



Centurion
UNIVERSITY

*Shaping Lives...
Empowering Communities...*



EXAMINATION HAND-BOOK



**Centurion University of Technology
and Management, Odisha**



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1. INTRODUCTION

Centurion University of Technology and Management (CUTM) came into existence on 24 December 2010. As part of its aspiration to develop into an institution that exhibits 'quality' both in teaching and examination systems, the university strives to formulate and implement an evaluation system which is transparent and student friendly. The main emphasis is to assess the knowledge gained by a student and motivate him/her to improve upon it.

Creation of confidence amongst students about the assessment system and timely publication of accurate results is essential. Continuous evaluation of students' performance has become norm of the day. This process aims at measuring the degree of knowledge assimilated by the students during a course of study without bringing excess pressure. A strict and flawless examination system, maintaining uniformity and consistency in assessment is the backbone of any evaluation system. In this regard, CUTM aims to establish an examination system in accordance with guidelines issued by UGC, AICTE, Sector Skill Councils and State Higher Education Body with the following features:

- An independent system so that it can operate without fear, favour, pressure and prejudice.
- Comprehensive and transparent principles, policies, and procedures directed towards achievement of its goals.
- Flexibility and adaptability to the changing needs
- Team with appropriate qualifications and qualities like self-discipline, accuracy, secrecy, time consciousness, high degree of integrity regarding the objectives of the system and complete understanding of their duties and responsibilities.
- Facilities to process enormous quantities of data and generation of pre-defined documents with least human interaction.

The purpose of this document is to explain the features of the University's assessment system that will guide all examinations in the future. The clear understanding about the assessment system provides students opportunities to get the best out of their studies and to perform to the best of their abilities. Ignorance of any type of assessment requirements will not be accepted as an excuse for poor performance. Students must make sure they familiarize themselves with this information and, if in doubt, may seek advice from their respective examination cells.

2. CUTM EXAMINATIONS

CUTM offers various courses in Certificate, Diploma, UG, PG and PhD level. The programs offered may vary from time to time. For latest offered programs please visit www.cutm.ac.in.

To assess the knowledge and academic progress of students, the patterns of examination followed by CUTM are continuous internal examination and external (end-semester) examinations. The assessment is conducted for the following types of subjects being offered by different programmes:

- Theory
- Practice
- Project
- Theory + Practice
- Theory + Project
- Theory + Practice + Project
- Practice + Project
- Workshop / seminar / internship

Weightage for Internal and External Examination

Subject Type	Component wise weightage in Percentage					
	ITH	ETH	IPR	EPR	IPRO	EPRO
Theory	50	50				
Theory+Practice (T+P)	50	50	50	50		
Theory+Project (T+Proj)	50	50			50	50
Theory+Practice+Project (TPP)	50	50	50	50	50	50
Workshop			100			
Practice			50	50		
Project					50	50
*ITH- Internal Theory			*IPR- Internal Practice			
*IPRO- Internal Project						
*ETH-External Theory			*EPR- External Practice			
*EPRO-External Project						

Pass Criteria:

- A. Theory papers:** students must secure a minimum of **30% in individual components** (both continuous assessment & end-semester theory) **along with 40% in aggregate**
- B. Theory & practice papers:**
 - a.** Theory component: minimum of 30% in individual components (both continuous assessment & end-semester theory) along with 40% in aggregate
 - b.** Practice component: minimum of 50% marks in both internal & external
- C. Theory & project type papers:**
 - a.** Theory component: minimum of 30% in individual components (both continuous assessment & end-semester theory) along with 40% in aggregate
 - b.** Project component: minimum of 50% marks in both internal & external
- D. Theory, practice & project type papers:**
 - a.** Theory component: minimum of 30% in individual components (both continuous assessment & end-semester theory) along with 40% in aggregate
 - b.** Practice component: minimum of 50% marks in both internal & external
 - c.** Project component: minimum of 50% marks in both internal & external

E. Practice & project type papers:

- a. Practice component: minimum of 50% marks in both internal & external
- b. Project component: minimum of 50% marks in both internal & external

F. Workshop or Internship type papers: 50% in aggregate

❖ **Note:**

- The evaluation pattern, pass criteria and external internal weightage for different programs under School of Pharmacy & Life Sciences to follow PCI norms, MSSSOA & School of Fisheries to follow ICAR regulations, School of Veterinary & Animal Sciences to follow VCI regulations, School of Nursing to follow nursing regulations.
- (Nautical Science) & DIPLOMA (Nautical Science) students should secure a minimum of 30% in internal continuous assessment & 50% in end-semester theory along with 50% in aggregate for all subjects having theory component.

	Theory			Practice		Project		Full Mark	Result
	Full Mark	Full Mark	Full Mark	Full Mark	Full Mark	Full Mark	Full Mark		
	50	100	150	50	50	50	50		Result
	CA	ESTH	CA+ESTH 50+100(×50)	IPR	EPR	IPRO	EPRO		
Pass Criteria	30%	30%	40%	50%	50%	50%	50%		
Subject Type									
Theory	15	30	45					100	Pass
Theory+Practice	15	30	45	25	25			200(×100)	Pass
TPP	15	30	45	25	25	25	25	300(×100)	Pass
Theory+Project	15	30	45			25	25	200(×100)	Pass
Theory	13	25	38					100	Fail
Theory+Practice	35	29	64	25	25			200(×100)	Fail
TPP	10	50	60	25	25	25	25	300(×100)	Fail
Theory+Project	15	28	43			25	25	200(×100)	Fail

Practice				25	25			100(\propto 100)	Pass
Project						25	25	100(\propto 100)	Pass
Workshop				50				100	Pass

*CA- Continuous Assessment

*IPR- Internal Practice

*IPRO- Internal Project

*ESTH-End Semester Theory

*EPR- External Practice

*EPRO-External Project

- At the end of each semester, the provisional semester grade sheets are available to the students in ERP.
- At the end of the programme, final consolidated grade-sheet shall be made available to those students who will be fulfilling the eligibility criteria.

2.1 INTERNAL EXAMINATIONS

The internal mark secured by a student for the subject remains fixed. There is no provision for students to reappear internal examinations and change the score during the duration of the program. Therefore, students should not miss internal examinations. However, for exceptional cases, students may opt to re-register the course in subsequent semesters or take 100%-mark option in external components after completion of the duration of the program.

a. Internal Examination for Theory Components (Continuous Assessments)

- i. Details are as indicated in the table below:

SL No	Continuous Assessment	Score
1	Individual / Group Presentation <i>Rubric is as below:</i> <ul style="list-style-type: none"> • Content & creativity – 05 • Presentation & Discussion – 05 	10
2	Mid-semester (Written Examination) <i>Distribution of Mark:</i> <ul style="list-style-type: none"> • 5 short questions x 1 marks = 5 marks • 2 long questions x 5 marks = 10 marks • 2 short notes x 2.5 marks = 5 marks 	20

3	Assignment (2 assignments x 5 marks each)	10
4	Learning Record (Based on the parameters indicated in the learning record format, course faculty to evaluate and award score)	10
Total		50

- ❖ **For LLM** : Mid Sem Exam - 20 marks + 1 Project - 30 marks (1st Semester) & Mid Sem Exam - 20 marks + 1 Learning Record- 30 marks (2nd Semester)

b. Evaluation of Practice/ Laboratory Components

The evaluation of the practice component will be carried out 50% by concerned faculty and 50% by the external examiner and will be conducted as per the present policy. Details are as under:

Internal

A	Concept	10
B	Planning & Execution/ Practical/ Simulation/ Programming	10
C	Result and Interpretation	10
D	Record/ Report	10
E	Viva	10
Total		50

External

A	Execution & Result	20
B	Record of Applied and Action Learning	10
C	Viva	20
Total		50

c. Evaluation of Project Component

The evaluation of the project component will be completed 50% by concerned faculty and 50% by the external examiner and will be conducted as per the present policy. Following guideline may be referred during evaluation of internal and external components:

Internal

A	Understanding the relevance, scope and dimension of the project	10
B	Methodology	10
C	Quality of Analysis and Results	10
D	Interpretations and Conclusions	10
E	Report	10
	Total	50

External

A	Understanding the relevance, scope, and dimension of the project	10
B	Report	20
C	Viva	20
	Total	50

However, there will be three presentations in case of DOMAIN PROJECTS. The presentations will have external evaluators to be appointed by the QA cell in consultation with the Deans. The subject teacher and external evaluator will be responsible to evaluate for 50% of the score each. The final project mark will be an AVERAGE of the 3 presentations.

d. *Evaluation of Internship*

The evaluation of the internship will be completed 50% by concerned faculty and 50% by the industry guide. Following guideline may be referred during evaluation of internal and external components:

Internal

A	Daily Diary & Log Report	20
B	Periodical (Weekly/Monthly) Report	10
C	Presentation & Viva	20
	Total	50

External

A	Completion of the task / project assigned	30
B	Feedback of the industry supervisor	20

e. Evaluation of Workshop Component

The evaluation of the workshop component will be completed 100% by concerned faculty as per the present policy. Following guidelines may be referred during evaluation:

A	Critical Thinking/ Simulation/ Field work & Report	50
B	Presentation & Viva	50

2.2 END SEMESTER EXAMINATIONS

The semester examinations shall be conducted by the University both in terms of paper setting and evaluation as per the Academic Calendar. There shall be an examination window of 4-5-week duration at the end of each semester to conduct end semester examinations.

a. Question Paper

- Question paper pattern and break-up of marks are attached as Annexure - I.
- **Question Paper Setter:** A panel of question paper setters to be prepared and approved by the Academic Council. The names in the panel as well as the name of the actual question paper setter are confidential and to be kept in a separate file by Director (E& QA). However, Director (E&QA) has the complete authority to choose a QP setter to make QP available in time.
- There should be a balanced mix of internal and external faculties as question paper setter. Eligibility criteria for question paper setter are in Annexure – II.

b. Eligibility to Appear for Examinations

- **Subject-wise registration to appear at examinations:** All Students of the University need to register for each of the subjects they are required to study before commencement of a semester. They may consult with the department HOD or Dean to guide them in this process.
- **Minimum attendance requirement** for appearing for examinations in all programmes is 75%. However, such minimum eligibility will be calculated for each subject and **NOT** as aggregate. Students will be allowed to appear final examinations subject wise depending on the fulfilment

of the minimum attendance criteria. Attendance will include class work, practice work, project work (including internships) in both online/ physical modes. The same attendance rules will be applicable for appearing internal examinations.

- Condoning of the minimum attendance either due to medical or any other reasons as allowed by the Deans remains limited to a maximum of 10% and should be exceptional.
- **Attendance requirement to appear Examination on Demand:** Students who are debarred from attending the main semester examinations due to shortage of attendance will be allowed to appear for Examination on Demand provided they have 50% or more attendance in the subject.
- **Students having less than 50% attendance** in subjects will not be removed from their academic record (ERP). Such subjects will be awarded with “**R**” grade during result publication.
- Concerned students need to register these subjects by paying the registration fee applicable per subject on or before 30 April and the registration data to be shared with QA cell by 10 May of each academic year. This fee includes special summer classes and examination to be conducted.
- Classes as per the special timetable and academic calendar will be held at department / school level. Classes shall be planned according to the credit of the subject. The faculties to be engaged in these special classes and evaluation, will be remunerated appropriately.
- The university attendance rule will apply for these subjects to appear for the examination to be conducted during unlimited EOD exam & also for Practice & Project subjects.
- A candidate shall be allowed in a semester examination only after he/ she is issued an Admit Card for the relevant examination by the college. If the student has lost the admit card, the same may be obtained from the campus examination cell after paying the prescribed fee.
- Students who have been found to indulge in malpractice at examination will be awarded ‘M’ grade in that subject. The university may take any additional disciplinary action at its discretion. Such candidates will be allowed to appear only in subsequent examinations based on the decision of the University.
- A student who is absent in any subject(s) for which he/she has registered will be awarded ‘S’ grade. He/she is permitted to appear in those subjects in subsequent EODs.

c. Conduct of Examinations

The End-Term Examination shall be conducted by the QA cell at the end of each semester as per window indicated in the Academic Calendar. The examination will be conducted according to the scheme and curriculum prescribed for the respective course. QA cell shall do the following for conduct of the examinations:

- Prepare and announce examination schedule based on the registration data.

- Appoint competent authority, officials, staff, etc. for the conduct of examination in the respective campuses.
- Issue appropriate instructions to have a flawless, unbiased and systematic conduct of examination while at the same time minimizing the scope of use of unfair means, misconduct, etc.
- Preparation, printing, packing and dispatching question papers to constituent campuses.
- Such other acts required to be performed for the conduct of examination.
- Refer Annexure-III, IV & V for conduct of examination, role of examination conducting authority and instructions to candidates respectively.

d. Evaluation

For Evaluating the Answer Books, the following systems or any combination thereof may be opted for, as decided by the competent authority from time to time:

- Centralized Evaluation: To be done at QA cell under the supervision of Evaluation Coordinator.
- Delegated Evaluation: The Answer Books to be issued to the teachers or persons engaged by the competent authority for the purpose of evaluation. The Evaluated Answer Books along with the marks are to be handed over within a stipulated time to the competent authority.
- Any other system as decided by the University from time to time.

3. GRADING SYSTEM

CUTM follows “Absolute” grading system / Grade point or marks scheme applicable for different programs.

Under absolute grading system, a Ten Point grading system on base of 10 shall be followed in CUTM.

Categorization of these grades and their correlation shall be as under:

Qualification	Grade	Score on 100 Percentage Points	Point
Outstanding	‘O’	90 and above up to 100	10
Excellent	‘E’	80 and above but less than 90	9
Very Good	‘A’	70 and above but less than 80	8

Good	'B'	60 and above but less than 70	7
Fair	'C'	50 and above but less than 60	6
Pass	'D'	40 and above but less than 50	5
Failed	'F'	Below 40	2
Malpractice	'M'	-----	0
Absent	'S'	-----	0
Re-registration	'R'	-----	0
Improvement	'I'	-----	0

N.B.

- *Grade C shall be considered as average, Grade D shall be pass Grade for theory and Grade C shall be Pass Grade for Practical/ Project/ Workshop mode paper.*
- *BSc(AG), MSc(AG), BSc (Fishery Science) & BSc (Fishery Science) will follow ICAR norms and MPharm, BPharm and DPharm will follow the PCI norms, BVSc & AH will follow VCI regulations, B.Sc (Nursing) will be as per nursing regulations for grading & assessment respectively.*

The GPA for the mixed courses (T-P-P mode) will be a weighted average of the individual marks obtained in a component weighted by the credit of the component. So the GPA is calculated as = $(W_t \times \text{marks of theory} + W_p \times \text{marks of practice} + W_{pr} \times \text{marks of project}) / (W_t + W_p + W_{pr})$. Here W stands for credit weight. All components will be individually evaluated for 100 marks.

Details of Theory + Practice + Project ($W_t \times 100 + W_p \times 100 + W_{pr} \times 100$), where W stands for the credit weight of the component:

	Theory		Practice		Project	
	Internal	External	Internal	External	Internal	External
Marks for basic Assessment	50	60	50	50	50	50
Total for basic Assessment	Wt*100		Wp*100		Wpr*100	
% to be considered for Award of Grade	Weighted Grade Point					

- All marks obtained are out of hundred

- For instance, a 3-1-1 course will have three times weight for theory marks, 1 weight each for practice and project.

Example: Following example may be referred to have further clarity:

Course Title	Code	Type of Course	T-P-PJ
Building of Cloud Infrastructure	DECT0901	Theory+ Practice+ Project	1-2-2

If a student secures 87 marks in theory, 89 marks in practice and 92 marks in project out of 100 including internal and external, then the award of grade will be as per following method:

A	B	C	D	E	F	G	H	I	J	K	L	M	N
Theory Mark (100)	Wt	Wt* Theory	Practical Mark (100)	Wp	Wp* Practical	Project Mark (100)	Wpr	Wpr* Project	Wt*Theory+ Wp*Practical +Wpr*Project (C+F+I)	Total credit (B+E+H)	Wt*Theory+ Wp*Practical +Wpr*Project /Credit (J / K)	Round up total	Grade
87	1	87	89	2	178	92	2	184	449	5	89.8	90	O

A student's level of competence shall be categorized by a GRADE POINT AVERAGE to be specified as:

SGPA / GPA - Semester grade point average / Grade Point Average

CGPA / OGPA - Cumulative grade point average / Overall Grade Point Average

Definition of Terms

- POINT / Grade Point - Integer equivalent each letter grade (a) / Grade Point Awarded.
- CREDIT - Integer signifying the relative emphasis of individual course item(s) in a semester as indicated by the Course structure and syllabus (b).
- CREDIT POINT = (b) x (a) for each course item.
- CREDIT INDEX = \sum CREDIT POINT of course items in a Semester.

