

## VISVA-BHARATI



## SANTINIKETAN Examination Section

### General Rules for University Examinations

**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.

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

**Choice-Based Credit System (CBCS):** Choice-Based Credit System is a flexible system of learning.

**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.

**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. Grades are denoted by letters O, S, A++, A+, A, B+, B, C and F.

**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:** A registered student of any other recognized University seeking admission to any of the full time courses should furnish the Migration Certificate from the University last attended by him / her studies within 1(one) months from the date of admission failing Admit Cards for the Examination will not be issued.

Students of this University will be granted Migration Certificate on application on payment of prescribed fees.

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 degree courses for full time 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)

**Conditions for Admission to Examinations:** Application for admission to University examination shall be made in the prescribed form and forwarded to the Examination Section through the Head of the Department and the Principal of the Bhavana/Vibhaga within the notified due date.

Those who have acquired higher degree cannot appear for lower courses. Those who have completed a course either here or in any other universities will not be allowed to join the same course with the same subjects again.

Students will not be allowed to pursue **two full time courses at a time** either in this University or outside except for certain courses like Diploma/Certificate courses. Service holders are not eligible to get admission in full time courses except Ph.D. Programmes.

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. That he / she has attended a regular course of study for the prescribed number of academic years and has kept 75% attendance or has paid the short attendance fee.
- c. **Attendance:** A student must keep a minimum of 75% attendance for each Examination to sit for any examination. A maximum of 15% relaxation may be permitted for a genuine reason on payment of a short attendance fee.
- d. 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 fees, but for sufficient cause the candidate may be permitted to present himself / herself at the next ensuing examination without payment of a further fee.

**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 power to call upon any candidate appearing at an examination to give a specimen signature for purpose of identification.

- d. Permission to appear at a University examination may be withdrawn before or during the course of the examination for misconduct which in the opinion of the Upacharya (Vice-Chancellor) justifies the candidate's exclusion. The Upacharya's decision shall be final.
- e. If a candidate for any University of determination 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 or supplied by any other authority / agency and fails to return the same, the Upacharya may withhold of 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 returned by the candidate.
- f. No candidate shall assist or receive assistance from any other candidate at an examination, or make use of any unfair means in connection with an examination.
- g. No candidate shall bring with him / her into the examination hall any book or paper, notes or other material capable of being used by him / her in connection with the examination, nor shall he communicate to or receive from any other candidate any information in the examination hall.
- h. 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 as early as possible through the Examination Section 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 alleged 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:

**Nature of unfair means**

- a. Trying to help other candidates.
- b. Found consulting 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.
- 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.

**Scale of Punishment suggested**

Cancel the University Examination of the particular paper only written by the candidate.

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- e. Found in possession of incriminating material related/unrelated to the subject of the examination concerned.
  - f. Found copying either from the possessed material or from a neighbour.
  - g. Possession of mobile phones, i-pods, electronic storage device(s) / any other electronic gadgets (if not used)
  - h. If the candidate has repeated the unfair means shown above a second time.

Cancel the University Examination of all subjects registered (theory & practical) by the candidate in that session and debar him/her for the next examination session (i.e. all University Examinations in the subsequent session).

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| i. Inter-changing of answer scripts   | Cancel the University Examinations of all subjects registered (theory & practical) by the candidate during that semester only. |
| j. Change of sheet of copying.  |  |
| k. Exchange of answer sheets or relevant materials.                             |  |
| l. Writing some other candidate's registration number in the main answer paper. |  |

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| 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 two subsequent examination sessions. |
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| n. Threatening the invigilator or insubordinate behavior as reported by the Centre Superintendent. | Cancel the University Examination of all subjects registered (theory & practical) by the candidate for that session and debar him/ her for two years from registering and appearing for the University Examination. |
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| 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 two hearts from registering and appearing for the examination sessions. Moreover, relevant legal action shall he initiate if an outsider is involved. |
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- 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 enrol 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.
- j. The number or permissible chance(s) to appear in any examination shall be three (3). However one more chance may be given subject to approval of the Siksha-Samiti (Academic Council).
- k. All students shall be required to conduct themselves in a manner befitting the students of a national institution of high reputation, within and outside the precincts of the institution. Unsocial activities like ragging in any form shall not be permitted within or outside the precincts of the institution and the students found indulging in same shall be dealt with severely and dismissed from the University.

**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). Physically unfit examinee, unable to write himself / herself may be provided with a scribe 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 Section 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 exam.

**Results:** The Results will be published by the University. Both the Semester 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.

**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 Section. 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 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 Section. 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.

**Evaluation of Answer Scripts:** The Examiners appointed based on the recommendations of the BOS, will evaluate the respective answer scripts.

**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 University rule. The respective pass marks will be guided by University rule. For award of grace marks, the existing Rule of the University will be followed.

Absence in a paper will lead to failure in that part. A student under Semester system will be declared passed if he gets a minimum of 40% marks in each subject except the B.Sc(Ag) (Hons.) and M.Sc.(Ag.) Courses. In these two Courses ICAR guidelines be followed.

**Review of Answer Scripts:** A Candidate may apply in prescribed form along with requisite fees for review within 15 days from the date of publication of the results along with the original mark sheet through on line. The application for review of answer scripts should reach to the Examination Section 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 section 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 Candidates:** A candidate who fails in any paper will be eligible for two normal and one special subsequent (consecutive) chance if approved by the competent authority (Vice-Chancellor) to sit for the examination for that particular paper(s) as per the existing Rules of the University. The students of the University pursuing their studies under ICAR curriculum [B.Sc(Ag) & M.Sc (Ag)] 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. If a student of Ph.D or M.Phil fails to qualify/pass in any of the courses in his/her regular chance in any semester, one additional chance in the immediately succeeding academic session shall be given and that shall be the final chance.

