

# REGULATIONS OF EXAMINATION, 2023



तस्य प्रज्ञा प्रतिष्ठिता

PRAGJYOTISHPUR UNIVERSITY

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## 1. Committee of Examination :

1.1 An examination committee will be constituted comprising the followings

- a. Vice Chancellor, PU
- b. Registrar, PU
- c. Deans of respective schools
- d. Controller of Examination(CoE),PU
- e. Academic Registrar, PU

1.2 The functions of the committee will be as follows

- a. Moderation of result before the declaration of the same
- b. Analysis of performance
- c. Resolution of disputes related to the declaration of result
- d. Fixation of the examination fee
- e. Ensuring that exams are conducted in a timely manner while adhering to the academic calendar
- f. To make decisions regarding any other exam-related issues as and when appropriate, based on the urgency

## 2. Duration of Programme, type and title of qualification/nomenclature:

Type of Qualification	Qualification Titles
Undergraduate Certificate	<b>Undergraduate Certificate (Field of discipline).</b> Program duration: First year (first two semesters) of the undergraduate program, followed by an exit 4-credit work based on vocational courses.
Undergraduate Diploma	<b>Undergraduate Diploma (Field of discipline).</b> Program duration: First two years (first four semesters) of the undergraduate program, followed by an exit 4-credit work based on vocational courses.
Bachelor's Degree	<b>Bachelor of (Field of discipline) the undergraduate program</b>

	<p>Examples:  <b>Bachelor of Arts (B.A.), Bachelor of Science (B.Sc.), Bachelor of Commerce (B.Com.), Bachelor of Computer Application (B.C.A.), Bachelor of Performing Arts (B.P.A).</b>  Program duration: Three years (six semesters).</p>
Bachelor's degree (Honours/ Honours with Research)	<p><b>Bachelor of (Field of discipline) (Honours/ Honours with Research).</b>  Program duration: Four years (eight semesters).</p>
Post-Graduate Diploma	<p><b>Post-Graduate Diploma in (Field of discipline).</b>  Program duration: One year (two semesters) in the case of those who exit after successful completion of the first year (two semesters) of the 2-year master's degree program.</p>
Master's Degree	<p><b>Master of (Field of discipline).</b>  Program duration: Two years (four semesters) for those who have obtained a 3-year/6-semester bachelor's degree.</p> <p><b>Master of (Field of discipline):</b>  Program duration: One year (two semesters) in the case of those who have obtained a 4-year/8-semester bachelor's (Honours/ Honours with Research) degree  Examples • Master of Arts (M.A), Master of Commerce (M.Com.), Master of Science (M.Sc.), Master of Computer Application (M.C.A.), Master of Performing Arts (M.P.A.).</p>

### 3. Semester Calendar and examination schedule:

There will be two semesters every year, viz.

- i. Śarada Śāṇmāsika,
- ii. Vasanta Śāṇmāsika.

The Śarada Śāṇmāsika will start from July and will end by December, while the duration of the Vasanta Śāṇmāsika will be from January to June. The End Semester Examination of every semester will be

completed prior to commencement of the next semester . The Academic Activity Calendar of the University will display the approximate period of the Examinations. However the other related information of the examinations along with the exact dates of the same will be notified time to time by the Controller of Examinations (CoE), PU.

#### **4. Examination fee:**

As periodically announced by the Controller of Examination with due approval from the committee of examination.

#### **5. Attendance:**

To appear in the End-semester Examination, a student will have to attend at least 75% classes including tutorials and practical sessions of all courses. Apart from that, a student shall be required to be present in the Class tests, Mid-term tests and to complete other tasks, assigned by the concerned teachers.

#### **6. Evaluation :**

The process of evaluation will be completed in two phases,

##### **a. Internal evaluation procedure**

##### **b. End Semester Examination**

##### **a. Internal evaluation procedure:**

- i. The internal evaluation process will include Class-test Examinations, Home-assignments and a Mid-term Examination.
- ii. The Class-test examinations will be held by the concerned teachers of each paper and will last two hours for a paper worth 40 marks, one hour for a paper worth 25 marks and 30 minutes for a paper worth 10 marks. There will be two Class tests; Class test-I and Class test II and a Mid-term test in between the two class tests.
- iii. The Class test II can be altered by Home- Assignments, Viva-voce, Group Discussions also.
- iv. The concerned teacher(s) shall set the question papers, perform the invigilation duties, and evaluate the answer scripts for each paper as part of their regular duties without interfering with regular classes.
- v. The exact date of the Class Test in each paper will be declared in the Academic Activity Calendar of Pragjyotishpur University and changes, if any, will be intimated.

