

KAMPUR COLLEGE, KAMPUR

NAGAON, ASSAM

Accredited by NAAC with 'B' Grade (2nd Cycle)

1.2.1

**NUMBER OF PROGRAMMES IN WHICH CHOICE BASED
CREDIT SYSTEM (CBCS)/ ELECTIVE COURSE SYSTEM
HAS BEEN IMPLEMENTED**



FOR THE ACADEMIC YEAR

2023-2024

REGULATIONS OF THE UNDER GRADUATE CHOICE BASED CREDIT SYSTEM (UGCBCS) GAUHATI UNIVERSITY, 2019

1. THE CHOICE BASED CREDIT SYSTEM (CBCS)

The Choice Based Credit System is the logical next step in a credit based semester system becoming more learner-centric. A CBCS offers the student a diversity of courses to choose from and the autonomy to decide on the place, pace and time of learning. The UGC has recommended that it is desirable for all institutions of Higher Education in the country to move to a CBCS and, together with it, implement a uniform grading system.

2. UNDER GRADUATE CBCS (UGCBCS) PROGRAMMES

The undergraduate degree programme in the CBCS will have courses spread across six- semesters. A typical semester will comprise a minimum of 15 to 18 weeks of academic work that will translate into 90 actual teaching days. Two consecutive (one odd and one even) semesters will make up an academic year. An UG course shall be of Six Semesters covering three Calendar Years (Academic Sessions – June to May). The duration of the Odd Semesters (First, Third and Fifth) shall be ‘June to November’, and that of Even Semesters (Second, Fourth and Sixth) shall be ‘December to May’.

The dates and duration mentioned in the academic calendar concerned will be in consonance with the above schedule as far as practicable.

Each student must take admission in three consecutive Academic Sessions starting with the first semester. Students who do not enroll in the Second Academic Session will not be eligible to take admission in the Third Academic Session.

The minimum time requirement to acquire an undergraduate degree will be three years. The maximum time allowed to complete the programme will be six years.

Structure of courses and credits of the UGCBCS programmes:

2.1 The term undergraduate degree programme denotes programmes like B.A., B.Sc., B.Com., B.Voc, BCA, BBA and all other such programmes where the requirement for award of a degree is the successful progression of the student through six semesters of academic work.

2.2 The academic work in each semester will require the student to engage with chosen courses, the content of which will be described in detail in the syllabi. Every course will have defined learning objectives and may be designed to comprise lectures, tutorials, laboratory work, field work, project work or any other activity that addresses the learning objectives of the course.

2.3 Each course will have credits, assigned on the basis of course related activities, which a student will earn through satisfactory fulfillment of the academic requirement of the course.

2.4 An undergraduate degree program with Honours in a discipline will have a course credit requirement of 148 credits while an undergraduate degree program without Honours will require a student to earn 132 course credits. Students in a Honours program can opt to earn additional credits by undertaking additional Elective courses subject to the condition that the total number of course credits does not exceed 160 credits. For a student in a Regular program, this credit ceiling will be 140 credits. The credits earned beyond the mandatory program requirement will not be taken into consideration in computation of the student's grade but will be recorded in the grade sheet.

***Note:* Wherever the University requires that an applicant for a particular M.A./M.Sc./Technical/Professional course should have studied a specific discipline at the undergraduate level, then obtaining 24 credits in the concerned discipline at the undergraduate level may be deemed sufficient to satisfy such a requirement for admission to the M.A./M.Sc./Technical/Professional course**

2.5 The medium of instruction and examination will be English and/or Assamese, except in language courses.

3. INTRA AND INTER-INSTITUTIONAL TRANSFER OF CREDITS

3.1 The UGCBCS requires mandatory Generic Elective Courses which involves intra-institutional (inter-departmental movement). However, at the operational level, colleges are expected to face constraints in teaching, spatial and physical infrastructure. Hence, initially, colleges may offer limited intra institutional mobility in the form of restricted combination of courses.

3.2 Inter Institutional mobility may not be possible in the same semester. However, a student can access off campus courses online in the **SWAYAM** platform, if and when, they are endorsed and adopted by Gauhati University. In that case, credit and grade point earned will be transferred and reflected in the Grade Sheet.

3.3 Gauhati University may allow a student to migrate, along with the credit earned, to another affiliated college/a different university in a particular semester of a UG programme, but only after completion of the previous semester. Similarly, it may allow students of other universities to in-migrate, with their credit and grade points earned, to any under- graduate programme of the university, provided they have completed the previous semester.

4. NATURE AND NOMENCLATURE OF COURSES:

In line with the UGC's guidelines, the courses are categorized as Core courses, Elective courses or Ability Enhancement courses

4.1 **Core Course.** A Core course is a course that has to be compulsorily studied. A student in an undergraduate degree programme with Honours will have to take up 14 core courses, each of 6 credits. In a Regular undergraduate degree programme a student will need to take up 12 core courses, each again of 6 credits.

4.2 **Elective Course:** An Elective course is to be chosen by the student from a pool of such courses on offer and will essentially be of three types:

4.2.1 Discipline Specific Elective Course: An Elective Course which is offered by the main discipline. The discipline offering a Discipline Specific Elective course may also offer discipline related elective courses that are interdisciplinary in nature. A student enrolled in an undergraduate degree program with Honours will have to earn 24 course credits from Discipline Specific Elective courses. For a student enrolled in a non-Honours undergraduate degree program in science, the course credit requirement from Discipline Specific Elective courses will be 36 credits. For a student enrolled in a non-Honours undergraduate degree program in Arts and Commerce, the course credit requirement from Discipline Specific Elective courses will be 24 credits.

4.2.2 Generic Elective Course: A Generic Elective Course is offered by an unrelated discipline and has the objective of broadening the academic experience of a student. A student enrolled in an undergraduate degree program with Honours can acquire 24 course credits from Generic Elective Courses. A Core Course offered in a discipline may be allowed as an Elective to a student from another discipline. This course will be treated under the category of Generic Elective Courses. Generic Elective Courses are not available to students in a non-Honours undergraduate science degree program while other non-Honours undergraduate programmes require enrollees to take up two such courses.

4.2.3 Dissertation/Project: Engaging students in a Project/ Dissertation work, which requires knowledge application and problem solving, is considered to be important in the learning process. All students enrolled in an undergraduate degree program (Honours and non-Honours) will have the option of choosing to undertake Project/Dissertation work for 6 credits in lieu of a 6 credit Discipline Specific Elective course in the fifth semester only.

4.3 Ability Enhancement Courses: Ability Enhancement Courses which are to be taken up by students in an undergraduate degree program will be of two types:

4.3.1 Ability Enhancement Compulsory Courses: These 4 credit courses are mandatory for every student enrolled in an undergraduate degree program. A student will have to take up 4 credit course in Environmental Science and a second 4 credit course in English Communication/ MIL Communication.

4.3.2 Skill Enhancement Courses: Skill Enhancement Courses will be value-based or skill based and there will be a pool of courses on offer. A student enrolled in an undergraduate degree program with Honours will have to take up a minimum of two SEC courses of 4 credits each as part of the program requirement. For students enrolled in non-Honours undergraduate degree programs the credit requirement from Skill Enhancement Courses will be 16 credits. It is desirable that the university will prepare Skill Enhancement Courses for various disciplines from the list of SEC provided by the UGC template. However colleges are free to develop their own SECs independently which must have prior approval of the Academic Council.

5. STRUCTURE OF COURSES AND CREDITS OF THE UGCBCS PROGRAMMES

Gauhati University has adopted the under-graduate Choice Based Credit System subject to the UGCBCS Regulations, 2018, Gauhati University. The university has to the best possible extent attempted to conform to the Instructional Template disseminated by UGC. The programmes offered by Gauhati University will conform to the following guidelines.

5.1 Gauhati University will adhere to the common minimum curriculum and syllabi of the core papers as framed by the UGC. The permissible deviation in the content in the core papers is 30 % at the maximum.

5.2 The university through their Under Graduate Committee of Courses and Studies (UG-CCS) will design their own syllabi for the elective papers. The UG-CCS may adopt

elective courses from the list provided by the UGC or alternately frame courses independently as per their specialization and available infrastructure.

5.3 Two categories of Ability Enhancement Courses will be offered:

5.3.1 Ability Enhancement Compulsory Courses of one paper each in the two semesters consisting of

(i) English/MIL Communication (ii) Environmental Science.

5.3.2 Skill Enhancement Courses will be offered by affiliated colleges from the UGC list. Alternately colleges may develop these courses on the basis of local expertise and market demand and these courses must have prior approval of the Academic Council.

5.4 For the purpose of computation of work-load the following mechanism is to be adopted:

1 Credit = 1 Theory period of one hour duration
1 Credit = 1 Tutorial period of one hour duration
1 Credit = 1 Practical period of two hour duration

6. REQUIREMENTS FOR AN UNDERGRADUATE DEGREE

The following table indicates the requirements for successful completion of under-graduate degree in Gauhati University –

DEGREE	MINIMUM REQUIREMENTS
Undergraduate Degree with Honours (all disciplines)	<ul style="list-style-type: none">• 14 core papers in that discipline• 2 Ability Enhancement Compulsory Courses• 2 Skill Enhancement Courses (minimum)• 4 Discipline Specific Elective• 4 Generic Elective papers
Undergraduate Degree (in science)	<ul style="list-style-type: none">• 4 core papers each in three disciplines of choice• 2 Ability Enhancement Compulsory Courses• 4 Skill Enhancement Courses (minimum)• 2 papers each of Discipline Specific Elective papers based on three disciplines of choice selected above, respectively.
Undergraduate degree in Humanities/ Social Sciences/ Commerce	<ul style="list-style-type: none">• 4 core papers each in two disciplines of choice• 2 core papers each in English and MIL/Alt English respectively.• 2 Ability Enhancement Compulsory Courses• 4 Skill Enhancement Courses (minimum)• 2 papers each from a list of Discipline Specific Elective papers based on the two disciplines of choice selected above• 2 papers from the list of Generic Electives papers.

7. CREDIT ALLOCATION AND PROGRAMME TEMPLATE

Adopted from UGC Instructional Template for Facilitating Implementation of Choice Based Credit System (CBCS)

7.1 Credit Allocation (B.Sc. Honours)

Course	*Credits	
	Theory + Practical	Theory + Tutorial
I. Core Course (6 Credits)		
(14 Papers)	14X4= 56	14X5=70
Core Course Practical / Tutorial*		
(14 Papers)	14X2=28	14X1=14
II. Elective Course (6 Credits)		
(8 Papers)		
A.1. Discipline Specific Elective (4 Papers)	4X4=16	4X5=20
A.2. Discipline Specific Elective Practical/ Tutorial* (4 Papers)	4 X 2=8	4X1=4
B.1. Generic Elective/ Interdisciplinary (4 Papers)	4X4=16	4X5=20
B.2. Generic Elective Practical/ Tutorial* (4 Papers)	4 X 2=8	4X1=4
Optional Dissertation or project work in place of one Discipline Specific Elective paper (6 credits) in 6th Semester		
III. Ability Enhancement Courses		
1. Ability Enhancement Compulsory Courses (AECC) (2 Papers of 4 credit each)	2 X 4=8	2 X 4=8
Environmental Science		
English Communication		
2. Skill Enhancement Courses (SEC) (Minimum 2) (2 Papers of 4 credit each)	2 X 4=8	2 X 4=8
Total credit	148	148

* wherever there is a practical there will be no tutorial and vice-versa

7.2 Programme Template (B.Sc. Honours)

Semester	CORE COURSE (14)	Ability Enhancement Compulsory Course (AECC) (2)	Skill Enhancement Course (SEC) (2)	Elective: Discipline Specific DSE (4)	Elective: Generic (GE) (4)
I	C1	(English Communication)/			GE-1
	C2	Environmental Science			
II	C3	Environmental Science/			GE-2
	C4	(English Communication)			
III	C5		SEC -1 (English)		GE-3
	C6				
	C7				
IV	C8		SEC -2		GE-4
	C9				
	C 10				
V	C 11			DSE-1	
	C 12			DSE -2	
VI	C 13			DSE -3	
	C 14			DSE -4	

7.3 Credit Allocation: B.A./B.Com. (Honours)

Course	*Credits	
	Theory + Practical	Theory + Tutorial
I. Core Course (6 Credits)		
(14 Papers)	14X4= 56	14X5=70
Core Course Practical / Tutorial*		
(14 Papers)	14X2=28	14X1=14
II. Elective Course (6 Credits)		
(8 Papers)		
A.1. Discipline Specific Elective (4 Papers)	4X4=16	4X5=20
A.2. Discipline Specific Elective Practical/ Tutorial* (4 Papers)	4 X 2=8	4X1=4
B.1. Generic Elective/ Interdisciplinary (4 Papers)	4X4=16	4X5=20
B.2. Generic Elective Practical/ Tutorial* (4 Papers)	4 X 2=8	4X1=4
Optional Dissertation or project work in place of one Discipline Specific Elective paper (6 credits) in 6th Semester		
III. Ability Enhancement Courses		
1. Ability Enhancement Compulsory Courses (AECC) (2 Papers of 4 credits each)	2 X 4=8	2 X 4=8
Environmental Science		
English/MIL Communication		
2. Skill Enhancement Courses (SEC) (Minimum 2) (2 Papers of 4 credits each)	2 X 4=8	2 X 4=8
Total credit	148	148

