

## **ORDINANCE III**

### **EXAMINATIONS (2017-18)**

1. The University shall follow semester system of examinations for each course except where the concerned Regulatory Body provides annual system of examinations for a particular course.
2. The Controller of Examinations shall ensure secrecy, integrity and accuracy to all the examinations and declaration of the results.

#### **Scheme of Examination**

3. In each semester two Internal Assessment Tests during the course of teaching and End Term Examination after the completion of teaching will be conducted.

Third Internal Assessment test can be held under special circumstances with the permission of Vice Chancellor within stipulated time only.

In general, the First Internal Assessment Test shall be held only after covering 50% of the syllabus prescribed for the relevant course. The Second Internal Assessment Test shall be held after the completion of the entire syllabus.

The End Term Examinations shall be conducted in each semester in the month of December and May-June after the completion of teaching, revision etc. of the entire syllabus.

At the beginning of each academic session or latest by 30<sup>th</sup> August every year, the University shall prepare and publish semester wise Schedule of the Internal Assessment Tests and End Term Examinations for each course. All examinations of the University shall be conducted in accordance with the said Schedule.

Explanation – I “Schedule of the Internal Assessment Tests and End Term Examination” means giving details about the dates of the commencement of two Internal Assessment Tests and End Term Examination of both semesters in an academic year.

Explanation – II: The performance of a student in the End Term Examination shall here-in-after be referred to as End Term Evaluation.

4. The evaluation of performance of a student during the course shall be a continuous process based on the Internal Continuous Assessment by the concerned faculty and the End Term Evaluation.
5. (a) At Under Graduate level, the Internal Continuous Assessment and the End Term Evaluation shall be in the ratio of 40: 60, both in theory and practical subjects.  
(b) At under Graduate level, in Theory subjects, the Internal Continuous Assessment shall carry 40% of the maximum marks comprising following two components:
  - i) Two Internal Assessment Tests each carrying 10 % of maximum marks i.e. 20 marks.
  - ii) Internal Assessment carrying 20% of maximum marks in the subject

comprising the following sub components;

- (c) At under Graduate Level, in Practical subjects, the Internal Continuous Assessment carrying 40% of the maximum marks shall comprise the Lab Performance, File Work, Attendance etc. The End Term Practical carrying 60% of the maximum marks shall comprise the Lab Sheet and viva- voce held by the End Term Examiner.
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- A. At Post Graduate level, the Internal Continuous Assessment and the End Term Evaluation shall be in the ratio of 50:50 both in theory and practical subjects.
    - i. 10% for attendance, punctuality, good behavior, responsiveness during teaching, leadership qualities, participation in extra-curricular and co-curricular activities etc.
    - ii. 10% for assignments, tutorials, project work, class exercises, quizzes, presentations etc.
  - B. At Post Graduate level, in Theory subjects, the Internal Continuous Assessment shall carry 50% of the maximum marks comprising following components:
    - i. Two Internal Assessment Tests each carrying 10 % of maximum marks i.e. 20 marks.
    - ii. Internal Assessment carrying 30% of maximum marks in the subject comprising the following sub-components;
    - iii. 15% for attendance, punctuality, good behavior, responsiveness during teaching, leadership qualities, participation in extra-curricular and co-curricular activities etc.
    - iv. 15% for assignments, tutorials, project work, class exercises, quizzes, resentations etc.
    - v. At Post Graduate Level, in Practical subjects, the Internal Continuous Assessment carrying 50% of the maximum marks shall comprise the Lab Performance, File Work , Attendance etc. The End Term Practical carrying 50% of the maximum marks shall comprise the Lab/Answer Sheet and viva voce held by the End Term Examiner. The pass percentage shall not be less than 45% in each subject and not less than 50% in aggregate.
7. In Theory cum Practical subjects the provisions of rule 5 & 6 are applicable mutatis mutandis.
8. Notwithstanding the provisions contained in Rule 5, 6, 7 of this Ordinance, the following provisions shall be applicable exclusively to B. Arch. course:
- i) The Internal Continuous Assessment and End Term Evaluation shall be in the ratio of 50:50.
  - ii) The Internal Continuous Assessment shall carry 50% of the maximum marks and comprise the following components:
    - a) Two Internal Assessment Tests each carrying 8% of maximum marks.

