

REGULATIONS

UNDERGRADUATE B.A./B.SC./B.COM./B.P.A COURSES OF STUDY
AND
EXAMINATIONS

UNDER
CHOICE BASED CREDIT SYSTEM (CBCS)

KAZI NAZRUL UNIVERSITY
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with effect from
Academic Session 2016-2017

Regulations relating to Under Graduate Courses of Study and Examinations under CBCS

Preamble

In exercise of the power conferred upon it by Section 53 and 54 of Kazi Nazrul University Act, 2012 (West Bengal Act XIX. of 2012) the University makes the following regulation for undergraduate courses of study and Examinations under the **Choice Based Credit System** with effect from the academic session 2016-17.

The ‘Choice-Based Credit System’, an internationally acknowledged system, aims at a paradigm shift from the teacher-centric to the student-centric education. This system allows flexibility in education system so that students depending upon their interests can choose inter-disciplinary, intra-disciplinary, ability enhancement courses and skill-based courses. The proposed curriculum endeavors to empower the students and help them in their pursuit to achieve overall excellence. With a view to achieving this objective, the CBCS strives to create a holistic curriculum. Thus, in addition to dedicated focus on a discipline through core papers, whether an **Honours Curriculum** or a **Program Curriculum**, elective papers have been added which will give students the freedom to choose the allied/applied/broad areas of their discipline and also the areas of other disciplines of their interest. Special emphasis has been given to ability enhancement and skill development of students through elective courses under these domains. In CBCS, the answer scripts of the courses will be evaluated following the grading system which is considered to be better than the conventional marking system.

UG (CBCS) Regulation 01:

Short Title, Application and Commencement:

These regulations may be called **Regulations relating to Under Graduate Courses of Study and Examinations**.

Notwithstanding anything contained in any other rules or regulations in force relating to Under Graduate Courses of Study and Examinations of Kazi Nazrul University and its affiliated colleges for the students admitted during or after 2016-17 academic sessions Under Graduate Courses of Study and Examinations shall be guided by these regulations.

UG (CBCS) Regulation 02:

Definitions:

In this regulation the following definitions have been incorporated:

- 2.1 **“University”** means the Kazi Nazrul University established and incorporated under the Kazi Nazrul University Act, 2012 (West Bengal Act XIX. of 2012).

2.2 **“College”** means Non-Government College/ State-aided College / Government College affiliated to this University.

2.3 **“Under Graduate Courses of Study”** ‘(UG)’ means a three year/five year course of study divided into six/ten semesters, each of six months duration.

2.4 **“Academic Session”** means academic year from July to June.

2.5 **“Year”** means the period commencing on 1st day of July of a year and ending on 30th June of the next year.

2.6 **“Semester”** means a period of six months beginning from 1st day of July to 31st day of December and 1st day of January to 30th day of June of each academic session containing 90 actual teaching days.

2.7 **“Credit”** means the unit by which the course work is measured. It is equivalent to one hour of teaching (Lecture or Tutorial) or two hours of Practical work/Field work per week for an entire semester. The mechanism for computation of credit in the form L-T-P (Lecture -Tutorial - Practical) is as follows:

1 Lecture Hour (L) = 1 Credit

1 Tutorial Hour (T) = 1 Credit

2 Practical/Field Hours (P/F) =1 Credit

2.8 **“Letter Grade”** means an index of the performance of students in a course. Grades are allotted by letters E, A, B, C, D, P and F.

2.9 **“Grade Point”** means a numerical weight allotted to each letter grade on a 10 point scale.

2.10 **“Credit Point”** means the product of grade point and number of credits for a course.

2.11 **“Semester Grade Point Average (SGPA)”** refers to a measure of performance of a student in a semester. It is the ratio of total credit point secured by a student in various examinations appeared in the courses of a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places.

2.12 **“Grade Card or Transcript”** means a certificate issued to all examinees after every semester displaying the course details along with SGPA of that semester.

2.13 **“Cumulative Grade Point Average (CGPA)”** refers to a measure of cumulative performance of students over all semesters. It is the ratio of total credit point secured by a student in various examinations appeared in the courses in all semesters and the sum of the total credits of all courses in all semesters. It is also expressed up to two decimal places.