* wherever there is a practical there will be no tutorial and vice-versa

7.4 Programme Template: B.A./B.Com. Honours

Semester	CORE COURSE (14)	Ability Enhancement Compulsory Course (AECC) (2)	Skill Enhancement Course (SEC) (2)	Elective: Discipline Specific DSE (4)	Elective: Generic (GE) (4)
I	C1	(English/MIL Communication)/			GE-1
	C2	Environmental Science			
II	C3	Environmental Science/			GE-2
	C4	(English/MIL Communication)			
III	C5		SEC -1 (English)		GE-3
	C6				
	C7				
IV	C8		SEC -2		GE-4
	C9				
	C 10				
V	C 11			DSE-1	
	C 12			DSE -2	
VI	C 13			DSE -3	
	C 14			DSE -4	

7.5 Credit Allocation (B.Sc. Regular)

Course	*Credits	
	Theory + Practical	Theory + Tutorial
I. Core Course (6 Credits)		
(12 Papers)	12X4= 48	12X5=60
04 Courses from each of the 03 disciplines of choice		
Core Course Practical / Tutorial*		
(12 Practical/Tutorials*)	12X2=24	12X1=12
04 Courses from each of the 03 disciplines of choice		
II. Elective Course (6 Credits)		
(6 Papers)	6X4=24	6X5=30
Two papers from each discipline of choice including paper of interdisciplinary nature		
Elective Course Practical / Tutorial*	6 X 2=12	6X1=6
Two papers from each discipline of choice including paper of interdisciplinary nature		
Optional Dissertation or project work in place of one Discipline Specific Elective paper (6 credits) in 6th Semester		
III. Ability Enhancement Courses		
1. Ability Enhancement Compulsory Courses (AECC) (2 Papers of 4 credit each)	2 X 4=8	2 X 4=8
Environmental Science		
English Communication		
2. Skill Enhancement Courses (SEC) (4 Papers of 4 credit each)	4 X 4=16	4 X 4=16
Total credit	132	132

* wherever there is a practical there will be no tutorial and vice-versa

7.6 Programme Template: BSc (Regular)

Semester	CORE COURSE (14)	Ability Enhancement Compulsory Course (AECC) (2)	Skill Enhancement Course (SEC) (2)	Discipline Specific Elective (DSE) (6)
I	DSC- 1 A	(English Communication)/		
	DSC- 2 A	Environmental Science		
	DSC- 3 A			
II	DSC- 1 B	Environmental Science/		
	DSC- 2 B	(English Communication)		
	DSC- 3 B			
III	DSC- 1 C		SEC -1 (English)	
	DSC- 2 C			
	DSC- 3 C			
IV	DSC- 1 D		SEC -2	
	DSC- 2 D			
	DSC- 3 D			
V			SEC -3	DSE-1 A
				DSE-2 A
				DSE-3 A
VI			SEC -4	DSE-1 B
				DSE-2 B
				DSE-3 B

7.7 Credit Allocation (BA, B Com. Regular)

Course	*Credits	
	Theory + Practical	Theory + Tutorial
I. Core Course (6 Credits)		
(12 Papers)	12X4= 48	12X5=60
Two papers - English		
Two papers - MIL/Alt English		
Four papers - Discipline 1		
Four papers - Discipline 2		
Core Course Practical / Tutorial*	12X2=24	12X1=12
(12 Practicals/Tutorials)		
II. Elective Course (6 Credits)		
(6 Papers)	6X4=24	6X5=30
Two papers - Discipline 1 specific		
Two papers - Discipline 2 specific		
Two papers - Inter disciplinary		
Two papers from each discipline of choice and two papers of interdisciplinary nature		
Elective Course Practical / Tutorial*	6 X 2=12	6X1=6
(6 Practical/Tutorials*)		
Two papers - Discipline 1 specific		
Two papers - Discipline 2 specific		
Two papers - Generic (Inter disciplinary)		
Two papers from each discipline of choice and two papers of interdisciplinary nature		
Optional Dissertation or project work in place of one Discipline Specific Elective paper (6 credits) in 6th Semester		
III. Ability Enhancement Courses		
1. Ability Enhancement Compulsory Courses (AECC) (2 Papers of 4 credit each)	2 X 4=8	2 X 4=8
Environmental Science		
English/MIL Communication		
2. Skill Enhancement Courses (SEC) (4 Papers of 4 credit each)	4 X 4=16	4 X 4=16
Total credit	132	132

* wherever there is a practical there will be no tutorial and vice-versa

7.8 Programme Template: (BA, B Com. Regular)

Semester	CORE COURSE (12)	Ability Enhancement Compulsory Course (AECC) (2)	Skill Enhancement Course (SEC) (2)	Discipline Specific Elective (DSE) (4)	Generic Elective (GE) (2)
I	English-1	(English/MIL Communication) & Environmental Science			
	DSC- 1 A				
	DSC- 2 A				
II	English-2	(English/MIL Communication) & Environmental Science			
	DSC- 1 B				
	DSC- 2 B				
III	MIL-1/Alt English-1		SEC -1		
	DSC- 1 C				
	DSC- 2 C				
IV	MIL-2/Alt English-2		SEC -2		
	DSC- 1 D				
	DSC- 2 D				
V			SEC -3	DSE-1 A	GE-1
				DSE-2 A	
VI			SEC -4	DSE-1 B	GE-2
				DSE-2 B	

8. COURSE CODES

8.1 **Faculty:** It represents Arts, Commerce, Engineering, Fine Arts, Law, Management, Medicine, Science, and Technology. For every faculty there will be code as 1 for Arts, 2 for commerce and 9 for technology.

Faculty	Arts	Science	Commerce	Law	Engineering	Management	Technology	Fine Arts	Medicine
Code	1	2	3	4	5	6	7	8	9

8.2 **Department/ Discipline:** Every discipline will be coded as per the following format (i.e., 01 to 99). For example, 01 for Assamese, 02 for Arabic, 03 for Botany..... 07 for Economics.

8.3 **Semester:** There will be six semesters in the degree course. Thus, 1 for the first semester, 2 for the second semester.... 6 for the sixth semesters.

8.4 **Course Type:** It represents nomenclature and nature of courses. For example, 1 for core course, 2 for DSEC, 3 for GEC, 4 for D/P, 5 for AECC, 6 for SEC, 7 for P/T..... maximum to 9.

8.5 **Sl. No. :** It represents number of the paper names for the particular subject. For example, in Economics subject, 01 for Microeconomics, 02 for Macroeconomics, 03 for Statistics, 05 for Econometrics.... And so on.

8.6 **Credit:** Credit represents 1 to 9. For example, if a paper, Microeconomics has 6 credit, Econometrics has 6 credits, Statistics has 6 credits. It will be code as 6 for credit for that particular paper.

Thus, for Economics with Microeconomics in the first semester with core course, coding will be given as - 10711016

9. CREDITS AND ATTENDANCE

9.1 To be awarded credit in Core Courses, Elective Courses, Discipline Specific Elective (DSE) Course, Generic Elective (GE) Course and Ability Enhancement Courses (AEC) [comprising of Ability Enhancement Compulsory Courses (AECC) & Skill Enhancement Courses (SEC)], students must have at least 75% attendance. The attendance of all courses including the Skill Enhancement Courses shall be counted and accounted for in full while determining if the student has met the minimum attendance norms of Gauhati University.

9.1.1 Attendance means attending direct instruction hours, i.e., theory classes, seminars, workshops, practical, internships, educational trips, field works, project works etc.

9.1.2 Learning in distance mode or self learning by library works or by internet hours will not be counted as attendance, unless it is specifically identified and prior approved by the University.

9.1.3 Basis for calculation of attendance: The basis for the calculation of the attendance shall be the number of hours of contact prescribed by the University.

9.2 In case a student fails to have at least 75 percent attendance, he/she will not be allowed to sit for the end semester examination and hence have to repeat the concerned semester after the successful completion of the subsequent semesters.

(For example, if a student fails to secure the necessary credit in the first semester, then he/she can register in the second and subsequent semesters. And only after the successful completion of the sixth semester, can he/she repeat the first semester to earn the deficit credits.)

9.3 LEAVE OF ABSENCE

A student having less than 75% attendance will not be allowed to appear in the End-Semester Examination (ESE) except in the following cases:

9.3.1 Medical leave: Any student securing less than 75% due to medical reasons will have to apply for medical leave in a prescribed form (within seven days **from the date of absence**) accompanied by clear reason(s) for absence to the authorized functionaries. The completed form will have to be supported by a Medical Certificate

from an authorized medical practitioner. The principal will examine each case of medical absence individually and decide whether it merits exemption. However, the minimum attendance after accounting for medical leave granted will still have to be 75%. *Under no circumstances will a student be allowed to appear for the end semester examination or continue with the programme if his/her attendance, after consideration of medical leave, falls below 75%. Such consideration will be subject to the condition that the student must have a minimum of 60% attendance.*

9.3.2 Prescribed co-curricular activities (CCA): For absence due to participation in prescribed co-curricular activities (e.g. NCC, NSS, Youth festivals, sports etc.), the claim for CCA leave will have to be made in a prescribed form and supported by authenticated certificates from the concerned authorities. Only those students, whose names are on the list of students made available by the principal as being allowed to participate in such activities, will be considered for CCA leave. The principal will examine each individual case of such CCA leave applied for, and decide whether it merits exemption. However, the minimum attendance after accounting for CCA leave granted will still have to be 75%. *Under no circumstances will a student be allowed to appear for the end semester examination or continue with the programme if his/her attendance, after consideration of leave for co-curricular activities, falls below 75%.*

10. EXAMINATIONS, EVALUATION AND GRADING

10.1 Examinations

Examinations, whether internal or external, theory or practical, would be counted separately for the purpose of considering a student passed or failed.

10.1.1 If a student does not appear in a paper (internal or external, theory or practical) in an examination, the student will be considered failed in that paper. Any paper where a student fails will be called an 'Arrear' paper of that student.

In case a student fails in any one or more papers in an end semester examination, she/he can appear in all the papers in which she/he failed.

10.1.2 A student having 'arrear' in external examination, either in theory or practical papers, shall be allowed chance to clear the same in the next available end-semester examinations, with the following restrictions:

10.1.2a No student will be allowed to appear in the first and fifth semester examinations simultaneously.

10.1.2b No student will be allowed to appear in the second and sixth semester examinations simultaneously.

10.1.3 The first and the fifth semester examinations will be held simultaneously, while the third semester examination will be held separately. Similarly, the second and the sixth semester examinations will be held simultaneously, while the fourth semester examination will be held separately.

10.1.4 A student may be allowed once to reappear in any one of the honours theory papers in each of the first, second and third semesters for betterment of marks if the candidate secured 'pass marks' in all papers. Students will be allowed to reappear only in the next similar examination. Marks obtained either in the earlier examination or in the subsequent examination, whichever is higher, will be awarded to the student.

10.1.5 No betterment will be allowed in internal and practical examinations in any semester.

10.1.6 A student must pass all her/his semester examinations, including 'arrear' and 'betterment' chances within six years from the date of admission to the first semester. In this context, six years means six academic sessions. In the event of a student failing to do so, she/he will have to take fresh admission in the first semester. Subject to the said condition, a student who could not appear or who failed in any semester examination will be allowed chance to clear the same as follows:

- i. First semester with regular third semester examination.
- ii. Second semester with regular fourth semester examination.
- iii. Third semester with regular fifth semester examination.
- iv. Fourth semester with regular sixth semester examination.

10.1.7 There shall be no scope for a student to appear as Private Candidate in any course.

10.1.8 Schedule: The schedule for examinations will be as per the concerned Academic Calendar. The exact dates of examinations and related information will be notified by the office of the Controller of Examinations, Gauhati University

10.2 Evaluation: A student's performance will be evaluated throughout the year based on continuous assessment. Evaluation of the student's performance in each semester for every course/paper will be based on the following:

- Internal Assessment (IA)
- End Semester Examination (ESE)

For a student to pass in a course/paper, she/he has to pass in both Internal Assessment and End Semester Examination separately.

10.2.1 Internal Assessment (IA): IA will ideally account for 20% of the total marks allotted to a course/paper. For evaluating the performance of the students in a continuous way, the following measures will be adopted for distributing marks earmarked for IA.

10.2.1a Sessional or mid-term examination will be conducted for 50% of the total marks allotted for IA of a course/paper. (For example, if 20 marks is allotted for IA of a course/paper, then 10 marks will be kept aside for assessment in sessional or mid-term examination. The sessional examination will be held for 30 marks for the convenience of setting questions and covering the syllabus and the marks secured by the students will be proportionately converted to be out of 10 marks. Duration of the examination will be one hour. The question papers of the sessional or mid term examinations will be set by the concerned teacher(s) and the evaluated answer scripts will be shown to the students and corrections will be made, if any.

10.2.1b 20% of the marks allotted for IA will be awarded to the students based on class attendance. If the total marks for IA is 20, then 4 marks will be awarded to the students based on class attendance. The following criteria will be adopted for awarding marks under this category:

- a) Class attendance from 76% to 80%..... 1 mark;
- b) Class attendance from 81% to 85%..... 2 marks;
- c) Class attendance from 86% to 90%..... 3 marks;
- d) Class attendance from 91% and above..... 4 marks.

10.2.1c Rest 30% of the marks allotted for IA will be distributed and awarded on the basis of performance of the students on the following criteria:

- a) Home assignments;
- b) Seminar/Group discussions;
- c) Field work;
- d) Performance in co-curricular and extra-curricular activities.

