

**BODOLAND UNIVERSITY REGULATIONS ON
UNDER GRADUATE DEGREE EXAMINATIONS
UNDER CHOICE BASED CREDIT SYSTEM**

(Recommended by Examination Committee Resolution No. BU-ECR-04/15 on 17 November
& Approved by Academic Council Resolution No. 3 on 11 December 2015)



BODOLAND UNIVERSITY
Debargaon, P.O. Rangalikhata
Kokrajhar, BTC, Assam - 783370

CONTENTS

• Introduction	4
• Regulation	4 – 5
• Short Definitions	5
• Eligibility for Admission	5 – 6
• Programme Duration	6 – 7
• Programme Structure	7
• Credit Requirement	7 – 8
• Attendance	8 – 9
• Course Distribution	9 – 11
• Credit Distribution	11 – 12
• Mark Distribution	12 – 14
• Programme Implementation	14
• Eligibility for End-semester Examination	14 – 15
• Assessment & Performance	15
• In-semester Assessments	15 – 16
• End-semester Examination	16 – 17
• Practical Examination	17 – 18
• Grading System	18 – 19
• Promotion to Next Semester	19 – 20
• Betterment Provision	20
• Medium of Examination	20
• Question Pattern	20 – 21
• Evaluation, Tabulation & Grace Principle	21 – 22
• Grievance Redresal	22
• Prevention of Un-fair practice in Examination	23 – 24

BODOLAND UNIVERSITY REGULATIONS ON UNDER-GRADUATE DEGREE EXAMINATIONS UNDER CHOICE BASED CREDIT SYSTEM

1. INTRODUCTION:

The University Grants Commission has made it necessary to introduce uniform grading system under Choice Based Credit System (CBCS) in the entire higher education in India. The courses shall be evaluated following the grading system, which is considered to be better than the conventional marks system. This will benefit the students to move across institutions within India and across countries. The uniform grading system will also enable potential employers in assessing the performance of the candidates. In order to bring uniformity in evaluation system and computation of the Cumulative Grade Point Average (CGPA) based on student's performance in examinations, the UGC has issued the guidelines. While quite a good number of universities have already started implementing this new system, the Bodoland University has decided to introduce this system in all under-graduate (UG) programmes – Arts, Commerce, and Science – in line with the UGC guidelines in all its affiliated colleges from the academic session 2015 onwards.

The CBCS is an instructional package developed to suit the needs of students to keep pace with the developments in higher education worldwide. The student in this system has considerable freedom in choosing courses and so making his / her own personalized programme in a cafeteria mode keeping in mind necessary credit requirements of a course. Except for the compulsory and core courses of the subject option of the student, he/she is free to choose from elective courses. Each course is assigned with a fixed number of credits based on the contents to be learned and a degree is awarded on the basis of required number of credits to be completed by the students. In brief, the CBCS has following main objectives:

- To promote learner centeredness in curriculum
- To encourage inter-disciplinarily without sacrificing the domain knowledge
- To promote mobility of students and help in optimizing learning
- To allow autonomy to the teachers with built in accountability
- To continuously evaluate students and help in optimizing learning
- To introduce transparency in the evaluation system
- To promote teacher-student relation and engagement
- To improve employability among students

2. THE REGULATION:

Title: These regulations shall be called the *Bodoland University Regulations on Under-Graduate Degree Examinations under Choice-Based Credit System, 2015* embodying examination regulations relating to various UG programmes offered by all affiliated and constituent colleges of Bodoland University.

Terms: UG Degree Examinations under Bodoland University shall be based on Choice Based Credit System (CBCS) and Continuous Assessment and Grading System (CAGS) and, shall be

conducted under the *Bodoland University Regulations on Under-Graduate Degree Examinations under Choice-Based Credit System, 2015*.

Extent of Application: These regulations shall be applicable to the students who admit themselves for Under-Graduate degree programmes in Arts, Commerce, or Science in any college under Bodoland University with effect from the academic session 2015-16. These regulations, however, shall not apply to programmes like LLB, BSc. (Nursing) B.Ed. and skill based occupational degree (BVoc) courses.

Interpretation: Subject to such directives as may be given by the Examination Committee, the Under Graduate Board, and the Academic Council, the decision of the Vice Chancellor shall be final and no suit, application, petition, revision or appeal shall lie in any authority outside this university in respect of interpretation of these regulations and any other matter not covered within these regulations.

Provision for Guidelines and Forms: In order to specify modalities of implementing these regulations, a set of rules, guidelines and forms, which shall form part of these regulations, shall be issued by the Examination Committee of the university from time to time.

3. SHORT DEFINITIONS:

Academic Year: As part of the total program, an academic year shall comprise 180 teaching days in the least and is divided into two semesters, each semester having at least 90 teaching days. With 6 working days in a week, each semester shall have minimum 15 teaching weeks, and with 5 contact hours a day a teaching week shall have 30 teaching hours. Thus each semester shall impart minimum 450 contact hours to each student.

Course: Normally it means a subject. UG courses shall comprise (a) *Core Course (CC)*, (b) *Elective Course (EC)*, (c) *Discipline Specific Elective Course (DSE)*, (d) *Generic Elective (GE)*, (e) *Ability Enhancement Compulsory Course (AECC)*, (f) *Skill Enhancement Course (SEC)*, and (g) *Project/Dissertation*.