2.14 **“Enrol”** means enrolment of a student for appearing at first Semester final examination.

2.15 **“Executive Council”** means the Executive Council of Kazi Nazrul University.

2.16 The words and expressions used but not defined shall be interpreted to have the same meaning as they have in Kazi Nazrul University Act (West Bengal Act XIX. of 2012) and Kazi Nazrul University Statute.

UG (CBCS) Regulation 03:

Regulations relating to UG Courses of Studies and Examinations

3.1 Courses of Study

3.1.1 There shall be two courses of study leading to B.A./B.Sc./B.Com/ B.P.A and each courses of study shall be of six semester duration. One type shall be termed as “Honours Course” and the other as “Program Course”.

3.1.2. The admission to UG Degree Courses of study, Honours and Program, will be governed by the guidelines of the University and the H.E Department of Govt. of West Bengal as and when framed.

3.1.3 A Candidate shall be allowed to pursue any one of the Undergraduate Degree courses of the University (not more than one) at a time.

3.2 Types of Courses, Distribution of Courses and Credits:

3.2.1 Under the two Courses of Study, Honours Course and Program Course, there shall be different types of courses.

A) Core Course (CC): A course, which should compulsorily be studied by a candidate admitted to a discipline under a course of study as a core requirement of the discipline is termed as a Core course. For Honours Course of Study there shall be 14 Core courses and for Program Courses of Study, there shall be 8(Eight) Core Courses under Arts and Commerce faculty and 12 (Twelve) core courses under Science Faculty.

B) Elective Course : Generally a course which can be chosen from a pool of courses and which is very specific or specialized or advanced or supportive to the discipline a student is admitted to or which provides an exposure to some other discipline or nurtures the candidate’s **proficiency in** called an Elective Course.

Discipline Specific Elective (DSE) Course: An Elective course offered by a discipline is referred to as Discipline Specific Elective course.

For Honours Courses of Study and Program Courses of Study 4(Four) DSE courses are to be taken except the Program Courses of Study under Science Faculty where 6(Six) DSE courses are to be taken out of a pool given for the different semester Courses.

Further, DSE may include an elective course designed to acquire special/advanced knowledge, such as supplement study/support study to a project work and a candidate can study such a course on his or her own with an advisory support by a teacher/faculty member. Such a course is called dissertation/project.

Generic Elective (GE) Course: An elective course chosen generally from a discipline other than the main discipline, i.e., interdisciplinary in nature, with an intention to seek exposure is called a Generic Elective. For Honours Courses of Study 4 Generic Elective Courses are to be taken out of a pool created for this purpose. For Program Courses of Study, 2(Two) Generic Elective courses (for BA and B.Com) are to be taken out of a pool created for this purpose.

A core course offered in a discipline may be treated as an elective by other discipline/subject and vice versa and such elective course may also be referred to as Generic Elective.

C) Ability Enhancement Courses (AEC): AEC are the courses which are based on the content that leads to knowledge enhancement and personality development of the students..

AEC Elective:

- a. Environmental Studies (ENVS)
- b. English/ MIL

These are mandatory for both Honours and Program Courses of Studies. These courses will generally be of 2 credits except environmental studies which is of 4 credits.

AEC Core:

AEC Core Courses are meant only for B.A, B.Com and B.P.A Courses of Study. These courses will generally be of 6 Credits.

- a. English
- b. Bengali/ Hindi/Urdu/Alternative English

D) Skill Enhancement Courses (SEC): For the purpose of skill enhancement of a student in respect with his/her selected discipline and to widen the job opportunity in the global market SEC courses are introduced.

Minimum 2 Skill Enhancement Courses for Honours Courses of Study and 4 Skill Enhancement Courses for Program Courses of Study are to be taken. These courses may be chosen from a pool of courses designed to provide value-based and/or skill-based knowledge and should contain both theory and lab/hands-on-training/field work. The main purpose of these courses is to provide students life-skills in hands-on mode so as to increase their employability.

