

NOWGONG COLLEGE (AUTONOMOUS)

Regulations For Examinations of FYUGP

(w.e.f. ACADEMIC SESSION 2023-24
vide Academic Council resolution No. AC-04/2023/06 dated 30/06/2023)



Nowgong College (Autonomous)
Nagaon::Assam::India: 782001



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Nagaon, Assam, India

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Preamble

Whereas Nowgong College has been declared an Autonomous College under the provisions of clause 3.13 & 6.4(i) of UGC regulations dated 12. 02. 2018, as notified by the University Grants Commission (UGC) vide letter No. F.22-1/017 (AC) dated 22nd December 2020 and according to the notification of Gauhati University with Ref. No. GU/Reg. (SF)/2021 dated 06. 01. 2021. Also, from the academic session 2023-2024, the Academic Council of Nowgong College (Autonomous) has decided to implement Four Year Undergraduate Programme (FYUGP) as per NEP 2020.

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

1. SHORT TITLE, APPLICATION AND COMMENCEMENT

- 1.1 These rules shall be called the Nowgong College (Autonomous) Examination Rules for FYUGP.
- 1.2 These rules shall be applicable for FYUGP of Nowgong College (Autonomous) beginning from the Session 2023-2024.
- 1.3 Rules framed by Academic Council of Nowgong College (Autonomous) and approved by the Governing Body of the Nowgong College (Autonomous) for efficiently conducting the Examination process and effective management of the evaluation system to maintain the academic standards.
- 1.4 The rules shall come into force with immediate effect.

2. DEFINITIONS

- 2.1** ‘ABC’ stands for Academic Bank of Credit facilitated by National Academic Depository (NAD). As per the National Education Policy 2020, the Academic Bank of Credits (ABC) has been introduced to facilitate academic mobility of students across higher education institutions in India with an appropriate “credit transfer” mechanism from one program to another, leading to attain a degree, diploma, certificate etc.
- 2.2** ‘Academic Year’ means a year commencing on such date in June/July and ending with such date in May/ June of the following year as may be decided by the Academic Council. The duration of two consecutive (one odd and one even) semesters constitutes one Academic Year.
- 2.3** ‘Absentee Candidate’ is a student, who has not appeared in the examination.
- 2.4** ‘Absolute Grading System’ is a grading system where grades are awarded to the students on the basis of previously determined standard range of marks comprising absolute value or absolute threshold value.
- 2.5** ‘Admit Card’ means a valid proof of eligibility of a candidate to appear in the examination.
- 2.6** ‘Answer Booklet’ means a stitched booklet of fixed pages issued by the College to the students in the Examination Hall to write answers for the questions listed in the Question paper of a subject under examination.
- 2.7** ‘Answer Script’ means the Answer Booklet in which the examinee has attempted/ written his/her answer in response to the questions listed in the Question paper on the examination day.
- 2.8** ‘Application Form’ means a prescribed format for applying to appear in an examination.
- 2.9** ‘Applicant’ means a student who has submitted an application in the prescribed form for appearing in examination.
- 2.10** ‘Arrear Candidate’ is a student, who, having once been admitted to/ appeared in an examination of the College is again allowed to appear for the same examination by reason of his failure or absence in the previous examination.
- 2.11** ‘Attempt’ means commencement of any End Term Examination of the concerned Seminar, irrespective of partial or complete appearance of a candidate at an examination.
- 2.12** ‘Betterment’ means appearing for an examination again for improving marks in certain course/paper(s).
- 2.13** ‘Candidate’ means a student, who has been admitted to an examination by the College Authority.
- 2.14** ‘CCFUP’ means Curriculum and Credit Framework for Undergraduate Programme in accordance with the NEP 2020

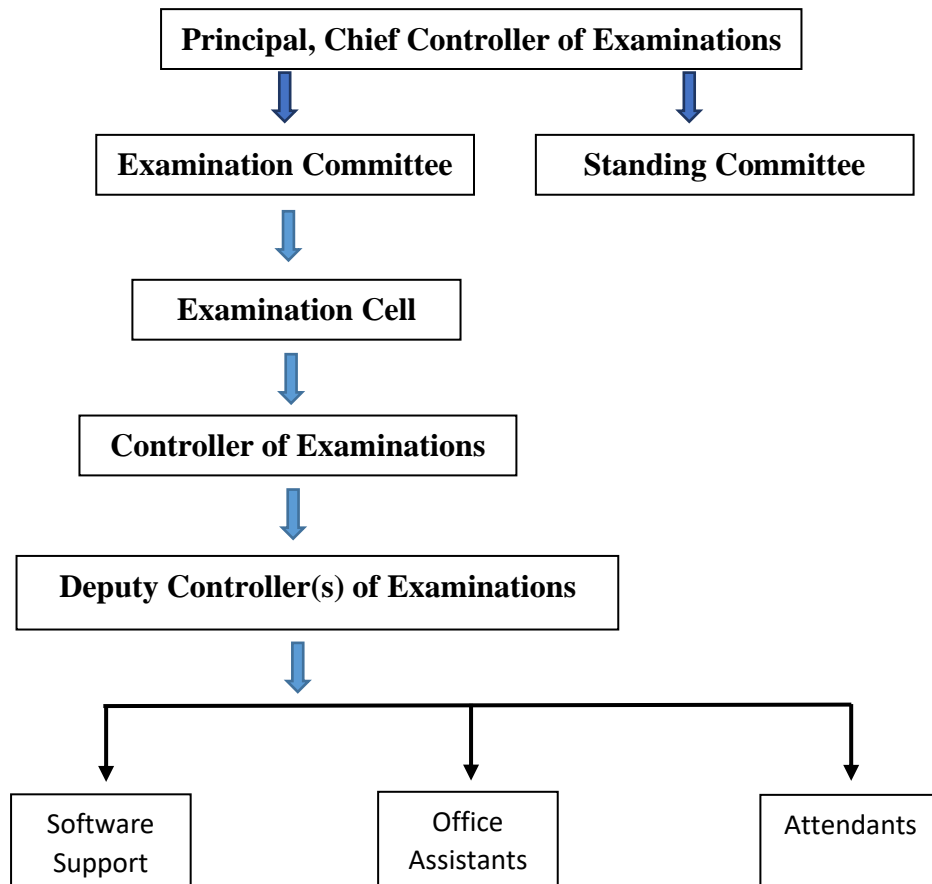
- 2.15** ‘Choice Based Credit System’ (CBCS) is an educational system in which each student is allowed to select a particular course from the prescribed courses (core courses, discipline specific electives, generic elective, ability enhancement compulsory courses, skill enhancement courses, mandatory non-credit courses etc).
- 2.16** Comprehensive Attendance Register is a subject-wise and course-wise record of attendance of the students maintained by the Examination Cell.
- 2.17** Corresponding Reference Number (CRN) is a serial number assigned to the answer scripts for suppressing the identity of candidates.
- 2.18** ‘Course’ means the segment of a subject to be covered in a semester (traditionally referred to as course/paper). A course covers an individual subject and have a fixed programme of sessions during the term called lessons or classes.
- 2.19** ‘Credit’ is a unit by which the coursework is measured. It determines the number of hours of instruction required per week over the duration of a semester (minimum 15 weeks). In a semester of 15 weeks duration, a one-credit lecture course is equivalent to 15 hours of teaching (1hour per week). In a semester of 15 weeks duration, a one-credit tutorial in a course is equivalent to 15 hours of engagement. A one-credit course in practicum or lab work, community engagement and services, internship, and fieldwork in a semester mean two-hour engagement per week, meaning, in a semester of 15 weeks duration, a one-credit practicum in a course is equivalent to 30 hours of engagement.
- 2.20** ‘Credit Transfer’ means allowing a student of another institution to get admitted to Nowgong College (Autonomous) for completing any equivalent degree/diploma/certificate programme on the basis of credits obtained by him/her from that institution.
- 2.21** ‘Daily Attendance Sheet’ is a record of daily attendance of the students in an examination.
- 2.22** ‘Duration of Examination’ is a specific period of time during which an examination is conducted.
- 2.23** ‘Duration of Programme’ means the period of time required for completing an academic programme. The duration of under-graduate programme shall be of 6/8 Semesters.
- 2.24** ‘End Term Examination’ means Examinations conducted at the end of each Semester .
- 2.25** ‘Examination’ means a process to assess the progress or evaluate a candidate’s knowledge or ability in a particular subject or course comprising both written Examination of Theory Course/papers and Practical Examination involving Laboratory Experiments, in order to obtain a degree.
- 2.26** ‘Examination Fee’ means the fee for registering and securing admission to an examination. It is inclusive of the fee payable for the statement of marks as may be prescribed by the College Authority.