SEMESTER GRADE POINT AVERAGE / GRADE POINT AVERAGE (SGPA / GPA)

SGPA / GPA = CREDIT INDEX / \sum CREDITS for a Semester

CUMULATIVE GRADE POINT AVERAGE / OVERALL GRADE POINT AVERAGE (CGPA)

CGPA / OGPA = CREDIT INDEX of all previous Semester(s) / CREDITS of all Previous Semester(s)

Percentage of marks will be CGPA x 10 or OGPA x 10

4. RESULT PUBLICATION

- **Approval of Results by Conducting Board:** The coded results to be placed before the approving authority by the Director (E & QA) for approval.
- Approved results to be declared after decoding and the results will be sent to respective colleges for display /information to students.

5. GRIEVANCE REDRESSAL SYSTEM

- The students are required to contact their respective campus examination cells for any grievances related to examination.
- Campus examination cells after due verification may forward the same to QA cell, if required.
- Records of grievances received and resolution timeframe to be maintained at the campus examination cell for future reference.
- Students are advised to refer to annexure-XI for key examination activities timeline.

Rechecking of Answer-books

- Students may apply for revaluation / photocopy of their answer books of theory papers through the college exam-cells. Exam-cells are required to forward a consolidated list indicating student and subject information for rechecking within 10 days of publication of results (*CUTM/EXAM/EX-005*).
- The examinee who is found to have indulged in any malpractices/ misconduct in the examination and has been punished shall not be eligible to apply for verification/ revaluation/ issue of photocopy of answer book.
- Verification of internal, Practical/ lab and project/ workshop marks are not permitted.
- A candidate applying for revaluation should note that the results of the revaluation of his/her answer book will be binding on him/her.
- The revised marks obtained by the candidate, if only higher, shall be considered for the purpose of amendment of his/her results.
- Upon receipt of the consolidated rechecking list from college, the answer books are to be retrieved and sent for rechecking.
- A separate examiner to be appointed to re-examine the answer book who will submit a question-wise rechecked mark-foil for posting.

- The corrected statement of marks shall be processed and the revised result be intimated to the colleges for information about the concerned students.

Issue of Photocopy of Answer Book

- The photocopy of written parts of answer book/s shall be provided through the respective campus examination cells. No photocopies of blank pages of answer book/s shall be provided.
- Photocopies of the answer book shall be made available to the student after making necessary corrections if any, due to revaluation. The identity of the examiner and moderator to be concealed before the answer book is photocopied.
- The student shall be sole custodian of the photocopies supplied and shall not be entitled to transfer the same to anybody for any purpose, whatsoever. The student shall further refrain from putting such photocopies into any misuse that might jeopardize the reputation of CUTM. In case of misuse of photocopies by the student, CUTM will act as deemed fit against such candidates.

6. PROVISION TO CLEAR BACKLOGS

a. Examination On Demand (EOD)

University conducts two EODs per semester and one extended EOD during summertime to provide opportunities to students to clear their backlog papers by paying the required fees. Students having backlog in theory component paper(s), may appear for EODs and in addition students have the liberty to choose the subjects of their choice.

Pass out batch students are allowed to opt for 100%-mark option in external component(s). In such cases the internal mark will be nullified, and evaluation will be done taking external component as 100%. Pass out students will be eligible for the same till their studentship is valid (that is twice the number of years as the duration of the course).

b. Laboratory/Sessional Backlogs

- Students having backlog in practice/ project/ workshop mode papers or combination of these papers may choose to appear for “Laboratory Backlogs Examinations” by paying the required fees. These examinations are scheduled only once a year i.e. during summer vacation time.

- The entire laboratory / sessional is once again performed by the students in fast-track mode and evaluation is done for 100% of the components i.e. both internal as well as external.

Credit Shortfall / Re-registration of Subjects

- Students having attendance or credit shortfall in a semester shall be allowed to re-register for the courses and shall repeat the courses when the course is offered in the subsequent semester(s) along with the regular students by paying the prescribed fee.
- Similarly, in case of the passing out batch students, students having credit shortfall for the award of degree would be required to reregister subjects, attend the course work and undergo all assessment procedures in the subsequent semester for gaining the required credits by paying the prescribed fee. However, University discourages such practices and students are advised to complete their credit requirements within the course duration itself.

7. EXCEPTIONAL CASES

a. Special Examination

University has a provision of special examination for passing out students with backlogs (not more than two theory papers alone) who need their degree urgently i.e. need to join a job, higher studies etc. by depositing the prescribed fee. QA cell will take necessary steps to conduct the examination and result will be published within seven working days from the date of receipt of the valid application. The student needs to appeal along with adequate proof to the concerned Dean and Dean may recommend the case to QA for further course of action.

However, University discourages such practices and it should be availed in exceptional circumstances with valid reasons and due approval from competent authorities only.

8. PROVISION FOR SKIPPING SUBJECT (S)

Under CBCS, the students are allowed to skip paper(s) if they fulfill the basket-wise minimum credit requirements as specified in the Academic Regulation for their specified batch. Refer Annexure-IX for skip norms applicable under CBCS.

9. AWARD OF DEGREE AND CONVOCATION

a. Award of Degree

A student shall be declared to be eligible for the award of degree if he/she has:

- Fulfilled the requirements of Degree
- No dues to the Institute, Departments, Hostels, Library, and
- No disciplinary action is pending against him/her.

b. Merit Certificate

Merit Certificate is a recognition of academic excellence of a student by the University. Eligibility criteria for awarding "Merit Certificates" are as under:

- Securing highest CGPA in their respective branch or programme.
- Securing at least 8.00 CGPA or above and cleared all papers in the first attempt.
- Student strength in the particular branch or programme is not less than ten.

c. Gold Medal

Gold medal is a recognition of academic excellence of a student by the University. It should be awarded judiciously to a student whose achievement is impressive. The criteria for award of Gold Medal are listed below:

- Total number of students in that programme should not be less than 50.
- Students securing minimum 8.00 CGPA will be eligible provided that:
 - Students have secured the highest CGPA in a programme.
 - No academic ground disciplinary action taken against the students during their study period.
 - Must have cleared all courses in the first attempt.

d. Convocation

- A Convocation for the purpose of conferring Degrees shall be held once a year as the Visitor may direct on the recommendation of the Management.
- After publication of the results, the Director (E&QA) will prepare a list of candidates eligible to receive their Degrees during the subsequent annual Convocation. The same shall be presented at the annual Convocation and the candidates shall be conferred degrees.
- In case the name of any eligible candidate is inadvertently missed out from the list, such names of the candidates can be added to the said list subsequently, with the prior approval of the Vice-Chancellor with a note mentioning the circumstances under which such names are sought to be included in the said list.

- Distribution of Degree Certificates to the candidates shall be made either at the Convocation or at any time after the Convocation. However, no candidate will be admitted for the convocation without prior registration for Convocation by paying the prescribed fee.
- For students who are successful in subsequent backlog examinations, the Director (E&QA) is competent to issue provisional certificate declaring them eligible for receipt of Degree. Such candidates will, however, be entitled for receipt of final Degree Certificate at the next annual Convocation only.

10. NATIONAL ACADEMIC DEPOSITORY (NAD)

“National Academic Depository (NAD) “is a National System set-up by MHRD and UGC by appointing Digilocker to facilitate Academic Institutions to Digitally, Securely and Quickly issue Academic Awards to Students directly into their online NAD Account. The student can access the certificates at any time and authorize employers and banks to view and verify the certificates eliminating the need to carry originals, submit attested photocopies and wait for verification of documents. The benefits for uploading transcripts in NAD are as under:

1. Immediate availability of Certificates upon upload by Academic Institute - No need to visit anywhere to apply and collect.
2. Online, Permanent Record of Certificates available at all times.
3. No risk of losing, spoiling, damaging the Certificate.
4. Anytime, Convenient access to Certificates.
5. Verified Certificate Records can be provided to any employer, bank; no need for photocopies, notarization, presentation of original copies etc.
6. Assistance in admission / enrollment process.

CUTM is uploading the academic documents of students in NAD portal since 2018 graduating batch. However, to access their documents, students need to register themselves in NAD. The registration process is explained in Annexure-XI.

11. ADDITIONAL TRANSCRIPT

Students need to submit application along with the supporting documents to the college examination cell by paying the prescribed fee if they need copies of additional transcripts for any purpose (*CUTM/EXAM/EX-006*).

12. ANSWER PAPER RETAINED IN SAFE CUSTODY

- The answer books are to be made into subject-wise packets and stacked in racks with proper ventilation and free from termites/ pests.
- Information of each answer-book in each packet to be kept in computer and maintained to record removal of an answer book indicating purpose for which it was required by the in-charge of answer-book storage. Return of answer book will also be recorded.
- The answer-book storage area to be fumigated and aired periodically so that they are preserved without any damage.

13. DESTRUCTION OF ANSWER BOOK

- Unless and until specific instruction is given by the VC, CUTM, all evaluated answer books will be destroyed after five years of declaration of results.
- A certificate to be given by the Dy. Director (E&QA), indicating details of answer books that have been destroyed. This is to be retained by the QA cell.

QUESTION PAPER PATTERN

The question paper will be of 100 marks, having questions in three parts and of three hours' duration. Guidelines while preparing the question paper are as under:

1. Questions to be prepared as per the template referring to the following instructions:

Part A: 10 short questions (2 marks)

Part B: 5 Long questions (12 marks): Each long question may be divided into sub-questions i.e. 6+6, 6+5+1, 6+4+2, 6+3+3, 5+4+3, 4+4+4 pattern or any other format as relevant with mark distribution indicated against each question.

Part C: 4 Short notes (5 marks).

2. Questions should be within the scope of the syllabus, covering the entire syllabus with proper module-wise distribution.
3. Questions should be in line with the course outcomes (COs).
4. Questions to be prepared as per the following degree of difficulty:
 - a. 50% straight questions
 - b. 20% moderate level questions
 - c. 30% difficult level questions
5. If **graph paper, calculator or any reference material** needs to be allowed for a particular question, the same to be mentioned in the remark column against the question.
6. Script should be clear and legible.

Note: Question paper pattern for **BSc(AG), MSc (AG) & BFSc will follow ICAR guidelines, MPharm, BPharm and DPharm will be as per PCI guideline**, BVSc & AH as per VCI regulations and B.Sc (Nursing) as per nursing regulations.

ELIGIBILITY CRITERIA FOR QUESTION PAPER SETTERS AND EVALUATORS

- A. The following criteria to be taken into consideration while selecting question paper setters / answer-book evaluators:
- PhD / M.Tech degree
 - Subject specialization
 - Minimum 5years of industry and teaching experience
 - Recommendation of HOD/DEAN/Director
 - Previous experience in QP setting / evaluation
- B. Additional factors taken into consideration to be:
- Feedback of moderator
 - Student complaint
 - Time schedule commitment
- C. The internal faculties for question paper setting and evaluation should not exceed 50 percent of the total number.

CONDUCT OF SEMESTER EXAMINATION

Preparation of the Room

Administrative staff will set up the venue for examination and are responsible for the general tidiness of the room as per the direction of the Centre Superintendent. Exam-cells are responsible to ensure availability of following in Examination halls:

- Answer books
- Attendance / Signature sheets
- Graph paper, if relevant
- Important Venue Information (Centre Superintendent, Examination Office telephone number)
- Books of statistical tables (if relevant)

The Invigilator is responsible for ensuring conditions appropriate before the examination begins and should take up any concerns on arrival in the room with either on-site pottering staff or the examinations office.

The Administrative Departments to be informed of the rooms being used for examination purposes well in advance by the Examination Office for ensuring that no maintenance work takes place which may cause disturbance to candidates during the examination period.

Requirements/ Guidelines for Examination Hall

- Roll list of the students permitted to appear at an examination will be sent along with examination material.
- Only the listed students with University Registration Card as their Identity and Admit Card will be allowed to appear for the examination.
- Depending on the room size, the number of candidates per room will be decided by the respective colleges ensuring that there is no scope for cheating/ copying.
- Seating arrangements will be made according to the seating plan generated through ERP.
- The registration number of eligible students must be pasted/ indicated on the respective allotted desk in the examination hall.
- For every 20 students, there will be an invigilator, who must be a registered teacher of the University.

- All the Invigilators must remain in the examination hall for the entire period of the examination. Further, the invigilators are advised to move around in the hall.
- In case of temporary absence, each College may have 10% reliever invigilators.

Seating Arrangements

Only one student will be allowed to sit in one bench. There should be minimum one-meter gap between each student. A room generally used for a class of 60 students to accommodate only 20 students during examination. The roll number of students should be written as per the attendance sheet for the examination on each bench. There should be adequate space between benches and the benches and chairs should be cleaned every day. The rooms should be kept locked and only opened 15 minutes before commencement of the examination.

A consolidated room-wise seating arrangement will be displayed at prominent places of the college for guiding examinees to respective rooms.

Gate Checking

A special team to be earmarked to carry out gate checking. Special emphasis to be given that following items are not carried by the students:

Cell phones

Programmable calculator

Any other printed material/ hand written material except Registration Card, I-Card, Admit Card, Calculator and writing/ drawing materials.

Reporting for Invigilation Duty

Senior Invigilators are required to report to the Examinations Office 30 minutes prior to the start of the examination to collect the following:

- Question paper in sealed envelope with special instructions if any
- Charts or tables if required
- Attendance sheet
- Seating plan (if relevant)
- Temporary Absence Forms

Admitting the Candidates

The Invigilator shall authorize the admittance of the candidates to the examination room ten minutes before the published start time depending on the size of the venue.

Invigilator shall announce the rules and conduct of the examination. Invigilators should then ensure that only authorized materials which the candidates have brought for use in the examination are permitted. Any unauthorized items should be removed from the candidate. The Invigilator shall draw the candidates' attention to the official clock being used in the examination room and make arrangements for any candidates who cannot see the clock.

Starting the Examination

The Invigilator should start the examination at the mentioned time. If there has been a delay in starting the examination, the corresponding amount of time should be added on to the mentioned finishing time.

Candidates Arriving Late

No candidate may enter the examination room more than 15 minutes after the examination has begun. A candidate who arrives late (but within 15 minutes) will not be allowed extra time at the end of the examination to account for their late arrival.

Supervision

Invigilators should position himself / herself, so as to ensure a clear view of all the candidates. All Invigilators are expected to remain in the hall for the entire duration of the examination. Occasionally an Invigilator may leave the room for which reliever invigilators should be deployed. These absences must be kept to a minimum and at no time the examination room be left without an invigilator.

ID Checks

Students must be able to confirm their identity by presenting University Registration No. card and Admit card. As students enter the room, they should be reminded of the need to place these documents on the desk for checking. However, in exceptional cases, a student who does not have an appropriate document should be instructed to report to the exam office, obtain a signed slip and present it to invigilators on their return (*CUTM/EXAM/EX-001*). The slip is valid for one exam only and must be taken from the student.

Confirming Attendance

Attendance to be taken by the invigilator 30 minutes after the start of the examination

- Each page of the signature sheet (generated from ERP) contains names and Registration numbers of 20 students.
- The invigilators are required to take attendance of the students after checking the University Registration Card and the admit card of the students.
- The invigilator must mark the Absentee student with “ABSENT” (in Capital letters in red ink) against his/ her name.
- The counts of students present and students absent in each sheet should be recorded and signed by invigilator (s) on the attendance sheet.