Honours Course of Study has to pursue 142 credits in six semesters and similarly a student of Program Course has to complete 122 credits.

3.2.1: Distribution of Courses in B.A/B.Sc/B.Com (Honours/Program)

Course Components	B.Sc.		B.A/B.Com/B.P.A	
	Honours	Program	Honours	Program
Core Course	14	12	14	8
Ability Enhancement Compulsory Courses (AEC) [Core]	-	-	-	4
Discipline Specific Elective (DSE) Course	4	6	4	4
Generic Elective (GE) Course	4	-	4	2
Ability Enhancement Compulsory Courses (AEC)[Elective]	2	2	2	2
Skill Enhancement Courses (SEC)	2	4	2	4
Total	26	24	26	24

Explanation:

An undergraduate Honours Degree in BA/B.Com/B.P.A may be conferred if a student completes 14 core courses in the concerned discipline, and 4 courses each from a list of Discipline Specific Elective and Generic Elective papers respectively, 2 Ability Enhancement Courses (AEC-Elective) and 2 Skill Enhancement Courses (SEC).

An undergraduate Degree with Program in BA/B.Com/B.P.A may be conferred if a student completes 12 core courses in the concerned discipline of which 4 will be Ability Enhancement Courses (AEC –Core) and 4 papers each from a list of Discipline Specific Elective and 2 from Generic Elective courses, 2 Ability Enhancement Courses (AEC-Elective) and 4 Skill Enhancement Courses (SEC).

An undergraduate Honours Degree in B.Sc may be conferred if a student completes 14 core courses in that discipline, and 4 courses each from a pool of Discipline Specific Elective and that of Generic Elective papers respectively, 2 Ability Enhancement Courses (AEC-Elective) and 2 Skill Enhancement Courses (SEC).

An undergraduate Degree with Program in in B.Sc may be conferred if a student completes 12 core courses in that discipline and 6 courses each from a list of Discipline Specific Elective, 2 Ability Enhancement Courses (AEC-Elective) and 4 Skill Enhancement Courses (SEC).

3.2.2: Credit Distribution in all UG courses

i. B.Sc. Honours

Sem	Core Course (14) of 6 Credits each	Ability Enhancement Compulsory Course (AEC) (2) 4/2 Credits each	Elective: Generic (GE) (4) Credits each	Discipline Specific Elective (4) of 6 Credits each	Skill Enhancement Course (SEC) (2) of 2 Credits each
1	Core 1	AECC1(Elective)	GE1		
	Core 2				
2	Core 3	AECC2(Elective)	GE2		
	Core 4				
3	Core 5		GE3		SEC1
	Core 6				
	Core 7				
4	Core 8		GE4		SEC 2
	Core 9				
	Core 10				
5	Core 11			DSE1	
	Core 12			DSE2	
6	Core 13			DSE3	
	Core 14			DSE4	
No of Credits	84	4+2	24	24	4
Total Credit	142				

ii. B.Sc. Program

Sem	Core Course (14) of 6 Credits each	Ability Enhancement Compulsory Course (AEC) (2) 4/2 Credits each	Elective: Generic (GE) (4) Credits each	Discipline Specific Elective (4) of 6 Credits each	Skill Enhancement Course (SEC) (2) of 2 Credits each
1	Core 1(Main)	AECC1(Elective)			
	Core 2				

	Core 3				
2	Core 4	AECC2(Elective)			
	Core 5				
	Core 6				
3	Core 7				SEC1
	Core 8				
	Core 9				
4	Core 10				SEC 2
	Core 11				
	Core 12				
5				DSE1	SEC3
				DSE2	
				DSE3	
6				DSE4	SEC4
				DSE5	
				DSE6	
No of Credits	72	4+2	0	36	8
Total Credit	122				

iii. BA/B.Com/B.P.A Honours

Sem	Core Course (14) of 6 Credits each	Ability Enhancement Compulsory Course (AEC) (2) 4/2 Credits each	Elective: Generic (GE) (4) Credits each	Discipline Specific Elective (4) of 6 Credits each	Skill Enhancement Course (SEC) (2) of 2 Credits each
1	Core 1	AECC1(Elective)	GE1		
	Core 2				
2	Core 3		GE2		
	Core 4	AECC2(Elective)			
3	Core 5		GE3		SEC1
	Core 6				
	Core 7				
4	Core 8		GE4		SEC 2

