

## II. General Rules for Examinations

1. Medium of Instruction and medium of Examinations for all courses other than Language and Literature courses will be English. Greek symbols as per international practice may be used.
2. Except for the Casual students as provided in the rules no student as provided in the Regulation and subject to the powers of the Vice-Chancellor mentioned below will be admitted to any University examination or any other such examination as the University may have provided for unless he/she has fulfilled the conditions prescribed hereinafter for eligibility to appear at the different examinations.

### 2.1 Eligibility to appear at the Examination

(i) To be eligible to appear at an examination a student must have satisfied the condition of attending minimum of 75% of total lectures

(ii) Students must successfully pass courses related to Continuous Assessment/ Practical / Tutorial and/or Sessional Papers. The names of such students would be intimated to the Controller of Examinations by the Head of the Department.

(iii) A student must apply to the Controller of Examinations and pay the requisite fees for Examination, as per notification issued by the Controller of Examinations.

2.2 In individual cases the Vice-Chancellor shall have the power of relaxing the prescribed percentage of attendance pertaining to 2.1(i) mentioned above to the extent of 15% in theory and / or practical classes including sessional/ tutorial classes as may have been prescribed on the ground of following nature

- i) Illness - medical certificate is to be submitted to the Head of the Department at the time of resuming class after recovery.
- ii) Natural Calamity
- iii) Participation in extra- Curricular activities to represent the University

2.3 If it is considered necessary to have relaxation in general the matter must be placed before the Vice-Chancellor.

2.4 The provisions in these rules requiring the specified class attendance and conditions prescribed in relation to practical and/or tutorial work shall not apply to the following categories of students

- (a) Students who having failed to pass in more than one subject in any Degree Examination have not sought casual studentship subject to provisions of Regulation 19.
- (c) Students who join Presidency University from outside, as a collaborative student, under students exchange program with Foreign Universities / Institutes.

3. (a) A suitable amanuensis to write answer papers on behalf of a blind/physically handicapped candidate may be appointed by the Controller of Examinations and shall be paid such remuneration per paper as may from time to time be fixed by authority.

(b) A blind candidate or persons with disabilities may be allowed to have at least 20 minutes per hour of scheduled examination grace period at the time of examination beyond the normal examination period.

4. (a) Application for admission to University Examination shall be made by the candidate in prescribed form (offline/online) after payment of prescribed fees. Non submission of application even after payment of fees shall not accrue the right to be admitted to any examination. No student shall be admitted to any examination of the University unless he/she has paid the prescribed fees and submitted the application form for Examination by the date specified by the Controller of Examinations. Controller of Examinations at his discretion may extend the date of submission of application form and/ or payment of fees with prescribed fees for late submission after

expiry of the specific date, provided that no such grace period shall apply to candidates for any Supplementary/ Special Supplementary Examination.

(b) Abstaining from payment of Examination fees/ submission of application form or both for any of the semester examinations including supplementary/ Special Supplementary Examination within the time schedule announced by the Controller of Examinations be treated as non-appearance in the semester/Supplementary/Special Supplementary Examination with all its consequential effects.

(c) Casual students will have to pay the prescribed casual student's fee for obtaining the Casual studentship and shall have to apply to the Controller of Examinations in prescribed form stating the papers they want to appear in.

(d) Submission of application for the examination and or payment of Examination fees do not accrue the right of admittance in any Examination, under special situations, as may be deemed proper by competent authority.

5. (a) In case of change of syllabus/courses of study, a student who fails to pass in any examination in any faculty and wishes to appear at any subsequent examination as a casual student shall be permitted to appear for the next two consecutive years only in the same old course and syllabus in which he failed to pass.

(b) In case if a student is retained in the First year class on the eve of introduction of new Syllabus/Course structure then the student will be required to join the new syllabus/Course structure.

6.(a) Before the results of any University Examination are drawn-up answer scripts of all cases shall be scrutinized by scrutinizer/s under the supervision of the Controller of Examinations.

(b) There will be re-examination/review of answer papers (except special supplementary paper/s) which, however, will be on payment of the prescribed fee for each paper & surrender of original mark sheet.

**(a) Provisions for post publication review:**

(i) A student may apply for review of theoretical answer scripts in the prescribed form. Ability Enhancement Compulsory Courses (AECC) under the CBCS in undergraduate programme, is however outside the purview of review.

