

EXAMINATION MANUAL

(Rules & Regulations)



RKDF UNIVERSITY

RANCHI

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PREFACE

'Examination Manual' is very crucial handbooks guiding the systematic and lawful conduct of the Examinations conducted by Ram Krishna Dharmarth Foundation (RKDF) University, Ranchi. The acid test of successful functioning of any University is the timely conduct of examinations and timely announcement of results without any room for suspicion, inordinate delay, manipulation and malpractices. To facilitate the smooth and orderly conduct of its academic programmes and other activities at the Certificate, Diploma, and Degree levels, the rules and regulations under this Manual are prescribed herein.

The **MANUAL** lays down the procedure adopted for conduct of examinations at various examination of the University. These provisions are binding in nature.

The directions and the guiding principles aim at achieving uniformity of procedure and standard. Fairness in conduction, grace in performance, dignity in approach, excellence in supervision, speed in disposal and efficiency in output shall be secured under the spell of this manual.

The teaching, learning, and evaluation are integrated and indissoluble components of education. We at Ram Krishna Dharmarth Foundation (RKDF) University, Ranchi. desired that the evaluation system should serve as an aid in the process of learning. The University felt that this, along with teaching, should be an integral part of aiding the learning. The evaluation process should include continuous integral evaluation, the conduct of examination, the evaluation of answer scripts and indicating the performance by grading rather than marking. It is in this context that the evaluation practices are chosen and introduced.

This manual is prepared to provide guidelines for the conduct of examinations, examiners, faculty and students. The guidelines and the procedures to be followed by the office of Controller of Examination, BoS members are laid down in consonance with the norms and standards of the regulatory bodies-the university, UGC/AICTE/PCI/BCI and in line with the approved Ordinance/Statutes by the State Assembly, Government of Jharkhand in tandem with The Jharkhand Private Universities Act, 2024 (11/2024).

In order to achieve this, all rules and procedures relating to the examinations should be so well delineated as to leave nothing to chance and assumption.

1. OBJECTIVES

This Manual is an effort in that direction. It defines the roles, responsibilities of the people involved, protocols, procedures to be followed and various steps that have to be taken at all the levels associated with the conduct of the examinations of the University. All the Forms/Proformas for use in the examination process/ system and documentation have been drawn out in standardized formats. Measures to curb unfair and malpractices have also been listed along with the penalty and punishments. It is expected that these rules and regulations will enable students to take advantage of various academic opportunities at the University and prepare themselves to face the challenges in their professional careers ahead.

2. DEFINITIONS AND ABBREVIATIONS

- i. **Academic Year (AY):** One year or two consecutive semesters from the date of commencement of the programme.
- ii. **Admission to an Examination:** It means the issuance of admit card/roll number to a candidate having completed all the conditions laid down in the relevant academic regulations, by the Controller of Examinations (COE). Provided that, a candidate who does not fulfill all such conditions may, at the discretion of the COE, be admitted provisionally, however, in case all conditions are not fulfilled by a candidate subsequently, his/her provisional admission to the examinations shall be liable to be cancelled.
- iii. **Admit Card:** It means a card given to every candidate admitted to the University Exam. This card will carry the examination number, roll number/ enrollment no, and name of the candidate along with the name of Programme/Course/Course Number, that a candidate is supposed to be appearing in. This admit card shall be valid for the entire period of the End Term Examination (ETE).
- iv. **Answer Script:** It means the Answer-booklet in which the examinee has attempted/ written his answer in response to the questions found in the question paper on the

examination day. It shall only bear a dummy number if required in case of theory paper at the time of evaluation and the identity of the examinee shall NOT be revealed.

- v. **Attempt:** It means either partial or complete appearance by a candidate at an examination. Mere remittance of examination fees shall not amount to an attempt at an examination. Absent for exam/s will not be considered as an attempt.
- vi. **Candidate:** It means a student who has a registered for one more courses in a particular programme run by the University and who has been admitted to an Examination by the University.
- vii. **Centre Superintendent (CS):** It means any person appointed by the Vice Chancellor on recommendation of (COE) to be in overall control and supervision of the Examination Centre for a specified period/ session(s) of the examination.
- viii. **Choice-Based Credit System (CBCS):** The CBCS provides choices for students to select from the prescribed list of courses.
- ix. **Course:** It means, a specific subject usually identified by its course code and course title, with specified credits and syllabus/course description, a set of references, taught/ supervised by some teacher(s)/course-instructor(s) to a specific class/section (group of students) during a specific academic- session (Semester/Annual).
- x. **Controller of Examinations (COE):** The COE shall have the same meaning and scope as provided in the act and statutes of RKDF University, Ranchi.
- xi. **Credit:** It is a unit by which the course work is measured. It determines the number of hours of instruction required per week for the duration of a semester In general; one credit is equivalent to 15 hours of teaching/lecture or 30 hours of practical or field work per semester.

1 hour lecture per week	1 credit
1 hour tutorial per week	1 credit
2 hours practical per week	1 credit

- xii. **Code Number:** It means a number printed on each Answer-booklet after the examination in order to hide the identity of the examinee to prevent bias and malpractice in the examination if applicable.

- xiii. **Code of Conduct:** It means the norms to be followed in conducting oneself in the context of the functions/ duties assigned to an individual.
- xiv. **Credit Points:** Credit Points/ Earned credits are defined as the sum of the product of course credits and the grades earned by the student in a particular semester.
- xv. **Cumulative Grade Point Average (CGPA):** It is a measure of overall cumulative performance of a student over all the semesters completed. It is expressed upto 2 decimals.
- xvi. **Division:** It defines the percentage range that is being awarded to a student after the final Semester Examination. It shall be awarded only after the final semester examination based on integrated performance of the candidate for all the through out the academic programme.
- xvii. **ESE (ESE):** It means the examination normally held at the end of an academic period such as a semester/ academic year and includes all the papers of theory, practical and viva-voce examination if any. Examination of odd semesters shall ordinarily be held in the month of November / December and that of even semesters in the month of May / June.
- xviii. **Errant Examinee:** It means an examinee that has been caught in an act of misconduct/ unfair-means/ malpractice and booked.
- xix. **Examination Centre:** It means any premises consisting of examination halls, control room, service room and other necessary facilities such as drinking water and toilets etc.
- xx. **Examination Fee:** It means the fee for registering and securing admission to an examination. It is inclusive of the fee payable for the statements of marks as may be prescribed by the RKDF University from time to time.
- xxi. **Examination Hall:** It includes any Room, Laboratory, Workshop or any other premises used for conducting examinations.
- xxii. **Examinee:** It means a person who actually presents himself/ herself for an examination or a part thereof to which he/ she has been admitted.
- xxiii. **Examiners:** It means teachers appointed by the COE from among the Panel of Examiners approved by the Vice-Chancellor after the recommendation of the examination Committee for the valuation of theory/practical papers / UG or PG dissertation etc.

- xxiv. **Expulsion:** It means permanent removal of the student from the University rolls / registration with the prohibition on future enrolment.
- xxv. **Ex Student:** It is a candidate, who, having once been admitted to an examination of the University as a regular candidate, and is again required to take the same examination because of one's failure or absence in the examination.
- xxvi. **External Examiner:** It means a member who is eligible/qualified to be an examiner from another university/department/industry, and who is included in the panel of Examiners approved by the Vice-Chancellor for evaluation/assessment of the exam answer scripts of ESE/evaluation of practical/ assessment of dissertation/project, etc.
- xxvii. **Failed Candidates:** A student who could not get minimum marks to clear a subject or the entire Examination.
- xxviii. **Fine:** It means a monetary penalty imposed on the candidate for valid reasons such as misconduct or malpractice or any other undue acts of omission by the candidate.
- xxix. **Flying Squad/ Vigilance Squad:** It means the teachers appointed by the Controller of Examinations to COE to supervise through surprise or random visits, to ensure the smooth conduction of examinations as per norms.
- xxx. **Grace Marks:** Grace marks refer to additional marks awarded to students in certain circumstances to provide them with an opportunity to improve their overall scores.
- xxxi. **Grade:** Grades are awarded to a student shall depend upon his/her continuous evaluation through performance in various examinations, assignments, quizzes, laboratory work, class work, mid semester test and regularity.
- xxxii. **Grade Points:** Grade points" refers to a numerical value assigned to a letter grade on a 10 point scale.
- xxxiii. **Hall Assistant:** It means a non-teaching staff member of appropriate rank to help in issuing the Answer bookletlets and render other assistance to Invigilators during the conduct of examination in the assigned hall.
- xxxiv. **Invigilator:** It means any teaching faculty of the Departments appointed by the COE for invigilation work during examination.
- xxxv. **Internal Assessment (IA)/ Sessional:** It means the assessment based on continuous internal assessment that includes Mid Term, assignments, projects, quizzes, case study

analysis, viva-voce, presentations individually or in groups, etc. given to the candidate/s during an academic period.

- xxxvi. **Internal Examiner:** It means a member who is eligible and qualified to be an examiner from the university, and who is included in the panel of Examiners approved by the VC for evaluation/assessment of the exam answer scripts of ESE/evaluation of practical/assessment of dissertation/project, etc.
- xxxvii. **Internship/ Summer Internship Programme/ Industrial Training:** It is an opportunity offered by an employer to potential employees, called interns, to work at a firm for a fixed period independent of academic terms. Students will undergo internships / Apprenticeships in a firm, industry, or Organization or training in laboratories with faculty and researchers in their own institutions/ other research institutions.
- xxxviii. **Late Fee:** It means a sum of money by cash or other valid bank instrument that may need to be paid to the University as a result of failure to meet the deadlines.
- xxxix. **Letter Grade:** It is an index of the performance of students in a said course. Grades are denoted by letters.
- xl. **Major Courses:** NEP curriculum offers students a general understanding as well as in-depth study of at least one subject area termed as Major.
- xli. **Marks Sheet/ Grade Sheet:** Based on the grades earned, a Marks Sheet/ Grade Sheet shall be issued to all the registered students after every semester. The Marks Sheet/ Grade Sheet will display the course details (code, title, number of credits, grade, and grade points secured) along with the Semester Grade Point Average (SGPA) of that semester and CGPA in the final Marks Sheet/ Grade Sheet .
- xlii. **Minor Courses:** The student will have to choose two Minor subjects under NEP Curriculum. One Minor subject to support the major subject from the concerned broad disciplinary area in the first semester.
- xliii. **National Education Policy (NEP):** The NEP 2020 states, “Assessments of educational approaches in undergraduate education that integrate the humanities and arts with Science, Technology, Engineering and Mathematics (STEM) have consistently shown positive learning outcomes, including increased creativity and innovation, critical thinking and higher-order thinking capacities, problem-solving abilities, teamwork, communication skills, more in-depth learning and mastery of curricula across fields,

increases in social and moral awareness, etc., besides general engagement and enjoyment of learning”.

- xliv. **Misconduct:** It means any one or more of the acts such as disobeying the instructions, insolent/ violent behavior, and causing hindrance to the duties of the staff on examination duty etc.
- xliv. **Moderation:** It means validating the question papers set by paper setters for conformity with the pattern and academic regulations in force. Any errata/ aberrations/ formats/ choice/ pattern deviation etc. are subjected to necessary corrections before printing if required.
- xlvi. **Moderator:** It means any person appointed by the COE to scrutinize the question papers received from the paper setters to detect any aberrations, provide remedy and validate it before it is accepted and taken up for the printing process.
- xlvii. **Paper Setter:** It means any person appointed by the Controller of Examinations from among the Panel of Examiners approved by the Vice-Chancellor after the recommendation of the examination Committee
- xlvi. **Examiners:** It means teachers appointed by the COE for the valuation of theory/practical papers / UG or PG dissertation etc.
- xlix. **Question Paper:** It means that particular paper belonging to a subject for which an examination is being held.
 - i. **Re-Examination:** It means the examination offered to a candidate who has failed or Absent in a ESE.
 - ii. **Re-Evaluation:** It means a repeat evaluation of the written answer-booklet by a different examiner based on submission of appropriate application with due fees thereof by the candidate, after announcement of the result.
 - iii. **Research /Project Work/ Dissertation:** Every student admitted to the course shall be required to carry out research or project work under the supervision of a teacher in the Department, on a problem assigned to him / her by the Head or the Department.
 - liii. **Semester:** A semester comprises 90 working days (minimum 15 weeks) and an academic year is divided into two semesters.

- liv. **Semester Grade Point Average (SGPA):** It is the ratio of the sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student.
- lv. **Session Report:** It means the report prepared by the Centre Superintendent(s) of the Examination centre for that session regarding the number of candidates present/ absent, Malpractice/ Misconduct if any, Attendance record of Invigilators and other examination staff on duty and such related matters with necessary enclosures.
- lvi. **Special Examination/ Second Examination:** It means the examination offered to a candidate that provides an opportunity to those who were Absent / Fail in the ESE due to valid grounds.
- lvii. **Student:** It means and includes a person who is enrolled as such by the University/ Department, to pursue education, receive instructions, write examination(s) and qualify for any degree, diploma or certificate awarded by the RKDF University Ranchi.
- lviii. **Supplementary Examination:** It means the additional examination approved by the Vice Chancellor for those students who were permitted absentia for the end term examination due to participation in University activities or those who could not clear or could not appear due to compelling reasons like serious illness of himself/ herself.
- lix. **Term:** It means an academic year or a part of the academic year and it also includes Semester or Trimester or Quarter, whichever is applicable.
- lx. **Thesis:** It is a fundamental idea of an argument, presentation, or piece of writing of the project work, which can also mean a large work of art, criticism, or scientific research that represents original research and is generally the final requirement for an academic degree.
- lxi. **Unfair Means Committee:** It means a committee appointed to investigate and take disciplinary action for malpractices/unfair means and lapses on the part of candidates, paper-setters, examiners, moderators, evaluators, teachers or any other persons connected with the conduct of examinations including the pre-examination stage and the post examination stage.

3. SCHEME OF EXAMINATION

- i. The courses shall run as per schemes and syllabus as prescribed by the Board of Studies.

- ii. Each course, along with its weightage in terms of units and equivalent credits, shall be recommended by the concerned Board of Studies and shall be approved by the standing committee of Academic Council and the Board of Management. Only approved courses can be offered during any semester.
- iii. The weightage given to semester end examination and the internal assessment shall be 70: 30 should be highlighted in the Course/Syllabus outline of each Department. Each Department shall formulate its own method of Internal Assessment, which shall be communicated to the students at the beginning of the Course.
- iv. A student shall be continuously evaluated for his/her / her academic performance in a subject through tutorial work, practical, home assignment, mid-semester test, field work, seminars, quizzes, ESEs and regularity.
- v. Practical training, Internship, Dissertation, Educational Tour and project work shall be treated as practical subjects.
- vi. To ensure transparency of the evaluation process, the Internal assessment marks awarded to the students in each programme in a semester shall be published and put up on the notice board of the Department, at least one week before the commencement of semester end examination.
- vii. The examination scheme may vary as per the guidelines of the regulatory body, if any or as prescribed by the Board of Studies.
- viii. The Re appear examination scheme shall remain as per the previous examination / rules/ regulations for candidates admitted thereafter.

3.1 Scheme of Examination for Theory Courses:

Each theory course shall consist of two parts:

- i. Internal Assessments (IA)
- ii. ESE (ESE)
 - a) The Internal Assessments shall consist of Mid Term, assignments, projects, quizzes, classroom presentations, case study analysis, viva-voce, or any such activity as the instructor may deem fit and shall be conducted in the manner as the instructor may deem fit. The total internal marks will be awarded on the basis of

the marks obtained in written exam assignments as well as class performance/regularity.

- b) The Mid Semester Examination (MSE) shall normally be a written examination of 1 hour duration.
- c) The ESE (ESE) will be conducted at the End of the each term of the academic programme.

3.2 Scheme of Examination for Practical Courses:

Each practical course shall consist of two parts:

- i. Internal Assessments (IA)
 - ii. ESE (ESE)
- a) The Assessments shall consist of assignments, projects, quizzes, classroom presentations, case study analysis, viva-voce, or any such activity as the instructor may deem fit and shall be conducted in the manner as the instructor may deem fit. The total internal marks will be awarded on the basis of the marks obtained in written exam assignments as well as class performance/ regularity.
 - b) The ESE (ESE) shall consist of Submission of laboratory work and demonstration of laboratory work and/or Viva-voce examination. In addition, the instructor may also include a written examination in the ESE (ESE) of a laboratory course.
 - c) Practical Examinations will be conducted by atleast one internal and atleast one external member from outside of the institute.

3.3 Scheme of Examination for Project work/ Internship Courses:

Each practical course shall consist of two parts:

- i. Internal Assessments (IA)
 - ii. ESE (ESE)
- a) The internal marks will be awarded on the basis of the class performance/regularity/ punctuality/ discipline during the Internship/ project.

- b) The ESE (ESE) shall consist of Submission of a Project report/ Industrial Training / Internship report and successful defence of the same in front of the Jury / Panel of Examiner.

Table 1 : Marks Distribution Pattern in Practical and Theory Courses

- **Theory**

i.	Quizzes, assignments and regularity -	10%
ii.	Mid – Semester test/ Assignment/ Sessional -	20%
iii.	End – Semester examination-	70%
Total		100%

- **Practical**

i.	Lab work, performance, quizzes, Assignments and regularity -	30%
ii.	End – Semester examination-	70%
Total		100%

4. END SEMESTER EXAMINATION (ESE)

- i. The odd semester examination shall ordinarily be held in the month of November / December and that of even semesters in the month of May / June every year at the end of each term.
- ii. The ESE will be written Examination of 3 hours duration.

