

RULES & REGULATIONS FOR EXAMINATIONS

1. Admission of candidate to an examination of the University

Only those regular candidates shall be admitted to an examination of the university who has been enrolled as a student in the university in accordance with the provisions of the concerned Ordinance.

2. Attendance Requirement

- i. Attendance in the class is compulsory and is monitored. The students shall be eligible for the examination only after attaining 75 % attendance in the course (Theory & practical separately) in which he/she wishes to appear in the examination. The eligibility attendance criteria in the faculty of Pharmacy is 80% in each course.
- ii. For special reasons such as prolonged illness deficiency in percentage of attendance not exceeding fifteen percent i.e., up to ten percent and a further five percent of the total number of lectures delivered and practical held in each course may be condoned by the Dean and by the Vice-Chancellor respectively.

3. Registration for the Course

- i. Registration is a very important procedural part of the academic system. The registration procedure ensures that the student's name is on the roll list of each course that he/she wants to study. No credit shall be assigned if the student attends a course for which he/she is not registered.
- ii. Registration for the various courses shall remain open for a period specified by the university time to time. Registration of the courses to be opted by students would be done for in each semester as per the academic calendar notified by the University.
- iii. Any student who is not registering will be considered as if he/she has withdrawn from the course on his/her own choice.

4. Course Credit System

The quantum of academic work is measured by the credits accrued by the student for being eligible for the award of degree. This shall be formulated in accordance to Ordinance 4.

The academic performance will be assessed and graded as academic standing of the student. Normal load for sufficing the credit requirements shall be according to the academic standing of the students.

5. Examinations

- i. Various modes of assessment used for rating students' performance in a theory course includes quizzes, class tests, assignments, viva- voce, mid-semester test and end semester examination. The assessment in a laboratory course will be based on turn-to-turn supervision of the student's performance in the laboratory, viva-voce examination and, the quality of their work as prescribed through laboratory journals and the end semester examination that contains performing experiment and a written examination.
- ii. The mid-semester and end-semester examinations are the essential components of evaluation. Mid-semester test and end semester examinations are conducted as per the academic calendar.
- iii. Since, the schedules of Mid Semester Examination and End Semester Examination for both semesters is known in advance, therefore, students should NOT participate and/or organize any event/competition which clashes with dates of Mid Semester Examinations and End Semester Examinations.
- iv. End semester examination shall be conducted by the University in theory and practical courses as per the examination scheme, duly approved by the Academic Council. The Practical examination shall be conducted by the panel of internal (preferably subject teacher) and external examiners duly appointed by the University.
- v. The theory examination shall be a written examination in which the question paper may be set by the teacher from this University or an expert / teacher from the outside University / College / Institute.
- vi. Weightage to each of the components of evaluation shall decide the internal or sessional marks in accordance with the Ordinance 4. The components shall be notified in the scheme of the study. The instructor shall decide the marks depending upon the performance of the student in laboratory or theory sessions.
- vii. Earning Credits: At the end of every semester, a letter grade is awarded in each course for which the student is registered and appeared in the examination. On obtaining pass grade, the student accumulates the course credits as earned credits.

6. Examination Form

- i. After the Registration process a candidate for appearing in the examination shall on or before the last date notified by the University without or with late fees will fill the online examination form for the courses in which he has registered for the current session.
- ii. He/she must pay the desired examination fees for the courses in which he/she is enrolling for the examination.

7. Branch Upgradation (Regulation 25)

For B.Tech. programme the branch up-gradation will be considered against vacant seats at the end of the First year based on student's merit (Earned credits followed by CGPA, followed by admission merit during the first year will be the basis for consideration for change of branch.

