

## **TEACHING AND EVALUATION REGULATIONS**

### **Special features**

The assessment, including projects and examinations of the 4-Year UG courses, is continuous and internal.

### **Semester system**

The courses are organized on the semester pattern. The academic year consists of Two Semesters of 16 to 18 weeks each. **July – December** is the **Monsoon** and **January – June** is the **Winter** semester.

### **Continuous internal assessment**

The examination system of the University is designed to test systematically about the student's progress in class, laboratory and fieldwork through continuous evaluation in place of the usual "make or mar" performance in a single examination. Students are given periodical tests, short quizzes, take home assignments, seminars, tutorials, term papers in addition to the examination at the end of each semester. The final result in each course is calculated based on continuous assessment and their performance in the end semester examination.

### **Attendance and progress of work**

Every student will be eligible for writing the end-semester examinations subject to fulfilling the attendance requirement of 75% of the classes held in all courses (Core, Elective, General Education, etc.) and participate, to the satisfaction of the Department, in seminars, sessional and practicals as may be prescribed, mandatory.

### **Important**

Students repeating the **same course** will require attendance of **60%** of the classes held in each course.

Students repeating with an **alternative/equivalent course** will require attendance of **75%** of the classes in that course.

**Absence from classes continuously for 10 days shall make the student liable to have his/her name removed from the rolls of the University.** Absence on medical grounds should be supported by a medical certificate which has to be submitted to the Dean/Head of the School/ Department for consideration of condonation of attendance. Deans/Heads of the Schools/Department can condone the requirement of attendance up to 5% only. Students having attendance below 70% will not be allowed to write the end-semester exams and as such have to repeat the course along with their juniors.

### **Evaluation Regulations**

1. The performance of each student enrolled in a course will be assessed at the end of each semester. Evaluation of all courses is done under the Grading System. There will be 7 letter grades; O, A+, A, B+, B, C, D and F on a 10-point scale which carries 10, 9, 8, 7, 6, 5, 0 grade points respectively.

CGPA of 8.0 and above and up to 10.0

I Division with Distinction

CGPA of 6.5 and above and < 8.0  
CGPA of 5.5 and above and < 6.5  
CGPA of 6.0  
CGPA of 5.0 and above and < 5.5

I Division  
II Division  
II Division with 55%  
III Division

**Table for 10 point grading system:**

The following are the Grades and Grade Points:

<b>Letter Grade</b>	<b>Grade Point</b>
O (Outstanding)	10
A+ (Excellent)	9
A (Very Good)	8
B+ (Good)	7
B (Above Average)	6
C (Average)	5
P (Pass)	4
F (Fail)	0
Ab (Absent)	0

2. The final result in each course will be determined based on continuous assessment and performance in the end semester examination.
3. The mode of continuous assessment will be decided by the School Board concerned. The students will be given a minimum of three units of internal assessment per semester in each course from which the best two performances will be considered for calculating the result of continuous assessment. The record of the continuous assessment will be maintained by the School/Department.
4. At the end of the semester examination, the answer scripts shall be evaluated and the total grades scored by each student shall be communicated to the Dean of the School/Head of the Department for onward transmission to the Office of the Controller of Examinations.
5. Students should obtain a minimum of 'D' grade in each course to pass in the undergraduate courses. Students who obtain less than 'D' grade in any course, may be permitted to take the Supplementary Examination in the course/s concerned within a week after the commencement of the teaching of the next semester or following the schedule notified. Appearance at such examinations shall be allowed only once. Those students who get less than 'D' grade in the Supplementary Examination also shall have to Repeat the course concerned or take an equivalent available course with the approval of the Head of the Department/Centre and the Dean of the School concerned. Such approval should be obtained at the beginning of the semester concerned.

A student of Bachelor's program shall clear more than 50 % of the courses offered in that semester to be promoted to the next semester.

6. Students who are permitted to appear in supplementary examinations in the course/s under clause 5 above will be required to apply to write the examination concerned in the prescribed form and pay the prescribed examination fee by the date prescribed for the purpose.

7. (a) A student to be eligible for the award of Bachelor's degree must obtain a minimum of 'D' grade in each course. The results of successful candidates will be classified as indicated below based on the CGPA:

CGPA of 8.0 and above and up to 10.0	I Division with Distinction
CGPA of 6.5 and above and < 8.0	I Division
CGPA of 5.5 and above and < 6.5	II Division
CGPA of 6.0	II Division with 55%
CGPA of 5.0 and above and < 5.5	III Division

(b) To satisfactorily complete the program and qualify for the degree, a student must obtain a minimum CGPA of 5. The students with 'F' grades by the terminal semester shall not be eligible for award of degree.