5. MID SEMESTER EXAMINATION (MSE)

- a) The Mid Semester Examination (MSE) shall normally be a written examination of 1 hour duration.

- b) Normally two MSE shall be conducted per Semester (or three for annual) for a subject as prescribed. The best of two shall be taken for computing marks obtained out of maximum marks prescribed for a class test.
- c) If a candidate appears for only one test & remains absent for the other test, his/her test marks shall be calculated on the basis of rule above considering the marks of the test in which he remains absent as zero.

6. RE EXAMINATION

- i. The University shall conduct the Re-examination for the students who have missed or failed in a paper / all papers in an ESE.
- ii. The Re-examination shall be conducted along with the regular examination. The schedule for the supplementary examinations shall be prepared and announced by the Controller of Examination.
- iii. The Re-examination shall be conducted for all the theory and laboratory courses / Minor Projects / Major Projects / Industrial Training/ Internships etc. of the preceding semesters.
- iv. A student can appear in the Re-examination for all the theory and laboratory courses / Minor Projects / Major Projects / Industrial Training/ Internships etc. of the preceding semesters in which he / she has failed or missed the examination for valid reasons, by filling up the examination form available in the office of Controller of Examinations and paying the prescribed fee within the prescribed time limit.
- v. If a candidate has passed the ESE in full, he / she shall not be permitted to appear in the supplementary examination for improvement in division / marks / grades or any other purpose.

7. SPECIAL EXAMINATION

- i. Special examination will be conducted for theory and practical papers for the candidates belonging to final year batches of the respective session as well as pass out batches of all Diploma (3 years), PG Diploma, UG and PG programmes once in a year after the declaration of Final semester result.
- ii. Special examination may also be conducted for students who were absent for the ESE due to the following reasons
 - Participation in University activities

- Serious illness
- Extreme natural calamities like heavy rain, flood, landslides, heat waves, etc.
- Participation in NCC/NSS

These students will have their absence approved by the Vice Chancellor.

- iii. Special / Second examination can be conducted within 30 days of the declaration of Results with the approval of Vice Chancellor.

8. REVALUATION

The examination system of the University shall also provide for mechanisms to redress/ resolve any reasonable and valid issue(s) of grievances and provide relief to the concerned candidates. All such matters shall be resolved subject to the University rules and regulations.

- i. Re-evaluation is applicable only for theory papers within 15 days of the publication of result and shall not be entertained for other components such as practical/ Thesis/ Dissertation/Project etc.
- ii. Re-evaluation of answer-scripts can be sought only with at least one affirmation by a teacher relevant to the subject as mentioned below and that any of the criteria below are satisfied:
 - a. Finds that any answer(s) to question(s) that has/ have not been evaluated.
 - b. Finds that the answer-script valuation in full or part is not justified and there is reasonable ground for re-evaluation.
 - c. Finds that there is any error in addition/ totaling of the marks awarded.
- iii. A candidate may apply for re-evaluation for a maximum of three (3) papers in a semester. Re-evaluated marks will be considered for calculation of grade point
- iv. The application for revaluation shall be submitted to the Controller of Examinations through the HOD of the concerned Department of study.
- v. The CoE shall arrange for re-evaluation of such answer-scripts by an examiner other than the initial evaluator from the approved panel of examiners. If there is a difference of more than 10% of maximum marks between the first valuation and Re-evaluation, then only re-evaluated marks shall be awarded to the candidate. The marks may increase /decrease or

remain same. The student needs to surrender the original performance and accept the revised performance.

- vi. The marks awarded by the original examiner if marked on the answer scripts shall be concealed from the answer script and sent for revaluation.
- vii. In all cases of Re-evaluation, Fees once paid will not be refunded. Applications which are late and not in the prescribed form and which are found defective in any respect will not be entertained and will be summarily rejected without notice. In the case of applications which are found in order, the University shall take steps to get the answer-scripts re-evaluated.
- viii. The result of the revaluation shall ordinarily be made known to the student through the Head of the Department within 30 working days of the last date of receipt of applications by the Office of the Controller of Examinations.

9. AWARD OF LETTER GRADES AND GRADE POINTS

- i. The grades awarded to a student shall depend upon his/her continuous evaluation through performance in various examinations, assignments, quizzes, laboratory work, class work, mid semester test and regularity.
- ii. The performance of a student is evaluated in terms of earned credit weighed marking system. Credit Points/ Earned credits are defined as the sum of the product of course credits and the grades earned by the student in a particular semester in which grade points above a certain cut off have been obtained for declaring a learner pass in that course.
- iii. A 10-point grading system with the following letter grades as given below will be followed where the marks are converted directly to the grades.
- iv. The range of cut-off marks below which a student would be assigned an 'F' grade is 40 for the theory and the laboratory component (NEP Curriculum) while for NON NEP Courses, the cut-off marks below which a student would be assigned an 'F' grade is 40 for the theory and 50 for the laboratory component

Table 2: Credit Based Grading System: Grades Grade Points and Equivalent Marks:

Letter Grade	% Marks	Grade Points	Description of Performance
O	90-100	10	Outstanding
A+	80-89	9	Excellent
A	70-79	8	Very Good
B+	60-69	7	Good
B	50-59	6	Above Average
C	45-49	5	Average
P	40-44	4	Pass
F	<40	0	Fail
Ab	-	0	Absent

10. CALCULATION OF SGPA AND CGPA

- i. The SGPA is the ratio of the sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student.

The Semester Grade Point Average (SGPA) is calculated as under :-

$$\frac{\sum_{i=1}^n C_i P_i}{\sum_{i=1}^n C_i}$$

Where C_i is the number of credits offered in the Subject of a Semester for which SGPA is to be calculated, P_i is the corresponding Grade earned in the subject and n is the number of Subjects in the Semester.

- ii. The Cumulative Grade Point Average (CGPA) is a measure of overall cumulative performance of a student over all the semesters completed. It is also calculated in the

same manner taking into account all the courses undergone by a student over all the semesters of a programme.

The Cumulative Grade Point Average (CGPA) is calculated as under:-

$$\frac{\sum_{j=1}^m SG_j NC_j}{\sum_{j=1}^m NC_j}$$

Where,

- SG is the SGPA earned in the jth semester,
 - NC is the total credit allotted to the jth semester
 - j is the number of semester till which CGPA is calculated.
- iii. On completing all the requirements for the award of Undergraduate Certificate/ Diploma/ Degree/ Hons, a student will get a comprehensive result with marks sheet/ Grade Sheet on hybrid system i.e. on Grade system, percentage system. This mark sheet/ Grade Sheet will specify SGPA for each semester, overall CGPA, equivalent percentage marks and the division awarded, according to the rule as given in Point 4. The minimum and maximum number of credits may increase provided a candidate opts for Add-on courses.

11. AWARD OF DIVISION

- i. Division shall be awarded only after the completion of 2nd, 4th, 6th or 8th on fulfilling all the requirements for the award of Certificate/ Diploma/ Degree based on the CGPA obtained by the student.
- ii. There shall be three grades for award of class/ division at an examination.
 - a) **First Division with Distinction:**
A candidate shall be declared to have passed the examination in First division with Distinction, if he obtains 75% or more of the total marks.
 - b) **First Division:**
A candidate shall be declared to have passed the examination in First division, if he obtains 60% or more but less than 75% of the total marks.
 - c) **Second Division:**

A candidate shall be declared to have passed the examination in Second division, if he obtains 40% or more but less than 60% of the total marks.

Table 3: Percentage of Marks and Corresponding Division:

% Marks	Division
75% and above	First Division with Distinction
60% and above but less than 75%	First Division
40% and above but less than 60%	Second Division

- iii. The conversion from grade to an equivalent percentage in a given academic program shall be according to the following formula applicable.

$$\text{Equivalent \% Marks} = \frac{\text{CGPA Obtained} \times 100}{10}$$

12. STANDARD OF PASSING

- The pass marks will be 40% of the total marks obtained in each subject by a student or as prescribed by the Board of Studies as mentioned in **promotion rules (Point 20)**.
- To pass an examination a candidate must obtain minimum of passing marks separately in each theory paper and practical or any other head of passing as mentioned in Teaching and Examination Scheme of the course. While deciding minimum marks required for passing, fraction of a mark shall be omitted. The theory and practical and shall be separate heads of passing.
- To pass a subject (Theory/ Practical), a student must obtain a minimum of 28 marks out of 70 marks in ESE and a total of 40 marks (40 %) out of 100 marks including internal marks. For Non NEP courses, the minimum passing marks in practical subjects is 50 marks (50%) out of 100.
- To pass a particular subject (Theory /Practical), the minimum required grade is C (GP: 5.0). For Non NEP courses, the minimum required grade is B (GP: 6.0) for practical papers. In order to pass a Semester examination, the minimum SGPA required is 4.0 or as mentioned in **Promotion rules (Point 20)**.

- v. If the marks obtained by the student in any subject are less than the minimum passing marks required, then F grade will be awarded. Ab grade is given in case student is absent in that particular subject.
- vi. If a student obtains F or Ab grade in any subject, he/she will be treated to have failed in that particular subject. He /she have to reappear in the examination of that subject as and when conducted by University.

13. GRACING

13.1 Grace Marks for Subject Passing:

- i. Grace marks will be awarded in theory papers only. No grace marks shall be awarded in the case of failure in Practical examination(s).
- ii. This will be applicable only to those students who have not availed any exgracia with reference to the attendance on medical grounds etc..
- iii. For NEP Courses, a maximum of 5 marks; only in one paper, only once in complete academic cycle; will be awarded as grace marks. It will be awarded in the condition of requirement for the change of status of result viz: Not-promoted to Promoted & for Promoted to Pass. Provision of Grace Marks will be applicable to students in the parent institute only.
- iv. For NON NEP Courses, a maximum of 3 marks will be awarded to a candidate failing in not more than 1 theory papers, as the case may be in which minimum pass marks have been prescribed; provided the candidate passes the examination by the award of such Grace marks.
- v. The Grace marks will be awarded only in regular examinations not in reappear examinations. only if, the candidate appears in all the papers prescribed for the examination in case of regular candidates or all the failed papers in case of candidates writing supplementary examinations. Absence of a candidate in any paper(s) that he or she has registered for the examination will make him ineligible for grace marks.

13.2 Grace Marks for Awarding Division

- i. If a candidate who passes in all subjects and heads of passing in the examination without the benefit of any grace marks but misses Distinction or First Division by marks less than 3 his/ her aggregate in the final examination, such grace marks shall be awarded to him/

her so as to entitle him for the respective higher division, as the case may be. Such marks shall be added to the paper in which he/ she gets the least marks in the final. The marks entered in the marks-sheet will be inclusive of such grace marks and it will not be shown separately.

13.3 Moderation of Marks:

- i. Moderation of Marks may be carried out in special/ unique circumstances such as, out-of syllabus question, wrong question etc., so as to benefit all the candidates in a paper/ subject of the examination irrespective of the marks secured by candidates individually.
- ii. The moderation of marks may be done on the basis of the representation by the examinees concerned or on the basis of the unanimous decision of the Panel of Examiners concerned for valid reasons that have to be substantiated in the minutes of the Examination Committee.

14. MEDIUM OF INSTRUCTIONS

The medium of instructions and examination shall be English and Hindi.

15. ELIGIBILITY FOR APPEARING IN ESE

- i. No candidate shall be allowed to take the Semester Examination unless one has:
 - a) Attended at least 75% of lectures and practical delivered of each course in a particular semester.
 - b) Paid all the dues including Semester fees and examination fees before the last date of submission of examination forms.
 - c) Filled up the Examination Form within the stipulated time and paid Examination fee
- ii. Irrespective of the performance in the Midterm examinations, a student will be eligible to appear in the ESEs, only if he/ she had appeared in atleast one Mid Term examination.
- iii. Each student shall have to appear in the theory, practical (if applicable), Internal assessment tests/ Mid Sem.
- iv. If a student is detained due to shortage of attendance in any course, he / she will have to attend classes of that course when it is next offered, and the academic regulations of the

batch with which he is taking that course will apply. Detained students will repeat that semester in the next year as per the academic calendar.

- v. Deficiency in attendance can be relaxed on special cases only if permitted by Registrar/ Vice Chancellor only in exceptional cases.

16. CHANGE OF BRANCH

- a) Change of branch may be allowed against the vacant seats only in the second year on the basis of merit in the B.Tech. / Diploma Engineering first year examination for those who have passed with more than 5.0 CGPA without any carry over paper.
- b) Change of branch is not applicable to the lateral entry students. (B.Tech. and Diploma Engineering)
- c) In case of NEP courses, Students may be allowed to change major paper within the broad discipline at the end of the second semester. A student may declare the choice of the minor and vocational stream at the end of the second semester. Major and Minor courses once continued in Semester-III would not be changed unless the student quits a programme and joins a new programme.

17. RESULT OF A CANDIDATE APPEARING SIMULTANEOUSLY FOR TWO EXAMINATIONS

The result of final examinations of a candidate who is required to appear for both the final and lower year examinations and fails or fails to appear for the lower year examinations but passes the final year examination shall be declared only after he passes the last but lower year examination. The marks secured by the candidate shall be declared on University copy of result sheet with WFLY (With Held Final Year) result in result column.

18. MAXIMUM DURATION OF THE COURSE

In general, the maximum duration to complete an academic programme (UG/PG/Diploma) shall be as given below:

Table 4: Maximum Duration to Complete an Academic Programme:

Nominal Programme Duration (As per Approved Course Structure) (Years)	Maximum Duration Allowed (Years)
1	2
2	4
3	6
4	8
5	10

If any student fails to complete his academic requirements within the stipulated maximum duration from the date of admission, he/she shall be automatically de-registered from the roll of the University and will not be eligible to participate in any academic activity of the University. In such circumstances, the de-registered student shall not be allowed to appear in any University examination.

19. PROVISION FOR SCRIBE OR AMANUENSIS FOR DISABLED CANDIDATES

- i. The Persons with Benchmark Disabilities (PwBD) in the categories of blindness, locomotor disability (both arm affected – BA) and cerebral palsy are provided the facility of scribe, if desired by the person. In case of other category of Persons with Benchmark Disabilities as defined under section 2(r) of the RPWD Act, 2016, the facility of scribe is allowed to such candidates on production of a certificate to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on behalf, from the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a Government Health Care institution in the prescribed proforma.
- ii. The facility of Scribe/Reader/Lab Assistant may be allowed to any person who has disability of 40% or more if so desired by the person. Such candidates may be given compensatory time of one hour for examination of 3 hours duration.

- iii. In certain cases, candidates meeting with accident and / or suffered injuries to his/ her hand, wish to appear for the ESE taking the help of scribe. Such candidates with medical problem may be provided with a scribe in the Examinations only subject to prior permission from the HOD, followed by the Dean of Faculty followed by the Dean Academics. The documentary proof with proper documentation must be submitted to the COE Office.
- iv. The candidate shall arrange Scribe/Reader/Lab Assistant from their side or University.
- v. The scribe to be appointed must not have passed the examination at which he is appointed to work for the examination and should not be from the same faculty. The concerned scribe should not be the first relative of the examinee i.e. Mother, Father, Sister, Brother, Paternal and Maternal Uncle.
- vi. The scribe shall be provided on request made by the concerned student through HOD well in advance along with duly supported medical certificate from authorized Medical Officer. A separate room for such differently abled candidate and one separate invigilator to supervise the examination shall be provided.

20. PROMOTION RULES

20.1. SYSTEM OF EXAMINATION FOR 1 YEAR COURSES

20.1.1 Annual System:

The Courses like (Diploma in Agriculture) of study shall be governed by the provisions of these ordinances.

- i. Students having valid Enrollment number of University shall be allowed to appear in semester Examination of First year.
- ii. If a candidate fails in more than the prescribed number of papers in the annual examination system, the students will be allowed to appear in the next examination as an ex student. Student will be given a maximum of one repeat attempt examination in that subject along with the regular examination of these papers conducted by the University in an immediately subsequent examination not beyond the stipulated time limit of two years.

- iii. The student must obtain a minimum of 21 marks out of 70 marks in ESE and a total of 35 marks (35 %) out of 100 marks including internal marks to pass a particular theory subject.
 - iv. For Practical Papers, the student must obtain a minimum of 50% marks in each of the practical examination including internal marks.
 - v. The medium of instructions and examination shall be English and Hindi.
 - vi. Maximum duration of the course is two academic years.
- **Diploma In Agriculture Extension Services For Input Dealers (Pesticides & Fertilizers)**
 - a) This is a non grading course and follows annual curriculum.
 - b) The minimum passing marks is 35 % in each theory paper including internal marks and 40% in aggregate of that Semester Examination.
 - c) The minimum passing marks is 50% marks in each of the practical/ Project/ Seminar/ Dissertation/ Industrial Visit examination.
 - d) The minimum passing percentage for the course is 40 %.

20.1.2. Semester System:

The Courses like (B.Lib., M.Lib., PGDCA, DCA, etc.) of study shall be governed by the provisions of these ordinances.

- i. Candidates failed in 1st semester Examination or had not appeared in 1st semester Examination, shall be provisionally promoted to the 2nd semester irrespective of failing in any number of subjects of previous semester. Such Candidate will be allowed to appear in the 1st Semester Examination as EX student in next successive examination of a semester, along with the regular semester examination.
- ii. Provided further, a candidate-passing minimum 2/3 rd of the total number of subjects prescribed for an examination shall be promoted to the next higher year i.e; to get promotion from Semester-II to Semester-III, a student will be required to pass in atleast

66% of Courses (rounded off to the next higher) in an academic year, a student has to pass in minimum 7 papers out of the total 10 papers.

iii. Maximum duration of the course is two academic years.