8. Award of Credits/ Grades

The distribution of weightage /marks for Courses will be as mentioned below:

8.1 Faculty of AHSS/Engineering/Commerce/ Law/ Management/ Science

Theory Block

Assignments/ Quizzes,	10 %
Attendance	05 %
Conduct	05 %
Mid – Semester Test (s)	20 %
End – Semester Examination	60 %

Practical Block

Lab Work	10 %
Viva-Voce	20 %
Attendance	05 %
Conduct	05 %
End – Semester Examination	60 %

8.2 Faculty of Agriculture

Courses with Theory and Practical

Mid Semester Test (s)	30 %
End Semester Theory Examination	50 %
Assignments (Practical)	05 %
End Semester Practical Examination	15 %

Courses with Theory only

Mid Semester Test (s)	40 %
Assignments (Theory)	10 %
End Semester Theory Examination	50 %

Courses with Practical only

Assignments (Practical)	10 %
Lab Work & Viva-Voce	15 %
End Semester Practical Examination	75 %

8.3 Faculty of Pharmacy

Theory Block

Mid – Semester Test (s)	15 %
Assignments/ Quizzes	03 %
Attendance	04 %
Teacher Student Interaction	03 %
End – Semester Examination	75 %

Practical Block

Mid – Semester Test (s)	10 %
Lab Work & Viva-Voce	02 %
Attendance	02 %
Teacher Student Interaction	01 %
End – Semester Examination	35 %

9. Letter Grade and Grade Point System

Students registered for various course shall be awarded grades based on his/her performance in individual courses. The grades awarded to a student shall depend upon continuous evaluation through his/her performance in various examinations, conduct, assignments, quizzes, laboratory work, class work, mid semester tests, and regularity.

The awarded grades and their numerical equivalents are mentioned below:

9.1 Faculty of AHSS/Engineering/Commerce/ Management/ Science/Law (Grading Scheme)

Grade	%Marks range	Grade Point	Description
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	40-49	5	Average
P	30-39	4	Pass
P(G)	-	-	Pass with Grace
F	-	-	Fail in End Sem Exam
Ab	-	-	Absent in End Sem Exam

Semester Grade Points Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated as under:

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

Where, c_i is the number of credits offered in the i^{th} course of a Semester for which SGPA is to be calculated, p_i is the corresponding grade point earned in the i^{th} course, where $i = 1, 2, 3 \dots n$, are the number of courses registered in a semester.

$$CGPA = \frac{\sum_{j=1}^m C_j P_j}{\sum_{j=1}^m C_j}$$

Where C_j is number of credits offered in j^{th} course taken for the consideration of the degree, P_j is grade point earned in j^{th} course and m is total number of passed courses offered for the degree.

9.2 Faculty of Agriculture (Grading Scheme)

Grade	%Marks range	Grade Point	Description
O	100	10	Outstanding
A+	90 to < 100	9 to < 10	Excellent
A	80 to < 90	8 to < 9	Very Good
B+	70 to < 80	7 to < 8	Good
B	60 to < 70	6 to < 7	Average
P	50 to < 60	5 to < 6	Pass
(G)	As awarded	5 to < 6	Pass with Grace
Q	–	–	Qualifier
F	< 50	0	Fail
Ab	–	0	Absent
– (Dash)	–	–	Form Not Forwarded (Shortage in attendance)

The students of faculty of Agriculture will be considered pass in a course examination if he/she scores at least 50% of total marks of internal and end semester examination.

Grade Points Average (GPA), Cumulative Grade Point Average (CGPA) and Overall Grade Point Average (OGPA) shall be calculated as under:

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

Where, C_i is number of credits offered in i^{th} course of a semester, P_i is grade point earned in i^{th} course, l is the total number of courses registered in a semester.

$$CGPA = \frac{\sum_{j=1}^m C_j P_j}{\sum_{j=1}^m C_j}$$

Where C_j is number of credits offered in j^{th} course taken for the consideration of the degree, P_j

is grade point earned in j^{th} course, and m is total number of courses offered for the degree.

$$OGPA = \frac{\sum_{k=1}^n C_k P_k}{\sum_{k=1}^n C_k}$$

Where C_k is number of credits earned in k^{th} course taken for the consideration of the degree, P_k is grade point earned in k^{th} course, and n is total number of passed courses offered for the degree.

