



# **NOWGONG COLLEGE (AUTONOMOUS)**

## **Nagaon, Assam, India**

### **EXAMINATION MANUAL**

#### **Preamble**

Whereas Nowgong College has been declared an Autonomous College under the provisions of clause 3.13 & 6.4(i) of UGC regulations dated 12. 02. 2018, as notified by the University Grants Commission (UGC) vide letter No. F.22-1/017 (AC) dated 22<sup>nd</sup> December 2020 and according to the notification of Gauhati University with Ref. No. GU/Reg. (SF)/2021 dated 06. 01. 2021.

Now therefore, in exercise of powers conferred by clause (1) of section 11 read with clause (2) of the same section of the University Grants Commission (Conferment of Autonomous Status upon Colleges and Measures for Maintenance of Standards in Autonomous Colleges) Regulation, 2018, the Nowgong College (Autonomous) shall constitute an Examination Committee and an Examination Cell. The Examination Committee and the Examination Cell shall act according to the following Rules—

#### **1. Short Title, application and commencement**

- 1.1 These rules shall be called the Nowgong College (Autonomous) Examination Rules.
- 1.2 These rules shall be applicable for all Undergraduate and Postgraduate Examinations of Nowgong College (Autonomous) beginning from the Session 2020-2021.
- 1.3 Rules framed by Academic Council of Nowgong College (Autonomous) and approved by the Governing Body of the Nowgong College (Autonomous) for efficiently conducting the Examination process and effective management of the evaluation system to maintain the academic standards.
- 1.4 The rules shall come into force with immediate effect.

## **2. Definitions**

- 2.1** 'Academic Year' means a year commencing on such date in June/July and ending with such date in May/ June of the following year as may be decided by the Academic Council. The duration of two consecutive (one odd and one even) semesters constitutes one Academic Year.
- 2.2** 'Absentee Candidate' is a student, who has not appeared in the examination.
- 2.3** 'Absolute Grading System' is a grading system where grades are awarded to the students on the basis of previously determined standard range of marks comprising absolute value or absolute threshold value.
- 2.4** 'Admit Card' means a valid proof of eligibility of a candidate to appear in the examination.
- 2.5** 'Answer Booklet' means a stitched booklet of fixed pages issued by the College to the students in the Examination Hall to write answers for the questions listed in the Question Paper of a subject under examination.
- 2.6** 'Answer Script' means the Answer Booklet in which the examinee has attempted/ written his/her answer in response to the questions listed in the Question Paper on the examination day.
- 2.7** 'Application Form' means a prescribed format for applying to appear in an examination.
- 2.8** 'Applicant' means a student who has submitted an application in the prescribed form for appearing in examination.
- 2.9** 'Arrear Candidate' is a student, who, having once been admitted to/ appeared in an examination of the College is again allowed to appear for the same examination by reason of his failure or absence in the previous examination.

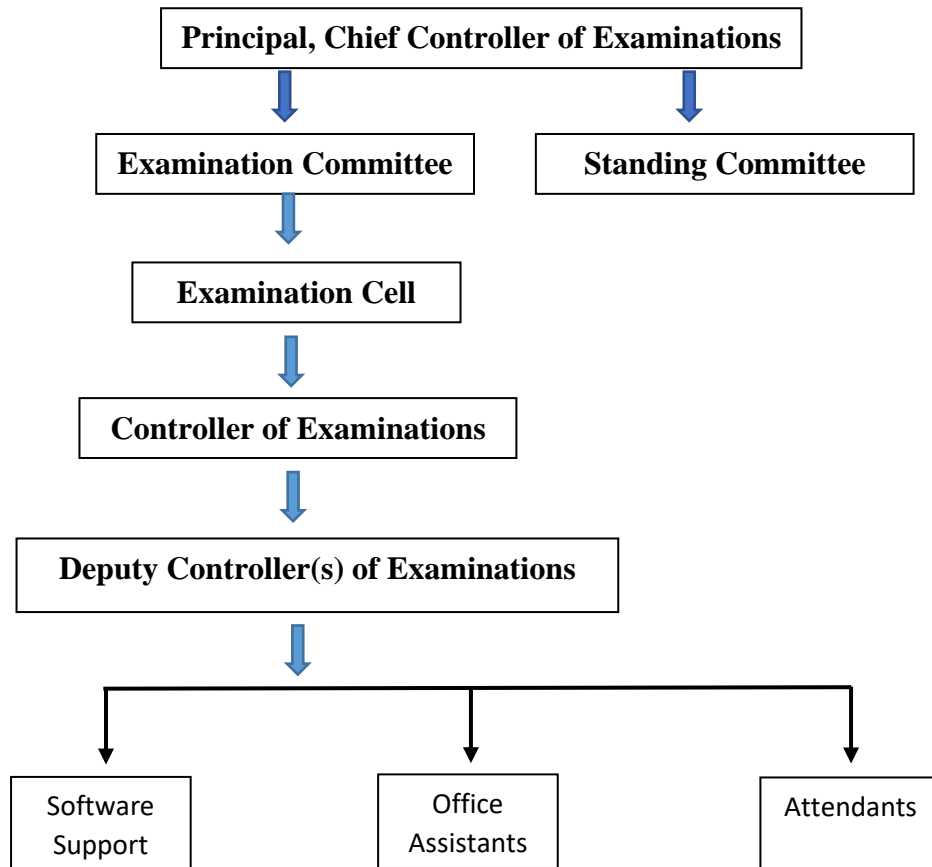
- 2.10** 'Attempt' means either partial or complete appearance by a candidate at an examination.
- 2.11** 'Betterment' means appearing for an examination again for improving marks in certain paper(s).
- 2.12** 'Candidate' means a student, who has been admitted to an examination by the College Authority.
- 2.13** 'Choice Based Credit System' (CBCS) is an educational system in which each student is allowed to select a particular course from the prescribed courses (core courses, discipline specific electives, generic elective, ability enhancement compulsory courses, skill enhancement courses, mandatory non-credit courses etc).
- 2.14** Comprehensive Attendance Register is a subject-wise and course-wise record of attendance of the students maintained by the Examination Cell.
- 2.15** Corresponding Reference Number (CRN) is a serial number assigned to the answer scripts for suppressing the identity of candidates.
- 2.16** 'Course' means the segment of a subject to be covered in a semester (traditionally referred to as paper). A course covers an individual subject and have a fixed programme of sessions during the term called lessons or classes.
- 2.17** 'Daily Attendance Sheet' is a record of daily attendance of the students in an examination.
- 2.18** 'Duration of Examination' is a specific period of time during which an examination is conducted.
- 2.19** 'Duration of Programme' means the period of time required for completing an academic programme. The duration of under-graduate programme shall be of 6/8 Semesters. The duration of post-graduate programme shall be of 4 Semesters.