- 2.27** ‘Examiners’ mean teachers appointed by the Controller of Examinations from among the panel of Examiners approved by the Board of Studies, for evaluation of answer scripts of theory/practical examination of any academic programme.
- 2.28** ‘FYUGP’ means the four-year undergraduate programme, being implemented in line with the provision of NEP 2020.
- 2.29** ‘Grade Sheet’ is a report which communicates a student's performance in an examination.
- 2.30** ‘Head Examiner’ means teachers appointed by the Controller of Examination from among the panel of teachers approved by the Board of Studies for finalizing the marks of theory examination of any academic programme.
- 2.31** ‘Identity Card’ means an official document issued by the College to a Student for a specified duration with his/her Name, Photograph and other personal details as proof of his/her enrollment in the College.
- 2.32** ‘Internal Test’ means continuous academic evaluation of a Student conducted periodically by the respective Department.
- 2.33** ‘Internal Assessment’ means an assessment based on Sessional Examination, assignments given to the students and attendance, during a particular academic period.
- 2.34** ‘Invigilator’ means a teacher who implements the Examination Rules and remains vigilant to detect and prevent unfair means and any malpractices that may occur during an Examination.
- 2.35** ‘Late Fee’ means a stipulated sum of money paid to the college as fine for failure to meet the deadlines, by cash or a valid bank instrument.
- 2.36** ‘Lateral Entry’ is the admission/entry of a student in 2nd or 3rd or 4th year of FYUGP in Nowgong College (Autonomous) through transferring his credit accumulated in ABC i.e. Academic Bank of Credit.
- 2.37** ‘Marks’ means a numerical expression assigned to judge the level of academic achievements of a student.
- 2.38** ‘Marks Foil’ means a statement recording the Marks obtained by a student.
- 2.39** ‘Malpractice’ means any one or more of the acts prescribed by the College Authority as unfair means, detected during examinations.
- 2.40** ‘Moderator’ means teachers appointed by the Controller of Examination from among the panel of teachers approved by the Board of Studies for finalizing the Question papers of theory examination of FYUGP.
- 2.41** ‘MOOCs’ stands for Massive Open Online Courses which are available for anyone to enroll, such as SWAYAM, Infosys-Springboard, Coursera or any other platforms as and when approved by Academic Council of the Institution.

- 2.42** ‘Multiple Entry and Exit’ (MEES) is the system that allows students to exit a programme at any time with a relevant certificate, diploma, or degree, and re-enter the same programme or a different programme at a later stage.
- 2.43** ‘Paper Setter’ means teachers appointed by the COE from among the panel of teachers approved by the Board of Studies for setting Question papers of theory/practical examination of FYUGP.
- 2.44** ‘Programme’ means the entire academic course of study and Examinations.
- 2.45** ‘Question paper’ means a course/paper consisting of a set of questions or exercises framed for evaluating knowledge or ability of a student in a particular subject, or course of FYUGP.
- 2.46** ‘Registration Number’ is a number issued by the parent University to a Candidate for registering in the University.
- 2.47** ‘Re-evaluation’ means re-assessment of an Answer Script by another Examiner suppressing the first evaluation.
- 2.48** ‘Roll Number’ is a number assigned to a valid Candidate applying for an Examination.
- 2.49** ‘Roll Sheet’ is a statement in which Roll Numbers of the Candidates are arranged serially specifying their subject combination.
- 2.50** ‘Scrutinizer’ means a person appointed by the COE from among the panel of Examiners approved by the Board of Studies for confirming the marks allotted or checking for any mistake in an examined answer script of theory examination of any programme.
- 2.51** ‘Semester’ means a term consisting of a minimum of 90 working days of an academic year including internal examination days. There shall be two semesters in each academic year.
- 2.52** ‘Sessional Examination’ is an examination conducted before End Term Examination for assigning marks in the Internal Assessment of a specific course.
- 2.53** ‘Student ID’ stands for eight (08) digit number assigned to every student in first semester for identification of the student. The student Id of a student remain same throughout all the semesters.
- 2.54** ‘Supervisor of Examinations’ is a Teacher appointed by the Principal, Chief Controller of Examinations, for conducting Sessional Examination and End Term Examination.
- 2.55** ‘Supervisor of Evaluations’ is a Teacher appointed by the Principal, Chief Controller of Examinations, responsible for pursuing Evaluation of the Answer Scripts of Sessional Examination and End Term Examination.
- 2.56** ‘Supplementary Examination’ means an examination conducted for clearing Arrear Subject(s) in the middle of an academic year or in between two semesters.

- 2.57** 'Time table' means the time schedule of Examinations.
- 2.58** 'Top Sheet' means a statement in which Roll Numbers of all the Candidates taking the Examination of a particular Course, are arranged serially, to specify the total number of Candidates appearing in the Examination of the respective Courses.
- 2.59** 'Verification' means re-checking of Answer Scripts in front of the Candidates.

3. EXAMINATION COMMITTEE AND EXAMINATION CELL



3.1 Structure of the Examination Committee

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

3.2 Function of the Examination Committee

- a) College Authority of Nowgong College (Autonomous) shall constitute an Examination Committee headed by the Principal, Chief Controller of Examination, for ensuring the effective management of the Examination System and Evaluation Process.
- b) The Examination Committee shall monitor the functions of the Examination Cell formed under the autonomous system.

- c) The Examination Committee shall discuss and recommend the policies framed by the Examination Cell related to Examination and Evaluation.
- d) The Examination Committee shall discuss and formally approve all the format of letters and instruction sheets formulated by Examination Cell for the purpose of Examinations.
- e) The Examination Committee shall discuss and suggest appropriate measures regarding Examination and Evaluation mechanism, financial assistance, appointment of office staff, procurement of equipment as well as settle any anomaly or dispute that may arise while conducting Examinations.
- f) The Examination Committee shall adopt resolutions for restructuring the policy and system related to Examinations.
- g) The Examination Committee shall formulate innovative ideas to improve the examination system comprehensively.

3.3 Structure of the Standing Committee

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

3.4 Function of the Standing Committee

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

3.5 Structure of the Examination Cell

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

3.6 Function of the Examination Cell

- a) In accordance with the guidelines of the UGC for autonomous colleges, Nowgong College (Autonomous), shall constitute an Examination Cell headed by Controller of Examinations who shall be a permanent faculty member and shall be appointed by the Principal.

- b) The Examination Cell shall follow the instructions issued by the Governing Body of the College, Academic Council and Examination Committee of Nowgong College (Autonomous).
- c) The Examination Cell shall follow the rules related to 'Examination', 'Internal Assessment', 'Evaluation' and 'Results', framed by the Academic Council and duly approved by the Governing Body of Nowgong College (Autonomous).
- d) The Examination Cell shall formulate all the format of letters and instruction sheets required for Examination and Evaluation.
- e) The Examination Cell shall have the right to take decision regarding printing of question papers and other relevant confidential materials approved by the Examination Committee.
- f) The Governing Body shall have the right to decide the provision of equipment and the appointment of office staff in the Examination Cell on the recommendation of Examination Committee. The salary of staff therein shall be decided by the Finance Committee and approved by the Governing Body.
- g) There shall be no specific office time schedule for the Examination Cell. The Cell shall function anytime even after normal office hours and on holidays, if required, in addition to their normal responsibilities. The teachers nominated in the Examination Cell shall continue their teaching duty as scheduled by the college and they shall be paid remuneration for the extra work being done by them apart from their usual work. Such remuneration shall be proposed by the Finance Committee and shall be approved by the Governing Body.
- h) The Examination Cell shall keep all the examination related documents strictly confidential and shall not disclose anything.

3.7 Responsibilities of the Principal, Chief Controller of Examinations

- a) It shall be the duty of the Principal to confirm that the provisions of the Act, and the Statutes, Ordinances, Regulations and Rules are strictly adhered to and s/he shall have all powers to ensure the same.
- b) The Principal of the College, Chief Controller of Examinations, shall be the Chairman of the Examination Committee and shall have the power to nominate and appoint members in the committee and the cell as may be required for efficient functioning of the Examination System.
- c) The Principal shall have the power to convene meetings of the Examination Committee or any other authority of the college to discuss matters related to conducting of examination and publication of results.

- d) The Principal shall be responsible for issuing and declaration of notices and announcements related to examination as well as conducting all examinations of the college.
- e) The Principal shall have the responsibility and power to provide human resource, financial assistance, infrastructure, equipment, stationery materials and other requirements necessary for preparation, arrangement and conducting of examinations, publication of results, and maintenance of the Examination Cell.
- f) The Principal shall undertake the responsibility to arrange payment of remuneration to all those engaged in examination work.