	Core 9				
	Core 10				
5	Core 11			DSE1	
	Core 12			DSE2	
6	Core 13			DSE3	
	Core 14			DSE4	
No of Credits	84	4+2	24	24	4
Total Credit	142				

iv. BA/B.Com/B.P.A Program

Sem	Core Course (14) of 6 Credits each	Ability Enhancement Compulsory Course (AEC) (2) 4/2 Credits each	Elective: Generic (GE) (4) Credits each	Discipline Specific Elective (4) of 6 Credits each	Skill Enhancement Course (SEC) (2) of 2 Credits each
1	Core 1	AECC1(Core)	AECC1(Elective)		
	Core 2				
2	Core 3	AECC2(Core)	AECC2 (Elective)		
	Core 4				
3	Core 5	AECC3(Core)			SEC1
	Core 6				
4	Core 7	AECC4(Core)			SEC 2
	Core 8				
5				GE1	DSE1
					DSE2

6				GE2	DSE3	SEC 4
					DSE4	
No of Credits	48	24	4+2	12	24	8
Total Credit	122					

3.3 Eligibility to appear in the examination and examination details:

3.3.1 In the semester system, the Three year under-graduate Examinations will be held in six parts – (i) The First and Second Semester for the first year students and (ii) The Third & Fourth Semester for the second year students and (iii) Fifth & Sixth Semester for the third year students. In case of a Five Year Course of Studies, it will be extended by another two years and will be held in ten semesters. In case of a three year degree course of studies the academic sessions including the examinations for first, third and fifth semester are July to December and that for second, fourth and sixth semester are January to June. But in case of a five year degree course of studies, the academic sessions including the examinations for first, third, fifth, seventh and ninth semester are July to December and that for second, fourth, sixth, eighth and tenth semester are January to June.

3.3.2 A candidate shall be eligible for appearing at any of the Semesters of U.G. Examination, fulfilling the following two essential conditions:

- Minimum 75% attendance of lectures delivered.
- Submission of stipulated fees as prescribed by the University

In case of non-fulfilment of the first condition mentioned above the candidate is to take re-admission in the subsequent year.

3.3.3 Marks Distribution of Theory and Practical Courses

A particular course will be of 50 marks irrespective of their credit content. Marks for Continuous Assessment and end semester examinations are as under:

Case 1 : Full Marks 50 with distribution Theory 30 Practical 20

- A. There will be 30 marks in theoretical part of each end semester examination
- B. Practical 20 marks may be distributed by as follow:

- i. Experiment : 15 Marks
- ii. Viva : 05 Marks

Case 2: Full Marks 50 in Practical Papers

A. 30 marks for continuous evaluation by the Dept. of the concerned College. Sufficient documents should have to preserve before awarding the marks.

- i. Lab Note Book : 05 Marks
- ii. Viva : 10 Marks
- iii. Experiment : 15 Marks

B. Rest 20 marks will be for end semester examination to be conducted by the University in presence of the External examiner (arranged by KNU). This Practical Examination will be held in between teaching ends and commencement of theory examinations (15 Days Duration)

- i. Experiment : 15 Marks
- ii. Viva : 05 Marks

Case 3: Full Marks 50 in Theory papers

A. There will be 40 marks in theoretical part of each end semester examination

B. Internal 10 marks may be awarded by MCQ/Class Test/Assignments/PPT

3.3.4 All the internal continuous evaluation will be conducted by the internal teachers of the Department. It shall be on the basis of MCQ/Seminar presentations/Class tests or any combinations thereof, evenly distributed over the entire period of study. The modalities of such assessment be recorded and documents will be preserved by the respective college and those must be submitted to the Controller of Examinations in schedule time as notified by the Department of Controller of Examinations..