10.2.2 End Semester Examination (ESE):

The ESE will comprise of 80% of the total marks earmarked for a course. The ESE shall be of three hours duration for a course whose ESE component exceeds 50 marks. For a student to pass in a course/paper, she/he has to pass in both Internal Assessment and End Semester Examination separately.

For odd semesters, ESE will be held in the month of November and for the even semesters, the examination will be held in the month of May.

10.2.3 Pass Marks

10.2.3a. The pass marks will be as follows:

Theory paper: 30%

Practical paper: 40%

10.2.3b A student must pass in both internal and external examinations of a paper (theory and practical) separately if he/she has to pass in that paper. Passing a UG course in any subject does not automatically imply qualifying in Honours, if any.

10.2.3c The following rules will apply for the Bachelor Degree in any subject with Honours.

- Simple pass: 30% to 39% marks in aggregate, i.e., from CGPA 4.00 to less than

CGPA 5.00

- Pass with Honours:” 40% marks or above in aggregate in Honours subjects, i.e., minimum of CGPA 5.00
- In case a student with Honours in any subject secures less than 40% marks in aggregate (i.e. CGPA less than 5.00) but 30% or above in the Honours subject, she/he shall be declared ‘Simple Pass’.
- In case of project work or dissertation, it shall be a separate paper with separately allotted marks and cannot be treated as part of any other theory paper. Pass mark for project work or dissertation will be 50%.

10.2.4 Number of Attempts

10.2.4a A student who has completed a semester may be allowed to proceed to the next semester, irrespective of the number of papers in which she/he failed.

10.2.4b In order to complete an UG degree, a student must obtain pass marks in all the papers prescribed.

10.2.4c A student having failed to fill in his examination form in the first semester may be allowed to appear in the second semester if all other eligibility criteria are fulfilled.

10.2.5 Procedure for conducting Sessional examination:

10.2.5a The sessional examination as part of Internal Evaluation will comprise of 50% of the marks earmarked. Since Internal Evaluation component will be of 20 marks, Sessional examination will be held for determining students’ performance out of 10 marks. For the convenience of setting questions and covering the syllabus, the Sessional examination will be held for 30 marks of one hour duration and the marks secured by the students will be proportionately converted to be out of 10 marks. The sessional examination for a paper will be conducted by the teacher(s) who teaches that paper. The setting of question paper, invigilation duty, evaluation of answer scripts for each paper will be done by the teacher(s) concerned as part of his/her normal duty without hampering regular classes as far as practicable.

10.2.5b The teacher(s) concerned will fix the date of the sessional examination in each paper. The students shall write their answers in the sessional examinations in proper 'additional answer scripts' of Gauhati University.

10.2.5c After evaluation, the answer scripts shall be shown to the students and corrections in evaluation, if any, shall be made. After this, the answer scripts shall be collected back from the students. The entire process of evaluation in the sessional examination should not take more than two weeks from the date of examination.

10.2.5d There is no provision for 'betterment' in the sessional examination. If a student fails in the sessional examination, she/he shall be allowed a chance to clear it in the next similar examination conducted by the college. If a student fails to appear in the sessional examination for valid reason(s) supported by medical certificate or any other authentic document submitted to the college authority, then the teacher/college concerned shall allow the student to appear in a separate examination on a suitable date fixed by her/him before the commencement of the end semester examination.

10.2.5e Scrutiny of answer scripts of sessional examination will be done in the college by an Examination Committee formed by the Principal in consultation with the faculties of the college. During scrutiny, if any discrepancy is observed in the evaluation certain questions, the same should be re-evaluated by a teacher of that subject appointed by the Examination Committee.

10.2.5f Answer scripts of sessional examinations shall be submitted to the University after one year of the examination concerned.

10.2.5g Before the end of the End Semester Examination, the Colleges shall compile the marks obtained by the students under different heads of Internal Evaluation such as Sessional examination, Class attendance and from other criteria mentioned in 10.2.1a, 10.2.1b & 10.2.1c. The compiled marks will be submitted to the Controller of Examinations through online feeding.

10.2.6 Procedure for External Evaluation

10.2.6a The Controller of Examination, Gauhati University will make necessary arrangement for announcing the date of examinations and other necessary procedures as per the University Rules.

10.2.6b The End Semester Examination shall be of three hour duration.

10.2.6c The affiliated colleges shall send the answer scripts of the external examinations to the Zonal Officers as directed by the Controller of Examinations, Gauhati University.

10.2.6d The Evaluation Zone shall arrange everything needed for the evaluation and scrutiny of the answer scripts. After evaluation and scrutiny, the answer scripts are to be sent to the Controller of Examinations, Gauhati University along with the mark foils and the scrutiny sheets.

10.2.6e Scrutiny will be carried out at the zones by teachers who qualify to be examiners, as per this regulation, in the subjects concerned. The scrutinizers shall go through each answer script to detect the following mistakes during scrutiny – wrong entry, omissions, under-marking, over-marking, and wrong calculation of total marks.

10.2.6f In case a candidate is not satisfied with the marks obtained by her/him in a theory paper in the end semester examination, she/he may apply for re-scrutiny, photocopy and re-evaluation of the answer script by depositing the prescribes fees and following the procedure as given below:

- a. Step-1: Applications for re-scrutiny of answer script(s) will be accepted up to 15 days from the date of declaration of the results. The re-scrutiny process will be completed by re-totaling of marks, checking omission of /unassigned marks.
- b. Step-2: Applications for photocopy of the answer script(s) will be received up to 15 days from the date of declaration of re-scrutiny results. A student can also apply for photocopy of the answer script(s) along with the application for re-scrutiny. The photocopy of the answer scrip(s) will be provided only after re-scrutiny of the script(s).
- c. Step-3: Applications for re-evaluation of answer script(s) will be accepted up to 1 month from the date of dispatch of the photocopy of the answer script(s) subject to the following conditions:

Condition 1: A student should go through step-1 and step-2 before proceeding to step-3.

Condition 2: A Re-evaluation is allowed if and only if ‘marks obtained’ in a paper is more than 25% of the total marks assigned to the paper.

- d. An answer script shall not be preserved for more than 6 months from the date of declaration of the results.

- e. No re-scrutiny, re-evaluation or seeking photocopy of the answer scripts of internal examinations, practical examinations, project works / dissertation and viva-voce examinations will be allowed.

10.2.6g In case of gross damage or missing of answer scripts due to any unforeseen reasons beyond the control of the university, special examinations shall be held within a stipulated time and attempts shall be made to declare the results of such examinations at the earliest, so that the students concerned get proper justice.

10.2.7 Who can be an Examiner?

To become an external examiner in any UG examinations, the following conditions are mandatory:

10.2.7a For Honours course, a teacher must have taught the subject/paper for a minimum period of four years in an affiliated college of a university.

10.2.7b For Elective course, a teacher must have taught the subject/paper for a minimum of two years in an affiliated college of a university.

10.2.7c A scrutiniser of any subject/paper must qualify to become an examiner of that subject/paper.

10.2.7d A person who has 'close relative(s)' appearing in a particular university examination shall not be associated with it in any capacity. In this context, 'Close relative' means husband, wife, son, daughter, father, mother, grand-children, son-in-law, daughter-in-law, brother, sister, brother-in-law, sister-in-law, father-in-law, mother-in-law, nephew, niece and first cousin. It shall be the responsibility of the person involved in an examination in any capacity to declare that none of her/his close relative(s) is appearing in that examination.

10.3 Grading:

Gauhati University has adopted the grading system recommended by the UGC which will ensure uniformity with the rest of the country. This is expected to facilitate student mobility across institutions within and across countries and also enable potential employers to assess the performance of the students.

The University, accordingly, will follow the Grading System under which the marks are converted to grades based on a pre-determined formula. The following definitions and explanations are used in the Grade Sheet design –

10.3.1 Credit: A unit by which course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching/tutorial or two hours of practical per week.

10.3.2 Letter Grade: It is an index of the performance of students in a course. Grades are denoted by O, A+, A, B+, B, C, P and F.

10.3.3 Grade Point: It is the numerical weight allotted to each letter grade on a 10-point scale.

10.3.4 Credit Point: It is the product of grade point and number of credits for a course.

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

$$SGPA (S_j) = \sum (C_{ij} \times G_{ij}) / \sum C_{ij}$$

where

S_j = SGPA of the j^{th} semester

C_{ij} = number of credits for the i^{th} course of the j^{th} semester,

G_{ij} = grade point obtained by the student in the i^{th} course of the j^{th} semester.

10.3.6 Cumulative Grade Point Average (CGPA): It is a measure of overall cumulative performance of a student over all semesters. It is the ratio of sum of the product of the SGPA of each semester and the respective credits earned divided by the total credits earned in the programme.

$$CGPA = \frac{\sum(C_j \times S_j)}{\sum C_j},$$

Where

C_j = credits earned in semester j,

S_j = SGPA in semester j

$\sum C_j$ = Total credits earned in the programme

10.3.7 Conversion of marks (%) to Letter Grades and Grade Points:

Conversion of percentage into credit(s) and grade(s):The following illustrations could be taken as an example for computing SGPA and CGPA from percentage to credits for Honours courses in all disciplines, degree Program courses in Science subjects and degree Program courses in Humanities, Social Sciences and Commerce subjects:

1. Percentage to Grades and Grade Points □

The following formula may be used to convert marks (%) into letter grades.

Let \bar{X} = mean of % age marks of all student appeared in the paper.

σ = Standard deviation

m = % of marks obtained

Letter grade	Numerical grade	Formula
O (outstanding)	10	$m \geq \bar{X} + 2.5 \sigma$
A+ (Excellent)	9	$\bar{X} + 2.0 \sigma \leq m < \bar{X} + 2.5 \sigma$
A (Very Good)	8	$\bar{X} + 1.5 \sigma \leq m < \bar{X} + 2.0 \sigma$
B+ (Good)	7	$\bar{X} + 1.0 \sigma \leq m < \bar{X} + 1.5 \sigma$
B (Above average)	6	$\bar{X} \leq m < \bar{X} + \sigma$
C (Average)	5	$\bar{X} - 0.5 \sigma \leq m < \bar{X}$
D (Pass)	4	$\bar{X} - \sigma \leq m < \bar{X} - 0.5 \sigma$
F (Fail)	0	$m < \bar{X} - \sigma$
Ab (Absent)	0	

* Minor variations may be adjusted by the individual institution.

Note: A student obtaining Grade F shall be considered failed and will be required to reappear in the examination.

10.3.8 ILLUSTRATION OF COMPUTATION OF SGPA AND CGPA AND FORMAT FOR TRANSCRIPTS

Adopted from UGC Instructional Template for Facilitating Implementation of Choice Based Credit System (CBCS)

10.2.8a B.Sc./B.Com./B.A. (Honours Course)

Course	Credit	Grade Letter	Grade Point	Credit Point (Credit X Grade)	SGPA (Credit Point/Credit)
Semester I					
C-1	06	A	8	48	
C-2	06	B+	7	42	
AECC-1	04	B	6	24	
GE-1	06	B	6	36	
Total	22			150	6.8 (150/22)
Semester II					
C-3	06	B	6	36	
C-4	06	C	5	30	
AECC -2	04	B+	7	28	
GE-2	06	A+	9	54	
Total	22			148	6.73 (148/22)
Semester III					
C-5	06	A+	9	54	
C-6	06	O	10	60	
C-7	06	A	8	48	
SEC-1	04	A	8	32	
GE-3	06	O	10	60	
Total	28			254	9.07 (254/28)
Semester IV					
C-8	06	B	6	36	
C-9	06	A+	9	54	
C-10	06	B	6	36	
SEC-2	04	A+	9	36	
GE-4	06	A	8	48	
Total	28			210	7.5 (210/28)
Semester V					
C-11	06	B	6	36	
C-12	06	B+	7	42	
DSE-1	06	O	10	60	

DSE-2	06	A	8	48	
Total	24			186	7.75 (186/24)
Semester VI					
C-13	06	A+	9	54	
C-14	06	A	8	48	
DSE-3	06	B+	7	42	
DSE-4	06	A	8	48	
Total	24			192	8.0 (192/24)
CGPA					
Grand Total	148			1140	7.7 (1140/148)

Summary

Semester	SGPA
Semester 1	Credit: 22; SGPA: 6.8
Semester 2	Credit: 22; SGPA: 6.73
Semester 3	Credit: 28; SGPA: 9.07
Semester 4	Credit: 28; SGPA: 7.5
Semester 5	Credit: 24; SGPA: 7.75
Semester 6	Credit: 24; SGPA: 8.0
Thus,	
$CGPA = (22 \times 6.8 + 22 \times 6.73 + 28 \times 9.07 + 28 \times 7.5 + 24 \times 7.75 + 24 \times 8.0) / 148 = 7.7$	

10.3.8b B.Sc. (Regular Course)

Course	Credit	Grade Letter	Grade Point	Credit Point (Credit X Grade)	SGPA (Credit Point/Credit)
Semester I					
DSC-1A	06	B	6	36	
DSC-2A	06	B+	7	42	
DSC-3A	06	C	5	30	
AECC -1	04	B	6	24	
Total	22			132	6.0
Semester II					
DSC-1B	06	B	6	36	
DSC-2B	06	B	6	36	
DSC-3B	06	C	5	30	
AECC-2	04	A+	9	36	
Total	22			138	6.27
Semester III					
DSC-1C	06	A	8	48	
DSC-2C	06	A+	9	54	
DSC-3C	06	A	8	48	
SEC-1	04	A	8	32	
Total	22			182	8.27
Semester IV					
DSC-1D	06	C	5	30	
DSC-2D	06	B	6	36	
DSC-3D	06	B+	7	42	
SEC-2	04	A+	9	36	
Total	22			144	6.54
Semester V					
DSE-1A	06	B	6	36	
DSE-2A	06	A+	9	54	
DSE-3A	06	A	8	48	
SEC-3	04	B	6	24	
Total	22			162	7.36
Semester VI					
DSE-1B	06	B+	7	42	
DSE-2B	06	B	6	36	
DSE-3B	06	C	5	30	
SEC-4	04	C	5	20	

