

# UNIVERSITY OF KALYANI



## Regulations relating to Under Graduate Course of Studies for 4 year duration and Examinations.

This is issued in concurrence with the Hon'ble Vice-Chancellor (vide docket no. VC/102607 dated 26.06.2023) and. (vide docket no. VC/102704 dated 03.07.2023).



# UNIVERSITY OF KALYANI



## Regulations relating to Under Graduate course of studies for 4 year duration and examinations.

**Preamble:** In exercise of the power conferred upon it by section 49 of The Kalyani University Act, 1981 (Amended upto 2012) the University makes the following regulations.

**Note:** These regulations are framed as the 4 year duration Under Graduate (UG) course of studies and examinations with a new Curriculum and Credit Framework for Undergraduate Programmes (CCFUP) as per NEP 2020 be introduced from the academic year 2023-24.

### 01. Short Title, Application and Commencement :

These Regulations may be called The Kalyani University regulations:  
Regulation relating to Under Graduate course of studies for 4 year duration and examinations with effect from academic year 2023-24.

### 02. Definitions:

In this Regulations following definitions have been incorporated

2.1 “University” means The University of Kalyani established and incorporated under the Kalyani University Act, 1981 (Amended upto 2012).

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

2.3 “Under Graduate Course of Study”- ‘(UG)’ means the four year course of study divided into eight semesters, each of six month duration, after successful completion of 10+2 examination.

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

2.5 “Year” means the period commencing from 1st day of July and ending on 30th June following.

2.7 “Semester” means a period of six months beginning from July to December and January to June of each academic session containing equivalent to 90 actual teaching days.

2.8 “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.

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

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



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

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

2.13 “Grade Card or Marksheet” means a certificate issued to all registered students after every semester displaying the course details along with SGPA of that semester.

2.14 “Cumulative Grade Point Average (CGPA)” means a measure of cumulative performance of students over all semesters. It is the ratio of total credit points secured by a student in various 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.

2.15 “Enroll” means enrolment of a student for appearing at first Semester final examination.

2.16 “Executive Council” means Executive Council of the Kalyani University.

3. Regulation relating to Under Graduate course of studies for the 4 year duration and examinations.

### 3.1 Programme/Course of Studies

3.1.1 The Undergraduate degree programmes for the 4 year duration with multiple entry and exit points and re-entry options, with appropriate certifications are as follows:

- **UG Certificate** will be awarded to the students who opt for exiting after successful completion of 1<sup>st</sup> year (2 semesters) of study in the chosen fields and one Summer Internship Course (non credit) of 4 weeks. The concerned college authorities shall conduct and monitor the Summer Internship Course and send the award/marks obtained by the candidate(s) to the Controller of Examinations at an early date. The college authorities shall also issue a certificate of the completion of Internship to the respective candidate, duly signed by the Principal/TIC/OIC.
- **UG Diploma** will be awarded to the students who opt for exiting after completion of 2<sup>nd</sup> year (4 Semesters) and one Summer Internship Course (non credit) of 4 weeks. The concerned college authorities shall conduct and monitor the Summer Internship Course and send the award/marks obtained by the candidate(s) to the Controller of Examinations at an early date. The college authorities shall also issue a certificate of the completion of Internship to the respective candidate, duly signed by the Principal/TIC/OIC.
- **3-year UG Degree** will be awarded to the students in his/her Major discipline after successful completion of 3 years (6 semesters) programme of study.
- **4-year UG Degree (Honours)** in the Major discipline will be awarded to those who complete the 4 year (8 semesters) programme of study.
- **4-year UG Degree (Honours with Research)** will be awarded to the students who secure at least 75% marks in the first six semesters and complete successfully 4 years (8 semesters) of study along with a rigorous research project/dissertation in their major area(s) of study under the guidance of a recognized supervisor of the University/College in the 4<sup>th</sup> year.

Students are allowed to take a break from the study during the period of study but the total duration of completing the 4 year programme shall not exceed 7 years.



A student who passed 4-year UG Degree (Honours) or 4-year UG Degree (Honours with Research) may be eligible for admission to the 1 year Master degree in the respective Major subject which was taken as Major Discipline/Subject in UG Program.

However, the eligibility and the other details towards admission to the UG, PG and other higher studies will be governed by the guidelines of the University and the H.E department of Govt. of West Bengal as framed time to time.