Credit: Refers to the weightage given to a course, usually in terms of the number of instructional hours per week assigned to it. For instance, a theory paper having 4 credits shall have a minimum of 4 contact hours in a week. For practical classes and project/field work, 1 credit shall mean 2 contact hours a week. 1 contact hour shall normally be of 60 minutes duration.

Credit Point: It is the product of grade point and number of credits for a course.

Grade: Denoted by a letter, a grade is an index of performance of a learner in a particular course.

Grade Point: Numerical weightage allotted to each letter grade on a 7 point scale.

Programme: Successful completion of an Under-Graduate, i.e. BA/B.Com./B.Sc. programme shall lead to award of a degree.

Grade Card/Transcript: Based on the grades earned, a Grade Card/ Transcript shall be issued to all registered students after every semester. It shall display the course details along with SGPA of that semester and CGPA earned till that semester.

4. ELIGIBILITY FOR ADMISSION:

Following the recommendations of the UG Board, the Academic Council of the University shall, from time to time, fix criteria for admission to 1st semester BA/B.Com/B.Sc. programme. The colleges/ institutes shall have to follow these criteria for selection of eligible candidates for admission to degree programmes. Statutory reservation policy of the government shall have to be followed by the colleges/ institutes in matter of selection of eligible candidates for admission.

Newspaper notice inviting applications for admission into different programmes shall be issued by the Principals of the colleges/ institutes as per the Academic Calendar of the university. The minimum qualification for admission into the following programmes shall be as given below:

4.1 *Bachelor of Arts (B.A.):* A student, who has passed the Higher Secondary Examination (10+2) of the Assam Higher Secondary Education Council, or an equivalent (10+2) examination recognised as such by Bodoland University, shall be eligible to seek admission into the 1st semester of the six semester UG degree programme in Arts under CBCS.

For admission in an Honours course, however, a minimum of 45% marks or equivalent Grade in concerned subject or in an allied Arts subject shall be required. A student who has passed the +2 examination of the 10+2 system or an equivalent examination in Science or Commerce with at least 45% marks in the aggregate shall also be eligible for admission to B.A. Honours course.

4.2 *Bachelor of Science (B.Sc.):* A student, who has passed the Higher Secondary Examination (10+2) in Science of the Assam Higher Secondary Education Council, or an equivalent examination recognised as such by Bodoland University, shall be eligible for admission into the 1st semester of the six semester Degree course in Science under CBCS.

A student who has passed the +2 examination with at least 45% in the aggregate in Science is eligible for admission to 1st semester B.Sc. Honours course.

4.3 *Bachelor of Commerce (B.Com.):* A student who has passed the Higher Secondary Examination (10+2) in Commerce shall be eligible for admission into the 1st semester of the six semester Degree course in Commerce under CBCS. Provided, a student who has passed the +2 examination of the 10+2 system in Science or Arts with mathematics/ statistics as one of the subjects of the Assam Higher Secondary Education Council, or an equivalent examination recognized as such by the University, shall also be eligible for admission to 1st semester B.Com course.

For 1st semester B.Com Honours course, however, 45% marks in the aggregate shall be required for all above category of students.

4.4 Following the recommendations of the UG Board of the University, a college can also conduct entrance examination for admission to one or all the three degree courses as an alternative method of admission.

5. PROGRAMME DURATION:

5.1 The UG degree programme for a regular student shall be for a minimum period of three years and a maximum of five years from his/her date of admission. Each academic year shall comprise of two semesters, viz. Odd and Even semesters. Odd Semesters (I, III and V) shall be from July to

December and the Even Semester (II, IV and VI) shall be from January to June. There shall be in each semester not less than 90 actual teaching days.

5.2 A regular candidate shall have to undergo the prescribed courses of study in a college affiliated to the Bodoland University for a period not less than three academic years (and not more than five academic years) in which he/she will have to accumulate a minimum of 120 successful credit hours of coursework and clear semester examinations.

5.2 If a student fails to clear all the semester examinations within normal duration, i.e. six semesters, he/she can avail a maximum of ten semesters in five years at one stretch.

5.3 No student shall be allowed to appear in any course more than 3 chances (including the regular chance) within 5 years from his/her first admission.

5.4 A student shall be required to register for the UG Degree programme in Arts/Commerce/Science under CBCS of the University in the 1st semester itself.

6. PROGRAMME STRUCTURE:

All B.A., B. Com. and B.Sc. programme may comprise the following components:

6.1 *Core Course (CC)*: A course which shall compulsorily be studied by a student as a core requirement of the subject chosen.

6.2 *Elective Course*: Students shall have to choose from a pool of courses that may either be very specific or supportive to the core course or may enable an exposure to inter-disciplinary subject(s) and nurture the student's proficiency/skill. Elective Course shall comprise following 3 types:

(i) *Discipline Specific Elective (DSE)* courses are related to the core discipline/subject and shall be prescribed in the concerned syllabus.

(ii) *Generic Elective (GE)* shall be chosen generally from an unrelated discipline/subject, and shall be a subject other than the core subject opted for with an intention to seek exposure. A core course offered in a discipline/subject may be treated as an elective and referred to as GE.

(iii) *Project/Dissertation* is usually a 'Discipline Specific Elective' course taken for acquiring special or advanced knowledge in a particular field under the supervision of a teacher. The report of the details of the project is called 'dissertation'.

6.3 *Ability Enhancement Course (AEC)*: This course will be of two types:

(i) *Ability Enhancement Compulsory Course (AECC)* shall be a compulsory course designed to enhance communication ability and environmental concern comprising (i) English/MIL Communication, and (ii) Environmental Science. This course is mandatory for all disciplines.