3.3.5 Two sets of question paper for each course/ unit will be set by two paper setter(s) and the Moderation of the paper(s)/ unit(s) will be done by UG/PG faculties. The concerned Board of Studies will recommend the names of the paper-setters, moderators, examiners, reviewers and proof readers.

3.3.6 Duration of Examinations

Subjects	Full Marks	Duration
Honours/Program Theoretical Papers	20	1 Hour
Honours/Program Theoretical Papers	Above 20 and up to50	2 Hours

Honours/Program Theoretical Papers	Above 50 and up to 100	4 Hours
Honours/Regular Practical Paper	Bellow 50	3 Hours
Honours/Regular Practical Paper	50 and up to 100	5 Hours

3.3.7 In the Semester system, there would be automatic progression right from the first Semester, till the sixth Semester, irrespective of the marks obtained in the previous Semesters subject to the fact that the eligibility conditions for appearing in the examination are satisfied.

3.3.8 A student failing to get pass in one or more course(s) in Semester Examinations shall be permitted to re-appear in that course(s) in respective semester examinations within 3(Three) consecutive chances irrespective of availing/not availing any particular chance. If a student wishes to skip examination in a semester it would be included within the stipulated three chances. Students who skip 1st/2nd Semester Examination will be eligible to clear those course(s) in the respective Semester Examinations of subsequent years (i.e. 1st Semester with the 1st Semester of the subsequent year, 2nd Semester with the 2nd Semester of the subsequent year and so on. Special examination may be conducted for 6th semester students who have cleared all papers up to 5th semesters.

3.3.9 Pass mark in any course in any semester is 40% of the full marks of the course both for Honours and Program courses. In case of courses having theoretical and practical parts a minimum of 20% is to be scored each in theoretical and practical parts by the candidates.

3.3.10 If a candidate secures qualifying grade (Grade P and above) in all courses he/she will be declared to have *Qualified* the said semester and the result will be shown as Q. However, if a student fails to secure qualifying grade (Grade P and above) in a particular course his/her result of the concerned semester-end examination will be declared as *Fail* in that course. Marks obtained in the continuous assessment will be clubbed with the marks obtained in the respective End Semester examination before awarding the grade. If a candidate fails to secure grade P and above in a particular course, he/she will have to appear in that course(s) only. The continuous assessment marks will be retained for the next examination(s) with valid chances.

3.4 Cancellation of Examinations:

A student who after undergoing an Honours or a Program course of studies and after appearing at any course intends to cancel of the same may apply to the Controller of Examinations through the Principal/TIC of the concerned college within fifteen days from the last date of completion of theoretical courses of the said examination. In that case, the course(s) excluding practical part, if any, would be treated as cancelled. He/she may be permitted to appear at the relevant course(s) afresh in the succeeding year if any chance remains left.

3.5 Results

3.5.1 Grading on 10 point scale

Based on the performance of students, each student will be awarded **Grade** at the end of the semester following seven point grading system. The letter grades and the corresponding grade points are as follows:

Qualification	Grade	% of Marks	Point
Excellent	'E'	90 - 100	10
Very Good	'A'	80- 89	9
Good	'B'	70 - 79	8
Fair	'C'	60 - 69	7
Average	'D'	50- 59	6
Pass	'P'	40 - 49	5
Fail	'F'	Below 40	0

**Further there shall be another grade 'I' (with Point 0) for students for whom disciplinary actions remain pending.*

3.5.2 Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA)

The Semester Grade Point Average (SGPA) will be computed in each semester as per the following formula

$$SGPA = \frac{\sum_{i=1}^n C_i G_i}{\sum_{i=1}^n C_i}$$

C_i = The number of credits allotted to a particular course

G_i = is the Grade points corresponding to the grade awarded for the course

$i = 1, 2, \dots, n$ represent the number of courses in which a student is registered in the concerned semester. The SGPA is rounded off to two decimal places.

