

Bodoland University Regulations on PG Examinations (REVISED), 2014



2014
Administrative Building
BODOLAND UNIVERSITY
Debargaon, P.O. Rangalikhata
Kokrajhar, BTC, Assam - 783370

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Bodoland University Regulations on PG Examinations (Revised), 2014

1. Introduction:

Title: These regulations shall be called the *Bodoland University Regulations on PG Examinations (Revised), 2014* embodying examination regulations relating to various Post-Graduate programmes offered by different departments/centers of Bodoland University.

Terms: PG examinations in Bodoland University shall be based on Choice Based Credit System (CBCS) and Continuous Assessment and Grading System (CAGS) and, shall be conducted under the *BU Regulations on PG Examinations (Revised), 2014*.

Date of Enforcement: These regulations shall come into force with effect from July 2014.

Extent of Application: These regulations shall be applicable to the students who enrolled themselves for various Post-Graduate programmes under Bodoland University with effect from the academic session 2014-15.

Interpretation: Subject to such advice as may be given by the PG Examination Committee or/and the Academic Council, the decision of the Vice Chancellor shall be final and no suit, application, petition, revision or appeal shall lie in any authority outside this university in respect of interpretation of these regulations and any other matter not covered within these regulations.

Provision for Guidelines and Forms: In order to specify modalities of implementing these regulations, a set of rules, guidelines and forms that shall form part of these regulations, shall be issued by the PG Examination Committee.

2. Short Definitions:

- a) *Choice Based Credit System:* The term, hereinafter be called CBCS, is a flexible system of learning. It allows students to –
- (i) Learn at their own pace;
 - (ii) Choose elective/optional from a wide range of courses offered by the University departments/centers;
 - (iii) Undergo additional courses and acquire more than the required number of credits;
 - (iv) Adopt an inter-disciplinary approach in learning; and
 - (v) Make the best use of expertise of available faculty
- b) *Continuous Assessment and Grading System:* Continuous Assessment and Grading System, hereinafter to be called *CAGS*, comprises continuous internal

evaluations in each department/center. There shall be at least two In-semester examinations in the form of sessional tests and one End-semester examination for each course/paper in each semester.

c) *Credit*: The term defines the quantum of contents in the syllabus prescribed for a course and, determines the number of hours of instruction required per week. Credits shall be assigned on the basis of the number of lectures/tutorials/assignments or any other form of learning required for completion of the course.

For instance, 1(one) credit course implies the quantum of work to be done corresponding to 1 (one) hour of instructional activities every week for 15 to 16 class weeks or 90 instructional days during a semester. Normally, 1 credit shall imply 18 hours of teaching-learning and research and extension activities.

d) *Credit Requirement*: A student needs to earn minimum 18 (eighteen) credits in 1 semester, 72 (seventy-two) credits in 4 semesters and 108 (one hundred eight) credits in 6 semesters. The departments/centers may specify minimum credit requirements separately for different categories of courses, e.g. ‘core course’ and ‘open course’.

e) *Credit Earned*: The total credits earned by a student during a semester shall be the sum of credits completed by the student securing ‘pass grade’.

f) *Grades & Grade Point*: A ‘grade’ signifies the level of standard of qualitative and quantitative academic achievements, which a student attains in a particular course. Each of the grades represented by a letter shall also represent a grade point as mentioned at section 9.

Grades from **C** to **O** are considered as ‘pass grade’ and ‘F’ as ‘fail grade’.

g) *Center*: The term is used to mean a recognized center of study in or under Bodoland University with reference to a subject of Post-Graduate study. The general administration is vested on the Head of the Center (HoC) as per provisions of the University Act, Statutes, and Ordinances.

h) *Department*: The term is used to mean a PG department of the university or that of a college affiliated to the University with reference to a subject of Post-Graduate study and designated as such by the university. General administration of the department lies with its Head (HoD) as per provisions of the University Act, Statutes, and Ordinances.

i) *Faculty*: An academic body, concerned with teaching, training, and research of specific nature like languages, education, applied-sciences, social-sciences, life-sciences etc. Each faculty may comprise several departments/centers and is headed by a Dean.

j) *Programme*: The term ‘programme’ or ‘academic programme’ implies any instructional programmes offered by departments/centers leading to the award of Master’s degree by the University.