- b) Internal Continuous Assessment carrying 34% of maximum marks out of which the Attendance carries 8% of the maximum marks in a subject, 26% for Assignments, Tutorials, Project Work, Class Exercises, Quizzes, Presentations etc.
- iii) In general, the First Internal Assessment Test shall be held, only after covering 50% of the syllabus prescribed for the relevant course. The Second Internal Assessment Test shall be held after the completion of the entire syllabus.
- iv) The End Term Examination shall be conducted in each semester after the completion of teaching, revision etc. of the entire syllabus.
- v) In Portfolio based subjects (which shall be specified in the Scheme of B. Arch.), the assessment for the relevant semester is made on the basis of the following components;
 

(a) Presentation of allocated Portfolio Part I (At the time of 1 <sup>st</sup> Internal Assessment Test)	8% of Max. marks
(b) Presentation of allocated Portfolio Part II (At the time of 2 <sup>nd</sup> Internal Assessment Test)	8% of Max. marks
(c) Attendance	8% of Max. marks
(d) Assignments (During the course of semester) (During the course of the semester)	26% of Max. marks
(e) Internal Jury Assessment of the Portfolio	25% of Max. marks
(f) End Term Viva - Voca	25% of Max. marks

9. A. Notwithstanding the provisions contained in Rule 5, 6, 7 & 8 of this Ordinance, the following provisions shall be applicable exclusively to **B. Pharm & D. Pharm courses**.

B. Pharm Course

- i) Semester system shall be followed for B. Pharm course.
- ii) The Internal Continuous Assessment and the End Term Evaluation in theory as well as in practical subject shall be as per following:
  - a) In case a theory/practical subject carries 4 credit, the Internal Continuous Assessment and the End Term Evaluation shall be in the ratio of 25:75. The Internal Continuous Assessment in theory/practical subject shall comprise the following:
    - i) Two Internal Assessment Tests: each carrying 7.5% of Max. marks
    - ii) Attendance, promptness in classes, Assignments etc.: 10% of Max. marks.
- B. In case a theory/practical subject carries 2 credit the Internal Continuous Assessment and the End Term Evaluation shall be in the ratio of 30:70. The Internal Continuous Assessment in theory/practical papers shall comprise the following:
  - i) Two Internal Assessment Tests: each of 10% of Max. marks

ii) Attendance, promptness in classes, Assignments etc.: 10 % of Max. marks

**C.** In case a paper theory/practical subject carries 1 credit the Internal Continuous Assessment and the End Term Evaluation shall be in the ratio of 40:60. The Internal Continuous Assessment in theory/practical subject shall comprise the following:

Two Internal Assessment Tests: each carrying 10% of Max. marks

Attendance, promptness in classes, Assignments etc.: 20% of Max. marks

Three Internal Assessment Tests will be held and the result of best two Tests will be taken into account. A student must appear in at least two internal assessment tests.

#### D. Pharm. Course

**i)** Annual system shall be followed for D. Pharm. course (2years).

**ii)** There shall be an examination for Diploma in Pharmacy (Part-I) to examine students of the first year course and an examination for Diploma in Pharmacy (Part-II) to examine students of the second year course. Each examination shall be held twice every year. The first examination in a year shall be the annual examination and the second examination shall be supplementary examination of the Diploma in Pharmacy (Part-I) or Diploma in Pharmacy (Part-II), as the case may be.

**iii)** The Internal Continuous Assessment and the End Term Evaluation in theory as well as in practical subjects shall be in the ratio of 20:80.

**iv) a)** The Internal Continuous Assessment in theory subjects shall comprise of two Internal Assessment Tests of 10% of Max. marks each.

Two Internal Assessment Tests: 20% of Max. marks

**b)** The Internal Continuous Assessment in practical subjects shall comprise the following:

- Actual performance in the two Internal Assessment Test: each of 10% of Max. marks
- Day to day assessment in the practical class work: 10% of Max. marks

**v)** Three Internal Assessment Tests will be held and the result of best two Tests will be taken into account. The student must appear in at least two Tests.

**vi)** Improvement of Internal Evaluation marks- Students who wish to improve Internal Evaluation marks can do so, by appearing in two additional

Internal Assessment Tests during the next academic year. The average score of the two Tests shall be the basis for improved Internal Evaluation marks in theory. The Internal Evaluation of practical(s) shall be improved by appearing in additional practical examinations. Marks awarded to a student for day to day assessment in the practical class cannot be improved unless he/she attends the regular course of study again.

- 10.** A student is declared pass in a subject if he/she secures the requisite pass marks in the End Term Evaluation, and, also in the cumulative total of End Term and Internal Continuous Evaluation.

Explanation: - A student who fails to secure pass marks in the End Term Evaluation is considered as fail though he/she has secured pass marks or more in the Internal Continuous Evaluation.