- **B.Lib./M.Lib.:**

The minimum percentage of marks to pass the examination in each semester shall be:

- a) 40% in each theory paper including internal marks and 40% in aggregate of that Semester Examination.
- b) 50% marks in each of the practical/ Project/ Seminar/ Dissertation/ Industrial Visit examination including internal marks.
- c) The student must obtain a minimum of 28 marks out of 70 marks in ESE Examination and a total of 40 marks (40 %) out of 100 marks including internal marks to pass a particular theory subject.
- d) The minimum required grade to pass a Theory Paper is C (GP: 5.0) and to pass a practical paper is B (GP: 6.0).
- e) In order to pass a Semester examination, the minimum SGPA required is 4.0.

- **PGDCA/DCA:**

The minimum percentage of marks to pass the examination in each semester shall be:

- a) 35% in each theory paper including internal marks and 40% in aggregate of that Semester Examination.
- b) 50% marks in each of the practical/ Project/ Seminar/ Dissertation/ Industrial Visit examination including internal marks.
- c) The student must obtain a minimum of 21 marks out of 70 marks in ESE Examination and a total of 35 marks (35 %) out of 100 marks including internal marks to pass a particular theory subject.
- d) The minimum required grade to pass a Theory Paper is P (GP: 4.0) and to pass a practical paper is B (GP: 6.0).

- e) In order to pass a Semester examination, the minimum SGPA required is 4.0.

20.2. SYSTEM OF EXAMINATION FOR 2 YEAR COURSES

20.2.1. Annual System:

The Courses like (Diploma in Pharmacy) of study shall be governed by the provisions of these ordinances.

- i. All candidates who have appeared for the examination of Part-I Class in all the subject shall be promoted to next year examination i.e. Part-II Class, However if any candidates fails in any number of subjects of Part-I examination, such candidates will be given a chance to appear in the Re-Appear examination of Part-I examination and after Re-Appear examination if any candidate fails in not more than two subjects than such candidate will be promoted to Part-II Class examination otherwise such candidate shall be debar from the promotion to Part-II Class examination and such candidate have to reappear in Part-I Class examination again as a regular student.
- ii. However, failure in more than two subject shall debar him/ from promotion to the Diploma in Pharmacy Part-II class.
- iii. Such candidates who have failed in Part I/II Examination in four attempts shall not be allowed to continue the course.
- iv. The candidate shall not be declared to have passed Diploma in Pharmacy examination unless he /she secures at least 50% marks in each of the subject separately in the theory examinations, including sessional/ internal marks and at least 50% marks in each of the practical examinations including sessional/ internal marks.
- v. Maximum duration of the course is four academic years.

- **D.Pharm:**

The minimum percentage of marks to pass the examination in each semester shall be:

- a) 50% in each theory paper including internal marks and 50% in aggregate of that Semester Examination.

- b) 50% marks in each of the practical/ Project/ Seminar/ Dissertation/ Industrial Visit examination including internal marks.
- c) The maximum marks for End Term Theory Papers is 80 and the minimum passing marks in each End Term theory Paper is 32.
- d) There shall be three sessional / Internal Assessment in an academic year. The highest aggregate of any two performances shall form the basis of calculating the sessional marks.
- e) The student must obtain a minimum of 32 marks out of 80 marks in ESE and a total of 50 marks (50 %) out of 100 marks including internal marks to pass a particular theory subject.
- f) The minimum required grade to pass a Theory/Practical Paper is B (GP: 6.0).
- g) In order to pass a Semester examination, the minimum SGPA required is 5.0.

20.2.2 Semester System:

The Courses like (MBA, M.Sc., M.Com., M.A. MCA, M.Tech. LLM, M.Pharm. etc.) of study shall be governed by the provisions of these ordinances.

- a) Students having valid Enrollment number of University, shall be allowed to appear in semester Examination of First year. If a Candidate does not appeared in any examination of 1st Year, he/ she shall not be permitted to appear in 2nd Year Examination.
- b) Candidates failed in 1st semester Examination or had not appeared in 1st semester Examination, shall be provisionally promoted to the 2nd semester irrespective of failing in any number of subjects of previous semester. Such Candidate will be allowed to appear in the 1st Semester Examination as EX student in next successive examination of a semester, along with the regular semester examination.
- c) Provided further, a candidate-passing minimum 2/3 rd of the total number of subjects prescribed for an examination shall be promoted to the next higher year i.e; to get

promotion from Semester-II to Semester-III, a student will be required to pass in atleast 66% of Courses (rounded off to the next higher) in an academic year, a student has to pass in minimum 7 papers out of the total 10 papers.

- d) The candidates will be allowed to appear and pass in the back papers in the next two successive examination of the same semester, (along with the regular semester examination), and if student fails to pass the aforesaid paper or fails to appear in next two successive examinations of the same semester, will not be allowed to appear in subsequent semester examination, however, students will be allowed to appear in all the papers as an EX-student in the next examination of the same semester. In no case the candidate will be given more than two attempts other than the main examination, to pass a semester.
- e) The fourth (final) Semester Result will remain with held until the students clears all the subjects / papers and practical upto 3rd Semester.
- f) Maximum duration of the course is four academic years.

- **MA:**

The minimum percentage of marks to pass the examination in each semester shall be:

- f) 35% in each theory paper including internal marks and 40% in aggregate of that Semester Examination.
- g) 50% marks in each of the practical/ Project/ Seminar/ Dissertation/ Industrial Visit examination including internal marks.
- g) The student must obtain a minimum of 21 marks out of 70 marks in ESE and a total of 35 marks (35 %) out of 100 marks including internal marks to pass a particular theory subject.
- h) The minimum required grade to pass a Theory Paper is P (GP: 4.0) and to pass a practical paper is B (GP: 6.0).
- i) In order to pass a Semester examination, the minimum SGPA required is 4.0.

- **M.Com.:**

The minimum percentage of marks to pass the examination in each semester shall be:

- a) 35% in each theory paper including internal marks and 40% in aggregate of that Semester Examination.
- b) 50% marks in each of the practical/ Project/ Seminar/ Dissertation/ Industrial Visit examination including internal marks.
- c) The student must obtain a minimum of 21 marks out of 70 marks in ESE and a total of 35 marks (35 %) out of 100 marks including internal marks to pass a particular theory subject.
- d) The minimum required grade to pass a Theory Paper is P (GP: 4.0) and to pass a practical paper is B (GP: 6.0).
- e) In order to pass a Semester examination, the minimum SGPA required is 4.0.

- **M.Sc.:**

The minimum percentage of marks to pass the examination in each semester shall be:

- a) 35% in each theory paper including internal marks and 40% in aggregate of that Semester Examination.
- b) 50% marks in each of the practical/ Project/ Seminar/ Dissertation/ Industrial Visit examination including internal marks.
- c) The student must obtain a minimum of 21 marks out of 70 marks in ESE and a total of 35 marks (35 %) out of 100 marks including internal marks to pass a particular theory subject.
- d) The minimum required grade to pass a Theory Paper is P (GP: 4.0) and to pass a practical paper is B (GP: 6.0).
- e) In order to pass a Semester examination, the minimum SGPA required is 4.0.

- **MBA:**

The minimum percentage of marks to pass the examination in each semester shall be:

- a) 40% in each theory paper including internal marks and 50% in aggregate of that Semester Examination.
- b) 50% marks in each of the practical/ Project/ Seminar/ Dissertation/ Industrial Visit examination including internal marks.
- c) The student must obtain a minimum of 28 marks out of 70 marks in ESE and a total of 40 marks (40 %) out of 100 marks including internal marks to pass a particular theory subject.
- d) The minimum required grade to pass a Theory Paper is C (GP: 5.0) and to pass a practical paper is B (GP: 6.0).
- e) In order to pass a Semester examination, the minimum SGPA required is 4.0.

- **MCA:**

The minimum percentage of marks to pass the examination in each semester shall be:

- a) 40% in each theory paper including internal marks and 50% in aggregate of that Semester Examination.
- b) 50% marks in each of the practical/ Project/ Seminar/ Dissertation/ Industrial Visit examination including internal marks.
- c) The student must obtain a minimum of 28 marks out of 70 marks in ESE and a total of 40 marks (40 %) out of 100 marks including internal marks to pass a particular theory subject.
- d) The minimum required grade to pass a Theory Paper is C (GP: 5.0) and to pass a practical paper is B (GP: 6.0).
- e) In order to pass a Semester examination, the minimum SGPA required is 4.0.

- **M.Tech.:**

The minimum percentage of marks to pass the examination in each semester shall be:

- a) 40% in each theory paper including internal marks and 50% in aggregate of that Semester Examination.
- b) 50% marks in each of the practical/ Project/ Seminar/ Dissertation/ Industrial Visit examination including internal marks.
- c) The student must obtain a minimum of 28 marks out of 70 marks in ESE and a total of 40 marks (40 %) out of 100 marks including internal marks to pass a particular theory subject.
- d) The minimum required grade to pass a Theory Paper is C (GP: 5.0) and to pass a practical paper is B (GP: 6.0).
- e) In order to pass a Semester examination, the minimum SGPA required is 4.0.

- **M.Pharm.:**

The minimum percentage of marks to pass the examination in each semester shall be:

- a) 50% in each theory paper including internal marks and 50% in aggregate of that Semester Examination.
- b) 50% marks in each of the practical/ Project/ Seminar/ Dissertation/ Industrial Visit examination including internal marks.
- c) The student must obtain a minimum of 28 marks out of 70 marks in ESE and a total of 50 marks (50 %) out of 100 marks including internal marks to pass a particular theory subject.
- d) The minimum required grade to pass a Theory Paper is B (GP: 6.0) and to pass a practical paper is B (GP: 6.0).
- e) In order to pass a Semester examination, the minimum SGPA required is 5.0.

- **LLM :**

The minimum percentage of marks to pass the examination in each semester shall be:

- a) 40% in each theory paper including internal marks and 50% in aggregate of that Semester Examination.
- b) 50% marks in each of the practical/ Project/ Seminar/ Dissertation/ Industrial Visit examination including internal marks.
- c) The student must obtain a minimum of 28 marks out of 70 marks in ESE and a total of 40 marks (40 %) out of 100 marks including internal marks to pass a particular theory subject.
- d) The minimum required grade to pass a Theory Paper is C (GP: 5.0) and to pass a practical paper is B (GP: 6.0).
- e) In order to pass a Semester examination, the minimum SGPA required is 5.0.

20.3. SYSTEM OF EXAMINATION FOR 3 YEAR COURSES

The Courses like (BCA, B.Sc. B.Com, BBA, B.A., Diploma Engg., LLB) of study shall be governed by the provisions of these ordinances.

- i. Students having valid Enrollment number of University, shall be allowed to appear in semester Examination of First year. If a Candidate does not appeared in any examination of 1st Year, he/ she shall not be permitted to appear in 2nd Year Examination.
- ii. Candidates failed in 1st semester Examination or had not appeared in 1st semester Examination, shall be provisionally promoted to the 2nd semester irrespective of failing in any number of subjects of previous semester. Such Candidate will be allowed to appear in the 1st Semester Examination as EX student in next successive examination of a semester, along with the regular semester examination.
- iii. No students will be detained in semester I, III and V.

- iv. Provided further, a candidate-passing minimum 2/3 rd of the total number of subjects prescribed for an examination shall be promoted to the next higher year i.e; to get promotion from Semester-II to Semester-III, a student will be required to pass in atleast 66% of Courses (rounded off to the next higher) in an academic year, a student has to pass in minimum 7 papers out of the total 10 papers.
- v. The candidates will be allowed to appear and pass in the back papers in the next two successive examination of the same semester, (along with the regular semester examination), and if student fails to pass the aforesaid paper or fails to appear in next two successive examinations of the same semester, will not be allowed to appear in subsequent semester examination, however, students will be allowed to appear in all the papers as an EX-student in the next examination of the same semester. In no case the candidate will be given more than two attempts other than the main examination, to pass a semester.
- vi. Provided further that the Candidate will be permitted to appear in 5th semester Examination only when he/she clears all the subjects / papers and practical of 1st Year and candidates fails to do so he shall be offered year back. Such candidates may be allowed to appear as a backlog (EX) student in the successive semester examination, but he/she is not allowed keeping the term as a regular student."
- vii. Maximum duration to complete the degree is 6 Years.

- **B.A.:**

The minimum percentage of marks to pass the examination in each semester shall be:

- a) 35% in each theory paper including internal marks and 40% in aggregate of that Semester Examination.
- b) 50% marks in each of the practical/ Project/ Seminar/ Dissertation/ Industrial Visit examination including internal marks.
- c) The student must obtain a minimum of 21 marks out of 70 marks in ESE and a total of 35marks (35 %) out of 100 marks including internal marks to pass a particular theory subject.

- d) The minimum required grade to pass a Theory Paper is P (GP: 4.0) and to pass a practical paper is B (GP: 6.0).
- e) In order to pass a Semester examination, the minimum SGPA required is 4.0.

- **B.Com.:**

The minimum percentage of marks to pass the examination in each semester shall be:

- a) 35% in each theory paper including internal marks and 40% in aggregate of that Semester Examination.
- b) 50% marks in each of the practical/ Project/ Seminar/ Dissertation/ Industrial Visit examination including internal marks.
- c) The student must obtain a minimum of 21 marks out of 70 marks in ESE and a total of 35marks (35 %) out of 100 marks including internal marks to pass a particular theory subject.
- d) The minimum required grade to pass a Theory Paper is P (GP: 4.0) and to pass a practical paper is B (GP: 6.0).
- e) In order to pass a Semester examination, the minimum SGPA required is 4.0.

- **B.Sc.:**

The minimum percentage of marks to pass the examination in each semester shall be:

- a) 35% in each theory paper including internal marks and 40% in aggregate of that Semester Examination.
- b) 50% marks in each of the practical/ Project/ Seminar/ Dissertation/ Industrial Visit examination including internal marks.
- c) The student must obtain a minimum of 21 marks out of 70 marks in ESE and a total of 35marks (35 %) out of 100 marks including internal marks to pass a particular theory subject.
- d) The minimum required grade to pass a Theory Paper is P (GP: 4.0) and to pass a practical paper is B (GP: 6.0).
- e) In order to pass a Semester examination, the minimum SGPA required is 4.0.

- **BCA:**

The minimum percentage of marks to pass the examination in each semester shall be:

- a) 40% in each theory paper including internal marks and 50% in aggregate of that Semester Examination.
- b) 50% marks in each of the practical/ Project/ Seminar/ Dissertation/ Industrial Visit examination including internal marks.
- c) The student must obtain a minimum of 28 marks out of 70 marks in ESE and a total of 40 marks (40 %) out of 100 marks including internal marks to pass a particular theory subject.
- d) The minimum required grade to pass a Theory Paper is C (GP: 5.0) and to pass a practical paper is B (GP: 6.0).
- e) In order to pass a Semester examination, the minimum SGPA required is 4.0.

- **BBA:**

The minimum percentage of marks to pass the examination in each semester shall be:

- a) 40% in each theory paper including internal marks and 50% in aggregate of that Semester Examination.
- b) 50% marks in each of the practical/ Project/ Seminar/ Dissertation/ Industrial Visit examination including internal marks.
- c) The student must obtain a minimum of 28 marks out of 70 marks in ESE and a total of 40 marks (40 %) out of 100 marks including internal marks to pass a particular theory subject.
- d) The minimum required grade to pass a Theory Paper is C (GP: 5.0) and to pass a practical paper is B (GP: 6.0).
- e) In order to pass a Semester examination, the minimum SGPA required is 4.0.

- **BBAHM:**

The minimum percentage of marks to pass the examination in each semester shall be:

- a) 40% in each theory paper including internal marks and 50% in aggregate of that Semester Examination.
- b) 50% marks in each of the practical/ Project/ Seminar/ Dissertation/ Industrial Visit examination including internal marks.
- c) The student must obtain a minimum of 28 marks out of 70 marks in ESE and a total of 40 marks (40 %) out of 100 marks including internal marks to pass a particular theory subject.
- d) The minimum required grade to pass a Theory Paper is C (GP: 5.0) and to pass a practical paper is B (GP: 6.0).
- e) In order to pass a Semester examination, the minimum SGPA required is 4.0.

- **LLB:**

The minimum percentage of marks to pass the examination in each semester shall be:

- a) 40% in each theory paper including internal marks and 50% in aggregate of that Semester Examination.
- b) 50% marks in each of the practical/ Project/ Seminar/ Dissertation/ Industrial Visit examination including internal marks.
- c) The student must obtain a minimum of 28 marks out of 70 marks in ESE and a total of 40 marks (40 %) out of 100 marks including internal marks to pass a particular theory subject.
- d) The minimum required grade to pass a Theory Paper is C (GP: 5.0) and to pass a practical paper is B (GP: 6.0).
- e) In order to pass a Semester examination, the minimum SGPA required is 5.0.

20.4. SYSTEM OF EXAMINATION FOR 4 YEAR COURSES

The Courses like (B.Tech., B.Pharm.) of study shall be governed by the provisions of these ordinances.