(ii) *Skill Enhancement Courses (SEC)* are value-based and/or skill-based optional course(s) from a pool of courses designed to provide hands-on-training competency.

7. MINIMUM COURSE AND CREDIT REQUIREMENT:

7.1 UG degree in Honours in any discipline shall be awarded if a student earns minimum 140 credits and completes minimum 14 core papers, 2 Ability Enhancement Compulsory Courses

(AECC), minimum 2 Skill Enhancement Courses (SEC) and 4 papers each from a list of Discipline Specific Elective (DSC) and Generic Elective (GE) papers within prescribed duration.

7.2 UG Degree in Science disciplines shall be awarded if a student earns minimum 120 credits and completes, within prescribed duration, 4 core papers each in 3 disciplines of choice, 2 Ability Enhancement Compulsory Courses (AECC), minimum 4 Skill Enhancement Courses (SEC) and 2 papers each from a list of Discipline Specific Elective (DSE) courses based on three disciplines of choice.

7.3 UG Degree in Humanities/ Social Sciences/ Commerce may be awarded if a student earns minimum 120 credits and completes 4 core papers each in two disciplines of choice, 2 core papers each in English and MIL respectively, 2 Ability Enhancement Compulsory Courses, minimum 4 Skill Enhancement Courses, 2 papers each from a list of Discipline Specific Elective papers and two papers from the list of Generic Electives papers.

7.4 A student can opt for more number of Elective and AE Elective papers as proposed under the model curriculum of UGC. However the total credit score earned will not exceed 160 credits for UG Honours and 140 credits for UG General programme.

8. CHANGE OF SUBJECT AND ATTENDANCE REQUIREMENT:

8.1 An option to change a language/subject may be exercised by a student only once within four weeks from the date of commencement of 1st semester classes.

8.2 Switch over from Honours to General course as applied by a student may be permitted only once within four weeks from the date of commencement of 1st semester classes.

8.3 Whenever a change in a language/subject or switch over from Honours to General course is permitted the attendance in the previous course shall be taken into consideration.

8.4 All students must attend every lecture, practical/tutorial class and other activities of the programme imparted in the college. However, the attendance requirement will be a minimum of 75% of actual classes/contact hours held in theory and practical components in each course separately. Only such candidates who satisfy the attendance requirement shall be allowed to fill in forms for each End-semester examination on the recommendation of the Principal.

8.5 If a candidate represents his/her College/University/State/Country in sports/ NCC/ NSS/ cultural activities/ national level events such as Republic Day parade etc, he/she shall be permitted to claim attendance for actual number of days participated, based on the recommendation of the Principal concerned.

8.6 A student, who has been absent from an In-semester/Internal assessment tests for any valid reason, shall approach the teacher concerned for makeup tests immediately on return to class.

8.7 Even in case of shortage of attendance due to illness, minimum 65% attendance shall be necessary. The request for condonation in such cases must be supported with a medical certificate from a doctor serving in a government hospital or from a medical board of any registered medical institution /court affidavit.

8.8 The college shall arrange to award maximum 5 marks for attendance from 20 marks earmarked for Internal Assessment in each CC/DSC/DSE/GE courses. The distribution of 5 marks shall be based as given below:

95% to 100%	: 5 marks
90% to < 95%	: 4 marks
85% to < 90%	: 3 marks
80 % to < 85%	: 2 marks
75% to < 80%	:1 mark

9. COURSE DISTRIBUTION (SEMESTER-WISE):

UG degree programme in Honours or General courses have been structured so that students can choose Core course along with Discipline Specific Elective, Generic Elective and inter-disciplinary/skill-oriented subjects for their skill enhancement. For ability enhancement, however, initially students have to opt one subject in each semester of the first year itself. Distribution of various courses in six semesters shall be as given below:

9.1: HONOURS Course (BA/B.Sc./B.Com):

Semester	Core Course: CC	Ability Enhancement Course: AEC	Skill Enhancement Course: SEC	Discipline Specific Elective: DSE	Generic Elective: GE	TOTAL
I	CC 1	English Communication	-	-	GE 1	04
	CC 2					
II	CC 3	Environmental Science	-	-	GE 2	04
	CC 4					
III	CC 5	-	SEC 1	-	GE 3	05
	CC 6					
	CC 7					
IV	CC 8	-	SEC 2	-	GE 4	05
	CC 9					
	CC 10					
V	CC 11	-	-	DSE 1	-	04
	CC 12			DSE 2	-	
VI	CC 13	-	-	DSE 3	-	04
	CC 14			DSE 4	-	
TOTAL	14	02	02	04	04	26

9.2: GENERAL Course (BA/B.Com):

Semester	Discipline Specific Core Course: DSC	Ability Enhancement Course: AEC	Skill Enhancement Course: SEC	Discipline Specific Elective: DSE	Generic Elective: GE	TOTAL
I	English 1	English Communication	-	-	-	04
	DSC 1A					
	DSC 2A					
II	MIL 1	Environmental Science	-	-	-	04
	DSC 1B					
	DSC 2B					
III	English 2		SEC 1			04
	DSC 1C					
	DSC 1C					
IV	MIL 2	-	SEC 2	-	-	04
	DSC 1D					
	DSC 1D					
V	-	-	SEC 3	DSE 1A	GE 1	04
				DSE 2A		
VI	-	-	SEC 4	DSE 1B	GE 2	04
				DSE 2B		
TOTAL	12	02	04	04	02	24