- 2.20** ‘End Term Examination’ means Examinations conducted at the end of each Semester
- 2.21** ‘Examination’ means a process to assess the progress or evaluate a candidate’s knowledge or ability in a particular subject or course comprising both written Examination of Theory Papers and Practical Examination involving Laboratory Experiments, in order to obtain a degree.
- 2.22** ‘Examination Fee’ means the fee for registering and securing admission to an examination. It is inclusive of the fee payable for the statement of marks as may be prescribed by the College Authority.
- 2.23** ‘Examiners’ mean teachers appointed by the Controller of Examinations from among the panel of Examiners approved by the Board of Studies, for evaluation of answer scripts of theory/practical examination of any academic programme.
- 2.24** ‘Grade Sheet’ is a report which communicates a student's performance in an examination.
- 2.25** ‘Head Examiner’ means teachers appointed by the Controller of Examination from among the panel of teachers approved by the Board of Studies for finalizing the marks of theory examination of any academic programme.
- 2.26** ‘Identity Card’ means an official document issued by the College to a Student for a specified duration with his/her Name, Photograph and other personal details as proof of his/her enrollment in the College.
- 2.27** ‘Internal Test’ means continuous academic evaluation of a Student conducted periodically by the respective Department.
- 2.28** ‘Internal Assessment’ means an assessment based on Sessional Examination, assignments given to the students and attendance, during a particular academic period.
- 2.29** ‘Invigilator’ means a teacher who implements the Examination Rules and remains vigilant to detect and prevent unfair means and any malpractices that may occur during an Examination.

- 2.30** 'Late Fee' means a stipulated sum of money paid to the college as fine for failure to meet the deadlines, by cash or a valid bank instrument.
- 2.31** 'Marks' means a numerical expression assigned to judge the level of academic achievements of a Student.
- 2.32** 'Marks Foil' means a statement recording the Marks obtained by a Student.
- 2.33** 'Malpractice' means any one or more of the acts prescribed by the College Authority as unfair means, detected during examinations.
- 2.34** 'Moderator' means teachers appointed by the Controller of Examination from among the panel of teachers approved by the Board of Studies for finalizing the Question Papers of theory examination of any Undergraduate and Postgraduate Programme.
- 2.35** 'Paper Setter' means teachers appointed by the COE from among the panel of teachers approved by the Board of Studies for setting Question Papers of theory/practical examination of any Undergraduate and Postgraduate Programme.
- 2.36** 'Programme' means the entire academic course of study and Examinations.
- 2.37** 'Question Paper' means a paper consisting of a set of questions or exercises framed for evaluating knowledge or ability of a Student in a particular subject, or course of Undergraduate and Postgraduate Programme.
- 2.38** 'Registration Number' is a number issued by the parent University to a Candidate for registering in the University.
- 2.39** 'Re-evaluation' means re-assessment of an Answer Script by another Examiner suppressing the first evaluation.