- i. Students having valid Enrollment number of University, shall be allowed to appear in semester Examination of First year. If a Candidate does not appeared in any examination of 1st Year, he/ she shall not be permitted to appear in 2nd Year Examination.
- ii. Candidates failed in 1st semester Examination or had not appeared in 1st semester Examination, shall be provisionally promoted to the 2nd semester irrespective of failing in any number of subjects of previous semester. Such Candidate will be allowed to appear in the 1st Semester Examination as EX student in next successive examination of a semester, along with the regular semester examination.
- iii. No students will be detained in semester I, III, V and VII.
- iv. Provided further, a candidate-passing minimum 2/3 rd of the total number of subjects prescribed for an examination shall be promoted to the next higher year i.e; to get promotion from Semester-II to Semester-III, a student will be required to pass in atleast 66% of Courses (rounded off to the next higher) in an academic year, a student has to pass in minimum 7 papers out of the total 10 papers. Similarly to get promotion from Semester-IV to Semester-V, a student will be required to pass in atleast 66% of Courses (rounded off to the next higher) in an academic year, a student has to pass in minimum 7 papers out of the total 10 papers and likewise from semester VI to VII.
- v. The candidates will be allowed to appear and pass in the back papers in the next two successive examination of the same semester, (along with the regular semester examination), and if student fails to pass the aforesaid paper or fails to appear in next two successive examinations of the same semester, will not be allowed to appear in subsequent semester examination, however, students will be allowed to appear in all the papers as an EX-student in the next examination of the same semester. In no case the candidate will be given more than two attempts other than the main examination, to pass a semester.

- vi. Provided further that the Candidate will be permitted to appear in 3rd Year (or 5th semester) Examination only when he/she clears all the subjects / papers and practical of 1st Year with a minimum CGPA OF 5.0 and candidates fails to do so he shall be offered year back. Such candidates may be allowed to appear as a backlog (EX) student in the successive semester examination, but he/she is not allowed keeping the term as a regular student." Likewise Candidate will be permitted to appear in 4th year (or 7th semester) only when he/she clears all the subjects upto 2nd Year (Candidate must passed 2nd year Examination with minimum of CGPA of 5.0) and candidates fails to do so he shall be offered year back. Such candidates may be allowed to appear as a backlog (EX) student in the successive semester examination, but he/she is not allowed keeping the term as a regular student."
- vii. The candidates will be allowed to appear and pass in the back papers in the next two successive examination of the same semester, (along with the regular semester examination), and if student fails to pass the aforesaid paper or fails to appear in next two successive examinations of the same semester, will not be allowed to appear in subsequent semester examination, however, students will be allowed to appear in all the papers as an EX-student in the next examination of the same semester. In no case the candidate will be given more than two attempts other than the main examination, to pass a semester.
- viii. Maximum duration to complete the Graduate Engineering Technology/ Pharmacy degree is 8 Years.

- **B.Tech. Lateral:**

- a) Students having valid Enrollment number of University, shall be allowed to appear in semester Examination of Second year. If a Candidate has not appeared in 2nd Year examination, he/ she shall not be permitted to appear in 3rd Year Examination.
- b) If a candidate fails in 3rd semester Examination or had not appeared in 3rd semester Examination, such candidates shall be provisionally promoted to the next successive examination of the semester along with the regular semester examination.

- c) Provided further that the Candidate will be permitted to appear in 4th year (or 7th semester) only when he/she clears all the subjects upto 2nd Year (Candidate must passed 2nd year Examination with minimum of CGPA of 5.0) and candidates fails to do so he shall be offered year back. Such candidates may be allowed to appear as a backlog (EX) student in the successive semester examination, but he/she is not allowed to keep the term as a regular student."
- d) Maximum duration to complete the Graduate Engineering Technology/ Pharmacy degree in case of lateral entry is 6 Years.

- **B.Pharm. Lateral.:**

- a) Students having valid Enrollment number of University, shall be allowed to appear in semester Examination of Second year. If a Candidate has not appeared in 2nd Year examination, he/ she shall not be permitted to appear in 3rd Year Examination.
- b) If a candidate fails in 3rd semester Examination or had not appeared in 3rd semester Examination, such candidates shall be provisionally promoted to the next successive examination of the semester along with the regular semester examination.
- c) Provided further that the Candidate will be permitted to appear in 4th year (or 7th semester) only when he/she clears all the subjects upto 2nd Year (Candidate must passed 2nd year Examination with minimum of CGPA of 5.0) and candidates fails to do so he shall be offered year back. Such candidates may be allowed to appear as a backlog (EX) student in the successive semester examination, but he/she is not allowed to keep the term as a regular student."
- d) Maximum duration to complete the Graduate Engineering Technology/ Pharmacy degree in case of lateral entry is 6 Years.

- **B.Tech/ B.Tech. Lateral:**

The minimum percentage of marks to pass the examination in each semester shall be:

- a) 40% in each theory paper including internal marks and 50% in aggregate of that Semester Examination.

- b) 50% marks in each of the practical/ Project/ Seminar/ Dissertation/ Industrial Visit examination including internal marks.
- c) The student must obtain a minimum of 28 marks out of 70 marks in ESE and a total of 40 marks (40 %) out of 100 marks including internal marks to pass a particular theory subject.
- d) The minimum required grade to pass a Theory Paper is C (GP: 5.0) and to pass a practical paper is B (GP: 6.0).
- e) In order to pass a Semester examination, the minimum SGPA required is 5.0.

- **B.Pharm./ B.Pharm. Lateral :**

The minimum percentage of marks to pass the examination in each semester shall be:

- a) 50% in each theory paper including internal marks and 50% in aggregate of that Semester Examination.
- b) 50% marks in each of the practical/ Project/ Seminar/ Dissertation/ Industrial Visit examination including internal marks.
- c) The student must obtain a minimum of 28 marks out of 70 marks in ESE and a total of 50 marks (50 %) out of 100 marks including internal marks to pass a particular theory subject.
- d) The minimum required grade to pass a Theory/ Practical Paper is B (GP: 6.0).
- e) In order to pass a Semester examination, the minimum SGPA required is 5.0.

20.5. SYSTEM OF EXAMINATION FOR 5 YEAR COURSES

The Courses like (BBALLB, BALLB) of study shall be governed by the provisions of these ordinances.

- i. Students having valid Enrollment number of University, shall be allowed to appear in semester Examination of First year. If a Candidate does not appeared in any examination of 1st Year, he/ she shall not be permitted to appear in 2nd Year Examination.

- ii. Candidates failed in 1st semester Examination or had not appeared in 1st semester Examination, shall be provisionally promoted to the 2nd semester irrespective of failing in any number of subjects of previous semester. Such Candidate will be allowed to appear in the 1st Semester Examination as EX student in next successive examination of a semester, along with the regular semester examination.
- iii. No students will be detained in semester I, III, V and VII.
- iv. Provided further, a candidate-passing minimum 2/3 rd of the total number of subjects prescribed for an examination shall be promoted to the next higher year i.e; to get promotion from Semester-II to Semester-III, a student will be required to pass in atleast 66% of Courses (rounded off to the next higher) in an academic year, a student has to pass in minimum 7 papers out of the total 10 papers. Similarly to get promotion from Semester-IV to Semester-V, a student will be required to pass in atleast 66% of Courses (rounded off to the next higher) in an academic year, a student has to pass in minimum 7 papers out of the total 10 papers and likewise from semester VI to VII and likewise from semester VIII to IX.
- v. Provided further that the Candidate will be permitted to appear in 3rd Year (or 5th semester) Examination only when he/she clears all the subjects / papers and practical of 1st Year and candidates fails to do so he shall be offered year back. Such candidates may be allowed to appear as a backlog (EX) student in the successive semester examination, but he/she is not allowed keeping the term as a regular student." Likewise Candidate will be permitted to appear in 4th year (or 7th semester) only when he/she clears all the subjects upto 2nd Year (Candidate must passed 2nd year Examination with minimum of CGPA of 5.0) and candidates fails to do so he shall be offered year back. Such candidates may be allowed to appear as a backlog (EX) student in the successive semester examination, but he/she is not allowed keeping the term as a regular student." Likewise Candidate will be permitted to appear in 4th year (or 7th semester) only when he/she clears all the subjects upto 2nd Year (Candidate must passed the 1st year and 2nd year Examination with minimum of CGPA of 5.0). Likewise Candidate will be permitted to appear in 5th year (or 9th semester) only when he/she clears all the subjects upto 2nd Year

(Candidate must passed the 1st year, 2nd year and Examination with minimum of CGPA of 5.0).

- vi. The candidates will be allowed to appear and pass in the back papers in the next two successive examination of the same semester, (along with the regular semester examination), and if student fails to pass the aforesaid paper or fails to appear in next two successive examinations of the same semester, will not be allowed to appear in subsequent semester examination, however, students will be allowed to appear in all the papers as an EX-student in the next examination of the same semester. In no case the candidate will be given more than two attempts other than the main examination, to pass a semester.
- vii. Maximum duration to complete the degree is 10 Years.

- **BALLB:**

The minimum percentage of marks to pass the examination in each semester shall be:

- a) 40% in each theory paper including internal marks and 50% in aggregate of that Semester Examination.
- b) 50% marks in each of the practical/ Project/ Seminar/ Dissertation/ Industrial Visit examination including internal marks.
- c) The student must obtain a minimum of 28 marks out of 70 marks in ESE and a total of 40 marks (40 %) out of 100 marks including internal marks to pass a particular theory subject.
- d) For Practical Papers / Dissertation/ Project Report, the student must obtain a minimum of 50% marks in each of the practical examination including internal marks.
- e) The minimum required grade to pass a Theory Paper is C (GP: 5.0) and to pass a practical paper is B (GP: 6.0). In order to pass a Semester examination, the minimum SGPA required is 4.0.
- f) In order to pass a Semester examination, the minimum SGPA required is 5.0.

- **BBALLB:**

The minimum percentage of marks to pass the examination in each semester shall be:

- a) 40% in each theory paper including internal marks and 50% in aggregate of that Semester Examination.
- b) 50% marks in each of the practical/ Project/ Seminar/ Dissertation/ Industrial Visit examination including internal marks.
- c) The student must obtain a minimum of 28 marks out of 70 marks in ESE and a total of 40 marks (40 %) out of 100 marks including internal marks to pass a particular theory subject.
- d) For Practical Papers / Dissertation/ Project Report, the student must obtain a minimum of 50% marks in each of the practical examination including internal marks.
- e) The minimum required grade to pass a Theory Paper is C (GP: 5.0) and to pass a practical paper is B (GP: 6.0). In order to pass a Semester examination, the minimum SGPA required is 4.0.
- f) In order to pass a Semester examination, the minimum SGPA required is 5.0.

21. PROMOTION RULES FOR NEP COURSES

- a) No student will be detained in odd Semesters (I, III, V & VII).
- b) To get promotion from Semester-II to Semester-III a student will be required to pass in atleast 75% of Courses in an academic year, a student has to pass in minimum 9 papers out of the total 12 papers.
- c) To get promotion from Semester-IV to Semester-V (taken together of Semester I, II, III & a student has to pass in minimum 18 papers out of the total 24 papers.
- d) To get promotion from Semester-VI to Semester-VII (taken all together of Semester I, II, III, IV, V & VI) a student has to pass in minimum 26 papers out of the total 34 papers.

- e) In all the above cases, the students will be allowed to keep the term (ATKT) to pass the aforesaid paper and promoted to the next semester. Student will be allowed to pass the back paper in the successive examination of the same semester, along with the regular semester examination.
- f) However, it will be necessary to procure pass marks in each of the paper before completion of the course.

22. CREDIT TRANSFER POLICY

22.1. RKDF University provides transfer of credits on application through scrutiny and assessment by an appointed committee. This Policy shall be known as Credit Transfer Policy of RKDF University Ranchi.

- i. It shall come into force from the academic year 2023-2024.
- ii. Credit transfer policy will be applicable to all UG, PG and Diploma programs under the credit system offered by the University a
- iii. These guidelines shall apply all the degree/ Diplomas a awarded by the Central, State and Deemed to be Universities in India.
- iv. The credit transfer shall be implemented as per the policy of the University framed in accordance with the guidelines issued by the UGC from time to time.
- v. The member institutions of the Academic Bank of Credit established vide University Grants Commission (Establishment and Operation of Academic Bank of Credits in Higher Education) Regulations 2021 shall accept and transfer the credits as per the provisions of this regulation as amended from time to time.
- vi. Except for the cases of provisional promotions, the universities shall facilitate credit transfer of students between them. However, the student may be required to fulfill some eligibility criteria, drawing parity for a course, framed by the University in which the student seeks admission.

22.2. Purpose:

- i. This Policy seeks to provide a broad procedure and outline for recognition, certification of prior learning and credit transfer for all the courses offered by RKDF University Ranchi.

- ii. The Policy seeks to ensure that the students have the required academic preparedness for a career without hindering their progression and completion of course they have been pursuing.
- iii. To ease the process of obtaining the intended learning outcomes for the courses of study or certification.
- iv. To safeguard the integrity of the course of study and the qualification awarded.

22.3. Objectives:

The credit transfer and articulation policy's goals are to:

- i. Give students credit for documented past learning and outcomes in accordance with each course's criteria.
- ii. Help the transition of eligible students between courses and departments and colleges within the University.
- iii. Establish explicit criteria and protocols for determining credit transfer and Certification to and from courses without harming the integrity of the courses.
- iv. Manage the transfer credit procedures, criteria and integrity.

22.4. Policy Coverage:

Following are the categories of Transfer of Credits

- A. For Courses on SWAYAM/MOOC while a student of RKDF University Ranchi.
 - B. For courses in other institutes/Universities while pursuing a course at RKDF University Ranchi
 - C. In a break caused by unpreventable conditions during studies at RKDF University Ranchi
 - D. For Courses completed/done at institutions/Universities accredited/approved by UGC and other reputed institutions/universities of the country
 - E. For Courses completed/done from overseas Institutes/ Universities abroad
- A. for Courses on SWAYAM/MOOC while a student of RKDF University Ranchi
- i. A student, if so wishes can pursue a course on SWAYAM/MOOCs while being a student of the University. This permission is granted to the students by the University on par with the University Grants Commission (Credit Framework for Online Learning Courses

through SWAYAM) Regulations, 2016 which allows up to twenty percent of the total courses offered in a particular Programme in a semester/year through the Online Learning courses through SWAYAM/Massive Open Online Courses (MOOCs).

- ii. The Academic Councils of the University are to decide the list of courses available on SWAYAM/MOOCs for transfer of credits which has to be approved by the Syndicate of the University.
 - iii. The list of available courses is to be made available to the students on the website and the notice boards of the University and other social media platforms of the University.
 - iv. There shall be a University SWAYAM Coordinator, assisted by dedicated staff to guide the students through the courses.
 - v. The University shall give equivalent credit weightage up to 20% for the credits earned through SWAYAM.
 - vi. The University shall give the equivalent credit / weightage to the students for the credits earned through online learning courses through SWAYAM platform in the credit plan of the program.
- B. For courses in other institutes/Universities while pursuing a course at RKDF University Ranchi
- i. RKDF University Ranchi has signed MOU with the Autonomous Institute/University.
 - ii. Students of RKDF University Ranchi while pursuing a course in RKDF University Ranchi desirous of taking a course at another institute/University can do so after obtaining prior permission from the Academic Council for the student is pursuing a Bachelor's or Master's Programmes and in all these the permission is subject to the approval of the Vice Chancellor.

- iii. In these matters, the credit units of the course to be calculated for the degree shall be decided by the Guide/ Mentor with due approval from the Academic Council.

C. For Courses completed/done at institutions/Universities accredited/approved by UGC and other reputed institutions/Universities of the country

- i. A student can get the benefit of transfer of credits for graduate-level courses completed/done at institutions/Universities accredited/approved by UGC and other reputed institutions/universities of the country, provided that
- ii. A grade obtained by the candidate is at least B of RKDF University Ranchi (equivalent or above 6.0 GP).
- iii. The course in which the transfer of credit is requested has similar content to the course offered by RKDF University Ranchi.
- iv. The candidate must apply in the prescribed format with the self-attested copy of the grade card, migration Certificate and other documents related to the course description, and other relevant documents for the transfer of credits to the Head which will be forwarded to the Controller of Examinations with recommendations from the Academic Council.

D. For Courses completed/done from overseas Institutes/ Universities abroad

- i. The University also facilitates the transfer of credits earned from University/institution abroad.
- ii. The University/institution from where the credits have been earned should be reputed and recognized by AIU (Association of Indian Universities).
- iii. Credit transfer in these matters shall be based on the comparability with the equivalent courses at RKDF University Ranchi.
- iv. In such cases, a professional translator must translate all grade cards/transcripts and course syllabi into English and issue a certificate to the effect.

22.5. Application Process:

- i. Students need to apply in the prescribed application form along with the attested photocopies of the marks sheet, migration certificate and the curriculum with syllabus of courses opted.

- ii. The applications shall be addressed to the Head of Department.
- iii. Approval or rejection of an application, and grant and refusal of credit is the responsibility of the credit transfer committee.
- iv. Any appeal or grievance in this matter should be addressed to the Vice Chancellor, of the University.

22.6. The Credit Transfer Committee

There shall be a Credit Transfer Committee that looks into the merit of the application for credit transfer or credit / course exemption on a case by case basis and advises the Controller of Examinations accordingly for obtaining the approval from the competent authorities.

The Credit Transfer Committee shall be comprised of the following members

- Dean of Faculty (Convenor)
- Vice Chancellor
- Dean Academics
- Head of the Department
- Two Subject Experts

22.7. Special Note:

- i. The credit transfer shall be implemented as per the policy of the University framed in accordance with the guidelines issued by the UGC from time to time.
- ii. University reserves the right to change/modify any of the clause(s) based on the requirement and/or situation.
- iii. The member institutions of the Academic Bank of Credit established vide University Grants Commission Establishment and Operation of Academic Bank of Credits in Higher Education Regulations, 2021 shall accept and transfer the credits as per the provisions of this regulation as amended from time to time.
- iv. If, after admission of a student as per aforesaid provisions, it is found at any time, that the document(s) submitted by him/her are not true or are false, such admission shall be cancelled and no fee shall be refunded.