The Cumulative Grade Point Average (CGPA) will be computed at the end of each semester as per the following formula

$$CGPA = \frac{\sum_{i=1}^n C_i S_i}{\sum_{i=1}^n C_i}$$

* C_i = is the total credits of the corresponding semesters

S_i = is the SGPA of the corresponding semesters

$i = 1, 2, \dots, n$ represent the number of courses in which a student is registered in the concerned semester. The CGPA is rounded off to two decimal places.

3.5.3 Illustration of SGPA & CGPA

Semester Grade Point Average (SGPA)

Course	Credit (C_i)	Letter Grade	Grade Point (G_i)	Credit Point ($C_i \times G_i$)
Core – I	6	O	10	60
Core – 2	6	B	7	42
GE-1	6	B	7	42
ENVS	4	O	10	40
	22			184

$$\text{Thus SGPA (} S_i) = \sum (C_i \times G_i) / \sum C_i = 184/22 = 8.36$$

Cumulative Grade Point Average [CGPA]

Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6
Credit 22	Credit 20	Credit 26	Credit 26	Credit 24	Credit 24
SGPA 8.36	SGPA 7.80	SGPA 7.17	SGPA 6.0	SGPA 6.0	SGPA 6.0
$CGPA = \sum (*C_i \times S_i) / \sum *C_i = 22 \times 8.36 + 20 \times 7.80 + 26 \times 7.17 + 26 \times 6.0 + 24 \times 6.0 + 24 \times 6.0 / 142 = 970.34 / 142 = 6.83$					

$$\text{Thus CGPA} = \sum (*C_i \times S_i) / \sum *C_i = 970.34/142 = 6.83$$

3.5.4 Conversion of SGPA/CGPA into percentage marks:

In case of a specific query by students/employers regarding conversion of SGPA/CGPA into percentage marks, the under mentioned formula is to be adopted:

The formula is: % of Marks = SGPA/CGPA x 10

3.6 Review of Answer Scripts:

3.6.1 A candidate may apply for Post-publication Review (PPR) of his/her answer-script(s) in the prescribed form and manner and a submission of fees prescribed for the purpose within the date as per notification to be issued by the Controller of Examinations immediately after the publication of result. Such applications must be checked and verified by the college(s) concerned as regards to the eligibility of the candidate(s) applying for review. All such applications must be forwarded by the Principal/Teacher-in-Charge of the college concerned to the Controller of Examinations.

3.6.2 There shall be no Post-publication Review of Continuous Assessment, Practical Papers, Viva and Project Work/Field Work, if any.

3.6.3 Post-publication Review (PPR) and Post-publication Scrutiny (PPS) of the same course(s) shall not be allowed.

3.6.4 Under no circumstances fees for Post-publication Review once paid be refunded.

3.6.5 A student may apply for review of as many courses he/she wants to do.

3.6.6 Finalization of Review Results: If the marks awarded by Post-Publication Review Examiner in a Paper do not exceed/reduce the original award by more than 20% of the marks obtained in that Paper, the average of the marks awarded by the examiner and the reviewer will be accepted as final marks in that Paper.

If the increase of marks exceeds or reduces by more than 20% of the marks obtained in that Paper, the answer script is to be referred to the third examiner for re-examination. The marks so awarded by the third examiner will be compared with the other two marks awarded by the first examiner and the reviewer and the average of the two marks other than the least one will be awarded to the candidate applied for review.

However, while reviewing the script(s) if it is found that there was error in calculating total marks of the original award, the increase of marks to the full extent will be accepted as corrected original award of the candidate.

Any addition or subtraction of marks as declared by the University after Post-Publication Review shall be treated as final and shall be binding on the candidate. No further application for consideration of Post-Publication Review result shall be entertained.

The decrease in marks will not be accepted if such reduction results in the failure of a successful candidate who has secured already qualifying grade prior to review.

3.7 Scrutiny of Answer-scripts (PPS) :

“Post-Publication Scrutiny (PPS)” does not imply re-examination or re-assessment of scripts but involve verification of scripts and records to ascertain –

- Marks have been assigned to each of the required number of answers made by an examinee as per instruction printed on the question paper;

- Totalling of marks awarded by the Examiners on the scripts/marks-slips, as the case may be, has correctly been done; and

3.8 Compensatory time for Person With Disability (PWD) Candidates:

3.8.1 PWD Candidates will be provided an extra time of 20 minutes for every hour of examinations subject to maximum limit of one hour as Compensatory time.