Criteria for minimum passing marks in each subject in End Term Evaluation (the cumulative total of Internal Continuous Evaluation and marks obtained in the End term Examination) is as follows:

Course	Minimum Percentage for passing in any subject
All Under Graduate Courses (Except B.Arch. & B.Pharm.)	I. 35% marks in End term Examination of each subject. II. 35% marks in Internal Continuous Assessment of each subject.
All Post Graduate Courses	I. 35% marks in End term Examination of each subject. II. 35% marks in Internal Continuous Assessment of each subject.
B.Arch.	I. 45% marks in End term Examination of each subject. II. 45% marks in Internal Continuous Assessment of each subject.
B.Pharm.	I. 50% marks in aggregate in Internal & External exams
D. Pharm.	I. 40% marks in aggregate in Internal & External exams
All Diplomas (Except D. Pharm.)/Certificate Courses	I. 35% marks in End term Examination of each subject. II. 35% marks in Internal Continuous Assessment of each subject..

11. Students who are unable to secure Pass marks in a subject as stated in the preceding Clause 10 shall be categorized as:

**I. Fail in End Terms: F(E)**

Those students who secure Pass mark in the Internal Continuous Evaluation but fail in the End Term Evaluation shall be declared as Fail in End Term (FE) in the relevant subject. Such students will have to re-appear in the End Term Examinations in the subsequent year(s).

**II. Fail in Internals : F(I):**

Those students who secure Pass mark in the End Term Evaluation but fail in aggregate shall be declared as Fail in Internal F(I) in the relevant subject. Such students will have to re-appear in the Internal Continuous Evaluation/examination in the subsequent year(s).

Such students shall have an option to re-appear in End Term Examination only for improvement of cumulative total marks obtained in the relevant subject. In such case, the marks obtained in the subsequent attempt in the End Term Examination shall be considered only if the marks obtained in subsequent attempt are greater than the marks obtained in the first attempt.

**III. Fail (F):**

Those students who Fail in the End Term Evaluation and also Fail in the Internal Continuous Evaluation shall be declared as Fail (F) in the relevant subject. Such students will have to re-appear in the End Term Examination as well as Internal Continuous Evaluation/examination in the subsequent year(s) subject to Rule 13.

**iv. Fail in Aggregate : F(A)**

Those students who secure minimum pass percentage in each subject but fail to secure minimum pass percentage in aggregate will be declared as fail in aggregate F(A). The minimum pass percentage in aggregate for various courses is as follows:

<b>Course</b>	<b>Minimum pass percentage in Aggregate</b>
All Under Graduate Courses (Other than B.Arch, B.Pharm, D.Pharm)	40%
B.Arch	50%
B.Pharm	50%
D.Pharm	40%
Diploma/certificate Courses (Except D. Pharma.)	35%
All Post Graduate Courses	50%

Such students will be permitted to choose any number of papers subject to a maximum of 50% of the total number of papers of the concerned course (excluding +practical (s)) in which he/she wants to appear so that he/she may be able to secure prescribed minimum pass percentage in aggregate. Here 50% of 5,7 and 9 papers will be taken as 3,4 and 5 respectively under this regulation.

**12. REAPPEAR:**

- a) A student who fails in the End Term Evaluation shall reappear in the relevant subject(s) in subsequent year(s) in the concerned odd/even semester(s). To Re-appear in any subject, the student is required to submit the examination form along with prescribed fee to the Examination Branch of the University.
- b) A student who has passed in the End Term Evaluation but could not secure pass mark in the cumulative total of End Term and Internal Continuous Evaluation and is declared Re-appear in internal, will have the choice to reappear in the Supplementary Exams (to be held with regular semesters) either in both End Term and Internal Examinations or in any one of the examination along with prescribed fee..
- c) A student who has failed in one or more subjects but fulfils the minimum attendance requirement shall be allowed to appear in that subject in the Supplementary Examinations. The Supplementary Examinations for the odd/even semester subjects shall be held alongwith the regular End Term Examination for the odd/even semester respectively.
- d) Special chance will be given to Outgoing/Old Students to appear in odd Supplementary examinations i.e. 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, 7<sup>th</sup> & 9<sup>th</sup> semesters alongwith the End Term Examination. 6<sup>th</sup> Semester students from MAIT & 8<sup>th</sup> Semester students from B.Arch, B.A.LL.B (Hons) can also appear in odd Supplementary Examination i.e. 1<sup>st</sup>, 3<sup>rd</sup>,m 5<sup>th</sup> & 7<sup>th</sup> semester alongwith the End Term Examination.

**13. Appointment of Paper Setters and Examiners**

- i) The question papers for the Internal Assessment Test shall be set by the concerned faculty.
- ii) The question papers for the End Term Examinations shall be set by the External Examiners/ Internal faculty.