- v. Except for the cases of provisional promotions, the Universities shall facilitate credit transfer of students between them. However, the student may be required to fulfill some eligibility criteria, drawing parity for a course, framed by the University in which the student seeks admission.

23. AWARD OF DEGREES, DIPLOMAS, CERTIFICATES

For the award of degree/ Diploma/ Certificate/ other academic distinctions, a student shall be required to complete successfully all the curriculum requirements in terms of passing the minimum specified courses and earn the minimum credits prescribed for his / her programme; satisfactorily fulfilled other academic requirements like practical training, work visits, seminar and projects, as specified for the; clear all the University dues and not any case of indiscipline pending against him/her.

24. MULTIPLE ENTRY AND EXIT POINT

24.1. Level 5: 1st Year (Semester I and II):

Entry 1: Entry to level 5 will be based on the Certificate obtained after successful completion of Grade 12 or equivalent stage of education and the marks/grade imposed by the institution.

Exit 1: The Undergraduate Certificate in the faculty of his / her major will be awarded to the student seeking exit after the successful completion of two-semesters with courses of 40 credits and one vocational course.

24.2. Level 6: 2nd Year (Semester III and IV):

Entry 2: Continuation of study or lateral entry in the second year of the undergraduate programme will be possible for those who have successfully completed Level 5.

Exit 2: The Undergraduate Diploma will be awarded to the student seeking exit after the successful completion of four-semesters with courses of 80 credits and one vocational course.

24.3. Level 7: 3rd Year (Semester V and VI):

Entry 3: Continuation of study or lateral entry in the third year (fifth semester) of the undergraduate programme will be possible for those who have met the entrance requirements,

including including attainment of prescribed levels as specified in the programme. The entry to this level includes successful completion of level 5.

Exit 3: If the student passes all the courses of Level 5 to 7 i.e. first to six semesters and earns requisite number of credits, the student becomes entitled for the Undergraduate Degree In the faculty of her/his Major Subject A Bachelor's degree requires 120 credits from level 5 to 7, with 40 credits at level 5, 40 credits at level 6, and 40 credits at level 7.

24.4. Level 8: 4th Year (Semester VII and VIII):

Entry 4: An individual seeking admission continuation to the Bachelor's Degree with Honours Research in a specified field of learning should have completed all requirements of the relevant 3-year Bachelor's degree with a minimum CGPA of 7.5, will be allowed to take the Research courses in fourth year of the undergraduate programme. In lieu of Research courses (for students securing less than 7.5 CGPA and qualified otherwise) three Advanced Major (disciplinary/ interdisciplinary/ multidisciplinary) courses will be offered leading to Hons. Degree.

Exit 4: If the student passes all the courses of level 5 to 8 and earns the requisite credits, the student becomes entitled for Undergraduate Degree (Honours/Research) in the faculty of her/his the Major Subject. A Bachelor's degree (Honours/Research) requires a total of 160 credits from level 5 to 8, with 40 credits at level 5, 40 credits at level 6, 40 credits at level 7, and 40 credits at level 8.

25. WITHHOLDING OF RESULTS

The grades and award of degree of a student may be withheld if he/she has not paid his/her dues, or if there is a case of indiscipline pending against him/her, or for any other reason.

26. EXAMINATION REGULATIONS FOR COURSES UNDER NEP 2020

26.1. Introduction:

The *National Education Policy (NEP) 2020* (hereafter referred to as NEP or Policy) recognizes that higher education plays an extremely important role in promoting human as well as societal well-being and in developing India as envisioned in its Constitution – a democratic, just, socially conscious, cultured, and humane nation upholding liberty, equality, fraternity, and justice for all. It notes that “given the 21st century requirements, quality higher education must aim to develop good, thoughtful, well-rounded, and creative individuals”.

The NEP 2020 states, “Assessments of educational approaches in undergraduate education that integrate the humanities and arts with Science, Technology, Engineering and Mathematics (STEM) have consistently shown positive learning outcomes, including increased creativity and innovation, critical thinking and higher-order thinking capacities, problem-solving abilities, teamwork, communication skills, more in-depth learning and mastery of curricula across fields, increases in social and moral awareness, etc., besides general engagement and enjoyment of learning”.

In accordance with the NEP 2020, the UGC has formulated a new student-centric “*Curriculum and Credit Framework for Undergraduate Programmes (CCFUP)*” incorporating a flexible choice-based credit system, multidisciplinary approach, and multiple entry and exit options. This will facilitate students to pursue their career path by choosing the subject/field of their interest.

The NEP 2020 envisages the formulation of expected learning outcomes for all higher education programmes. It states that “A *National Higher Education Qualifications Framework (NHEQF)* will be formulated” and “it shall be in sync with the *National Skills Qualifications Framework (NSQF)* to ease the integration of vocational education into higher education.” Additionally, it points out that “higher education qualifications leading to a degree/diploma/certificate shall be described by the NHEQF in terms of such learning outcomes.”

The *Academic Bank of Credits (ABC)*, a national-level facility will promote the flexibility of the curriculum framework and interdisciplinary/multidisciplinary academic mobility of students across the HEIs in the country with appropriate “credit transfer” mechanism. It shall be a mechanism to facilitate the students to choose their own learning path to attain a Degree/ Diploma/Certificate, working on the principle of multiple entry and exit as well as anytime, anywhere, and any level of learning.

26.2. Transformative Initiatives for Undergraduate and Postgraduate programs:

26.2.1. The structure and duration of undergraduate programmes as per NEP 2020 includes:

- Undergraduate programmes of either 3 or 4-year duration, with multiple entry and exit options, with appropriate certifications:
- A certificate after completing 1 year (2 semesters) of study in the chosen discipline or field, including vocational and professional areas;
- A diploma after 2 years (4 semesters) of study;
- A Bachelor’s degree after a 3-year (6 semesters) programme of study;
- A Bachelor’s degree with honours after a 4-year (eight semesters) programme of study;
- A Bachelor’s degree ‘Honours with research’ after a 4-year (eight semesters) programme of study if the student completes a rigorous research project in her/his major area(s) of study.

26.2.2. The structure and duration of master’s programmes of study as per the NEP 2020 includes:

- A 2-year Master’s programme (with the option of having the second year devoted entirely to research) for those who have completed a 3-year Bachelor’s programme;
- A 1-year Master’s programme for students who have completed a 4-year Bachelor’s degree;
- An integrated 5-year Bachelor’s/Master’s programme.

26.3. Curriculum Framework:

25.3.1. Main features of the New Curriculum Framework:

- a. Flexibility to move from one discipline of study to another.
- b. Opportunity for learners to choose the courses of their interest in all disciplines.
- c. Facilitating multiple entry and exit options with UG certificate/ UG diploma/ or degree depending upon the number of credits secured.
- d. Flexibility for learners to move from one institution to another to enable them to have multi and/or interdisciplinary learning.
- e. Flexibility to switch to alternative modes of learning (offline, ODL and Online learning, and hybrid modes of learning).

26.3.2. Semester:

- a. A semester comprises 90 working days and an academic year is divided into two semesters.
- b. A summer term is for eight weeks during summer vacation. Internship/apprenticeship/work-based vocational education and training can be carried out during the summer term, especially by students who wish to exit after two semesters or four semesters of study. Regular courses may also be offered during the summer on a fast-track mode to enable students to do additional courses or complete backlogs in coursework.
- c. The odd semester is scheduled from July to December and the even semester is from January to June. The Examination of odd semesters shall ordinarily be held in the month of November / December and that of even semesters in the month of May / June.
- d. Each UG course will be of maximum 8 semester duration. The Allowed Course Combinations will be decided by the Board of Studies (BOS) and it may revise subject combinations from time to time.

26.3.3. Credit Hours for Different Types of Courses:

A credit is a unit by which the course work is measured. It determines the number of hours of instruction required per week for the duration of a semester (minimum 15 weeks).

Hence, following pattern is adopted for defining the credit attached to a course. In general; one credit is equivalent to 15 hours of teaching/lecture or 30 hours of practical or field work per semester.

Table 5: No of Lectures and Their Equivalent Credit:

1 hour lecture per week	1 credit
1 hour tutorial per week	1 credit
2 hours practical per week	1 credit

Each course may have only a lecture component or a lecture and tutorial component or a lecture and practical component or a lecture, tutorial, and practical component, or only practical component. For example, a three-credit lecture course in a semester means three one-hour lectures per week with each one-hour lecture counted as one credit. In a semester of 15 weeks duration, a three-credit lecture course is equivalent to 45 hours of teaching.

For credit determination, instruction is divided into three major components:

- Lectures (L) — Classroom lectures of one-hour duration.
- Tutorials (T) — Special, elaborate instructions on specific topics of one-hour duration.
- Practical (P) — Laboratory or field exercises in which the student has to do experiments or other practical work of two-hour duration.

26.3.4. Number of Credits by Type of Course:

The new curriculum framework very flexibility for the students and they have the access to learn courses of their choice across various branches of undergraduate programmes.

a) Major Courses:

- This curriculum offers students a general understanding as well as in-depth study of at least one subject area termed as Major.
- The student will select a Major subject offered by the institution which will be the subject of main focus and the degree will be awarded in that discipline.
- The major subject will be of a higher level to get deep knowledge and specialization in the discipline selected. These will be of total 80 credits to be covered during semesters I -VIII.

- In semesters VII and VIII, the advanced level courses of the major subject of 12 credits are offered in lieu of taking up Research Courses.
- All discipline-specific courses (major) will be of four credits including practicals if required.

b) Minor Courses:

- The student will have to choose two Minor subjects.
- One Minor subject to support the major subject from the concerned broad disciplinary area in the first semester.
- The other will be from a pool of vocational courses/skill enhancement courses of vocational nature either supporting the major or from the field of major courses offered by the institution.
- These will be of total 32 credits to be covered during semesters I -VIII.
- All discipline-specific minor courses/ vocational (minor) will be of four credits including practicals if required.
- Minor stream courses can be from 50% of the total credits must be secured in the relevant subject discipline and another 50% of the total credits from a minor can be earned from any discipline as per students' choice.

Students may be allowed to change major within the broad discipline at the end of the second semester. A student may declare the choice of the minor and vocational stream at the end of the second semester. Major and Minor courses once continued in Semester-III would not be changed unless the student quits a programme and joins a new programme.

c) Multidisciplinary Courses:

- All courses under the Multi-disciplinary category will be of 3-credits with a total of 9 credits to be covered during semesters I –VIII. These courses are intended to broaden the intellectual experience and form part of liberal arts and science education.
- All UG students are required to undergo three introductory-level courses relating to any of the broad disciplines given below:

- **Natural and Physical Sciences:** Students can choose basic courses such as Biology, Botany, Zoology, Biotechnology, Biochemistry, Chemistry, Physics, Biophysics, Astronomy , Astrophysics, Earth and Environmental Sciences, etc.
- **Mathematics, Statistics, and Computer Applications:** The course may include training in programming software like Python among others and applications software like STATA, SPSS, Tally, etc.
- **Library, Information, and Media Sciences:** Courses from this category will help the students to understand the recent developments in information and media science like in journalism, mass media, and communication.
- **Commerce and Management:** Courses include business management, accountancy, finance, financial institutions, fintech, etc.
- **Humanities and Social Sciences:** The courses under Social Science include Anthropology, Communication and Media, Economics, History, Linguistics, Political Science, Psychology, Social Work, Sociology, etc. Courses under Humanities include Archaeology, History, Comparative Literature, Arts & Creative expressions, Creative Writing and Literature, language(s), Philosophy, etc. Some other courses under this category include interdisciplinary subjects such as Cognitive Science, Environmental Science, Gender Studies, Global Environment & Health, International Relations, Political Economy and Development, Sustainable Development, Women's and Gender Studies, etc.

Students are not allowed to choose or repeat courses already undergone at the higher secondary level (12th class) in the proposed major and minor stream under this category.

d) Skill Enhancement Courses:

All courses under the Skill Enhancement category will be of 3-credits with a total of 9 credits to be covered during semesters I –VIII. These courses are aimed at imparting practical skills, hands-on training, soft skills, etc., to enhance the employability of students.

e) Value Added Courses:

All courses under this category will be of 2-credits with a total of 6 credits to be covered during semesters I –VIII. These courses will be common to all UG Courses. Value-Added

courses are designed to provide necessary skills to increase the employability quotient and equipping the students with essential skills to succeed in life.

f) Ability Enhancement Courses:

All courses under this category will be of 2-credits with a total of 8 credits to be covered during semesters I –VIII. These courses will be common to all UG Courses. These courses aim at enabling the students to acquire and demonstrate the core linguistic skills, including critical reading and expository and academic writing skills, that help students articulate their arguments and present their thinking clearly and coherently and recognize the importance of language as a mediator of knowledge and identity. This would also enable students to acquaint themselves with the cultural and intellectual heritage of the chosen MIL (Modern Indian Language) and English language, as well as to provide a reflective understanding of the structure and complexity of the language/literature.

All the courses under Skill Enhancement, Value Added and Ability Enhancement will be taught in the first four semesters of the course.

g) Summer Internship Programme/ Apprenticeship/ Project Work:

This is a 4-credit courses and its key aspect is induction into actual work situations. All students will undergo internships / Apprenticeships/ Project Work in a firm, industry, or Organization or training in laboratories with faculty and researchers in their own institutions/ /research institutions during the summer term. Students will be also provided with opportunities for internships with local industry, business organizations, health and allied areas, local governments (such as panchayats, municipalities), Parliament or elected representatives, media organizations, artists, crafts persons, and a wide variety of organizations so that students may actively engage with the practical side of their learning and, which will further improve their employability.

Students who wish to exit after the first two semesters will undergo a 4-credit work-based learning/internship during the summer term in order to get a UG Certificate. Similarly, a student who wishes to exit after first four semesters will undergo a 4-credit work- based learning/internship during the summer term in order to get a UG Diploma.

h) Research Project / Dissertation:

Students choosing a 4-Year Bachelor's degree (Honours with Research) are required to take up research projects under the guidance of a faculty member. Students are required to take up a research project at the beginning of the seventh semester and are expected to complete the Research Project in the eighth semester. The research outcomes of their project work may be published in peer-reviewed journals or may be presented in conferences /seminars or may be patented. The project should preferably be related to a topic in the chosen major.

Apart from the project work students need to learn:

- Research Methodology
- Writing research proposal, data collection and review of the literature
- Preparation of research project/ Writing research project report

Honours students not undertaking research will do 3 courses (Advance Major) for 12 credits in lieu of a research project / Dissertation.

26.3.5. Massive Open Online Courses (MOOCs)

The University can allow upto 40% of the total credits being offered in a particular programme in a semester through the online learning courses provided under SWAYAM (Study Webs of Active Learning for Young Aspiring Minds) or MOOC platform approved by the Department / University as per the UGC regulations.