The term normally means the whole learning experience or combination of courses in a particular field of study. A PG programme shall consist of 2 (two) to 6 (six) semesters covering one, two, or three academic years respectively.

k) *Course*: A ‘course’ is a unit of instruction or segment of a subject area under any discipline. Conventionally, the term is used to mean a ‘paper’. A PG programme is divided into a number of ‘core’ and ‘open’ courses.

l) *Core Course*: This is compulsory in nature, offered right from the 1st semester, and is deemed essential for students of a particular Master’s programme.

m) *Open Course*: Open courses are ‘optional’ or ‘elective’ in nature and are intended to allow students to acquire knowledge and skills in the areas of their choice. These shall be offered by the departments/centers in later phases of the semester system.

Moreover, some ‘open’ courses shall be offered for inter-disciplinary subject area.

n) *Semester*: The term is used to mean a half-yearly term or term of studies including examinations, vacations, and semester breaks. The odd semesters (1st, 3rd, & 5th) of each academic year shall ordinarily extend from the month of July to December and the even semesters (2nd, 4th & 6th) shall extend from the month of January to June each year.

o) *Semester Duration*: A semester normally extends over a period of 6 months, including examinations etc, having 15 to 16 class weeks (90 days of instruction) whereas a week normally spreads over 30 (thirty) hours of instruction.

p) *Semester Break*: There shall be a break at the end of each semester as shall be specified in the academic calendar. The semester breaks may be utilized for study tour, NCC/ NSS camp, sports and athletics, other co-curricular activities, make-up courses, short-term courses, training, workshops, seminars, project work etc.

q) *Academic Year*: It means a period of 12 (twelve) months consisting of 2 (two) semesters.

r) *In-semester*: It refers to the continuous evaluation done by PG departments/centers through sessional examinations and other forms of academic assessment within the half-yearly term.

s) *End-semester*: The term is used to refer to the terminal process of examination and evaluation at the end but within the semester period of 6 (six) months.

t) *Course teacher*: A professor/reader/lecturer of a PG department/center who shall be involved in various academic activities such as –

- i) Preparing and teaching a course ('core' and 'open') with due approval of the Board of Studies of the department/center;
- ii) Maintaining records of attendance, credits, and performance of all the students registered for the course;
- iii) Conducting In-semester and End-semester examinations including setting and moderation of question papers, evaluation, scrutiny and finalization of results of the course(s); and
- iv) Counseling the students in choosing various courses.

u) *Board of Studies*: The term implies to the Board constituted as per provision of the University Act for a department/center, which shall recommend the academic syllabus and the pattern of examination to be pursued in the department/center. The Chairperson of the Board, normally the HoD/HoC, shall submit copy of the approved syllabi to the Controller of Examinations at the beginning of every academic year.

v) *PG Board*: It refers to the Post-Graduate Board of Studies formed with powers and functions in accordance of the Act and Statutes of the University for the approval of curricula, syllabi, and patterns of examination of PG departments/centers under Bodoland University.

w) *PG Examination Committee*: All PG examinations in Bodoland University shall be conducted under the direction and supervision of the PG Examination Committee which shall –

- (i) Make policy decisions in regard to organize and hold PG Examinations;
- (ii) Cause to prepare for evaluation and declaration of results and facilitate automation of examination system;
- (iii) Cause to procure/print required stationery materials for examinations;

- (iv) Take corrective measures in matters of PG examinations, and suggest improvement of examination system;
- (v) Organize workshops on various process of examination from time to time; and,
- (vi) Perform any other exam-related work assigned to it by the Academic/ Executive Council.

The Examination Committee shall be formed by the Vice Chancellor as per provisions made under Bodoland University Ordinance.