The division obtained by a student will be entered in his/her provisional cum Consolidated Marks Memorandum and the Degree certificate.

8. Students who are found to be NOT eligible to take semester examinations and also those who have not been promoted to the next semester of the course may be considered for **re-admission** to the concerned semester of the immediately following academic year. Such students should seek **re-admission** before the commencement of the classes for the concerned semester or within a week of the commencement of the concerned semester if they are appearing in the supplementary examinations. Such students are given an option either to undergo instruction for all the courses of the semester concerned or to undergo instruction in only such courses in which they have failed on the condition that the option once exercised will be binding on the student concerned.

9. At the specific written request of the student concerned, answer scripts of the semester examinations may be shown to him/her, but not returned to the candidates. The result of the continuous assessment of the students will, however, be communicated to students immediately after the assessment.

### **SUPPLEMENTARY EXAMINATIONS**

Students who obtain an "**F Grade**" in any of the courses and/ or who absented themselves from the Semester examinations held, in spite of having attendance are eligible to appear for the Supplementary Examinations.

#### **Note**

**Students with shortage of attendance are not eligible to appear for Supplementary examinations.**

## IMPROVEMENT EXAMINATIONS

- i. This provision is open to all those students with any grade who wish to improve their grades irrespective of the SGPA/CGPA obtained by them. However, the student should clear all the courses of a particular semester in which he/she intends to take an improvement examination. Appearing for Improvement Examinations along with the Supplementary Examinations of the same subject or different subjects simultaneously in a particular semester shall not be permitted.
- ii. Students who wish to improve their grades for the papers written in previous semesters are permitted to improve two courses at the end of the second semester and three courses at the end of the third semester and so on.
- iii. Students who had already appeared for Improvement examination in a particular course in the semester concerned are not eligible to appear for Improvement examination again in the same course of the Semester concerned. However, the student may appear for Improvement exam/s in other courses/s in the same Semester up to the maximum number of Improvement exams **as per clause above**.
- iv. Students who had completed the course and wish to improve any of the papers can apply for the same within a maximum period of six months after completion of the course.

## PROCEDURE FOR THE RE-EVALUATION OF ANSWER SHEETS

1. The University will have a system of re-evaluation for the students and it need not be in a form of grievance.
2. The re-evaluation is allowed only for end-semester exam answer sheets (Regular, Supplementary, Improvement, etc.). The re-evaluation is open for theory courses only and not for Project/Dissertation/Practical/Lab Courses/Workshop/Seminars, etc.
3. A student can apply for re-evaluation within 15 days of the reopening of the University.
4. A student can apply for re-evaluation by paying a fee of Rs. 150/- per paper for a maximum of two papers only per semester to the Dean/Head of the Academic Unit.
5. The fees paid will be non-refundable and non-adjustable.
6. The Dean/Head of the Academic Unit will arrange to show the answer sheet to the student concerned (along with the concerned Course Instructor) and if the student is satisfied, no further action is required. However, if the student is not satisfied, then the answer sheet may be re-evaluated by a faculty other than the instructor and its recommendations are forwarded to the Controller of Examinations.
7. In cases of re-evaluation, the best of two will be considered as the final marks i.e., before re-evaluation and after re-evaluation. If the difference in marks obtained after the re-evaluation is 10 or more, the answer book may go for a third independent re-evaluation which will be decided in consultation with the Vice-Chancellor.
8. The Dean/Head of the Academic Unit shall forward the re-evaluation results to the Controller of Examinations within 15 days from the date of receiving the request of re-evaluation from the student.

### Note

**If a student is not satisfied with the re-evaluation by the School/Department then, he/she can represent to the Controller of Examinations for getting the paper evaluated by an examiner (to be decided in consultation with the Vice-Chancellor), whose evaluation will be final. The fees for external evaluation in all such cases shall be Rs. 200/- per paper which shall be paid by the student concerned.**

15. (a) Students absenting themselves after payment of fees from a regular semester examination are permitted to appear in the supplementary examination subject to fulfilling the attendance requirement. The application for the supplementary examination in the prescribed form along with the prescribed fee should reach the office of the Controller of Examinations through the Department/Centre/School concerned by the date prescribed.

(b) Students may opt for an Audit/Extra course within the Department or outside, provided he/she fulfills 75% of attendance requirement for an Audit/Extra course for including it in the additional grade sheet.

(c) The option once exercised for audit/extra courses shall be final.