Table 6: Semester wise Course Code and Credit Points for Single Major:

Semester	Course Code	Category of Course	Credit
I	VAC01	Value Added Course	2
	VAC02	Value Added Course	2
	SEC01	Skill Enhancement Course	3
	AEC01	Ability Enhancement Course	2
	MDC01	Multidisciplinary Course	3
	MN01	Minor: Disciplinary/Interdisciplinary	4
	MJ01	Major : Core Courses	4
	SEC02	Skill Enhancement Course	3
	AEC02	Ability Enhancement Course	2

II	MDC02	Multidisciplinary Course	3
	MN02	Minor: Vocational Course	4
	MJ02	Major : Core Courses	4
	MJ03	Major : Core Courses	4
III	AEC03	Ability Enhancement Course	2
	SEC03	Skill Enhancement Course	3
	MDC03	Multidisciplinary Course	3
	MN03	Minor: Disciplinary/Interdisciplinary	4
	MJ04	Major : Core Courses	4
	MJ05	Major : Core Courses	4
IV	AEC04	Ability Enhancement Course	2
	VAC03	Value Added Course	2
	MN04	Minor: Vocational Course	4
	MJ06	Major : Core Courses	4
	MJ07	Major : Core Courses	4
	MJ08	Major : Core Courses	4
V	MN05	Minor: Disciplinary/Interdisciplinary	4
	MJ09	Major : Core Courses	4
	MJ10	Major : Core Courses	4
	MJ11	Major : Core Courses	4
	SIP	Summer Internship	4
VI	MN06	Minor: Vocational Course	4
	MJ12	Major : Core Courses	4
	MJ13	Major : Core Courses	4
	MJ14	Major : Core Courses	4
	MJ15	Major : Core Courses	4
VII	MN07	Minor: Disciplinary/Interdisciplinary	4
	MJ16	Major : Core Courses	4
	MJ17	Major : Core Courses	4
	MJ18	Major : Core Courses	4

	MJ19	Major : Core Courses	4
VIII	MN08	Minor: Vocational Course	4
	AMJ01	Advanced Major: Advanced Core Course Research Oriented	4
	AMJ02	Advanced Major: Advanced Core Course Research Oriented	4
	AMJ03	Advanced Major: Advanced Core Course Research Oriented	4
	OR		
	RC01	Research Methodology	4
	RC02	Research Proposal	4
	RC03	Research Report	4
		Total Credit	160

Table 7: Semester wise Course Code and Additional Credit Points for Double Major:

Semester	Course Code	Category of Course	Credit
I	DMJ01	Double Major Paper: Disciplinary/Interdisciplinary	4
	DMJ02	Double Major Paper: Disciplinary/Interdisciplinary	4
II	DMJ03	Double Major Paper: Disciplinary/Interdisciplinary	4
	DMJ04	Double Major Paper: Disciplinary/Interdisciplinary	4
III	DMJ05	Double Major Paper: Disciplinary/Interdisciplinary	4
	DMJ06	Double Major Paper: Disciplinary/Interdisciplinary	4
	DMJ07	Double Major Paper:	4

IV		Disciplinary/Interdisciplinary	
	DMJ08	Double Major Paper: Disciplinary/Interdisciplinary	4
V	DMJ09	Double Major Paper: Disciplinary/Interdisciplinary	4
	DMJ10	Double Major Paper: Disciplinary/Interdisciplinary	4
VI	DMJ11	Double Major Paper: Disciplinary/Interdisciplinary	4
	DMJ12	Double Major Paper: Disciplinary/Interdisciplinary	4
VII	DMJ13	Double Major Paper: Disciplinary/Interdisciplinary	4
	DMJ14	Double Major Paper: Disciplinary/Interdisciplinary	4
VIII	DMJ15	Double Major Paper: Disciplinary/Interdisciplinary	4
	DMJ16	Double Major Paper: Disciplinary/Interdisciplinary	4
		Total Credit	64

26.4. Structure of the Undergraduate Programme:

The UG programme will consist of the following categories of courses and the minimum credit requirements for 3-year UG and 4-year UG (Honours) or UG (Honours with Research) programmes are given below:

Table 8: Minimum Credit Requirements to Award Degree under Each Category for Single Major

Sl. No.	Broad Category of Course	Minimum Credit Requirement	
		3 Year UG	4 Year UG
1.	Major : Core Courses	60	80
2.	Minor: Disciplinary/Interdisciplinary/Vocational Course	24	32
3.	Multidisciplinary Course	09	09
4.	Ability Enhancement Course	08	08
5.	Skill Enhancement Course	09	09
6.	Value Added Course	06	06
7.	Summer Internship	04	04
8.	Research Course/ Dissertation/ Advance Major Core Course	-	12
	Total	120	160

Table 9: Additional Credit Requirements to Award Degree under Each Category for Double Major:

Sl. No.	Broad Category of Course	Minimum Credit Requirement	
		3 Year UG	4 Year UG
1.	Major 1 : Core Courses	60	80
2.	Major 2 : Core Courses	48	64
3.	Minor: Disciplinary/Interdisciplinary/Vocational Course	24	32
4.	Multidisciplinary Course	09	09
5.	Ability Enhancement Course	08	08
6.	Skill Enhancement Course	09	09

7.	Value Added Course	06	06
8.	Summer Internship	04	04
9.	Research Course/ Dissertation/ Advance Major Core Course	-	12
	Total	168	224

Table 10: Semester Wise Credit Framework for Four Year Undergraduate Programme:

Semester	Major: Core Course	Minor: Disciplinary Interdisciplinary	Minor: Vocational	Multidisciplinary Course	Ability Enhancement Course	Skill Enhancement Course	Value Added Course	Summer Internship	Research Course	Advance Major Course	Credits
I	4	4		3	2	3	2+2				20
II	4+4		4	3	2	3					20
	Exit Point: Undergraduate Certificate provided with Summer Internship Project (4 credits)										
III	4+4	4		3	2	3					20
IV	4+4+ 4		4		2		2				20
	Exit Point: Undergraduate Diploma provided with Summer Internship in I st or 2 nd year/ Project (4 credits)										
V	4+4+ 4	4						4			20
VI	4+4+ 4+4		4								20
	Exit Point: Bachelor's Degree										
VII	4+4+ 4+4	4									20
VIII	4		4						12	4+4+4	20
	Exit Point: Bachelor's Degree with Hons. /Hons. with Research										
	Honours students not undertaking research will do 3 courses for 12 credits in lieu of a Research Project / Dissertation.										

25.5. Eligibility for the UG Programmes:

- a) The students passing Grade 12th/ Intermediate/ equivalent examination shall be eligible for applying admission. The criteria for admission under the heads shall be the minimum pass marks at the last lower examination.
- b) The selection for admission will be primarily based on availability of seats in the Major subject and marks imposed by the University. Merit point for selection will be based on marks obtained in Major subject at Class 12 (or equivalent level) or the aggregate marks of Class 12 (or equivalent level) if Marks of the Major subject is not available.
- c) Eligibility to take Research courses in Semester VII is to secure a minimum of overall marks 75% (7.5 CGPA) and above up to semester VI.
- d) UG Degree Programmes with Double Major shall be provided only to those students who secure a minimum of overall 75% marks (7.5 CGPA) or higher.

26.6. Duration of the Programme:

- a) The duration of the UG programme is 4 years. Students who desire to undergo a 3-year UG programme will be allowed to exit after completion of the 3rd year. If a student wants to leave after the completion of the first or second year, the student will be given a UG Certificate or UG Diploma, respectively, provided they secure the prescribed number of credits. Students who exit with a UG certificate or UG diploma are permitted to re-enter within three years and complete the degree programme.
- b) Students may be permitted to take a break from the study during the period of study but the total duration for completing the programme shall not exceed 7 years.
- c) The validity of credits earned/kept in the Academic Bank of Credits account will be 7 years.
- d) The maximum duration for the completion of Undergraduate Degree and Undergraduate Degree (Honours/ Research) for regular students shall be seven years.

26.7. Lateral Entry

- a) There will be a lateral entry of the students only in semesters III, V & VII.
- b) The student must have cleared the specified credits of all the courses of previous semesters.
- c) The master content of the syllabus studied previously must be equivalent and there should not be variation in the syllabus more than 30%.
- d) The lateral entrants are allowed to the second year/third year/fourth only if the student has either successfully completed the first year/second year/third year of the same programme in any institution, or already successfully completed a first degree programme and is desirous of and academically capable of pursuing another first degree programme in an allied subject.

26.8.8. Awarding UG Certificate, UG Diploma and Degrees:

26.8.1. UG Certificate: Students who opt to exit after completion of the first year and have secured 40 credits will be awarded a UG certificate if they complete one vocational course of 4 credits during the summer vacation of the first year in addition to 6 credits from skill-based courses earned during first and second semester. These students are allowed to re-enter the degree programme within three years and complete the degree programme within the stipulated maximum period of seven years.

26.8.2. UG Diploma: Students who opt to exit after completion of the second year and have secured 80 credits will be awarded the UG diploma if, in addition, they complete one vocational course of 4 credits during the summer vacation of the first/second year. These students are allowed to re-enter within a period of three years and complete the degree programme within the maximum period of seven years.

26.8.3. 3-year UG Degree: Students who wish to undergo a 3-year UG programme will be awarded UG Degree in the Major discipline after successful completion of three years, securing 120 credits and satisfying the minimum credit requirement.

26.8.4. 4-year UG Degree (Honours): A four-year UG Honours degree in the major discipline will be awarded to those who complete a four-year degree programme with 160 credits and have satisfied the credit requirements.

26.8.5. 4-year UG Degree (Honours with Research): Students who secure 75% marks and above in the first six semesters and wish to undertake research at the undergraduate level can choose a research stream in the fourth year. They should do a research project or dissertation under the guidance of a faculty member of the University/College. The research project/dissertation will be in the major discipline. The students who secure 160 credits, including 12 credits from a research project/dissertation, are awarded UG Degree (Honours with Research).

26.8.6. UG Degree Programmes with Single Major: A student has to secure a minimum of 50% credits from the major discipline for the 3-year/4-year UG degree to be awarded a single major. For example, in a 3-year UG programme, if the total number of credits to be earned is 120, a student of Physics with a minimum of 60 credits will be awarded a B.Sc. in Physics with a single major. Similarly, in a 4-year UG programme, if the total number of credits to be earned is 160, a student of Physics with a minimum of 80 credits will be awarded a B.Sc. (Hons./Hon. With Research) in Physics in a 4-year UG programme with single major.

26.8.7. UG Degree Programmes with Double Major: A student has to secure a minimum of 40% credits from the second major discipline for the 3-year/4-year UG degree to be awarded a double major. For example, in a 3-year UG programme, if the total number of credits to be earned is 120, a student of Physics with a minimum of 48 credits will be awarded a B.Sc. in Physics with a double major. Similarly, in a 4-year UG programme, if the total number of credits to be earned is 160, a student of Physics with a minimum of 64 credits will be awarded a B.Sc. (Hons./ Hon. with Research) in Physics in a 4-year UG programme with double major.

26.8.8. Interdisciplinary UG Programmes: The credits for core courses shall be distributed among the constituent disciplines/subjects so as to get core competence in the interdisciplinary programme. For example, a degree in Econometrics requires courses in economics, statistics, and mathematics. The total credits to core courses shall be distributed so that the student gets full competence in Econometrics upon completion of the programme. The degree for such students will be awarded as B.Sc. in Econometrics for a 3-year UG programme or B.Sc. (Honours) / B.Sc. (Honours with Research) in Econometrics for a 4-year UG programme.

26.8.9. Multidisciplinary UG Programmes: In the case of students pursuing a multidisciplinary programme of study, the credits to core courses will be distributed among the broad disciplines such as Life sciences, Physical Sciences, Mathematical and Computer Sciences, Data Analysis, Social Sciences, Humanities, etc., For example, a student who opts for a UG program in Life sciences will have the total credits to core courses distributed across Botany, Zoology and Human biology disciplines. The degree will be awarded as B.Sc. in Life Sciences for a 3-year programme and B.Sc. (Honours) in Life Sciences or B.Sc. (Honours with Research) for a 4-year programme without or with a research component respectively.

The statutory bodies of the Universities and Colleges such as the Board of Studies and Academic Council will decide on the list of courses under major category and credit distribution for double major, interdisciplinary and multidisciplinary programme.

Table 11: Programme duration, Qualification Type and Exit Options: Multiple Entry and Exit Options

Sl.No.	Award Name	Stage of Exit	Mandatory credits to be secured for the award
1.	UG Certificate	After the successful completion of First Year(two semesters)	Exit option to students with UG Certificate. After completing I and II Semester and earning full credits (40 credits), students will be awarded UG

			<p>certificate only if he/ she completes 1 vocational course of 4 credits (during Summer Vacation).</p> <p>This course will not be added in CGPA/ SGPA calculation.</p>
2.	UG Diploma	After the successful completion First two years (four semesters)	<p>Exit option to students with UG Diploma.</p> <p>After completing I, II, III & IV Semester and earning full credits (80 credits), students will be awarded UG Diploma only if he/ she completes 1 vocational course of 4 credits (during Summer Vacation).</p> <p>This course will not be added in CGPA/ SGPA calculation.</p>
3.	3-year UG Degree	After the successful completion of Three Years (Six semesters)	A student may be awarded a 3-year UG degree in the Major discipline provided he/she earns all the credits of 120 credits in semester I, II, III, IV, V and VI.
4.	4-year UG Degree (Honours)	After the successful completion of four years (eight semesters)	A student may be awarded a 4-year UG degree (Hons.) in the Major discipline provided he/she earns all the credits of 160 credits in semester I, II, III, IV, V, VI, VII & VIII.
5.	4-year UG Degree	After the successful completion of four	A student may be awarded a 4-year UG degree (Hons.) in the Major

	(Honours with Research)	years (eight semesters)	discipline provided he/she earns all the credits of 160 credits in semester I, II, III, IV, V, VI, VII & VIII. Students must secure 75% and above in the first six semesters and are required to undertake a research in the fourth year.
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27. PRE EXAMINATION ACTIVITIES, CONDUCT OF EXAMINATION AND POST EXAMINATION ACTIVITIES

27.1. PRE EXAMINATION ACTIVITIES

27.1.1. Constitution of Examination Committee:

- i. There shall be an Examination Committee at the University level constituted by the University to deal with the various examination matters.
- ii. Two third members will form the quorum of the meeting. There will be at least one meeting of the Examination Committee in each semester.
- iii. The composition of the Examination Committee shall be as under:

• Vice Chancellor	Chairperson
• Dean of Faculties	Member
• Heads of Department All Dept.	Member
• Dean Academics	Member
• Controller of Examinations	Convener
- iv. The decisions of the Examination Committee shall be placed before the Academic Council.

- v. This committee shall frame detailed guidelines and procedures for an efficient, transparent and fair evaluation of student's performance and conduct of examinations as well as for tabulators/programmers for preparing the results of the examinations.
- vi. This committee shall supervise generally all the examinations of the University and issue such directions as it may consider necessary for conduct of examinations.
- vii. This committee shall also recommend Vice chancellor to take action against any examiner/ paper-setter/Moderator in cases of mistakes/ omissions/ negligence/ leakage in paper-setting/ moderation/evaluation etc., and also resolve complaints regarding the same.
- viii. The Examination Committee shall approve the Panel of Examiners (Internal/ External), paper setters, examiners, evaluators, moderators and the approved panel of examiners must be submitted by the Head of the Departments to the Controller of Examinations. The Examination Committee is also the principal authority for the smooth conduct of the examinations, appointing paper-setters, examiners, and moderators and preparing the schedule of dates for holding examinations and timely declaration of results.
- ix. The Committee shall investigate the cases of understandable divergence in the results of any Course Unit. For this purpose, the Examination Committee may itself scrutinize the answer booklets or may order their scrutiny by other person(s), and may also call an explanation from the examiner concerned for the divergence of marks. If after the investigation, the Committee is of the opinion that such divergence IS due to leakage of paper, personal favouritism or animosity, it may recommend to the Vice Chancellor such action as it may deem fit such as debar the examiner / evaluator from examiner ship permanently or for a specified period, a revaluation of the answer booklets etc.
- x. The Examination Committee shall deal with all the matters concerning examinations and shall hear and decide complaints received on any matter arising out of the conduct of examinations.

27.1.2. Question Paper Setting

27.1.2.1. Appointment of Question Paper Setters / Examiners/ Evaluators:

- i. The Proposed Panel of Question Paper Setters, Moderators, Evaluators, Internal and External Examiners (duly recommended by the Examination Committee) shall be

submitted by all Heads of Departments in the Exam Department within the stipulated time for each semester.

- ii. In case the examiner appointed is not available, an alternate examiner shall be appointed with the approval of the Vice Chancellor.
- iii. No person can claim appointment as paper setter / examiner / moderator or for any other examination work as a matter of right.
- iv. No person shall be appointed as a paper- setter for an examination if any of his/her near relatives are appearing for that examination.
- v. All arrangements shall be made to get the required sets of question papers for each paper of examination sufficiently in advance to the commencement of the examination period.
- vi. All faculty members of RKDF University Ranchi will automatically become the paper setters / examiners / moderators in the respective department followed by ratification in Academic Council and he /she shall not refuse the assignment of the examination work under normal circumstances.
- vii. The paper setters/ / moderators/ examiners shall follow all the regulations of the University from time to time in respect of setting of question papers, scheme of evaluation etc.

27.1.2.2 Question Paper Patterns:

- i. The question papers for the ESE shall be set in such a manner as to ensure that they cover the entire syllabus as per the weightage of the course units. The questions should be framed in such a way that the course outcome (CO) is assessed properly (mostly all).
- ii. The tests and examinations shall aim at evaluating not only the student's information, which he/she had memorized, but also his/her understanding ability to synthesize scattered bits of information into a meaningful whole. Some of the questions shall be analytical and invite original thinking or application of theory.
- iii. There will be three categories of Questions Namely Section I, Section II & Section III. Section I will be of very short answer type of 5 marks, Section II will be of short answer type of 10 marks and Section III will contain long type questions of 15/20 marks. Each of the sections will have options. The pattern may vary as per the syllabus/ course curriculum approved by the BOS.

27.1.2.3 Functions and Responsibilities of Paper Setters:

- i. The Paper setter shall set the papers only on the texts and courses of study prescribed and ensure that no question on topics not included in the prescribed syllabus is set.
- ii. The Paper Setter shall take all the necessary precaution for the maintenance of confidentiality of his/ her appointment and the question paper(s) submitted set by him/ her.
- iii. The Paper setter shall set the number of sets of question papers as requested, as per the prescribed pattern containing questions covering a wide range of contents of the courses for which they are set and send them all in respective mail to the Examination department.
- iv. The Paper setter shall ensure that the question papers set carry the correct name of the subject, Title and code of the paper, applicable Regulation(s). He/ she shall also indicate the duration of the paper, the maximum marks allotted to each question of the paper, choice, and maximum marks of the full paper. If the question paper is common to one or more schemes/courses, it shall be clearly indicated.
- v. The number of questions to be answered in each section shall also be indicated clearly. All questions and subdivisions shall be marked clearly as per the pattern provided.
- vi. The question paper should be fairly distributed over the whole syllabus of study and not concentrated on any one or a few units/ portions only.
- vii. The question paper setter shall indicate the permissible use of mathematical, Physical tables, Charts, data or hand books, gazettes etc. which are permitted to be used by the examinee in the INSTRUCTIONS. If there are any sections which need to be answered in different answer booklets, the paper setter shall provide clear instructions for the same. The Paper setters shall observe strict secrecy regarding the work allotted to them. The Paper setter is not permitted to keep carbon copies of hand written question paper. Drafts or copies of the paper set should be destroyed as soon as the papers set have been sent to the examination department.