9.3: GENERAL Course (B.Sc.):

Semester	Discipline Specific Core Course: DSC	Ability Enhancement Course: AEC	Skill Enhancement Course: SEC	Discipline Specific Elective: DSE	TOTAL
I	DSC 1A	English Communication	-	-	04
	DSC 2A				
	DSC 3A				
II	DSC 1B	Environmental Science	-	-	04
	DSC 2B				
	DSC 3B				
III	DSC 1C	-	SEC 1(opt)	-	04
	DSC 2C				
	DSC 3C				
IV	DSC 1D	-	SEC 2(opt)	-	04
	DSC 2D				
	DSC 3D				
V	-	-	SEC 3	DSE 1A	04
				DSE 2A	
				DSE 3A	
VI	-	-	SEC 4	DSE 1B	04
				DSE 2B	
				DSE 3B	
TOTAL	12	02	04	06	24

10. CREDIT DISTRIBUTION (SEMESTER-WISE):

10.1: HONOURS Course (Arts/Commerce): 140 Credits

Semester	Core Course CC (14)	Ability Enhancement Course: AEC (02)	Generic Elective: GE (04)	Skill Enhancement Course: SEC (02)	Discipline Specific Elective: DSE (04)	TOTAL
I	12	02	06	-	-	20
II	12	02	06	-	-	20
III	18	-	06	02	-	26
IV	18	-	06	02	-	26
V	12	-	-	-	12	24
VI	12	-	-	-	12	24
TOTAL	84	04	24	04	24	140

10.2: GENERAL Course (Science): 120 Credits

Semester	Core Course: CC (12)	Ability Enhancement Course: AEC (02)	Generic Elective: GE (04)	Skill Enhancement Course: SEC (04)	Discipline Specific Elective: DSE (04)	TOTAL
I	18	02	-	-	-	20
II	18	02	-	-	-	20
III	18	-	-	02	-	20
IV	18	-	-	02	-	20
V		-	-	02	18	20
VI		-	-	02	18	20
TOTAL	72	04	00	08	36	120

10.3: GENERAL Course (BA/B.Com): 120 Credits

Semester	Core Course: CC (12)	Ability Enhancement Course: AEC (02)	Generic Elective: GE (04)	Skill Enhancement Course: SEC (04)	Discipline Specific Elective: DSE (04)	TOTAL
I	18	02	-	-	-	20
II	18	02	-	-	-	20
III	18	-	-	02	-	20
IV	18	-	-	02	-	20
V		-	06	02	12	20
VI		-	06	02	12	20
TOTAL	72	04	12	08	24	120

11. MARK DISTRIBUTION (COURSE & SEMESTER-WISE):

11.1: HONOURS (BA/B.Sc./B.Com) with/without Practical:

Semester	Course	No. of Course	Course Credit	Total Credits	Maximum Marks			TOTAL
					Internal	External	Total	
I	CC	02	12	20	2x20	2x80	200	350
	AEC	01	02		1x10	1x40	50	
	GE	01	06		1x20	1x80	100	
II	CC	02	12	20	2x20	2x80	200	350
	AEC	01	02		1x10	1x40	50	
	GE	01	06		1x20	1x80	100	
III	CC	03	18	26	3x20	3x80	300	450
	SEC	01	02		1x10	1x40	50	
	GE	01	06		1x20	1x80	100	
IV	CC	03	18	26	3x20	3x80	300	450
	SEC	01	02		1x10	1x40	50	
	GE	01	06		1x20	1x80	100	
V	CC	02	12	24	2x20	2x80	200	400
	DSE	02	12		2x20	2x80	200	
VI	CC	02	12	24	2x20	2x80	200	400
	DSE	02	12		2x20	2x80	200	
TOTAL		26		140	480	1920		2400

11.2: GENERAL (Science) with practical/project

Semester	Course	Number of Course	Course Credit	Total Credits	Maximum Marks			TOTAL
					Internal	External	Total	
I	DSC	03	18	20	3x20	3x80	300	350
	AEC	01	02		1x10	1x40	50	
II	DSC	03	18	20	3x20	3x80	300	350
	AEC	01	02		1x10	1x40	50	
III	DSC	03	18	20	3x20	3x80	300	350
	SEC	01	02		1x10	1x40	50	
IV	DSC	03	18	20	3x20	3x80	300	350
	SEC	01	02		1x10	1x40	50	
V	DSE	03	18	20	3x20	3x80	300	350
	SEC	01	02		1x10	1x40	50	
VI	DSE	03	18	20	3x20	3x80	300	350
	SEC	01	02		1x10	1x40	50	
TOTAL		24		120				2100

11.3 Table: 3: GENERAL (Arts/Commerce) with/without practical/project

Semester	Course	Number of Course	Course Credit	Total Credits	Maximum Marks			TOTAL
					Internal	External	Total	
I	DSC	02	12	20	2x20	2x80	200	350
	ENG	01	06		1x20	1x80	100	
	AEC	01	02		1x10	1x40	50	
II	DSC	02	12	20	2x20	2x80	200	350
	MIL	01	06		1x20	1x80	100	
	AEC	01	02		1x10	1x40	50	
III	DSC	02	12	20	2x20	2x80	200	350
	ENG	01	06		1x20	1x80	100	
	SEC	01	02		1x10	1x40	50	
IV	DSC	02	12	20	2x20	2x80	200	350
	MIL	01	06		1x20	1x80	100	
	SEC	01	02		1x10	1x40	50	
V	DSE	02	12	20	2x20	2x80	200	350
	GE	01	06		1x20	1x80	100	
	SEC	01	02		1x10	1x04	50	
VI	DSE	02	12	20	2x20	2x80	200	350
	GE	01	06		1x20	1x80	100	
	SEC	01	02		1x10	1x04	50	
TOTAL		24		120				2100

12. PROGRAMME IMPLEMENTATION:

Every college shall offer uniform pattern of credit loads and follow uniform academic calendar in each semester. Academic calendar shall be prepared by the University. However, a college may prepare its own inclusive calendar to conduct curricular and extra-curricular activities within the broad frame of the university academic calendar. Internal Assessment tests must be completed by the colleges well before the commencement of the End-semester examination. Odd-semester examinations shall be conducted by the University in November/December and Even-semester examinations in May /June every year.