3.8.2 PWD Candidates will be allowed the use of a scribe (amanuensis) who holds lesser qualification than the candidate. Scribe is allowed to candidates (i) who have disability in the upper limbs or have loss of finger /hands thereby preventing them from writing. (ii) who are blind or have impaired vision. (iii) who are dyslexic and (iv) who are autistic.

3.8.3 If a PWD candidate wants to avail compensatory time or scribe he/she must apply with all relevant documents to the Principal/TIC during form fill up of each part/semester examination and the same application be forwarded by the Principal/TIC to the Controller of Examinations in time alongwith necessary documents.

3.8.4 In case, if it is found that a candidate has used the service of a scribe and/or extra time but does not possess the extent of disability that warrants of use the service of a scribe and/or extra time, he/she will be excluded from the process of evaluation and legal action may be initiated by the authority in this regard.

3.9: Breach of Discipline by any Examinee in connection with University Examination:

3.9.1: The Centre-in-Charge of any University Examination held at a centre will on his/her own or on the basis of reports received from the invigilator(s)/members of the visiting team as may be constituted by the Controller of Examinations and duly approved by the Vice-Chancellor expel a candidate from the examination hall debarring him/her from appearing in the examinations of the remaining subject(s)/paper(s), if the candidate is found copying or possessing any paper, book or such other incriminating material(s) or smuggling written answer scripts/loose sheets from outside. On expulsion, he/she will be debarred from appearing at the rest part of the examination and his/her paper on the day/ entire examination will be treated as cancelled.

3.9.2 Signature(s) of each of the expelled candidates should be obtained on the incriminating document(s) found in his/her possession and the same must be attached to the main answer script(s). if a candidate refuses to put his/her signature on the incriminating document(s) the invigilator(s)/members of the visiting team will certify the matter and the Centre-in-Charge will take immediate action on the basis of the certificate/report of the room invigilator(s)/members of the visiting team.

3.9.3 If, however, in the judgment of the Centre-in-Charge, a candidate is found to have committed an offence of a more serious nature, e.g., impersonation, use of filthy languages, indisciplined behaviour, threatening the persons connected with the examination duties and such other activities inside and outside the examination hall/room, the Centre-in-Charge will expel the candidate debarring him/her from appearing in the examination(s) of the remaining subject(s)/paper(s) and send to the Controller of Examinations a list of such candidates along with their answer scripts and a detailed report on the circumstances leading to the action taken by the Centre-in-Charge in a separate packet for record and for placement before the Committee of Discipline for further action.

In such cases as detailed in above paragraph the *Disciplinary Committee* duly constituted by the Vice-Chancellor may note the action, if already taken by the Centre-in-Charge, but will not lessen the penalty already given by the Centre-in-Charge. The *Disciplinary Committee*, however, may recommend further penal action to be taken against such candidate(s). If the Centre-in-Charge, instead of taking any action against such a candidate, forward the case along with the detailed report the *Disciplinary Committee* may take penal action as it may deem fit.

3.9.4 When the Centre-in-Charge expels any offending candidate from the examination hall, as referred to in the rules above, the order/notification regarding such expulsion shall forthwith be circulated in all the examination halls by the Centre-in-Charge. Such order/notification shall provide that the offending candidate shall be debarred from appearing in the remaining subject(s)/paper(s). Such order/notification should be pasted on the Notice Board and a copy of the same along with the answer scripts and other documents are to be sent to the Controller of Examinations for subsequent issuance of order/notification including order of cancellation of the entire examination of the candidate(s), to the concerned college for its implementation.

3.9.5 If the candidates are found to consult or talk with each other or change their scheduled seats or exchange answer-scripts/loose sheets etc. during an examination in spite of warnings by the Centre-in-Charge/room invigilator(s), the Centre-in-Charge shall report the matter in details to the University against the concerned candidates together with the relevant answer scripts for placement before the Committee of Discipline.