(ii) There will be no scope of post publication review of non-theoretical papers/Practical Courses/Term Papers/Tutorials/Projects/ Internal Assessment/Viva-Voce/Field Work Report etc.

(iii) Under no circumstances fees for post-publication review once paid will be refunded.

(iv) If marks awarded after review in a paper do not differ by more than 20% of the full marks of that paper from the original examiners' award, the marks after review will be accepted as final marks. If, however, the difference of marks exceeds 20% or more of full marks of that paper then the paper will be forwarded to the third examiner for reassessment. In such a case the marks awarded by the third examiner shall stand final.

**(d) Tabulator grace marks**

Tabulator's grace marks will remain present. The grace will be maximum of 2% of the total marks of the paper.

**(e) Self Assessment / RTI Redressal**

- i. Photocopy of answer script after evaluation may be obtained by an examinee concerned, once, only for self-inspection on the basis of an application to the Controller of Examinations of Presidency University in a prescribed format available from the office of the Controller of Examinations forwarded by the concerned Head of the Department on payment of prescribed fees provided that no such application for of evaluated answer script in Practical papers shall be entertained by the university.
- ii. Application for photocopy of evaluated answer script (s) for the purpose of self-inspection is to be submitted within fifteen working days from the date of publication of the result of the concerned examination.
- iii. Photocopy of the answer script(s) will be handed over to the concerned examinee, provided that photocopy of answer script(s), which is/are not under re-examination.
- iv. The examinee shall have to appear with original admit card of the concerned examination along with receipt of the fees on the specific date and time as may be intimated by the University to take delivery of photocopy of answer script(s) for self – inspection .
- v. The University shall not entertain any claim for redressal of grievance of the concerned examinee arising out self – inspection relating to evaluation of answer scripts.

University Examination pattern, Course Distribution Evaluation and Progression

A. EXAMINATION PATTERN

7. (a) No student shall be permitted to sit for any Bachelor's Degree Examination or Master's Degree Examination after the lapse of the period of attendance as specified below:

Bachelor's Degree Examination for any course— Six years after admission to the first semester.

Master's Degree Examination— Four years after admission to the first semester.

PhD. Coursework : two years from the date of enrolment in the PhD program

All examinations in the Faculty of Arts and the Faculty of Science will be held on the compartmental system, that is to say, the student must pass separately in every paper of different examinations and those who pass in a paper/ papers shall not be permitted to sit for examination in that paper/papers again. Re admitted students will not, however comes under purview of this clause.

(b) Non –appearance in a paper / papers will count as failure in that/ those papers and shall be considered as a chance.

8. (i) There will be no separate supplementary examination excepting for the Final Year Classes as outlined in (9 b) below. Students, other than final year, who are promoted to the next higher class with stipulated number of unsuccessful paper(s) will sit for the supplementary/backlog examination(s) together with the regular students of the next batch at the time of concerned semester examination of the respective semester.

(ii) Non –appearance in a backlog / supplementary paper(s) will count as failure in that/ those papers and shall be considered as a chance. Ignorance in any case shall not be a valid reason for consideration of any prayer/ demand whatsoever.

9. (i) A student of any course with a backlog in a particular semester will have to mandatorily appear in the next similar (Odd/Even) semester and get it cleared failing which or abstaining from which will result a year loss. A maximum of three and two consecutive chances for appearing at the backlog

examination will be given excluding the regular chance for Bachelor program and Masters Program respectively.

(ii) There will be a Supplementary Examination for the Students of the Final Year Class who do not have any backlog of the previous year(s), that is to say, First, Second, Third and Fourth Semester examination but have failed to pass the theoretical paper(s) of 5<sup>th</sup> and / or 6<sup>th</sup> semester. Students declared ineligible to sit for the 5<sup>th</sup> and / or 6<sup>th</sup> semester will not be allowed to sit for the supplementary examination. A student who has not satisfactorily completed sessional paper(s) / Tutorial(s) / Practical Paper(s) in their final year will also be debarred from appearing at the Special Supplementary Examination. The Supplementary Examination will count towards a chance. The stipulation of six years / four years from the year of admission as stated in Regulation 7 will cease to exist if a student fails to pass any paper after availing of four / three chances to pass the paper(s) in the Undergraduate/Postgraduate examinations respectively.