- iii) The Panel of End Term Paper Setters and End Term Examiners for conducting practical examinations and *viva voce* shall be finalized in the following manner:
  - a) The Director of each School of the University shall recommend (after approval of BOS or Academic Committee) the names of at least three End Term Paper Setters and three End Term Examiners to the Controller of Examinations for conducting practical examination and *viva voce* in each subject. The Panel of names shall comprise Subject Experts from reputed Universities/ Institutions.
  - b) All documents related to the preparation of question papers, practical examination, list of Panel of End Term Paper Setters and End Term Examiners shall be placed by the Controller of Examinations before the Vice-Chancellor for approval.
  - c) Approved syllabus with detailed instructions shall be supplied to End Term Paper Setters and End Term Examiners.
  - d) The functions, duties and remuneration of the End Term Paper Setters and End Term Examiners for setting the question papers, conducting practical examination and *viva voce* is to be decided by the Vice-Chancellor in consultation with the Finance Committee.

14. **Conduct of Examination:**

It shall be the duty of the Controller of Examinations to:

- (i) Create sufficient number of examination centers.
- (ii) Appoint Superintendents, Deputy Superintendents, Invigilation staff and other supporting staff at each examination centre.
- (iii) Provide a list of the students who are to appear in examination along with sufficient examination material at each examination centre.
- (iv) The COE may recommend/conduct for any examinations as Special/Mercy/Golden Chance after seeking approval from the Vice-Chancellor.
- (v) In the case of a permanently physically disabled person, to - (a) Provide services of a competent amanuensis, free of cost, for writing out the answers at the examination; and (b) allow extra time up to an hour for a paper of three hours' duration; (iii) permit the answers to be typewritten by himself, if the examinee so desires; (iv) allow oral examination wherever prescribed in the syllabus to be conducted in writing, if a candidate is suffering from speech impediment and he is unable to make himself understood coherently by the examiner; (v) lay down any other method for assessing the examinee's academic ability and declare his result; (vi) give a credit of five per cent marks over and above the marks actually obtained by him in the examination for the purpose of determination of merit . The examinee shall produce such evidence, to the satisfaction of the Controller of Examinations, as he may consider necessary in proof of the statement that his permanent disability is such that he deserves to be considered for the facilities. Explanation: For purposes of this Rule, permanently physically disabled person shall mean:



- (a) A person whose dominant hand, right or left, as the case may be, is not in a position to write;
- (b) A person suffering from a disease such as hemiplegia, congenital heart disease of any other condition due to which he is unable to perform the normal movement of body;
- (c) A person who is blind
- (vi) The Vice-Chancellor may, when it considers necessary, appoint an Agent for conducting University examinations at any place.
- (vii) The Vice-Chancellor, after he is satisfied that the answer-book of a candidate has been lost after having been handed in to the Superintendent of the examination may :
  - (a) Permit the candidate to reappear in the paper lost on a date and time to be fixed by the Controller of Examinations or award him average marks obtained by him in the remaining papers, subject to a maximum of 60% marks in the subject. OR
  - (b) Award him marks in the paper lost equal to the marks obtained by the candidate in the other paper, subject to a maximum of 60% marks in that paper in case the candidate has appeared in one subject having two papers A & B. OR
  - (c) Award him the average marks of the remaining subjects/papers which he has already cleared, subject to a maximum of pass marks in case he has appeared in one subject having one paper to clear compartment. OR
  - (d) Award him marks in the paper lost, equal to the marks obtained by the candidate in the other paper, subject to a maximum of pass marks in case the candidate appeared in one subject having two papers A & B to clear the compartment. OR
  - (e) In case of loss of answer-book of a candidate appearing in additional subject, he will be permitted to reappear in that paper on a date and time to be fixed by the Controller of Examinations.
- (viii) If there is a dispute as to whether a candidate's paper was duly handed in or not, the decision of the Vice-Chancellor, to whom the Controller of Examinations shall report his findings, shall be final.
- (ix) If a candidate accepted for an examination has been unable to appear in or to complete the annual examination on account of his serious illness or accident to himself, or has been unable to complete his examination on account of death of a \*near relative on one of the days of the examination he may be given another opportunity of passing the examination in the same year by the Vice-Chancellor if he is satisfied by the evidence, produced, that the concession applied for is justified. Such a candidate may, at his option, be examined in the supplementary examination of the year, on the payment of the prescribed fee, in the whole subject or in the paper which, he missed. The candidate shall be intimated, free of charge, as to whether he has obtained the minimum pass marks or not in the paper or papers in which he had appeared. The application of such a candidate shall be entertained only if :
  - (a) It is submitted not later than the tenth day from the date on which the candidate was incapacitated from taking or completing the examination;
  - (b) It is submitted through the Director of the school and who certifies, after making necessary enquiries
    - (i) that the candidate could not appear in or complete the examination because of his serious illness or accident to himself, or death of a near relative on one of the days of the examination and

- (ii) That the candidate had a reasonable chance of success if he had appeared in the examination.

Candidates to whom this concession is granted shall be allowed to join provisionally the next higher class pending the declaration of their results.