- 2.40** 'Roll Number' is a number assigned to a valid Candidate applying for an Examination.
- 2.41** 'Roll Sheet' is a statement in which Roll Numbers of the Candidates are arranged serially specifying their subject combination.
- 2.42** 'Scrutinizer' means a person appointed by the COE from among the panel of Examiners approved by the Board of Studies for confirming the marks allotted or checking for any mistake in an examined answer script of theory examination of any programme.
- 2.43** 'Semester' means a term consisting of a minimum of 90 working days of an academic year including internal examination days. There shall be two semesters in each academic year.
- 2.44** 'Sessional Examination' is an examination conducted before End Term Examination for assigning marks in the Internal Assessment of a specific course.
- 2.45** 'Supervisor of Examinations' is a Teacher appointed by the Principal, Chief Controller of Examinations, for conducting Sessional Examination and End Term Examination.
- 2.46** 'Supervisor of Evaluations' is a Teacher appointed by the Principal, Chief Controller of Examinations, responsible for pursuing Evaluation of the Answer Scripts of Sessional Examination and End Term Examination.
- 2.47** 'Supplementary Examination' means an examination conducted for clearing Arrear Subject(s) in the middle of an academic year or in between two semesters.
- 2.48** 'Time table' means the time schedule of Examinations.
- 2.49** 'Top Sheet' means a statement in which Roll Numbers of all the Candidates taking the Examination of a particular Course, are arranged serially, to specify the total number of Candidates appearing in the Examination of the respective Courses.
- 2.50** 'Verification' means re-checking of Answer Scripts in front of the Candidates.

### 3. Examination Committee and Examination Cell



#### 3.1 Structure of the Examination Committee

- a) Principal, Chief Controller of Examinations, Chairman of the Committee.
- b) Controller of Examinations, Member Secretary of the Committee.
- c) Deputy controller(s) of Examinations, Member of the Committee.
- d) Member Secretary, Academic Council, Member of the Committee.
- e) Coordinator, Internal Quality Assurance Cell, Member of the Committee.
- f) Two (2) Teachers Nominated by the Principal, Member of the Committee.

### **3.2 Function of the Examination Committee**

- a) College Authority of Nowgong College (Autonomous) shall constitute an Examination Committee headed by the Principal, Chief Controller of Examination, for ensuring the effective management of the Examination System and Evaluation Process.
- b) The Examination Committee shall monitor the functions of the Examination Cell formed under the autonomous system.
- c) The Examination Committee shall discuss and recommend the policies framed by the Examination Cell related to Examination and Evaluation.
- d) The Examination Committee shall discuss and formally approve all the format of letters and instruction sheets formulated by Examination Cell for the purpose of Examinations.
- e) The Examination Committee shall discuss and suggest appropriate measures regarding Examination and Evaluation mechanism, financial assistance, appointment of office staff, procurement of equipment as well as settle any anomaly or dispute that may arise while conducting Examinations.
- f) The Examination Committee shall adopt resolutions for restructuring the policy and system related to Examinations.
- g) The Examination Committee shall formulate innovative ideas to improve the examination system comprehensively.

### **3.3 Structure of the Standing Committee**

- a) Principal, Chief Controller of Examinations, Chairman of the Committee.
- b) Controller of Examinations, Member Secretary of the Committee.
- c) Deputy Controller(s) of Examinations, Member of the Committee.
- d) Coordinator, Internal Quality Assurance Cell, Member of the Committee.

### **3.4 Function of the Standing Committee**

Standing Committee has only the right to decide upon altering the date of Examination, cancellation of Examination or postponement of Examination and re-conducting of Examination subject to the approval of the Governing Body.



### **3.5 Structure of the Examination Cell**

- a) Controller of Examinations, Coordinator of the Cell.
- b) Deputy controller of Examinations, Joint Coordinator of the Cell.
- c) Deputy controller of Examinations, Joint Coordinator of the Cell.
- d) Office Staff, Member of the Cell.

### **3.6 Function of the Examination Cell**

- a) In accordance with the guidelines of the UGC for autonomous colleges, Nowgong College (Autonomous), shall constitute an Examination Cell headed by Controller of Examinations who shall be a permanent faculty member and shall be appointed by the Principal.
- b) The Examination Cell shall follow the instructions issued by the Governing Body of the College, Academic Council and Examination Committee of Nowgong College (Autonomous).
- c) The Examination Cell shall follow the rules related to 'Examination', 'Internal Assessment', 'Evaluation' and 'Results', framed by the Academic Council and duly approved by the Governing Body of Nowgong College (Autonomous).
- d) The Examination Cell shall formulate all the format of letters and instruction sheets required for Examination and Evaluation.
- e) The Examination Cell shall have the right to take decision regarding printing of question papers and other relevant confidential materials approved by the Examination Committee.
- f) The Governing Body shall have the right to decide the provision of equipment and the appointment of office staff in the Examination Cell on the recommendation of Examination Committee. The salary of staff therein shall be decided by the Finance Committee and approved by the Governing Body.
- g) There shall be no specific office time schedule for the Examination Cell. The Cell shall function anytime even after normal office hours and on holidays, if required, in addition to their normal responsibilities. The teachers nominated in the Examination Cell shall continue their teaching duty as scheduled by the college and they shall be paid remuneration for the extra work being done by them apart from their usual work. Such remuneration shall be proposed by the Finance Committee and shall be approved by the Governing Body.

h) The Examination Cell shall keep all the examination related documents strictly confidential and shall not disclose anything.