3.8 Responsibilities of the Controller of Examinations

- a) The Controller of Examinations in consultation with Chief Controller of Examinations, shall prepare schedule, and arrange the End Semester Examinations as well as Supplementary Examinations of the College and take care of other incidental matters connected to the entire examination and evaluation process.
- b) The Controller of Examinations shall engage Course/paper Setters, Moderators, Examiners, Scrutinizers and Head Examiners, from the panel approved by respective Board of Studies, and issue appointment letters to assign specific duties to them.
- c) The Controller of Examinations shall take measures to print all the examination materials such as Answer Scripts, Additional Sheets, Question papers, Marks Foils, Appointment Letters, Instruction Sheets, Remuneration Bills, Envelopes, Students' Attendance sheets, Top Sheets etc.
- d) The Controller of Examinations shall issue Question paper one hour (1 hour) before the examination scheduled and receive the unused Question papers just after the examination is over, for preservation.
- e) The Controller of Examinations shall be responsible for evaluation as well as verification and re-valuation of answer scripts and timely declaration of results.
- f) The Controller of Examinations shall convene meetings of the Examination Cell in consultation with Chief Controller of Examinations and issue instructions to the Deputy Controllers, Staff and Assistants.
- g) The Controller of Examinations shall be the custodian of the Proceedings Books of the meetings of Examination Committee and Examination Cell.
- h) The Controller of Examinations shall be responsible for making necessary arrangements for the safe custody of Question papers, Answer Booklets, evaluated Answer Scripts, Marks Foils, office files containing documents connected with examinations and evaluation.

- i) The Controller of Examinations shall exercise control over the space allotted for the examination wing and take initiative to keep the secrecy and confidentiality in connection with examinations.
- j) The Controller of Examinations shall have the right to allocate/reallocate different duties among the Deputy Controllers of Examinations with due approval from the Chief Controller of Examinations.

3.9 Responsibilities of the Deputy Controllers of Examinations

- a) The Deputy Controllers of Examinations shall extend all kinds of cooperation to the Controller of Examinations in planning, preparation and execution of examinations and evaluation system, including selection of Question paper Setters, Moderators, Examiners, Scrutinizers, Head Examiners, preparation of Answer Booklets, Question papers, Application Forms, Admit Cards, Marks Foils Sheets, Grade Sheet and arrangement of evaluation and result declaration.
- b) The Deputy Controllers of Examinations shall formulate examination schedules and examination calendar, in consultation with the Controller of Examinations.
- c) The Deputy Controllers of Examinations shall issue Application Forms and Admit Cards.
- d) The Deputy Controllers of Examinations shall issue Answer Booklets and receive used and unused Answer scripts. They shall be in charge of Answer Booklets before the examination and Answer Scripts after the examination. The evaluated Answer Scripts shall also be in the custody of the Deputy Controllers.
- e) The Deputy Controllers of Examinations shall make sure that the Question papers are ready before the Examinations are scheduled to be held.
- f) Deputy Controllers of Examinations shall prepare subject wise Daily Attendance Sheets and Comprehensive Attendance Sheets of Examinations.
- g) The Deputy Controllers of Examinations shall keep records of Sessional Examination and Internal Assessment and shall take measures for computer entry of Marks of Internal Assessment after proper scrutiny of every single Department.
- h) The Deputy Controllers of Examinations shall keep records of expelled candidates, if any.
- i) The Deputy Controllers of Examinations shall be responsible for computer entry of Marks of Theory Course/paper as well as Practical Course/papers of all Examinations including Supplementary Examinations, Tabulation and preparation of Marks Foils and Grade Sheets. They shall be in charge of all such records related to Evaluation, Tabulation and Result declaration.

- j) The Deputy Controllers of Examinations shall issue and receive the Application Forms of Verification and Re-evaluation and take measures to arrange Verification and Re-evaluation.
- k) The Deputy Controllers of Examinations shall take measures to conduct Supplementary Examinations.
- l) The Deputy Controllers of Examinations shall be responsible for all computer related matters and they shall take measures to develop and install software in computers.
- m) The Deputy Controllers of Examination shall prepare a list of remuneration for all examination related activities in consultation with the Controller of Examinations.
- n) The Deputy Controllers of Examinations shall record the minutes of the meetings of Examination Committee and Examination Cell.
- o) The Deputy Controllers of Examinations shall be in charge of the registers for keeping records of all official letters and communication dispatched and received by the Office of Controller of Examinations.
- p) Any other duty regarding Examination and Evaluation as assigned by the Controller of the Examinations in consultation with the Chief Controller of Examinations.

3.10 Comprehensive activities of the Office of the Controller of Examinations

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

- a) Issue of Examination Calendar and Examination Schedules, Notification of Examinations and inviting Application Forms from the candidates for appearing in Examination, issuing Admit Cards, declaration of Results, issue of Grade Sheets and such other related works.
- b) Scrutiny of Examination Application Forms of candidates before the commencement of Theory/ Practical Examinations.
- c) Preparation of the subject-wise, course/paper-wise and date-wise statement of candidates appearing in examination
- d) Issue of Question papers and Answer Booklets before Examinations to the Supervisors of Examinations and receiving of unused Question papers, Answer Booklets and Answer Scripts from the same.
- e) Selection and issue of Appointment Letters to the external and internal Course/paper Setters, Moderators, Examiners, Scrutinizers, Head Examiners etc,
- f) Arrangement for conducting End Semester and Supplementary Examinations, Evaluation, Verification and Revaluation, processing and declaration of Results.

g) Dispatching and receiving of day-to-day communications/ letters related to examination.

g) Preservation and disposal of evaluated Answer Scripts at least for three (3) years after the announcement of Results.

h) Maintenance of all registers, records, statistics, and database of candidates pertinent to examinations. Collection and maintenance of statistical data regarding the number of examinations, number of candidates registered for each examination, the number of boys, girls, regular candidates and repeaters, percentage of passes, etc.

i) Take measures to deal with all types of cases of misconduct/ malpractices, detected before, during and after examinations.

4. PROGRAMME: DURATION, TYPES AND NOMENCLATURE

The programmes, their duration and nomenclature shall be as per UGC Curriculum and Credit Framework for Undergraduate Programmes (2022) and the National Higher Education Qualification Framework 2023. A student pursuing FYUGP has to complete the entire programme within a period of 7 years including the multiple entry and exit, if any. After exit at any specified level a student can re-enter within a period of maximum 3 years subject to availability of seats at that level and fulfillment of pre-requisites as determined by the appropriate authority.

4.1. The different levels of FYUGP and their requirements:

- a. **UG Certificate (Level-5):** UG Certificate Programme leads to a UG certificate after completing 1 year (2 semesters) of study in the chosen fields of study. Students on exit shall be awarded UG certificate (in the Field of Study/Discipline) after securing the requisite 44 Credits on completion of Semester II, if in addition, they complete one work based/skill based vocational course/internship of 4 credits within one year from the completion of 2nd semester examination. These students are allowed to re-enter the degree programme within a period of three years and complete the degree within the stipulated maximum period of seven years.
- b. **UG Diploma (Level-6):** UG Diploma Programme leads to a UG diploma after 2 years (4 semesters) of study in the chosen fields of study. Students on exit shall be awarded UG Diploma (in the Field of Study/Discipline) after securing the requisite 88 Credits on completion of Semester IV if, in addition, they complete one work based/skill based vocational course/internship of 4 credits within one year from the completion of 4th semester examination. These students are allowed to re-enter the degree programme within a period of three years and complete the degree within the maximum period of seven years.
- c. **UG Degree (Level-7):** Students who wish to undergo a 3-year (6 semester) UG programme shall be awarded UG degree in the Major discipline after successful completion of three years, securing a minimum of 132 credits. Provision of double Major shall be implemented in due course of time.

- d. **Four Year UG Programme in Honours (Level-8) (BA, B. Sc, B. Com and Bachelors in other disciplines):** Students who wish to undergo a 4-year (8 semester) UG programme shall be awarded UG degree with Honours in the Major discipline after successful completion of four years, securing a minimum of 176 credits.

Or

- e. **Four Year UG Programme in Honours with Research (Level-8) (BA, B. Sc, B. Com and Bachelors in other disciplines):** Students who wish to undergo a 4-year (8 semester) UG programme shall be awarded UG degree in Honours with Research in the Major discipline after successful completion of four years with a rigorous research project, securing a minimum of 176 credits. However, minimum CGPA of 7.5 or 75 percentage of marks, whichever is applicable, will be required at the end of 6th Semester, for a student to be eligible for entry into the Bachelor's Degree of Honours with Research.

4.2 Credit Framework of FYUGP

Each semester of FYUGP will have 22 credits with a total of 132 credits for 3-Year Degree Course and 176 credits for a 4-Year Degree Course. In the 4th year, there are however two options – (a) Degree with Honours and (b) Degree with Honours and Research. The types of courses are Major course, Minor course, Interdisciplinary course, Skill Enhancement Course, Ability Enhancement Course and Value-Added Course. Semester-wise distribution of types of courses along with allotted credits is given below.

Semester	Major	Minor	Interdisciplinary	AEC	SEC	VAC (Any two in each Semester)	Research project/ Dissertation/ Internship	Total
I	4	4	4	2	4	2+2=4	(4)	22
II	4	4	4	2	4	2+2=4		22
Certificate after 1 year (Total Credit = 44)								
III	4	4	4	2	4	2+2=4	(4)	22
IV	4+4+4+ 4=16	4		2				22
Diploma after 2 years (Total Credit = 88)								
V	4+4+4+ 4=16	4					2	22
VI	4+4+4+ 4+2=18	4						22
Degree after 3 years (with Major/Minor) (Total Credit = 132)								
VII	4+4+4= 12	4				2	4	22
VIII	4	4				2	12 OR 4+4+4=12	22
Degree after 4 years (with Honours and Research) (Total Credit = 176)								176

4.3 Credit Transfer including MOOCs:

- a. Credit transfer shall be facilitated to and from Nowgong College (Autonomous) through ABC.
- b. Maximum of 40% credits shall be allowed to earn by a student from recognized HEIs outside Nowgong College (Autonomous) including credits from MOOCs courses. However, a candidate shall be allowed to earn a maximum of 8 credits from online courses in a particular semester or as decided and approved by Academic Council.
- c. The MOOC courses shall be notified in the beginning of each semester by the Academic Member-Secretary of Nowgong College (Autonomous).