## **15. Disciplinary Control during the Examinations**

- i) The Vice-Chancellor shall constitute an Examination Disciplinary Committee to decide the cases of Unfair Means during Internal/End Term Examination.
- ii) During the examinations, the student shall be under the disciplinary control of the Superintendent of Examinations and shall obey his/her instructions. If the student disobeys the instructions or misbehaves with the Superintendent of Examinations or with supervisory staff including the invigilator or with any member of the Flying Squad constituted by the University, he/she may be excluded from the examination of that session.

In case of such disobedience or misbehavior, the Superintendent of Examinations shall immediately report the facts of the case with full details of evidence to the Controller of the Examinations who will refer the matter to Examination Disciplinary Committee. The Committee may order the cancellation of the examination of such student in that session or the entire examination after considering the facts of the case. However, if the Committee is satisfied that the exclusion of such student from the examination was not justified, it shall order that the student be given a special opportunity to take the said examination.

## **16. Use of Unfair Means**

No student shall use unfair means in any examination.

- (i) Following shall be deemed to be unfair means:
  - a) Talking to another student or any other person, inside or outside the examination hall during the examination hours.
  - b) Leaving the examination hall without delivering the answer sheet to the Invigilator on duty.
  - c) Taking away, tearing or otherwise disposing off answer sheet or any part thereof.
  - d) Writing on anything except the answer sheet supplied to the student.
  - e) Writing abusive or obscene or derogatory language in the answer sheet.
  - f) Deliberately disclosing one's identity or making any distinctive marks in the answer sheet for that purpose or writing Roll No. other than the place specified for the purpose.
  - g) Making any appeal to the examiner through answer sheet or soliciting the leniency of the examiner by any means through the answer sheet.
  - h) Possession of any book, notes, paper or any other material including mobile phone, tab or any other electronic device, camera, blue tooth etc. whether written, printed, inscribed, engraved etc., any other item which could be of help or assistance in

answering any part of the question paper. Any relevant/irrelevant material found in the possession of the student during examination, the case shall be reported to the Controller of Examination.

- i)** Concealing, destroying, disfiguring, rendering illegible, swallowing, running away with, causing disappearance of any book, notes, paper or any other material including mobile phone, tab or electronic device etc., used or attempted to be used for assistance or help in answering a question or a part thereof.
  - j)** Passing on or attempting to pass on a copy of a question or a part thereof or the question paper itself or part thereof, or solution to the question or part thereof, to any student or any other person.
  - k)** Bringing into the examination hall an answer sheet or a continuation sheet or ticking out or attempting to send out an answer sheet or continuation sheet, or replacing or attempting to get replaced the answer sheet or continuation sheet, during or after examination with or without the help or connivance of any person/ agency, whether connected with the examination or otherwise.
  - l)** Approaching or influencing directly or indirectly to a paper setter, examiner, evaluator, tabulator or any other person connected with the examination system with the object, directly or indirectly, of inducing him to leak out the question paper or any part thereof or to enhance marks, or to favourably evaluate or to change award in favour of the student.
  - m)** Threatening, abusing, insulting, intimidating, assaulting any member of the examination staff including the menial staff, any student/person or using undue influence directly or indirectly on them by any student with a view to pressurizing them to help in the examination.
  - n)** Presenting thesis, dissertation, practical or class/ lab work, note book, wherever required under the rules and regulations of the University which are not authored, prepared or produced by the student himself.
  - o)** To impersonate the student at the examination hall.
  - p)** Forging a document or using a forged document, knowing it to be forged, in any matter relating to the examination.
  - q)** Without prejudice to the clauses (a) to (p), the Board of Control may, by declaration, declare any other act or omission or any attempt to do so, to be unfair means in respect of any or all the examinations.
- ii)**
- a)** The Superintendent of Examination, on the date of occurrence itself shall report all cases of unfair means suspected or discovered with details of the evidence in support thereof accompanied by the statement of the student concerned in the prescribed format.
  - b)** In case of refusal by a student to give a statement, the said fact shall be recorded by the Superintendent and shall be got attested by the Invigilator who is on duty at the time of occurrence.
  - c)** A student detected or suspected to be using unfair means in examination shall be permitted to answer the remaining part of the question paper, but on a separate answer sheet to be given by the invigilator immediately after the detection of the Unfair Means case i.e. the second answer sheet. The first answer sheet shall be seized by the

Superintendent of Examination who shall send both the answer sheets to the Controller of Examinations with his report.

- d) A student who has been booked for using Unfair Means in an examination on a particular date shall be entitled to appear in the rest of the examinations as scheduled.
- iii) All cases booked for using Unfair Means shall be placed before the Examination Disciplinary Committee, along with all the relevant documents.
- iv) Before initiating any action in an unfair means case, the concerned student shall be given a chance of hearing and tender his/her explanation or produce any evidence thereof. The student shall be required to appear in person before the Examination Disciplinary Committee.
- v) The Examination Disciplinary Committee, after hearing the student shall recommend appropriate action to be taken against the concerned student depending upon the gravity of the act and other relevant circumstances. The Disciplinary Committee may recommend the following actions:
  - a) Cancellation of the examination in which the student was booked.
  - b) Cancellation of all the relevant End Term Examinations.
  - c) Cancellation of all the examinations of the relevant academic session.
  - d) Rustication of the concerned student for a period which may extend to three years.