### **3.7 Responsibilities of the Principal, Chief Controller of Examinations**

a) It shall be the duty of the Principal to confirm that the provisions of the Act, and the Statutes, Ordinances, Regulations and Rules are strictly adhered to and s/he shall have all powers to ensure the same.

b) The Principal of the College, Chief Controller of Examinations, shall be the Chairman of the Examination Committee and shall have the power to nominate and appoint members in the committee and the cell as may be required for efficient functioning of the Examination System.

c) The Principal shall have the power to convene meetings of the Examination Committee or any other authority of the college to discuss matters related to conducting of examination and publication of results.

d) The Principal shall be responsible for issuing and declaration of notices and announcements related to examination as well as conducting all examinations of the college.

e) The Principal shall have the responsibility and power to provide human resource, financial assistance, infrastructure, equipment, stationery materials and other requirements necessary for preparation, arrangement and conducting of examinations, publication of results, and maintenance of the Examination Cell.

f) The Principal shall undertake the responsibility to arrange payment of remuneration to all those engaged in examination work.

### **3.8 Responsibilities of the Controller of Examinations**

a) The Controller of Examinations in consultation with Chief Controller of Examinations, shall prepare schedule, and arrange the End Semester Examinations as well as Supplementary Examinations of the College and take care of other incidental matters connected to the entire examination and evaluation process.

b) The Controller of Examinations shall engage Paper Setters, Moderators, Examiners, Scrutinizers and Head Examiners, from the panel approved by respective Board of Studies, and issue appointment letters to assign specific duties to them.

- c) The Controller of Examinations shall take measures to print all the examination materials such as Answer Scripts, Additional Sheets, Question Papers, Marks Foils, Appointment Letters, Instruction Sheets, Remuneration Bills, Envelopes, Students' Attendance sheets, Top Sheets etc.
- d) The Controller of Examinations shall issue Question Paper one hour (1 hour) before the examination scheduled and receive the unused Question Papers just after the examination is over, for preservation.
- e) The Controller of Examinations shall be responsible for evaluation as well as verification and re-valuation of answer scripts and timely declaration of results.
- f) The Controller of Examinations shall convene meetings of the Examination Cell in consultation with Chief Controller of Examinations and issue instructions to the Deputy Controllers, Staff and Assistants.
- g) The Controller of Examinations shall be the custodian of the Proceedings Books of the meetings of Examination Committee and Examination Cell.
- h) The Controller of Examinations shall be responsible for making necessary arrangements for the safe custody of Question Papers, Answer Booklets, evaluated Answer Scripts, Marks Foils, office files containing documents connected with examinations and evaluation.
- i) The Controller of Examinations shall exercise control over the space allotted for the examination wing and take initiative to keep the secrecy and confidentiality in connection with examinations.
- j) The Controller of Examinations shall have the right to allocate/reallocate different duties among the Deputy Controllers of Examinations with due approval from the Chief Controller of Examinations.

### **3.9 Responsibilities of the Deputy Controllers of Examinations**

- a) The Deputy Controllers of Examinations shall extend all kinds of cooperation to the Controller of Examinations in planning, preparation and execution of examinations and evaluation system, including selection of Question Paper Setters, Moderators, Examiners, Scrutinizers, Head Examiners, preparation of Answer Booklets, Question Papers, Application Forms, Admit Cards, Marks Foils Sheets, Grade Sheet and arrangement of evaluation and result declaration.
- b) The Deputy Controllers of Examinations shall formulate examination schedules and examination calendar, in consultation with the Controller of Examinations.

- c) The Deputy Controllers of Examinations shall issue Application Forms and Admit Cards.
- d) The Deputy Controllers of Examinations shall issue Answer Booklets and receive used and unused Answer scripts. They shall be in charge of Answer Booklets before the examination and Answer Scripts after the examination. The evaluated Answer Scripts shall also be in the custody of the Deputy Controllers.
- e) The Deputy Controllers of Examinations shall make sure that the Question Papers are ready before the Examinations are scheduled to be held.
- f) Deputy Controllers of Examinations shall prepare subject wise Daily Attendance Sheets and Comprehensive Attendance Sheets of Examinations.
- g) The Deputy Controllers of Examinations shall keep records of Sessional Examination and Internal Assessment and shall take measures for computer entry of Marks of Internal Assessment after proper scrutiny of every single Department.
- h) The Deputy Controllers of Examinations shall keep records of expelled candidates, if any.
- i) The Deputy Controllers of Examinations shall be responsible for computer entry of Marks of Theory Paper as well as Practical Papers of all Examinations including Supplementary Examinations, Tabulation and preparation of Marks Foils and Grade Sheets. They shall be in charge of all such records related to Evaluation, Tabulation and Result declaration.
- j) The Deputy Controllers of Examinations shall issue and receive the Application Forms of Verification and Re-evaluation and take measures to arrange Verification and Re-evaluation.
- k) The Deputy Controllers of Examinations shall take measures to conduct Supplementary Examinations.
- l) The Deputy Controllers of Examinations shall be responsible for all computer related matters and they shall take measures to develop and install software in computers.
- m) The Deputy Controllers of Examination shall prepare a list of remuneration for all examination related activities in consultation with the Controller of Examinations.
- n) The Deputy Controllers of Examinations shall record the minutes of the meetings of Examination Committee and Examination Cell.
- o) The Deputy Controllers of Examinations shall be in charge of the registers for keeping records of all official letters and communication dispatched and received by the Office of Controller of Examinations.
- p) Any other duty regarding Examination and Evaluation as assigned by the Controller of the Examinations in consultation with the Chief Controller of Examinations.