- d. There shall be a MOOC Coordinator who will be responsible to keep all relevant records and assist the Controller of Examinations in assimilation and transfer of credits.
- e. Credit earned from MOOCs (SWAYAM, Infosys- Springboard, Coursera etc. or other online courses as approved by academic council from time to time) shall only be reflected in Grade Sheet. However, a student shall strictly follow the guidelines of the credit transfer governed by the institution/organization.
- f. Once registered for an online course, the students shall have to complete the entire cycle of the course, including examination only through digital platform. In no case, separate examination will be conducted for the MOOC contents.

4.4 Multiple Entry and Exit

A student pursuing FYUGP has to complete the entire programme within a period of 7 years including the multiple entry and exit. After exit at any specified level a student can re-enter within a period of maximum 3 years subject to availability of seats at that level and fulfillment of pre-requisites as determined by the appropriate authority. The provisions of Multiple Exit shall be as follows.

- a. There shall be the provision of exit after successful completion of 1 year (two semesters). A Certificate will be awarded when a student exits at the end of year 1 (first 2 semesters). Students who have secured minimum of 44 credits shall be awarded a UG certificate (in the field of study/discipline) if, in addition, they complete one work based/skill based vocational course/internship of 4 credits within one year from the completion of 2nd semester examination.
- b. There shall be the provision of exit after successful completion of 2 years (foursemesters). A Diploma will be awarded when a student exits at the end of year 2 (first 4 semesters). Students who have secured minimum of 88 credits shall be awarded a UG Diploma (in the field of study/discipline) if, in addition, they complete one work based/skill based vocational

course/internship of 4 credits within one year from the completion of 4th Semester examination.

- c. There shall be the provision of exit after successful completion of 3 years (first six semesters). Students who wish to undergo a 3-year UG programme shall be awarded UG degree in the major discipline after successful completion of three years, securing 132 credits.
- d. Later entry shall be allowed only in equivalent programmes (Certificate/diploma/degree), subject to verification of accumulated credits in ABC.

4.5 Academic Bank of Credit (ABC):

Academic Bank of Credit facilitated by National Academic Depository (NAD) shall be used to accumulate, transfer, redemption, verification and authentication of credits of a student to and from Nowgong College (Autonomous). It shall be managed by a Nodal Officer not below the rank of Assistant Professor/ Deputy Controller of Examinations, under the jurisdiction of Controller of Examinations. The onboarding of the students in ABC shall start in the beginning of academic session as per the notification of Controller of Examinations and to be supported by the Nodal Officer.

4.6 Dual Degree:

The Nowgong College (Autonomous) shall recognize dual degree pursued in distance mode, i.e. degree pursued parallelly from recognized institutions of distance mode of education.

5. EXAMINATION AND EVALUATION SYSTEM

5.1 Evaluation Components, Marks Break-up and Passing Mark

a) Examination and evaluation of Nowgong College (Autonomous) shall be done following the norms of the Semester System and Choice Based Credit System as prescribed by the University Grants Commission. End Term Examination, Sessional Examination and Internal Tests on continuous basis shall be done as per regulations approved by the Academic Council for concerned courses of FYUGP offered by the College. The absolute grading system shall be adopted for FYUGP.

b) Unless otherwise specifically provided for, examinations shall be conducted by one or more of the following methods— a) Written, b) Practical, c) Oral, d) Computer assisted testing through offline and/ or online mode.

c) The Major, Minor, IDC, and SEC courses of FYUGP shall be assigned a total mark of 100 consisting three components of Theory 60% i.e. 60, Practical/ Presentation 20% i.e. 20 and Internal Assessment 20% i.e. 20, for examination and evaluation. The AEC course shall be assigned a total mark of 50 consisting two components of Theory 80% i.e. 40, and Internal Assessment 20% i.e. 10, for examination and evaluation. The VAC courses shall be assigned a total mark of 50 consisting three components of Theory 60% i.e. 30, Practical/ Presentation 20% i.e. 10, and Internal Assessment 20% i.e. 10, for examination and evaluation.

d) The 20% of the Internal Assessment marks in the FYUGP shall be distributed as follows—50% marks from Sessional Examination (i.e. 10 marks in case of total 20 marks internal and 5 marks in case of 10 marks internal), 30% marks from Home Assignment (i.e. 6 marks in case of 20 marks internal and 3 marks in case of 10 marks internal) and 20% marks from Attendance (i.e. 4 marks in case of 20 marks internal and 2 marks in case of 10 marks internal).

e) Pass marks in each component i.e., Theory, Practical/ Presentation and Internal Assessment as well as overall pass marks should be 30% for all courses of FYUGP. A candidate of FYUGP being absent or failing in any component of Theory, Practical/ Presentation and Internal Assessment of any subject must appear in all the components of that subject(s) carried forward as arrear.

f) In case of MOOCs courses, the evaluation methodology of the MOOCs platform shall be accepted in its totality and shall be reflected in transcript.

g) Students pursuing FYUGP leading to Bachelor's Degree of Honours with Research will take up a Research Project and complete a Dissertation of 12 credits under the supervision of a guide. It may be theoretical, experimental or a combination of both. Students will opt for the Course(s) on 'Research Methodology' mandatorily in the 7th Semester. Minimum CGPA of 7.5 will be required at the end of 6th Semester, for a student to be eligible for entry into the Bachelor's Degree of "Honours with Research". The evaluation component of Dissertation shall be 80 percent External (60 % Research

work and 20 % presentation/Viva-voce) and 20% Internal Assessment. Internal Assessment to be given by the supervisor on the basis of involvement in assigned task.

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

i) If a candidate of FYUGP clears the Final Semester examination before clearing all the course/papers of the previous semesters, the result of the Final Semester examination of that candidate shall be withheld until s/he clears all the course/papers of the previous semesters. However, if a candidate clears the arrear semester(s) in odd semester, his/her consolidated final result shall be declared in next even semester.

j) A student must clear all his/ her semester examinations within seven (7) years from the date of admission to the first semester of FYUGP.

5.2 Provision of Arrear

A candidate of FYUGP who fails or does not appear in one or more course/papers of any End Semester Examination up to Eight Semester shall be allowed to appear for Arrear Course/paper(s) according to the following procedure—

a) Arrear Course/paper(s) of Odd Semester can be cleared in the following Odd Semester Examination and Arrear Course/paper(s) of Even Semester can be cleared in the following Even Semester Examination.

b) A candidate having Arrear Course/paper(s) in the First Semester may be allowed to write a Supplementary Examination along with the Second Semester Examination.

c) A candidate having Arrear Course/paper(s) in the Seventh Semester may be allowed to write a Supplementary Examination which will be conducted in the middle of the Seventh and eighth Semester Examinations.

d) A candidate having Arrear Course/paper(s) shall be allowed to appear for four (4) times to clear his Arrear Course/paper(s).

e) S/he shall be provisionally promoted to the next higher semester along with the failed course(s) as carried over course(s).

f) A candidate having arrear in 1st and 3rd semester shall not be allowed to appear the 7th semester examination. Similarly, a candidate having arrear in 2nd and 4th semester shall not be allowed to appear the 8th semester examination.

5.3 Provision of Betterment

- a) A Candidate of FYUGP who wishes to improve his/her grade/division may do so within one academic year immediately after having cleared all the course/papers pertaining to the respective semester. Further Candidates may also be allowed to improve their marks in specific course/paper(s) in a particular semester once only. The improvement shall be allowed only in 50% of the Core Course/papers and such course/paper(s) shall be considered as betterment. However, a candidate shall not be allowed to appear for betterment in any course/paper, if he/she has arrear in another course/paper in that semester.
- b) A candidate shall be allowed to appear for betterment examination only in first four semesters i.e. 1st, 2nd, 3rd and 4th semester of FYUGP.

