

VISVA-BHARATI



SANTINIKETAN

General Rules for University Examinations

I. GENERAL

Programme: A programme consists of a number of courses.

Course: A 'Course' is a component (a paper) of a programme. All the Bhavanas (Institutes) will conduct their approved courses having approved curricula and a uniform Academic Calendar.

Academic year: The period of each year when the students attend their classes in the University.

Semester: One of two divisions of an academic year.

Semester Examinations: All semester examinations shall ordinarily be held in the summer (May-June) and in the winter (November – December) or as notified by the University. However the annual examinations shall be held on such dates as notified by the University.

1. Duration of Regular Programmes:

a) Duration of the UG Programme (FYUGP under NEP)

The duration of the UG programme is 4 years or 8 semesters. Students who desire to undergo a 3-year UG Programme will be allowed to exit after completion of the 3rd year. If a student wants to leave after the completion of the first or second year, the student will be given a UG Certificate or UG Diploma, respectively, provided they secure the prescribed number of credits (as given in Table 1, Annexure-I). Students who exit with a UG certificate or UG diploma or UG Degree are permitted to re-enter within three years and complete the Four Year Undergraduate Programme (FYTUP) (with Honours) within a maximum period of 7 years.

b) **Duration of PG programme** is 2-years or 4-Semesters (Alternately 1 year or 2 semesters for students of 4-year UG Programme)

c) **Duration of Ph.D Programme** as per applicable Visva-Bharati Ph.D regulations.

2. Duration of Interim programmes under FYUGP – exit after 1,2 or 3 years (see Appendix-I, Table-1)

Credit: *Credit* defines the quantum of contents /syllabus prescribed for a course and determines the number of hours of instruction required.

Cumulative Grade Point Average (CGPA): It is a measure of overall cumulative performance of a student over all semesters completed up to the end of a given semester. The CGPA is the ratio of total credit points secured by a student in various courses in all these semesters and the sum of the total credits of all courses in all these semesters. It is expressed up to two decimal places.

Semester Grade Point Average (SGPA): It is a measure of performance of work done in a semester. It is ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester. It is expressed up to two decimal places.

OGPA: Overall Grade Point Average. It is a measure of overall cumulative performance of the student of all semesters completed upto the end of a programme. OGPA is the ratio of total credit points secured by a student in various courses in all semester the sum of total credits of all courses required for completion of a given programme. It is expressed upto two decimal places.

Grade Point: There will be a 10 point grading system of evaluation with grade point (GP) equal to percentage of mark obtained divided by 10.

Letter Grade: It is an index of the performance of students in a said course.

Examinations: All the Bhavana / Vibhaga will follow the Examination Calendar for different course curricula to be notified by the University.

Eligibility: The registered students of the University only will be eligible to sit for the examination on payment of prescribed fees and fulfilling attendance and other criteria.

Migration Certificate: The university may require any student seeking admission to any full time programme from any other recognized University to furnish the Migration Certificate from the University last attended by him / her within 1(one) month from the date of admission. Migration from other University should be as per guidelines to be set by the University/UGC from time to time.

Students of this University will be granted Migration Certificate on application subject to payment of prescribed fees and submission of no dues certificate.

Those who have obtained the Migration Certificate and have not joined any other University can continue their studies here after surrendering the migration Certificate.

Eligibility for Admission: The eligibility for admission to various Undergraduate and Post Graduate and Ph.D programmes will be as per the guidelines set by the University.

Admission of Ex-Students to University Examination: An erstwhile registered student of University, on the recommendation of the Principal of the Bhavana/Vibhaga and on payment of the prescribed fee may be permitted to sit for the examination as an ex-student (within permissible chances)

II. CONDUCT OF EXAMINATIONS

Application for Admission to Examinations:

Students will be required to apply for admission to the University Examination (Semester-End/ Year-End) in online mode within the due date as per the notification issued in this regard.

Later, the downloaded form will be and forwarded to the Examination Department through the Head of the Department and the Principal of the Bhavana/Vibhaga within the notified due date.

Those who have completed a programme either here or in any other University will not be allowed to join the same programme with the same courses again.

Service holders are not eligible to get admission in full time programmes unless they obtain appropriate leave and No objection certificate from their employer/competent authority.

The following statements signed by the Head / In-charge of the Department/ Centre and the Principal of the Bhavana / Vibhaga shall be required for each applicant for admission to the Semester or Annual Examinations:

- a. That the candidate has satisfied him / her by the production of the certificate of a competent authority that he / she has passed the examination which qualifies him / her for admission to the examination;
- b. **Attendance:** A student must keep a minimum of 75% attendance for classes held in the off-line mode to sit for any semester/ annual examination. A maximum of 15% relaxation may be permitted for a genuine reason on payment of a short attendance fee.
- c. A candidate who for sickness or otherwise is unable to present himself / herself for any examination shall not be entitled to claim a refund of his/her fees.