### **3.10 Comprehensive activities of the Office of the Controller of Examinations**

The following works shall be attended to by the Office of the Controller of Examinations

- a) Issue of Examination Calendar and Examination Schedules, Notification of Examinations and inviting Application Forms from the candidates for appearing in Examination, issuing Admit Cards, declaration of Results, issue of Grade Sheets and such other related works.
- b) Scrutiny of Examination Application Forms of candidates before the commencement of Theory/ Practical Examinations.
- c) Preparation of the subject-wise, paper-wise and date-wise statement of candidates appearing in examination
- d) Issue of Question Papers and Answer Booklets before Examinations to the Supervisors of Examinations and receiving of unused Question Papers, Answer Booklets and Answer Scripts from the same.
- e) Selection and issue of Appointment Letters to the external and internal Paper Setters, Moderators, Examiners, Scrutinizers, Head Examiners etc,
- f) Arrangement for conducting End Semester and Supplementary Examinations, Evaluation, Verification and Revaluation, processing and declaration of Results.
- g) Dispatching and receiving of day-to-day communications/ letters related to examination.
- g) Preservation and disposal of evaluated Answer Scripts at least for three (3) years after the announcement of Results.
- h) Maintenance of all registers, records, statistics, and database of candidates pertinent to examinations. Collection and maintenance of statistical data regarding the number of examinations, number of candidates registered for each examination, the number of boys, girls, regular candidates and repeaters, percentage of passes, etc.
- i) Take measures to deal with all types of cases of misconduct/ malpractices, detected before, during and after examinations.

#### **4. Examination and Evaluation System**

- 4.1** Examination and evaluation of Nowgong College (Autonomous) shall be done following the norms of the Semester System and Choice Based Credit System as prescribed by the University Grants Commission. End Term Examination, Sessional Examination and Internal Tests on continuous basis shall be done as per regulations approved by the Academic Council for concerned courses of Undergraduate and Postgraduate programmes offered by the College.
- 4.2** Unless otherwise specifically provided for, examinations shall be conducted by one or more of the following methods— a) Written, b) Practical, c) Oral, d) Computer assisted testing through offline and/ or online mode.
- 4.3** Each paper in the entire course of undergraduate programmes shall be assigned a total mark of 100 consisting three components of Theory 60%, Practical/ Presentation 20% and Internal Assessment 20%, for examination and evaluation. In Postgraduate Programmes, total marks as well as component wise break up of marks in each individual paper will vary according to the specification of different disciplines.
- 4.4** End Term Examinations of Undergraduate Programmes shall be conducted for 80% of the total 100 marks allotted, at the end of the semesters, covering the entire syllabus prescribed for the courses. End Term Examination is normally a written and/ or viva-voce examination of theory component comprising 75% of total allotted marks 80 i.e, 60; and practical papers including Project Work/ Presentation/ Dissertation/Field Work comprising 25% of total marks 80 i.e., 20. In respect of Postgraduate Programmes discipline wise structures are different.
- 4.5** Remaining 20% of the total 100 marks allotted for Internal Assessment in the Undergraduate Programmes shall be distributed as follows—50% marks i.e., 10 from Sessional Examination, 30% marks from i.e., 6 from Home Assignment and 20% marks

i.e., 4 from Attendance. In case of Postgraduate Courses, the percentile break up of Internal Assessment shall be same as Undergraduate Programme, i.e. 50% from Sessional Examination, 30% from Home Assignment and 20% from Attendance though total marks of Internal Assessment will vary with specific Discipline and Course.