27.1.3. Question Paper Moderation Committee for Moderation of Question Papers:

- i. There shall be a Question Paper Moderation Committee constituted by the Vice Chancellor as under for one or more courses:

• Head of Department	Chair Person
• Dean from concern Faculty	Member
• Two experts in the discipline/specialization of whom one shall be from other HEI or from different Department from the same HEI	Member
• Controller of Examinations	Convener
- ii. Two sets of Question Papers set by the Paper Setter shall be moderated by the Question Paper Moderation Committee.
- iii. Two third of members shall constitute the quorum for meetings.
- iv. Role of Question Paper Moderation Committee:
 - a) Question paper moderators are appointed from the current Panel of Examiners as a validation process for the purpose of carefully examining the question papers for any aberrations, errors, spelling mistakes, pattern, scope, distribution of marks etc. or any other lapse and providing necessary corrections.
 - b) The Committee must ensure that question papers are strictly in accordance with the course contents and the instructions, if any;
 - c) The Committee must ensure proper coverage of course contents and indicate weightage/ marks for each question or part/parts thereof, time prescribed and to correct errors, repetition of questions if any; rectify them or alter questions if required.

27.1.4. Scheduling and Time Table of Examinations:

1. While scheduling examinations all care should be taken to ensure that NO overlap in the subjects/papers of examination occurs for any student.
2. The Examination time-table shall be cross validated for any overlap and necessary amendments made.
3. The scheduling of all Practical Examination shall be provided by the Head of the concerned Departments to the COE sufficiently in advance of the scheduled commencement of the examinations.

4. The date sheets shall be available in University Notice Board as well as must be posted on the University website before the commencement of the examinations.

27.1.5. Conduct of End Semester Practical Examinations:

- i. Semester end lab examinations will be conducted after the last working day of the semester (as per the directions given by the Controller of the Examinations in consultations with the department HODs).
- ii. The HOD of the concerned department shall be responsible for the conduct of the practical/ viva-voce examination(s) in the respective departments.
- iii. Semester end lab examinations will be conducted by the teacher concerned and lab external examiner.
- iv. The Internal examiners will be appointed by the HODs concerned and informed to the Controller of the Examinations.
- v. The concerned HOD of the Department should prepare the time-table batch wise with respect to the equipment available in the department and forward the same to the CoE.
- vi. The required number of answer booklets and other material shall be demanded and obtained from the Exam Cell well in time for practical examinations.
- vii. Candidates shall be in possession of admit cards on all the days of Practical examinations.
- viii. Marks allotted by the examiners for the practical and viva-voce examination shall be entered on prescribed format and enclosed in covers prescribed for the same.

27.1.6. Registration of Candidates for University Examination:

- i. A notification regarding the time schedule for issue of exam application forms from the COE to the Departments and deadlines for submission of examination forms in the portal shall also be notified atleast three weeks prior to the start of exams by the Office of Controller of Examinations as per the recommendations of Departments approved by Examination Committee.
- ii. The forms will be available to the students if they have fulfilled the conditions as mentioned in **(Point No. 15)** of the exam regulations.

- iii. Examination forms duly filled and verified should be collected by the Departments' office along with the examination fee receipt. The forms are to be submitted to the Examinations section by due date. Forms submitted after the due date shall be accepted only if due penalty/ fine applicable for late submission has been paid along with the fees.

27.1.7. Admit Card:

- i. The Admit Card is issued to all the eligible candidates admitted to the University examination. Any Candidate found ineligible due to valid reasons such as attendance deficiency etc. shall not be issued Admit Card.
- ii. Admit Card shall contain information regarding the Name of the candidate, Enrollment number, Photograph, Course, Semester/Year, Department and the Code numbers of the Subject(s) in which he/ she is registered for the current examination.
- iii. Once the forms are filled up along with the payment of the requisite fee, the admit cards will be generated in a few days. The students should check the portal for downloading of their admit cards or may collect them from their Departments.

27.1.8. Appointment of Centre Superintendent, Chief Superintendents, Addl. Chief Superintendents and his/her responsibilities:

Centre Superintendent shall be appointed for each Examination Session as per the recommendation of COE and approval of Vice Chancellor.

- i. Centre Superintendent shall be conversant with all Examination Regulations of RKDF University and other applicable regulatory norms so as to conduct End-semester exams in a transparent manner.
- ii. The Centre Superintendent (CS) shall be personally responsible for the safe custody of question papers and the answer booklet sent to him and shall render to the COE Office a complete account of used and unused question papers and answer booklets.
- iii. The CS shall ensure that the question paper packets for each hall is sealed and not tampered with before handing it to the Invigilators prior to the Examination session not earlier than half an hour fixed for the commencement of the examination in that hall. He must be coordinating the distribution of Question Papers in various Examination Halls as per the schedule.

- iv. CS shall be responsible for preparing Invigilation Duty Chart And Seating Plan (Room-wise and Master)
- v. He/ she shall be responsible for the verification of the Attendance Sheets prepared by the Invigilators.
- vi. It shall be the duty of the CS to see that on each day on which a candidate appears in the examination his/her signature is obtained on the form and to make sure that it tallies with the one already on it.
- vii. He/ she must ensure that the record of Absentees is properly maintained and must assign Invigilation and Reliever duties, and arrange for any contingency measures whenever required in consultation with the Controller of Examinations.
- viii. He/ she must be coordinating in receiving of Answer booklets after the exams properly.
- ix. He/ she must be visiting all Examination Halls and communicate necessary instructions to students during exams. He must be informing Observer and COE during any exigent situation.
- x. He/ she shall be handling Unfair Means Cases during the exams and maintain the record with proper documents and evidence. Submitting all requisite conduct record in the Office of COE after the exams.
- xi. The Superintendent of the Examination shall, whenever necessary send a confidential report to the Examination Controller about the conduct of Examination, mentioning therein the performance of the invigilators and the general behavior of the examinees. He shall send a daily report on the number of examinees attending each examination, absentees roll numbers and such other information relating to the examination, being held at the center as may be considered necessary, along with any other matter which he thinks fit to be brought to the notice of the University. He shall also be responsible for maintenance and submission of report to the CFO of the University, of the account of advance money received and expenditure incurred in connection with the conduct of the examination.

27.1.9. Vigilance Squad/ Flying Squad:

- i. There shall be a Vigilance Squad/ for all of the examination day scheduled for taking ESEs. The Vigilance squad shall be of at least 3 members, preferably one lady, on

rotation basis for ESE. The formation of this squad shall made by COE from the teachers of the University in consultation with the Vice-Chancellor.

- ii. The Flying squad must see that the conduct of the examination is strictly according to the rules and procedure laid down. This squad shall move around each and every examination hall designated to conduct examination on and before the commencement of the said examination and look after each and every possibilities to make that happen judiciously.
- iii. In the event of the supervisor pointing out breach of rules or procedure, the Vice-Chancellor may take such action as may be necessary including postponement or cancellation, wholly or in part, of the examination at the centre, and if any such action taken, a report of the action taken shall be made to the Academic Council at its next meeting.

27.1.10. Invigilators

27.1.10.1 Selection of Invigilators:

All Heads of Departments shall be required to provide names of faculty and staff members when demanded by Examination Department for performing exam duties. Invigilation and other exam duties shall be assigned centrally by the Office of COE and circulated to all concerned well in time.

27.1.10.2. Instructions to invigilators during examination

- i. All invigilators must report to the examination department **30 minutes** prior to the scheduled time of examination and must reach to the respective examination hall before **15 minutes** of the examination schedule time.
- ii. On reaching the examination hall, the invigilators are requested to do a preliminary round through the hall and check the desks for any chits/books/other material that may be present from earlier exams and remove them (if any found).
- iii. Invigilators are directed to distribute the answer booklets to the students **10 minutes** before the examination and ask them to fill all the details in the answer booklet. Distribute the question paper to the students **5 minutes** before the examination.

- iv. Invigilators must check the Admit Card of all students at the entrance of the Examination Hall. **No Candidates should be permitted in the Examination Hall without Admit Card.** For any contingencies, necessary instructions shall be issued from the Examination Centre.
- v. If any candidates are in possession of mobiles phones, calculators, or digital diary or any other electronic equipment, instruct them to keep them outside the examination hall.
- vi. Invigilators should ensure that the students have occupied their seats as per the displayed seating plan.
- vii. Verify the admit card of the students in the examination hall and take the signature of the students on the attendance sheet. The invigilator should sign on the answer booklet after verifying that the details filled in by the candidate are correct.
- viii. The Invigilator should ensure that the Enrollment Number entered by the Candidate on the answer booklet/ Attendance sheet must be correct and in proper format. The invigilator should sign on the answer booklet after verifying that the details filled in by the candidate are correct.
- ix. Do not make any correction in the roll number written by a candidate on his/her answer booklet. In any such cases ask him/her to correct it and then countersign it after proper verification.
- x. The invigilators will be provided with the seating arrangement, question papers, answer booklet, attendance sheets, supplementary sheets, UFM, etc.
- xi. The invigilators are required to distribute and collect the answer scripts personally. The invigilator should not ask the candidate to take (in the beginning) or keep (at the end) the answer scripts on the table.
- xii. No examinee shall leave the examination hall within **an hour** of the start of the examination for any purpose whatever and no late comer will be permitted in the examination hall after **30 minutes** of its commencement.
- xiii. Candidates should not be allowed to leave the examination hall before the expiry of half the duration of the total examination time (i.e. if the exam duration is of 2 hours, the student will not be allowed to leave before the expiry of one hour; if the exam duration is of 3 hours, the student will not be allowed to leave before the expiry of one and half

- hours) from the commencement of the examination. The question papers from such candidates should be collected.
- xiv. The invigilator must not leave the assigned Examination Hall while performing invigilation duty, except when a reliever is available as substitute.
 - xv. The invigilators are required to maintain high standard of discipline and vigil in the Examination Hall to ensure fair conduct of University examinations.
 - xvi. No student is to be allowed to leave the Examination room without signing on the attendance sheet.
 - xvii. In case of any error in Question paper, Invigilators are required to contact the Centre Superintendent for doing the needful.
 - xviii. Distribute the supplement answer booklets when requested by students. Request the students to tie their supplement answer booklets atleast 5 minutes prior to the end of examination time.
 - xix. At the end of the exam, invigilators must collect the answer booklets, tally the total number of books with the student count as per attendance sheet and arrange all Answer booklets in sequence as per the Course, Branch, Enrollment No., and hand over to the Examination Department representative.
 - xx. Permit the candidates to leave the examination hall only after handing over their answer booklets to invigilator.
 - xxi. If any unfair means is reported, collect all relevant proof, statement of invigilator and students and fill up the information accurately in the relevant form provided by the University. In any unfair means case, the first Answer booklet will be confiscated from the student and second answer booklet may be given him/her. The Format should carry full name of student and Invigilator(s). In case of seizure of cell phone, it should be returned to the student at the end of examination after keeping evidence or supporting documents (print out of snap sort of material in cell phone with signature of candidate and invigilators) on the undertaking. In case of repeated use of the cell phone by the candidate, the cell phone shall be seized and forwarded to the CoE for subsequent papers.
 - xxii. One **INVIGILATOR** shall be allotted for every 40 students or part thereof as far as possible.

27.1.11. Instructions for Students

- i. A Student appearing in End semester exams must possess the IDENTITY CARD issued by RKDF University, otherwise the permission to Examination Hall will be denied.
- ii. In case the IDENTITY CARD is lost, the concerned student must approach the HOD/ Dean for obtaining Temporary Identity Card.
- iii. ADMIT CARDS are mandatory to appear in End semester examinations. If any eligible student is not found with the ADMIT CARD, he/she may be provided with a provisional admit card only after the approval of HOD/ authorized Person from Examination Section.
- iv. Students are advised to view their SEATING ARRANGEMENT on the Notice Board well in time, and also note their Hall Number and Seat Number for every examination day.
- v. Students must not carry their bags/ belongings inside the Examination Hall. Any such material should be kept outside.
- vi. When students seek clarification on question paper that cannot be dealt with by the Invigilator(s) in the Examination Hall, the Invigilator shall immediately notify the Center Superintendent who will endeavor to obtain and convey the necessary information to the student(s).
- vii. Students must occupy their allotted seats 15 minutes before the commencement of examination and maintain discipline and silence inside the Examination Hall. They must follow the instructions of Invigilator or Examination officials before the commencement of exam and also during the exam.
- viii. Students will not be allowed to enter the Examination Hall after 30 minutes from the commencement of exam. In exigent circumstances, they can be allowed entry in Examination Hall only with the special permission by the higher authorities
- ix. No student will be allowed to leave the examination hall before the expiry of half the duration of the total examination time (i.e. if the exam duration is of 2 hours, the student will not be allowed to leave before the expiry of one hour; if the exam duration is of 3 hours, the student will not be allowed to leave before the expiry of one and half hours) from the commencement of the examination..

- x. Students must bring their own pen, pencil, eraser, water bottle etc., and will not be allowed to borrow from others. After completing their exam, Students must hand over the Answer booklet to the Hall Superintendent.
- xi. Use of Mobile phone, Smart Watch, Programmable Calculator, or any other gadget is strictly prohibited during University examinations. If mobile phone is found from any examinee, Malpractice case will be registered and the seized mobile phone will be returned only after the completion of exams.

27.2. Conduct of Examinations: The Examinations will be conducted as per University Ordinance.

27.3. Post Examination Activities:

27.3.1. Evaluation Process

- i. Central Evaluation System University will be followed in order to improve the quality of and maintain the confidentiality of the evaluation system. Centralized evaluation system will also help in the early declaration of results.
- ii. The Faculty members will have to report to the evaluation room and correct a minimum of 40 answer booklets per day within the stipulated time period. The answer booklets will be assigned to the faculties for evaluation in the evaluation Room.
- iii. As soon as the evaluation of the allotted answer booklets is complete, the Faculty members are required to submit the answer booklets to the Examination Cell. Only one packet of answer-scripts shall be given for valuation, one after another i.e., after completing the Valuation of answer scripts of the previous packets.

27.3.2. Evaluation Guidelines:

- i. Please verify the availability of scroll sheet and the number of answer booklets in the allotted bundle. If any difference in number of answer booklets and scroll sheet is found, the evaluator shall get it clarified immediately from Examination department.
- ii. No question or part of a question should remain unmarked.

- iii. Marks awarded to a question or any part of a question must be written at two places. First, on the perforated top most corner of the answer scripts where the answer of the question ends. Second, on the front page against the serial number of the question..
- iv. Award step-wise marks for each answer
- v. Write marks in double digits (e.g. 01, 04, 14 etc).
- vi. There should be no mismatch between the marks written at two places, i.e front page and the perforated corner.
- vii. Ensure that you have correctly counted the marks before writing the sum (total) on the cover page
- viii. Avoid overwriting/corrections. Where correction becomes unavoidable, please encircle the same and put your signature towards the right of the circle. 9 While evaluating an answer script if you find any handwritten chit pasted on any page of the answer script and answer booklet marked as cancel, then do not evaluate the answer booklet. No score should be awarded to a question where the answer is crossed even though the answer is correct to the extent of 100%.
- ix. Please ensure that no question escapes evaluation particularly where the answer is attempted at two places. In certain cases, a student leaves a few blank pages and then writes the answer of a fresh question. If the same question is attempted at two places, marks should be awarded to the answer which has been attempted first and the second should be crossed.
- x. Please cross the remaining pages after the last attempted answer.
- xi. For evaluation of answer booklets, make use of red pen only.
- xii. Please ensure that the marks are properly posted in the marks foil. Overwriting in the marks foil should be avoided. Where correction becomes unavoidable, please encircle the same and put your signature towards the right of the circle. Marks in the marks foil should be entered in blue pen only.
- xiii. After evaluation the bundle should be marked checked with Red Pen and should also include the signature of the faculty.

27.3.3. Marks Tabulation Verification:

- i. The results of each of the examinations shall be tabulated in the Examination Database maintained on well secured Computer server with restricted access. The persons responsible for such activity may be referred to as Marks- Tabulators. Tabulator may be appointed by the Vice Chancellor. The persons responsible for such activity may be referred to as Marks Tabulators.
- ii. The Tabulator shall perform the following duties:
 - a) Posting of marks obtained by an examinee in the Tabulation Register.
 - b) Totaling of posted marks.
 - c) Indicating failures in accordance with the provisions of the Rules / Ordinances.
- iii. Scrutinizer means a person who is appointed by the Vice Chancellor and who actually does the work of scrutiny of the results."Scrutiny" means and includes:
 - a) Checking of posting made by the tabulators from the original statement submitted by the examiner.
 - b) Checking of totals / aggregates posted by tabulator.
 - c) Checking the result prepared by the Marks-Tabulator for Fail, and Absentees, etc.
 - d) Validate the Grades, SGPA and CGPA etc. computed on the basis of the marks obtained by the candidates in examination.
 - e) Any other discrepancy/ errata/ manipulation/ inconsistency etc. that might have crept into the marks database.
- iv. Original marks awarded for Comprehensive Internal Assessment in any subject shall be retained for processing backlog results, and shall not be permitted to change.
- v. Once TR Sheets are approved by the , any subsequent change/ correction therein can be carried out only with the written approval of Vice Chancellor on the recommendation of concerned HOD.

27.3.4. Result Committee

- i. The University will constitute a Results Committee for one or more Programme/course for the finalization and declaration of result; as under:

• Dean of Concern Faculty	Chairperson
• Head of Department	Member
• One Senior Faculty member from each Department	Member

- Assistant Registrar (Examination) Member
- Dean Academics Member
- Tabulator Member
- Controller of Examinations Convener

ii. The functions of Results Committee are as under:

- a) The Committee shall scrutinize and approve the results of the examinations conducted by the University and if need be, moderate the same after satisfying itself that the results on the whole and in various subjects are in conformity with the usual standards before declaration of results.
- b) To decide case of mistakes made by the paper-setters, Moderators, Examiners, Invigilators, Superintendents of the Examination Centers, Tabulators, Validators, Co-coordinators and any other person concerned with the examinations whose cases are referred to the Committee.
- c) The Committee shall bring to the notice of the Vice Chancellor lapse or omission on the part of the paper setter and/or the examiners, if any. It will also suggest steps to be taken by the University to rectify the same as well as the action to be taken in any case where the result is unbalanced.
- d) The results of the concerned examinations shall ordinarily be declared within 20 working days of the last examination. The results shall be published on the University website.
- e) The quorum of the committee shall be set at two third of total strength.