Total	22			128	5.82
CGPA					
Grand Total	132			886	6.71 (886/132)

Summary

Semester	SGPA
Semester 1	Credit: 22; SGPA: 6.0
Semester 2	Credit: 22; SGPA: 6.27
Semester 3	Credit: 22; SGPA: 8.27
Semester 4	Credit: 22; SGPA: 6.54
Semester 5	Credit: 22; SGPA: 7.36
Semester 6	Credit: 22; SGPA: 5.82
Thus,	
$\text{CGPA} = (22 \times 6.0 + 22 \times 6.27 + 22 \times 8.27 + 22 \times 6.54 + 22 \times 7.36 + 22 \times 5.82) / 132 = 6.71$	

10.3.8c B.A./B.Com (Regular Course)

Course	Credit	Grade Letter	Grade Point	Credit Point (Credit X Grade)	SGPA (Credit Point/Credit)
Semester I					
English-1	06	A	8	48	
DSC-1A	06	B	6	36	
DSC-2A	06	A	8	48	
AECC-1	04	B+	7	28	
Total	22			160	7.3
Semester II					
MIL-1	06	A+	9	54	
DSC-1B	06	B+	7	42	
DSC-2B	06	B+	7	42	
AECC-2	04	B	6	24	
Total	22			162	7.36
Semester III					
English -2	06	B	6	36	
DSC-1C	06	A	8	48	
DSC-2C	06	B	6	36	
SEC-1	04	A	8	32	
Total	22			152	6.91
Semester IV					
MIL - 2	06	B+	7	42	
DSC-1D	06	A+	9	54	
DSC-2D	06	A	8	48	
SEC-2	04	B	6	24	
Total	22			168	7.63
Semester V					
SEC-3	04	A+	9	36	
DSE-1A	06	A	8	48	
DSE-2A	06	A+	9	54	
GE-1	06	A+	9	54	
Total	22			192	8.73
Semester VI					
SEC-4	04	A+	9	36	
DSE-2A	06	B	6	36	
DSE-2B	06	A	8	48	
GE-2	06	A	8	48	

Total	22			168	7.63
CGPA					
Grand Total	132			1002	7.59 (1002/132)

Summary

Semester	SGPA
Semester 1	Credit: 22; SGPA: 7.27
Semester 2	Credit: 22; SGPA: 7.36
Semester 3	Credit: 22; SGPA: 6.91
Semester 4	Credit: 22; SGPA: 7.63
Semester 5	Credit: 22; SGPA: 8.73
Semester 6	Credit: 22; SGPA: 7.63
Thus,	
$\text{CGPA} = (22 \times 7.27 + 22 \times 7.36 + 22 \times 6.91 + 22 \times 7.63 + 22 \times 8.73 + 22 \times 7.63) / 132 = 7.59$	

10.3.9 Grade Sheet Design

The Grade Sheet will be designed by the University to optimize the grading system adopted.

The Grade Sheet would also indicate the actual marks secured by the student in the Examination. This practice will be followed until the UGCBCS is implemented totally in the country and the CGPA is accepted as a standard indicator of educational attainment across the country.

10.3.9a GRADE SHEET

The Grade Card issued at the end of the semester to each student will contain the following:

- a. The credits earned for each course registered for that semester.
- b. The performance in each course indicated by the Letter Grade, Grade Point and Credit Point scored by a student in that course.
- c. The Credit Point for each course
- d. Semester Grade Point Average (SGPA) and
- e. The Cumulative Grade Point Average (CGPA).
- f. **The CGPA of the topper of the batch will be indicated in all mark sheets to indicate the relative position of the student in the class.**

10.3.9b Roll No. Scheme:

The design for allotting Roll numbers under CBCS is explained with following example:

For Undergraduate Arts (Traditional mode): **UA1810010001**

For Undergraduate Arts (Distance mode): **UA1820010001**

Explanation:

- a. “U” means Undergraduate
- b. “A” means Arts
- c. “18” is for the year 2018

d. “1” indicates “Traditional mode” and “2” indicates “Distance Mode”

e. “001” is the Centre Code

f. “0001” is the unique no. allotted to a student.

11. OPERATIONAL ROADMAP FOR UGCBCS

11.1 The draft regulation for UG-CBCS will be placed before the Academic Council for approval in 2018. The Coordination Committee for Undergraduate CBCS (CC-UGCBCS) will receive the approved UGCBCS Regulation for implementation.

11.2 Simultaneously, the draft syllabus for the various under graduate courses under CBCS will be presented in the honorable Academic Council for ratification. They will be prior approved by the respective faculties. The CC-UGCBCS will receive the UG syllabus of the various courses for dissemination among affiliated colleges.

11.3 The CC-UGCBCS will centrally organize extensive dissemination workshops to inform the stakeholders consisting of students, college principals & teachers, university teachers, educationalists, guardians and media on the merits of the UG-CBCS, the modalities in its operationalisation and responsibilities of the stakeholders in ensuring its successful implementation.

11.4 The affiliated colleges will be encouraged to organize similar dissemination workshop at the district levels. The CC-UGCBCS will provide all necessary assistance to ensure the success of these workshops by delegating experts to assist the organizers.

11.5 The university will organize special short term orientation programme and refresher courses to reorient the college teachers to the newly introduced CBCS structure and also to upgrade their knowledge to cope with the updated syllabus that would become operational.

11.6 The introduction of Ability Enhancement Courses (AEC) and Skill Enhancement Courses (SEC) poses a great challenge for the colleges as they may have to be taught by a specialized teacher having at least P.G. degree in the relevant discipline. The relevant authorities must have medium term and long term strategies to train and recruit specialized teachers in these fields.

11.7 In the short run, existing gaps in the colleges can be met with the integration of online courses offered in the **SWAYAM** platform with the regular programmes offered by the colleges. This will require the creation of adequate computer laboratory facilities with high speed internet connectivity.

11.8 University and College authorities concerned will be required to move the Government for taking necessary steps for improving infrastructure and faculty strength in colleges for effective implementation of UGCBCS.

12. Coordination Committee for Undergraduate-CBCS (CC-UGCBCS)

The Coordination Committee for Undergraduate CBCS (CC-UGCBCS) will facilitate the roll out of UGCBCS in the university and in general, administer the UGCBCS. The CC-UGCBCS will act as the nodal agency to liaise with the affiliated colleges on a continuous basis. Its scope of activities will include

12.1 Facilitating the UGCBCS Regulation and receiving it if and when it is approved by the Honorable Academic Council

12.2 Dissemination of the regulation among affiliated colleges

12.3 Facilitating the preparation of UGCBCS syllabus and receiving it when it is ratified by the Honorable Academic Council

12.4 Dissemination of the approved syllabus among affiliated colleges

12.5 Grievance Redressal:

The CC-UGCBCS shall be the final point of redressal in matters of grievances pertaining to the UGCBCS courses. The CC-UGCBCS will address attendance related issues brought to its attention by the affiliated colleges and concerned students (as a further appellate for students subsequent to the intervention of the concerned Principal of the college) and other such matters relating to UGCBCS programmes.

13. COMPOSITION OF THE CC-UGCBCS

The CC-UGCBCS shall be constituted before the implementation of UGCBCS in Gauhati University. The Committee shall be constituted by the following members:

1. The Vice Chancellor of Gauhati University (Chairperson)
2. The Deans of the Faculties
3. Registrar, Gauhati University

4. Academic Registrar (Convener)
5. The Controller of Examinations
6. Deputy Controllers of Examinations
7. Coordinator IQAC

The following members will have a term of three years -

8. Five teachers from Gauhati University
9. Five Principals of affiliated colleges
10. Five teachers of affiliated colleges

The CC-UGCBCS will constitute an Executive Committee (a working committee) from among its members to look into the day-to-day administration of the CBCS, matters requiring liaison between affiliated colleges and the Controller's office, and so on.

Committee for framing the Under Graduate Choice Based Credit System Regulation:

- | | | |
|-----|----------------------------------|--------------------------------------|
| 1. | Prof. Nissar A. Barua (Chairman) | Gauhati University |
| 2. | Prof. Tarani Deka | Gauhati University |
| 3. | Prof. Anup Kumar Talukdar | Gauhati University |
| 4. | Prof. Anup Saikia | Gauhati University |
| 5. | Dr. Sanjeev Kumar Nath | Gauhati University |
| 6. | Mr. Anshuman Barua | Gauhati University |
| 7. | Dr. Hiranya Chaliha | Principal, Kaliabor College |
| 8. | Dr. Dharmendra Nath | Principal, S B Deorah College |
| 9. | Dr. Pranab Sandilya | Principal, Guwahati College |
| 10. | Dr. Utpal Dutta | Principal, Handique Girls' College |
| 11. | Mr. Biswajit Bhuyan | President, ACTA |
| 12. | Mr. Himangshu Maral | General Secretary, ACTA |
| 13. | Dr. Anupam Dutta | Assistant Secretary (Academic), ACTA |
| 14. | Academic Registrar, GU | Convener |

GAUHATI UNIVERSITY

Regulations for Examinations

**(w.e.f Academic Session 2023-24 vide Academic Council Resolution No.
AC-01/2023/12(1) dated 13.05.2023)**



2023

Gauhati University
GopinathBardoloi Nagar
Guwahati – 781014 ::Assam

1. Programme duration, type of qualifications and qualification titles/nomenclature

- 1.1** The types of qualifications, qualification title/nomenclature and programme duration will be as per the UGC Curriculum and Credit Framework for Undergraduate Programmes (2022) and the National Higher Education Qualification Framework (NHEQF) -2023 as given below (Table 1). A student pursuing FYUGP has to complete the entire programme within a period of seven 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 prerequisites set by the respective Academic Departments of GU/affiliated colleges.

Table 1

Type of qualifications	qualification titles/nomenclature with programme duration
Undergraduate Certificate	Undergraduate Certificate (Field of study/discipline). Programme duration: First year (first two semesters) of the undergraduate programme, followed by an exit 4-credit work based vocational courses or internship/apprenticeship during the summer term
Undergraduate Diploma	Undergraduate Diploma (Field of study/discipline). Programme duration: First two years (first four semesters) of the undergraduate programme, followed by an exit 4-credit work based vocational courses or internship/apprenticeship during the summer term
Bachelor's degree	Bachelor of (Field of study/discipline) the undergraduate programme Examples: Bachelor of Arts (B.A.), Bachelor of Science (B.Sc.), Bachelor of Commerce (B.Com.), Bachelor of Vocation (B. Voc.), Bachelor of Business Administration (BBA), Bachelor of Physical Education. Programme duration: Three years (six semesters). Bachelor of Education (B.Ed): Programme duration: Two years (four semesters) after completing a Bachelor's degree programme Bachelor of Education (B.Ed.). Programme duration: One year (two semesters) after completing a Bachelor's degree (Honours/ Honours with Research) programme or Master's degree
Bachelor's degree (Honours/ Honours with Research)	Bachelor of (Field of study/discipline) (Honours/ Honours with Research). Programme duration: Four years (eight semesters). Bachelor of Technology (B.Tech.). Programme duration: Four years (eight semesters).
Post-Graduate Diploma	Post-Graduate Diploma in (Field of study/discipline). Programme duration: One year (two semesters) in the case of those who exit after successful completion of the first year (two semesters) of the 2-year master's degree programme
Master's degree	Master of (Field of study/discipline). Programme duration: Two years (four semesters) for those who have obtained a 3-year/6-semester bachelor's degree, or successfully completed a 4-year bachelor's degree (e.g. B.E., B. Tech., etc.) or a 4-year dual-major integrated teacher education programme with a B.A. B.Ed degree or B.Sc. B.Ed degree, or B.Com. B.Ed. degree. Master of (Field of study/discipline): Programme duration: One year (two semesters) in the case of those who have

	<p>obtained a 4-year/8-semester Bachelor's (Honours/ Honours with Research) degree Examples • Master of Arts (M.A), Master of Commerce (M.Com.), Master of Science (M.Sc.), Master of Vocation (M.Voc.), Master of Business Administration (MBA).</p> <p>Programme duration: Two years (Four semesters) after obtaining a Bachelor's degree).</p> <p>Integrated Bachelor's - Master's degree programmes. Programme duration: five years (ten semesters) after successfully completing secondary education (Grade 12 of school education)</p> <p>Master of Education (M.Ed.). Programme duration: Two years (four semesters) after completing a 2-year/4-semester B.Ed. degree programme or a 4-year (8 semester) dual-degree integrated teacher education programme. Integrated B.Ed. - M.Ed. programme. Programme duration: Three years (six semesters) after obtaining a Bachelor degree).</p> <p>Master of Arts (Education). Programme duration: Two years (Four semesters) after completing a Bachelor's degree programme) •</p> <p>Master of Technology (M.Tech.). Programme duration: Two years (four semesters) after obtaining a Bachelor's degree in engineering/technology.</p>
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1.2 Qualification levels and equivalence