- vi. Once the evaluation is completed, the answer scripts will be provided to the students so that any necessary modifications to the evaluation can be made. After that, the scripts will be collected back from the students for record.
- vii. The entire process of evaluation of Class Tests and Mid-term Examinations should be completed within two weeks from the date of commencement of the concerned examination.
- viii. If a paper is taught by two or more teachers, then they shall work together to undertake the internal evaluation.
- ix. All the answer scripts will be scrutinized by teachers other than the examiner and if any discrepancy is noticed in the evaluation, the answer script will be re-evaluated.
- x. No student will be allowed to appear the Class-Test and Mid-term Examination for betterment. In case, a student fails in the Class Test and Mid-term Examination, s/he will be allowed one more attempt to clear it in the next similar Semester.
- xi. In case a student fails to appear in the Class Test or Mid-term Examination for a valid reason supported by any authentic document submitted to the University, a separate examination will be conducted on a suitable date determined by the respective teacher before the commencement of the End-Semester Examination.

#### **b. End-semester examination**

##### **Setting of question papers :**

The CoE. PU with due approval from the Committee of Examination shall prepare a panel for the settings of the question papers of the End Semester Examination for courses of different programmes

For the setting of question paper, letter shall be issued by the CoE to the respective faculties who are from inside the University and in case, the expert is outside from the university, taking proper consent from the respective paper setter, the CoE shall forward the copy of the syllabus, along with the other essential components, such as the copy of general instructions for the setting of question papers, remuneration bill (where necessary), indicating a fixed date for the submission of the paper.

##### **Moderation of question papers:**

The question papers received through the process, mentioned above shall have to be moderated by another expert of the concerned domain. For moderation of the papers, the following points shall be taken under consideration.

i) The moderator shall ensure that the question have been prepared strictly in accordance with the syllabus and instructions provided.

ii) The moderator shall check the proper distribution and weightage of marks, and shall make necessary modifications wherever required.

iii) If any kind of ambiguity in the language of question paper is noticed, the moderator shall remove the same with appropriate substitutions.

iv) Once the question papers are finalized, necessary arrangement shall be made by the CoE to print the same for use in the End Semester examination.

#### **Examination Procedure:**

- i. The date of End-semester Examination shall be declared by the CoE according to the Rules of the University.
- ii. In the End-Semester Examination, a 4 credit paper shall contain 60 marks, 3 credit paper shall contain 45 marks and 2 credit paper shall contain 30 marks.
- iii. For a paper consisting of 60 marks, the End-Semester Examination shall be of two and half an hour duration; for a paper consisting of 45 marks, the Examination shall be of two hour, and for a paper of 30 marks, it shall be of one hour and fifteen minutes.
- iv. Within two weeks from the date of commencement of the End Semester Examination, answer scripts shall have to be evaluated and to be scrutinized. Evaluation of answer scripts shall be done by examiners based on well defined scheme of evaluation.

- v. After evaluation and scrutiny, the CoE, PU, shall retain the answer scripts separately for future reference, such as re-evaluation. Mark foils and scrutiny sheets shall be kept separately for preparing transcripts.

#### **7. Declaration of Result:**

- i. The CoE, soon after receiving the finalized marks, shall initiate the necessary process for the declaration of the results. The process shall be completed and as per the following:
- ii. The software generated tabulation sheet will be printed out for checking after the completion of marks entry to the examination portal . CoE may assign officers for cross checking with the mark-foils. If any kind of mistake is noticed, that may be marked by red ink. After due consultation with the members of the Committee of Examination, the CoE may instruct to the officer to do necessary scaling of marks (if required). A summery sheet and final result sheet shall be prepared on the basis of the final tabulation sheet, signed by the concerned officer.
- iii. The summery of result and proposed format of notification along with the tabulation sheet, after being compiled, shall be placed before the Committee of Examination. After approval, the result in the prescribed format shall be notified on the University website.
- iv. The entire process shall have to be completed within next 15 days after evaluation and scrutinization of the answer scripts.

#### **With-held of result:**

A student shall have to submit a clearance certificate to the office of the CoE in a prescribed format. The clearance certificate shall indicate no dues from the office, library, hostel, university canteen etc. The result will be withheld if clearance certificate is not received from the student.



## 12. Criteria for passing courses, grade/marks and SGPA/CGPA

### Computation of SGPA

The **SGPA** is the ratio of 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  $i^{\text{th}}$  course and  $G_i$  is the grade point scored by the student in the  $i^{\text{th}}$  course.

### Computation of CGPA

The **CGPA** is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a program, i.e.

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

Where,  $S_i$  is the SGPA of the  $i^{\text{th}}$  semester and  $C_i$  is the total number of credits in that semester.