5.4 Provision of Verification and Re-Evaluation

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

- a) A Candidate must apply within Fifteen (15) days of the declaration of Results for verification of marks obtained in a particular course/paper.
- b) Verification of the Answer Script shall include checking of i) Total Marks allotted to the answers written, ii) omission, if any, in assigning marks to the answers written and iii) correct entry of marks on the Mark Foil.
- c) Verification shall be done in front of the Candidate(s).
- d) A Candidate must apply for Re-evaluation either within Fifteen (15) days of the declaration of Results or within Five (5) days from the date of Verification of a particular course/paper.
- e) Re-evaluation implies re-assessment of an Answer Script by another Examiner suppressing the first evaluation.
- f) A candidate may apply for a photocopy of the Answer Script under RTI Act within 10 days from the date of declaration of the result of Re-evaluation. However, a Candidate may apply for a photocopy of the Answer Script under RTI Act within 15 days from the declaration of the result of End Term Examination, in which case s/he shall have to forgo the opportunity of Verification and Re-evaluation.
- g) A candidate obtaining two different marks in a course/paper following Verification, Re-evaluation or Betterment Examination, the higher of the two marks obtained shall be reflected in the Grade Sheet.
- h) A student of FYUGP shall not be allowed to apply for Verification or Re-evaluation of Arrear/ betterment Course/papers.

5.5 Structure of Question Papers:

The structure of Question Papers of theory component of FYUGP Courses shall be as follows.

60 marks course/paper

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

- **40 marks course/paper**

1	1 mark Multiple Choice Question	X 4 nos. (no alternative)	= 04
2	2 marks very Short Answer Type Question	X 3 nos. (no alternative)	= 06
3	5 marks Short Answer Type Question	X 2 nos. out of 4 Question	= 10
4	10 marks Long Answer Type Question	X 2 nos. out of 4 Question	= 20
		Total Marks	40

- **30 marks course/paper**

1	1 mark Multiple Choice Question	X 4 nos. (no alternative)	= 04
2	2 marks very Short Answer Type Question	X 3 nos. (no alternative)	= 06
3	5 marks Short Answer Type Question	X 2 nos. out of 4 Question	= 10
4	10 marks Long Answer Type Question	X 1 nos. out of 2 Question	= 10
		Total Marks	30

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

by a Standing Committee if the discrepancies are more than 50% of the total marks allotted in the question paper.

- 5.7** Duration of theory examination shall be 2 hours 30 minutes for 60 marks paper and 2 hours for 30- and 40-marks paper. Duration of Practical Examination of 20 marks shall be 2 hours.
- 5.8** Since the semester system involves continuous assessment, there shall be no scope for a student to appear as a 'private candidate' in any programme under this system.
- 5.9** No one can claim appointment in any kind of examination work as a matter of right.
- 5.10** Instances of malpractice such as copying using manuscripts, copying from other candidates, smuggling of answer books, indecent behavior in the examination room, use of unfair means etc., are liable to be punished as per rules.

6. APPLICATION FOR APPEARING IN EXAMINATION

- 6.1** Students admitted in the FYUGP shall be allowed to apply for appearing in the End Semester Examination provided—
- a) S/he duly registers under the Gauhati University or the parent institution.
 - b) S/he possesses a minimum of 75% of attendance in classes.
 - c) S/he has cleared all requisite dues and fees.
- 6.2** The application forms shall be verified to confirm the correctness of data provided by the students and to ensure the payment of Examination fees.
- 6.3** Roll Numbers shall be generated after proper verification of Application forms and Admit Cards bearing respective Roll Numbers shall be issued to all valid candidates, in addition to Unique Roll nos. provided by Samarth portal.
- 6.4** Error(s) if any in Admit card shall be brought to notice of the Deputy Controller of Examinations within five (5) days from the date of issue of the Admit Card and mistake(s) shall be rectified if necessary.

7. QUESTION PAPER AND ANSWER BOOKLET

7.1 Guidelines for Paper Setting

- a) More than one set of question paper shall be prepared by the internal and external subject experts for FYUGP.
- b) There shall be separate panels of question paper Setters for each subject for FYUGP.
- c) The panel shall be prepared by the Chairman of the Board of Studies in consultation with two senior most members of the Department and shall be placed in the BOS for recommendation. The Panel recommended in BOS shall be forwarded to the Member Secretary of Academic Council for approval and finally the approved panel shall be submitted to the Controller of Examinations. It shall be treated as highly confidential and shall not be included in the minutes of the meeting of the Board of Studies of the department.
- d) There shall be a minimum of five members in the panel of papers Setters for each course/paper and the validity of the panel shall be for two years only. Every two years, the existing panel available with the Controller of Examination shall be forwarded to the Chairman of the Board of Studies for revision.
- e) The Controller of Examinations shall select the required number of persons from the panel for consideration for appointment as Question Paper Setters and appoint them in the first month of each semester with the approval of the Principal, Chief Controller of Examinations.
- f) Question paper Setters shall be appointed for one year and shall be eligible for reappointment for successive years following the year of first appointment. The duration of appointment of all Paper Setters shall be limited to the date of publication of results of the examinations for which he/she is appointed. However, they are eligible for consideration for re-appointment in subsequent examinations.
- g) Every Paper-Setter shall be provided with the syllabus with as much details as possible, question pattern for the respective course/paper and model question paper.

7.2. Eligibility for Appointment of Paper Setter

None shall ordinarily be appointed as a Paper Setter unless he possesses teaching experience as mentioned below:

- a) For FYUGP Examination including practical Examination, teachers of Assistant Professor rank, from an affiliated college or University, who have completed at least three (3) years of service.

c) No person above the age of sixty-five (65) shall be appointed or allowed to continue as a paper Setter. However, this restriction can be waived by the Academic Council in special cases.

d) The Principal reserves the right to approve appointments of Question Paper Setters waiving the above requirements in exceptional cases and his/her decision shall be forwarded to the Academic Council.

7.3 Instructions to Question Paper Setters

a) All Question paper Setters are required to keep their appointments strictly confidential.

b) Question papers shall be submitted to the Controller of Examinations and the Question papers shall be self-composed or legibly written in the Paper Setters' own handwriting on one side of the paper without any alteration, addition, or correction, as far as possible. The Paper Setter shall not put in his/her name, signature or initials on any part of the sheets on which the questions are written. **Please use ruled side of the page for questions written in hand writing and the opposite white side can be used for taking out a print copy of the questions.**

c) Questions shall be set in relation to the prescribed syllabus and the books recommended by the Academic Council of the College and must conform to the standard and syllabi laid down by the College. Questions are to be evenly distributed over the whole course and cover all the prescribed texts, as specified in the syllabus.

d) Question papers shall be prepared in such a manner that a candidate, well prepared in the subject, can reasonably answer the questions completely within the time allotted and secure full marks.

e) Details regarding requirement of drawing sheets, graph paper, tables and charts, if any, needed to be supplied to the candidates, shall be informed separately to the Controller of Examination. Instructions regarding answering different sections in different Answer Booklets, number of questions to be answered or the choice amongst them shall be specific, precise and free from ambiguity. Marks assigned to each question shall be denoted against the concerned question in the Question paper and Marks for subdivisions of questions shall also be indicated therein.

f) All questions shall be clear and unequivocal in language. They should be logical in terms of form and nature of the answers expected. Questions shall not be farfetched or beyond the scholastic level expected of the student.

g) No such question shall be asked, which require an expression of religious belief on the part of the candidates or which involves any religious controversy.

h) All the pages shall be numbered. While numbering the pages, the total number of pages shall also be indicated e.g., 1/3, 2/3, 3/3 where 1, 2 etc. refer to the number of pages and 3 the total number of pages.

i) Paper Setters shall be requested to intimate their refusal of the assignment immediately to the Controller of Examination, if any assignee has any ward or close relative or privately coached students, appearing for the concerned examination.

j) Paper Setters shall be requested to kindly submit the Question papers in original and to destroy all irrelevant drafts and notes in his/ her possession. Moreover, they shall be requested to submit a declaration that the Question paper was self-composed and no carbon copy or hard copy or soft copy is retained with him/ her.

7.4 Moderation

Controller of Examinations shall constitute a Board of Moderators consisting at least two members for each subject to scrutinize the question papers and the members of the Board of Moderators shall be selected from the panel of teachers and the same shall be approved by the Principal. Board of Moderators shall meticulously scrutinize the question papers received from the paper Setters in the office of the Controller to ensure that

a) The questions are prepared from the prescribed syllabi and schemes of examinations.

b) The questions maintain the required standard.

c) Question papers consist questions selected by both internal and external paper Setters.

d) The questions are free from typographical and grammatical errors.

e) The questions are framed with proper allotment and distribution of marks.

7.5 Printing of Question paper

a) The Board of Moderators shall frame the final copy of question paper after scrutiny and modification, if necessary, to achieve the objectives mentioned above.

b) The Board of Moderators shall hand over the entire bunch of question papers in properly labeled and sealed envelopes supplied by the Controller of Examinations.

c) Controller of Examinations shall maintain a register to record the details of question papers received by him and take the responsibility of printing the question papers with utmost secrecy.

d) The required number of printed question papers shall be packed in sealed covers with details regarding the name of examination, month and year of examination, name of the subject, date and time of examination and number of copies of question papers enclosed.

e) Sealed packet of question papers shall be in safe custody of the Controller of Examinations and duly dispatched to the Supervisor of Examinations before the respective examinations.