28. Retention and Shredding: Disposal of Answer-Scripts/other Documents:

The evaluated answer booklets and the documents regarding the marks obtained by the examinees, **Question papers, Examination Forms, admit cards, appointment or engagements of examiners, practical examiners & other** except the tabulated results, shall be destroyed or otherwise disposed off after six months from the date of declaration of the results.

The details of all the documents so shredded/ destroyed/ disposed shall be documented and certified by the Examination Department.

The shredding committee consists of the following members,

- Controller of Examinations – Chairperson

- Deans from Faculties Concern
- Faculty members from the respective Faculty
- Tabulator/ Scrutinizer

29. Malpractices/ Misconduct/ Unfair Means in Examinations/ Negligence in Examination:

29.1. Unfair Means Committee: In order to investigate and take disciplinary action for malpractices/unfair means and lapses on the part of candidates, paper-setters, examiners, moderators, evaluators, teachers or any other persons connected with the conduct of examinations including the pre-examination stage and the post examination stage or at any stage whatsoever, University shall constitute a committee consisting of the following members:

- | | |
|-------------------------------------|-------------|
| • Dean of Faculty | Chairperson |
| • Head of the respective Department | Member |
| • Faculty of the concern subject | Member |
| • Invigilator | Member |
| • Centre Superintendent | Member |
| • Assistant Registrar (Examination) | Member |
| • Controller of Examinations | Convener |

Any other person, who may have knowledge of the issue under consideration of the committee, may be called as an invitee by the Chairperson.

29.1.1. Malpractice/Unfair Means Activities/Negligence: The activities resorted to as mentioned in the 'Column A & B' would amount to the malpractices/unfair means/lapses/negligence, as the case may be.

29.1.1.1. Column A: Nature of malpractice/unfair means by the students and quantum of punishment

Category of Unfair Means.	Nature of Malpractice	Quantum of Punishment
1.	• Examinee found talking to another Examinee during the examination	• Warning may be given once to the student.

	<p>hours</p> <ul style="list-style-type: none"> • Changing seat in the examination hall without permission the examination 	<ul style="list-style-type: none"> • If repeated, his/her answer booklet will be confiscated and cancelled. Second Answer booklet may be evaluated.
2.	<ul style="list-style-type: none"> • Examinee carrying with or in possession of relevant written or any printed material or notes written on any part of her/ his body or clothing or instruments such as electronic diary, set- squares, calculators, scale etc., or having relevant notes written on chair, table, desk or drawing board • Found possessing mobile phone, I pad, or any other communication or storage device (that can be used for help) during the examination. 	<ul style="list-style-type: none"> • The first answer booklet will be confiscated and cancelled. Second Answer booklet may be evaluated.
2.	<ul style="list-style-type: none"> • Examinee found attempting to copy, caught copying or having copied from any paper, book or notes written on any part of her/ his clothing, body or table or desk or instruments like setsquares or mobile phone or any other communication or storage device etc. • Writing or scribing on the question paper, clothes, body part, articles – scale, compass, mobile, handkerchief etc. 	<ul style="list-style-type: none"> • The answer booklet will be confiscated and cancelled. • A second answer booklet may be given depending on the extent of misconduct. • If repeated, the concerned paper may be cancelled for the candidate depending on the decision of the committee.

3.	<ul style="list-style-type: none"> • Examinees making marks, signs, writing roll numbers, name, using any other means of disclosing identity/frequent changes in ink without supervisor's permission, with an intent of getting illegal/undue benefits. • Examinee found exchanging (giving or taking) answer booklets/supplements/copying material with other examinee(s) or passing a solution thereof to any other student. 	<ul style="list-style-type: none"> • The concerned paper may be cancelled for the candidate depending on the decision of the committee.
4.	<ul style="list-style-type: none"> • Examinee tampering with answer booklet/ torn pages of own or another examinee inside or outside the examination hall. • Guilty of swallowing or destroying the material such as notes or paper found from her/ him. • Examinee destroying his/ her own answers book or supplement/s or any copy material in possession after being caught under malpractice. 	<ul style="list-style-type: none"> • All papers of the present semester may be cancelled depending on the decision of the committee.
5.	<ul style="list-style-type: none"> • Examinees writing in provocative or abusive language and threatening in the answer booklet. 	<ul style="list-style-type: none"> • All papers of the present semester shall be cancelled depending on the decision of the committee.

6.	<ul style="list-style-type: none"> • Examinee found with answer-book/s having two different handwritings, one of the examinee's own and the other of a different person. • Examinee attaching currency notes to his/her answer-book with without a request to the examiners to assess their answer booklets favorably. 	<ul style="list-style-type: none"> • All papers of the present semester shall be cancelled depending on the decision of the committee.
7.	<ul style="list-style-type: none"> • Examinee smuggling out his/her own answer booklet or supplement or blank answer booklet/s and/or supplement/s. • Examinee found in possession of answer booklet/ supplement of another examinee, forcibly or with or without his/her knowledge. • Examinee found inserting previously written pages smuggled in from outside, in the answer booklet • 	<ul style="list-style-type: none"> • All papers of the semester shall be cancelled.
8.	<p>Impersonation</p> <ul style="list-style-type: none"> • Examinee who impersonates. 	<p>Following actions shall be taken:</p> <ul style="list-style-type: none"> • He/she should be handed over to the police and FIR be lodged against the examinee by the officer-in charge of the Examination Center. • Matter should be communicated to the employer of the impersonating examinee if he/ she is employed anywhere. • In case the examinee is

	<ul style="list-style-type: none"> • Bonafide examinee who is Impersonated 	<p>unemployed and is a student undergoing education with an examination authority other than the University, the information should be given in writing to the concerned</p> <ul style="list-style-type: none"> • All papers of the present semester as well as the coming next two semesters shall be cancelled. • Further, he/she should be handed over to the police and FIR be lodged against the examinee by the officer-in-charge of the Examination Center.
9.	<ul style="list-style-type: none"> • Cases of mass copying during the examination period were reported from the examination center. 	<ul style="list-style-type: none"> • Result of the examinee/s involved is to be withheld for conducting an Inquiry. Punishment shall be awarded as deemed fit on scrutiny of the Inquiry Report.
10.	<ul style="list-style-type: none"> • Found guilty of serious misconduct in the examination hall or of non-compliance with the instructions of the Superintendent or any of the invigilators in the examination hall. • Serious misconduct outside the examination hall during the period of examination, writing an answer booklet outside the examination hall for another candidate 	<ul style="list-style-type: none"> • All papers of the current semester may be cancelled. • If repeated, the candidate may be debarred from appearing for next coming 2 semester examinations, as per the decision of the committee.

11.	<ul style="list-style-type: none"> • The examinees threatening or intimidating the staff associated with examination. 	<ul style="list-style-type: none"> • All papers of the present semester as well as the coming next two semesters may be cancelled depending on the decision of the committee. • Parents/ Guardian to be called and student to submit an UNDERTAKING in their presence. • The committee may refer the matter to the police, if necessary, for further action
12.	<ul style="list-style-type: none"> • Examinee possessing any weapon, explosives, similar material and/or under the influence of any narcotic drugs/alcohol etc. in the examination hall or bringing any of them in the examination hall or causing any kind of violence in the examination hall 	<ul style="list-style-type: none"> • All papers of the present semester as well as the coming next two semesters may be cancelled depending on the decision of the committee. • Parents/ Guardian to be called and student to submit an UNDERTAKING in their presence. • The committee may refer the matter to the police, if necessary, for further action
13.	<ul style="list-style-type: none"> • Tampering with the Certificate / Grade Card or their copies and any other documents Issued by the University. 	<ul style="list-style-type: none"> • The tampered certificates be retained by the University and no duplicate will be provided. Current semester examinations taken by the candidate will be cancelled. The candidate will be debarred from appearing for any

		examinations of the University for 3 years. The matter will be referred to police by the concerned Faculty for further action, if warranted.
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All other cases not covered above shall be dealt with independently on the basis of unfair means resorted to and reported to university, and all such cases to be placed before Unfair means Committee and punishment be awarded as deemed fit by the committee.

- a) If the examinee has appeared in more than one examination simultaneously, as regular/ex-student and has been found guilty in one of the examinations, his/her performance in the concerned examinations simultaneously attempted shall stand cancelled.
- b) The term granted to the alleged examinee and the internal marks allotted to him/her shall remain unaffected, unless specifically cancelled by the penalty awarded.
- c) Further, the candidate shall not be allowed to join any course/programme of this University during the period of punishment imposed on him/her.
- d) A Police Complaint may be lodged against the examinee or a person who is found involved in destroying or attempting/ facilitating to destroy the evidence of the unfair means or answer booklet and/or supplements of any relevant documents.
- e) If, on previous occasion, a disciplinary action was taken against a student for unfair means used at examination, and he/she is caught again for unfair means resorted to at the examinations in this event he/she shall be dealt with severely and enhanced punishment can be imposed on such student. This enhanced punishment may extend to double the punishment provided for the unfair means when committed in the second or subsequent examinations.
- f) Students involved in unfair means at practical/dissertation/project report/ Viva examination shall be dealt with as per the punishment provided for the theory examinations.
- g) Electronic gadgets like mobile phone, smart watch, i-pad etc. is caught in the examination hall will be confiscated and will not be returned to the student involved in unfair means.

- h) The competent authority, in addition to the above-mentioned punishments, may impose a fine on the students who have declared guilty of unfair means.

29.1.1.2. Column B: Nature of malpractices / lapses/ negligence on the part of the Paper setter, Examiner, Moderator, Evaluator, Teacher or any other person including Officers connected with the conduct of Examinations:

Sl. No.	Nature of Malpractices/Lapses	Punishment
1.	Paper setter found responsible for leakage of the question set or questions in the question bank, whether intentionally or due to the negligence before the time of examination.	Disqualification from any examination work for a period of one year and disciplinary action by the Vice Chancellor and a fine may be imposed.
2.	Leakage of question/question paper/question in the question bank by any person/s connected with the conduct of the examinations.	Disqualification from any examination work for a period of one year and disciplinary action by the Vice Chancellor and a fine may be imposed.
3.	Favoring a student (examinee) by examiner, moderator/evaluator in assessment of answer booklets/ dissertation/Project report/ Thesis by assigning the student marks to which the student is not entitled to at the examination	Disqualification from any examination work for a period of one year and disciplinary action by the Vice Chancellor and a fine may be imposed.
4.	Examiner/Evaluator intentionally/ negligently not assigning the student in assessment of his/her answer booklets/dissertation/project work, the marks to which the student is entitled to.	Warning / show cause notice/ Memo may be issued and disciplinary action by the Vice Chancellor and a fine may be imposed.
5.	Paper setter setting question or giving questions in the question paper outside the scope of the syllabus/curriculum.	Disqualification from any examination work for a period of one year and disciplinary action by the Vice Chancellor and a fine may be imposed.
6.	Guiding Teacher showing negligence in	Disqualification from any examination

	supervision of dissertation/project work (e.g. use of manipulated data by a student)	work for a period of one year and disciplinary action by the Vice Chancellor and a fine may be imposed.
7.	Invigilators / member of the squad showing apathy in carrying out their duties (e.g. not taking round of the examination hall at Examination Center during examination period.)	Disqualification from any examination work for a period of one year and disciplinary action by the Vice Chancellor and a fine may be imposed.
8.	Center Superintendent/ Officials from Examination/ any other person related to conduct of examination helping, student in copying answers during the examination or showing negligence in reporting case of copying answers by students when on supervision duty.	Permanent disqualification from any examination work and disciplinary action by the Vice Chancellor and a fine may be imposed.
9.	Invigilator helping student in mass copying while on examination duty.	Permanent disqualification from any examination work and disciplinary action by the Vice Chancellor and a fine may be imposed.
10.	Any other person concerned with the conduct of university examination is found guilty of any type of malpractice / negligence.	Disciplinary action as per the rules applicable to the concerned person and a fine may be imposed.

29.1.2. Procedure for Dealing with the Cases of Unfair-Means or Involved in Malpractice or Misconduct in Connection with the Examinations:

The following shall be the procedure for dealing with the cases of candidates/ other persons found using or suspected of using unfair-means or involved in malpractice or misconduct in connection with the examinations:

- i. The Controller of Examination or the person authorised by him shall arrange to inform the student or paper-setters, examiners, moderators, referees, teachers or any other persons connected with the examinations in writing of the act of malpractice/unfair means/negligence alleged to have been committed by the student or the concerned person and shall ask to show cause as to why the charge/s leveled against him/her should not be held as proved and the punishment stipulated in the 'schedule A and B' be imposed, in writing.
- ii. The student or the concerned person may appear before the enquiry committee on the day, time and place fixed for the hearing, with a written reply/explanation to the show cause notice served. Student or person concerned shall remain present before the committee himself/herself only in person.
- iii. In spite of giving a chance of being heard, if the student or the concerned person does not appear before the committee or do not communicate his/her inability to remain present and request to give the chance to appear on subsequent date in writing, before the date of enquiry, the committee may proceed ex-parte and complete the hearing/proceeding.
- iv. A reasonable opportunity, including oral hearing shall be given to the student or the concerned person in his/her Defence before the committee. The reply/explanation given by the student or the concerned person to the show cause notice shall be considered by the enquiry committee before making recommendations in the matter. The enquiry committee shall follow the above procedure in the spirit of the principle of natural justice.
- v. Where a candidate is suspected of using unfair means during Examinations as defined above, the Invigilator or any other member of the supervisory staff or observer shall search the candidate and/ or his belongings. Where any written or printed material is found in his possession as a consequence of the search, the matter is taken to the notice of the Assistant Registrar (Examination)/ Centre Superintendent. The candidate's answer booklet shall be confiscated along with the material recovered and the examinee shall be issued a fresh answer booklet marked "Duplicate Using Unfair means" to attempt answer within the remaining time prescribed for the examination.
- vi. The Assistant Registrar (Examination)/ Centre Superintendent shall thereafter obtain a statement/ undertaking of the student and Invigilator. Assistant Registrar (Examination)/ Centre Superintendent shall countersign both the report and the statement. The candidate

shall be made to affix his/ her signature on the incriminating materials used in the malpractice. Answer scripts of all such cases are packed separately.

- vii. The documents that are being taken into consideration or are to be relied upon for the purpose of proving charge/s against him/her should be shown to him/her by the enquiry committee. Evidence, if any, shall be recorded in the presence of the student or concerned staff.
- viii. In case of Misconduct/ insolent behaviour (i.e. verbal or nonverbal e.g. gestures), the Supervisor or concerned authorized person shall record the facts in writing and shall report the same to the Controller of Examinations.
- ix. The committee shall submit its report to the Vice Chancellor for consideration and decision. The Vice Chancellor shall take disciplinary action against the candidates or persons, directly or indirectly involved in the unfair means/malpractices/ negligence, as provided against the respective unfair means in the 'Column A and B'. Decision taken by the Vice Chancellor shall be final decision.
- x. A record of such malpractice shall be maintained at the examination centre in order to prevent such candidates from appearing in subsequent examinations by pretending to have lost the Admit Card.

30. RULES FOR AWARD OF GOLD MEDALS TO THE STUDENTS

At the end of each academic year, Gold Medals/Merit Certificates will be awarded to the toppers of all Diploma, UG and PG programmes in each of the Departments under all the 16 Faculties of the University. Gold Medals /Merit Certificates will be awarded based on the aggregate performance of The Student in all the semesters of study for that particular course / programme.

Rules for Award of Gold Medal:

- a) Any student who completes Diploma, Graduation or Post Graduation from any of the in an academic session of the University, shall be considered for the award of Gold Medal, subject to the conditions that he/she has:

- b) secured **First Position** in the order of merit for that programme based on the Cumulative Grade Point Average (CGPA) obtained by the student in that particular course.
 - c) passed each of the requisite examination of that particular course of study in the **first attempt** along with the regular batch of candidates to which he/she belongs, without availing of the provision of **grace marks** and **with no back log of due papers**.
 - d) passed each requisite examination as a regular candidate (i.e. **not as an Ex student**, in any of the semesters/annual)
 - e) successfully completed the degree programme within the minimum **prescribed period** as specified in the Scheme and Syllabus of that programme without any break, howsoever justified.
 - f) taken the first scheduled examination requisite for successful completion of that course, even if more than one examination is conducted for the same batch of students, as long as the scheme and duration of the course is the same.
 - g) The student who appeared for Improvement of performance at subsequent examination of any courses shall not be considered for the award of Gold Medal.
 - h) If two or more students obtain the same average CGPA up to second decimal place, then the Younger in age will be considered for the Gold Medal.
 - i) If two or more students with same age have secured the same CGPA, then the marks secured by the students in the courses shall be taken into consideration in awarding the Gold Medals.
 - j) The University shall also issue certificates indicating the name of the medal awarded to the students.
- Gold Medal shall be awarded only in those programmes in which the number of candidates appeared for the Final Examination in that particular course is at least five. In case the number of students appeared for the Final examination is less than five, the topper of that programme will be not be eligible for the award of Gold Medal.