### 3.2 Type of Courses/Disciplines

3.2.1 Different courses of study are labeled and defined as follows:

A) **Major Courses** - these courses which should compulsorily be studied by a student as a core requirement in the mother discipline. 18 such courses of 104 credit are offered for Honours students of a particular subject. The students of 4-year Honours with Research are to undertake 12 credit Research/ Dissertation work, although the total credit values of Major courses remain the same (104). The distribution of Major courses and its credit values for Certificate, Diploma and other Graduate level courses are given in details in table-1.

B) **Minor Courses**- Students will have the option to choose two Minor disciplines from two different pools which are interdisciplinary in nature with their major courses. These courses of 32 credits are allotted in the first 7 semesters, except semester IV and VI ( Table-1).

C) **Multidisciplinary Courses (9 credits)**- Three introductory level courses from other disciplines are to be studied by all UG students during their course of study. 5 such broader discipline are mentioned in table-3 for Multidisciplinary Courses.

D) **Ability Enhancement Courses**- The English language focusing on communication skills and the other Modern Indian Languages (MIL) are termed as Ability Enhancement Courses. One course on communicative English and any one from MIL courses of 4 credit each are to be studied compulsorily by all students.

E) **Value Added Courses**- One course of 4 credit on Environmental Studies will compulsorily be taught as Value Added Course at 1<sup>st</sup> semester to all students. Students are to select one other course of such kind from a pool comprising three different courses namely Understanding India, Digital & Technological solutions and Health & Wellness, Yoga Education, Sports and Fitness.

F) **Skill Enhancement Courses**- These courses are aimed at imparting practical skills, hands on training , soft skills etc. to enhance the employability of students in the global market. Each Board of Studies connected with Undergraduate Programmes designs a course of 3 credit tuning with the very objective of the course and offers the same to the students irrespective of the stream he or she belongs to. All UG students are to study three different such courses of total 9 credits in the first three consecutive semesters during their course of study.



**Table-I**

Structure of the 4 year UG Programmes having multiple exit points with appropriate certifications, and distribution of Courses along with its credit values

Semester	Major	Minor	Multidisciplinary course ( Evaluation shall be carried out by the college)	Ability Enhancement course	Skill Enhancement course	Value added course	Summer course	Total credits/courses
I	1 course x 6 credits = 6 credits Marks- 60+15=75	1 course x 4 credits= 4 credits ( Minor-I) Marks-40+10=50	1 course = 3 credits Marks- 35+10=45	X	1 course = 3 credits Marks- 35+10=45	1 course: 4 credits: Environmental education Marks- 40+10=50	X	20 / 5
II	1 course x 6 credits = 6 credits Marks- 60+15=75	1 course x 4 credits = 4 credits ( Minor-II) Marks-40+10=50	1 course = 3 credits Marks- 35+10=45	1 course = 4 credits: Communicativ e English Marks- 40+10=50	1 course = 3 credits Marks- 35+10=45	X	Summer Internship: 4 credits [Additional for Certificate/ Diploma]	20 / 5
<b>Certificate</b>	12	8	6	4	6	4		40
III	1 course x 6 credits = 6 credits Marks- 60+15=75	1 course x 4 credits= 4 credits ( Minor-I) Marks- 40+10=50	1 course = 3 credits Marks- 35+10=45	X	1 course = 3 credits Marks- 35+10=45	1 course: 4 credits Marks- 40+10=50	X	20 / 5
IV	2 courses x 6 credits = 12 credits Marks- 60+15=75 60+15=75	1 course x 4 credits= 4 credits ( Minor-II) Marks-40+10=50	X	1 course = 4 credits: MIL Marks- 40+10=50	X	X	Summer Internship: 4 credits [Additional for Certificate/ Diploma]	20 / 4
<b>Diploma</b>	30	16	9	8	9	8		80