10. Time allowed for examination on each Theoretical sit down examination for every course/paper for the Bachelor's/Master's Degree examination is as follows

Examination	Upto 50 marks	> 50 marks
End-Semester Bachelor Degree subjects/Master Degree subjects	2 hours	3 hours

11. Examination pattern will be as follows:

(i) Bachelor degree:

Major Subject (Theory) – (i) 70/80 marks paper at end-semester examination and 30/20 marks through continuous assessment respectively as per CBCS norms in Undergraduate programme, with effect from the academic session 2018-2019

(ii) 35/40 marks paper at end-semester examination and 15/10 marks through continuous assessment respectively as per CBCS norms with effect from the academic session 2018-2019

(iii) 35 marks paper at end-semester examination and 15 marks through continuous assessment respectively for the programmes prior to the academic session 2018-2019

Laboratory/Practical/Sessional/ Tutorial – will be evaluated on the basis of continuous assessment evenly distributed over the entire period of study/activity in the respective semester through the modalities offered by the concerned course teacher (s) and the evaluation must be finalized by the date on which the teaching ends for that semester.

(ii) Master degree:

Theory Subject – 35 marks paper at end-semester examination and 15 marks through continuous assessment

Laboratory/Practical/Sessional – 50 marks (will be evaluated on the basis of continuous assessment evenly distributed over the entire period of study/activity in the respective semester through the modalities offered by the concerned course teacher (s) and the evaluation must be finalized by the date on which the teaching ends for that semester.)

(i) Dissertation/Thesis:

Students shall undertake the Dissertation/Thesis under the supervision of at least one teacher of the Department. If necessary, there may be more than one supervisor from the department or any other department of the University.

Viva-voce in case of Master's dissertation/thesis paper should be jointly conducted by the internal examiner(s) and one external examiner to be appointed from outside the University.

Checking of plagiarism is mandatory for Dissertation / Thesis. Submission of statutory certificate in this regard is mandatory in the prescribed format.

12. (a) Students will be awarded grades for every paper as per the modality outlined in Regulation 18.

(b) The amount of learning indicated by a credit value is based on an estimate using the idea of notional hours of learning per week. The number of notional hours of learning provides a rough guide to how long it will take a typical student, on average, to achieve the learning outcomes specified for the module or program. The estimate of notional hours of learning doesn't just include formal classes, but estimates the amount of time spent in preparation for these classes, along with self-learning and study, plus revision and the completion of course-work required on the module.

13. The university shall follow the relevant Rules for Transfer of Studentship that can allow a student to transfer credits which have already been awarded to the student.

14. A student may be able to transfer credit(s) to and from any programme within the university /, or any institution with which the university has a formal agreement of mutual credit transfer. Transfer of Credit(s) will necessarily follow the guidelines as outlined in the PART B Point No. 3 of the REGULATIONS OF MODALITIES OF EXAMINATIONS AND TRANSFER OF STUDENTSHIP. Such credit transfer however will depend on whether the accumulated credit is at least 75% of the prescribed course structure and should have to studied for awarding a Degree relevant to the programme.

15. The following procedure shall be followed at the Bachelor's and Master's degree examinations:

(i) In the Bachelor's & Master's degree theoretical examinations, question papers for each course will be normally set by the paper setter as per the decision of Board of Studies in that Discipline and the answer script will be normally evaluated by the examiners as per



the decision of Board of Studies in that Discipline. The names of paper setters and moderators for PhD Course work examination will be decided by the Departmental PhD committee.

(ii) In the Bachelor's & Master's degree the practical/laboratory/any other sessional papers (like seminar/presentation/project or external training assessment etc.) will be evaluated on the basis of a continuous assessment evenly distributed over the entire period of study/activity in the respective semester and the evaluation must be finalized by the date on which the teaching ends for that semester. The modalities of such assessment will be finalized and notified by the course teacher (s) and the respective Head of the department at the beginning of the semester with intimation to the Controller of Examinations.