(x) *Disciplinary Action Committee*: There shall be a Committee to deal with all matters of lapses and malpractices, and examine and recommend to competent authority to withhold/suspend/ cancel of candidature of any student for such reasons and for such time as it may deem fit.

The Disciplinary Committee shall be formed by the Vice Chancellor as per provisions made under Bodoland University ordinance.

3. Eligibility for Admission:

3.1 The minimum qualification for admission into various PG programmes shall be fixed by the Academic Council from time to time.

3.2 Provided, however, that no student shall be eligible for admission to a PG programme in any department/centre without successfully completing a three year undergraduate degree or without earning the number of credits prescribed if any for an undergraduate degree through examinations conducted by a university or autonomous institution recognized by Bodoland University

4. Course Registration:

4.1 Each student shall be required to enroll him/herself by filling-in the course Registration Form within a fixed date by paying the prescribed fee.

4.2 Every student must register for the courses he/she intends to undergo in a semester in consultation with his/her course teacher.

4.3 Late registration may be permitted up to two (2) weeks by the PG Board on recommendation of the Head of the department/center after the commencement of an academic year.

4.4 A one-time Course Registration Number shall be assigned to each student, which shall be made available to the Controller of Examinations as well as to the concerned HoD/HoC by the University.

4.5 Each department/center shall maintain a Student Handbook which shall contain complete list of courses (including 'core' and 'open' courses) offered to each student along with the credits earned by the student for these courses.

4.6 Application for withdrawal/change of an open/elective course by a student may be permitted for valid reasons by the Head of the department/center up to two (2) weeks from the date of commencement of classes. This provision shall be restricted to one chance only.

A copy of information regarding such change or withdrawal must be forwarded by the HoD/HoC to the Controller of Examinations for record.

5. Course Structure:

5.1 The Board of Studies of each PG department/center shall recommend the pattern of the curriculum, syllabi to be followed as well as revision of courses, and pattern of examination to the PG Board which with or without any modifications shall forward to the Academic Council for their approval when required.

The HoD/HoC shall, at the beginning of every academic year, inform in writing about the approved syllabi to the Controller of Examinations for record.

5.2 Normally each PG course shall have (a) 'core' course that shall spread over 4 to 5 papers containing 4 to 5 credits in each paper in every semester, and (b) 'open' course offered in later phases of the semester system, spreading over 2 to 5 choice papers having 4 to 5 credits each. The number and credits of each course shall be determined by the PG Board.

5.3 A course may take the form of a dissertation, project work, intensive training, field-work, seminar etc or a combination of these as recommended by the Board of Studies of concerned department/center.

However, the lecture sessions and tutorials shall not be substituted with any other activities like seminars, group discussions etc.

5.4 The minimum duration for completion of a two-year PG programme in any subject shall be 4 (four) semesters; that of a three-year programme shall comprise 6 (six) semesters.

However, even if a candidate earns the required number of credits in less than 4 or 6 semesters as the case may be, he/she has to necessarily study for either 4 or 6 semesters for the two or three year PG programme respectively.

6. Credit Requirement:

6.1 A student is required to earn at least 18 (eighteen) credits in each semester to move to the next semester, and shall have to earn minimum 72 (seventy-two) and 108 (hundred-eight) credits during the period of four (4) and six (6) semesters respectively in core as well as in open courses.

The credits shall be awarded to the students on the basis of number of lectures/tutorial/practical classes attended or any other form of learning like seminars/laboratory works/ assignments etc done by them.

6.2 Provided that if a student fails to earn required credits in a given semester for any reason whatsoever, must do so in the next semester on the recommendation of the concerned Board of Studies.

A student shall not be allowed to appear the final End-semester if he/she fails to earn the minimum credits required for completion of the programme.

6.3 The HoD/HoC, with the help of the course teachers, shall maintain the record of credits earned and attendance scored by each student of the department/center. This record shall be regularly provided to the Controller of Examinations for the needful.