Conduct of Examinations & Discipline: The Schedule of Examinations (both Theory and Practical) will be prepared and the same will be communicated to the respective Bhavanas and Departments well in advance. Regarding sanction of writer or granting extra time for physically disabled and blind student, the existing University Rule will apply.

- a. Every candidate accepted by the University for admission to an examination shall be issued an Admit Card by the University as per the Rules of the University showing the name of the candidate and the roll number assigned to him / her for admission to the examination.
- b. A candidate may not be admitted into the examination hall, if he / she fails to present to the In-Charge of the examination centre his / her admit card or to satisfy the Officer that it will be produced within a reasonable time.

- c. The In-Charge of the Examination Centre shall have the power to call upon any candidate appearing at an examination to give a specimen signature for purpose of identification.
- d. If a candidate for any University examination owes any money to the University on any account and fails to pay the money or has borrowed or has in his / her possession any book, apparatus, kit or other property belonging to the University and fails to return the same, the Upacharya may withhold the admit card of the candidate, or if the admit card has already been issued, suspend the order of admission till all such money has been paid or such property has been returned by the candidate.
- e. No candidate shall assist or receive assistance from or communicate with any one at an examination, or make use of any unfair means in connection with an examination.
- f. The candidate will deposit any book or paper, notes or any other material capable of being used by him / her in connection with the examination to the Centre Superintendent for the entire duration of the examination,
- g. Any candidate detected in cheating or in making use of any dishonest or unfair means in connection with an examination shall be reported to the Disciplinary Committee ordinarily within 24 hours, but not later than seven days, through the Examination Department by the superintendent of the examination or by an examiner or by any other officer or authority of the University as the case may be, and the Disciplinary Committee may, if satisfied that the facts alleged are true and disclose premeditation on the part of the candidate, take disciplinary action according to the existing Rules of the University. Examiner or any other officer or authority of the University, as the case may be, and the Disciplinary Committee may, if satisfied that finds allegation(s) are true, but do not disclose any premeditation, may take disciplinary action according to the existing Rules of the University.

The Disciplinary Committee may recommend one of the following punishments for cases of unfair means:

<u>Nature of unfair means</u>	<u>Scale of Punishment suggested</u>
a) Trying to help other candidates.	Cancel the University Examination of the particular paper only written by the candidate.
b) Found consulting with and/or copying from neighbours.	
c) Appeal by the candidate in the answer script to show mercy by way of awarding more than deserving marks with or without a promise specified in the answer script. Any special marking /irrelevant writing in the answer script.	
d) Writing his /her name in the answer script. Writing his/her registration number in places other than specified in the answer script. Any special marking /irrelevant writing in the answer script	
e) Possession of mobile phones, i-pods, electronic storage device(s) / any other electronic gadgets (if not used)	
f) Found in possession of incriminating material related/unrelated to the subject of the examination concerned.	Cancel the University Examination of all papers registered (Theory & Practical) by the candidate in that semester examination / year end examination in case of annual programme.
g) Found copying from the possessed material.	Cancel the University Examination of all subjects registered (theory & practical) by the candidate and semester-end/ year-end / annual Examination debarred for 2-years.

h) Inter-changing of answer scripts i) Change of sheet of copying. j) Exchange of answer sheets or relevant materials. k) Writing some other candidate's registration number in the main answer paper.	Cancel the University Examinations of all subjects registered (theory & practical) by the candidate for 2-year.
l) If the candidate has repeated the unfair means shown above a second time m) Insertion of pre-written answer sheets (main sheets or additional sheets)	Cancel the University Examinations of all subjects registered (theory & practical) by the candidate for that session and debar him/her for 2-years.
n) Threatening the invigilator any other official or insubordinate behavior as reported by the Centre Superintendent.	
o) Cases of impersonation	Cancel the University Examinations of all subjects registered (theory & practical) by the candidate for that session and debar him/her for the next session from registering and appearing for the examination sessions. Moreover, relevant legal action shall be initiated if an outsider is involved and debar him for the next session.

- i. Provided that a candidate who is penalised for adopting unfair means in a University examination and is debarred from being admitted to any future examination of the University for period exceeding his permissible chance(s) to appear in such examination be permitted to enroll himself / herself as an ex-student for the same examination in which he was detected to have adopted unfair means on the termination of the period of suspension imposed on him / her.