Suspected Irregularity or Misconduct

If an Invigilator suspects a candidate of misconduct he or she must inform the supervisor. The directive of Centre Superintendent will be final in this case. A written report should be prepared by the invigilator and submitted to the examinations cell after the examination (CUTM/EXAM/EX-004). The Invigilator shall confiscate any illicit material which appears to be in the possession of the candidate and annotate the script. The decision of Centre Superintendent for continuation of such candidate is final.

Problems with Question Papers

Where candidates raise points requiring clarification which cannot be dealt with in the examination room, the Invigilator should immediately notify the examination cell who will endeavor to obtain and convey the necessary information. Invigilators should not advise on meaning or interpretation of questions.

Additional Paper

No additional sheet will be provided. Only under exceptional condition a candidate be allowed to take one more additional Answer-book with the concurrence of the Center Superintendent and the same is required to be endorsed in his / her attendance sheet.

Leaving Early

Without the special permission of the invigilator no candidate may leave the examination room until one hour of the examination period has elapsed, nor leave their desk during the last 15 minutes of any examination for purposed other than completion of the paper. In the case of

one hour examinations, candidates must not leave the room until allowed by the invigilator (CUTM/EXAM/EX-003).

Toilet Arrangements

Toilets should be cleaned and only opened 10 minutes before the commencement of examinations. Toilets should be checked after each toilet break for written material which may benefit a student using the toilets during the examination.

Drinking water

Drinking water should be available in each room. An attendant may be deployed to ensure that drinking water is available during the examinations to all examinees.

Medical Facilities

Medical facilities to be arranged by the college administration to avoid any mishap during the examination.

Ending the Examination

The Invigilator shall announce the time when there is 1 hour remaining and again 15 minutes before the end of the examination. The examination should end at the said time unless extra time has been added due to a delay in starting or exceptional circumstances. The Invigilator shall tell candidates to remain seated and be silent until all scripts have been collected.

Collection of Completed Scripts – Before Students Leave the Hall

It is very important that all answer books are collected before students leave the hall. In no circumstances students be allowed to take answer books or paper from the examination room. Students may keep question papers unless otherwise specified in the special instructions. Graphs if used will be attached with the answer book with the tag provided. When all answer papers are collected, the Invigilator should count the answer books and ensure they tally with the number of students appeared in the examination.

Handing over the answer-scripts to examination cell

Invigilators should hand over the following to the examination cell after completion of the exam:

- Answer books subject-wise arranged in the attendance sheet serial order
- Attendance sheet
- Spare copies of the question paper (if any)
- Any other material related to examination
- Collection, Packing and Forwarding of Answer Sheets

The Centre Superintendent to oversee and ensure that the Answer books are matched with the signature sheet and packed and sealed immediately after the examination. The attendance sheets should also be packed separately and duly sealed.

The attendance statement (for each individual subjects) duly countersigned should be submitted in a separate packet at the time of dispatch of answer scripts (mandatory) `

ROLE OF EXAMINATION CONDUCTING AUTHORITIES

A. Centre Superintendent

- The Centre Superintendent is responsible to maintain high standard of confidentiality and discipline at the Examination Centers and for the smooth conduct of the examination.
- The Answer Booklets and the Question Papers should be kept under lock and key in the safe custody of the Center Superintendent, until they are distributed to the candidates at the examination hall.
- All packets of Question Papers should be opened only 30 minutes before the commencement of the Examination time in presence of Center Superintendent.
- The Center Superintendent may allow a candidate to appear at any examination without his name figuring in the attendance sheet after taking an undertaking from the concerned candidate.
- The Center Superintendent should ensure that proper gate checking is being practiced during commencement of each sitting.
- In the event of any shortage of question papers, suitable arrangements may be made for preparing the number of copies additionally required and the fact shall be reported to the Director, E&QA immediately. When this is done, proper care should be taken to avoid malpractice of any kind.
- The Centre Superintendent should visit each and every hall during the conduct of the examination to see that invigilators are vigilant and conducting the examination smoothly.
- In case of any malpractice case, Centre Superintendent should ensure that documentation be prepared as per the guidelines given in the examination handbook.
- Necessary security arrangements should be made at the Exam Centre.
- Should ensure that Answer books collection and dispatch are to be as per guide lines given below.
 - a. After the answer books after collected should be carefully arranged according to subject and examination wise.
 - b. The answer books should be bundled and properly sealed in the presence of the Center Superintendent and should be dispatched the same day to QA unless otherwise instructed.

B. External Observer

- As per requirement one senior faculty member / reputed person will be nominated by the Director (E&QA), CUTM to observe, conduct of semester examinations.
- The external observer so appointed by the University shall report to the examination cell of the college where examination centre is located, one day prior to commencement of examination, to ensure that all arrangements for the conduct of examinations are adequate.
- He/ She shall give a written report to the Director (E&QA) on security of question papers and answer-books.
- He/ She shall also inform Director (E&QA) that the students are not resorting to unfair means/practices. In case of any incidence, he/ she shall immediately report the case to the Dy. Director (E&QA) along with his/ her report. He/ She shall not leave the examination center during the examination period.
- He/ She shall give a written report after the examination cycle is complete / his/her engagement as external supervisor is over. The report will be handed over to the in-charge examination cell of the college in a sealed envelope for dispatch to Director, E&QA, CUTM.

C. Internal Supervisor

- As per requirement, senior faculty member(s) will be nominated as internal supervisors to observe the conduct of semester examinations.
- Internal supervisor is required to monitor that the invigilators are performing their duties properly.
- Internal supervisor has to be vigilant during the examination duration and ensure that the rules and regulations are being implemented appropriately.
- Internal supervisor has to oversee that appropriate facilities has been maintained at the examination venue and the examination is being conducted in a fair and impartial manner.

D. Flying Squad

- The responsibility will be assigned to either internal or external staff of the University.
- The flying squad has to overview and supervise the conduct of examination and take surprise inspection of examination venues so as to eliminate possibilities of use of unfair means by candidates and to hold the examination in a fair, impartial and smooth manner and to maintain credibility of the examination.
- A flying squad to consist of two or three members to carry out the task.

- The squad to submit a report after their engagement as squad member is over. The report will be handed over to the in-charge examination cell of the college to be dispatched to Director, E&QA, CUTM.

E. Invigilators

- Examination duty is compulsory. In case of emergency, alternative arrangement to be made.
- Invigilators must report at the examination section half an hour before the commencement of examination to receive the examination related materials.
- Invigilators must enter the examination hall 15 minutes before the scheduled time of examination.
- Invigilators are required to implement the code of conduct for students during examination.
- The Invigilators must ensure that no candidate shall carry any type of unauthorized material to the examination hall.
- Invigilators are required to check that the students have occupied their respective seats according to seating plan.
- No Candidates must be permitted in the examination hall without admit card. The answer script should be handed over to the candidate who possesses proper admit card only.
- Invigilators should distribute the answer books to the students 10 minutes before the examination and ask them to fill all the details in the answer book.
- After properly verifying the student's signature, student's registration number, subject, date etc. on the front cover page of the main answer booklet, the invigilator has to put his/her signature in the space provided there.
- Invigilators should distribute the question paper to the students 5 minutes before the examination.
- The Invigilator should be VIGILANT throughout the Examination period. She/he is required to move in the examination hall to prevent indiscipline / copying.
- Invigilators or any other faculty members should not help any candidate in explaining the questions or giving any hints.
- The invigilators are required to take attendance of the students after checking the admit card.
- The invigilator must mark the absentee student with "ABSENT" (in Capital Letters) against his/her name.
- The counts of student present and student absent in each signature sheet should be recorded and signed by invigilator(s).
- No student should be allowed to go with question paper to toilet. No more than one student should be allowed to leave for toilet at any time. One can go to toilet at best twice during a sitting of examination.

- No student should be allowed to enter the examination hall after 15 minutes of commencement of examination. No student should be allowed to leave the hall before one hour. A student leaving after one hour must submit his/her question paper and answer book to the invigilator.
- Invigilators must prevent unfair means adopted by students, if any, and are required to report cases to the Centre Superintendent separately without any discrimination.
- It is the primary duty of the Invigilator to ensure the fair conduct of Examinations. Noncompliance shall attract disciplinary action.
- The Invigilator should announce the time at each hour and at the last half an hour.
- No Candidate should be permitted to write anything on the Answer Script after the completion of the Examination time.
- After the completion of examination, the invigilators must arrange the answer books serially according to the registration numbers supplied in the signature sheet and submit them to the examination section along with the signature sheet, remaining question papers, stationary items and details of MP cases.

INSTRUCTIONS TO CANDIDATES

1. Any wrong entries will disqualify the Answer Book.
2. This answer book contains 36 (Thirty-Six) pages. Extra answer books/ sheets will not be issued.
3. Candidates shall use blue or black ball point pen for writing their answers.
4. Candidates shall write their answers in neat and clear handwriting on both sides of all pages and shall not leave blank page(s) or space(s) in between.
5. Candidates should strike out all pages on which nothing is written.
6. Candidates are not allowed to leave the examination hall during the first hour of the commencement of the examination.
7. Candidates are not allowed to write anything on the question paper in the course of Examination.
8. Carrying of mobile phones, any kind of communication device(s), books, printed or handwritten materials, etc. are banned inside the Examination hall.
9. Any candidate found in possession of any banned item (s) will be deemed to have willfully infringed the instructions amounting to misconduct. The candidate will be asked to leave the examination hall immediately while their answer sheets and banned items are confiscated.
10. The candidate is forbidden to TALK/ MAKE GESTURES inside the examination hall.
11. Candidates may note that writing of registration number in place(s) other than the space provided for the purpose or putting any distinguishing or identification mark(s) or symbol(s) will tantamount to resorting to “Unfair Means” and will be treated as “malpractice”.
12. Candidates will stop writing when instructed to do so at the end of the examination and REMAIN SILENTLY SEATED UNTIL ALL ANSWER SHEETS HAVE BEEN COLLECTED and are told that you may leave the hall.
13. THE CANDIDATE IS REMINDED THAT CHEATING IS REGARDED AS AN ACT OF GRAVE MISCONDUCT FOR WHICH HEAVY PENALTIES WILL BE APPLIED, INCLUDING A FAIL IN THE SUBJECT/ CANCELLATION OF ALL SUBJECTS WRITTEN IN THE SEMESTER/ DEBARRING FROM THE EXAMINATION AND POSSIBLE EXPULSION FROM THE UNIVERSITY.

EVALUATION SYSTEM FOR B.SC. (HONS.) AGRICULTURE, B.F.SC. (HONS.) & B.TECH. (AGRICULTURAL ENGINEERING)

(In conformity with ICAR norms)

1.1 Examination and Evaluation system

1.1.1.1 Internal Examination

The University has a continuous evaluation system for each theory, sessional, design, practical and project. For the purpose the university holds the following examinations.

Internal Midterm Examination: One
Internal Practical: Continuous Evaluation

1.1.2 Semester Final Examination

Semester final examination for each course is conducted by the University at the end of each semester for theory and practical. This is an external examination.

1.1.3 Supplementary Examination

A student failed in a particular course (having back paper), can appear this examination in a particular semester, if the concerned course is offered in that semester.

1.1.4 Examination on Demand (EOD)

EOD will be conducted for the benefit of students who have backlogs from previous semesters on a pre-announced schedule.

1.1.5 Evaluation

The performance evaluation of the student in a course shall be undertaken through various kinds of examinations and assessment of laboratory records, class work, projects and other instruments.

For courses with theory and practical components, the marks distribution is 40% for the external theory exam, 20% for internal theory (mid-term), 20% for quizzes/progressive assessment, and 20% for the final practical exam. In theory-only courses, 50% of the marks are allocated to the external theory exam, 30% to internal theory (mid-term), and 20% to quizzes/progressive assessment. For practical-only courses, 50% of the marks are for the final internal practical exam, 30% for internal theory assessments, and 20% for quizzes/progressive assessments. This system

ensures a balanced approach to evaluating students across external exams, internal assessments, and continuous evaluations. (Table 1).

Table 1: Evaluation System

Sl. No.	Type of Course	External theory	Internal theory (Mid-term)	Quiz/ progressive assessment	Final Practical
1	Theory + Practical	40%	20%	20%	20%(External)
2	Theory	50%	30%	20%	-
3	Practical	-	30%	20%	50% (External)

	Mid term	Assignment & Presentation	Learning record	External
Only Theory	30 marks	10 marks(P), 5 marks (A)	5 marks (Theory)	50 marks (Theory)
Only Practical	30 marks	15 marks (Quiz)	5(Applied and Action learning)	50 marks (Practice)
Theory+ Practical	20 marks (Theory)	5 marks(P), 5 marks (A)	5(Theory) + 5 (Practical)	40 marks (T) & 20 marks (Practice)

- For the external theory examination, the question paper will be obtained from external experts. The HoDs of the respective departments will ensure due coverage of the syllabus with the provision of moderation, if necessary. Paper evaluation to be done by a faculty other than the course instructor(s).
- Internal practical exam to be conducted by the course instructor and one faculty nominated by the HoD of the concerned department.
- The evaluation of the skill enhancement courses will be done as courses with practical only.
- Usually for any subject, there will be two quizzes within the semester, one before the midterm

and one after. There will be provision of corrections in between, i.e. the students scoring lower than 50% marks in any one quiz can opt for appearing for a third quiz to improve their grades. The assessment of the students through quizzes should focus on their critical thinking and creativity rather than note reading. The quiz and progressive assessment can also be considered in form of group assignments (which should encourage creativity, critical thinking and problem-solving attitude).

- The evaluation of internship will be done both by the parent institute and the host industry/ organization. It should be 50% weightage for each. The student shall submit a report to the parent institute and present the learning's before the other students and faculty after the internship program. The format of evaluation may be developed by the parent institute.
- The online/MOOC courses, successfully completed by the student, will be indicated in the transcript with 'Satisfactory' remark.
- When students take deficiency course(s), they will be assessed as 'Satisfactory' or 'Unsatisfactory' without any grade points.
- The evaluation will be done on a 10-point scale. 10 point = 100 marks
The per cent of marks in a subject will be divided by 10 to obtain the grade point.
The grade point average for a semester will be calculated as follows.

$$\text{GPA} = \frac{\sum (\text{Grade point} \times \text{credit hours}) \text{ in one semester}}{\text{Total credit in the semester}}$$

The Cumulative grade point earned at any stage of the course will be calculated as cumulative grade point average (CGPA) as follows

$$\text{CGPA} = \frac{\sum (\text{Grade point} \times \text{credit hours}) \text{ until last semester}}{\text{Total credit hours until last semester}}$$

If a student passes in a subject in a second attempt, for calculation of CGPA, the grade point for the subject in the second attempt will only be considered. The final CGPA will be named as overall grade point average (OGPA), which will be mentioned in the final transcript of the students.

In order to pass in a course, a student should secure minimum of 50% marks aggregate in all components of theory (in case of subjects having only theory component), 50% marks aggregate in all components of practical (in case of subjects having only practical component), 50% marks aggregate in both theory and practical examinations of all components put together (in case of subjects having both theory and practical components). If a student does not achieve this he/she has to reappear for the final examination in theory/practical or both as the case may be, when next conducted, for such course(s).

1.1.6 Student READY (Rural and Entrepreneurship Awareness Development Yojana) programme:

In the 8th semester of the course the major focus has been on strengthening of the knowledge and skill for developing confidence of the students to take entrepreneurship as their future career. For this they will undergo an advanced skill enhancement through Student READY: RAWE/ Industrial

Attachment /Experiential Learning / Hands-on Training/ Project Work / Internship. A student will select option/s on choice to complete the degree and pursue future career with 20 credits. Each student will be attached to a mentor either from the institution or from an organization/ industry.

1.1.7 Duration of Examinations and General Features

The duration of examination will be as follows

- a. Individual mid-term theory examination: 1hr
- b. Individual practical examination: 2hr
- c. End semester theory examination: 2 to 2.5hr
- d. End semester practical examination: 2 to 3hr

The schedule of classes shall be notified through a timetable before the beginning of the classes in the semester. Attendance records will be compiled at the time of each midterm examination and the students with poor attendance will be informed through notification. The guardian shall be informed through a letter/email regarding the short of attendance of the students before he/she is debarred from appearing the University examination.