Semester	Major	Minor	Multidisciplinary course (Evaluation shall be carried out by the college)	Ability Enhancement course	Skill Enhancement course	Value added course	Summer course	Total credits/courses
V	2 courses x 6 credits = 12 credits Marks-60+15=75 60+15=75	2 courses x 4 credits = 8 credits ( One Each from Minor-I & Minor-II) Marks-40+10=50 40+10=50	X	X	X	X	X	20 /4
VI	3 courses x 6 credits = 18 credits Marks-60+15=75 60+15=75 60+15=75 <b>Outreach / Internship = 2 credits</b>	X	X	X	X	X	X	20 /3
UG	60+2	24	9	8	9	8		120
VII	3 courses x 6 credits = 18 credits Marks- 60+15=75 60+15=75 60+15=75	2 courses x 4 credits = 8 credits ( One Each from Minor-I & Minor-II) Marks- 40+10=50 40+10=50	X	X	X	X	X	26 /5
VIII	3 courses x 4 credits = 12 credits Marks- 40+10=50 40+10=50 40+10=50 [ 2 courses X 6 credits = 12 credits for Honours without Research]	X	X	X	X	X	[ Research Project / Dissertation = 12 credits for Honours with Research]	24 /5
UG Honours without Research	102+2	32	9	8	9	8	0	170
UG Honours with Research	90+2	32	9	8	9	8	12	170

**Table-3  
Multidisciplinary Courses**

This is notified that the students are to select one course from each below mentioned broader discipline separately in 3 successive semesters:

- 1) Natural and Physical Sciences.
- 2) Mathematics, Statistics and Computer Applications.
- 3) Languages, Humanities and Social Sciences.
- 4) Library, Information and Media Sciences.  
(Mass Communication and Journalism).
- 5) Commerce and Management.

They are not allowed to select more than one course from the same broader discipline in 3 successive semesters. Students are advised not to choose or repeat course(s) already undergone at the Higher Secondary Level (12<sup>th</sup> class).



### 3.3 Eligibility to appear at the examination and examination details.

3.3.1 In the semester system the academic sessions including the examinations for first, third, fifth and seventh i.e. all odd semesters are July to December and those for second, fourth, sixth and eight semesters (even) are January to June. Before each of the Semester Examinations, a student shall enjoy study leave of 10-12 days for preparation.

3.3.2 A candidate shall be eligible for appearing at any of the Semester Examinations, fulfilling the following essential conditions:

- Minimum 75% attendance of lectures delivered.
- Students should complete internal assessments before appearing at the respective semester examination and the marks obtained will be carried over in case students fail to pass the course(s).

3.3.3 The distribution of credit and full marks of each course has been allocated in Table-1.

Out of this, certain percentage of each course/ unit will be assessed internally through continuous evaluation during the semester as decided by the university authority time to time and rest part will be evaluated in the end-semester examinations.

All the internal and/or continuous evaluation will be conducted by the internal teachers of the department. It shall be on the basis of tutorials, term papers, reports, 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 placed before any committee or team constituted by the university for verification purpose.

3.3.4 Question paper for each course/ unit will be set by internal/ external paper setter(s) and the Moderation of the paper(s)/ unit(s) will be done by the concerned Board of Moderators. The concerned Board of Studies will recommend the names of the paper-setters, moderators, examiners and reviewers.

#### 3.3.5 Duration of Examinations

Subjects	Full Marks	Duration
Theoretical Papers	60	2.30 Hours
Theoretical Papers	40	2 Hours
Theoretical Papers (MCQ)	40/35	1.30 Hours
Practical Papers	Bellow 50	3 Hours (Maximum)
Practical Papers	50 and Above	5 Hours (Maximum)



### 3.3.6 Question Pattern of Term End Examination (TEE)

#### Creditwise Marks Distribution

##### **\*Full marks of a course having 6 Credits along with distribution of marks:**

Full marks of each course of B.A./ B.Sc./ B.Com. carrying 6 credits, be 75 out of which 15 marks to be allotted for internal Assessment. In Semester-End-Examination of each course, Question Paper to be set for 60 marks.

*In Semester-End-Examination of each course, Question Paper to be set for 60 marks, distribution will be as below:*

- Answer 10 questions out of 15 carrying 02 marks each =  $02 \times 10 = 20$
- Answer 04 questions out of 06 carrying 05 marks each =  $05 \times 04 = 20$
- Answer 02 questions out of 04 carrying 10 marks each =  $10 \times 02 = 20$

However, questions, carrying 05 or 10 marks, need not necessarily be a single question.

##### **\*\*Full marks of a course having 4 Credits along with distribution of marks:**

Full marks of each course of B.A./ B.Sc./ B.Com. carrying 4 credits, is 50 out of which 10 marks is allotted for internal Assessment. In Semester-End-Examination of each course, Question Paper is to be set for 40 marks.