The Examination Disciplinary Committee may exonerate the student, if found innocent or censure and warn the student keeping in view the gravity of the situation.

- e) The recommendations of the Examination Disciplinary Committee shall be placed before the Vice-Chancellor for approval/modification as the case may be.
- (vii) The Board of Control may order re-examination if it is satisfied that there has been a leakage of a question paper or a part thereof.

#### **17. Evaluation of the Answer sheets**

- i) The Answer sheets of the Internal Assessment Tests will be evaluated by Internal faculty, whereas End Term Examinations shall be evaluated by the External Examiners/Internal faculty.
- ii) The Evaluated answer sheets of the End Term Examination/Internal continuous Assessment shall be preserved by the University for a period of one year.
- iii) For ensuring the consistency in the checking of the Answer Sheet(s); Approximately 10% of the evaluated answer sheets of each subject for the End Term Examination will be re-evaluated by another faculty( Called Head Examiner). Based on the re-evaluation, the appropriate decision will be taken by the C.O.E. with the approval of Vice Chancellor.

#### **18. Complaint(s) regarding Question Paper(s)**

All complaints relating to question paper(s) shall be made to the Controller of Examinations who shall place them before the Vice-Chancellor for consideration. The Vice-Chancellor shall take such action as deemed fit after receiving the recommendations of the special committee of internal subject experts formed by the Vice Chancellor in consultation with the Director of the concerned school.

## 19. Moderation of Result(s)

- I For computing total marks obtained by the student in any examination, any fraction of a mark shall be rounded off to the next higher whole number.
- II A student who has appeared in any regular End Term Examination shall be entitled to five grace marks in each semester to the best advantage of the student enabling him to obtain minimum Pass marks. The grace marks will be reflected exclusively in the mark sheet.

### Illustrations:

Entitlement of total grace marks to a student: 05

- (i) X, a student requires five marks to pass in a subject; he/she will be given five marks in that subject.
  - (ii) X, a student requires one mark each in five subjects to pass in five subjects, he/she will be given one mark each in all those subjects.
- III No grace marks shall be allowed to any student appearing in any Internal continuous Assessment Test or as an ex-student appearing in any examination or student appearing in any examination for improvement of grade.
  - IV The result of an examination after tabulation shall be placed before the Board of Control for moderation of results(if any). The Board may suggest necessary moderation required in the result for approval of the Vice-Chancellor, whose decision shall be final.
  - V Grace marks up to one per cent of the total marks of an examination including its part/s, if any, shall be added to the total marks secured by a candidate for the award of higher class (and not for earning distinction/ honours); provided that no grace marks have already been availed of for passing the examination.

## 20. Cancellation of Candidature/ Examination

- i) The Vice-Chancellor may cancel the candidature/ examination of any student:-  
If it is found that he was not eligible to appear in the examination but had obtained admission through misrepresentation or misstatement of facts.
- ii) In case a student fails to submit the requisite document(s) for admission in the University or deposit pending dues after due date, he/she may be detained to take examinations or result of his/her examinations can be withheld till he/she completes all formalities. If the default continues for one year the admission of such a student shall stand cancelled on the recommendations of the Board of Control.

If a student disagrees with the decision of the Board of Control, he/she may make a representation to the Vice- Chancellor whose decision shall be final and binding.

## **21. Publication of Results**

The Controller of Examination shall, ordinarily declare the result of every examination conducted by the University within 30 days from the last date of the examination for a particular course.

## **22. Rectification/ Withdrawal of Result(s)**

The Vice Chancellor shall have the power to withdraw the result of a student in the event of:

i) Disqualification for using unfair means in the examinations;

or

ii) any discrepancy in the result

The revised result of the student will be intimated to him/her by registered post/ courier/e-mail/University Website within 15 days.

## **23. Revaluation**

- i) A student may apply for revaluation of his/her answer sheet of the End Term Examinations in a theory subject only.
- ii) The application for revaluation shall be made in the prescribed form and submitted within 15 days of the declaration of the relevant result, with revaluation fees prescribed by the University.
- iii) The answer sheets shall be re-evaluated by one examiner. The score of the candidate after re-evaluation shall be the one which is to the advantage of the students that is the better of the two (evaluation and revaluation). In case of difference between the score of evaluation and revaluation of more than 15% of the maximum marks of the paper, the answer sheet will be refer to the third examiner. In such a case the average of the best two awards (out of the three) of the student shall be taken into account .
- iv) The student seeking revaluation will abide by the final award obtained; Provided that in case a student has obtained Pass marks in the initial evaluation but is unable to get Pass marks in the final award after revaluation, marks obtained in the initial evaluation shall be considered as the final award.