A student shall be admitted to any examination in a subject only if he/she has registered for that subject and paid necessary registration and examination fees at the beginning of the semester.

Students, detained from appearing at the end-semester examination due to shortage of attendance, have to register for course once again and appear at the subsequent examination to pass. Such students can also register in short term (summer) with fee as decided by University and complete the course requirements for appearing the examination at the end of short term.

A student shall be allowed in a semester examination only after he/she is issued an admit card for the relevant examination by the MSSSoA.

Students who have been found to indulge in malpractice during examination will be awarded “M” grade in that subject. The University may take any additional disciplinary action at its discretion. Such candidates will be allowed to appear in subsequent examinations based only on the decision of the university.

A student who is absent in either external theory or external practical or both of any course will be awarded 'S' grade. He/she will be allowed to appear in those courses in subsequent supplementary examination/EOD after permission from the authorities and with due fee.

A student may register with a fee to appear in a supplementary examination/EOD for a paper which he/she has already failed. However, such facility is available only for the external final examination.

In case of failure in a theory paper, internal marks will be carried forward and the student has to reappear in external theory only.

In case of failure in internal practical, the candidate is given the chance to improve his/her marks by undertaking additional work/experiments as prescribed by the Department/School.

1.2 Promotion

A candidate is promoted to next year automatically after completion of the current year examinations.

1.3 Grading System

1.3.1 Grade point of a course

It is the value obtained by dividing the percentage of marks secured in a course by 10. The grade point is expressed on a 10 point scale up to 1 decimal.

Ex: Grade of a student who secured 86 = $86/10 = 8.6$

1.3.2 Credit point of a course

It is the product of credit hours and grade point obtained by a student in a course.

1.3.3 Grade point average (GPA)

It is the quotient of the total credit points of all courses at the end of the semester divided by the total credit hours taken by him/her in that semester. The grading is done on a 10 point scale. The GPA is to be rounded up to one decimal place.

1.3.4 Cumulative grade point average (CGPA)

It is quotient of cumulative credit points obtained by a student in all the courses taken by him/ her from the beginning of 1st semester of the degree course divided by the total credit hours of all the courses which he/she had completed up to the end or a specified semester from the first semester. It will be rounded up to two digits after decimal.

1.4 Classification of successful candidates

The successful candidates after completion of graduation requirements who secured an CGPA of 5.00 or more in the 10 point scale shall be classified as under:

Category	OGPA
Pass	5 to <6
Second division	6 to <7
First division	7 to <8
First division with distinction	8.00 and above

$\% \text{ of marks} = \text{CGPA} \times 100/10$

1.5 Declaration of result

In order to pass a course, a candidate must secure at least pass grade as defined in grading system (grade points) in each of the final theory and practical examination.

The promotional status between two consecutive semesters and two consecutive levels / year shall be indicated on the semester grade sheet.

The GPA of the semester shall be updated after the candidate clears the subjects, in which he/ she has failed, in a subsequent examination.

The University shall publish list of all successful candidates of each of the semester examinations within the date prescribed in academic calendar.

The overall performance of successful candidate for the award of a degree shall be based as the combined results of all examinations of the concerned program.

Gold medal will be awarded to the student who has secured the highest CGPA for that batch. However, the student is eligible for gold medal if only he/ she have passed each subject in the first attempt itself.

1.6 Eligibility for award of degree certificate

A candidate will be eligible for the award of B.Sc. (Hons.) Agriculture degree if he/she satisfies the following conditions.

- a) Passed all subjects and OGPA not less than 5.0.
- b) Successfully completed a minimum of 10 credits of online/MOOC courses
- c) Earned a satisfactory performance report in student READY program.
- d) Has no due to the University, Library, Hostels, Transportation, etc.
- e) Has no disciplinary action pending against him/her.

EXAMINATION REGULATIONS FOR PHARMACY COURSES

(In conformity with PCI norms)

Diploma Pharmacy Examination

1. Guidelines for the conduct of theory examinations

Internal Examinations

There shall be two or more periodic sessional (internal assessment) examinations during each academic year. The duration of the sessional exam shall be 90 minutes. The highest aggregate of any two performances shall form the basis of calculating the sessional marks. The scheme of the question paper for theory sessional examinations shall be as given below.

I. Long Answers (Answer 3 out of 4)	3 x 5 = 15
II. Short Answers (Answer 5 out of 6)	5 x 3 = 15
III. Objective type Answers (Answer all 10 out of 10) (Multiple Choice Questions / Fill-in the Blanks / One word OR one Sentence questions)	10 x 1 = 10

Total = 40 marks

The marks secured by the students out of the total 40 shall be reduced to 20 in each sessional, and then the internal assessment shall be calculated based on the best two averages for 20 marks.

End-Term Examinations

The scheme of the question paper for the theory examinations shall be as given below. The duration of the end-term examination shall be 3 hours.

I. Long Answers (Answer 6 out of 7)	= 6 x 5 = 30
II. Short Answers (Answer 10 out of 11)	= 10 x 3 = 30
III. Objective type Answers (Answer all 20) (Multiple Choice Questions / Fill-in the Blanks / One word OR one Sentence questions)	= 20 x 1 = 20

Total = 80 marks

2. Guidelines for the conduct of practical examinations

Sessional Examinations

There shall be two or more periodic sessional (internal assessment) practical examinations during each academic year. The duration of the sessional exam shall be 3 hours. The highest aggregate of any two performances shall form the basis of calculating the sessional marks. The scheme of the question paper for practical sessional examinations shall be as given below.

I. Synopsis	=	10
II. Experiments	=	50*
III. Viva voce	=	10
IV. Practical Record Maintenance	=	10

Total	=	80 marks

* The marks for the experiments shall be divided into various categories, viz. major experiment, minor experiment, spotters, etc. as per the requirement of the course.

Internal assessment: The marks secured by the students out of the total of 80 shall be reduced to 10 in each sessional, and then the internal assessment shall be calculated based on the best two averages for 10 marks from the sessional and other 10 marks shall be awarded as per the details given below.

Actual performance in the sessional examination	=	10 marks
Assignment marks (Average of three)	=	5 marks*
Field Visit Report marks (Average for the reports)	=	5 marks ^{\$}

Total	=	20 marks

*, \$ Only for the courses given with both assignments and field visit/s

Note:

1. For the courses having either assignments or field visit/s, the assessments of assignments or field visit/s shall be done directly for 10 marks and added to the sessional marks.
2. For the courses not having both assignment and field visit, the whole 20 marks shall be calculated from the sessional marks.

Final Board / University Examinations

The scheme of the question paper for the practical examinations conducted by the examining authority (Board / University) shall be as given below. The duration of the final examination shall be 3 hours.

I. Synopsis	=	10
II. Experiments	=	60*
III. Viva voce	=	10

Total	=	80 marks

* The marks for the experiments shall be divided into various categories, viz. major experiment, minor experiment, spotters, etc. as per the requirement of the course.

Bachelor in Pharmacy Examination

1. Internal assessment: Continuous mode

The marks allocated for Continuous mode of Internal Assessment shall be awarded as per the scheme given below.

Table-I: Scheme for awarding internal assessment: Continuous mode

Theory		
Criteria	Maximum Marks	
Attendance (Refer Table – II)	4	2
Academic activities (Average of any 3 activities e.g. quiz, assignment, open book test, field work, group discussion and seminar)	3	1.5
Student – Teacher interaction	3	1.5
Total	10	5

Practical	
Attendance (Refer Table – II)	2
Based on Practical Records, Regular viva voce, etc.	3
Total	5

Table- II: Guidelines for the allotment of marks for attendance

Percentage of Attendance	Theory	Practical
95 – 100	4	2
90 – 94	3	1.5
85 – 89	2	1
80 – 84	1	0.5
Less than 80	0	0

2. Sessional Exams

Two Sessional exams shall be conducted for each theory / practical course as per the schedule fixed by the university/college(s). The scheme of question paper for theory and practical Sessional examinations is given below. The average marks of two Sessional exams shall be computed for internal assessment as per the requirements given in tables – X.

Sessional exam shall be conducted for 30 marks for theory and shall be computed for 15 marks. Similarly, Sessional exam for practical shall be conducted for 40 marks and shall be computed for 10 marks.

Question paper pattern for theory Sessional examinations For subjects having University examination

Category	Particulars	Marks Distribution
I	Multiple Choice Questions (MCQs) OR Objective type Questions (Answer all the questions)	10 X 1=10 OR 05 X 2=10
II	Long Answers (Answer 1 out of 2)	1 X 10 =10
III	Short Answers (Answer 2 out of 3)	2 X5= 10
Total		30 Marks

For subjects having Non University Examination

Category	Particulars	Marks Distribution
I	Long Answers (Answer 1 out of 2)	10 X 1=10
II	Short Answers (Answer 4 out of 6)	4 X 5 =20
Total		30 Marks

Question paper pattern for practical Sessional examinations

Category	Particulars	Marks Distribution
I	Synopsis	10
II	Experiments	25
III	Viva voce	05
Total		40Marks

3. Promotion and award of grades

A student shall be declared PASS and eligible for getting grade in a course of B.Pharm. Program if he/she secures at least 50% marks in that particular course including internal assessment. For example, to be declared as PASS and to get grade, the student has to secure a minimum of 50 marks for the total of 100 including continuous mode of assessment and end semester theory examination and has to secure a minimum of 25 marks for the total 50 including internal assessment and end semester practical examination.

4. Carry forward of marks

In case a student fails to secure the minimum 50% in any Theory or Practical course as specified in 12, then he/she shall reappear for the end semester examination of that course. However, his/her marks of the Internal Assessment shall be carried over and he/she shall be entitled for grade obtained by him/her on passing.

5. Improvement of internal assessment

A student shall have the opportunity to improve his/her performance only once in the Sessional exam component of the internal assessment. The re-conduct of the Sessional exam shall be completed before the commencement of next end semester theory examinations.

6. Re-examination of end semester examinations

Reexamination of end semester examination shall be conducted as per the schedule given in table XIII. The exact dates of examinations shall be notified from time to time.

Table-III: Tentative schedule of end semester examinations

Semester	For Regular Candidates	For Failed Candidates
I, III, V and VII	November / December	May / June
II, IV, VI and VIII	May / June	November / December

Question paper pattern for end semester theory examinations for 75 marks paper

Category	Particulars	Marks Distribution
I	Multiple Choice Questions (MCQs) OR Objective Type Questions (10 x 2) (Answer all the questions)	20 X 1=20 OR 10 x 2=20
II	Long Answers (Answer 2 out of 3)	2 X 10 =20
III	Short Answers (Answer 7 out of 9)	7 X5= 35
	Total	75 Marks

For 50 marks paper

Category	Particulars	Marks Distribution
I	Long Answers (Answer 2 out of 3)	2 X 10 =20
II	Short Answers (Answer 6 out of 8)	6 X5= 30
Total		50 Marks

For 35 marks paper

Category	Particulars	Marks Distribution
I	Long Answers (Answer 1 out of 2)	1 X 10 =10
II	Short Answers (Answer 5 out of 7)	5 X5= 25
Total		35 Marks

Question paper pattern for end semester practical examinations

Category	Particulars	Marks Distribution
I	Synopsis	5
II	Experiments	25
III	Viva voce	5
Total		35 Marks

7. Academic Progression:

No student shall be admitted to any examination unless he/she fulfills the prescribed PCI norms. Academic progression rules are applicable as follows:

A student shall be eligible to carry forward all the courses of I, II and III semesters till the IV semester examinations. However, he/she shall not be eligible to attend the courses of V semester until all the courses of I and II semesters are successfully completed.

A student shall be eligible to carry forward all the courses of III, IV and V semesters till the VI semester examinations. However, he/she shall not be eligible to attend the courses of VII semester until all the courses of I, II, III and IV semesters are successfully completed.

A student shall be eligible to carry forward all the courses of V, VI and VII semesters till the VIII semester examinations. However, he/she shall not be eligible to get the course completion certificate until all the courses of I, II, III, IV, V and VI semesters are successfully completed.

A student shall be eligible to get his/her CGPA upon successful completion of the courses of I to VIII semesters within the stipulated time period as per the norms specified in 26.

A lateral entry student shall be eligible to carry forward all the courses of III, IV and V semesters till the VI semester examinations. However, he/she shall not be eligible to attend the courses of VII semester until all the courses of III and IV semesters are successfully completed.

A lateral entry student shall be eligible to carry forward all the courses of V, VI and VII semesters till the VIII semester examinations. However, he/she shall not be eligible to get the course completion certificate until all the courses of III, IV, V and VI semesters are successfully completed.

A lateral entry student shall be eligible to get his/her CGPA upon successful completion of the courses of III to VIII semesters within the stipulated time period as per the norms specified in 26.

Any student who has given more than 4 chances for successful completion of I / III semester courses and more than 3 chances for successful completion of II / IV semester courses shall be permitted to attend V / VII semester classes ONLY during the subsequent academic year as the case may be. In simpler terms there shall NOT be any ODD BATCH for any semester.

Note: Grade AB should be considered as failed and treated as one head for deciding academic progression. Such rules are also applicable for those students who fail to register for examination(s) of any course in any semester.

8. Grading of performances

a. Letter grades and grade points allocations:

Based on the performances, each student shall be awarded a final letter grade at the end of the semester for each course. The letter grades and their corresponding grade points are given in Table – II.

Table – IV: Letter grades and grade points equivalent to Percentage of marks and performances

Percentage of Marks Obtained	Letter Grade	Grade Point	Performance
90.00 – 100	O	10	Outstanding
80.00 – 89.99	A	9	Excellent
70.00 – 79.99	B	8	Good

60.00 – 69.99	C	7	Fair
50.00 – 59.99	D	6	Average
Less than 50	F	0	Fail
Absent	AB	0	Fail

A learner who remains absent for any end semester examination shall be assigned a letter grade of AB and a corresponding grade point of zero. He/she should reappear for the said evaluation/examination in due course.

9. The Semester grade point average (SGPA)

The performance of a student in a semester is indicated by a number called 'Semester Grade Point Average' (SGPA). The SGPA is the weighted average of the grade points obtained in all the courses by the student during the semester. For example, if a student takes five courses (Theory/Practical) in a semester with credits C₁, C₂, C₃, C₄ and C₅ and the student's grade points in these courses are G₁, G₂, G₃, G₄ and G₅, respectively, and then students' SGPA is equal to:

$$\text{SGPA} = \frac{C_1G_1 + C_2G_2 + C_3G_3 + C_4G_4 + C_5G_5}{C_1 + C_2 + C_3 + C_4 + C_5}$$

The SGPA is calculated to two decimal points. It should be noted that, the SGPA for any semester shall take into consideration the F and ABS grade awarded in that semester. For example, if a learner has a F or ABS grade in course 4, the SGPA shall then be computed as:

$$\text{SGPA} = \frac{C_1G_1 + C_2G_2 + C_3G_3 + C_4 \text{ * ZERO} + C_5G_5}{C_1 + C_2 + C_3 + C_4 + C_5}$$

10. Cumulative Grade Point Average (CGPA)

The CGPA is calculated with the SGPA of all the VIII semesters to two decimal points and is indicated in final grade report card/final transcript showing the grades of all VIII semesters and their courses. The CGPA shall reflect the failed status in case of F grade(s), till the course(s) is/are passed. When the course(s) is/are passed by obtaining a pass grade on subsequent examination(s) the CGPA shall only reflect the new grade and not the fail grades earned earlier. The CGPA is calculated as:

$$\text{CGPA} = \frac{C_1S_1 + C_2S_2 + C_3S_3 + C_4S_4 + C_5S_5 + C_6S_6 + C_7S_7 + C_8S_8}{C_1 + C_2 + C_3 + C_4 + C_5 + C_6 + C_7 + C_8}$$

where C_1, C_2, C_3, \dots is the total number of credits for semester I, II, III, and S_1, S_2, S_3, \dots is the SGPA of semester I, II, III, \dots

11. Declaration of class

The class shall be awarded on the basis of CGPA as follows:

First Class with Distinction = CGPA of 7.50 and above

First Class = CGPA of 6.00 to 7.49

Second Class = CGPA of 5.00 to 5.99

12. Project work

All the students shall undertake a project under the supervision of a teacher and submit a report. The area of the project shall directly relate any one of the elective subjects opted by the student in semester VIII. The project shall be carried out in group not exceeding 5 in number. The project report shall be submitted in triplicate (typed & bound copy not less than 25 pages).

