15	15	-	60
	2+1	10	15	-	25	50
Orientation	1+0	-	40	-	-	60

\*Course with Tutorial

The performance shall be judged out of 100 marks in a course as per the following distribution:

Type of Course	Course Credit	Mid-term	Assign-ment/ Tutorial	Pract-ical	End-of-term
Core	4+2	25	-	25	50
	5+1*	25	15	-	60
Elective	4+2	25	-	25	50
	5+1*	25	15	-	60
Skill Enhancement/ Ability Enhancement Compulsory	2+0	25	15	-	60
	1+1	25	-	25	50
	3+0	25	15	-	60
	2+1	25	-	25	50
Orientation	1+0	40	-	-	60

\*Course with Tutorial

The Academic Council has also approved Acad. Form - 27(b) as per Annexure.

As a sequel to above, the Notification Nos.QSD.11-5/CBCS/CSKHPKV (Acad)/38016-36 and 15071-91 dated 25.07.2016 and 25.03.2017 respectively be deemed to have been amended to this extent.

  
Dy. Registrar(Acad.),  
CSKHPKV, Palampur.

Endst. No. Even

Dated: Even

Copy to:

1. All the Deans, CSKHPKV, Palampur.
2. The Director of Research, CSKHPKV, Palampur.
3. The Director, Extension Education, CSKHPKV, Palampur.
4. The Students' Welfare Officer, CSKHPKV, Palampur.
5. The Librarian, CSKHPKV, Palampur.
6. The Comptroller, CSKHPKV, Palampur.
7. All the Heads of Departments, College of Basic Sciences, CSKHPKV, Palampur.

Contd..4/-

**Instructor's Report for Internal Examination under CBCS**

(See Academic Regulation No. 22.8.7)

Seal

Name of Course Instructor(s):

Class:

Session :

Date of Examination:

Course No. :

Course Title:

Credit Hours:

Course Category:

CC/EC/AEC/SE/GI

S. No.	Name of Student	Admission No.	Letter Grade	Mid-term Marks	Tutorial/Assignment Marks	Practical Marks	End-of-term Marks	Total Marks	Remarks
				Max:	Max:	Max:	Max:	Max:	
1.									
2.									
3.									
4.									
5.									

Note:

All corrections and cuttings be initialized.

**CERTIFICATE**

Certified that:

- i. Students mentioned above except at Sr. No. \_\_\_\_\_ have completed attendance requirement as per Academic Regulation No. 4.1.1
- ii. All the students mentioned above except at Sr. No. \_\_\_\_\_ appeared in the examination as per Academic Regulation No. 22.3.8. Absent student(s) has/ have been awarded 'Zero'.

Signature of Course Instructor (with date)

Head of Department (with date)

Dean  
(with date)

**CSK Himachal Pradesh Krishi Vishvavidyalaya, Palampur-176062**  
**Academic Branch**

No. QSD.11-5(1)/CSKHPKV/Acad/  
Dated Palampur, the:

55493-94

03 DEC 2019

From

Registrar

To

The Dean,  
College of Basic Sciences,  
CSKHPKV, Palampur.

Subject: Proceeding of the meeting held on 02.07.2019.

Sir,

In continuation of this office letter of even reference No.32927-28 dated 08.07.2019 on the above subject, I am directed to intimate that the Academic Council vide Item No.9 of its 177<sup>th</sup> meeting held on 13.11.2019 has ratified the action taken by the Vice-Chancellor, CSKHPKV, Palampur regarding adoption of formula for conversion of OCGPA to percentage, "Percentage = [OCGPA x 9] + 5" for determining the equivalence (percentage) under Overall Cumulative Grade Point Average (OCGPA) for students of Choice Based Credit System (CBCS) under RUSA in the University for the passed out students of College of Basic Sciences under Choice Based Credit System (CBCS) under RUSA and depiction of the same on the Provisional Degree Certificates, please.

Yours faithfully,



Asstt. Registrar(Acad.),  
CSKHPKV, Palampur.

Endst. No. Even

Dated : Even

Copy to:

✓ The Incharge, UNS, CSKHPKV, Palampur with the request to upload the letter on the University website.



Asstt. Registrar(Acad.),  
CSKHPKV, Palampur.