Commencement of Examinations: If in any Examination Centre the Centre Superintendent is unable to hold the examination at the right time; after fifteen minutes, he/she will inform the Principal of the Bhavana/Vibhaga concerned and if both of them cannot control the situation, the examination in the particular paper will be treated as cancelled for the semester / year. This should be reported to the Examination Department. In case the

Principal is able to control the situation within one hour from the time of commencement, the examination may be held for the prescribed period after making necessary adjustments.

Completion of Examination: In a situation when the Centre Superintendent is unable to close the examination within the prescribed time, he/she will immediately inform the same to the Principal of the Bhavana/Vibhaga concerned. If both of them fail to pursue the students to submit the answer scripts within half an hour, the examination in that particular paper will be treated as cancelled for the semester / year. This should be reported to the Examination Department. The above two clauses will not apply to those students who would start and complete the writing of answer scripts as per prescribed Rules. If the same examination is held in different examination Centres for some reasons, if examinations get cancelled at one Centre then the entire examination for that Paper / Course will be treated as cancelled.

Time Extension & Writer: All the candidates with benchmark disability not availing the facility of scribe may be allowed additional time of minimum of one hour for examination of 3 hours duration. In case the duration of the examination is less than an hour, then the duration of additional time should be allowed on pro-rata basis. Additional time should not be less than 5 minutes and should be in the multiple of 5 minutes. Physically unfit examinee, unable to write himself / herself may be provided with a scribe who should be one step below the qualification of the candidate taking examination to write his / her examination answer scripts. For this they have to apply to the Examination Department in a plain paper along with medical certificates and a photo copy showing disability duly attested by the Medical officer well in advance before the commencement of examinations.

III. EVALUATION AND RESULTS

Evaluation of Answer-script: The examiners appointment based on the recommendation of the BOS, will evaluate the respective answer-script.

Evaluation System: The evaluation system will consist of two components, (i) Continuous evaluation through assignments, and (ii) Term-end examinations (Semester) or Annual Examinations, as the case may be. In the final result, the relative weightage between

assignments (Continuous evaluation) and term-end examination will be governed by the concerned ordinance/ guideline including NEP-2020. The respective pass marks will be guided by the concerned ordinance/ rule of the University. Absence in a paper will lead to failure in that part..

Except the B.Sc. (Hons.) in Agriculture and M.Sc. in Agriculture programmes. In these two programmes ICAR guidelines will be followed.

Language: - Ordinarily the answer script may be written in English other than in Non-English language programmes. However, languages other than English may be allowed in justified situation where there is adequate availability of examiner/ resources having expertise in evaluating such answer scripts subject to the approval of the concerned BOS.

Internal Assessment:

In each Semester Course ordinarily 80% of the total marks shall be earmarked for terminal examination and 20% shall be earmarked for continuous assessment. Internal/continuous assessment marks shall be awarded by the concerned Course teacher by assessing the candidate through any of the following modes of which one should preferably be in written form e.g., Class Test/Assignment/Mid Semester Test / Tutorials/ Seminar presentations/ Projects/Term papers / Viva-Voce/ Field study/ Internship, etc.

Marks obtained in Internal/continuous assessment by students should be forwarded to the respective HOD by the concerned course teacher at least one week before the date of the commencement of terminal examination of the given semester. The concerned Head of the Department shall arrange to display the marks on the Notice Board for at least five days before forwarding the physical copies of the same to the Examination Department.

In case any student finds any error in his/her marks, he/she should apply in writing to the Head of the Department concerned within a specified period for necessary correction of marks. The Head of the Department will after scrutiny enter the correct marks. The Head of the Department/Centre shall ensure that the Internal Assessment marks of the student in alphabetical order shall be forwarded to Examination Department before commencement of the semester-end/year-end examination. No change in the Internal Assessment marks will be permitted after they have been forwarded to the Examination Department.

Appointment and Duties of Examiners and Moderators: The Examiners appointed based on the recommendations of the BOS, will evaluate the respective answer scripts as well as the practical courses. Duties and responsibilities of Paper Setters, Moderators, Head Examiners, Examiners, Re-Examiners and Invigilators will be governed by the present university rules. For obtaining the necessary declaration about their near relations appearing in the examination, the existing Rule of the University will apply.

U.G, P.G & Ph. D. Coursework Examination – pass marks:

A candidate should secure minimum pass marks stipulated in all the courses offered in each Semester.