7.6 Preparation of Answer Booklet

a) The Answer booklets and the Additional sheets shall be printed as per format approved by the Examination Committee.

b) The main answer books and additional answer sheets for FYUGP, shall be prepared in prescribed format along with specified codes and serial numbers.

c) There shall be provision for invigilators to sign on the facing sheet after verification of the entries made by the candidates.

d) There shall be provision for examiners, scrutinisers and Head examiners to affix their signature on the answer scripts as an acknowledgement of their respective duties.

e) A specific space shall be provided for indicating marks obtained by the candidate against each question.

8. CONDUCT OF EXAMINATIONS

8.1 Timetable and Centers of Examinations

- a) Besides Academic Calendar the date of Examination shall be declared 30 days before the commencement of the Theory Examination and the time-table of various examinations shall be announced by the Controller of Examinations 10 days before the commencement of the examinations.
- b) The time-table shall be carefully scheduled to avoid overlapping in the subjects or course/papers of the examinations for any regular or arrear candidate.
- c) All Sessional Examinations and End Term Examinations shall be held at the college premise.

8.2 Instruction to the Supervisor of Examinations

- a) Principal, Chief Controller of Examinations shall appoint Supervisor(s) of Examinations for conducting end term theoretical and practical examinations of FYUGP.
- b) The Supervisor(s) of Examinations shall collect the roll sheets of the candidates appearing for the examination, required number of Answer Booklets, Additional Sheets, various data sheets and the stationeries required for conducting examinations from the Examinations Control at least five days before the commencement of examinations.
- c) The Supervisor(s) of Examinations shall prepare a seat-plan for the candidates according to the roll sheet and send a copy of the same to the Controller of Examinations. Separate accommodation for sick candidates may be arranged if necessary.
- d) The Supervisor(s) of Examinations shall appoint appropriate number of invigilators from among the faculty members of the College appointing one (1) invigilator against thirty (30) candidates.
- e) The Supervisor(s) of Examinations shall ensure that any teacher of a certain subject shall not, as far as practicable, be appointed as invigilator on the day on which the examination of that subject takes place.
- f) The Supervisor(s) of Examinations shall receive the packet(s) of question paper from the Controller of examinations one (1) hour before the commencement of examination and s/he shall submit unused question paper(s) after the examination.
- g) The packet(s) of question papers shall be opened in the presence of the Principal, Chief Controller of Examinations or any of his representative, forty-five (45) minutes before the commencement of examination. Before opening the outer packets of the question papers, the Supervisor of Examinations shall verify that it is the right one for the day or session and assure that it is sealed properly. The Supervisor(s) of Examination shall

immediately report to the Controller of Examinations, if any discrepancy is found in this regard.

h) The Supervisor(s) of Examinations shall be responsible for keeping proper accounts of unused main answer booklets, used answer scripts as well as used and unused additional sheets. A register shall be maintained for keeping records specifying details of the series and code of the answer booklets used. A report regarding use of scripts shall be submitted to the Controller of Examinations.

i) The Supervisor(s) of Examinations shall ensure that the blank main or additional booklets shall not be used for any purpose other than answering questions or doing calculations including rough work by the candidates in the examination hall.

j) The Supervisor(s) of Examinations shall ensure that the seat arrangements of the candidates are properly displayed thirty (30) minutes before the commencement of examination.

k) The Supervisor(s) of Examinations shall ensure that the invigilator for each room collects the question papers and answer booklets and proceed to the examination hall Twenty (20) minutes before the commencement of examination.

l) The Supervisor(s) of Examinations shall ensure that the daily attendance of the candidates is recorded properly.

m) The Supervisor(s) of Examinations shall submit a comprehensive attendance register and a consolidated list of absentee candidates to the Controller of Examinations within three (3) working days after the completion of a particular end semester examinations.

n) The Supervisor(s) of Examinations shall prepare a detailed list of invigilators with their signatures, indicating the date(s), session and room number(s) s/he has invigilated in a given format. The Supervisor(s) of Examinations shall submit the same to the Controller of Examinations within three (3) working days after the completion of a particular end semester examinations.

o) The Supervisor of Examinations shall submit an account of Answer Scripts and Additional Sheets used per day for each subject, along with the seat plan day wise and room wise.

p) Supervisor of Examinations shall submit roll number-wise, serially arranged and subject-wise bundled packets of answer scripts to the office of the Controller of Examinations after the examinations.

q) The Supervisor(s) of Examinations shall have the right to expel any candidate for indulging in malpractice or adopting unfair means.

8.3 Instruction to the Invigilators

- a) Report to the Supervisor(s) of Examinations at least thirty (30) minutes before the commencement of the examination.
- b) Collect the answer booklets and question papers from the Supervisor(s) of Examinations and proceed to the scheduled room twenty (20) minutes before the commencement of the examination.
- c) Allow candidates only if they have valid Admit Cards. Candidates shall be admitted if their roll number is allotted in the seat plan of that room. Otherwise instruct them to contact Supervisor(s) of Examinations for necessary guidelines.
- d) Help the candidates to locate their seats. If any candidate is in possession of mobile phone, programmed calculator, digital diary or any other electronic equipment, instruct him/ her to keep them outside the examination hall. Allow the use of logarithm tables or simple calculators, only if their use is permitted as per the instructions given in the question paper.
- e) Distribute the answer booklets fifteen (15) minutes before the commencement of the examination and instruct the candidates to fill in the roll number and other entries in appropriate places. The invigilator shall put their signature on the answer script only after verifying that the identity of the candidate and the details filled by the candidate are correct. Student and Invigilator shall put their signature on the Admit Card specifying the date of examination and serial number of the Answer Script of the respective student.
- f) Do not make any correction in the roll number written by a candidate on his/her answer script. In any such case ask him/her to correct it personally and then countersign it.
- g) Distribute the question papers at the prescribed hours and ask the candidates to start writing immediately.
- h) Do not give any clarification to the students regarding mistakes in the question paper, mode of answering etc. Draw the attention of the Supervisor(s) of Examinations in this regard.
- i) Do not allow any candidate to write on the question paper. Advise them to use the last page of the answer book for rough work. Do not allow refreshments for the candidates in the examination hall.
- j) Submit unused question papers and answer booklets along with attendance sheet to the Supervisor(s) of Examinations within one hour from the beginning of examinations.
- k) Maintain strict silence in the examination hall. Talking amongst candidates, borrowing of materials etc. shall be strictly prohibited. Invigilators are also requested to use their Mobile phones outside of the Examination Hall very restrictively.

- l) If the invigilator finds any candidate using unfair means, immediately take custody of the answer book with the relevant papers and incriminating materials and produce him/her to the Supervisor(s) of Examinations for necessary action.
- m) Ask the candidates at the end of scheduled duration of examination to stop writing and submit their answer scripts.
- n) Arrange all the answer scripts serially in the order of roll numbers and hand over the same to the Supervisor(s) of Examinations. Report to the Supervisor(s) of Examinations before leaving the examination premises.
- o) Allow the candidates to leave the examination hall only after handing over their answer scripts to invigilator even if it is blank. Candidate shall be responsible for the loss of his/her script if s/he leaves his/her answer-script on the desk.
- p) During examination, if any candidate needs to go out for a brief duration to attend the call of nature, the invigilator shall record the roll number and the duration of temporary absence in the temporary absentee statement.
- q) No candidate shall be admitted to the examination hall thirty (30) minutes after the commencement of the examination.
- r) No candidate shall be allowed to leave the examination hall before the expiry of one (1) hour from the commencement of examination.
- s) Ask the candidate to surrender his/her question paper if any candidate leaves the examination hall more than one (1) hour earlier than the scheduled time for the close of examination. The candidate shall not be allowed to appear for the examination on subsequent days if s/he refuses to surrender the question papers, as stated above and the matter shall be reported to the Supervisor(s) of Examinations. However, the candidate may collect his/her question paper after the examination.
- t) Remain alert and vigilant that no instruction specified in clause 7.4 are violated.