Qualification levels representing sequential stages in terms of learning outcomes against the typical qualifications are defined in the UGC NHEQF which is enumerated as given below (Table 2)

Table 2

NHEQF Levels	Example of higher education qualifications located within each level
Level 4.5	Undergraduate Certificate. Programme duration: First year (first two semesters) of the undergraduate programme, followed by an exit 4-credit work based vocational course or internship/apprenticeship during the summer term
Level 5	Undergraduate Diploma. Programme duration: First two years (first four semesters) of the undergraduate programme, followed by an exit 4-credit work based vocational course or internship/apprenticeship during the summer term
Level 5.5	Bachelor's Degree. Programme duration: First three years (Six semesters) of the four-year undergraduate programme
Level 6	Bachelor's Degree (Honours/ Honours with Research). Programme duration: Four years (eight semesters).
Level 6	Post-Graduate Diploma. Programme duration: One year (two semesters) for those who exit after successful completion of the first year (two semesters) of the 2-year master's programme
Level 6.5	Master's degree. (e.g. M.A., M.Com., M.Sc., etc.) Programme duration: Two years (four semesters) after obtaining a 3- year Bachelor's degree (e.g. B.A., B.Sc., B.Com. etc.)
Level 6.5	Master's degree. (e.g. M.A., M.Com., M.Sc., etc.) Programme duration: One year (two semesters) after obtaining a 4 -year Bachelor's degree (Honours/ Honours with Research) (e.g. B.A., B.Sc., B.Com. etc.)
Level 7	Master's degree. (e.g. M.E./M.Tech. etc.) Programme duration: Two years (four semesters) after obtaining a 4-year Bachelor's degree. (e.g. B.E./B.Tech. etc.)
Level 8	Doctoral degree

1.3 Assignment of credits at different learning levels (NCrF Levels) and credit points

Table 3

Example of Higher Education Qualification located within each level (including Science/Arts/Commerce and Vocational qualifications)	Total learning hours per year	Total credits per year	NcrF credit levels	Credit points
C-1	C-2	C-3	C-4	C-5=C-4*C-3
Undergraduate Certificate Programme duration: First year (first two semesters) of of any undergraduate programme	1200	40	4.5	180
Undergraduate Diploma Programme duration: First two years (first four semesters) of of any undergraduate programme,	1200	40	5	200
Bachelor's degree Programme duration: Three years (six semesters) of any undergraduate programme	1200	40	5.5	220
Bachelor's degree (Honours/ Honours with Research) Programme duration: Four years (eight semesters) of any undergraduate programme	1200	40	6	240
Post-Graduate Diploma Programme duration one year(two semesters) after any Bahelor's Degree i. PGD after 3-year Bachelor Degree/2 semesters of the 2 nd year Master's Degree ii. PGD after 4-year Bahelor Degree	1200	40	i. 6 ii. 6.5	i. 240 ii. 260
Master's degree Programme duration: One year (Two semesters) after obtaining a 4-yearBachelor's Degree (Honours/Honours with research	1200	40	6.5	260
Master's degree Programme duration: two years (Four semesters) after obtaining a 3-yearBachelor's Degree	1200	40	6.5	260
Master's degree Programme duration: two years (Four semesters) after obtaining a Bachelor's Degree in Engineering	1200	40	7	280

1.4 Equivalence between general and vocational education and training/skilling

For equivalence of any course/programme between general and vocational education and training/skilling and credit transfer the National Credit Framework (NCrF) guidelines notified by UGC in April, 2023 will be followed.

The Examination Committee or a designated sub Committee is vested with the authority to ascertain such equivalence on a case to case basis

2. Semester Calendar/Academic Calendar and examination schedule

- 2.1 The Semester/Academic Calendar will be as per GU Regulations for Four-Year Undergraduate Programme (FYUGP)-2023 and as notified by the Academic Registrar, GU
- 2.2 Even semester examination will be completed by end of May prior to commencement of the Summer Term and the odd semester examination will be completed by the third week of December, prior to winter break. The exact dates of examinations and related information will be notified by the Controller of Examinations (CoE), GU

3. Examination Committee

- 3.1 An oversight committee of examination with the following composition will be constituted
 - a. Vice Chancellor, GU
 - b. Deans of respective faculties
 - c. Controller of Examinations-ex-officio Secretary (vide GU Statute B.1.i)
- 3.2 The Committee will have following functions
 - a. Moderation of result prior to declaration of result
 - b. Performance analysis
 - c. Dispute resolution and initiating action on matters brought to the notice of the Committee by the Controller of Examinations both before and after the declaration of result
 - d. Mapping of approved online courses through NPTEL or SWAYAM Platform or any other approved digital platforms to be notified by the Controller of Examinations
 - e. Fixing the examination fee
 - f. Ensuring conduct of examination following Academic calendar in a time bound manner
 - g. Approval or withdrawal of permission for Practical Examination based on Inspection Committee report on Practical Examination Centres
 - h. Remedial measures/withdrawal of permission for Examination Centre based on report from Vigilance Squad
 - i. To decide on any other examination related matter as and when necessary, depending on the exigency
- 3.3 The Committee may avail the services of domain expert(s) as special invitee as and when required

4. Examination fee

As notified by the Controller of Examinations from time to time

5. Evaluation

5.1 Credit hours

‘Credit Hours’ is a unit by which the course is measured. It determines the number of instruction hours required per week for the duration of a semester. The definitions of ‘Credit’ will be as given in Table 4, for the UG/PG programmes under Gauhati University (for the duration of a semester)

Table 4

Theory (Lecture/Tutorial)	Practical	Experiential learning (field visits, industrial visits etc.)	Seminar or Internship or Studio activities or Field practice/projects or Community engagement and service
1 credit =15 hours	1 credit=30hours	1credit=40-45hours	1 credit=30hours

(Example: A 4-credit course with three credits assigned for lectures and one credit for practicum shall have three 1-hour lectures per week and one 2-hour duration field-based learning/project or lab work, or workshop activities per week. In a semester of 15 weeks' duration, a 4-credit course is equivalent to 45 hours of lectures and 30 hours of practicum. Similarly, a 4-credit course with 3-credits assigned for lectures and one credit for tutorial shall have three 1-hour lectures per week and one 1-hour tutorial per week. In a semester of 15 weeks' duration, a four-credit course is equivalent to 45 hours of lectures and 15 hours of tutorials.

A one-credit of Seminar or Internship or Studio activities or Field practice/projects or Community engagement and service means two-hour engagements per week. Accordingly, in a semester of 15 weeks' duration, one credit in these courses is equivalent to 30 hours of engagement)

5.2 Types of courses/activities that constitute the programme of study (FYUGP)

- a. **Lecture courses:** Courses involving lectures relating to a field or discipline in online or offline mode
- b. **Tutorial courses:** Courses involving problem-solving and discussions relating to a field or discipline under the guidance of a teacher/qualified personnel in a field of learning, work/vocation, or professional practice.
- c. **Practicum or laboratory work:** A course requiring students to participate in a project or practical or lab activity that applies previously learned/studied principles/theory related to the chosen field of learning, work/vocation, or professional practice under the supervision of a teacher/lab supervisor/an expert or qualified individual in the field of learning, work/vocation or professional practice.
- d. **Seminar:** A course requiring students to participate in structured discussion/conversation or debate focused on assigned tasks/readings
- e. **Internship:** A course requiring students to participate in a professional activity or work experience, or cooperative education activity with an entity external to the education **institution**, normally under the supervision of a teacher/ an expert of the given external entity. A key aspect of the internship is induction into actual work situations.
- f. **Studio activities:** Studio activities involve the engagement of students in creative or artistic activities. Studio-based activities involve visual- or aesthetic focused experiential work.
- g. **Field visits/projects:** Courses requiring students to participate in field-based learning/projects generally under the supervision of a teacher/an expert of the given external entity.
- h. **Community engagement and service:** Courses requiring students to participate in field-based learning/projects generally under the supervision of a teacher/an expert of the given external entity. The curricular component of 'community engagement and service' will involve activities that would expose students to the socio-economic issues in society so that the theoretical learnings can be supplemented by actual life experiences to generate solutions to real-life problems

5.3 Evaluation of theory component

- 5.3.1 For setting of question papers and evaluation each credit will be considered as equivalent of 25 marks. Thus a 4-credit paper will be of 100marks and a 3-credit paper will be of 75marks.
- 5.3.2 Performance of students shall be monitored throughout the Semester by adopting Continuous and Comprehensive Evaluation. It will have the following components, both in theory and practical
 - a. **Internal, continuous evaluation (Formative Assessment):** 40% of total marks in a paper
 - a.1 50% of the total marks in this category will be allocated for sessional/midterm test to be conducted as detailed in Sec.6.1
(Example: If internal assessment marks of a subject is 40 then marks allotted for sessional examination will be 20)
 - a.2 50% will be allocated for internal assessment as detailed in Sec.6.2 comprising any three of the following:

- i. Class assignment/home assignment/case studies
- ii. Class test/Unit test
- iii. Field work
- iv. Group discussion
- v. Seminar presentation
- vi. Participation in class discussion
- vii. Quiz
- viii. Any other evaluative method as determined by the concerned teacher

b. End Semester Examination: 60% of total marks in a paper

(Example: In a theory paper of 100marks, 40 marks will be allocated for internal assessment of which 50%, i.e., 20marks will be allocated for sessional examination (to be conducted centrally by the institution as per university norms) and rest 50%, i.e., 20marks will be based on attendance and any three of the activities namely class assignment/home assignment/case studies, Class test, Field work, Group discussion, Seminar presentation, Participation in class discussion. The class teacher will assign the marks in this category of internal evaluation.)

5.3.3 Evaluation for practical papers will be as follows

a. Internal evaluation =20% comprising of:

a.1 Maximum of 4 marks based on lab class attendance with the following breakup

- i. 76-80%=1
- ii. 81-85%=2
- iii. 86-90 =3
- iv. $\geq 91\%$ =4

a.2 Maximum of 2 marks for lab records, regular completion of lab assignment

a.3 Rest of the internal assessment marks, if any, will be awarded by the class teacher based on class performance, viva voce etc. as decided by the class teacher

(Example: In a practical component of 50marks, internal marks will be 10 (20% of 50). A student in the highest bracket of attendance as in 5.5.5a.1(iv) will be awarded 4 and based on lab record, regularity maximum 2 will be awarded by the class teacher. Remaining 4marks out of 10 will be given by the class teacher in terms of performance of the student in lab work, viva voce etc.)

a.4 Maximum of 4 marks will be allocated based on tutorial class attendance with the following breakup as part of internal evaluation.

- i. 76-80%=1
- ii. 81-85%=2
- iii. 86-90 =3
- iv. $\geq 91\%$ =4

b. External evaluation=80%

5.4 All the records and evidences of internal assessment will be duly maintained by the respective Colleges and made available to the Controller of Examinations as and when asked for.

5.6 A deviation list for internal and external examination with >20% deviation will be prepared through the examination module of ERP, based on which random checks may be carried out by the Controller of Examinations. The maximum permissible limit of deviation of internal marks from End Semester Examination marks will be 20%. The Examination Committee will decide on normalization required for those with >20% deviations

5.7 Examinations, whether internal or external, theory or practical, would be counted separately for the purpose of considering a student as passed or failed

- 5.8 If a student does not appear in a paper (internal or external, theory or practical) in an examination, the student will be considered as failed in the examination of that paper. Any failed paper will be called “Arrear”.
- 5.9 In case, a student fails in any one or more papers in an end-semester examination s/he can appear in all the papers in which s/he has failed, as per Sec.18.4
- 5.10 No “betterment” shall be allowed in the internal/ practical examinations in any Semester.
- 5.11 A student must pass all her/his semester examinations, including “Arrear” and “betterment” chances within seven years from the date of admission to the First Semester course in a FYUGP. In this context seven years means seven academic sessions from the date of admission in the first semester. If any student fails to do so, s/he will have to take fresh admission in the first semester.
- 5.12 Subject to the approval of the examination committee, a student who could not appear or failed in any semester examination may also be allowed to clear the same as follows:
- First semester with regular third semester examinations.
 - Second semester with regular fourth semester examinations.
 - Third semester with regular fifth semester examination
 - Fourth semester with regular sixth semester examinations
- 5.13 There shall be no scope for a student to appear as Private Candidate in any subject

6. Procedure for internal evaluation

6.1 Sessional examination

- The sessional examination will be of a duration of two hours for a paper of 40 marks, to be conducted by the concerned teacher of each paper. However, the examination marks will be normalized to 20 irrespective of marks for which the examination is conducted. The setting of question paper, invigilation duty, evaluation of answer scripts for each paper will be done by the concerned teacher(s) as a part of his/her normal duty without hampering normal classes.
- The teacher(s) concerned will fix the exact date of the sessional examination in each paper. The students shall write their answers in the sessional examinations in proper “additional answer scripts” of GU.
- After evaluation, the answer scripts shall be shown to the students and corrections regarding evaluation should be made, if any. After this, the answer scripts should be collected back from the students.
- The entire process of evaluation of the sessional examination should not take more than two weeks from the date of examination.
- There is no provision for “betterment” in the sessional examination. If a student fails in an internal examination, s/he will be allowed one more attempt to clear it in a special examination to be conducted within the same semester. In case a student fails to clear the sessional examination in two attempts, s/he will be given one final opportunity to clear it in the next similar semester examination.
- If a student fails to appear in sessional examination for valid reason(s) supported by medical certificate or other authentic documents submitted to the college authority, then the teacher/college concerned shall allow the student to appear in a separate examination in a suitable date fixed by the respective teacher before the commencement of the end semester examination.
- If a paper is taught by more than one teacher, then the concerned teachers will cooperate in conducting the internal evaluation.
- At the end of the semester and before the final semester examination, the concerned colleges will upload the marks at the GU portal as notified
- Scrutiny of answer scripts will be done by the college Examination Committee formed by the Principal with the faculties of the college. During scrutiny, if discrepancy is observed in

certain questions in evaluation, the answer script will be re-evaluated by a teacher of that subject appointed by the Examination Committee.