- a. For UG and PG Courses Pass marks for each (Credited) Theory and Practical Course (Honours, Optional and Allied) shall be 40% of total marks in that course.
- b. Pass marks for Non-credited courses shall be 33% of total marks in each Course inclusive of internal assessment marks.
- c. However the Pass marks for M.Phil and PhD course work Examination is 50% of total marks.
- d. For ICAR and NCTE curriculum it would be according to the relevant ICAR NCTE guidelines.

Examining Answer Scripts

Examiners for different examinations shall be responsible to submit the award sheet and/ or enter the award online each course/ paper to the Examination Department within a maximum of **ten days** after completion of the concerned paper or course as well as enter the marks online into the Examination Automation System for early publication of the results in the academic interest of the students.

SWAYAM/MOOCs:

Students at any level will be permitted to take a maximum of 40% of credits in each category from the SWAYAM/MOOCs courses on the online platform notified each year in July and January by the UGC. The BOS of the specific departments will approve the courses that the student may select as part of his/her programme before the student is permitted to registrar for the course. The Department will communicate the details to the examination department.

The credits assigned to the student will be incorporated in the students' marksheet.

Grace Marks: A student appearing at any examination under Visva-Bharati may be awarded, at the discretion of the respective examination committee, a grace marks of 2% of total marks in a paper or papers subject to **a minimum of 1 and a maximum of 3** provided that this award helps the student to pass in that part of the Examination.

Results: The Results will be published by the University. Both the Semester/ year end and Final Mark Sheets including annual system examination will be issued by the University as per the existing Rules & Regulations. Degrees, Diplomas and Certificates will be awarded by the University to successful students including the students, admitted under the NEP -2020.

Improvement of Result: The University does not offer any scope for improvement of results for any examinations.

Confidential Mark sheet: Candidates who have taken their final year exams can apply in prescribed form for Confidential Mark sheet before the publication of the results, for employment and educational purposes. This mark sheet will be sent only to the Head of the Institution concerned showing marks of each paper, provided all the marks of all courses under the particular programmes are available in the Examination Department. However for this purpose the candidate has to apply along with requisite fees.

Rank Certificate: Rank Certificate may be issued to the rank holders of the first 3 positions. The candidates who have passed all examinations, within the minimum prescribed period, conducted by the University in first attempt without any grace marks may get rank certificate. Students may get it as and when the entire re-evaluation process is over. The candidate has to apply in prescribed form along with requisite fees. If a candidate avails of any additional chance(s) to pass the Examination his/her name shall not be included in the merit list.

Transcript: Transcripts from the University contains the marks of each subject from first to end semester. This is then placed in an envelope which is sealed and stamped / signed across the back-flap. Transcripts are usually used by candidates to apply for permanent residency, higher education, visa, H1B, immigration etc. Each set of transcripts / attested

mark-sheets from the University is issued in a separate sealed and stamped/signed envelope. Copies of marks-sheets (Including if any failed/ re-attempts), Degree certificate and requisite fees are required to be attached along with application form.

Signatory Authority:

1. Regular Programmes: After declaration of final result of the programs each successful candidate shall receive a Certificate/ Diploma /Degree in prescribed format. The Upacharya (Vice-Chancellor) of the University shall put his/her signature on each final Certificate of the different degree programme examinations conducted by the University.

2. Interim Programmes: The Karma Sachiva (Registrar) of the University shall put his/her signature on the Certificates of School Examinations, Diploma and Certificates. The In-Charge of the Examinations or alternatively the Assistant Registrar (Examinations) shall put his/her signature on each Mark sheets, declaration of Results and Admit Cards of the different examinations.

Duplicate Certificate: Duplicate Degree Certificate, Migration Certificate, P.D.C, mark sheets etc. may be obtained after producing an original copy of a General Dairy address to the Police Station along with the requisite fees and an application in standard format to get duplicate certificates/ mark sheets etc

Correction of old Certificates / Mark sheets- If some defects are identified and brought to the notice of the University either by the candidate or otherwise for necessary corrections, in that case he/she may be allowed to get duplicate Certificate / Mark sheet, etc. after following due procedure and no General Diary for the same is required.

Correction of Date of Birth: No change in the date of birth once recorded in the Board's (School Certificate Examination) records shall be made. However, corrections to incorrect typographical and other errors to make the certificate consistent with the school records may be made provided that corrections in the school records should not have been made after the submission of application form for admission to School Certificate Examination. Such correction in the date of birth of a candidate in case of genuine clerical errors may be

made after establishing that the wrong entry was made erroneously in the list of candidates / application form of the candidate for the examination.