- 4.6** Pass marks in each component i.e., Theory, Practical/ Presentation and Internal Assessment as well as overall pass marks should be 30% for all courses of Undergraduate Programme. In respect of Postgraduate Programme pass marks in each component should be 30% and overall pass marks should be 40% for all courses. A candidate of Undergraduate or Postgraduate Programme being absent or failing in any component of Theory, Practical/ Presentation and Internal Assessment of any subject must appear in all the components of that subject(s) carried forward as arrear.
- 4.7** A candidate of Undergraduate Programme who fails or does not appear in one or more papers of any End Semester Examination up to Sixth Semester shall be allowed to appear for Arrear Paper(s) according to the following procedure—
- a) Arrear Paper(s) of Odd Semester can be cleared in the following Odd Semester Examination and Arrear Paper(s) of Even Semester can be cleared in the following Even Semester Examination.
  - b) A candidate having Arrear Paper(s) in the First Semester may be allowed to write a Supplementary Examination along with the Second Semester Examination.
  - c) A candidate having Arrear Paper(s) in the Fifth Semester may be allowed to write a Supplementary Examination which will be conducted in the middle of the Fifth and Sixth Semester Examinations.
  - d) A candidate having Arrear Paper(s) shall be allowed to appear for four (4) times to clear his Arrear Paper(s).
  - e) S/he shall be provisionally promoted to the next higher semester along with the failed course(s) as carried over course(s).
- 4.8** A candidate of Postgraduate programme who fails or does not appear in one or more papers of any End Semester Examination up to Forth Semester shall be allowed to appear for Arrear Paper(s) according to the following procedure—

- a) Arrear Paper(s) of Odd Semester can be cleared in the following Odd Semester Examination and Arrear Paper(s) of Even Semester can be cleared in the following Even Semester Examination only.
- b) A Regular candidate shall be allowed to appear examination only for three (3) times in each paper for obtaining qualifying marks while a candidate with dropped semester shall be given two (2) chances to appear in the Examinations. A special 4<sup>th</sup> chance shall be admissible subject to the approval of Controller of Examinations.
- c) S/he shall be provisionally promoted to the next higher semester along with the failed course(s) as carried over course(s).

**4.9** Provision of betterment.

- a) A Candidate of Undergraduate Programme who wishes to improve his/her grade/division may do so within one academic year immediately after having cleared all the papers pertaining to the respective semester. Further Candidates may also be allowed to improve their marks in specific paper(s) in a particular semester once only. The improvement shall be allowed only in 50% of the Core Papers and such paper(s) shall be considered as betterment.
- b) A Candidate of Postgraduate Programme who wishes to improve his/her grade/division may do so in the following semester, only after having cleared all the papers pertaining to the respective semester. The improvement shall be allowed only in two (2) Theory Papers and such paper(s) shall be considered as betterment. Further, Candidates may also be allowed to improve their marks in specific paper(s) in a particular semester only once. A candidate having dropped or arrear papers in any Semester shall not be allowed to appear for betterment of any paper of that particular Semester.

**4.10** A student of Undergraduate or Postgraduate Programme shall be allowed to apply for Verification or Re-evaluation, on payment of a stipulated fee, according to the following procedures—

- a) A Candidate must apply within Fifteen (10) days of the declaration of Results for verification of marks obtained in a particular paper.
- b) Verification of the Answer Script shall include checking of i) Total Marks allotted to the answers written, ii) omission, if any, in assigning marks to the answers written and iii) correct entry of marks on the Mark Foil.
- c) Verification shall be done in front of the Candidate(s).



d) A Candidate must apply for Re-evaluation either within Fifteen (10) days of the declaration of Results or within Five (5) days from the date of Verification of a particular paper.

e) Re-evaluation implies re-assessment of an Answer Script by another Examiner suppressing the first evaluation.

f) A candidate may apply for a photocopy of the Answer Script under RTI Act within 10 days from the date of declaration of the result of Re-evaluation. However, a Candidate may apply for a photocopy of the Answer Script under RTI Act within 15 days from the declaration of the result of End Term Examination, in which case s/he shall have to forgo the opportunity of Verification and Re-evaluation.

g) A candidate obtaining two different marks in a paper following Verification, Re-evaluation or Betterment Examination, the higher of the two marks obtained shall be reflected in the Grade Sheet.

**4.11** A candidate of Undergraduate or Postgraduate Programme shall be declared having passed a Programme provided s/he has passed all the semesters and in all the courses separately and a candidate shall be declared as passed a Semester, provided s/he has obtained pass marks in all the components of all the papers of the concerned course of a semester independently.

**4.12** If a candidate of Undergraduate or Postgraduate Programme clears the Final Semester examination before clearing all the papers of the previous semesters, the result of the Final Semester examination of that candidate shall be withheld until s/he clears all the papers of the previous semesters.

**4.13** A student must clear all his/ her semester examinations within six (6) years from the date of admission to the first semester of Undergraduate programme and four (4) years from the date of admission to the first semester of Postgraduate programme.

**4.14** Credit earned from SWYAM or other Courses besides Semester End Examination shall be reflected separately in Grade Sheet.