## **24. Extended time period**

The extended time period to complete a course will be two years beyond the prescribed duration of the course.

For example, the duration of B. Tech course is 4 years. The student must complete B. Tech course in 6 years (4+2).

In exceptional circumstances a further extension of one more year may be granted.

**25. Issue of Duplicate Certificate(s)**

Duplicate Copies of Degrees/ Mark-sheets/ Certificates/ Diplomas shall be supplied on payment of such prescribed fees and subject to the conditions laid down by the committee framed by the Vice-Chancellor from time to time.

**26.** Corrections if any can be rectified by the concerned authorities without charging any fee within a month of receiving the mark sheets/ certificates, if the mistake is on the official end. After one month, fee will be charged as per rules.

**27. Improvement (After completion of the course)**

Any student who wishes to improve his/her grades or marks can do so after depositing the requisite fee:

- i) Within 2 years of completion of the course
- ii) Improvement will be allowed in Maximum of 4 subjects of any semester of the course.
- iii) Not more than two attempts will be allowed.

**28. Grading System**

- a) The University shall follow the absolute system of grading.
- b) After declaration of results of every semester, the student shall be awarded a Letter Grade and marks in each subject prescribed for the semester depending upon his / her performance in the Internal Continuing Assessment and End Term Examinations taken together.
- c) University uses Letter Grade to report a student's performance. Each Letter Grade has a Grade Point for the purpose of computing the SGPA/CGPA as per the following table:

Letter Grade	Grade Point	Performance
A+	10	Outstanding
A	9	Excellent
B	8	Very Good
C	7	Good
D	6	Average
E	5	Pass
F	0	Fail

d) The University has adopted the following Grading Scales in each subject in different courses:

For Under Graduate Courses

Grade	Marks obtained
A+	$\geq 90\%$ to $\leq 100\%$
A	$\geq 80\%$ to $< 90\%$
B	$\geq 70\%$ to $< 80\%$
C	$\geq 60\%$ to $< 70\%$
D	$\geq 50\%$ to $< 60\%$
E	$\geq 35\%$ to $< 50\%$
F	Less than 35%

For B. Arch. Course

Grade	Marks obtained
A+	$\geq 90\%$ to $\leq 100\%$
A	$\geq 80\%$ to $< 90\%$
B	$\geq 70\%$ to $< 80\%$
C	$\geq 60\%$ to $< 70\%$
D	$\geq 50\%$ to $< 60\%$
E	$\geq 45\%$ to $< 50\%$
F	Less than 45%

For D. Pharm. Course (Annual System)

Grade	Marks obtained
A+	$\geq 90\%$ to $\leq 100\%$
A	$\geq 80\%$ to $< 90\%$
B	$\geq 70\%$ to $< 80\%$
C	$\geq 60\%$ to $< 70\%$
D	$\geq 50\%$ to $< 60\%$
E	$\geq 40\%$ to $< 50\%$
F	Less than 40%

For B. Pharm. Course

Grade	Marks obtained
A+	$\geq 90\%$ to $\leq 100\%$
A	$\geq 80\%$ to $< 90\%$
B	$\geq 70\%$ to $< 80\%$
C	$\geq 60\%$ to $< 70\%$
D	$\geq 50\%$ to $< 60\%$
F	Less than 50%

For Post Graduate Courses

Grade	Marks obtained
A+	$\geq 90\%$ to $\leq 100\%$
A	$\geq 80\%$ to $< 90\%$
B	$\geq 70\%$ to $< 80\%$
C	$\geq 60\%$ to $< 70\%$
D	$\geq 50\%$ to $< 60\%$
E	$\geq 35\%$ to $< 50\%$
F	Less than 35%

28. On the basis of aggregate of marks of internal continuous assessment and that of End Term Examinations, the student shall be awarded a Grade in each subject and Semester Grade Point Average (SGPA).



**29. Semester Grade Point Average (SGPA)&Cumulative Grade Point Average (CGPA):**

SGPA and CGPA shall be calculated for only those students who have been declared pass in all subjects and have obtained minimum pass percentage in aggregate as mentioned in 11(iv).

**Semester Grade Point Average (SGPA):**

$$S = \text{SGPA} = \frac{\sum_{i=1}^n C_i \times G_i}{\sum_{i=1}^n C_i} \text{ for a semester where } i = 1,2,3,4,\dots$$

Where  $C_i$  = Credit assigned to  $i$ th paper &  $G_i$  = No. of Grade Point obtained by the student in  $i$ th paper.