Certificate/Transcript etc., for the Associate Institutions: The students of the Associate Institutions whose Registration Number were generated by Visva-Bharati and examinations were conducted by Visva-Bharati, (whose records are with Visva-Bharati) may be eligible to get the Migrations Certificates / Transcripts / Duplicate of the Mark sheets from Visva-Bharati after following due procedure.

The students of the Associate Institutions who were admitted by the concerned Institutions and whose Registration Number were generated by the concerned Institute not by Visva-Bharati and the Examinations were solely conducted by them, may be eligible to get the attestation of the Mark sheet / Certificate from Visva-Bharati subject to the application routed through the concerned Associate Institutes. The University authority shall put the signature after necessary verification on the Duplicate Certificate on receipt of Certificate from the Institution where the candidate had taken admission.

The student whose Institutions have already been closed, may get the attestation of the Mark sheet and Transcript/ Duplicate of Certificate from Visva-Bharati subject to the availability of records at Visva-Bharati.

IV. REVIEW AND REPEATING OF COURSES

Cancellation of Examination: Seeking cancellation of Examination by a student may be permitted if an application is received by the Examination Department **within three days** from the last day of the examination to seek cancellation of the respective part of the examination in full. But in no case the fees paid by the candidates shall be refunded.

Review of Answer Scripts: A candidate may apply in prescribed form/ online along with requisite fees for review within 15 days from the date of publication of the results along with the original mark sheet. The application for review of answer scripts should reach the Examination Department within one week after completion of the 15 days from the date of publication of results from the concerned Bhavana/Vibhaga/Department following the prescribed formalities. The fees for review of the answer scripts shall not be refunded if the application is not received by the Examination Department within the stipulated time and

no applications for review of answer scripts shall be entertained thereafter. The system of re-examination should be applicable only in the case of theoretical paper(s) / subjects, but not in the practical paper(s) / subjects.

The rules for re-evaluation of the answer scripts will be followed as specified in the Examination Ordinance.

Withdrawal of application of Re-evaluation of answer scripts: The candidates who apply for re-evaluation of their answer scripts may be permitted to withdraw such applications on written request to be submitted within three days from the last date of submission of application for re-evaluation however the fees paid shall not be refunded.

Chances for Back Candidate:

- a) A student will ordinarily be granted 3 consecutive attempts to pass the examination for a particular course irrespective of whether or he/she appears and fails to pass OR does not appear in the relevant examination.
- b) In exceptional circumstance a further extension of one more chance may be granted. The exceptional circumstances be spelt out clearly by the relevant statutory body concerned of the university. However maximum duration cannot exceed 7-years.
- c) During the extended period the student shall be considered as a private candidate and also not be eligible for ranking.
- d) However for M.Phil and Ph.D coursework examinations the students will get only one additional chance to clear the backlogs starting with the first chance.
- e) The students of the University pursuing their studies under ICAR curriculum [B.Sc (Hons.) in Agriculture and M.Sc. in Agriculture] and under NCTE curriculum for B.Ed & M.Ed Courses, etc., shall get their respective chances as laid down in the ICAR, NCTE etc., norms.

Repeater: A candidate who fails to secure required percentage of attendance shall have to repeat all the Courses of the Semester at the next available chances with the approval of the concerned Bhavana/ Vibhaga Admission Committee. He/She shall appear in the internal and

terminal examinations like a regular candidate. During the duration of one programme, a student will be able to repeat maximum two times.

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V. SPECIAL PROVISIONS

Revision of regulation and Curriculum: The competent authority may from time to time revise, amend and change the regulations and the curriculum, if found necessary.

Removal of Difficulties: Notwithstanding anything contained in the above Rule, the Vice-Chancellor may take such measures as may be necessary for removal of difficulties from time to time and shall be applicable as per orders.

VISVA-BHARATI**SANTINIKETAN**

**EXAMINATION RULES AND REGULATIONS UNDER THE NEP-2020
(Four year Undergraduate Programme)**

- 1) The Semester System (NEP-2020) in 4-year Undergraduate Programme(FYUGP) courses under different Bhavana/departments of Visva-Bharati shall be introduced from the academic secession 2023-24. The FYUGP programme includes Major Courses, Minor Courses, Multi disciplinary Courses, Ability Enhancement Courses (AEC), Skill Enhancement Courses (SEC), Common Value Added Courses (CVAC) Research and Internship Courses. The four years period will be divided into eight semesters (the syllabus structure will be as per Appendix-I)
- 2) **Issuance of Degree:**
 - 2.1 Undergraduate degree programmes under NEP will be of 4-year duration with multiple entry and exit points and re-entry options, with appropriate certifications such as (following Appendix-I)
 - 2.2 a UG certificate after completing 1 year (2 semesters) of study in the chosen fields of study.
 - 2.3 a UG diploma after 2 years (4 semesters) of study,
 - 2.4 a bachelor's degree after a 3-year (6 semesters) programme of study,
 - 2.5 a 4-year bachelor's degree (honours) after eight semesters programme of study.
 - 2.6 If the student completes a rigorous research project of 12 credits in his/her major area(s) of study in the 4th year of a bachelor's degree (honours with research), then the student will be awarded a Bachelor Degree (Honours with Research).