16. COURSE DISTRIBUTION: UNDERGRADUATE PROGRAMME

**(i) 6-Semester Bachelor (Hons) programme under CHOICE BASED CREDIT SYSTEM IN B. A. / B. Sc. Honours**

**(w.e.f. 2018-2019 academic session)**

The distribution of papers in the different under-graduate program will be as follows:

SEM	CORE COURSE (CC)	ABILITY ENHANCEMENT COMPULSORY COURSE (AECC)	SKILL ENHANCEMENT COURSE (SEC)	ELECTIVE: DISCIPLINE SPECIFIC (DSE)	ELECTIVE: GENERIC (GE)
I	C 1 (Major)	(English Communication/MI L)/ Environmental Science			GE-1
	C 2 (Major)				
II	C 3 (Major)	Environmental Science/(English/MI L Communication)			GE-2
	C 4 (Major)				
III	C 5 (Major)		SEC -1 (Major)		GE-3
	C6 (Major)				
	C7 (Major)				
IV	C 8 (Major)		SEC -2 (Major)		GE-4
	C9 (Major)				
	C10 (Major)				
V	C 11 (Major)			DSE-1 (Major)	
	C 12 (Major)			DSE -2 (Major)	
VI	C 13(Major)			DSE -3 (Major)	
	C 14(Major)			DSE -4 (Major)	

### Paper wise credit distribution

Type of Course	Credit per paper (If Practical involved with theory)	Credit per paper (If Tutorial involved with theory)
<b>CORE COURSE (CC)</b>	Theory: <b>4 credits</b> Practical : <b>2 Credits</b> Total credit per paper <b>6</b>	Theory: <b>5 credits</b> Tutorial : <b>1 Credits</b> Total credit per paper <b>6</b>
<b>DISCIPLINE SPECIFIC ELECTIVE (DSE)</b>	Theory: <b>4 credits</b> Practical : <b>2 Credits</b> Total credit per paper <b>6</b>	Theory: <b>5 credits</b> Tutorial : <b>1 Credits</b> Total credit per paper <b>6</b>
<b>GENERIC ELECTIVE (GE)</b>	Theory: <b>4 credits</b> Practical : <b>2 Credits</b> Total credit per paper <b>6</b>	Theory: <b>5 credits</b> Tutorial : <b>1 Credits</b> Total credit per paper <b>6</b>

Type of Course	Credit per paper
<b>ABILITY ENHANCEMENT COMPULSORY COURSE (AECC)</b>	Theory: <b>4 credits</b> Total credit per paper <b>4</b>
<b>SKILL ENHANCEMENT COURSE (SEC)</b>	Theory: <b>4 credits</b> Total credit per paper <b>4</b>

Total Credits for Bachelor in Science / Art (Honours) is 148

## 19. EVALUATION AND ASSESSMENT PATTERN

- (i) For Undergraduate programme under CBCS ( w.e.f. from 2018-2019 academic session)

For Bachelor Program Grade, SGPA & CGPA: Student shall be graded in each course on a 10 point scale. Based on marks obtained in aggregate for all the semesters for Bachelor course, in papers following grade and grade points shall be awarded. Though the pass mark on the whole for any individual paper is 40% of the total marks, separate pass mark is mandatory in the Tutorial / practical section of all such papers.

Letter Grade	Numerical Grade (G <sub>i</sub> )	Percentage of Marks
O (Outstanding)	10	90 to <=100
A+ (Excellent)	9	80 to <90
A (Very Good)	8	70 to <80
B+ (Good)	7	60 to <70
B (Above Average)	6	55 to <60
C (Average)	5	50 to < 55
D (Pass)	4	40 to <50
F (Fail)	0	
Ab (Absent)	0	

After publication of the results of each semester, Grade Card will be issued to each candidate which will contain the list of papers, the grades and the credit points obtained by the student along with SGPA in that semester. Course Code will be an alpha-numeric symbol that would signify the course, semester and the department. SGPA is evaluated by the formula  $SGPA = (\sum C_i \times G_i) / \sum C_i$ , where  $\sum C_i$  is the number of credit of a paper,  $G_i$  is the grade point.

On successful completion of the program, CGPA will be calculated as follows:

$$CGPA = \sum (C_j \times S_j) / \sum C_j,$$

Where,  $S_j$  is the SGPA of individual semester,  $C_j$  is the total credit in the individual semester.

CGPA obtained for CC, DSE & SEC papers will be computed separately for ranking purpose.

The conversion formula from CGPA to marks would be taken as follows:

$$\text{Approximate equivalent marks obtained in the course} = CGPA \times 9.5$$

(ii) Based on marks obtained in aggregate in every paper, for all the semesters for Master course and the non-CBCS Undergraduate programme, following grade and grade points shall be awarded.