8.4 Instruction to the Candidates

- a) Candidates shall download the admit card and take out a hard copy print of the same. They shall bring the print copy of the admit card on all days of the examination failing which they shall not be admitted into the examination hall. If the admit card is lost, the Candidate shall immediately report to the Supervisor(s) of Examinations.
- b) **Candidates are permitted to use black or blue inked (preferably black) ball pens for writing answers in examinations.**
- c) The candidates shall write their student ID, roll numbers, registration numbers, name of examination and other particulars clearly in the appropriate places of the answer scripts. Instructions given in the answer scripts and question papers should be strictly

followed. Candidates are not permitted to write their name or any identification mark anywhere inside the answer script.

d) Candidates shall put their signature on the Admit Card in front of the invigilator specifying the date of Examination and the serial number of the answer script, each day of the examination.

e) Candidates shall not write on the backside of the cover pages. Candidates shall write on both sides of the paper, and additional sheet(s) shall be supplied when his/her answer script is exhausted. Some pages of the answer script can be used for rough calculations. Candidates may cross out such pages before submitting the answer script.

f) Candidates shall not be allowed to write anything on the question paper.

g) Candidates are not allowed to insert any unauthorized sheet or tear out any leaf of the answer script by removing the pins of the original answer-script. Additional sheets supplied by the College duly signed and issued by the invigilator can be attached if necessary.

h) Strict silence should be maintained in the Examination Hall. Candidates shall not be allowed to get clarification or ask questions of any kind from other students during the examination. In case of any doubt, they can seek help only from the invigilator(s).

i) Candidates shall not be allowed to bring any loose course/papers, books etc. into the Examination Hall. No materials except writing materials, Admit Card, Registration Card, Identity Card and Instrument box shall be allowed in the Examination Hall. **Mobile phones, digital diaries, programmable scientific calculators or any other electronic equipment are strictly prohibited inside the Examination Hall.** Logarithm tables (to be supplied), simple calculators and other drawing equipment may be allowed as per guidelines mentioned in question paper.

j) Candidates shall take their seat at least twenty (20) minutes before the commencement of the examination. Candidates shall not be allowed to enter the examination hall thirty (30) minutes after the commencement of the examination and a candidate shall not be allowed to leave the examination hall before the expiry of one (1) hour from the commencement of examination.

k) A Candidate shall handover his/ her question paper along with his/ her answer script if s/he wishes to leave the examination hall more than one (1) hour before the end of the examination and any refusal shall debar him/ her from appearing in the subsequent examinations.

l) Candidates shall be permitted to leave the examination hall only after submitting his/her answer scripts to the invigilator(s).

m) Contravention of any of the instructions mentioned above shall render a candidate liable to expulsion or any other disciplinary actions that may deem appropriate.

8.5 Practical Examinations

- a) The Controller of Examinations shall notify the examination schedule of conduct of Practical/ viva-voce examinations at least two (2) weeks prior to the Practical examinations.
- b) The HOD of the concerned department shall be responsible for the conduct of the practical/ viva-voce examination(s) in the respective Departments. Detailed time table of the Practical examinations, subject wise, batch wise etc. shall be prepared and announced by the HOD, wherever necessary.
- c) HODs shall appoint the external examiner and internal examiners of concerned department and inform the same to the Controller of the Examinations.
- d) Answer booklets and other stationery materials required for practical examinations shall be collected from the concerned Supervisor of Examinations well in advance.
- e) The duration of the Practical Examination of Twenty (20) marks shall be two (2) hours.
- f) After the practical examination, evaluated answer scripts shall be packed in separate covers and sent to the Controller of Examinations along with the Attendance Sheets, Marks Foils and Absentee List in the respective prescribed format and enclosed in covers.
- g) The candidates shall bring the print copy of the admit card on all days of the practical examination failing which they shall not be admitted to the examination hall.

8.6 Expulsion of a Candidate

- a) Candidates appearing for an examination shall be under the disciplinary control of the Supervisor(s) of Examinations, and shall obey his/her instructions.
- b) Malpractices such as carrying unauthorized material(s) mentioned in 7.4 (i), possession of incriminating material, copying from notes, books or any other written or printed material or electronic gadgets, borrowing the answer script of another candidate to copy, aiding, passing and assisting for copying from main answer script or additional sheets or any kind of written or printed material or electronic gadget, inserting previously written answer sheets brought from outside, threatening or injuring the invigilator or any other person or any such insubordinate behavior by any candidate shall render him/her liable to be expelled from the examination without prejudice to any other actions that may be taken against him/her under the rules of the college.
- c) The candidates, who indulge in any malpractice, or misconduct shall immediately be referred to the Supervisor(s) of Examinations for the initiation of appropriate disciplinary proceedings. If the candidate is liable to be expelled, the Supervisor(s) of Examinations shall obtain a statement from the candidate and a declaration from the Invigilator responsible for the expulsion. Two invigilators shall put their signature on the declaration

as witness. A notice shall also be served on the issue to notify that the candidate shall be debarred from appearing in subsequent examinations. The Supervisor(s) of Examinations shall submit the expulsion report accompanying the answer script, incriminating documents if any, the statement of the candidate, declaration of the Invigilator and a copy of the notice issued to notify the expulsion of a candidate to the Controller of Examinations in a separate sealed envelope.

d) A Candidate expelled in Odd Semester shall be allowed to appear in the following Odd Semester and an expelled candidate of Even Semester shall be allowed to clear his/ her course/papers in the following Even Semester Examination. An Expelled Candidate must appear in all the course/papers/ courses of the respective semester.

e) Malpractices such as threatening or injuring the invigilator or any other person or any such insubordinate behavior by any candidate shall render him/her liable to be expelled from the examination for any extended period. Examinations Committee shall have the right to decide and impose punishment according to the cognizance of the malpractice.

f) Candidate(s) expelled for using Mobile Phones or any other electronic devices would get back the SIM card on submission of an appeal and an undertaking to the Chief Controller of Examinations. However, the device would be returned to the Candidate(s) only on the basis of the decision taken by the Examination Committee.

g) Examination Committee after discussing the issues of expulsion in the meeting shall serve a notice to the Expelled Candidate(s) mentioning the specific period and the cause of his/ her expulsion.

h) An Expelled Candidate shall be allowed to appeal to the Principal, Chief Controller of Examinations, for reconsidering the disciplinary measures taken against him/ her.

8.7 Postponement of Examination

Scheduled dates of examinations shall not be normally postponed. If the date of an examination is to be changed due to unavoidable reasons, the decision shall be taken by the Standing Committee and approved by the Governing Body.

9. EVALUATION AND SCRUTINY

9.1 Dispatch of Answer Scripts

- a) Principal, Chief Controller of Examinations shall appoint the Supervisor(s) of Evaluations who shall be responsible for dispatching Answer Scripts to the Examiner(s), receiving evaluated Answer Script(s) from the Examiners, scrutinizing Answer Script(s) and finalizing the Marks Foil(s).
- b) Evaluator(s) shall be appointed by the Controller of Examinations in accordance with the requirement of each course/paper of all subjects/disciplines. The Controller of Examinations shall appoint Examiner(s), Scrutiniser(s) and Head Examiner(s) from the panel of teachers passed by the Board of Studies and approved by the Academic Council.
- c) Supervisor(s) of Evaluations shall receive roll number-wise, serially arranged and subject-wise bundled packets of Answer Scripts from the office of the Controller of Examinations. Answer Scripts shall again be shuffled and a Corresponding Reference Number (CRN) shall be assigned to each of the Answer Script. Thereafter the identity suppressed Answer Scripts shall be securely packed and the sealed packets of Answer Scripts shall be dispatched to the respective examiners.
- d) Supervisor(s) of Evaluations shall make an arrangement for scrutinizing and finalizing the evaluated answer scripts by the Scrutinizer and Head Examiner(s) and submit the finalized Marks Foil(s) along with evaluated Answer Script(s) to the Controller of Examinations.

9.2 Eligibility for appointment of Examiner

None shall ordinarily be appointed as Examiner unless s/he possesses teaching experience as mentioned below:

- a) For Undergraduate Examination including practical Examination, teachers of Assistant Professor rank, from an affiliated college or University, who have completed at least three (3) years of service.
- b) No person above the age of sixty-five (65) shall be appointed or allowed to continue as an examiner. However, this rule can be waived by the Academic Council in special cases.
- c) The Principal reserves the right to approve appointments of an examiner waiving the above requirements in exceptional cases and his/her action shall be reported to the Academic Council.

9.3 Instructions to Examiners

- a) Examiners shall maintain strict secrecy regarding their appointment and other work allotted in connection with the examinations.

- b) Examiners shall ensure that number of Answer Scripts in the packet tally with the top sheet and the Corresponding Reference Number (CRN) assigned on the Answer Script and Marks Foil(s) are the same. Discrepancy, if any, should be brought to the notice of the Controller of Examinations immediately.
- c) First Examiner shall use only red ink pen inside the Answer Script to detect mistakes and to assign marks. In case of re-evaluation the examiner shall use green ink pen for the same purpose.
- d) Examiner shall read the question paper carefully and prepare the marking scheme for evaluation of the answer to the concerned question/sub-question.
- e) Examiner shall give due credit to the step-by-step solution, correctness of the method used, explanations with the help of sketches and final answer. He/she shall also give due credit to the efficacious use of language, neatness and presentation.
- f) Examiner shall record the mark scored in each answer including subpart of the answer on the margin of the Answer-Scripts.
- g) If the answer to a question is not written on consecutive pages in continuous manner, but written at different places in a discontinuous manner, in the same answer script or in additional sheets of that answer script, the examiner shall assign marks to each part separately.
- h) If any candidate has solved more questions than required according to the instructions of the question paper, the examiner shall nevertheless, evaluate all the answers, but shall note the word 'excess answer' against the answer which has secured the lowest score. The total marks of the best combination of answers shall be considered as marks obtained by the examinee.
- i) No fractional marks lesser than $\frac{1}{2}$ (or 0.5) shall be allotted for any answer.
- j) Fraction in total marks scored shall be rounded to the next higher digit.
- k) Examiner shall enter the marks scored against each question in the appropriate box in the table on the cover page of the answer book. Examiner shall mark a dashed line (--) in the related box in the table on the cover page of the answer book if an examinee does not attempt a question but when a question is attempted and has earned zero marks, the entry shall be two zeros (00).
- l) Examiner shall submit Mark Foil(s) in a prescribed format.
- m) In case, all the answers written in an answer book are scratched or crossmarked, the matter shall be brought to the notice of the Controller of Examinations.
- n) Examiners shall report to of the Controller of Examinations about the answer book showing any attempt of adopting unfair means.

o) Examiners shall be personally responsible for all Answer Script(s) allotted to and received by them until they have been duly examined and returned them to the Controller of Examinations.