9.3 Faculty of Pharmacy (Grading Scheme)

Grade	%Marks range	Grade Point	Description
O	90.00 – 100	10	Outstanding
A	80.00 – 89.99	9	Excellent
B	70.00 – 79.99	8	Good
C	60.00 – 69.99	7	Fair
D	50.00 – 59.99	6	Average
(G)	As awarded	As applicable	Pass with Grace
Q	–	–	Qualifier
F	Less than 50	0	Fail
AB	Absent	0	Fail

The students of faculty of Pharmacy will be considered pass in a course examination if he/she scores at least 50% of total marks of internal and end semester examination.

Semester Grade Points Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated as under:

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

Where C_i is number of credits offered in i^{th} course of a semester, P_i is grade point earned in i^{th} course and l is total number of courses registered in a semester.

$$CGPA = \frac{\sum_{j=1}^m C_j P_j}{\sum_{j=1}^m C_j}$$

Where C_j is number of credits offered in j^{th} course, P_j is Grade point earned in j^{th} course and m is total number of courses offered for the degree.

10. Condonation of Deficiency

Deficiency up to five marks can be condoned to the best of the advantage of the student for passing the semester examination. The deficiency can be condoned in not more than two courses (theory and practical of the same course shall be considered as two separate courses, for the purpose of awarding grace marks).

0.01 CGPA will be given to the candidate who is Failing / missing Distinction / missing First Division by 0.01 CGPA on behalf of the Vice-Chancellor in the Examination. This benefit will not, however, be available to a candidate getting advantage under Re-Examination.

11. Award of Division and Merit List

CGPA Score for B. Tech.	Division
$CGPA \geq 7.5$	First Division with Distinction
$6.5 \leq CGPA < 7.5$	First Division
$5.0 \leq CGPA < 6.5$	Second Division

OGPA Score for B. Sc. (Hons.) Agriculture	Division
8.000 and above	First Division with Distinction
7.000 – 7.999	First Division
6.000 – 6.999	Second Division
5.000 – 5.999	Pass

CGPA Score for B. Pharm.	Division
7.50 and above	First Class with Distinction
6.00 – 7.49	First Class
5.00 – 5.99	Second Class

Division shall be awarded to a student only after earning minimum required credits for the enrolled programme. It will be awarded based on OGPA score of B. Sc. (Hons.) Agriculture students and CGPA score of B. Tech. & B. Pharm. students.

The conversion from grade to an equivalent percentage in each academic program shall be according to the following formula applicable.

Percentage marks scored = $(OGPA \text{ Obtained} * 100) / 10$ (for students of Faculty of Agriculture) and Percentage marks scored = $(CGPA \text{ Obtained} * 100) / 10$ (for students of Faculty of AHSS, Engineering, Commerce, Law, Management, Science, and Pharmacy)

For the award of degree minimum Overall Grade Point Average (OGPA) / Cumulative Grade

Point Average (CGPA) required is 5.0.

12. Conduct during Examinations

- i. Examinees are required to produce the admit card and university identity card at the entrance of examination hall.
- ii. No examinee shall leave the examination hall without permission from the invigilator for any purpose whatsoever, and no latecomer shall be permitted for the examination.
- iii. In the examination hall the candidate shall be under the disciplinary control of the Controller of Examinations/Superintendent of the Center, and he shall obey his instructions.
- iv. **Regulation 56 for Unfair Means:** The cases of the use of unfair means at the examination as reported by the center superintendent along with the report of the examiner shall be examined by a committee to be appointed by Hon'ble Vice-Chancellor.

The following actions may be taken for different categories of offences enumerated below:

Category of Offences and Punitive measures applicable for Mid-Semester Tests:

Category A

Nature of Offence

- (a) A candidate is found talking in the Examination Hall to another candidate.
- (b) A candidate has deliberately changed his/her seat in the Examination-hall without the permission of an invigilator.
- (c) The material found in possession of the candidate is of insignificant nature or irrelevance.
- (d) A candidate tries to/or appeals to the Invigilator for help during the Examination.
- (e) Any other act of similar nature or intensity.