3.9.6: An examiner may forward to the Controller of Examinations of the University through the chairperson of the concerned examination or to the Controller of Examination directly if there is no chairperson in the concerned subject an explanatory report along with the relevant answer script(s) of the candidate(s) for placement of the same before the *Disciplinary Committee* if, in his/her

judgment, the candidate/candidates has/have adopted unfair means in answering questions.

3.9.7: If an examinee uses filthy languages against the Centre-in-Charge/Invigilators or Convener/Member(s) of the Visiting Teams or any person connected with the examination or resorts to indiscipline behaviour inside or outside the examination hall or undertakes any unfair means or violates the instructions for the examinees, the Centre-in-Charge may send his/her answer-script of that paper along with a report from the Invigilator(s) with his comment, if any. However, in such case, the examinee will be allowed to sit for the examination in the remaining paper(s)/subject(s).

3.9.8: **Non-Submission of Scripts:** If an examinee appears at the examination but does not submit his/her answer-script, the matter should be noted in the Attendance Sheet. ***A FIR should be lodged on the day with the local police station.*** A report along with a copy of the said Diary and a statement from the Invigilator of the concerned examination hall must be sent by the Centre-in-Charge to the Controller of Examinations.

3.9.9: **Torn Scripts:** In case of a script being wilfully torn by a candidate, the fact should be noted in the Attendance Sheet(s) and a report should be sent by the Centre-in-Charge to the Controller of Examinations in a separate packet along with the torn script and a statement from the Invigilator of the concerned examination hall stating the circumstances leading to the incident.

3.9.10: Report on R.A. cases from any quarter should always be supported by documentary evidence or statement of the reporting concerned authority. Without such documentary evidence/statements disposal of the matter cannot be taken up.

3.9.11 On receipt of the report of malpractice in the examination, as referred to in above the University will direct the concerned candidate to appear before the ***Disciplinary Committee*** and furnish an explanation in writing regarding the charges levelled against the candidate.

3.9.12 If the ***Disciplinary Committee*** is satisfied that the charge/ charges leveled against any candidate in terms of above mentioned rules is/ are true, it may recommend any one or multiple of the following actions:-

1. Cancellation of examination of the candidate in the concerned paper
2. Cancellation of the entire examination of the candidate and if necessary also debarment of the candidate from appearing at the University examination for a specified period as it may deem fit according to the gravity of the offence(s) committed. If a candidate does not appear before the ***Disciplinary Committee*** without assigning any reason, the ***Disciplinary Committee*** may recommend any or all of the measure(s) as above, as it may deem fit, on the basis of available

document(s) in absentia.

4. The *Disciplinary Committee* after giving due consideration to the report of the Centre-in-Charge and giving the candidate a hearing, if necessary, may recommend exoneration of a candidate from the charges leveled against him/her if in its judgment the candidate concerned is innocent.

3.9.13 The recommendations of the *Disciplinary Committee* will need approval of the Vice-Chancellor before any action can be taken thereon. The Vice-Chancellor may, after considering the recommendations, pass such orders as he/she thinks fit.

The Controller of Examinations will take action according to the recommendation of the *Disciplinary Committee*, if approved by the Vice-Chancellor or as per orders of the Vice-Chancellor.

3.9.14 All questions arising in relation to the interpretation of these regulations shall be referred to the Executive Council for decision and the decision of the Executive Council will be final and binding.

3.9.15 The *Disciplinary Committee* (UG Examination) may be constituted with the following members.

- 1) Controller of Examinations (Convener)
- 2) Inspector of Colleges
- 3) One Court member, to be nominated by the Vice Chancellor
- 4) One EC member, to be nominated by the Vice Chancellor
- 5) Principal/TIC of the concerned UG college

The tenure of this committee will be 2(Two) years from the date of its constitution.

UG (CBCS) Regulation 04:

Regulation in respect of Settlement of Dispute:

In case of any dispute arises in respect of interpretation of these regulations or any matter not covered by these regulations, the decision of the Vice Chancellor/EC in that respect shall be final and binding.