7. Attendance:

7.1 A student must attend a minimum of 75% of the classes separately for the theory and the practical components in each course failing which he/she shall not be allowed to appear in the End-semester examination and shall be awarded *I* grade (Incomplete) in that course.

Hence, it shall be the responsibility of each student to ensure that his/her attendance does not fall short of the minimum requirement.

7.2 The course teacher shall be responsible for maintaining a record of attendance of students who have registered for the course. He/she shall be required to submit the same on demand to the competent authority.

7.3 The course teacher shall inform the Head of the department/center in writing regarding particulars of all those students who have less than 75% attendance for the course at the end of instruction days every month.

The Head of department/center, in turn, shall notify to the students regarding their shortfall every month.

7.4 The Head of the department/center may, upon the recommendation of concerned Board of Studies, however, consider and decide on the request of a student for condonation of shortage of his/her attendance up to 5% only in case of any genuine cause(s). This shall be recorded in the departmental register.

7.5 Even in case of shortage of attendance due to illness, minimum 60% attendance shall be necessary. Such student must submit medical certificate from a doctor serving in a government hospital or from the board of doctors of any registered medical institution to this effect.

For all such case, the Head of the department/centre shall forward the particulars to the Vice Chancellor for his consideration immediately after the instruction days are over. The Head shall make available to the Controller the decision of the VC before the filling in of form for an End-semester examination.

7.6 The Head of the department/centre shall also notify the names of all students who shall be declared ineligible to take an End-semester examination by the Board of Studies and the VC, and shall send a copy of the same to the Controller of Examinations for information.

These students shall not be allowed to fill in forms to appear End-semester examination and their registrations for those courses shall be treated as cancelled and they shall have to repeat the course when it is offered next.

8. Examination:

8.1 The PG Examination and evaluation in Bodoland University shall be based on Choice Based Credit System (CBCS) and Continuous Assessment and Grading System (CAGS).

8.2 PG degrees shall be awarded on the basis of evaluation of a candidate at least 3 (three) times during each semester: (i) 2 (two) In-semester (sessional) assessment, and (ii) 1 (one) End-semester examination in each course/paper during every semester.

For the purpose of uniformity, particularly for interdepartmental transfer of credits, there shall be a uniform procedure of examination to be adopted by all departments/centers.

8.3 Each course/paper of a programme shall normally carry 100 marks of which 20% - 30% marks for In-semester assessments and 70% - 80% marks for End-semester examination shall be earmarked as per recommendation made by the Board of Studies and duly approved by the Statutory Bodies of the University.

8.4 A student shall be required to pass In-semester and End-semester examinations separately with minimum of 40% marks in each individual theory as well as practical paper.

Moreover, he/she shall be required to obtain minimum 4.0 CGPA to be eligible for the award of Master's degree.

8.5 Practical examinations may form a part of the internal evaluation besides being part of the End-semester examinations, which shall normally be held before the theory End-semester examinations.

8.6 In-semester examinations:

- (a) The Board of Studies of each department/center shall recommend the pattern of In-semester assessments carrying 20% - 30% marks in each course/paper. It shall organize and hold the examinations and declare results accordingly. However, the PG Examination Committee may scrutinize the examination process and issue necessary guidelines.
- (b) The schedule for In-semester examinations shall be made known to the students by concerned departments/centers at the beginning of each semester. Normally, each test shall assess the student's competence on that part of the course which is covered during the period preceding the test. The tests shall be evenly spaced out throughout the semester.
- (c) Students shall compulsorily attend at least two sessional (written) tests carrying 50% of the total marks allotted for In-semester examinations, failing which they will not be allowed to appear for the End-semester examination.
- (d) For the remaining 50% of total marks allotted for In-semester evaluations, teachers in the departments may employ two or more assessment tools such as objective tests, assignments, paper presentation,