*In Semester-End-Examination of each course, Question Paper is to be set for 40 marks, distribution will be as below:*

- Answer 05 questions out of 08 carrying 02 marks each =  $02 \times 05 = 10$
- Answer 02 questions out of 04 carrying 05 marks each =  $05 \times 02 = 10$
- Answer 02 questions out of 04 carrying 10 marks each =  $10 \times 02 = 20$

However, questions, carrying 05 or 10 marks, need not necessarily be a single question.

##### **\*\*\*Full marks of a course having 3 Credits along with distribution of marks:**

Full marks of each course of B.A. / B.Sc./ B.Com. carrying 3 credits, is 45 out of which 10 marks is allotted for internal Assessment. In Semester-End-Examination of each course, Question Paper is to be set for 35 marks.

*In Semester-End-Examination of each course, Question Paper is to be set for 35 marks, distribution will be as below:*

- Answer 05 questions out of 08 carrying 01 marks each =  $01 \times 05 = 05$
- Answer 02 questions out of 04 carrying 05 marks each =  $05 \times 02 = 10$
- Answer 02 questions out of 04 carrying 10 marks each =  $10 \times 02 = 20$

However, questions, carrying 05 or 10 marks, need not necessarily be a single question.

### 3.3.7. Class Attendance, Internal Assessment/Project Evaluation:

- 15 marks of which 5 marks is reserved for class attendance and 10 marks is reserved for Class Test.
- 10 marks of which 5 marks is reserved for class attendance and 5 marks is reserved for Class Test.

There shall be only one Project Paper of each subject *instead of* class test in any one of the semesters and the college authority shall take the final decision regarding the evaluation of the project paper.

### 3.3.8. The questions of the following subjects shall be set in MCQ type.

1. AECC,
2. MDC,
3. VAC





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

If a student fails to enroll himself/herself in any semester his/her studentship will not be cancelled.

3.3.10 A student failing to pass in one or more course(s) in any semester examination shall be permitted to re-appear in that course(s) in respective semester examinations of the following three consecutive years as 2<sup>nd</sup> chance 3<sup>rd</sup> and 4<sup>th</sup> chance. A student will be permitted to clear his/her course(s) in maximum four 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 four chances. But the studentship of a student will be cancelled if he/she fails to clear any course(s) in four consecutive chances including the original chance. 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).

3.3.11 If a candidate secures qualifying grade ( 'D' grade) 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 'D' in a particular course his/her result of the concerned semester-end examination will be declared SNC (Semester Not Cleared). Marks obtained in the internal assessment will be clubbed with marks obtained in the semester examination before awarding the grade. If a candidate fails to secure pass grade in a particular course, he/she will have to appear in that course only and the marks of the other cleared courses will be carried forward. The internal assessment marks will be retained for next examination(s) with valid chances.

#### **3.4 Cancellation of examinations**

A student who after undergoing his/her course of study and after appearing at any semester in full or part intends to cancel of the same may apply to the controller of Examinations through the Principal of the concerned college within fifteen days from the last date of completion of theoretical courses of the said examination. In that case the entire examination including practical courses, if any, would be treated as cancelled. However the marks obtained through internal assessment both in theoretical and practical courses will be retained. He/she may be permitted to appear at the relevant semester afresh in the succeeding year if chance remains after obtaining permission from the controller of examinations.



### 3.5 Results

Grading on 10 point scale

#### GRADING & DIVISION:

Grade & Credit System, the semester end and final grade sheets and transcripts shall have following scale (scores on 100%), letter grades and grade points. SGPA (Semester Grade Point Average) and CGPA (Cumulative Grade Point Average):

PERFORMANCE	SCORE ON 100% POINTS	LETTER GRADE	GRADE POINT
Outstanding	90 to 100	0	10
Excellent	80 to < 90	E	9
Very Good	70 to < 80	A	8
Good	60 to < 70	B	7
Above Average	50 to < 60	C	6
Average/Pass	40 to < 50	D	5
Fail	Below 40	F	0
Absent	-	AB	0
$SGPA(S_i) = \frac{\sum(C_i \times G_i)}{\sum C_i}$			
Where $C_i$ is the number of credits of the $i$ -th course and $G_i$ is the grade point scored by the student in the $i$ -th course.			
(SGPA)= Semester Grade Point Average			
CGP A calculation for 3-year UG Course:			
$CGPA = \frac{\sum C_i \times S_i}{\sum C_i}$			
Where $S_i$ is the SGPA of the $i$ -th semester and $C_i$ is the total number of credits in that semester.			
(CGPA): Cumulative Grade Point Average			
<i>The SGPA &amp; CGPA shall be rounded off to 2 decimal points.</i>			