Action to be taken: The invigilator in charge of the room/hall shall immediately take possession of the first answer book. The candidate shall be informed that the first answer sheet is being recommended to be cancelled and same may not be evaluated. The candidate shall be provided with a second answer book. The first answer-book shall be cancelled after deliberations of the UFM committee, and the second answer-book only is to be evaluated.

Category B

Nature of Offence

A candidate is reported to have appealed to the Examiner or relieving his/her identity in the answer-book. (Examiner should report such cases to the Controller of examinations, as they may arise during evaluation process).

- (a) Writing the solutions of the questions on the question paper during the Examination whether with or without intention to use/circulate the same.
- (b) If the candidate is found having in his possession of any material relevant to the syllabus of the examination paper concerned but has not copied from or used it,
- (c) If a candidate is found carrying mobile phone/any other electronics gadget even in switched off mode.
- (d) A candidate is found possessing unauthorized material or notes written on any part of the body-clothes or instruments such as set square, electronic device etc. or having notes written on chair, table, desk or drawing board etc. during the Examination but as per assessment of invigilator has not used the same.
- (e) A Candidate has any material which is relevant to the concerned examination, but he surrenders the same during the examination room/hall.
- (f) Any other act of similar nature or intensity.

Action to be taken: The invigilator in charge of the room/hall shall immediately take possession

of the first answer book immediately on occurrence or detection. The candidate is to be provided with a fresh answer sheet. The UFM committee will declare cancellation of the concerned course mid-semester test and direct for award of zero marks in the concerned course mid-semester test with all the consequences to follow.

Category C

Nature of Offence

- (a) A candidate is found to have copied from or used the material caught.
- (b) Found to be passing on a copy of question(s) or slip or paper to anyone in examination room/hall of relevant nature.
- (c) Any other act of similar nature or intensity.

Action to be taken: The invigilator in charge of the room/hall shall immediately take possession of the first answer book immediately on occurrence or detection. The candidate is to be provided with a fresh answer sheet. The UFM committee will declare cancellation of all the present mid-semester tests of theory or practical (depending on the type of examination in which student is caught) and he/she will be awarded zero marks in all the courses (theory/practical) mid semester test.

Category D

Nature of Offence

- (a) Guilty of serious misconduct in the examination room/hall or obstructing implementation the instructions of the superintendent or any of the invigilators in the examination hall.
- (b) Smuggling in an answer copy, taking out or arranging to send out an answer copy.
- (c) Writing deliberately another students enrollment no. in his/her answer copy
- (d) Swallowing or attempting to swallow or destroying or attempting to destroy a note or paper or any other material.
- (e) Using threatening or foul language etc. during the examination.
- (f) Second/subsequent case(s) of UFM reported against a student in the same academic year.
- (g) Any other act of similar nature or intensity.

Action to be taken: The UFM committee will award cancellation of MST-I and will debar the student from appearing in MST-II, if the student is caught in MST-I. The UFM committee will award cancellation of both the MST-I and MST-II of all the courses if the student is caught in MST-II. The UFM committee will award zero marks in MST-I and MST-II of all the courses.

Category E

Nature of Offence

- (a) Impersonating any candidate or getting impersonated by any person for taking the examination.
- (b) A candidate found with any dangerous weapon in the examination premises.
- (c) Any other act of similar nature or intensity.

Action to be taken: The UFM committee will award cancellation of the present semester examinations in full, and he/she shall be awarded zero marks in all the courses of that semester.

Category of Offences and Punitive measures applicable for End Semester Examinations:

In case, student's end semester examination of a course/s is/are cancelled due to involvement in adopting unfair means during the examination then student has to re-study that course/s, re-appear in Mid-Semester Tests and re-submit assignment/quizzes of the respective course/s.