The internal and external examiner appointed by the University shall evaluate the project at the time of the Practical examinations of other semester(s). Students shall be evaluated in groups for four hours (i.e., about half an hour for a group of five students). The projects shall be evaluated as per the criteria given below.

Evaluation of Dissertation Book:

Particulars	Marks Distribution
Objective(s) of the work done	15 Marks
Methodology adopted	20 Marks
Results and Discussions	20 Marks
Conclusions and Outcomes	20 Marks
Total	75 Marks

Evaluation of Presentation:

Particulars	Marks Distribution
Presentation of work	25 Marks
Communication skills	20 Marks
Question and answer skills	30 Marks
Total	75 Marks

Explanation: The 75 marks assigned to the dissertation book shall be same for all the students in a group. However, the 75 marks assigned for presentation shall be awarded based on the performance of individual students in the given criteria.

13. Industrial training (Desirable)

Every candidate shall be required to work for at least 150 hours spread over four weeks in a Pharmaceutical Industry/Hospital. It includes Production unit, Quality Control department, Quality Assurance department, Analytical laboratory, Chemical manufacturing unit, Pharmaceutical R&D, Hospital (Clinical Pharmacy), Clinical Research Organization, Community Pharmacy, etc. After the Semester – VI and before the commencement of Semester – VII, and shall submit satisfactory report of such work and certificate duly signed by the authority of training organization to the head of the institute.

14. Practice School

In the VII semester, every candidate shall undergo practice school for a period of 150 hours evenly distributed throughout the semester. The student shall opt any one of the domains for practice school declared by the program committee from time to time.

At the end of the practice school, every student shall submit a printed report (in triplicate) on the practice school he/she attended (not more than 25 pages). Along with the exams of semester VII, the report submitted by the student, knowledge and skills acquired by the student through practice school shall be evaluated by the subject experts at university/college level and grade point shall be awarded.

15. Award of Ranks

Ranks and Medals shall be awarded on the basis of final CGPA. However, candidates who fail in one or more courses during the B. Pharm program shall not be eligible for award of ranks. Moreover, the candidates should have completed the B. Pharm program in minimum prescribed number of years, (four years) for the award of Ranks.

16. Award of degree

Candidates who fulfill the requirements mentioned above shall be eligible for award of degree during the ensuing convocation.

17. Duration for completion of the program of study

The duration for the completion of the program shall be fixed as double the actual duration of the program and the students have to pass within the said period, otherwise they have to get fresh Registration.

18. Re-admission after break of study

Candidate who seeks re-admission to the program after break of study has to get the approval from the university by paying a condonation fee.

No condonation is allowed for the candidate who has more than 2 years of break up period and he/she has to rejoin the program by paying the required fees.

Master in Pharmacy Examination

1. Internal assessment: Continuous mode

The marks allocated for Continuous mode of Internal Assessment shall be awarded as per the scheme given below.

Table – 1: Scheme for awarding internal assessment: Continuous mode

Theory	
Attendance (Refer Table – 2)	8
Student – Teacher interaction	2
Total	10
Practical	
Attendance (Refer Table – 2)	10
Based on Practical Records, Regular viva voce, etc.	10
Total	20

Table – 2: Guidelines for the allotment of marks for attendance

Percentage of Attendance	Theory	Practical
95-100	8	10
90-94	6	7.5
85-89	4	5
80-84	2	2.5
Less than 80	0	0

2. Sessional Exams

Two sessional exams shall be conducted for each theory / practical course as per the schedule fixed by the college(s). The scheme of question paper for theory and practical sessional examinations is given in the table. The average marks of two sessional exams shall be computed for internal assessment as per the requirements given in tables.

3. Promotion and award of grades

A student shall be declared PASS and eligible to get a grade in a course of M.Pharm. programme if he/she secures at least 50% marks in that course including internal assessment.

4. Carry forward of marks

In case a student fails to secure the minimum 50% in any Theory or Practical course as specified in 12, then he/she shall reappear for the end semester examination of that course. However, his/her marks of the Internal Assessment shall be carried over and he/she shall be entitled to grade obtained by him/her on passing.

5. Improvement of internal assessment

A student shall have the opportunity to improve his/her performance only once in the sessional exam component of the internal assessment. The re-conduct of the sessional exam shall be completed before the commencement of next end semester theory examinations.

6. Reexamination of end semester examinations

Reexamination of end semester examination shall be conducted as per the schedule given in Table 1. The exact dates of examinations shall be notified from time to time.

Table – 1: Tentative schedule of end semester examinations

Semester	For Regular Candidates	For Failed Candidates
I and III	November / December	May / June
II and IV	May / June	November / December

7. Allowed to keep terms (ATKT):

No student shall be admitted to any examination unless he/she fulfills the norms given in 6. ATKT rules are applicable as follows:

A student shall be eligible to carry forward all the courses of I and II semesters till the III semester examinations. However, he/she shall not be eligible to attend the courses of IV semester until all the courses of I, II and III semesters are successfully completed.

A student shall be eligible to get his/her CGPA upon successful completion of the courses of I to IV semesters within the stipulated time period as per the norms.

Note: Grade AB should be considered as failed and treated as one head for deciding ATKT. Such rules are also applicable for those students who fail to register for examination(s) of any course in any semester.

8. Grading of performances

8.1. Letter grades and grade points allocations:

Based on the performances, each student shall be awarded a final letter grade at the end of the semester for each course. The letter grades and their corresponding grade points are given in Table –2.

10. Cumulative Grade Point Average (CGPA)

The CGPA is calculated with the SGPA of all the IV semesters to two decimal points and is indicated in final grade report card/final transcript showing the grades of all IV semesters and their courses. The CGPA shall reflect the failed status in case of F grade(s), till the course(s) is/are passed. When the course(s) is/are passed by obtaining a pass grade on subsequent examination(s) the CGPA shall only reflect the new grade and not the fail grades earned earlier. The CGPA is calculated as:

$$C1S1 + C2S2 + C3S3 + C4S4$$

$$\text{CGPA} = \frac{\text{C1S1} + \text{C2S2} + \text{C3S3} + \text{C4S4}}{\text{C1} + \text{C2} + \text{C3} + \text{C4}}$$

where C1, C2, C3,.... is the total number of credits for semester I,II,III,....and S1,S2, S3,....is the SGPA of semester I,II,III,....

11. Declaration of class

The class shall be awarded on the basis of CGPA as follows:

First Class with Distinction = CGPA of. 7.50 and above

First Class = CGPA of 6.00 to 7.49

Second Class = CGPA of 5.00 to 5.99

12. Project work

All the students shall undertake a project under the supervision of a teacher in Semester III to IV and submit a report. 4 copies of the project report shall be submitted (typed & bound copy not less than 75 pages).

The internal and external examiner appointed by the University shall evaluate the project at the time of the Practical examinations of other semester(s). The projects shall be evaluated as per the criteria given below.

Evaluation of Dissertation Book:

Objective(s) of the work done	50 Marks
Methodology adopted	150 Marks
Results and Discussions	250 Marks
Conclusions and Outcomes	50 Marks

Total

500 Marks

Evaluation of Presentation:

Presentation of work	100 Marks
Communication skills	50 Marks
Question and answer skills	100 Marks

Total	250 Marks

13. Award of Ranks

Ranks and Medals shall be awarded on the basis of final CGPA. However, candidates who fail in one or more courses during the M. Pharm program shall not be eligible for award of ranks. Moreover, the candidates should have completed the M. Pharm program in minimum prescribed number of years, (two years) for the award of Ranks.

14. Award of degree

Candidates who fulfill the requirements mentioned above shall be eligible for award of degree during the ensuing convocation.

15. Duration for completion of the program of study

The duration for the completion of the program shall be fixed as double the actual duration of the program and the students have to pass within the said period, otherwise they have to get fresh Registration.

16. Revaluation I Retotaling of answer papers

There is no provision for revaluation of the answer papers in any examination. However, the candidates can apply for retotaling by paying prescribed fee.

17. Re-admission after break of study

Candidate who seeks re-admission to the program after break of study has to get the approval from the university by paying a condonation fee.

ANSWER PAPER RETAINED IN SAFE CUSTODY

- The answer books are to be made into subject-wise packets and stacked in racks with proper ventilation and free from termites/ pests.
- Information of each answer-book in each packet to be kept in computer and maintained to record removal of an answer book indicating purpose for which it was required by the in-charge of answer-book storage. Return of answer book will also be recorded.
- The answer-book storage area to be fumigated and aired periodically so that they are preserved without any damage.

- Fire extinguishers are placed in office premises to wither out possible fire hazards.
- Staff members are trained to operate the fire extinguishers.

DESTRUCTION OF ANSWER BOOK

- Unless and until specific instruction is given by the VC, CUTM, all evaluated answer books will be destroyed after five year of declaration of results.
- A certificate to be given by the Dy. Director (E&QA), indicating details of answer books that have been destroyed. This is to be retained by the QA cell.

REGULATIONS FOR B.Sc. NURSING PROGRAMME

(In conformity with Nursing Council norms)

The distribution of marks in internal assessment, End Semester College Exam, and End Semester University Exam for each course is shown below.

Se m	Course Code	Course Name	Credi ts	Type	Internal Marks	End Semest er Colleg e Exam	End Semest er Univers ity Exam
1	*ENGL 101	COMMUNICATIVE ENGLISH	2*	Theor y	25	25	
1	ANAT 105 & PHYS 110	APPLIED ANATOMY & APPLIED PHYSIOLOGY	6	Theor y	25		75
1	SOCI 115 & PSYC 120	APPLIED SOCIOLOGY & APPLIED PSYCHOLOGY	6	Theor y	25		75
		NURSING FOUNDATION-I	6*	Theor y	25*		
		NURSING FOUNDATION-I	4*	Practi cal	25*		
2	BIOC 135 & NUTR 140	APPLIED BIOCHEMISTRY AND APPLIED NUTRITION & DIETETICS	5	Theor y	25		75
2	N-NF(I&II) 125	NURSING FOUNDATION (I & II) INCLUDING HEALTH ASSESSMENT MODULE	12	Theor y	25 [Avg of Sem- I 25 & Sem-II 25]		75
2	N-NF(I&II) 125	NURSING FOUNDATION (I & II) INCLUDING HEALTH ASSESSMENT MODULE	11	Practi cal	50 [Sem-I +Sem II]		50

2	HNIT 145	HEALTH/NURSING INFORMATICS & TECHNOLOGY	3	Theor y	25	25	
3	MICR 201	APPLIED MICROBIOLOGY AND INFECTION CONTROL INCLUDING SAFETY	3	Theor y	25		75
3	N-AHN (I) 215	ADULT HEALTH NURSING - I WITH INTEGRATED PATHOPHYSIOLOG Y (including BCLS module)	7	Theor y	25		75
3	N-AHN (I) 215	ADULT HEALTH NURSING - I WITH INTEGRATED PATHOPHYSIOLOG Y (including BCLS module)	7	Practi cal	50		50
4	PHAR (I &II) 205 & PATH (I&II) 210	PHARMACOLOGY (I&II) & PATHOLOGY (I&II) (INCLUDING GENETICS)	6	Theor y	25 [Avg of Sem-III 25 & Sem-IV 25]		75
4	N-AHN (II) 225	ADULT HEALTH NURSING-II (with Integrated Pathophysiology including Geriatric Nursing & Palliative Care)	7	Theor y	25		75
4	N-AHN (II) 225	ADULT HEALTH NURSING-II (with Integrated Pathophysiology including Geriatric Nursing & Palliative Care)	7	Practi cal	50		50
4	PROF 230	PROFESSIONALISM , PROFESSIONAL VALUES AND ETHICS	1	Theor y	25	25	
4	*Elective 1	EX. HUMAN VALUES or DIABETES CARE or SOFT SKILL	1*	Theor y		100	

5	N-COMH (I) 310	COMMUNITY HEALTH NURSING-I (including Environmental Science & Epidemiology)	5	Theor y	25		75
5	N-COMH (I) 310	COMMUNITY HEALTH NURSING-I (including Environmental Science & Epidemiology)	2	Practi cal	50		50
5	EDUC 315	EDUCATIONAL TECHNOLOGY/NUR SING EDUCATION	3	Theor y	25		75
5	N-FORN 320	INTRODUCTION TO FORENSIC NURSING	1	Theor y	25	25	
5		CHILD HEALTH NURSING-I	3*	Theor y	25*		
5		MENTAL HEALTH NURSING-I	3*	Theor y	25*		
5		CHILD HEALTH NURSING-I	3*	Practi cal	25*		
5		MENTAL HEALTH NURSING-I	1*	Practi cal	25*		
6	N-CHN (I&II) 301	CHILD HEALTH NURSING (I&II)	5	Theor y	25 [Avg of Sem-V 25 & Sem-VI 25]		75
6	N-CHN (I&II) 301	CHILD HEALTH NURSING (I&II)	4	Practi cal	50 [Sem-V +Sem VI]		50
6	N-MHN (I&II) 305	MENTAL HEALTH NURSING (I&II)	5	Theor y	25 [Avg of Sem-V 25 & Sem-VI 25]		75
6	N-MHN (I&II) 305	MENTAL HEALTH NURSING (I&II)	3	Practi cal	50 [Sem-V +Sem VI]		50

6	NMLE 330	NURSING MANAGEMENT & LEADERSHIP	4	Theor y	25		75
6	*Elective-2	EX. MENOPAUSAL HEALTH or HEALTH ECONOMICS ect	1*	Theor y		100	
6		MIDWIFERY/OBSTETRICS AND GYNECOLOGY (OBG) NURSING - I including SBA module	3*	Theor y	25*		
6		MIDWIFERY/OBSTETRICS AND GYNECOLOGY (OBG) NURSING - I including SBA module	4	Practi cal	25*		
7	N-COMH(II) 401	COMMUNITY HEALTH NURSING-II	5	Theor y	25		75
7	N-COMH(II) 401	COMMUNITY HEALTH NURSING-II	2	Practi cal	50		50
7	NRST 405	NURSING RESEARCH & STATISTICS	4	Theor y	25		75
7	N-MIDW/OBGN I & II 335 & 410	MIDWIFERY/OBSTETRICS AND GYNAECOLOGY (OBG) NURSING I&II	6	Theor y	25 [Avg of Sem-VI 25 & Sem-VII 25]		75
7	N-MIDW/OBGN I & II 335 & 410	MIDWIFERY/OBSTETRICS AND GYNAECOLOGY (OBG) NURSING I&II	9	Practi cal	50 [Sem-VI +Sem VII]		50
8	INTE 415,	COMPETENCY ASSESSMENT	12	Practi cal	100		100
8	*Elective-3	EX. SCIENTIFIC WRITING SKILLS or STRESS MANAGEMENT	1*	Theor y		100	

EXAMINATION REGULATIONS:

- Applied Anatomy and Applied Physiology: Question paper will consist of Section-A Applied Anatomy of 37 marks and Section-B Applied Physiology of 38 marks.
- Applied Sociology and Applied Psychology: Question paper will consist of Section-A Applied Sociology of 37 marks and Section-B Applied Psychology of 38 marks.
- Applied Microbiology and Infection Control including Safety: Question paper will consist of Section-A Applied Microbiology of 37 marks and Section-B Infection Control including Safety of 38 marks.
- Applied Nutrition and Dietetics and Applied Biochemistry: Question paper will consist of Section-A Applied Nutrition and Dietetics of 50 marks and Section-B Biochemistry of 25 marks.
- Pharmacology, Genetics and Pathology: Question paper will consist of Section-A of Pharmacology with 38 marks, Section-B of Pathology with 25 marks and Genetics with 12 marks.
- Nursing Research and Statistics: Nursing Research should be of 55 marks and Statistics of 20 marks.
- A candidate must have minimum of 80% attendance (irrespective of the kind of absence) in theory and practical in each course/subject for appearing for examination.
- A candidate must have 100% attendance in each of the practical areas before award of degree.
- Following exams shall be conducted as college exam and minimum pass is 50% (C Grade) and to be sent to the University for inclusion in the marks sheet and shall be considered for calculating aggregate. i. Communicative English ii. Health/Nursing Informatics and Technology iii. Professionalism, Professional Values and Ethics including Bioethics iv. Introduction to Forensic Nursing & Indian Laws
- Minimum pass marks shall be 40% (P grade/4 point) for English only and elective modules.
- Minimum pass marks shall be 50% in each of the Theory and practical papers separately except in English.
- The student has to pass in all mandatory modules placed within courses and the pass mark for each module is 50% (C Grade). The allotted percentage of marks will be included in the internal assessment of College/University Examination.