**Table: Illustration of the Computation of SGPA**

Course	Credit	Grade Letter	Grade Point	Credit Point ( <i>Credit</i> × <i>Grade</i> )
Course 1	3	A	8	3 × 8 = 24
Course 2	4	B+	7	4 × 7 = 28
Course 3	3	B	6	3 × 6 = 18
Course 4	3	O	10	3 × 10 = 30
Course 5	3	C	5	3 × 5 = 15
Course 6	4	B	6	4 × 6 = 24
	20			139

$$\text{Thus, } SGPA = \frac{139}{20} = 6.95$$

**Table: Illustration of the Computation of CGPA**

Semester I	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6
Credit: 20 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

$$\text{Thus, } CGPA = \frac{20 \times 6.9 + 22 \times 7.8 + 25 \times 5.6 + 26 \times 6.0 + 26 \times 6.3 + 25 \times 8.0}{144}$$

$$= 6.73$$

### Letter Grades, Grade Points and Range of Marks

The Letter Grades and Grade Points will be followed as per UGC Curriculum and Credit Framework for Undergraduate Programme, 2022.

**Table: Letter Grades and Grade Points**

Letter Grade	Grade Point	Range of marks*
O (outstanding)	10	91-100
A+ (Excellent)	9	81-90
A (Very good)	8	71-80
B+ (Good)	7	61-70
B (Above average)	6	51-60
C (Average)	5	41-50
P (Pass)**#	4	40

F (Fail)	0	<40
Ab (Absent)	0	
**40% in case of theory; 50% in case of practical		
# Minimum Grade point 6 for Dissertation		

## Passing Grade/ Marks

The Passing grades/marks are indicated in the above Table. However, the transcripts will reflect only the SGPA and CGPA, not the marks

- Pass marks are as follows:
  - Theory : 40%
  - Practical : 50%
- Additional courses
 

Any add on courses taken by a student as per the provisions of the course structure with due approval of the institution concerned, will be reflected in the transcript, but will not be considered for computation of SGPA and CGPA.
- Entry requirement for pursuing bachelor's degree (Honours with Research)
 

After completing the requirements of a 3-year bachelor's degree, candidates securing a minimum CGPA of 7.5 will be allowed to continue studies in the fourth year of the undergraduate program leading to the bachelor's degree of Honours with Research.

## Duties of an Invigilator:

- i. An invigilator has to arrive the examination venue 40 minutes before the commencement of the examination to take charge of the essential examination materials such as question papers, answer sheets, etc., and to make necessary arrangements of examination hall.
- ii. After arriving the examination hall, an invigilator shall verify the identity of the students by checking Student's ID Card and admit card.

## Duties of an Examiner:

- i. An examiner shall be liable to evaluate the answer scripts submitted by the students in the Class Test , Mid- Term and End-Term Examinations.
- ii. An examiner shall assess the answer scripts and assign marks or grades on the basis of the predefined criteria (Vide, UGC Curriculum Framework). The examiner shall ensure that the assessments are fair, consistent, and aligned with the learning outcomes of the course.
- iii. To ensure timely declaration of result, an examiner shall have to complete the entire process of evaluation and assessment within the allotted time frame and to submit the mark foils to the CoE .
- iv. Evaluation of answer scripts and timely submission of the same along with the marks will be considered as an essential duty on part of an examiner.
- v. Any faculty member who fails to complete evaluation within the allotted time or who refuses to accept responsibilities assigned by the CoE shall be reported by the CoE to the Committee of Examination so that it may take necessary actions to address the deviation.

### **Use of unfair means:**

- i. A Committee will be set up to deal with unfair means in examinations and initiate disciplinary action
- ii. The Controller of Examinations will be the appellate authority on such matters.
- iii. The following will be considered as unfair means/violation of examination rules that will invite disciplinary action
  - a) Copying from printed manuscript/loose sheet/book
  - b) Copying from scribings on a scale/instrument box/blotting paper/question paper etc.
  - c) Inserting/smuggling answers procured /written from outside
  - d) In possession of printed/manuscript loose sheet/book

Use of any electronic gadget including mobile phone, tablet, laptop.  
Procedure for reporting unfair means cases and the provision of  
punishments.

- v. The report/s should be submitted to the Controller of Examinations just after the conclusion of the entire examinations.
- vi. A statement of confession of being involved in unfair means during examination hours should be taken from the expelled candidates which should be enclosed with the expulsion reports.
- vii. The Committee on Unfair Means will hold its meeting periodically to hear the cases for fixing up the quantum of punishment of the expelled candidates.
- viii. An official letter pertaining to every case of expulsion will be intimated to the concerned expelled candidates by the Controller of Examinations.