- field/library/laboratory work etc suitable to the course or may decide as per recommendation of concerned Board of Studies.
- (e) Provided, if for any compulsive and valid reason a student could not appear the In-semester examination(s), the course teacher(s) may arrange special In-semester examination(s) with approval of the Board of Studies of concerned department/center.
 - (f) A student shall be required to pass In-semester separately with minimum 40% marks in each theory and practical paper. The marks and grades obtained by a student in the In-semester examinations shall be carried over for evaluating the overall grade of a course.
 - (g) If a student fails to clear the In-semester examination, he/she cannot repeat the same examination, but shall be required to repeat the course anew.
 - (h) Normally, each In-semester examination shall be of 1 (one) hour duration.
 - (i) The course teacher shall evaluate the answer scripts and the evaluated answer scripts may be shown to the students for remedial measures.
 - (j) The result of the examinations shall be notified to the students by the course teacher(s) within 7 (seven) days of the examination. The students may appeal to the Head of department/center for re-checking/re-evaluation.
 - (k) The Head, after removing all anomalies, shall provide a copy of the result within 15 (fifteen) days of the declaration of each In-semester results to the Controller of Examinations who shall make necessary arrangement for preparation of the Grade Card.

8.7 End-Semester examination:

- (a) There shall be an End-semester examination carrying 70% - 80% marks in each paper covering the entire syllabus prescribed for the course. This shall normally be a written/laboratory-based examination/ Project Work/ Dissertation.
- (b) A student shall be required to pass each paper/course of the End-semester examinations with minimum 40% marks.
- (c) If the student does not clear an End-semester examination, that is, secures less than 40% marks, he/she shall be required to repeat examination in corresponding End-semester examinations.
- (d) End-semester practical examinations shall normally be held before the theory examinations.

- (e) The pattern of the End-semester examination shall be decided by the PG Board/Academic Council in consultation with concerned Board of Studies.
- (f) The duration for an End-semester examination shall normally be 3 (three) hours.
- (g) The End-semester examination schedules shall be notified by the Controller of Examinations in consultation with the PG Examination Committee. The date and schedule shall be notified at least 15 (Fifteen) days in advance.
- (h) The immediate responsibility and authority to take necessary action against any candidate for adopting unfair means/practice, violating examination rules, or disturbing the peaceful conduct of any examination shall be vested on the Officer in-charge for the examination. However, this shall lie before the Disciplinary Action Committee for final decision.

9. Grading System:

9.1 The Bodoland University shall adopt absolute Grading System for evaluating performance of the students.

9.2 The marks obtained in the In-semester examinations shall be carried over for deciding the ultimate Grade to be awarded to a student.

9.3 A candidate shall be required to obtain minimum 40% marks in each theory as well as practical papers.

9.4 To be eligible for the award of Master Degree, a student must obtain a minimum **C** grade with final Cumulative Grade Point Average (CGPA) of 4.0.

9.5 The performance of students from the first semester onwards shall be indicated by (i) *Semester Grade Point Average (SGPA)*, and (ii) *Cumulative Grade Point Average (CGPA)* which is the real performance indicator of a student, shall be finally awarded on the Grade Card at the end.

9.6 The following Grading Scale shall be applied to indicate the performance of students in terms of letter grade and grade points as given below:

Grade	Grade Points	Description	Range of Marks	$SGPA(S_i) = (\sum C_i \times G_i) / (\sum C_i)$ where <i>C_i</i> is the number of credits of <i>ith</i> course, and <i>G_i</i> is the grade point scored in the <i>ith</i> course
O	10	<i>Outstanding</i>	90 to 100	
A+	9	<i>Excellent</i>	80 to < 90	
A	8	<i>Very Good</i>	70 to < 80	

B+	7	<i>Good</i>	60 to < 70	$CGPA = (\sum C_i \times S_i) / (\sum C_i)$ where S_i is the SGPA of i^{th} semester, and C_i is the total number of credits in that semester Grade 'P', 'C' and 'B' are considered 2 nd Class Grade 'B+' and above considered 1 st Class whereas 'A+' and above grades are considered 1 st Class with Distinction. Conversion Formula : Equivalent Percentage = 10 x CGPA
B	6	<i>Above Average</i>	55 to < 60	
C	5	<i>Average</i>	50 to < 55	
P	4	<i>Pass</i>	40 to < 50	
F	0	<i>Fail</i>	Below 40	
I	0	<i>Incomplete</i>		

9.7 The letter grade B+ and above shall be considered First class and letter grade 'P', 'C' & 'B' shall be considered Second class. Whereas 'A+' and above grades are considered 1st Class with Distinction.