- A candidate has to pass in theory and practical exam separately in each of the paper. 14. If a candidate fails in either theory or practical, he/she has to re-appear for both the papers (Theory and Practical).
- If the student has failed in only one subject and has passed in all the other subjects of a particular semester and Grace marks of up to 5 marks to theory marks can be added for one course/subject only, provided that by such an addition the student passes the semester examination.
- The candidate shall appear for exams in each semester:
 - The candidate shall have cleared all the previous examinations before appearing for fifth semester examination. However, the candidates shall be permitted to attend the consecutive semesters.
 - The candidate shall have cleared all the previous examinations before appearing for seventh semester examination. However, the candidates shall be permitted to attend the consecutive semesters.
 - The candidate shall have cleared all the previous examination before appearing for final year examination.
 - The maximum period to complete the course successfully should not exceed 8 years.
- The candidate has to pass separately in internal and external examination (shall be reflected in the marks sheet). No institution shall submit average internal marks of the students not more than 75% (i.e. if 40 students are admitted in a course the average score of the 40 students shall not exceed 75% of total internal marks).
- At least 50% of the Non-nursing subjects like Applied Anatomy & Physiology, Applied Biochemistry, Applied Psychology & Sociology, Applied Microbiology, Pharmacology, Genetics, Nutrition & Dietetics, Communicative English and Health/Nursing Informatics & Technology should be taught by the Nursing teachers. Teachers who are involved in teaching non-nursing subjects can be the examiners for the program.
- Maximum number of candidates for practical examination should not exceed 20 per day. Year and of same institution batch shall be examined by the same set of examiners.
- All practical examinations must be held in the respective clinical areas.

ASSESSMENT GUIDELINES

Grading of Performance Based on the performance, each student shall be awarded a final grade at the end of the semester for each course. Absolute grading is used by converting the marks to grade, based on predetermined class intervals. UGC 10-point grading system is used with pass grade modified.

Grade	Grade Point	% of Marks	Remarks
O	10	85% & Above	Outstanding
A+	9	80 - 84.99%	Excellent
A	8	75 - 79.99%	Very Good
B+	7	65 - 74.99%	Good
B	6	60 - 64.99%	Above Average
C	5	50 - 59.99%	Average
P	-	50% & Above	Pass
F	0	<50%	Fail
Ab	0	0	Absent

For Nursing Courses and all other courses – Pass is at C Grade (5 grade point) 50% and above For English and electives – Pass is at P Grade (4 grade point) 40% and above.

Computation of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA)

SPGA is the weighted average of the grade points obtained in all courses by the student during the semester (All courses excluding English and electives)

Example:

COURSES			Credits	Marks obtained (%)	Letter Grade	Grade Point	Credit Point
S. No.	Course Code	Title of the Course					
1	ENGL 101	*Communicative English	2	80	A+	9	----
2	ANAT 105 & PHYS 110	Applied Anatomy & Applied Physiology	6(3+3) C ₁	75	A	8 G ₁	6×8=48
3	SOCI 115 & PSYC 120	Applied Sociology & Applied Psychology	6(3+3) C ₂	70	B+	7 G ₂	6×7=42

*ENGL 101-Marks are not added for calculating SGPA, Pass marks - 40%

$$\text{SGPA} = \frac{C_1G_1+C_2G_2}{C_1+C_2} = \frac{48+42}{12+12} = \frac{90}{24} = 7.50$$

Computation of CGPA:

CGPA is calculated with SGPA of all semesters to two decimal points and is indicated in final grade in mark card/transcript showing grades of all 8 semesters and their courses/subjects. CGPA reflects the failed status in case of fail till the course/s are passed.

SEM 1	SEM 2	SEM 3	SEM 4	SEM 5	SEM 6	SEM 7	SEM 8
Credit-Cr Cr: 12	Cr: 31	Cr: 17	Cr: 21	Cr: 11	Cr:21	Cr: 26	Cr:12
SGPA: 7.50	SGPA: 6.97	SGPA:7.59	SGPA:7.67	SGPA:7.82	SGPA:7.90	SGPA:7.73	SGPA:7.00
Cr × SGPA= 12×7.50=90.00	31×6.97= 216.07	17×7.59= 129.03	21×7.67= 161.07	11×7.82= 86.02	21×7.90= 165.90	26×7.73= 200.98	12×7.00=84.00

CGPA=

$$\frac{12 \times 7.5 + 31 \times 6.97 + 17 \times 7.59 + 21 \times 7.67 + 11 \times 7.82 + 21 \times 7.90 + 26 \times 7.73 + 12 \times 7.00}{151}$$

151

$$= \frac{1133.07}{151} = 7.50$$

First Class with Distinction – CGPA of 7.5 and above

First Class – CGPA of 6.00-7.49

Second Class – CGPA of 5.00-5.99

INTERNAL ASSESSMENT GUIDELINES

THEORY

I. CONTINUOUS ASSESSMENT: 10 marks

1. Attendance – 2 marks (95-100%: 2 marks, 90-94: 1.5 marks, 85-89: 1 mark, 80-84: 0.5 mark, <80 :0)

2. Written assignments (Two) – 10 marks

3. Seminar/microteaching/individual presentation (Two) – 12 marks

4. Group project/work/report – 6 marks

Total = $30/3 = 10$ If there is mandatory module in that semester, marks obtained by student out of 10 can be added to 30 totaling 40 marks Total = $40/4 = 10$ marks

II. SESSIONAL EXAMINATIONS: 15 marks

Two sessional exams per course

Exam pattern:

MCQ – $4 \times 1 = 4$

Essay – $1 \times 10 = 10$

Short – $2 \times 5 = 10$

Very Short – $3 \times 2 = 6$

30 marks \times 2 = 60/4 = 15

PRACTICAL

I. CONTINUOUS ASSESSMENT: 10 marks

1. Attendance – 2 marks (95-100%: 2 marks, 90-94: 1.5 marks, 85-89: 1 mark, 80-84: 0.5 mark, <80 :0)

2. Clinical assignments – 10 marks (Clinical presentation – 3, drug presentation & report – 2, case study report – 5)

3. Continuous evaluation of clinical performance – 10 marks

4. End of posting OSCE (Objective Structured Clinical Examination) – 5 marks

5. Completion of procedures and clinical requirements – 3 marks

Total = 30/3 = 10

II. SESSIONAL EXAMINATIONS: 15 marks

Exam pattern:

OSCE (Objective Structured Clinical Examination) – 10 marks (2-3 hours)

DOP (Directly observed practical in the clinical setting – 20 marks (4-5 hours)

Total = $30/2 = 15$

Note: For Adult Health Nursing I, Adult Health Nursing II, Community Health Nursing I & Community Health Nursing II, the marks can be calculated as per weightage. Double the weightage as 20 marks for continuous assessment and 30 for sessional exams.

COMPETENCY ASSESSMENT: (VIII SEMESTER)

Internal assessment Clinical performance evaluation – 10×5 specialty = 50 marks OSCE
= 10×5 specialty = 50 marks

Total = 5 specialty \times 20 marks = 100

UNIVERSITY THEORY QUESTION PAPER PATTERN

➤ **For 75 marks Section A – 37 marks and Section B – 38 marks**

Section A (37 marks)

MCQ – $6 \times 1 = 6$

Essay – $1 \times 10 = 10$

Short – $3 \times 5 = 15$

Very Short – $3 \times 2 = 6$

Section B (38 marks)

MCQ – $7 \times 1 = 7$

Essay – $1 \times 10 = 10$

Short – $3 \times 5 = 15$ Very Short – $3 \times 2 = 6$

➤ **For 75 marks Section A – 25 marks and Section B – 50 marks**

Section A (25 marks)

MCQ – $4 \times 1 = 4$

Short – $3 \times 5 = 15$

Very Short – $3 \times 2 = 6$

Section B (50 marks)

MCQ – $8 \times 1 = 8$

Essay/situation type – $1 \times 10 = 10$

Short – $4 \times 5 = 20$

Very Short – $6 \times 2 = 12$

➤ **Section A – 38 marks, Section B – 25 marks and Section C – 12 marks**

Section A (38 marks)

MCQ – $7 \times 1 = 7$

Essay – $1 \times 10 = 10$

Short – $3 \times 5 = 15$

Very Short – $3 \times 2 = 6$

Section B (25 marks)

MCQ – $4 \times 1 = 4$

Short – $3 \times 5 = 15$

Very Short – $3 \times 2 = 6$

Section C (12 marks)

MCQ – $3 \times 1 = 3$

Short – $1 \times 5 = 5$

Very Short – $2 \times 2 = 4$

➤ **Section A – 55 marks and Section B – 20 marks**

Section A (55 marks)

MCQ – $9 \times 1 = 9$

Essay/situation type – $2 \times 15 = 30$

Short – $2 \times 5 = 10$

Very Short – $3 \times 2 = 6$

Section B (20 marks)

MCQ – $4 \times 1 = 4$

Short – $2 \times 5 = 10$

Very Short – $3 \times 2 = 6$

➤ **Marks 75 (For all other university exams with 75 marks)**

MCQ – $12 \times 1 = 12$

Essay/situation type – $2 \times 15 = 30$

Short – $5 \times 5 = 25$

Very Short – $4 \times 2 = 8$

➤ **College Exam (End of Semester) – 50 marks (50/2 = 25 marks)**

MCQ – $8 \times 1 = 8$

Essay/situation type – $1 \times 10 = 10$

Short – $4 \times 5 = 20$

Very Short – $6 \times 2 = 12$

➤ **UNIVERSITY PRACTICAL EXAMINATION – 50 marks**

OSCE – 15 marks

DOP – 35 marks

➤ **COMPETENCY ASSESSMENT – University Exam (VIII SEMESTER)**

Integrated OSCE including all 5 specialties (Stations based on every specialty) = 5
specialty $5 \times 20 = 100$ marks

Total of 5 Examiners: external – 2 and internal – 3 (One from each specialty)

Internal examiners may be chosen from college faculty with required qualifications or from hospital with required qualifications.

EXAMINATION REGULATIONS OF B.V.SC & A.H. DEGREE PROGRAMME

(In conformity with VCI norms)

Examination and Evaluation. –

- ✓ It shall be the responsibility of the teacher(s) or instructor(s) to ensure that the topics to be covered in the theory and practical in each course shall be recorded through a lecture or practical schedule and distributed to the students at the beginning of each course and the Head of the Department or Dean shall ensure that the schedule is adhered to and alternate arrangements are made to cover up the loss in case of any eventualities of unavoidable reasons that lead to non-adherence of the above schedule.
- ✓ Work distribution chart of each teacher shall be available with Dean's office for inspection of the Council and in each subject, professors and senior teachers shall be actively involved in teaching, especially in conducting practical for degree course.
- ✓ The examination shall be to assess whether the student has been able to achieve a level of competence and for academic assessment, evaluation of practical aspects of the curriculum shall receive much greater emphasis leading to separate examinations and requiring the student to secure a minimum of 50% marks, in theory as well as in practical, in each such examination. (4) The weightage of theory and practical shall be in the ratio of 60:40 respectively.
- ✓ The distribution of marks for objective and subjective questions in each subject shall be in the ratio of 40:60 respectively in annual examinations provided the format of question paper in internal assessment shall be as per the choice of instructor(s).
- ✓ The schedule of examination during Bachelor of Veterinary Science and Animal Husbandry course shall consist of internal assessment and annual examinations as detailed below, namely:

Internal Assessment	Course		
First	Coverage	Max. Marks 40	Weightage 10
Second	30%	Max. Marks 40	Weightage 10
Third	60%	Max. Marks 40	Weightage 10
	90%		
Annual examination (Theory)	Paper-I	Max. Marks 100	Weightage 20
	Paper-II	Max. Marks 100	Weightage 20
Annual examination (Practical)	Paper-I	Max. Marks 60	Weightage 20
	Paper-II	Max. Marks 60	Weightage 20

- ✓ There shall be four professional examinations- one each after 1st, 2nd, and 3rd year, and the fourth after one and half year and these professional examinations shall have only the theory component with external system and the practical component shall be dealt with internally. Annual professional examination shall be held after the completion of 100% course content in each subject and the result of the best of two internal assessments shall be accounted for.
- ✓ The examination for Livestock Farm Complex and Veterinary Clinical Complex shall be conducted twice a year i.e. first practical exam after completion of 50% syllabus and the second one, when the course is completed but the second exam shall comprise of entire syllabus.
- ✓ The evaluation of answer books of internal examinations shall be done by the concerned teacher(s) whereas evaluation of answer books of annual theory examinations shall be done by the external examiner(s).
- ✓ The practical examinations shall be conducted by a Board of Examiners consisting of concerned Head of the Department, teacher(s) and a representative of the Dean and the teachers while evaluating practical, shall take into account the followings, namely:-
(i) a record or log book maintained by each student as practical records; (ii) written test or observation and recording of the skill with which each student executes the practical; (iii) assessment of the comprehensive skill and knowledge of each student through an oral examination (viva-voce). (11) The answer-books of internal assessment shall be shown to students and the records of internal assessment as well as that of annual practical examination shall be submitted to Controller of Examination.
- ✓ The practical manuals shall be prepared by the respective departments for each subject. (The duration of internal assessment shall be atleast one hour whereas the duration of annual theory examination shall be three hours and one month prior to the

commencement of annual examinations the best of two internal assessment marks shall be submitted by the instructor through the Head to the Controller of Examinations or Registrar.

- ✓ The annual theory examination(s) shall be conducted by inviting the question paper from appointed paper setter(s) and a paper setter shall be provided the courses and syllabus prescribed by the Veterinary Council of India including detailed course outline and the paper setter shall be requested to prepare two sets of question subjects, each for main examination and compartment examination (if any).
- ✓ The internal assessment shall be conducted by the concerned instructor(s) during free period without affecting the teaching schedule provided the annual examinations shall be held on such dates, time and places as the university may determine and shall be completed in time so that the results are announced before the onset of the ensuing academic year.
- ✓ The schedule of annual examinations shall be adhered to strictly and no re-examination shall be allowed in events of students' strike, boycott, walkouts, medical grounds or what-so-ever may be the reason.
- ✓ The compartment examination shall be conducted within twenty calendar days of subsequent year registration: Provided that a candidate may be allowed to provisionally sit in the next class provided he or she has failed only in two subjects and cannot be promoted to next Bachelor of Veterinary Science and Animal Husbandry class unless he or she has cleared the failed subject(s).
- ✓ The records of examination shall be made available to the Council, as and when required and the records of assessment may be retained till six months after the conduct of the annual examination.

Teachers, Examiners, Paper Setters. –

- ✓ The persons with only basic veterinary qualification, included in Schedules to the Act, registered with a State Veterinary Council and having a Post-graduate Degree in the concerned subject, shall be recruited as teaching faculty in the Veterinary Colleges and preference shall be given to the candidates who have qualified National Eligibility Test conducted by Agricultural Scientist Recruitment Board and in case National Eligibility Test qualified candidates are not available they shall qualify National Eligibility Test prior to their promotion and the College or University may employ Graduate Assistants with BVSc and AH or MVSc degree against the vacant post for a maximum period of two years and not more than one in each department.