- x. Answer scripts of the internal examinations shall be submitted to the University along with question papers after the end semester examinations
- 6.2 The marks allotted for internal evaluation in each paper will be based on Home Assignment, Seminars, Group Discussion or related work depending on decision of the concerned College/teachers concerned (See Sec. 5.2) and will constitute the remaining 50% of the total internal marks of each paper.
- 6.3 Internal evaluation of courses under Institute of Distance and Open Learning (IDOL) For all the approved courses under GU IDOL, same procedure as in Sec 5, 6 will be followed. Internal Assessment may be carried out both at GU IDOL and its study centres. But feeding of marks will be done centrally at GU IDOL
- 7. Procedure for external evaluation/end semester examination**
 - 7.1 The Controller of Examinations, GU will make necessary arrangement for announcing the date of end semester examinations and other necessary procedures as per University Rules.
 - 7.2 Each paper will have 60% of the total marks for external evaluation.
 - 7.3 The final semester examination shall be of two-hour/two and half hour duration for a paper exceeding 50 marks and up to a maximum of 60, and shall be of one and half hour/two-hour duration if the total mark of the paper is less than or equal to 50.
 - 7.4 The affiliated colleges should send the answer scripts of the external examinations to the Zonal Officers as directed by the Controller of Examinations
 - 7.5 The Evaluation Zone shall arrange everything needed for the evaluation and scrutiny of the final examination answer scripts.
 - 7.6 After evaluation and scrutiny, the answer script is to be sent to the Controller of Examinations, GU along with the mark foils and the scrutiny sheets.
 - 7.7 Scrutiny will be carried out at the concerned Zone by a person who qualifies as an Examiner (Sec. 50) in the concerned subject.
 - 7.8 The scrutinizer shall go through each of the Answer Scripts to detect the following mistakes during scrutiny - wrong entry, omissions and wrong calculation of total marks; and bring cases of under marking and over marking to the notice of the Head Examiner.
 - 7.9 Evaluation of SEC/VAC/internship/apprenticeship
 - 7.9.1 Evaluation of the SEC/VAC courses will be governed by the GU-FYUGP Regulations 2023. In case of these courses taken from SWAYAM or any other digital platform, the modalities as explained in Sec 51 shall be applied.
 - 7.9.2 Internship/apprenticeship credits will be transferred subject to fulfillment of the following:
 - a. Internship/apprenticeship carried out with due approval of the University/College. The Research and Development Cell (RDC) will coordinate these activities
 - b. A report on the activities carried out during the Internship/apprenticeship
 - c. A certificate of completion from the institution/organization where Internship/apprenticeship was carried out
 - d. A presentation on the work done during Internship/apprenticeship before a panel of examiners appointed by the Controller of Examinations
 - 7.9.3
 - a. Credits for skill based courses conducted under the National Skill Qualification Framework (NSQF) will be transferred through ABC. List of approved courses will be notified by the Controller of Examinations at the beginning of the academic session.
 - b. Skill Courses/training may be both in online (e.g., from SWAYAM or other recognized digital platforms), offline or in hybrid mode

- c. Equivalence of a skill course with respect to the FYUGP will be as per the NCERF guidelines adopted by the Academic Council of Gauhati University.
- 7.9.4 Value Added Courses (VAC) may comprise any of the following:
 - a. Understanding India
 - b. Environmental science/education
 - c. Digital and technological solutions
 - d. Health & Wellness, Yoga education, sports, and fitness

Courses approved under this category for an academic session will be notified by the Controller of Examinations.

- 7.9.5 In case of online courses in SEC and VAC, total permissible credit in a semester will be governed by the general Regulations (GU-FYUGP Regulations, 2023)
- 7.9.6 Evaluation of courses in SEC/VAC and Internship may be allowed at the Colleges subject to approval of the Examination Committee.

8. Final year Research Project/Dissertation

- 8.1 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 as defined in Sec. 47. 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.
- 8.2 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".
- 8.3 A period of six-month (one Semester) will be allowed for completion of the dissertation and credit will be added in 8th Semester. However, effectively a student can avail a duration of one year with allotment of research supervisor and topic at the beginning of the 7th Semester facilitating longer duration for data collection/fieldwork/review work etc. Provision of class(es) on dissertation may be made in each week's curricula during which students can complete assigned tasks on his/her research work.
- 8.4 Evaluation of the project work/dissertation will be a rigorous process having Internal (60%) and an External (40%) component as follows:
 - i. **Evaluation of the dissertation by the Internal examiner/research supervisor (60%)**
 - a. Periodic progress review
 - b. literature survey/review work
 - c. field work/field survey
 - d. data collection
 - e. data analysis
 - f. Any other evaluative method as deemed fit by the supervisor
 - ii. **Evaluation of the dissertation by External examiner (40%)**
 - a. Format of presentation and Presentation skill
 - b. Viva-voce performance
 - c. Quality of the dissertation
 - d. Originality and any innovative contribution
 - e. Significance of research outcomes
 - f. Research publication if any
- 8.5 A student has to score a minimum Grade Point of 6 or more to be eligible for award of the Bachelor's Degree 'Honours with Research'.

- 8.6 If a student is unable to secure the minimum grade point of 6, s/he will be awarded the “Bachelor Degree with Honours”
- 8.7 Prior approval of the Controller of Examinations will be required for the external examiners for which the academic department will submit a panel prior to commencement of examination
- 8.8 There will be no betterment option in Research Project/Dissertation

9. Attendance

75% attendance is the minimum attendance required for a student to sit for end semester examination under the FYUGP.

Shortfall in attendance may be made up through additional activities assigned by the respective department through:

- a. Additional assignment
- b. Fieldwork
- c. Any other additional activities as decided by the concerned teacher

10. Optimization of duration for conducting examination

- 10.1 End Semester Examinations will be conducted centrally under overall jurisdiction of the Controller of Examinations in the month of May for even semesters, prior to the beginning of the Summer Term and in the month of Nov-December for the odd semester, prior to winter recess. Details of the exam duration will be reflected in the Academic Calendar of the university
- 10.2 Entire examination process, both theory and practical, will be completed within one month.
- 10.3 Practical examination will be conducted prior to the commencement of theory examination to optimize total duration of examination.
- 10.4 Examination will be held in both morning and evening shift and in three shifts as required and as per decision of the Controller of Examinations, irrespective of Sunday or scheduled holidays
- 10.5 Sessional/internal assessment will be conducted within the normal class hours by respective class teachers avoiding cancellation of classes in general

11. Declaration of result

The Controller of Examinations, will declare the result after vetting by the Examination Committee within one month from the last date of examination and upload it in the university portal.

The zonal officers have to ensure timely submission of marks to the Controller of Examinations as detailed in **Sec.13, 27** facilitating timely declaration of result

12. Examination work as duty/responsibilities of the evaluators/examiners

- 12.1 To ensure timely declaration of result, evaluation and assessment at the respective zones have to be completed by the entrusted faculty within 15days from the last date of examination so as to submit the final marks to the Controller of Examinations by the Zonal Officer within 25 days of the last date of examination
- 12.2 The first 15 days of the Summer Term (vide FYUGP Regulationss 2.1(j)) will be utilized by the teachers for evaluation of the even semester answer scripts
- 12.3 Evaluation and timely submission of marks will be considered as an essential duty on part of a teacher and s/he will be duty bound to complete the evaluation as assigned by the Controller of Examinations.
- 12.4 Any erring faculty who fails to perform the evaluation on time or refuse to take up the assignment, will be referred to the Examination Committee by the Controller of Examinations for further proceedings as deem fit.
- 12.5 There will be no provision of remuneration for evaluating answer script/dissertation/field report/project etc. for internal examiners. However, in the case of distance mode, there may be provision for remuneration.

- 12.6 For external examiners, provision for remuneration will be as per directives of GU authority
- 12.7 Provision for remuneration to Zonal Officers, Asstt. Zonal Officer and supporting staff of the zone along with related contingency expenditures will be as per GU rules

13. Examination maintenance mechanism/innovation and automation (vide GU Statute B.1.h)

- 13.1 The Controller of Examinations will be responsible for overall functioning of the examination maintenance mechanism including digital platforms for automation/ERP examination module
- 13.2 A dedicated digital cell with a nodal officer in the rank of Dy Controller/Asstt. Registrar will function under supervision of the Controller of Examinations
- 13.3 The Controller of Examinations will be the custodian of all digital records concerning examinations in physical server systems (vide Statutes section 1.g)

14. Criteria for passing courses, grade/marks and SGPA/CGPA

- 14.1 Successful completion of a programme will be graded as per the template given in Sec.14.4
- 14.2 Computation of SGPA and CGPA

SGPA

The ratio of the sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student,

$$\text{i.e. SGPA (Si)} = \sum(C_i \times G_i) / \sum C_i$$

Where C_i is the number of credits of the i^{th} course and G_i is the grade point scored by the student in the i^{th} course.

CGPA

The Cumulative Grade Point Average (CGPA) is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme,

$$\text{i.e. CGPA} = \sum(C_i \times S_i) / \sum C_i$$

where S_i is the SGPA of the i^{th} semester and C_i is the total number of credits in that semester.

Table 5: Example for Computation of SGPA

Semester	Course	Credit	Letter Grade	Grade Point	Credit Point (Credit* Grade)
I	Course 1	3	A	8	3*8=24
I	Course 2	4	B+	7	4*7=28
I	Course 3	3	B	6	3*6=18
I	Course 4	3	O	10	3*10=30
I	Course 5	3	C	5	3*5=15
I	Course 6	4	B	6	4*6=24
		20			139
	SGPA				139/20=6.95

Table 6: Example for Computation of CGPA

SEMESTER 1	SEMESTER 3	SEMESTER 3	SEMESTER 4	SEMESTER 5	SEMESTER 6
Credit: 21 SGPA: 6.9	Credit: 22 SGPA: 7.8	Credit: 25 SGPA: 5.6	Credit: 26 SGPA: 6.0	Credit: 26 SGPA: 6.3	Credit: 25 SGPA: 8.0
CGPA= 6.73 calculated using the formula $(21*6.9+22*7.8+25*5.6+26*6.0+26*6.3+25*8.0)/145$					

14.3 Letter Grades and Grade Points and range of marks

The Letter Grades and Grade Points will be followed as per UGC Curriculum and Credit Framework for Undergraduate Programmes, 2022.

Table 7: Letter Grades and Grade Points

Letter Grade	Grade Point	Range of marks*
O (outstanding)	10	91-100
A+ (Excellent)	9	81-90
A (Very good)	8	71-80
B+ (Good)	7	61-70
B (Above average)	6	51-60
C (Average)	5	41-50
P (Pass)**#	4	40
F (Fail)	0	<40
Ab (Absent)	0	
*GU Regulationss of Three-Year Degree Course (TDC), 2017		
**40% in case of theory; 50% in case of practical		
# Minimum Grade point 6 for Dissertation		

15. Passing grade/marks

15.1 The Passing grades/marks are indicated in Table 7(Sec 15.3). However, the transcripts will reflect only the SGPA and CGPA, not the marks

15.2 Pass marks are as follows:

- i. Theory : 40%
- ii. Practical : 40%

15.3 Additional courses

Any add on courses taken by a student as per GU-FYUGP Regulations, 2023 and with due approval of the institution concerned, will be reflected in the grade sheet but will not be considered for computation of SGPA and CGPA

15.4 Rules governing the award of major

As per the GU-FYUGP Regulations 2023

15.5 Entry requirement for pursuing bachelor's degree (Honours with Research)

After completing the requirements of a 3-year bachelor's degree, candidates securing a minimum CGPA of 7.5 will be allowed to continue studies in the fourth year of the undergraduate programme leading to the bachelor's degree of Honours with Research

16. Credit requirements for UG Degree programmes

16.1 3-Year UG programme

The successful completion of the first three years (six semesters) of the undergraduate programme involving a minimum of 120 credit hours

16.2 4-Year UG Programme

Successful completion of the 4-year (eight semesters) undergraduate programme leading to Bachelor's Degree with Honours or Honours with Research will require a minimum of 160 credits, with a minimum of 40 credits each at level 4.5, 5, 5.5, and 6 of the

17. Lateral entry requirement and validation of prior learning outcomes

The Examination committee is vested with the task of validation of prior learning outcomes, including those achieved outside of formal learning or through learning and training in the workplace or in the community, through continuing professional development activities, or through independent/self-directed learning activities as requirement for lateral entry at any specified level of learning

18. Number of attempts and arrear papers

- 18.1 A student must obtain passing grades in all the prescribed papers individually
- 18.2 A maximum of three attempts may be allowed to pass a particular course
- 18.3 A student who has completed a semester may be allowed to move to the next semester irrespective of the number of papers in which s/he failed, upto the 6th semester
- 18.4 A student may be allowed to sit for the 6th Semester examination provided s/he doesnot have arrear in more than six papers till the 5th Semester. In any semester a student will be allowed to appear for arrear in a maximum of two papers.
- 18.5 The students may appear for betterment or arrear papers within 45 days of declaration of result or during the next available equivalent semester examination.
- 18.6 The entire FYUGP can be completed by a student within a period of maximum seven years.
- 18.7 For granting of three year UG degree (Three Year Bachelor's Degree) with or without Major, a student has to complete the programme within a maximum period of seven years.