Classification of Grades		
% marks obtained	Grade ( $G_i$ )	Grade Point
90 and above	A <sup>++</sup>	10
80 to 89	A <sup>+</sup>	9
70 to 79	A	8
60 to 69	B	7
50 to 59	C	6
40 to 49	D	5
<40 ( unsuccessful)	E	0

There will be a Semester Grade Points Average (SGPA) calculated for each semester on the basis of grades obtained in that semester. The SGPA for the  $j^{\text{th}}$  semester is calculated as:

$$SGPA_j = \frac{\sum_{i=1}^n m_i c_i}{\sum_{i=1}^n c_i}$$

Where  $n$  is the number of courses in the  $j^{\text{th}}$  semester,  $m_i$  denotes the numerical value of the grade obtained in the  $i^{\text{th}}$  paper of the semester,  $c_i$  denotes the number of credit for the  $i^{\text{th}}$  paper of the semester.

Cumulative Grade Point Average (CGPA) for  $k$  semesters is given as:

$$CGPA = \frac{\sum_{j=1}^k (SGPA_j \times c_j)}{\sum_{j=1}^k c_j}$$

where  $SGPA_j$  is the SGPA obtained in the  $j$ -th semester and  $c_j$  is the total credit of the  $j$ -th semester.

A student shall be provided with a record of grade, grade point and accumulated credits at the end of the respective degree course. CGPA indicated at the end of the degree will be the basis by which the rank of the student will be determined. Separate account in the form of a credit transcript for accumulated credits may be issued annually or on completion of the programme, or both for availing of the credit transfer options.

(iii) The grading pattern for the PhD coursework examination will be as follows:

Classification of Grades		
% marks obtained	Grade (G <sub>i</sub> )	Grade Point
90 and above	A <sup>++</sup>	10
80 to 89	A <sup>+</sup>	9
70 to 79	A	8
60 to 69	B	7
50 to 59	C	6
<50 ( unsuccessful)	E	0

The computational formula of SGPA and CGPA however remains same as outlined in (ii) above.

(iv) Students who pass the examination in Special Supplementary examination will not be awarded any medal or mark of distinction.

(v) Results of the Semester / Backlog/ Special Supplementary Examination will be published provisionally by the Controller of Examinations on the basis of recommendation of the Departmental Examination Committee duly approved by the Examination Board.

(i) Grade Card for a University Examination will be normally issued generally within 3 weeks from the date of publication of provisional results

## 20. PROGRESSION RULES

(i) Casual Studentship: Students who having failed to pass any semester after the publication of results for the sixth semester examination for the Bachelor's degree or after the publication of results for the fourth semester examination for the Master's degree are detained, such candidates desirous of continuing their studies in the University are to apply to the Registrar for re-admission or for enrolment as casual student in the same class in which they had studied last within 30 days of the publication of the result of the relevant examinations. The Registrar shall obtain the opinion of the Head of the Department concerned. The Vice-Chancellor may, however, refuse permission to any student at her/his discretion. No student having any outstanding dues shall be eligible for casual studentship. No application for enrolment as casual student shall be entertained unless the outstanding dues have been paid. The grant of casual studentship to a student who has failed to qualify to sit for an examination may depend on the merit of his/her case.

(ii)c. Promotion rule for Undergraduate courses under CBCS ( w.e.f. from 2018-2019 academic session)  
There would be automatic progression at the end of Bachelors Degree First Semester/Second Semester/Third Semester/Fourth Semester/Fifth Semester irrespective of the marks/SGPA obtained in the previous semester examination subject to the eligibility conditions as laid down in Regulation 2.1 for appearing at the examination being satisfied.

21. Progression to the next higher class will be barred for students on the basis of ineligibility criteria as per the condition laid down in 2.1(ii).

22. Students who will not be elevated to the next higher class as referred to in Regulation 21 will be required to take Re- admission in the same class in which they studied in the previous academic session. The examination record of the student will be erased for the semester(s) concerned and will have to appear at all such paper(s) of the semester(s) subject to provisions of Regulations 2 and 7.

23. Students who pass the examination in supplementary examination will not be awarded any rank / award / medal or mark of distinction and will be not considered for any order of merit.

24. Students who fail to pass the supplementary will be required to take casual enrolment within thirty days from the date of publication of results of supplementary examination. Ignorance in any case shall not be a valid reason for consideration of any prayer/ demand whatsoever.