- ✓ The post of Dean and Head of Department in a Veterinary College shall be filled up only with a teacher with basic veterinary qualification and the teaching staff in a veterinary college shall be wholetime teacher and shall be entitled for Non-Practicing Allowance (NPA).
- ✓ A person possessing qualification included in the First or Second Schedule to the Act shall be generally appointed as examiner or paper setter for the conduct of a professional examination for the Bachelor of Veterinary Science and Animal Husbandry course:

Provided that a person without the qualifications mentioned above may also be appointed examiner in his or her concerned subject provided he or she possesses the doctorate degree in that subject and a minimum three years undergraduate teaching experience. Provided, further that –

(a) no such person shall be appointed as an external examiner unless he or she has at least three year's teaching experience.

(b) no person below the rank of Lecturer or Assistant Professor or equivalent shall be appointed as internal examiner.

(c) no person shall be appointed as an external examiner in any para clinical or clinical subject unless he or she possesses a recognized veterinary qualification and holds a postgraduate degree and teaching experience in the subject concerned.

(d) persons working in Government or Semi Government or similar organizations may also be considered for appointment as external examiners provided, they possess qualification and experience as laid down above.

(e) local person(s) shall normally not be appointed as paper setter(s) or external examiner(s), provided, under exceptional circumstances or unavoidable exigencies arising at the time of examination (like not arrival of appointed examiner or non-receipt of question paper from paper setter etc.), the University may appoint any qualified person for the purpose to avoid postponement or cancellation of annual board examination.

Attendance. –

- ✓ The required condition of attendance shall not be deemed to have been satisfied in respect of the subject, unless the student has ordinarily attended all the scheduled theory and practical classes, provided, the minimum requirement of attendance shall not be less than 75% of scheduled theory and practical separately with relaxation of twenty working days for NCC or NSS, Co-curricular activities and medical ground and for the course of 0+1 credit, the relaxation shall be of only seven days.

- ✓ A candidate having attendance below 75% in a subject shall not be eligible to appear in the annual examination of that subject.
- ✓ The percentage of attendance of a student in a subject shall be computed on the basis of the total number of theory and practical classes scheduled between the date of commencement of instructions and date of closing of instructions irrespective of the date of registration, provided, for the students who are reverted back owing to failure in the compartment examination, the attendance shall be counted from the date of declaration of result of compartment examination and the date of closing of instructions and the attendance for the First year shall be counted from the date of registration.

Promotion. –

- ✓ Promotion of a student in a professional year shall be decided only on the basis of aggregate marks of internal assessment and annual examinations.
- ✓ A student shall be promoted to next higher professional class only if he or she has passed in all the subjects of his or her class by obtaining at least 50% marks in theory (internal and external combined) and practical separately.
- ✓ A student should secure OGPA of 5.00 out of 10.00 at the end of degree programme to be eligible to get Bachelor of Veterinary Science and Animal Husbandry degree.
- ✓ A student may also be allowed provisional promotion to next higher class till the declaration of the result of the compartment examination, provided the provisional promotion shall be subject to clearance in the compartment examination of that or those subject(s) and shall be provisional and if the student fails in the compartment examination, he or she shall stand automatically reverted to the class from where he or she was allowed provisional promotion. (5) Failed students shall register again for the entire professional class they failed, and such students shall have to fulfill all requirements of the class afresh.
- ✓ A student failing in the annual examination for three consecutive years in a professional year of Bachelor of Veterinary Science and Animal Husbandry degree programme shall be finally dropped automatically from the University on account of poor academic performance (except fourth professional year).
- ✓ In no case, a student shall be allowed to continue his or her Bachelor of Veterinary Science and Animal Husbandry studies beyond Nine academic years (excluding Internship).

Compartmental examination. –

- ✓ A student failing in a maximum of two subjects only may be allowed to appear in compartment examination for those subject(s) and the compartment examination shall

comprise of the annual component of both the theory and practical of the failed subject(s) which shall constitute 40 and 40 percent weightage, respectively, and the marks obtained in internal assessment of theory shall be considered for the evaluation of compartment examination.

- ✓ The compartmental examination shall be conducted within twenty calendar days of subsequent year registration and if the student fails in the compartmental examination, he or she shall be reverted back to the original class, and the results of such compartment examination shall be declared within ten days after the examination is conducted.

Scrutiny of answer papers and rectification of errors.

- ✓ There shall be a provision of scrutiny of answer book(s).
- ✓ A student, however, may be allowed to get his or her theory answer book(s) scrutinized, for which, the student shall have to apply to the Examination Section within three days after the declaration of result and after paying prescribed fee.
- ✓ The Controller of Examination shall arrange the scrutiny of answer book(s) by the Screening Committee to be constituted by the Dean.
- ✓ The scrutiny shall be for re-totalling of the marks, and evaluation of unmarked question(s), if any.
- ✓ In case, the total marks are found to be incorrect on scrutiny, the same shall be corrected and the result shall be revised accordingly (even if it is towards lower side) and if, any question is found to be unchecked by the examiner, the answer book(s) shall be sent to the Examiner for doing the needful and the result(s) shall be revised accordingly if there occurs any change in the marks.
- ✓ No representation by the student(s) shall be entertained regarding the outcome of the result after scrutiny.
- ✓ In case a student on the basis of the result of scrutiny becomes eligible for the compartmental examination, he or she may apply to the concerned authority to appear in the compartment examination on the announced scheduled date and the scheduled date of the compartment examination shall under no circumstances be changed on this account.
- ✓ The Controller or Coordinator of Examination in consultation with the Dean of the College shall form Committee of three members consisting of Dean of the College as Chairman and two other teaching faculty members to moderate the results obtained at the annual board examination and the Committee shall review the results and recommend the moderation in the event of failure of more than 10% of the student

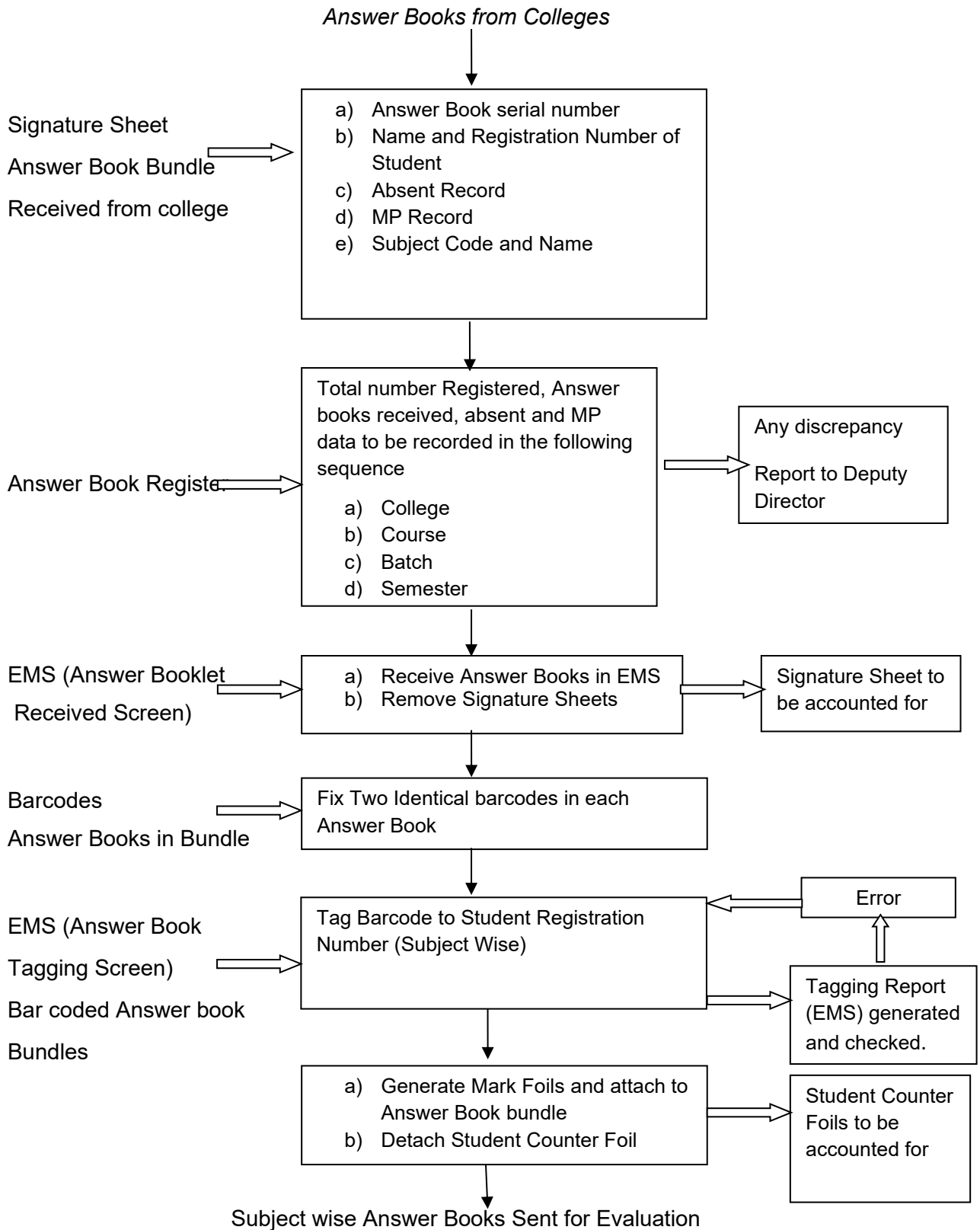
actually appearing in that particular subject and any moderation suggested shall be uniformly applied to all students for that paper (s) without altering the merit of the passed candidates.

- ✓ Any moderation effected should not involve of enhancing of more than total of 5 marks in a professional year for a particular candidate, and in no case more than 3 marks in one subject and the provisions for moderation of results shall not apply to Compartment Examinations and there shall be no provision for grace marks in any case.

Grading. –

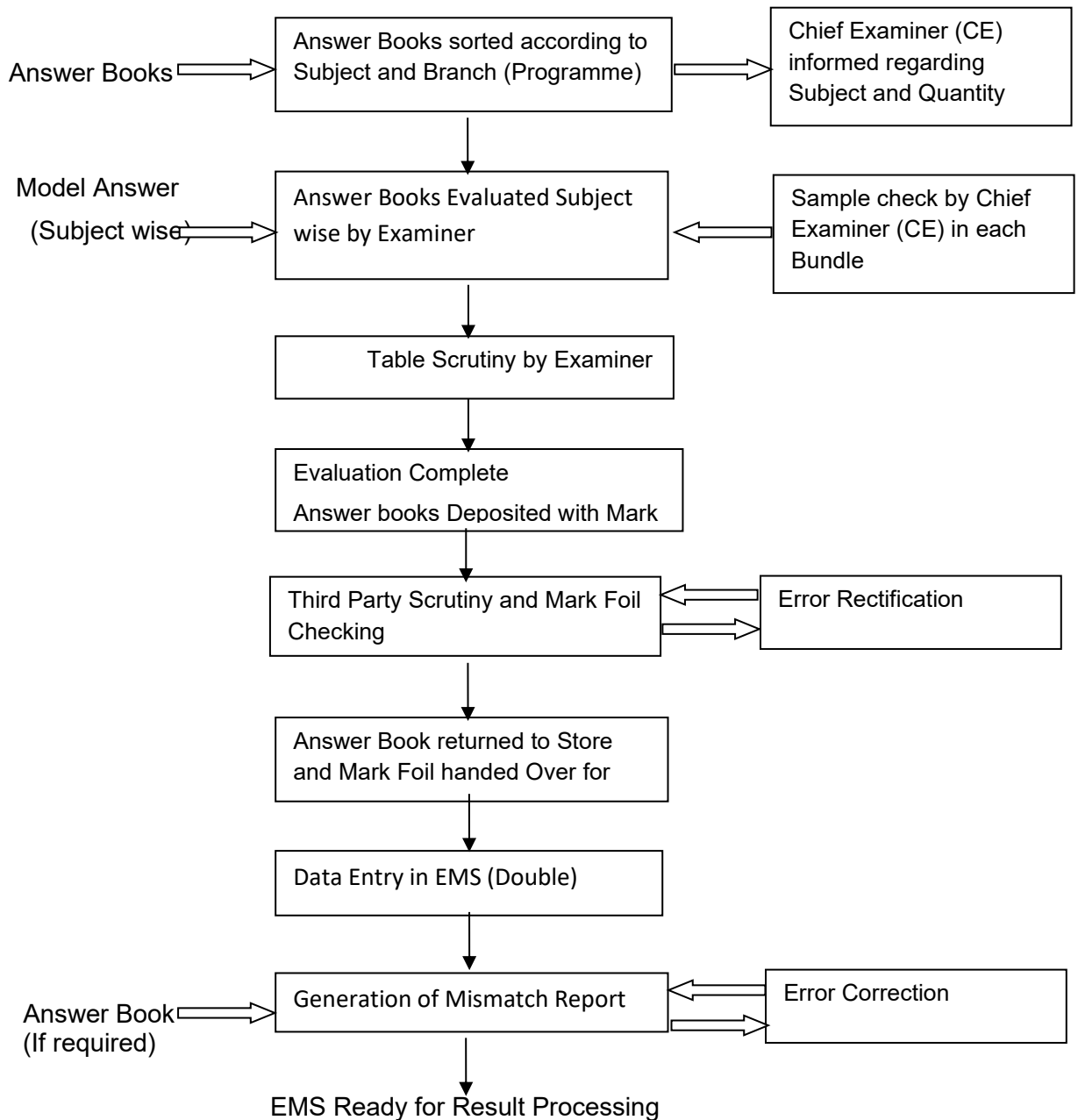
- ✓ Grade Point in a subject shall be the total marks obtained by a student out of 100 divided by 10
- ✓ Credit Pont in a subject shall be Grade Point multiplied by the credit hours.
- ✓ Total Credit Points shall be the sum of the credit points secured.
- ✓ Grade Point Average shall be the sum of the total credit points earned divided by the sum of credit hours. (5) Overall Grade Point Average shall be the sum of the grand total of credit points earned divided by the grand sum of credit hours.
- ✓ The corresponding ranking of Overall Grade Point Average with respect to traditional scoring system of division ranking shall be as follows, namely: -
 - 8.000 and above - First Division with Distinction
 - 7.000 -7.999 - First Division
 - 6.000 - 6.999 - Second Division
 - 5.000 - 5.999 – Pass

ANSWER BOOK RECEIPT, CODING AND PREPARATION FLOW CHART



EVALUATION PROCESS

Answer Book Received for Evaluation with Mark Foil (Subject wise, Semester wise in Bundles)



CENTRAL ASSESSMENT

Conduct of examinations and declaration of results is one of the important activities of a University. The Central Assessment (CA) has been adopted by CUTM with a view to:

- Declaring the results in the shortest possible time
- Increasing the reliability of the results
- Maintaining uniformity and consistency in the assessment
- Increasing accuracy and efficiency in declaration of results
- Creating confidence amongst the students about the assessment system

However, based on quantum of answer papers, nature and type of paper, the Director (E&QA) may allow assessment of answer scripts of a particular subject by an examiner at his/ her choice of place.

The Central Assessment shall consist of the following stages:

- i. Pre-Assessment
- ii. Assessment
- iii. Post-Assessment

The Evaluation process flow chart is in Annexure – VI & Annexure – VII

Pre-Assessment:

- The venue and CA Administrator: The venue and administrator for the Central Assessment shall be decided by Director (E&QA). Normally the Dy. Director (E&QA) will be the CA administrator.
- Invitation to Examiners:
 - The CA administrator in consultation with the Director (E&QA) will nominate Chief Examiners for each branch.
 - The Dy. Director (E&QA) in consultation with the Chief Examiners shall send the invitation letters / communication to all the examiners, for their acceptance.
 - All the instructions regarding the CA shall also be sent to the examiners and shall be exhibited at CA Hall for the information of examiners. In case of

shortage of examiners, substitute examiners shall be made from the panel by Dy. Director (E&QA).