9.8 A student shall be considered to have completed a course successfully and earned the prescribed credits if he/she secures a letter grade other than *F* or *I*.

9.9 For convenience, equivalent percentage of marks may be calculated by using the conversion formula: 10 x CGPA. However, this formula shall not be applied on the Grade Card/transcript.

10. Evaluation and Declaration of Results:

10.1 Evaluation of the In-semester examinations shall be done internally by the departments/centers while evaluation in End-semester examination shall be done externally.

The overall examination and evaluation process shall, however, be conducted under the direction and supervision of the PG Examination Committee of the university.

10.2 The distribution of marks for periodical presentations, dissertation, and viva-voce shall be decided as per recommendation of the concerned Board of Studies and duly approved by the statutory bodies of the university.

10.3 Project report/dissertation/practical papers shall be evaluated jointly by the internal supervisor and an examiner from outside the university to be appointed by the Controller of

Examinations from a panel of examiners approved by the Vice Chancellor.

10.4 A student shall be required to pass In-semester and End-semester examinations separately. He/she must secure a minimum of 40% marks in each individual paper (theory as well as practical) in both In-semester and End-semester examinations to clear a particular semester.

10.5 Before preparing the Grade Card and declaration of results of each End-semester examination, the Controller of Examinations, upon approval of the Vice Chancellor, shall cause to convene a meeting of the PG Examination Committee to scrutinize the results of both In-semester and End-semester examinations.

10.6 It shall be at the discretion of the PG Examination Committee/Vice Chancellor to seek clarification from any course teacher(s) or call for answer scripts from any department/center in matters of over/under marking or for any other anomaly.

10.7 The PG Examination Committee/Vice Chancellor shall approve the results of each End-semester examinations and recommend the Controller of Examinations for declaration the same. The results may be declared through notification in print or/and the university website.

10.8 Under normal circumstances, the entire process of evaluation and declaration of results shall be completed within 45 (forty-five) days from the last date of the End-semester examination.

10.9 The first rank holder of a programme may be decided on the basis of overall weighted percentage of marks obtained in CGPA.

10.10 Students who either availed 'betterment' chance or passed in 'supplementary' examination shall not be considered for the award of any prize/medal, rank or distinction.

11. Results & Promotion to next Semester:

11.1 A student shall be considered to have completed a course of a semester successfully if she/he secures a grade other than *F* or *I*.

However, all students shall normally be promoted to next semester even if they get any arrear/back paper and are placed in *F* grade.

11.2 Grade **I** shall be awarded to a student if he/she has –

- (a) Failed to appear in any course(s) in an End-semester examination;
- (b) Failed to submit the project work/dissertation/assignment of an End-semester examination;
- (c) Declared ineligible to appear in any course(s) in an End-semester examination by the PG Board due to shortage of required percentage of attendance or due to such reason(s) as may be determined by the PG Board.

The list of students securing **I** grade due to reasons as mentioned at (c) above, shall be notified by the HoD/HoC and such students shall not be allowed to fill in form for an End-semester examination.

If a student secures **I** grade due to reason as stated at (b) above, he/she shall be required to re-submit it after necessary revisions as suggested by the course teacher(s) within 30 (thirty) days from the publication of results.

If a student fails to appear in any course(s) in an End-semester examination as mentioned in (a) above, he/she shall have to clear it in the corresponding End-semester examinations.