13. ELIGIBILITY FOR APPEARING END-SEMESTER EXAMINATIONS:

A student shall be deemed qualified to appear at the End-semester examinations only if he/she secures minimum qualifying marks/grade in the Internal Assessment tests and maintains 75% attendance separately for every subject/course. Students having attendance below 75% but above 65% shall have to apply for condonation only under medical certificate/court affidavit.

14. ASSESSMENT AND PERFORMANCE:

Assessment of all regular Under-Graduate programmes under Bodoland University shall be based on *Choice Based Credit System (CBCS)* and *Continuous Assessment and Grading System (CAGS)*. Continuous assessment comprises continuous In-semester evaluation of students at respective colleges and an End-semester examination for each course to be conducted by the university at the end of each semester within the half-yearly term.

14.1 UG degrees shall be awarded on the basis of evaluation of a student at least 3 (three) times during each semester: (i) 2 In-semester (sessional) assessments, and (ii) 1 End-semester examination in each course/paper in each semester.

14.2 The performance of a student in CC/DSC/DSE/GE/AEC/SEC courses shall be evaluated on 20:80 basis *i.e.* 20% weightage in Internal Assessments and 80% for End-semester examinations. The AEC and SEC courses that carry lesser credits and lesser marks shall also be assessed on this basis.

14.3 A student shall be required to pass In-semester and End-semester examinations separately with minimum *pass grade* (equivalent to 40% marks) in each individual theory as well as practical paper.

14.4 Practical examinations may form a part of the internal evaluation besides being part of the external examinations that shall normally be held before the End-semester theory examinations.

14.5 A student shall be required to obtain minimum credits, clear all courses of the UG programme and secure CGPA 4.0 (equivalent to 40% marks) to be awarded Bachelor's degree.

15. IN-SEMESTER ASSESSMENT:

15.1 The schedule for In-semester assessment tests shall be made known to the students by the college authority at the beginning of each semester. Normally, each test shall assess the student's competence on that part of the course which is covered during the period preceding the test. The tests shall be evenly spaced out throughout the semester.

15.2 Colleges may employ two or more assessment tools such as sessional (written) tests, assignments, paper presentation, field/library/laboratory work etc suitable to the course or as may be decided by UG Board of the University from time to time.

15.3 Students shall compulsorily attend these In-semester assessment tests failing which they will not be allowed to appear for the End-semester examination.

Provided, if for any compulsive and valid reason a student fails to appear the In-semester examination(s), the course teacher(s) may arrange special In-semester examination(s) with the permission of the Principal of the college.

15.4 A student shall be required to pass In-semester separately with minimum *pass grade* (equivalent to 40% marks) in each theory and practical paper. The marks and grades obtained by a student in the In-semester examinations shall be carried over for evaluating the overall grade in a course.

15.5 If a student fails to clear the In-semester examination, he/she cannot repeat the same examination, but shall be required to repeat the course anew.

15.6 Normally, each In-semester examination shall be of 1 (one) hour duration.

15.7 The course teacher shall evaluate the answer scripts and results shall be notified to the students by the course teacher(s) within 10 days of the examination. The students may appeal to the Head of Department/Principal for re-checking/re-evaluation.

15.8 Each evaluator shall submit the marks-sheet within the stipulated period to the Principal who, after removing all anomalies, shall submit a copy of the result in the office Controller of Examinations within due date failing which students shall not be considered for appearing at the concerned End-semester examination.

16. END-SEMESTER EXAMINATION:

16.1 There shall be a terminal examination at the end of each semester. It shall carry 80% weightage in each paper covering the entire prescribed syllabus for the course.

16.2 A student shall be required to pass each paper/course of the End-semester examination with a minimum *pass grade* (equivalent to 40% marks).

16.3 If the student does not clear an End-semester examination with a *pass grade*, he/she shall be required to repeat examination in corresponding End-semester examinations.

16.4 End-semester practical examinations shall normally be held before the theory examinations.

16.5 The pattern of the End-semester examination shall be decided by the UG Board from time to time.

16.6 The duration for an End-semester theory examination shall normally be 3 (three) hours.

16.7 The schedule for End-semester examination shall be notified in advance by the Controller of Examinations at least 15 (Fifteen) days before the commencement of the examinations.

16.7 Performance of students in a particular semester shall be indicated through *Semester Grade Point Average* (SGPA) which is a ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken and the sum of the number of credits of all the courses undergone. It shall be expressed up to two decimal places. The SGPA shall be calculated using the formula:

$$SGPA (S_i) = \frac{\sum (C_i \times G_i)}{\sum C_i} \text{ where}$$

C_i is the number of credits of the i^{th} course, and

G_i is the grade point scored in the i^{th} course

16.8 Candidates who fails to secure minimum *pass grade* (equivalent to 40% marks) in a course (In-semester and End-semester separately) and fails to obtain SGPA 4.0, shall be declared

'unsuccessful'. They shall be required to clear the 'arrear' or 'backlog' semester course(s) as per provisions of this regulation.