- Collection of Answer-books: It is the responsibility of the Director / Principal of the constituent campuses to see that the answer books of the examinations held at their centers are sent promptly as per instructions given by the University from time to time, to the CA Centre.
- The Administrator of CA shall make adequate arrangements to receive answer books coming from the examination centres from time to time.
- On receipt of the answer books at the QA office, the staff employed for this work shall check the answer books, Supervisor's Reports and ascertain as to whether the number of candidates present, absent and MP indicated in the report are correct. In case of any discrepancy it shall be resolved in consultation with the Deputy Director (E&QA).
- The bundle of answer books containing 20 answer books or less shall be received in system after checking and coded and be made available for evaluation.
- It should be ensured that following documents accounted for and kept separately for future verification:
 - Signature sheet
 - Answer-book counter foil
 - Tagging report
 - Mark foil
- The answer books shall be arranged subject wise/ paper wise as this will be convenient at the time of distribution of answer books to the examiners for assessment.
- In case of any event of missing answer books or any unpleasant experience, the Administrator, CA shall consult the Director (E&QA) and take necessary action.
- Norms for appointment of staff for CA: The Administrator of the CA Centre would appoint suitable staff, of his/ her own confidence, for different sections indicated below, for smooth, confidential and speedy processing of the results:
 - Stores
 - Coding and tagging of answer-books
 - Assessment
 - Data Entry on PCs
- TA/DA and remuneration to examiners: The payment of Local Conveyance Allowance, Travelling Allowance, Daily Allowance and Remuneration shall be made to the chief

examiners and examiners appointed for assessment of answer books from the advance placed at the disposal of the Director (E&QA) according to the approved rates.

- Account of CA: Receipt and Payment Account of the Central Assessment shall be audited internally keeping the confidentiality in view. No vouchers of the expenditure incurred for CA is required to be submitted to the accounts section. However, in respect of the other expenditure incurred all the vouchers shall be submitted to account.

Assessment:

- On the day of commencement of the CA the examiners shall be given information regarding the programme, seating arrangement, payment of TA. / D.A. and remuneration bills etc.
- Chief Examiner (CE) will hold a meeting with the Examiners of the concerned subject nominated by the Administrator, to discuss the question paper(s), scheme of marking and synoptic/ model answers as well as discrepancies if any in a paper so as to attain the uniformity/ standard and consistency in assessment. He/ She shall watch the day to day progress of assessment and assist the Administrator, CA in the smooth conduct of CA work. He/ she shall sample check 15% - 20% of answer books of each examiner. The CE shall submit to the Administrator, CA, a consolidated report on the performance of the candidates, the assessment work and his general observations and suggestions etc. on the last day.
- While issuing the answer books to examiners for assessment, the signature of the concerned examiner for having received the answer books for assessment is to be obtained on a register.
- The examiners shall see that after taking a bundle of answer books for assessment from the issuing counter, they perform the assessment work only on seats allotted to them. The assessed answer books are to be returned after checked by CE.
- While returning the answer books the same to be accounted for against the examiner. The examiner shall, take another bundle of answer books for assessment only after returning the first bundle. This process shall continue till the assessment of all the answer books in the concerned subject is over.
- In case the examiner detects use of unfair means, while assessing the answer books he/ she should give a written report and submit the concerned answer books to the Administrator, CA for further actions through CE.
- The respective examiner should sign on the front page of the answer book.
- Every examiner shall be required to sign the Attendance Register each day.

- It shall be ensured that the marks given by the Chief Examiner (CE) to each question are written on the front page in green ink. In case the marks awarded by the CE is different than the examiner, the marks awarded by CE will be taken as final marks for all purpose.
- The Administrator, CA shall not avail the leave facility during the CA period unless there are exceptional reasons.

Post-Assessment:

- Third party Scrutiny: All answer-books handed over by CE shall be subjected to a third party scrutiny by E&QA cell.
- The team so detailed will check:
 - Correctness in addition of marks
 - Posting of marks in the mark foil
 - Whether each answer has been corrected
- Any error found by the third party scrutiny will be reported to Dy. Director (E&QA).
- The errors reported will be rectified by the concerned CE / examiner.
- The rectified mark foils will be handed over for mark entry in the system.
- The double entry of marks from mark foils shall be done simultaneously by nominated data entry operators.
- Mismatch Report and Rectification: After the double data entry, mismatch reports are required to be verified and necessary rectification to be carried out.
- Entered external marks will be processed in the EMS along with the internal and practical marks for final result publication.

NORMS FOR SKIPPING OF SUBJECT(S) IN CBCS SYSTEM

1. Background

Choice Based Credit System (CBCS) permits students to register subject (s) as per their choice. Accordingly, a student can drop (skip) a subject from the relevant basket after fulfilling the required credit for award of degree. To streamline such a practice, the following Standard Operating Procedure will be followed:

2. Eligibility

- a. Students are eligible to skip a subject(s) during their studentship period prior to the award of Degree.
- b. Student should have fulfilled the credit requirement from the relevant baskets and the total requirement for the award of the degree.
- c. Application for skip needs to be submitted to the campus examination cell, after the end of final semester when the students have the indication about their basket-wise fulfilment of credit.
- d. Students' application should contain following (Application Format enclosed).
 - i. Student details, i.e. Registration Number, Name, Programme, Course and Semester.
 - ii. Details of subject(s) i.e. Subject Code and Subject Name (of the subject that they wish to skip), total credits required in that basket and number of credit he/she has qualified.
 - iii. Reason for skip

3. Constraints

- a) Once a student opted for this facility he/she will not be eligible for Gold Medal / any other academic excellence awards.
- b) No component of a domain course can be skipped.
- c) Student not graded 'M' in the skipping paper.

4. Approval Procedure

- a. Students application to be checked by respective campus examination cell to ensure:
 - i. Student is in active list and has cleared all his/her dues.
 - ii. Issue status of Course Completion Certificate/Grade Sheet.

- iii. Minimum credit criteria for the basket (for the subject involved) has been fulfilled /
To be fulfilled with the registered paper.
- iv. Student not graded 'M' in the skipping paper.
- b. Remarks of the examination cell on the student's application to be forwarded to Dean/Head of the institution for their consideration.
- c. Dean/Head of the institution after endorsing their recommendation to forward the case to QA cell for VC's consideration.

5. Action on Approval by VC

- a. QA cell to communicate VC's direction to all.
- b. QA cell to inform/amend the data base of the student in ERP and EMS as per VC's decision.
- c. QA to keep record of the case for its future use.

APPLICATION FOR SKIPPING OF SUBJECT(S) UNDER CBCS

A. Student Details

1. Regd. No.:
2. Name:
3. Program:
4. Semester:
5. Branch:
6. Admission Year (Regular/ Lateral):

B. Subject to be Skipped

7. Syllabus Year:
8. Subject Code:
9. Subject Name:
10. Credit:
11. Type:
12. Basket:
13. Reason to Skip:
14. Total Credit qualified in the applied basket:

Signature:

Name:

Date:

Regd. No.:

Recommendation of Campus Examination Cell

Signature:

Name:

Date:

Campus:

School:

Recommendation of Dean

Signature:

Name:

Date:

Camps:

School:

QA's Recommendation

Signature:

Name:

Date:

Decision of VC

(Approved / Not Approved)

Date:

EXAMINATION RELATED FEES

Description	Fees Per Paper	Remarks
Examination on Demand (EOD)	Rs 2000	For Online Registration
	Rs 3000	For Offline Registration*
*Offline registration facility will be available once EOD schedule is published and the specific subject is available in the published schedule and no overlapping in the schedule.		
LAB / Sessional Backlog	Rs 2000	100 % re-evaluation done for each component
Subject Re-Registration*	Rs 5000	Students having low internal marks may avail this in subsequent semesters
Duplicate Admit Card	Rs.100	Can be obtained from campus examination cells
Rechecking	Rs 500	For theory component papers only (Offline Examination)
Rechecking with Photocopy	Rs 650	For theory component paper only (Offline Examination)
Studentship Validity	Rs 2200	For the pass out batch students who have shortage of credit required for award of degree
Special Examination	Rs.10000	Applicable for pass out students in exceptional situations

Fees Related to Academic Documents

Description	Fees for Each Document	Remarks
Name change / Any correction in Grade Sheet	Rs 550	
Name change / Any correction in Final Certificate	Rs 550	
Duplicate Grade Sheet	Rs 550	
Additional Grade Sheet	Rs 1100 + Postal Charges	

The fees may vary time to time as per the decision of the University

TIMELINE OF KEY EXAMINATION ACTIVITIES

Sl. No.	Examination Activities / Documents	Office Responsible	Time Period
1	Original University Certificate	QA Cell	On convocation for fresh graduating batch Ten days after convocation for old batch
2	Provisional Certificate/Grade Sheet	QA Cell	21 Working days from the date of result publication
3	Withheld Result	Campus Examcell	21 Working days from the date of due clearance
4	ERP Generated Gradesheet Verification	Campus Examcell	02 Working Day
5	Reply to query through Email	Campus Examcell	07 Working Days
6	End Semester Exam Schedule	QA Cell	Before 10 Working Days
7	EOD Schedule	QA Cell	Before 07 Working Days
8	Lab Backlog Schedule	Campus Examcell	In the month of April/May
9	Internal Exam Schedule	Campus Examcell	Before 07 Working Days
10	External Practice Schedule	Campus Examcell	Before 07 Working Days
11	Semester Result	QA Cell	As per Academic calender
12	EOD Result	QA Cell	15 Working days from examination end date
13	Lab Backlog Result	QA Cell	In the Month of August
14	Rechecking Result	QA Cell	45 Working Days
15	Processing Skip	QA Cell	45 Working Days (if skip criteria is satisfied)

NAD REGISTRATION PROCESS

Students will be able to access their digital academic certificates from National Academic Depository (NAD) by using web app Academic Depository (NAD) by using web application at ***https://digilocker.gov.in*** or using DigiLocker mobile application available on Google Play and Apple App Store. Student's account is created on DigiLocker in either of the two ways:

- i. Student Registration on DigiLocker by Academic Institution
- ii. Student Self Registration on DigiLocker

i. Student Registration on DigiLocker by Academic Institution

If the following data is provided by the students, then NAD uses this information to create students account in DigiLocker.


- a. Name
- b. Date of birth (DD-MM-YYYY)
- c. Gender (M/F)
- d. Mobile Number (10 Digits)
- e. Email Address
- f. Aadhaar Number

NAD uses this Aadhaar number to check if the DigiLocker account already exists. If an account is not found with Aadhaar number, NAD uses the demographic information (Name, Date of birth, Gender) along with mobile number to verify whether a DigiLocker account exists with this information.

If the account does not exist either with Aadhaar or Mobile and demographic details, the student account is created using Aadhaar number, Name, Date of birth, Gender and Mobile number. The credentials of the account are sent to the student through SMS on the Mobile number provided above. If Aadhaar number or mobile number is not available; the student account is not created. In such cases, students will have to self-register on DigiLocker.

ii. Student Self-Registration on DigiLocker

Students can create their account on DigiLocker themselves by signing up on DigiLocker web application at <https://digilocker.gov.in> or using DigiLocker mobile application available on Google Play and Apple App Store.



Creating account is fast and easy!

Full Name* (as per Aadhaar)

Date of Birth* (as per Aadhaar)

Date Month Year

Male Female Other

Mobile Number*

Set 6 digit security PIN*

Email ID

Aadhaar Number

DigiLocker uses Aadhaar to verify identity of the user and also enable authentic document access

By signing up, you agree to DigiLocker's Terms and Privacy Policy

Already have an account? [Sign In](#)

- i. Student will register on DigiLocker by providing his/her Aadhaar number. DigiLocker performs e-KYC to fetch the details of the student from UIDAI using his/her Aadhaar Number using the mobile number linked to the Aadhaar.
- ii. If the student's mobile number is not linked to Aadhaar, the student can perform Aadhaar demographic authentication by providing his Aadhaar number, name, date of birth and gender as per Aadhaar. This information is verified from UIDAI.
- iii. Upon successful Aadhaar e-KYC or demographic authentication from UIDAI, student's account is opened with DigiLocker.
- iv. Students can now access their DigiLocker Id by signing into their DigiLocker account and going to profile section. This DigiLocker Id can be shared by student with the academic institution so that their digital academic certificates are linked to this DigiLocker account.

FORMS AND FORMATS

UNDERTAKING

I state and declare as follows:

- i. That I have applied for registration to appear at theExamination,
- ii. That I do not have any ID proof (College ID/ Registration Card) to claim for appearing at the said examination.
- iii. *That I am told that examination center does not have my name in the Roll List / Attendance Sheet.*
- iv. *That under these circumstances I am not eligible to appear the said examination.*
- v. That I request I may please be permitted to appear at the said examination today (i.e.....) in theSession at time.

I undertake that in the event it is found that I do not have a valid registration for appearing at the said examination my answer scripts shall be summarily be discarded and I shall not claim that my answer script be evaluated and credit given to me for this examination.

Date of Examination: Sitting: Time:

Registration Number: Name:

Branch: Centre:

Subject Code: Subject:

Signature of the Candidate

Signature of the Chief Exam Co-Coordinator

Signature of the Centre Superintendent

REPORT OF UNFAIR MEANS AT THE UNIVERSITY EXAMINATIONS

1. Name of the Centre
2. Date of Examination and Sitting
3. Subject of Examination
4. Registration No.
5. Name of the Candidate:
6. Time of detection of Unfair means:
7. Particulars of the incriminating material recovered from the candidate (if the incriminating material consists of writing on walls, desks, body of the candidate etc. such that it cannot be sent in original, certified copies of such writings should be attached / forwarded.)
 - a)
 - b)
 - c)
 - d)
8. The exact place / places from where the incriminating material was recovered.
9. If the candidate is guilty of misconduct, give details here
.....
10. Name of the Invigilator / Supervisor who detected the unfair means
.....
11. Report of the Invigilator(s) (if the space provided is not sufficient, it may be written on The backing this Paper)

Signature of
Student
Superintendent

Signature of
Invigilator

Signature of
Supervisor

Signature of
Centre

APPLICATION FOR RE-CHECKING / RE-ADDITION

- Instructions :
- (i) Application shall be forwarded by the Chief Exam Coordinator of the respective college.
 - (ii) The required fees receipt to be attached along with the form and submit to exam cell..

- A. Name of the School :
- B. Registration Number :
- C. Student Name :
- C. Branch / Specialization :
- D. Semester / Trimester :

Sl.No.	Subject Code	Subject Name	Rechecking / Rechecking with Photo Copy

E. Mode of Payment :

(i) Cash : (in Rupees)

(ii) Demand Draft/Cash Receipt No. Date :

Date :

Place:

.....

Signature of Student

Signature of Chief Exam Coordinator

APPLICATION FOR ADDITIONAL GRADE SHEETS / TRANSCRIPTS

Instructions :

1. Application shall be forwarded to Director, E&QA Cell, CUTM specifying the reason / purpose for Additional Grade Sheets / Transcripts.
2. The payment receipt to be attached along with the form.
3. Purpose of Additional Grade Sheet / Transcript has to be enclosed with the application form.

A. Name of the College :

B. Registration Number :

C. Name of Student :

D. Discipline :

E. No. of Additional Grade Sheet (s) required :

F. Demant Draft / Cash Receipt Details

(a) Amount : (in words.....).

(b) DD./ Receipt No.: (c) Date:

(d) Bank in Case of DD Only:

Date :

Signature of Student

Place:.....



Centurion UNIVERSITY

*Shaping Lives...
Empowering Communities...*



CAMPUSES:

Padaokhemundi Campus
Village Alluri Nager
P.O. – R Sitapur, Via- Uppalada
Paralakhemundi, Dist.- Gajapati
Odisha, India. PIN-761211

Bhubaneswar Campus
Ramchandrapur
P.O. – Jatni, Bhubaneswar
Dist.- Khurda, Odisha,
India, PIN- 751030

Bolangir Campus
Behind BSNL Office
IDCO land, Rajji Nagar
Dist.- Bolangir, Odisha
India, PIN-767001

Rayagada Campus
IDCO Industrial Area
Pitamahal, Rayagada
Dist.-Rayagada, Odisha
India, PIN-765001

Balasore Campus
Gopalpur,
P.O.-Balasore
Dist.-Balasore, Odisha
India, PIN-756044

Chatrapur Campus
Ramchandrapur,
Kallibali Chhaki,
P.O.-Chatrapur, Dist.-Ganjam
Odisha, India, PIN-761020

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