11.3 A student shall not be considered successful in a semester when she/he secures less than 40% marks (In-semester and End-semester separately) in a course, and he/she shall be placed in **F** grade.

In this case, she/he shall be required to clear the ‘arrear/backlog’ course as per provisions of this regulation.

11.4 A student who is placed either in **I** or **F** grade in any semester examination shall have to clear the ‘arrear/backlog’ paper(s) in corresponding End-semester examination as scheduled below:

- (i) 1st semester with regular 3rd semester
- (ii) 2nd semester with regular 4th semester
- (iii) 3rd semester with regular 5th semester
- (iv) 4th semester with regular 6th semester

However, for students having ‘arrear/backlog’ course in the 4th or 6th semester, a special ‘supplementary’ examination shall be held within 2 (two) months from the date of declaration of regular results.

11.5 No candidate shall be allowed to appear for a particular course more than twice (excluding the 1st appearance) which shall include the paper(s) which the candidate opts not to appear within the maximum time allowed.

Further, no candidate shall appear in any course beyond 6 (six) semesters of her/his admission to a 2 (two) year PG programme, or 8 (eight) semesters in programmes that require normally 3 (three) years for completion.

12. Backlog (arrear) & Betterment (repeat) provisions:

12.1 A student who is placed either in *I* or *F* grade in any semester examination shall have to clear the 'arrear/backlog' paper(s) within the maximum extended period allowed in order to be awarded PG degree.

12.2 A student having 'arrear/backlog' paper(s) shall be allowed 2 (two) chances to clear such paper(s) in corresponding semester examinations within the maximum duration allowed. Corresponding semester examinations shall be held as per schedule given at 11.4.

12.3 A student having 2 (two) or more 'arrear/backlog' papers shall have to first clear those papers in the corresponding semester examinations before applying for 'betterment/repeat' appearance.

Provided a student who has only 1 (one) 'arrear/backlog' paper shall be allowed to appear for 1 (one) more paper under 'betterment/repeat' provision along with the arrear paper.

12.4 A special 'supplementary' examination shall be held within 2 (two) months after the last regular semester examination of extended period to enable those students who availed 2 (two) chances to clear their 'arrear/backlog' papers of 3rd and 4th or 5th and 6th semesters.

12.5 'Betterment/repeat' provision shall be available for the students who opt to improve their marks/grade in any particular paper(s). In order to avail this opportunity, a student must have secured 40% or above marks in that particular paper(s).

Provided a student shall be allowed to avail only 1 (one) chance to repeat maximum 2 (two) papers of a particular semester.

Further, in order to improve his/her performance in any paper(s) of the 3rd or 4th semester, a student may repeat the particular papers in corresponding semester along with next regular 1st or 2nd semester examinations.

12.6 There shall be no 'betterment/repeat' provision in case of practical/project/dissertation/assignments/laboratory work etc.

13. Grievance Redressal:

13.1 A student may apply to the concerned Head of department/center for scrutiny/revision of the marks/grades awarded to him/her for any course in the In-semester examination within 1 (one) week of the declaration of results by the department/center.

13.2 The department/center may have the answer scripts of the aggrieved student re-examined by the course teacher, if the appeal of the candidate(s) is found to be genuine.

The aggrieved student may be allowed to have a look on his/her answer script(s).

13.3 If still not satisfied, the aggrieved student may apply to the PG Examination Committee which may either seek clarification/explanation from the concerned department/center, or/and ask the answer scripts of the aggrieved candidates re-examined by any other course teacher(s) or a panel of examiners. The Committee's decision shall be final in this regard.

13.4 A candidate may apply to the Controller of Examinations for re-evaluation of his/her answer script(s) – excluding practical and non-credit papers – of an End-semester examination within 15 (fifteen) days of declaration of the semester result.

Provided maximum of 2 (two) papers of a particular semester examination shall be allowed for re-evaluation.

The application in prescribed form must be made through the Head of the department/center with payment of requisite fee.