**Cumulative Grade Point Average (CGPA):**

$$\text{CGPA} = \frac{\sum_{i=1}^n T_i \times S_i}{\sum_{i=1}^n T_i} \text{ where } i = 1,2,3,4,\dots$$

Where  $S_i$  = SGPA of  $i$ th semester &  $T_i$  = Total Credits of  $i$ th semester.

**Note:** (i) Cumulative Grade Point Average (CGPA) shall be indicated only after second semester onwards of the course.

(ii) In the First Semester, CGPA = SGPA.

**30. University Medals**

A student who is awarded any medal/prize at the University Convocation shall also be issued a certificate, free of charge, showing therein the reason for which such a medal has been awarded.

- i)** Gold Medal: for standing First in the final examination of any Degree in Under Graduate or Post Graduate Course run by the university
- ii)** Silver Medal : for standing Second in the final examination of any Degree in Under Graduate or Post Graduate Course run by the university.
- iii)** Merit certificate: for standing First in the final examination of any Diploma Course run by the University.

The medals be awarded/ merit list be prepared only on the basis of the results of the final examination held at the end of the course and not based on yearly /semester examinations provided that:-

1. He/she has secured a CGPA of either 8.4 or higher to be eligible for award of Gold Medal.
2. He/she has secured a CGPA of either 7.4 or higher to be eligible for award of Silver Medal.
3. He/she had no reappear in any of the earlier End Term Examination of any semester of his/her course.

Note: In case two or more candidates have same CGPA then a candidate who has secured more marks in aggregate will be awarded the medal.

## ORDINANCE IV

### PROMOTION TO THE NEXT SEMESTER

1. Subject to the provisions of Chapter II relating to the minimum attendance requirement, promotion from Semester I to Semester II in the First Year, from semester III to semester IV in Second Year, from semester V to semester VI in the Third year, from semester VII to semester VIII in the Fourth year and from semester IX to semester X in the Fifth year of all courses shall be allowed irrespective of the number of subjects in which the student has been declared as Pass.
2.
  - i) In UG courses of 3/4/5 years duration promotion from First Year to Second Year (Semester III) shall be allowed if the student has been declared as Pass in 25% of the theory subjects and 25% practical subjects of the First Year.
  - ii) Promotion from Second Year to Third Year (Semester V) shall be allowed if the students have been declared as Pass in 50% of all the theory subjects and 50% practical subjects of the First Year and Second Year taken together.
  - iii) Promotion from Third Year to Fourth Year (Semester VII) shall be allowed if the students have been declared as Pass in 75% of all the theory subjects of the preceding years taken together.
  - iv) Promotion from Fourth Year to Fifth Year (Semester IX) shall be allowed if the students have been declared as Pass in 75% of all the theory subjects of the preceding years taken together.
3. In PG courses of two years duration, promotion from First Year to Final Year shall be allowed if the student has been declared as Pass in 50% of the theory subjects and 50% practical subjects of the First Year.

**Explanation:** - To ascertain the requisite percentage of subjects for the purposes of the above rules, the fraction, if any, is to be construed in the manner that if the fraction is 0.49 or less, the lower whole number shall be taken into consideration and if the fraction is 0.5 or more, the next whole number shall be taken into consideration .

4. Notwithstanding the provisions of Rule 2 of this Ordinance, the following rules of Promotion shall be applicable to B. Arch. course.
  - a) The B. Arch. Course shall comprise of two Stages. Stage I shall be from Semester I to Semester VI. Stage II shall be from Semester VII to Semester X.
  - b) For promotion from Stage I to Stage II, the student must have passed in all subjects of Stage I by securing 45% marks in every subject and 50% marks in aggregate.
  - c) A student who fails to get the requisite percentage of marks as stated in 4(b) in any subject or in aggregate in Stage I shall not be promoted to Stage II. Such students shall have to obtain the requisite percentage of marks within five years of joining the course.

- d)** To qualify for B. Arch. Degree, the student must have passed in every subject of Stage I and Stage II, securing 45% marks in each subject and 50% marks in aggregate.
- 5.** Notwithstanding the provisions of Rule 2 of this Ordinance, the following rules of Promotion shall be applicable to B. Pharma.and D.Pharma.courses.
  - (a)** All the students of B.Pharma.who have passed in all subjects in both semesters (odd and even) in a relevant year are eligible for promotion to the next year. In case of failure in more than two subjects shall debar him/her from the promotion to the next year. The student is required to qualify in the forthcoming supplementary examination of those subjects.
  - (b)** All the students of D.Pharma. who have passed in all the subjects of Diploma in Pharmacy Part-I examinations are eligible for promotion to next year. In case of failure in more than two subjects shall debar him/her from the promotion to the next year. The student is required to qualify in the forthcoming supplementary examination of those subjects.