4.15 i) Structure of question papers of Undergraduate Courses shall be as follows

80 marks paper

1	1 mark Multiple Choice Question	X 10 nos. (no alternative)	= 10
2	2 marks very Short Answer Type Question	X 5 nos. (no alternative)	= 10
3	5 marks Short Answer Type Question	X 4 nos. out of 6 Question	= 20
4	10 marks Long Answer Type Question	X 4 nos. (a/b, c/d, e/f, g/h)	= 40
		<b>Total Marks</b>	<b>80</b>

60 marks paper

1	1 mark Multiple Choice Question	X 7 nos. (no alternative)	= 07
2	2 marks very Short Answer Type Question	X 4 nos. (no alternative)	= 08
3	5 marks Short Answer Type Question	X 3 nos. out of 5 Question	= 15
4	10 marks Long Answer Type Question	X 3 nos. out of 5 Question	= 30
		<b>Total Marks</b>	<b>60</b>

ii) Structure of question papers for Postgraduate Courses shall be different depending upon the specification of the Disciplines and Courses.

4.16 The objection to inclusion of out of the syllabus questions in the Question Paper(s), if raised by any stakeholder, should be solved by constituting an expert committee to detect the validity of the objection(s). Candidate(s) should get full benefit if the discrepancies in the question paper occur up to 20% of total marks allotted in the question paper. Candidates should get percentile proportional benefit if the discrepancies in the question paper lie between 20% and 50% of the total marks allotted. The matter would be settled by a Standing Committee if the discrepancies are more than 50% of the total marks allotted in the question paper.

4.17 Duration of examination shall be 3 (Three) hours for 50 marks and above and 2 (Two) hours for below 50 marks. Duration of Practical Examination of 20 marks shall be 3 hours.

- 4.18** Since the semester system involves continuous assessment, there shall be no scope for a student to appear as a 'private candidate' in any programme under this system.
- 4.19** No one can claim appointment in any kind of examination work as a matter of right.
- 4.20** Instances of malpractice such as copying using manuscripts, copying from other candidates, smuggling of answer books, indecent behavior in the examination room, use of unfair means etc., are liable to be punished as per rules.

## 5. **Tabulation and Result**

- a) Final Marks Foils of each course of all the disciplines prepared by the Scrutiniser and confirmed by the Head Examiner shall be given to the Tabulator. The marks of End Semester Examination and Internal Assessment of each Candidate shall be tabulated in the Examination Database maintained in a well secured computer server with restricted access.
- b) The marks tabulated by the Tabulator shall be checked and validated by the Deputy Controllers. The entire process of calculating the final result of all the students shall be automated using appropriate computer programmes.
- c) Results prepared by the Office of the Controller of Examinations shall be approved by the Chief Controller of Examinations, Nowgong College (Autonomous) and shall be declared by the Controller of Examinations, Nowgong College (Autonomous).
- d) Grade Sheets of the Candidates shall be issued and uploaded in the Examination Portal after declaration of the Result.
- e) Candidates shall be entitled to proceed for Verification, Re-evaluation, Betterment or Arrear Examination following respective procedures.
- f) The result of UG and PG programmes of Nowgong College (Autonomous) shall be processed in Absolute Grading System.
- g) There shall be separate passing in different component of a paper like internal and external (Theory as well as Practical/Presentation component) in both UG and PG programmes.
- h) In UG programme, the minimum pass mark for internal component is 30%; for theory component it is 30%; and for Practical/Presentation component also the minimum qualifying marks is 30%. As such the overall minimum pass mark is 30% in UG.
- i) In PG programme, the minimum pass mark for internal component is 30%; for External Component (Theory as well as Practical) component is 30%; while the minimum overall qualifying marks is 40%. As such the overall minimum pass mark is 40% in PG.
- j) The result of a student in a particular paper shall not be processed further i.e. conversion to grades, if the student does not get minimum qualifying marks in each component. And in that case h/she will be graded 'F' (Fail) in that paper and need to re-appear in all the component of the concerned paper as arrear.
- k) Similarly, the result of a student shall not be processed if h/she does not appear in any component of a paper, and in that case h/she will be graded 'AB' (Absent) in that paper and need to re-appear in all the component of the concerned paper as arrear .
- l) a candidate fails in one or more components of a paper(s), h/she will be graded with 'F' in that paper, while with grade 'AB' if remain absent in any or all the components of a paper. In both cases, the corresponding Numerical Grades shall be 0 (zero). SGPA/CGPA

will not be calculated for such candidates and their Result Status will be **Arrear**. And S/he need to re-appear in all the components of that specific paper(s) as arrear examination.

m) A candidate can carry any number of arrear papers in a given semester.

n) For noncredit courses ‘Satisfactory’ or ‘Unsatisfactory’ shall be indicated instead of the letter grade and this will not be counted for the computation of SGPA/CGPA.

## 5.1 Processing of Result

The result processing shall comprise of three orderly steps, viz.

- i. Calculation of Letter Grades and Numerical Grade Points
- ii. Calculation of SGPA, and
- iii. Calculation of CGPA in final semester

### i) Calculation of Letter Grades and Numerical Grade Points

#### A. Ranges of percentage of marks for conversion into grades for UG Programmes

The following ranges shall be employed for conversion of % age marks obtained by students into Letter Grades and Numerical Grades for UG Programmes.