#### To complete the Course satisfactorily and qualify for degree:

- (i) A student must obtain the minimum CGPA of 5.
- (ii) A minimum of 40% marks to be obtained in each paper / course.

In case of combined course (Theory + Practical), appearing at the practical portion of the examination is mandatory.

- (iii) A student obtaining Grade F shall be considered failed and will be required to reappear in that examination.

**Full Marks and Marks obtained will also be shown in the Mark sheets.**



### 3.6 Provisions for review:

There shall be re-evaluation (review) of the answer scripts of theoretical papers of semester-end-examinations but not of Internal Assessment marks. However, for re-evaluation, the candidate has to apply through the concerned Principal/TIC of College in a prescribed format, to the Controller of Examinations. Re-evaluation shall be permitted in not more than two theoretical papers for any semester-end-examination in the 4 year Bachelor's degree programme on submission of prescribed fees within 07 working days from the publication of result of the concerned semester. No application for re-evaluation of practical papers shall be entertained. *The examiner of a paper shall not be the reviewer of the same paper.*

3.7. The written answer scripts of each semester-end examination will be preserved by the Examiner upto the completion of review process of that answer scripts. After that the answer scripts shall be collected by the Controller of Examinations and shall be preserved in the University for 06 (Six) months only from the date of publication of that result of the said semester-end examination. The answer scripts of the class test or other records of internal assessment shall, however, be preserved in the College for six (06) months from the date of commencement of the next Semester. After that period, the scripts will be disposed of as per rules of the University.

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

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

3.8.4 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 using 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 EXAMINATIONS :**

3.9.1: The Centre-in-Charge of any University Examination held at a centre shall, 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 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 at 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 Committee of Discipline, 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 Committee of Discipline, 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, forwards the case along with the detailed report, the Committee of Discipline 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 at the examination of 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 is to be sent to the Controller of Examinations for subsequent issuance of order/notification including the 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 one another 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 Committee of Discipline 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 indisciplined 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 diary 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 concerned reporting 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 above the University will direct the concerned candidate to appear before the Committee of Discipline and furnish an explanation in writing regarding the charges leveled against the candidate.

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

1.	Cancellation of examination of the concerned paper of the candidate.
2.	Cancellation of the entire examination of the candidate, if necessary.
3.	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 Committee of Discipline without assigning any reason, the Committee of Discipline 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 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 him/her from the charges levelled against him/her if in its judgment the candidate concerned is found innocent.

3.9.13 The recommendations of the Committee of Discipline 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 deems fit.

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



3.9.14 The Committee of Discipline (UG Examination) shall be constituted with the following members.

- 1) Controller of Examinations (convener)
- 2) Registrar or his/her nominee
- 3) The Secretary, FC(UG)
- 4) Two E.C. members
- 5) Two Principals/T.I.C.s/O.I.C.s from the UG colleges

The tenure of this committee will be four years from the date of its constitution.

**3.10** 1(one) mark as Tabulator grace will be awarded to the unsuccessful candidates. Grace mark of maximum 1(one) will be given also in the cases where a candidate has shortage of 1(one) mark to secure 50%, 55% and 60% of the total marks.

**3.11** The Academic Calendar ratified by the Faculty Council (UG) will be announced by the University Authority before commencement of new academic session and shall be strictly followed for the duration of teaching, preparatory leave for students, examination and publication of results.

**3.12.** Without any contravention of the existing Act/Statute/Ordinance of the University, the Vice-Chancellor of the University shall have the power to settle any issue which is not covered under this regulation. If any dispute arises in respect of interpretation of the regulations or any matter not covered by these, the decision of the Vice Chancellor in that respect shall be final.

**3.13** All questions arising in relation to the interpretation of these regulations, may be referred to the Executive Council, if necessary, for decision and the decision of the Executive Council will be final.

-----:-----