3. Definitions, Eligibility, and Duration of the Programme**3.1 Semester/Credits:**

- a) A semester comprises of 90 working days and an academic year is divided into two semesters.

- b) A summer term is for eight weeks during summer vacation. Internship/apprenticeship/work-based vocational education and training can be carried out during the summer term, especially by students who wish to exit after two semesters or four semesters of study. The Departments/Centres can decide on the above courses to be conducted in the summer term depending on the availability of faculty and the number of students.

3.2 Major and Minor disciplines

- a) **Major discipline** is the discipline or subject of main focus and the degree will be awarded in that discipline. Students should secure the prescribed number of credits (minimum 50% of total credits) through core courses in the major discipline.
- b) **Minor discipline** helps a student to gain a broader understanding beyond the major discipline. For example, if a student pursuing an Economics major obtains a minimum of 12 credits from a bunch of courses in Statistics, then the student will be awarded B.A. degree in Economics with a Minor in Statistics.

3.3 Credit hours for different types of courses

The workload relating to a course is measured in terms of credit hours. A credit is a unit by which the coursework is measured. It determines the number of hours of instruction required per week over the duration of a semester.

Each course may have only a lecture component or a lecture and tutorial component or a lecture and practicum component or a lecture, tutorial, and practicum component, or only practicum component. For example, a three-credit lecture course in a semester means three one-hour lectures per week with each one-hour lecture counted as one credit.

One credit for tutorial work means one hour of engagement per week.

A one-credit course in practicum or lab work, community engagement and services, and fieldwork in a semester mean two-hour engagement per week.

A one-credit of Seminar or Internship or Studio activities or Field practice/projects or Community engagement and service means two-hour engagements per week.

A course can have a combination of lecture credits, tutorial credits, and practicum credits. For example, a 4-credit course with three credits assigned for lectures and one credit for practicum shall have three 1-hour lectures per week and one 2-hour duration field-based learning/project or lab work, or workshop activities per week.

4. Letter Grades and Grade Points:

The Semester Grade Point Average (SGPA) is computed from the grades as a measure of the student's performance in a given semester. The SGPA is based on the grades of the current term, while the Cumulative GPA (CGPA) is based on the grades in all courses taken after joining the programme of study.

Letter Grade	% of Marks	Grade Point
O (outstanding)	95% to 100%	10
A+ (Excellent)	90% to less than 95%	9
A (Very good)	80% to below 90%	8
B+ (Good)	70% to below 80%	7
B (Above average)	60% to below 70%	6
C (Average)	50% to below 60%	5
P (Pass)	40% to below 50%	4
F (Fail)	Below 40%	0
Ab (Absent)		0

When students take audit courses, they may be given pass (P) or fail (F) grade without any credits.

5. Computation of SGPA and CGPA

The UGC recommends the following procedure to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

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

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

Where C_i is the number of credits of the i^{th} course and G_i is the grade point scored by the student in the i^{th} course.

Example for Computation of SGPA

Semester	Course	Credit	Letter Grade	Grade point	Credit Point (Credit x Grade)
I	Course 1	3	A	8	3 x 8 = 24
I	Course 2	4	B+	7	4 x 7 = 28
I	Course 3	3	B	6	3 x 6 = 18
I	Course 4	3	O	10	3 x 10 = 30
I	Course 5	3	C	5	3 x 5 = 15
I	Course 6	4	B	6	4 x 6 = 24
	Total	20			139
	SGPA				139 / 20 = 6.95

- ii. The Cumulative Grade Point Average (CGPA) is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e.

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

where S_i is the SGPA of the i th semester and C_i is the total number of credits in that semester.