Category A

Nature of Offence

- (a) A candidate is found talking in the Examination Hall to another candidate.
- (b) A candidate has deliberately changed his/her seat in the Examination-hall without the permission of an invigilator.
- (c) The material found in possession of the candidate is of insignificant nature or irrelevance.
- (d) A candidate tries to/or appeals to the Invigilator for help during the Examination.
- (e) A candidate writes his name, phone no, religious symbol/mantra anywhere in the answer copy.
- (f) Any other act of similar nature or intensity.

Action to be taken: The invigilator in charge of the room/hall shall immediately take possession of the first answer book. The candidate shall be informed that the first answer sheet is being recommended to be cancelled and same may not be evaluated. The candidate shall be provided with a second answer book. The first answer-book shall be cancelled after deliberations of the UFM committee, and the second answer-book only is to be evaluated.

Category B

Nature of Offence

- (a) A candidate is reported to have appealed to the Examiner or relieving his/her identity in the answer-book. (Examiner should report such cases to the Controller of examinations, as they may arise during evaluation process).
- (b) Writing the solutions of the questions on the question paper during the Examination whether with or without intention to use/circulate the same.
- (c) If the candidate is found having in his possession of any material relevant to the syllabus of the examination paper concerned but has not copied from or used it,
- (d) If a candidate is found carrying mobile phone/any other electronics gadget even in switched off mode.
- (e) A candidate is found possessing unauthorized material or notes written on any part of the body-clothes or instruments such as set square, electronic device etc. or having notes written on chair, table, desk or drawing board etc. during the Examination but as per assessment of invigilator has not used the same.
- (f) A Candidate has any material which is relevant to the concerned examination, but he surrenders the same during the examination room/hall.
- (g) Any other act of similar nature or intensity.

Action to be taken: The invigilator in charge of the room/hall shall immediately take possession of the first answer book immediately on occurrence or detection. The candidate is to be provided with a fresh answer sheet. The UFM committee will declare cancellation of the concerned course exam and direct for award of zero marks in the concerned course exam with all the consequences to follow.

Category C

Nature of Offence

- (a) A candidate is found to have copied from or used the material caught.
- (b) Found to be passing on a copy of question(s) or slip or paper to anyone in examination room/hall of relevant nature.
- (c) Any other act of similar nature or intensity.

Action to be taken: The invigilator in charge of the room/hall shall immediately take possession of the first answer book immediately on occurrence or detection. The candidate is to be provided with a fresh answer sheet. The UFM committee will declare cancellation of all the current end-semester examination of theory or practical (depending on the type of examination in which student is caught) and he/she will be awarded zero marks in all the courses (theory/practical) end semester examinations.

Category D

Nature of Offence

- (a) Guilty of serious misconduct in the examination room/hall or obstructing implementation the instructions of the superintendent or any of the invigilators in the examination hall.
- (b) Smuggling in an answer copy, taking out or arranging to send out an answer copy.
- (c) Writing deliberately another students enrollment no. in his/her answer copy
- (d) Swallowing or attempting to swallow or destroying or attempting to destroy a note or paper or any other material.
- (e) Using threatening or foul language etc. during the examination.
- (f) Second/subsequent case(s) of UFM reported against a student in the same academic year.
- (g) Any other act of similar nature or intensity.

Action to be taken: The UFM committee will award cancellation of the present semester end semester exam in full and he/she shall be awarded zero marks in all the courses of that semester.

Category E

Nature of Offence

- (a) Impersonating any candidate or getting impersonated by any person for taking the examination.
- (b) A candidate found with any dangerous weapon in the examination premises.
- (c) Any other act of similar nature or intensity.

Action to be taken: The UFM committee will award cancellation of the present semester examination in full, and he/she shall be awarded zero marks in all the courses of that semester and will be debarred from appearing in next one/two/three/four examinations and therefore candidate cannot be admitted in next coming semester/year. The case may be reported to police for criminal proceeding against the candidate depending on the gravity of offence. In extreme cases, Hon'ble Vice-Chancellor can rusticate the candidate for some time or declare the candidate unfit for the programme and therefore remove the name from the roll of the university. These unfit candidates will not be conferred any degree/diploma/certificate from the university in future.