Illustration for SGPA:

Course	Credit	Grade Letter	Grade Point	Credit Points	SGPA
Course-1	6	A	8	6×8 = 48	136/23 = 5.91 ('B' grade)
Course-2	2	B+	7	2×7 = 14	
Course-3	4	B	6	4×6 = 24	
Course-4	5	P	4	5×4 = 20	
Course-5	6	C	5	6×5 = 30	
TOTAL	23			136	

16.9 The *Cumulative Grade Point Average* (CGPA) is the overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters. It shall be expressed up to two decimal places. It shall be calculated by the formula:

$$CGPA = \frac{\sum (C_i \times S_i)}{\sum C_i} \text{ where}$$

S_i is the SGPA of the i^{th} semester, and
 C_i is the total number of credits in that semester

Illustration for CGPA:

Sem: I	Sem: II	Sem: III	Sem: IV	Sem: V	Sem: VI
Credit: 20	Credit: 20	Credit: 26	Credit: 26	Credit: 24	Credit: 24
SGPA: 5.91	SGPA: 6.00	SGPA: 8.75	SGPA: 7.15	SGPA: 6.33	SGPA: 6.00

$$CGPA = \frac{(20 \times 5.91) + (20 \times 6.00) + (26 \times 8.75) + (26 \times 7.15) + (24 \times 6.33)}{(20+20+26+26+24+24)} = \frac{947.52}{140} = 6.76 \text{ ('B+' grade)}$$

17. PRACTICAL/PROJECT/DISSERTATION:

17.1 Unless otherwise stated in the schemes of examination, practical examinations shall be conducted at the end of each semester.

17.2 They shall be conducted at least by two examiners, one internal and one external, and shall never be conducted by both internal examiners.

17.3 The candidate shall submit the record book duly certified by the course teacher(s) for evaluation by the external examiner(s).

17.4 The statement of mark- sheet and the answer books of practical examinations shall be sent to the Controller of Examinations by the Principal of the college/ External examiner immediately after the practical examinations.

17.5 Project/Field work, if any, shall be supervised by a teacher guide in concerned Colleges. The Dissertation on the same shall be sent by the Principals to the Controller of Examinations who shall depute examiners for its proper evaluation.

18. GRADING SYSTEM:

18.1 Bodoland University shall adopt *Absolute Grading System* for evaluating performance of the students. Marks from various components shall be converted to Grade and Grade Points and performance of each student from first semester onwards shall be indicated in grades. The following system shall be applied to indicate the performance of students in terms of letter grade and grade points:

Letter Grade	Grade Point	Equivalent % of Marks	Description	Performance
O	10	90 to 100	Outstanding	First Class with Distinction
A+	9	80 to < 90	Excellent	
A	8	70 to < 80	Very Good	First Class
B+	7	60 to < 70	Good	
B	6	55 to < 60	Above Average	Second Class
C	5	50 to < 55	Average	
P	4	40 to < 50	Pass	
F	0	Below 40	Fail	
I	0		Incomplete/Absent	

18.2 A student shall be considered to have completed a course successfully if he/she secures a letter grade other than 'F' and 'I'.

18.3 The letter grade 'P', 'C' and 'B' shall be considered second class whereas letter grade 'B+' and above shall be considered First class.

18.4 Letter grades 'A+' and above shall be considered First class with distinction.

18.5 For non credit courses 'Satisfactory' or "Unsatisfactory" shall be indicated instead of the letter grade and this will not be counted for the computation of SGPA/CGPA.

18.6 To be eligible for the award of Bachelor's degree, a student must have to clear all semesters and obtain a minimum final CGPA 4.0.

18.7 The Controller of Examinations shall issue a provisional Grade Card/Transcript to each candidate after results of an End-semester examination are declared. The final Grade Card/ Transcript shall be issued at the end of the programme of study.

18.8 The Grade Card/Transcript shall display the course details along with SGPA of that semester and CGPA earned till that semester. The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcript.

18.9 For convenience, equivalent percentage of marks may be calculated by using the conversion formula: $10 \times \text{CGPA}$. However, this formula shall not be applied on the Grade Card/transcript.

19. PROMOTION TO NEXT SEMESTER (WITH BACKLOG):

19.1 A student who fails to secure minimum *pass grade* (equivalent to 40% marks) in a course (In-semester and End-semester separately) and fails to obtain SGPA 4.0, shall be declared 'unsuccessful' and will be placed in 'F' grade.

19.2 A student who duly fills in the End-semester examination application form but remains absent wholly or partially in any course will be placed in 'I' grade, and he/she shall be deemed to have lost one chance.

19.3 Whether any student is placed in 'F' or 'I' grade, shall normally be promoted to next semester.

19.4 In case a student has passed the In-semester or/and practical paper(s) in any given semester, his /her marks/grades shall be carried over.

19.5 If a student failed to submit the project work/dissertation/assignment of an End-semester examination, he/she shall be placed in 'I' grade and shall be required to submit the same at the subsequent End-semester examination.