19. Academic Bank of Credit (ABC)

- Academic bank of credit managed by the National eGovernance Division (NeGD) of Ministry of Electronics and Information Technology (MeitY) will facilitate the following
- a. Credit accumulation and portability
 - b. Redeeming the credit
 - c. Credit verification and authentication
- 19.1 The Controller of Examinations will be the custodian of the Academic Bank of Credit and National Academic Depository with access point in the digital platform.
 - 19.2 An officer not below the rank of Dy Controller of Examinations/Asstt Registrar will function as nodal officer to maintain the ABC under overall jurisdiction of the Controller of Examinations. The Controller of Examinations will issue notification to this effect and display in public domain.
 - 19.3 Controller of Examinations will notify for onboarding of students in the ABC platform in the beginning of the Academic session. All the affiliated colleges will submit the status report within one month of admission of students at entry level
 - 19.4 The Controller of Examinations will ensure credit mapping of all the courses in ABC platform. The inventory of courses will be reviewed by the Examination Committee prior to commencement of each of the semesters and any new course added will be mapped in the ABC.

20. Provisions for credit transfer

- 20.1 In order to facilitate mobility provisions for Credit Transfer to and from GU will be made through the ABC.
- 20.2 A maximum of 40% of total credits in a programme will be allowed to be earned by a student from outside GU to award the relevant degree
- 20.3 The student has to notify the Controller of Examination *a priori* about acquiring credit from an outside institution to facilitate which online provision will be made in the web portal of GU
- 20.4 Transfer of credits from MOOC in SWAYAM or any other recognized/notified digital platforms will be as per Sec 51.

21. Use of unfair means

- 21.1 A Committee will be set up at each of the Colleges and the Academic Departments of Gauhati University to deal with unfair means in examinations and initiate disciplinary action following the principle of "natural justice" with intimation to the Controller of Examinations
- 21.2 The Controller of Examinations will be the appellate authority on such matters (vide GU Statutes Sec.1(f))
- 21.3 The following will be considered as unfair means/violation of examination rules that will invite disciplinary action

- i. Copying from printed manuscript/loose sheet/book
 - ii. Copying from scribings on a scale/instrument box/blotting paper/question paper etc.
 - iii. Inserting/smuggling answers procured /written from outside
 - iv. In possession of printed/manuscript loose sheet/book
 - v. Use of any electronic gadget including mobile phone, tablet, laptop, earphone/earpod, electronic wrist band during examination
 - vi. Copying from fellow examinee
 - vii. Use of any other material in digital and/or physical form considered aiding to the answers of the concerned question paper
 - viii. Receiving inputs outside the examination hall through any digital or physical means
- 21.4 Procedure for reporting unfair means cases and the provision of punishments.
- 21.4.1 A Committee on Unfair Means will be constituted in each of the Examination Centres with the incumbent Principal/The Officer-in-Charge of the Examination Centre as the Chairman and two senior faculties as members out of which at least one member should be a woman.
- 21.4.2 The Officer-in-Charge of the Examination Centre will report the matter of the disciplinary action to the Controller of Examinations. The report/s should be submitted to the Controller of Examinations just after the conclusion of the entire examinations.
- 21.4.3 A statement of confession of being involved in unfair means during examination hours should be taken from the expelled candidates which should be enclosed with the expulsion reports (See Appendix III).
- 21.4.4 The Committee on Unfair Means will hold its meeting periodically to hear the cases for fixing up the quantum of punishment of the expelled candidates.
- 21.4.5 An official letter pertaining to every case of expulsion will be intimated to the Officer-in-Charge of the Examination Centre and the concerned expelled candidates by the Controller of Examinations.

22 Grievance redressal

- 22.1 A robust and transparent grievance redressal system will be put in place for resolution of examination related issues concerning students in a time bound manner through Setting up an appellate authority- “Student Grievance Redressal Committee (Examination)” following provisions in the University Grants Commission (Redressal of Grievances of Students) Regulations, 2023 (F.1-13/2022 (CPP-II) published in the “Gazette of India” in April, 2023
- 22.2 An exclusive online mechanism will be made available in the GU portal
- 22.3 Complaints will be taken up for hearing within 15 days from the date of complaint
- 22.4 Aggrieved student will forward the complaint concerning examination to the Chairperson, “Student Grievance Redressal Committee (Examination)”
- 22.5 “Student grievance redressal Committee (Examination)” will have the following composition:
- i. A Professor – Chairperson
 - ii. Four Professors/Deans/Senior Faculty Members of the Institution as Members.
 - iii. A representative from among students -Special Invitee.
- 22.6 At least one member or the Chairperson shall be a woman and atleast one member or the Chairperson shall be from SC/ST/OBC category.
- 22.7 The Vice Chancellor, GU will be the final appellate authority on all matters concerning examination if grievance redressal is not achieved through the Committee

23. Award of certificate, diploma and degree; transcripts

- 23.1 Students will be issued, following Multiple Entry and Exit guidelines, Certificate after completing First Year (1st and 2nd Semester Examinations), Diploma after completing 2nd Year (1st, 2nd, 3rd and

4th Semester Examinations) and Bachelor Degree after completing 3rd Year (1st, 2nd, 3rd and 4th, 5th and 6th Semester Examinations).

However, students willing to exit with certificate and Diploma respectively after completing 1st year (1st and 2nd Semester Examinations) and 2nd year (1st, 2nd, 3rd, 4th Semester) must complete an extra 4- credits vocational training as enumerated in **Sec. 1**

After the completion of 3rd Year (1st, 2nd, 3rd and 4th, 5th and 6th Semester Examinations) students will be eligible to get bachelor degree and on completion of 4th Year (1st, 2nd, 3rd and 4th, 5th and 6th, 7th and 8th Semester Examinations) students will be eligible to get bachelor degree with Honours/Honours with Research subject to the conditions given in Sec. 1

- 23.2 Transcripts will be issued on demand in physical/digital form as per the existing standard procedure of Gauhati University, through the Office of the Registrar, GU
- 23.3 A student with arrear paper in any of the semester in the entire programme of study will not be eligible for university rank

24. Duties and Responsibilities of the Controller of Examinations

The Controller of Examinations will function and discharge his/her responsibilities as per the Statutes of Gauhati University (vide statute Sec. B1)

25. Duties and Responsibilities of the Dty. Controller of Examinations-

The Deputy Controller of Examinations will function and discharge his/her responsibilities as per the Statutes of Gauhati University (vide Sec. B13)

26. Duties and Responsibilities of the Zonal Officer of Evaluation Zones allotted to the colleges and GU

- a. Arrangement of necessary space and infrastructure with utmost safety measures for Zonal Office. Allotment of Assistant Zonal Officers and support staff.
- b. Distribution of answer scripts to the Micro Zonal Officers and the departmental faculties. Completion of evaluation, scrutiny and head examination of answer scripts within the stipulated time.
- c. Submission of zonal report and expenditure account. Submission of old answer scripts of examination after the declaration of results when asked for.

27. Duties and Responsibilities of the Micro Zonal Officer under the Evaluation Zone allotted to the colleges.

- a. Receipt of answer script packets from the zonal officer.
- b. Distribution of answer scripts among the faculties and subsequently receive the evaluated answer scripts from the evaluators.
- c. Hand over the evaluated answer scripts and mark foils/OMR sheets/OCR Sheets to the Zonal officer

28. Protocol for allotment of Evaluation Zones

28.1 Evaluation zone at affiliated colleges

- a. Complete safety and security- closed and well demarcated concrete boundary wall of the campus. Availability of adequate space and basic infrastructure for zonal office and storage of answer scripts.
- b. Availability of eligible faculties for appointing as the examiner of answer scripts.
- c. Availability of sufficient permanent supporting staff.

- d. Institution must be affiliated to Gauhati University and preferably to be under provincialization of Government of Assam.
- 28.2 Performance evaluation of existing zones will be carried out and status reviewed as required
- 28.3 Evaluation zone at Gauhati University
A separate Evaluation zone will be set up for the in-campus undergraduate programmes with appointment of a zonal officer and an assistant zonal officer. This zonal office may also be utilized for answer scripts from affiliated colleges
- 29. Allotment of Examination Centres**
 - 29.1 Protocol of allotment of Examination Centre to the colleges
 - a. Availability of a permanent Principal.
 - b. Availability of Police Station in close proximity.
 - c. Availability of sufficient number of class room and infrastructure for holding examination.
 - d. Closed and well demarcated concrete wall boundary. Cool, calm and noise free environment.
 - e. Well ventilated room with adequate amount of light.
 - f. Permission and affiliation of Gauhati University.
 - 29.2 Protocol of allotment of Practical Examination Centre to the colleges
 - a. Adequate infrastructure in the laboratory, availability of instruments, tools and machine in working condition, permanent assisting staff i.e. laboratory bearer.
 - b. Permission and affiliation of Gauhati University against the subject.
 - c. Compliance report of inspection committee of Gauhati University deputed by the Controller of Examinations regarding the eligibility for allotment of practical Examination Centre.
- 30. Accountability of Examination Centres and designated Officers**
 - 30.1 It is the mandate of the Examination Centres to conduct examinations-internal or external, theory or practical as per set guidelines of Gauhati University in a fair and transparent manner strictly enforcing the code of conduct at all levels. The Controller of Examinations may withdraw approval to any Examination Centre in case of violation of the code of conducts as defined in these Regulations.
 - 30.2 Any designated officer engaged in Examination duty who fails to perform his/her duty as per protocol, may be barred from further examination duty by the Controller of Examination
- 31. Appointment, duties and responsibilities of Supervising Officers**
 - a. Preferably senior faculties from the university departments and colleges needs to be appointed as the supervising officers to the Examination Centres.
 - b. Retired teachers of university departments and retired college teachers and principals can also be appointed as the Supervising Officers.
 - c. The Supervising Officers should visit the Examination Centre every day and be present at the time of opening the packet of question papers and sealing the packets of answer scripts. S/he should monitor the overall smooth functioning of the examination and look into the following aspects:
 - Appointment of invigilators from the subjects other than the examination subject
 - Maintenance of leave register of examinees.
 - Drinking water and un-interrupted power supply for adequate light and fan.
 - Cooperation and involvement of all the faculties of the institution.
 - Security arrangement in the Examination Centre.
 - Seat allotment and the sitting arrangement in the examination hall as per the set norms.
 - Storage of the answer scripts in case of not feasible for postal on the same day.
- 32. Appointment of Officer-in-Charge of Examination Centre at the colleges and university.**

- a. Usually the Principals should take the responsibility of Officer-in- Charge of their respective examinations centers.
 - b. In case of close relatives of the principal appearing in the examination, Vice Principal/Senior faculties may be appointed as the Officer-in-Charge of the Examination Centre.
- 33. Appointment of Assistant Officer-in-Charge of Examination Centre at the colleges.**
- a. At least two faculties should be appointed as the Assistant Officer-in -Charge out of which one shall perform as the officer on confidential duty for handling the logistics of confidential material from Gauhati University and to and fro between the Examination Centre and the treasury/police station/post office.
 - b. Assistant Officer-in-Charge are to be selected from the permanent faculty members on semester/annual basis.
 - c. The Assistant Officer-in-Charge of End Semester and the Internal Examination should not be appointed for a long period continuously. Every eligible faculty should be given opportunity for training and experience of conducting examination.
 - d. A faculties having close relative appearing in the same examination should not be appointed as Assistant Officer-in-Charge of the Examination Centre.
 - e. The duty of Assistant Officer-in-Charge is mandatory and an unavoidable part of service of each teacher/faculty members.
- 34. Constitution of Examination Committee at the Examination Centres at the colleges.**
- 34.1 Composition
- a. President of the Governing Body (GB)–Chairman
 - b. Principal of the College wherethe Examination Centre is located (Convener and Officer in-Charge)
 - c. One Govt. nominee
 - d. Asstt. Officer–in-Charge
- 34.2 Functions of the college level examination committee
- a. Monitoring of the examination process, smooth conduct of examination, law and order issues
 - b. Ensuring security and safety of question papers and answer scripts
 - c. Ensuring prompt delivery of answer scripts at the examination zones
- 35. Appointment of End Semester Examination question paper setters, their functions and responsibilities.**
- 35.1 Requirement for appointment of a paper setter
- a. Minimum 5 years teaching experience preferably against permanent post in Gauhati University and the affiliated colleges under Gauhati University.
 - b. In special cases, paper setters from other universities or institution not affiliated under Gauhati University may also be appointed.
 - c. A faculty having close relative appearing in the same examination will not be appointed as the paper setter of the same examination.
 - d. The list of the names of the paper setters is to be prepared by the Controller of Examinations in consultation with the head of the parent department of Gauhati University.
- 35.2 The paper setter should ensure that the questions are set so as to objectively assess attainment of the outcome as spelled out in the relevant syllabus of the paper
- 35.3 Question setter will take due care to formulate questions that require critical thinking and promote problem solving skills
- 35.4 Questions on Skill Enhancement Courses should be set with emphasis on core competencies of the student in the respective skill

36. Appointment of End Semester Examination question paper moderator, their functions and responsibilities.

- 36.1 Requirement for appointment of a paper moderator
- Minimum 5 years teaching experience preferably against permanent post in Gauhati University and the affiliated colleges under Gauhati University.
 - In special cases, paper moderator from other universities or institution not affiliated under Gauhati University may also be appointed.
 - A faculty having close relative appearing in the same examination will not be appointed as the paper moderator of the same examination.
 - The list of the name of the paper moderator is to be prepared by the Controller of Examinations in consultation with the head of the parent department of Gauhati University.
- 36.2 The paper moderator should ensure that the question setting adhere to the requirements as in Sec 34.2. The moderator may, in his/her wisdom, may decide to modify a question or replace by a newly formulated question
- 36.3 The Controller of Examination, will prepare and update the complete inventory of teachers from Colleges and Academic Departments of Gauhati University with eligibility as question setter, moderator and examiner at the beginning of the Academic Session

37. Appointment of Invigilators, their functions and responsibilities in the examination hall.

- Invigilation is considered as a mandatory duty of a teacher as part of the teaching-learning and evaluation process. Both permanent or non-permanent teachers (e.g., teachers against non-sanctioned post, contractual teacher, teaching associate etc.) may be appointed as invigilator.
- The invigilators are duty bound to ensure a disturbance free environment for the examinees, supplying blank answer scripts, additional answer scripts, maintaining records of incoming and outgoing examinees during examination period and keeping continuous and strict vigilance to curb unfair means resorted by the examinees in the examination hall.
- On completion of the examination, invigilators will collect the answer scripts and ensure exact number tallied with the number of appeared students. Subsequently, the team of invigilators will submit the whole number of answer scripts to the Assistant Officer-in-Charge of the Examination Centre.
- There will be no provision for remuneration for accomplishing invigilation duty. However, in the case of distance mode, there may be provision for remuneration.