Example for Computation of CGPA:

Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6
Credit: 21 SGPA: 6.9	Credit: 22 SGPA: 7.8	Credit: 25 SGPA: 5.6	Credit: 26 SGPA: 6.0	Credit: 26 SGPA: 6.3	Credit: 25 SGPA: 8.0
CGPA = 6.73 $(21 \times 6.9 + 22 \times 7.8 + 25 \times 5.6 + 26 \times 6.0 + 26 \times 6.3 + 25 \times 8.0) / 145$					

The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

Table- CGPA Letter Grade – SGPA/CGPA

SGPA/CGPA	
Letter Grade	Grade Point
O (outstanding)	9.5 - 10
A+ (Excellent)	9.0 below 9.5
A (Very good)	8.0 below 9
B+ (Good)	7.0 to below 8
B (Above average)	6.0 to below 7
C (Average)	5.0 to below 6
P (Pass)	4.0 to below 5
F (Fail)	Below 4.0
Ab (Absent)	--

- 6. Transcript (Format):** Based on the above recommendations on Letter grades, grade points and SGPA and CCPA, the University may issue the transcript for each semester and a consolidated transcript indicating the performance in all semesters.

- 7.(a)** The duration of Semester Examination (Theory Courses) shall be as follows:

Semester End of Grade Marks and Examination Time			
Credit	Full Marks	Terminal Examination	Examination Time
4	100	80	3 hrs
3	75	60	3 hrs
2	50	40	2 hrs
2	50 and below	30 or <50	2 hrs

- (b)** The duration of the examination in the Practical courses in different subjects shall be decided by the respective Boards of Studies (BOS) preferably maintaining a uniform pattern among the Departments of the Bhavana as far as practicable.

8. A candidate must secure minimum pass marks stipulated in all the courses offered in each semester. Pass marks for each (Credited) Theory and Practical Course [Ability Enhancement Courses (AEC), Skill Enhancement Courses (SEC), Common Value Added Courses (CVAC)] shall be 40% of total marks in that Course.
9. There shall be provision for re-evaluation of answer scripts in Theory Courses only. The re-evaluation shall be done by a panel of 2 examiners excluding the one who first evaluated the answer script. The concerned Board of Studies shall recommend and adopted the panel of at least two examiners for re-evaluation of whom at least one will be an expert in the course concerned. There shall be no scrutiny system.
10. A candidate who fails to secure at least 40% marks in any Credited Course shall be declared to have failed in that Course. The candidate may appear as a Back Candidate in that Course in the next corresponding Semester Examination. He/She shall have three consecutive chances to pass in that course starting with the first chance (as per UGC Guidelines).
11. The rules for multiple/lateral entry and exit, and other rules in connection with examination issues will be dealt as per the UGC/Ministry of Education, Govt. of India Guidelines/Directives.
12. Any other points not covered in the aforesaid section will be decided as per the Guidelines/Directives issued by the UGC/Ministry of Education, Govt. of India/Competent authority of the University.
13. **Removal of Difficulties:** Notwithstanding anything contained in the above Rule, the Vice-Chancellor may take such measures as may be necessary for removal of difficulties from time to time in concern with NEP 2020 and shall be applicable as per orders.

Note : Students who have already enrolled and are pursuing UG programme as per Choice Based Credit System (CBCS) are eligible to pursue the Four year undergraduate programme (FYUGP) and the university concerned may provide bridge courses (including online courses) to enable them for transition to CCFUGP under UGC directions **Ref:** *Curriculum and Credit Framework for FYUGP page 31*).

Overall Structure:-

The following structure as reflected in table 1 should remain the same within the Institute (Bhavana/ Vibhaga, etc.). However for Kala-Bhavana it will be 18 Major courses (18 x 4 = 72 credit) in the first 6 semester and 23/24 major in the 7th and 8th semesters. Such variations are permitted within the Bhavanas.

Table 1

[illegible]

Minor Courses I: General

- (a) All Departments except Sangit-Bhavana will offer Minor Courses consisting of 4 papers – but offered across 8 semesters according to the following schedule.

Minor Course I : Subjects from other Bhavanas

Sem-I	Sem-III	Sem-V	Sem-VII
Paper-1	Paper-2	Paper-3	Paper-4
Sem-II	Sem-IV	Sem-VI	Sem-VIII
Paper-1	Paper-2	Paper-3	Paper-4

Minor Course II : Subjects from Sangit-Bhavana

- (b) Sangit-Bhavana will offer according to the following schedule.

Minor Course I (e.g., Rabindrasangeet)

Sem-I	Sem-III	Sem-V	Sem-VII
Paper-1	Paper-3	Paper-1	Paper-3
Sem-II	Sem-IV	Sem-VI	Sem-VIII
Paper-2	Paper-4	Paper-2	Paper-4

Minor Course II (e.g. Sitar)

Students of Sangit-Bhavana or other Bhavanas choosing Minor Courses in Sangit-Bhavana must choose both Minors of Sangit-Bhavana or both courses outside Sangit-Bhavana.