19.5 All students, who are placed in 'F' or 'I' grade in any semester examination, shall have to clear the 'arrear' or 'backlog' paper(s) in corresponding End-semester examination as scheduled below:

- (i) 1st semester with regular 3rd semester
- (ii) 2nd semester with regular 4th semester
- (iii) 3rd semester with regular 5th semester
- (iv) 4th semester with regular 6th semester

19.5 A special 'supplementary' examination shall be held within two months after the last regular semester examination of extended period to enable those students who have got two chances to clear their 'backlog' papers of 3rd and 4th or 5th and 6th semesters.

19.6 No student shall be allowed to appear for a particular course more than twice (excluding the 1st appearance) which shall include the paper(s) which the candidate opts not to appear within the maximum time allowed.

19.7 Students' performance in an End-semester examination shall be scrutinized and approved by the Examination Committee/Vice-Chancellor after which the Controller of Examinations shall declare the results and issue Grade Card/Transcript. The results may be declared through notification in print or/and the university website.

19.8 Under normal circumstances, the entire process of evaluation and declaration of results shall be completed within 60 days from the last date of the End-semester examination.

19.9 The rank holder(s) of a programme may be decided on the basis of overall weighted percentage of marks obtained in CGPA.

19.10 Students who either availed 'betterment' chance or passed in 'supplementary' examination shall not be considered for the award of any prize/ medal, rank or distinction.

20. BETTERMENT PROVISION:

20.1 'Betterment' provision shall be available for the students who opt to improve their grade in any particular paper, and it shall be restricted up to 'C' grade. A student who is placed either in 'P' or 'C' grade in a particular paper may avail this provision.

Provided a student shall be allowed to avail only a single chance to appear in maximum two papers of a particular semester.

20.2 A student having two or more 'backlog' papers shall have to first clear those papers in the corresponding semester examinations before applying for 'betterment' appearance.

Provided a student, who has only one 'backlog' paper, shall be permitted to appear for one more paper under 'betterment' provision along with the arrear paper.

20.3 Betterment provisions may be availed in corresponding End-semester examinations as scheduled below:

- (i) 1st semester with regular 3rd semester
- (ii) 2nd semester with regular 4th semester
- (iii) 3rd semester with regular 5th semester
- (iv) 4th semester with regular 6th semester

20.4 If a student wishes to improve his performance of 6th semester, may avail the chance during the special 'supplementary' examination that shall be held within two months after the last regular semester examination of extended period.

20.5 There shall be no provision of 'betterment' in case of practical/project/dissertation/ assignments/ laboratory work etc.

21. MEDIUM OF INSTRUCTIONS FOR WRITING IN EXAMINATION:

21.1 The medium of examination, except language subjects, shall be English for Honours course.

21.1 All question papers (except languages) in other DSC/DSE/GE/AEC/SEC courses shall be framed in English and Assamese and answers must be written either in English or in Assamese.

22. QUESTION PATTERN:

Unless otherwise decided by the UG Board, question papers in UG (Honours and General) for End-semester theory examination having 80 marks and 3 hour duration should be designed covering all units of the syllabus and a range of difficulty and complexity.

22.1 *Objective/Multiple-choice type question*: Maximum 10% questions should be worked out to enable students to get acquainted with various competitive/NET/SET examinations.

22.2 *Very-Short answer type questions*: These questions (say, 10%) should aim at testing very basic knowledge/skill of the subject. Answer should be possible within 50 words or 3 - 4 lines.

22.3 *Short answer type questions*: In order to test understanding of more than just the basics, answer to short-answer type questions (35 - 40%) should be possible in about 100 – 150 words or half-a-page to a full page.

22.4 *Descriptive/Analytical answer type questions*: The objective of these questions (20 - 25% weightage) should be on testing students' understanding of concepts, ability to describe or analyse, and the ability to solve problems and take decision.

22.5 *Advance answer type questions*: Such questions should aim at testing deeper conceptual understanding, the ability to critically examine and evaluate as well as to test students' capacity to derive conclusion or solve more complex problems. Questions may be divided into two or more parts with an objective type question appended within.

22.6 For theory examination carrying 40 marks and 1.5 hours duration, the following pattern is recommended:

- (a) Multiple-choice type question: 4 (all compulsory) x 1 mark = 04 marks
- (b) Very-Short answer type questions: 3 (all compulsory) x 2 marks = 06 marks
- (c) Short answer type questions: 4 (out of 7) x 5 marks = 20 marks, and
- (d) Descriptive/Analytical answer type questions: 1 (out of 2) = 10 marks

22.7 For theory examination carrying 80 marks and 3 hours duration, the following pattern is recommended:

- (a) Multiple-choice type question: 6 (all compulsory) x 1 mark = 06 marks
- (b) Very-Short answer type questions: 5 (all compulsory) x 2 marks = 10 marks
- (c) Short answer type questions: 6 (out of 9) x 5 marks = 30 marks, and
- (d) Descriptive/Analytical answer type questions: 2 (out of 3) x 10 marks = 20 marks
- (e) Advance answer type questions: 1 (out of 2) x 14 = 14 marks

23. EVALUATION, TABULATION & GRACE PRINCIPLE:

23.1 The university authority shall take necessary steps for smooth and time-bound evaluation of end-semester examinations. Result of each semester shall be published normally within 45 days from completion of the semester examination.

23.2 Answer scripts of End-semester examinations shall be submitted to the University as per instruction made from time to time for completion of the necessary coding formalities and evaluation process.