Cases not covered by these Regulations:

To be decided by the Vice-Chancellor for the recommendation of UFM committee.

Note: In all the cases of carrying of electronic gadget(s) or copying from electronics gadget(s), after the punishment awarded by the Unfair Means Committee, electronics gadget(s) will be returned back to the candidate.

13. CGPA Improvement (Regulation 34)

Students secured CGPA between 5.0 and 6.5 after completing the pre-requisite credits for the award of degree and wish to improve their CGPA are permitted to do so as per Regulation 34. Such students are permitted to withdraw grades maximum in five subjects of their choice where he has been awarded "C" or "P" grades and reappear in the examinations of these subjects. This shall be

considered as a fresh exam and there are all chances that the CGPA may not be improved and the student himself shall be responsible. The University will issue the new mark sheet after withdrawing the old one, before declaring the result. Following rules shall be applicable:

- (a) The student can appear for grade improvement examination within one year from the date of passing his / her PG or UG Examination, provided that the student has not have taken Migration Certificate from the University and also not taken the Degree from the University through convocation.
- (b) The student shall submit a written application to Chairperson of the Departmental Council seeking his / her permission to register for grade improvement within one month from the date of declaration of result or one week before the date of convocation of the University, whichever is earlier. In any case, this period should not be more than a year of the declaration of the result and before the registration process of that semester is over.
- (c) For grade improvement, student will have to take maximum 5 theory subjects in which he / she has secured "C" or "P" grades in the same semester and has to appear in these subjects in continuation provided the teaching of those subjects is available in the regular classes.
- (d) At the time of registration student will surrender all the original mark lists given to him by the University. He will have to give an affidavit on Rs. 100 judicial stamp paper that he / she will not do any use of surrendered mark lists till he / she gets official result of the subjects for which he / she wishes to re-appear for grade improvement. No change of subjects or drop of subjects will be allowed after registration.
- (e) Student wishing to improve his / her grade will have to pay appropriate fee as laid down by the University from time to time.
- (f) Student wishing to re-appear for grade improvement is exempted from attending the regular classes as he / she has already undergone the course instructions but he / she will have to re-appear for all the evaluation tests conducted for the particular subject. Student will not be allowed to ask for re-exam or re-test, in case he / she misses any of the tests or examinations. Absence in End Semester Examination (ESE) will automatically lead to the award of "F" grade in that subject.
- (g) Student wishing to use the facility of grade improvement will have to pass in all the subjects chosen by him, at a time for which he / she has registered for. He / she will not be entitled for the summer term or re-examination in such cases.
- (h) Only one attempt will be permissible to any candidate wishing to use the facility of grade improvement. If the student fails to secure higher grades resulting in reduction in overall CGPA then the original result of the student before registering for grade improvement will be retained.
- (i) Student who improves his / her CGPA will be issued fresh mark sheet by the University by putting the stars against the subjects in which he / she has

appeared for grade improvement and shall be stated as “Grade Improvement”. The date on the new mark sheet will be that as issued to regular students. Name of such students shall be communicated to the University for the award of Degree Certificate in the forthcoming convocation.

14. Eligibility for the Award of Degree

As per Ordinance 4, a student shall be awarded a degree/ diploma/ certificate if

- i. Completed all the prescribed credit requirements for the award of Degree with grade P or higher, in each of the courses, like Theory, Laboratory, Workshop, Seminar and Project Work.
- ii. Satisfactorily completed all the non-credit/non-gradual course requirements, covering extra academic activities, field work, (if any).
- iii. Completed basket in all respects.
- iv. Obtained a CGPA equal or greater than 5.0 after final year.
- v. Paid all the dues to the University including the department, hostels, library and other units and,
- vi. No disciplinary action pending against the student.