Multidisciplinary Courses

All Bhavanas are requested to submit their Multidisciplinary Courses (1 – Paper, 2 – Paper or 3 – Paper) approved through the B.o.S & Institute Board. Bhavanas (1) May/May not offer same paper in odd/even semesters. (2) It may offer independent papers/continuous papers that must be taken in sequence.

Multidisciplinary/ Interdisciplinary Courses (3 x 3 Credits =9 credits)

Departments are to decide whether to offer 1, 2 or 3 papers

Table 2

Bhasha-Bhavana	Comparative Literature, Assamese
Kala-Bhavana	Painting, Sculpture, Graphics, History of Art
Palli SangathanaVibhaga	Social Work, Introduction to rural management
Palli Shiksha Bhavana	Principles of Agriculture, Natural Farming
Sangit-Bhavana	RabindraSangeet, Classical Vocal, Instrumental, Dance, Drama
Siksha-Bhavana	Astrophysics, Chemistry, Mathematical Logic
Vidya-Bhavana	Indian Culture, Anthropology, Journalism, Women's studies
Vinaya-Bhavana	Physical Education, Value Education

Ability Enhancing Compulsory Course(AECC) (4 x 2credits = 8 credits)

Ability Enhancing Compulsory Courses: English 1 and English 2 and Modern Indian Language (MIL) -1 and MIL -2 may be offered in consecutive semesters (odd-even/odd-even) or in alternate semesters (odd-odd/even-even) . In the former case students may take Eng -1 (Sem-1), Eng-2(Sem-2) MIL 1 (Sem-3) MIL -2

(Sem-4) or other way round. In the latter case it would be Eng-1(Sem-1)MIL-1 (Sem-2) Eng 2(Sem3)MIL-2(Sem4).

Skill Enhancing Course(SEC) (3 x 3 Credits= 9 credits): This would be offered by the student's Major department (as in CBCS) –only in the first 3 semesters.

Common Value Added Course (CVAC) (2 x 3 cr =6 credits): This will consist of 1 course of Tagore Studies of 3 credits in Semester 1 and 1 course of Environmental Studies of 3 credits in Semester 2.

Summer Internship:

- i. The student must submit the certificate to the Department where the HOD or the Department will forward these to the Examination Department. No grades are required on the certificate only a mention of the credit, hours.
- ii. Once the certification is accepted, the Department will send the complied the certification of all the students are send the same to the Examination Department.

Total Marks, Internal Marks and Test (exam) this are as follows:

Credit	Full Marks	External + Internal	Exam Time
4	100	80 + 20	3 hrs
3	75	60 + 15	3 hrs
2	50	40 + 10	2 hrs

The proposal of four departments Chinese, Japanese, Tibetan Arabic & Persian to Co-ordinate their GEC courses, AECC 1 (English Communication etc in First Sem) and AECC II (Environmental Studies in Second Sem), Foundation Course (Tagore Studies in Sem 1 and 2) offered by the other Departments for their 1st Year (Post-Preparatory) students of the CBCS programme (2022-2026) is accepted. **Their programme will be identified as the BA (Hons.) CBCS Programme.**

The Course nomenclature must mention subject, Major, Minor, Multidisciplinary etc in the following manner:

Economics Major Course 3

MJEC03

Economics Minor Course 1

MNEC01

Physics Minor Course 2

MNPH02

Physical Education Multidisciplinary Course 1

MDPE01

Credit accumulation and redemption:

The NHEQF helps facilitate multiple entry, multiple exit, and re-entry options for students at the undergraduate and master's levels. It would facilitate credit accumulation through the facility created by the Academic Bank of Credit (ABC) scheme in the "Academic Bank Account" opened by students across the country to transfer and consolidate the credits earned by them by undergoing courses in any of the eligible (HEIs). The ABC allows for credit redemption through the process of commuting the accrued credits in the

Academic Bank Account maintained in the ABC for the purpose of fulfilling the credits requirements for the award of Certificate/Diploma/ Degree by the authorized HEIs such as the universities or the autonomous colleges. However, the validity of credits earned and kept in the Academic Credit Account will be to a maximum period of seven years or as specified by the ABC for different disciplinary or fields of learning to allow the redemption of credits after the date of earning such credits. After seven years, re-entry into a programme of study will be based on the validation of prior learning outcomes. Lateral entry into the programme of study at a particular NHEQF level will be based on the validation of prior learning outcomes, including those achieved outside of formal learning or through learning and training in the workplace or in the community, through continuing professional development activities, or through independent/selfdirected/self-managed learning activities.