<b>Ranges of % of Marks</b>	<b>Letter Grade</b>	<b>Grade Point</b>
90 - 100	O (Outstanding)	10
80 – 89	A+ (Excellent)	9
70 -79	A (Very Good)	8
60 – 69	B+ (Good)	7
50 – 59	B (Above Average)	6
40 – 49	C (Average)	5
30 – 39	D (Pass)	4
Below 30	F (Fail)	0
Absent	AB (Absent)	0

## **B. Ranges of percentage of marks for conversion into grades for PG Programmes**

The following ranges shall be employed for conversion of % age marks obtained by students into Letter Grades and Numerical Grades for UG Programmes.

<b>Ranges of % of Marks</b>	<b>Letter Grade</b>	<b>Grade Point</b>
90 - 100	O (Outstanding)	10
80 – 89	A+ (Excellent)	9
70 -79	A (Very Good)	8
60 – 69	B+ (Good)	7
50 – 59	B (Above Average)	6
45 – 49	C (Average)	5
40 – 44	D (Pass)	4
Below 40	F (Fail)	0
Absent	AB (Absent)	0

### **ii) Calculation of SGPA**

a) The next step in the result processing is the calculation of SGPA to be secured by candidates in a given semester. SGPA stands for Semester Grade Point Average, which shall be calculated by dividing the Sum of Credit Points secured by a student in all the papers opted in the given semester by the Sum of Credits allotted in all the papers opted by the student in that semester. It is expressed up to two decimal places. The formula is given below.

$$SGPA = \frac{\sum(Credits) \times (Grade Point)}{\sum(Credits \text{ of a semester})}$$

b) The Credit Point secured by a student in a particular paper shall be calculated by multiplying the Numerical Grade Point secured by the student in the paper with Number of Credits allotted in that paper.

### Illustration

Paper Code	Credit	Letter Grade	Grade Point (Numerical)	Credit Point	SGPA
EDUC-HCC-1016	6	O	10	60 (6x10)	186/22 = <b>8.45</b>
EDUC-HCC-1026	6	A	8	48 (6x8)	
ENGL-AEC-1014	4	A+	9	36 (4x9)	
POSC-HGE-1016	6	B+	7	42 (6x7)	
TOTAL	22	---	---	186	

### iii) Calculation of CGPA

After having SGPA of all the semesters in a given programme, the CGPA i.e. Cumulative Grade Point Average shall be calculated. CGPA is a measure of overall cumulative performance of a student over all semesters in a given programme. The CGPA is the ratio of total credit points secured by a student in all the papers in all the semesters of a given programme and the sum of the total credits of all the papers in all the semesters of that given course. It is expressed up to two decimal places. The formula for calculating CGPA is given below.

$$CGPA = \frac{\sum (SGPA) \times (Credits \text{ in a semester})}{\sum (Total \text{ Credits of all semesters})}$$

### Illustration

Suppose the SGPA of a student secured in six (6) semesters of UG-CBCS course are as follows.

Semester	SGPA Secured	Credits
Semester-I	6.80	22
Semester-II	6.73	22
Semester-III	9.07	28
Semester-IV	7.50	28
Semester-V	7.75	24
Semester-VI	8.00	24
Total	----	148

Here, applying the formula, the CGPA of the student will be-

$$CGPA = (22 \times 6.80 + 22 \times 6.73 + 28 \times 9.07 + 28 \times 7.50 + 24 \times 7.75 + 24 \times 8.00) / 148 = 7.70$$

## 5.2 Scale Down of Internal Marks

a) The scaling margin can be maximum 20%, based on the marks in external component (theory+ practical, if any). That means, if a candidate secures 60% age marks in external evaluation, his/her maximum % age of marks in internal evaluation could be 80% (60%+20%). As such, if the candidate gets more than 80% age marks in internal evaluation, it shall be reduced to 80% through scaling down procedure.

### Illustration

A candidate secured 50 marks in external component (including theory and practical, if any) out of 80 and 18 marks in internal component out of 20.

Here,

- The % age of external marks is  $40/80 \times 100 = 50\%$ , whereas
- The % age of internal marks is  $18/20 \times 100 = 90\%$ ,
- As such the margin between external and internal marks become  $90\% - 50\% = 40\%$ , which is greater than maximum limit of 20%.

In this case, the margin between external and internal marks shall be reduced to maximum 20% through scale down procedure, so that the % age of internal marks shall stand at 70% (50% +20%). As such, the scaled down marks in internal evaluation of the candidate will be  $70/100 \times 20 = 14$ .

b) However, scaling down shall not be applied for those candidates who secures more than 75% age marks in external evaluation. For example, a candidate secures 61 marks in external evaluation out of 80 (i.e. 76.25% in external) and 20 marks in internal evaluation out of 20 (i.e. 100% in internal). Even though the margin between external and internal marks became 23.75% (i.e.  $100\% - 76.25\%$ ), the scaling down procedure shall not be applied in this case.