13.5 The Controller of Examinations shall follow prescribed norms and the re-evaluation result shall be final and binding even if the earlier result was better.

13.6 Under RTI Act 2005, if a candidate wants photocopy of his/her evaluated answer scripts for self-inspection, he/she may apply to the Controller of Examinations/ RTI Officer of the university in prescribed format and with payment of requisite fee after 30 (thirty) days and within 45 (forty-five) days of publication of result of the concerned examination.

Provided that no application for photocopy of evaluated answer scripts in practical papers and non-credit papers shall be entertained by the university.

13.7 The provisions under RTI Act as said above shall have to be ratified by the Executive Council of the university.

13.8 A candidate, when expelled by the Officer-in-charge for adopting unfair means in any examination, or is detected of adopting unfair practice at later stage, shall be called to appear before the Disciplinary Action Committee to prove his/her innocence. The decision of the Committee shall be final and binding.

14. Prevention of unfair practices in examination:

14.1 The onus of maintaining high standard of discipline, dignity, and morality in examinations and help the authority conduct them smoothly and strictly as per rules and regulations lie mainly on the examinees.

They are expected to follow all instructions related to examination in letter and spirit. Instructions are usually printed on the back of the Admit Card and on the front page of the Answer book.

14.2 Examinees must not take recourse to any unfair means. They must not try to give or take help from any other person either inside or outside the examination hall. Any violation of this and/or resorting to adopt unfair means in examination shall attract stringent disciplinary action.

14.3 The invigilators and the Officer in-charge are the immediate authority to take any prompt and decisive action that they believe to be necessarily just and fair for conducting examination as per the university rules and regulations.

14.4 The Officer in-charge shall have the authority and responsibility to curb any unfair means/practice inside and outside examination hall/centre. He/she can expel any candidate from examination if the latter breaks any rule or instruction or adopts any unfair means for which she/he is liable to be penalized.

14.5 Any examinee using any form of violence, verbal or physical, against another examinee or invigilator(s), or in any way disturbs peaceful conduct of the examination, shall also be expelled from the examination. In this case, the Officer in-charge shall also immediately inform the local police as well as the Controller of Examinations.

14.6 If an examinee is expelled, the Officer in-charge shall forthwith report the case with (a) relevant answer script (b) incriminating documents (c) examinee's statement (d) report of detecting invigilator/witness (e) notice of expulsion to the Controller of Examinations.

14.7 A Notice shall also be served on the examinee to the effect that the expulsion case will be finally decided by the Disciplinary Action Committee with such other consequences as may follow therefore. Pending the decision of the Disciplinary Committee the candidate shall be ineligible to appear rest of examinations.

14.8 All the cases of unfair means/practice adopted by the examinees and action taken report from the Officer in-charges shall be put before the Disciplinary Action Committee that may decide to call the erring candidate to appear before it to plead his/her innocence. The decision of the Committee shall be final and binding.

The Disciplinary Action Committee may recommend any further stringent action against an errant student to be taken by the Executive Council.

15. Grace Principle:

15.1 The PG Examination Committee shall decide, if and when necessary, on any grace principle to be followed for any particular End-semester examination.

16. Grade Card:

16.1 After the results of an End-semester are declared, the Controller of Examinations shall issue a provisional Grade Card to each candidate while the final Grade Card shall be given at the end of the course of study.

16.2 The Grade Card shall contain the student's name, enrollment and registration number besides a list of papers for that semester and the grades obtained by the candidate. A summary of the Grading System shall be printed on the reverse. It shall appear thus:

Course Code	Course Title	Credit Earned	Grade Point Obtained	Semester Grade Point Average (SGPA)	Cumulative Grade Point Average (CGPA)

16. General:

16.1 The PG Examination Committee of the University shall remove any difficulty that may arise in the course of operations relating to examinations.

16.2 The Academic Council, following recommendations of the PG Examination Committee or otherwise, shall have the right to add or amend any provision(s) of these Regulations in accordance of the Bodoland University Act, Statutes and Ordinances.