**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.

**Cancellation of Examination:** Cancellation of Examination may be permitted if an application is received by the Examination Section **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.

**Improvement of result:** The University does not offer any scope for improvement of result for any examinations.

**Internal Assessment:** At least two Internal Assessment tests in each Paper/Course preferably be taken by every Department /Centre of the University in each Semester(Odd and Even) Examinations respectively. Marks obtained in continuous assessment by students should be forwarded to the respective Head of the Department by the concerned course teacher to at least two weeks 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 seven days before forwarding it to Examination Section. 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 the marks. The Head of the Department will after scrutiny enter the correct marks. The Internal Assessment marks to be reached to Examination Section before commencement of the Examination in alphabetic order. No change in the Internal Assessment marks will be permitted after they have been forwarded to the Examination Section.

**U.G, P.G, M.Phil & Ph. D. Coursework Examination:**

Normally, the student is expected to complete his/her programme within the minimum period as laid down under the relevant Regulation of the University which should be in conformity with the UGC Regulations on the award of First Degree (Under Graduate) and Masters Degree (Post Graduate).

Ordinarily, no student should be given time beyond the extended period of three years. However, in exceptional circumstances and on the basis of the merits of each case University may allow a student one more year for completion of the programme.

- a. The University shall follow the Choice Based Credit System in UG level. However semester system will continue in PG /M.Phil & Ph.D Course Work Examination.
- b. An academic year consists of two semesters with instructional contact of four months in each semester.
  - (1) Odd Semester (I , III and V, etc., Semesters): July to December
  - (2) Even Semester (II , IV and VI, etc., Semesters): January to June
- c. A candidate should secure minimum pass marks stipulated in all the courses offered in each Semester. Pass marks for each (Credited) Theory and Practical Course (Honours, Optional and Allied) shall be 40% of total marks in that course. Pass marks for Non-credited courses shall be 33% of total marks in each Course inclusive of

internal assessment marks. However the Pass marks for M Phil and PhD course work Examination is 50% of total marks.

- d. A candidate who fails to secure at least 40% marks in any Credited Course and 33% marks in any Non-credited Course of a Semester Examination 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. However for M Phil and PhD coursework examinations the students will get only one additional chance to clear the backlogs starting with the first chance.
- e. **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 chance. He/She shall appear in the internal and terminal examinations after filling the requisite examination form and then only be allowed to do the next Semester. During the duration of one course a student will be able to repeat maximum of two times.
- f. **Re-admission:** Regular Students who discontinue their studies can rejoin the same course after obtaining prior sanction from the University. In this regard the students will have to clear session charge including tuition fees, etc,. After re-admission, the examinations can be in continuation to the previous ones provided the scheme and syllabus remains the same. Otherwise all the papers will have to be attempted again.
- g. Medium in writing Examination shall ordinarily be English; exceptions may be made in cases of studies/ research in Languages.

**Appointment and Duties of Examiners and Moderators:** Duties and responsibilities of Paper Setters, Moderators, Head Examiners, Examiners, Re-Examiners and Invigilators will be governed by the relevant Ordinances. For obtaining the necessary declaration about their near relations appearing in the examination, the existing Rule of the University will apply.

- a. All semester examinations shall normally be held in the summer (May-June) and in the winter (November – December). However the annual examinations shall be held on such dates as notified by the University.
- b. Examiners for the different examinations will be appointed immediately preceding the examination.

- c. If any examiner, for any reason, unable to act, the Upacharya (vice-Chancellor) shall appoint an examiner to fill the vacancy.
- d. Examiners for different examinations shall be responsible to submit the award sheet including the evaluated answer scripts of each course/ paper to the examination section within **ten days** after completion of the concerned paper or course for early publication of the results in the academic interest of the students.

**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. However for this purpose the candidate has to apply along with requisite fees.

**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. Mark-sheets (Including if any failed/ re-attempts), Degree certificate and requisite fees to be attached along with application form. Processing time is 30 working days to issue transcripts.

**Issuance of Degree:** After declaration of final result of the programs each successful candidate shall receive a Degree / Certificate in prescribed format with the seal and signature of the Vice-Chancellor of the University.

**Rank Certificate:** Rank Certificate will 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 will get it as and when the entire revaluation process is over. Rank certificate will be issued till the 3rd rank. 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.

**Duplicate Certificate:** Duplicate Degree Certificate, Migration Certificate, P.D.C, mark sheets may be obtained after producing an FIR along with the requisite fees and an application in standard format to get duplicate certificate.

**Correction of old Certificates / Marksheetworks-** If some defects 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 / Marksheet 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.

**Signatory Authority:** The Upacharya (Vice-Chancellor) of the University shall put his/her signature on each Certificate of the different degree course examinations conducted by the University. The Karma Sachiva (Registrar) of the University shall put his/her signature on the Certificates of School Examinations, Diploma and Certificates (excepting . The In-Charge of the Examinations or in his/her absence the Assistant Registrar(Examinations) shall put his/her signature on each Marksheetworks, declaration of Results and Admit Cards of the different examinations.

**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 Marksheetworks 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 Marksheet / 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 Marksheet and Transcript/ Duplicate of Certificate from Visva-Bharati subject to the availability of records at Visva-Bharati.

**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.