

EXAMINATION/SEMESTER RULES

Duration of Semester:

The academic session is divided into two semesters. Following the change in academic session from August- May to January- December, the first semester now commences **from January with the exams in May and the second semester is observed from August- December**. The duration of each semester shall be **18 weeks**; out of this period **sixteen** weeks shall be the actual teaching time.

Graduates with 4- year Bachelor degree:

Course Weightage-Credit Hour

Each course carries certain credit hours assigned to it. One credit hour (C.H.) for a particular course is generally to be considered as fifty minutes (one period) of teaching per week. The number of credit hours indicates weightage of the course compared to other courses and also reflects number of hours of teaching of that course per week. Thus a course of 3 credit hours would mean a total of $3 \times 16 = 48$ (credit hours assigned to the course multiplied by the number of weeks of semester) hours of actual teaching of that course in a semester. Laboratory course (Practical) up to 6 hours duration conducted once a week is assigned 1 C.H.

The credit hours are generally assigned as shown hereunder:-

Theory 3/ 4 C.H. each course per semester

Lab. (Practical) 1 C.H. each course per semester

4-yr.Bachelor programs in all disciplines under Natural Science & Social Science b) 146/147 C.H

Rules for Promotion

The promotion from the first semester to the second, or from the third to the fourth or from the fifth to the sixth semester or 7th to the 8th and 9th to 10th etc. will be automatic made as per provisions listed below

1. The student must meet the minimum requirement of 75 % attendance in that semester.
2. For the promotion from the second semester to the third and fourth to fifth and sixth to seventh or 8th to 9th etc. semester, a student must have (a) minimum attendance of 75 % and (b) a G.P.A. of 1.75 or above, in the preceding two semesters.
 - iii. If a student fails to meet attendance requirements in any semester, he is liable to loose his seat and will not be allowed to appear in that semester examination and has to seek fresh admission in the next session in the same class, as explained here under:-
 - a. If a student fails to meet the minimum attendance requirement during 1st semester, he/she will not be allowed to appear in the 1st semester examination and will not be promoted to the second semester. He/She has to seek fresh admission in the next academic session in the same class for which he will be allowed re-admission without competing with other applicants.
1. If a student reaches the second semester after completing all the requirements of minimum attendance and G.P.A but fails to meet the minimum attendance during the second semester, he/she will not be allowed to appear in the second semester examination. However, he/ she can appear as an ex-student at the immediate next session in the second semester when the examination of that semester is held.
2. The same procedure will be repeated for succeeding semesters in case of shortage of attendance.
3. A student who secures less than 1.75 C.G.P.A. in the preceding two semesters, (i.e. 1st and 2nd or 3rd and 4th or 5th & 6th or 7th & 8th, 9th & 10th); he/ she will not be promoted to the next semester (3rd /5th/ /7th/9th), however, the student may reappear as an ex-student at the immediate next session in the

respective semesters to improve his G.P.A when the examination of that course(s) is conducted in which he/she is failing or has scored poorly.

4. **For the award of degree the student must have a minimum C.G.P.A. of 2.0.**
5. **A student failing in the 3-Yr. final Bachelor's (Hons) examination, shall not be allowed to seek admission in Master's (Hons) degree course.**

Evaluation

1. The course teacher will conduct mid-term and final semester tests. Mid term will carry 30% weightage and will be of one hour duration.
The final semester test will be of 50 marks and of 2 hours duration.

Final Semester test paper will comprise 8 questions (5 to be attempted) of 50 marks, each question carrying 10 marks.
1. There will be Mid-term and final Semester tests for Lab. courses. The evaluation of Lab course will also be based on performance in Lab Test and completion of Lab requirements.
iii. The marks of the mid-term tests as well as the final semester tests should be announced in the class by the respective course teachers. The results should also be put up on the department's notice board immediately after evaluation is completed within **ten days** from the conduct of the tests. Copies of award lists of the mid-term tests/ final semester tests should be deposited by the concerned course teacher in the department's office. Three copies will be sent to the Controller of Examinations countersigned by the concerned Director/ Chairperson.
1. The students will use their roll/ seat numbers on their test scripts/ answer books. The award lists to be prepared by the teachers should also bear names of the students and their father.
2. The cumulative results of both the semesters of the academic session as well as final result of the program will be announced by the Controller of Examinations. The final Transcripts and marks sheets/ Transcript will also be issued on payment by the Controller of Examinations office.
3. The course teacher will return the scripts of mid-term and final semester tests to department's office after evaluation. The course teacher will initial and/ or cross out unutilized space/ gap on page(s) of the scripts/ answer books at the end of paper.

Grade Appeal

4. If any student is not satisfied with the evaluation of his/ her grade, he/ she may convey this in writing to the course teacher with a copy to the director / chairperson of the concerned institute/ department within 10 days of the result thus posted/ announced by the course teacher.
5. If the course teacher is not able to resolve the issue then the student concerned will prefer an appeal to the Departmental Committee through the Director/ Chairperson of the Institute/ Department. The Committee shall hold a hearing within seven (7) days following the student's appeal. The Committee may invite the course teacher and the student concerned to hear the grievance and give its decision accordingly.
6. The student if not satisfied, may however, make review petition to the Dean of the concerned Faculty, who should invite comments from the concerned Director/ Chairperson of the Institute/ Department and give his/her final decision.

Cancellation of Admission

7. If a student fails to attend any lecture during the **first four weeks** of the commencement of the semester as per announced schedule, his/ her admission shall stand cancelled without any notice.