23.3 Spot evaluation procedures shall be followed for examining the theory papers.

23.4 If a candidate fails to obtain *pass grade* (minimum equivalent of 40%) in any course (Theory/ practicum/ viva voice) by 1 mark only he/she shall be awarded that deficient mark; that shall be shown in the Tabulation Rolls only but shall not be shown in the Grade Card/ Transcript.

23.4 If a candidate misses 'B+' grade (minimum 60%) for deficiency of 1 mark in SGPA/CGPA, the tabulator shall automatically add 1 mark and allow the candidate to acquire that status.

23.5 This addition of 1 mark by plus sign, again, shall not be shown in the Grade Card/ Transcript but shall be shown in the Tabulation Rolls by adding (+) 1 mark to the score.

23.6 The Examination Committee shall decide, if and when necessary, on any grace principle to be followed for any particular End-semester examination.

24. GRIEVANCE REDRESAL:

24.1 Student may approach the concerned Head of Department/Principal of the college if they have any grievance on internal assessments and the college authority must have an objective redresal mechanism for the purpose.

24.2 Candidates who have any grievance on evaluation of End-semester examinations may approach the Controller of Examinations.

24.3 There shall be no reevaluation of any paper – theory or practical – by the university authority. However, candidates seeking re-scrutiny of grade (re-addition of marks) obtained may apply through their college to the Controller of Examinations in the prescribed format along with requisite fees within 15 working days from the date of issue of grade card/transcript.

24.4 Application for re-scrutiny of grade (re-addition of marks) shall be restricted to theoretical papers only, and no application for re-scrutiny or re-addition of marks in any internal assessment/dissertation /report / practicum shall be entertained.

24.5 Maximum of 2 papers of a particular semester examination shall be allowed for re-scrutiny or re-addition of marks. The re-scrutinized result shall be final and binding even if the earlier result was better.

24.6 Under the provisions made in the RTI Act, a candidate may apply for self-inspection of his/her evaluated answer scripts. He/she may apply to the Controller of Examinations/ RTI Officer of the university in prescribed format and with payment of requisite fee after 30 (thirty) days and within 45 (forty-five) days from the date of issue of grade card/transcript.

Provided that no application for self-inspection of evaluated answer scripts in practical papers and non-credit papers shall be entertained by the university.

24.7 If a candidate wants certified photocopy of the evaluated answer scripts, he/she may apply to the Controller of Examinations/ RTI Officer of the university in prescribed format and with payment of requisite fee after 30 (thirty) days from the date of issue of grade card/transcript.

24.8 A candidate, who has been expelled by the Officer-in-charge for adopting unfair means in any examination, or has been detected of adopting unfair practice at later stage, shall be called to appear before the Disciplinary Action Committee to prove his/her innocence. The decision of the Committee shall be final and binding.

25. INSPECTION OF EXAMINATIONS:

25.1 The University may deploy Flying Squad Teams to the Examination Centers from time to time during the Examination to check the fair conduct of Examinations. Reports of the Flying Squad shall be taken seriously on the matter of examinations.

25.2 Disciplinary action shall be imposed on any of the constituent and affiliated Colleges under the University for the negligence on the matters of examination and for non-fulfillment of the prescribed academic standards.

26. PREVENTION OF UNFAIR PRACTICES IN EXAMINATION:

26.1 The onus of maintaining high standard of discipline, dignity, and morality in examinations and help the authority conduct them smoothly and strictly as per rules and regulations lie mainly on the examinees.

They are expected to follow all instructions related to examination in letter and spirit. Instructions are usually printed on the back of the Admit Card and on the front page of the Answer book.

26.2 Examinees must not take recourse to any unfair means. They must not try to give or take help from any other person either inside or outside the examination hall. Any violation of this and/or resorting to adopt unfair means in examination shall attract stringent disciplinary action.

26.3 The prime responsibility of the invigilators is to help the examinees to give their best performance in the examination in a free, fair, and disciplined environment. They shall take just measures to curb any unfair means/practice inside examination hall.

26.4 The immediate responsibility and authority to take necessary action against any candidate for adopting unfair means/practice, violating examination rules, or disturbing the peaceful conduct of any examination shall be vested on the Officer in-charge. He/she may expel any candidate from examination if the latter breaks any rule or instruction or adopts any unfair means for which she/he is liable to be penalized.

26.5 Any examinee using any form of violence, verbal or physical, against another examinee or invigilator(s), or in any way disturbs peaceful conduct of the examination, shall also be expelled from the examination. In this case, the Officer in-charge shall also immediately inform the local police as well as the Controller of Examinations.

26.6 If an examinee is expelled, the Officer in-charge shall forthwith report the case with (a) relevant answer script (b) incriminating documents (c) examinee's statement (d) report of detecting invigilator/witness (e) notice of expulsion to the Controller of Examinations.

26.7 A Notice shall also be served on the examinee to the effect that the expulsion case will be finally decided by the Discipline Action Committee with such other consequences as may follow therefore. Pending the decision of the Discipline Committee the candidate shall be ineligible to appear rest of examinations.

26.8 All the cases of unfair means/practice adopted by the examinees and action taken report from the Officer in-charges shall be put before the Discipline Action Committee that may decide to call the erring candidate to appear before it to plead his/her innocence.

The Discipline Action Committee may recommend any further stringent action against an errant student to be taken by the Examination Committee / Executive Council.

27. GENERAL:

Notwithstanding anything covered in the above regulations, the Academic Council, following recommendations of the UG Board and/or the Examination Committee, shall have the right to add amend any provision(s) of these Regulations in accordance of the Bodoland University Act, Statutes and Ordinances. ***