9.4 Eligibility for appointment of Scrutiniser

None shall ordinarily be appointed as Scrutiniser unless s/he possesses teaching experience as mentioned below:

- a) For Undergraduate Examination including practical Examination, teachers of Assistant Professor rank, from an affiliated college or University, who have completed at least three (3) years of service.
- b) No person above the age of sixty-five (65) shall be appointed or allowed to continue as a scrutiniser. However, this rule can be waived by the Academic Council in special cases.
- c) The Principal reserves the right to approve appointments of scrutiniser waiving the above requirements in exceptional cases and his/her decision shall be reported to the Academic Council.

9.5 Instructions to Scrutiniser

Scrutiniser shall prepare final Mark Foils comparing Corresponding Reference Number (CRN) and Roll Numbers of the Candidates and shall check the following matters—

- a) That the total number of questions answered does not exceed the number required to be answered.
- b) That no answer has been marked twice.
- c) That no extra answer has been taken into account.
- d) That no answer has been given marks more than allotted to it.
- e) That no answer remains un-evaluated.
- f) That there has been no mistake in adding up total marks.
- g) That the marks recorded in the Answer scripts are duly entered in the table in the front cover of the Answer Script.
- h) That the marks in the answer scripts tally with the marks in the mark-foil.

9.6 Eligibility, Appointment and Duty of Head Examiner

Controller of Examinations shall appoint Head Examiners from the panel of teachers approved by the Board of Studies in accordance with the qualifications mentioned below.

a) For Undergraduate Examination including practical Examination, teachers of Assistant Professor rank, from an affiliated college or University, who have completed at least ten (10) years of service.

b) No person above the age of sixty-five (65) shall be appointed or allowed to continue as Head Examiner. However, this restriction can be waived by the Academic Council in special cases.

d) The Principal reserves the right to approve appointments of Head Examiners waiving the above requirements in exceptional cases and his/her decision shall be reported to the Academic Council.

Head Examiner shall be responsible to check the Answer Scripts randomly and affix his/her signature on 10% of the Answer Scripts. It is a responsibility of the Head Examiner to arrive at a final decision regarding discrepancies detected by the Scrutiniser.

10. RESULT

- The result of FYUGP of Nowgong College (Autonomous) shall be processed in Absolute Grading System.
- There shall be separate passing in different component of a course/paper like internal and external (Theory as well as Practical/Presentation component) FYUGP.
- In FYUGP, the minimum pass mark for internal component is 30%; for theory component it is 30%; and for Practical/Presentation component also the minimum qualifying marks is 30%. As such the overall minimum pass mark is 30%.
- d)The result of a student in a particular course/paper shall not be processed further i.e. conversion to grades, if the student does not get minimum qualifying marks in each component. And in that case h/she will be graded 'F' (Fail) in that course/paper and need to re-appear in all the component of the concerned course/paper as arrear.
- Similarly, the result of a student shall not be processed if h/she does not appear in any component of a course/paper, and in that case h/she will be graded 'AB' (Absent) in that course/paper and need to re-appear in all the component of the concerned course/paper as arrear.
- If a candidate fails in one or more components of a course/paper(s), h/she will be graded with 'F' in that course/paper, while with grade 'AB' if remain absent in any or all the components of a course/paper. In both cases, the corresponding Numerical Grades shall be 0 (zero). SGPA/CGPA will not be calculated for such candidates and their Result Status will be **Arrear**. And S/he need to re-appear in all the components of that specific course/paper(s) as arrear examination.
- A candidate can carry any number of arrear course/papers in a given semester.
- Results prepared by the Office of the Controller of Examinations shall be approved by the Chief Controller of Examinations, Nowgong College (Autonomous) and shall be declared by the Controller of Examinations, Nowgong College (Autonomous).
- Grade Sheets of the Candidates shall be issued and uploaded in the Examination Portal after declaration of the Result.
- Candidates shall be entitled to proceed for Verification, Re-evaluation, Betterment or Arrear Examination following respective procedures.

10.1 Tabulation

a) Final Marks Foils of each course of all the disciplines prepared by the Scrutiniser and confirmed by the Head Examiner shall be given to the Tabulator. The marks of End Semester Examination and Internal Assessment of each Candidate shall be tabulated in the Examination Database maintained in a well secured computer server with restricted access.

b) The marks tabulated by the Tabulator shall be checked and validated by the Deputy Controllers. The entire process of calculating the final result of all the students shall be automated using appropriate computer programmes.

10.2 Processing of Result

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

- a. Calculation of Letter Grades and Numerical Grade Points
- b. Calculation of SGPA, and
- c. Calculation of CGPA in final semester

a. Calculation of Letter Grades and Numerical Grade Points

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

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

b. Calculation of SGPA

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

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

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

Illustration

Course/paper Code	Credit	Letter Grade	Grade Point (Numerical)	Credit Point	SGPA
EDUC-MAJ-1014	4	O	10	40	168/22 = 7.65
PHIL-MIN-1014	4	A	8	32	
POSC-IDC-1014	4	B	6	24	
ECON-SEC-1014	4	B+	7	28	
ENGL-AEC-1012	2	A+	9	18	
ENSC-VAC-1012	2	B	6	12	
UNIN-VAC-1012	2	B+	7	14	
TOTAL	22	---	---	168	

c. Calculation of CGPA

After having SGPA of all the semesters in a given programme, the CGPA i.e. Cumulative Grade Point Average shall be calculated. CGPA is a measure of overall cumulative performance of a student over all semesters in a given programme. The CGPA is the ratio of total credit points secured by a student in all the course/papers in all the semesters of a given programme and the sum of the total credits of all the course/papers in all the

semesters of that given course. It is expressed up to two decimal places. The formula for calculating CGPA is given below.

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

10.3 Scale Down of Internal Marks

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

Illustration

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

Here,

- The % of external marks is $50/80 \times 100 = 60\%$, whereas
- The % of internal marks is $18/20 \times 100 = 90\%$,
- As such the margin between external and internal marks become $90\% - 60\% = 30\%$, which is greater than maximum limit of 20%.

In this case, the margin between external and internal marks shall be reduced to maximum 20% through scale down procedure, so that the % of internal marks shall stand at 80% (60% +20%). As such, the scaled down marks in internal evaluation of the candidate will be $80/100 \times 20 = 16$.

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

11. MISCELLANEOUS

11.1 Scribe/reader/ lab assistant

A candidate with temporary or permanent disability to write an Examination shall be eligible to engage a Scribe for writing in Answer Scripts as per Regulations framed by UGC

a) Candidates with benchmark disabilities shall be allowed to engage a Scribe/reader/ lab assistant on production of a Disability Certificate issued by a competent Medical Authority or Medical Certificate from the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of Government Health Care Institution, in a prescribed proforma, ensuring that the Candidate has physical limitations to write and a scribe is essential to write the Examination on his/her behalf.

b) Candidates should have the discretion of opting for his own Scribe/reader/ lab assistant or request the Examination Body for the same. The Examining Body may also identify the Scribe/reader/ lab assistant to make panels at the District level as per requirement of the Examination. In such instances the candidate should be allowed to meet the scribe two days before the Examination so that the Candidate get a chance to check and verify whether the scribe is suitable or not.

c) In case the Examining Body provides the Scribe/reader/ lab assistant, it shall be ensured that qualification of the scribe should not be more than the minimum qualification criteria of the Examination. However, the qualification of the Scribe/reader/ lab assistant should always be High School Leaving Certificate Examination passed or above.

d) In case the Candidate is allowed to bring his own scribe, the qualification of the scribe should be one step below the qualification of the Candidate taking Examination. The Candidate with benchmark disabilities opting for own Scribe/reader/ lab assistant should submit details of own scribe in a prescribed proforma.

e) The Candidate should also be allowed to take more than one Scribe/reader/ for writing different course/papers especially for languages. However, there can be only one scribe per subject.

11.2 Preservation and Disposal of Answer Scripts

a) Answer Scripts of Unit Tests, Sessional Examinations and Practical component of End Semester Examinations shall be preserved in the respective Departments. Answer Scripts of Theory Course/papers of any End Semester Examinations shall be preserved in the store room of Examination Control for a period of 1 (one) year. However if there is any legal controversy against any Answer Script(s), that Scripts shall be preserved until the settlement of the dispute.

b) Answer Scripts shall be disposed off after the scheduled preservation period is over and the disposal mechanism shall specifically be defined by the Examination Committee before each disposal.

Approved vide Academic Council Resolution No. AC-04/2023/06 dated 30/06/2023



Principal

Nowgong College (Autonomous)