38. Special provision in case of semester-end examination for differently able examinees.

- There will be special provision of taking the assistance of amanuensis for differently able examinees. To avail this provision, differently able examinees need to inform the Controller of Examinations well in advance for getting official permission.
- In case of locomotor disability, there will be the provision of allowing extra time of examination, subject to the production of certificate from the appropriate authority of the Government organization.

39. Re-evaluation of answer scripts.

- 39.1 Application Re-evaluation of answer scripts should be submitted within 15 days from the date of declaration.
- 39.2 The fee amount for re-evaluation without photocopy is Rs. 300/-
The fee amount for re-evaluation with photocopy is Rs. 550/-
The fee amount for photocopy only without re-evaluation- is Rs. 220/-
- 39.3 Application and fee payment are to be submitted online.

- 39.4 The fee as in 37.2 is subject to revision from time to time which will be notified through the GU portal
- 39.5 Reevaluation of answer scripts will be limited to wrong entry, omissions, under marking, over marking, and wrong calculation of total marks.

40. Appointment of External Examiner

- 40.1 External examiner for Practical Examinations.
- Appointment of external examiner for practical examinations will be the responsibility of the Officer-in-Charge of the Examination Centre/Departmental head. As far as possible, the appointment of the practical examiner should be made from the nearby institutions.
 - The remuneration for external practical examiner will be managed by the authority of the Examination Centre.
- 40.2 External Examiner for Dissertation
- Any faculty who is recognized as research guide (Sec.46) of a College or University may be appointed as external examiner to evaluate the dissertation as detailed in Sec.8.3(ii). On recommendation of the CCS, relevant experts outside the Academia may also be appointed as external examiner by the Controller of Examination.

41. Requirements of documents for issue of Mark/Grade sheets, Certificates, Diploma, Degree Transcripts

- 41.1 Mark/Grade sheets, Certificates, Diploma, Degree
- G.U. Registration certificate
 - Online fees payment receipt through guportal.in
- 41.2 Transcript
- G.U. Registration certificate
 - Semester wise marksheets/grade
 - Provisional/final pass certificate
 - online fees payment receipt through guportal.in
 - Details of the address to whom the transcript is to be posted

42. Inter-institutional transfer of students

As per GU-FYUGP Regulations 2023

43. Multiple entry and exit options

Provision for multiple entry and exit is embedded in the course structure of the FYUGP. It will be governed by the GU-FYUGP Regulations, 2023.

44. Change/Switch over of subjects- Major, Minor

As per GU-FYUGP Regulations 2023

45. Guidelines for Internship

- 45.1
- Internships involve working with local industry –both in MSME sector and Heavy industries, government or private organizations, local self-government organizations (e.g., Gaon Panchayat and ZilaParishad) business organizations, artists, crafts persons, and similar entities to provide opportunities for students to actively engage in on-site experiential learning.
 - Research internship may be carried out in academic/R &D institutions
 - to enhance employability of an individual student
 - to develop research aptitude of an individual student

- 45.2 The RDC cell of the university/college will coordinate the internship activities, ensure its effective implementation and coordinate between the internship providing entity and Controller of Examinations for credit transfer.
- 45.3 Duration for a 2-4 credit internship will be eight weeks (Two months)
- 45.4 Credits will be transferred subject to the following:
- The internship is approved by the RDC of the College/university
 - A certificate of successful completion of the internship along with activity logbook and evaluation report of Internship Supervisor of the respective institution where the internship is carried out.
 - Demonstrable evidence of work in the form of a report and seminar presentation by the intern, to be evaluated by a Committee of teachers/experts appointed by the Controller of Examinations. The evaluation may be on the following aspects:
 - Format of presentation and the quality of intern's report
 - Acquisition of skill sets by the intern
 - Originality and any innovative contribution
 - Significance of research outcomes
 - The completion report alongwith the certificate sent to the Controller of Examinations by the RDC
- 46. Requirement of research guide ship for guiding honors with research student of 4th year**
- 46.1 The Academic departments in a college can conduct the FYUGP for awarding the degree of Honours with Research, only if it has at least one permanent faculty member recognized as research supervisor as per GU Ph. D. Regulations, amended up to date.
- 46.2 In the academic departments where no recognized research supervisor is available, students can pursue their research project under joint guide ship, in which case the faculty from the other department must have research guideship as per GU Regulations.
- 46.3 Students will be allowed to carry out their research project in any of the colleges within the academic clusters.
- 46.3 Students can also carry out research project in another knowledge institution in which case the topic has to be approved by the DAC concerned in his/her parent institution. Two copies of the dissertation alongwith a completion certificate from the supervisor has to be submitted at the department and the student has to present his work at the department even if s/he has done so in the institution where it was carried out.
- 47. Appointment, duties and responsibilities of Vigilance Squad to the Examination Centres**
- 47.1 Vigilance Squads will be constituted by the Controller of Examinations and depute to Examination Centres.
- 47.2 The Vigilance Squad will check smooth conduct of examination at the centres as per Gauhati University examination rules and ensure prevention of unfair means at the centres
- 48. Provision for special examination**
- Under special circumstances namely, gross damage or missing of answer scripts due to any unforeseen reasons beyond control of the university and in such circumstances as determined expedient by the Examination Committee, special examination shall be held within stipulated time and declaration of results in a time bound manner ensured.
- 49. Eligibility for Examinership**
- 49.1 For Honours course, a teacher must have taught the subject/paper for a minimum period of three years in an affiliated college/university.

- 49.2 For Elective course, a teacher must have taught the subject/paper for a minimum of two years in an affiliated college/university.
- 49.3 A scrutinizer of any subject/paper must qualify to become an examiner of that subject/paper.
- 49.4 A person who has 'close relative(s)' appearing in a particular university examination shall not be associated with it in any capacity. In this context, 'Close relative' means husband, wife, son, daughter, father, mother, grand-children, son-in-law, daughter-in-law, brother, sister, brother-in-law, sister-in-law, father-in-law, mother-in-law, nephew, niece and first cousin. It shall be the responsibility of the person involved in an examination in any capacity to declare that none of her/his close relative(s) is appearing in that examination.
- 49.5 A question setter must be a regular teacher of the college/university with teaching experience of at least three years

50. Credit transfer from MOOC in SWAYAM or other digital platforms

- 50.1 Students at Gauhati University and its affiliated colleges can opt for MOOC courses from SWAYAM/NPTEL platform or any other digital platform adopted by the university from time to time.
- 50.2 Students can register for a maximum of one MOOC course in a semester from online platforms. A student may register for more than one courses. However, these will not be considered for credit transfer and computation of CGPA/SGPA
- 50.3 MOOC courses shall be allowed only under the IDC, VAC, AEC and SEC category.
- 50.4 The competent authority will consider the online courses offered through SWAYAM or any other digital platforms conforming to the academic requirement of Gauhati University and decide on the courses which are permissible for credit transfer
- 50.5 Credits from only those courses will be admissible to be included in the University Transcript and ABC which are approved by the Academic Council and for which credit mapping is completed by the Controller of Examinations
- 50.6 The MOOC Courses will be notified with other conventional courses in the beginning of each semester by the Controller of Examinations. The Academic departments/colleges through a Faculty Coordinator, will maintain the record of the courses opted by the students and will inform the Controller of Examinations prior to the end semester examination
- 50.7 All the academic departments of GU and the affiliated colleges will notify a Faculty Coordinator who will be responsible for liaising with the Controller of Examinations, approval of the courses to be taken by the students and for sending the MOOC results to Controller of Examinations
- 50.8 GU will ensure award of equivalent credits against the notified MOOC courses provided the relevant course is approved by the MOOC coordinator of the academic department of GU/College and the student indicates requirement of credit transfer at the time of filling up of examination forms.
- 50.9 Once registered for an online course, the student will have to complete the entire cycle of the course including examination only through the digital platform. In no case separate examination will be conducted for the MOOC course contents.
- 50.10 Credit transfer will be allowed only for those MOOC courses for which proctored examination is conducted
- 50.11 If a student fails in an online course, s/he may be allowed to appear for an equivalent course available at GU. In such cases the onus will be on the student to fulfill all the requirements of the course to sit for examination
- 50.12 A student can register for MOOC courses irrespective of semester schedule
- 50.13 No MOOC course will be allowed in the last semester of the three year/four year UG programme
- 50.14 If a MOOC Course approved by GU has lower credit than required for a particular programme, the academic departments of GU and Colleges may make alternative arrangement to make up for the shortfall in credits. The MOOC Coordinator will keep all relevant records and assist the Controller of Examinations in assimilation and transfer of credits

51. Courses from ODL institutions

Courses in ODL mode may be allowed to be taken by students along with conventional courses subject to approval of such courses by Gauhati University.

Students should check the updated, year wise and academic session wise status of the institutions recognized by UGC/Distance Education Bureau (DEB) to offer Programmes through ODL mode

52. Power to remove difficulty:

If any difficulty arises in giving effect to the provisions of the Regulations, the Academic Council may look into the matter or may give such direction(s) not inconsistent with the provisions of the Regulations as may appear to be necessary or expedient for the removal of the difficulty.

53. Transitory Measures: The Examination Committee duly constituted by the Gauhati University is vested with the authority to resolve any issue that may arise in implementation of this Regulations.

Appendix I: Abbreviations

- ABC -Academic Bank of Credits

- AEC -Ability Enhancement Course
- CBCS -Choice Based Credit System
- CBSE -Central Board of Secondary Education
- CCE -Continuous and Comprehensive Evaluation
- CGPA -Cumulative Grade Point Average
- Controller of Examinations -Controller of Examinations
- CITS -Craftsman Instructor Training Scheme
- CTS -Craftsman Training Scheme
- DEB -Distance Education Bureau
- DGT -Directorate General of Training
- DtyController of Examinations-Deputy Controller of Examinations
- FYUGP-Four Year Undergraduate PRogramme
- GU IDOL- Gauhati University Institute of Distance and Open Learning
- HEIs -Higher Education Institutions
- MOOC -Massive Open Online Courses
- MSDE -Ministry of Skill Development and Entrepreneurship
- NAC -National Apprenticeship Certificate
- NAD -National Academic Depository
- NCERT-National Council for Educational Research and Training
- NCrF -National Credit Framework
- NCVET-National Council for Vocational Education and Training
- NEP -National Education Policy
- NHEQF-National Higher Education Qualification Framework
- NIOS -National Institute of Open Schooling
- NPTEL -National Programme on Technology Enhanced Learning
- NSEQF -National School Education Qualification Framework
- NSQF -National Skill Qualifications Framework
- NTA -National Testing Agency
- NTC -National Trade Certificate
- ODL -Open and Distance Learning
- RDC -Research and Development Cell
- SEC -Skill Enhancement Course
- SGPA -Semester Grade Point Average
- SWAYAM-Study Web of Active Learning by Young and Aspiring Mind
- UGC -University Grants Commission
- VAC -Value Added Course

Appendix II: Base documents

Various provisions in this Regulations are primarily drawn from the following (but not limited to) guiding documents:

1. The Gauhati University Act 1947 (as amended up to date), 2016
2. Gauhati University “Statute on Duties and Responsibilities of the Officers of the University (as amended up to date, 2012
3. Regulationss of Three Year Degree Course (TDC) 20-17, Gauhati University
4. Regulationss of the Undergraduate Choice Based Credit System (CBCS)- 2019, Gauhati University
5. GU-FYUGP Regulationss, 2023
6. National Education Policy 2020, [MHRD, Govt. of India](#)
7. Curriculum and Credit Framework for Undergraduate Programmes, [UGC, December, 2022](#)
8. National Higher Education Qualification Framework (NHEQF), UGC, May, 2023
9. National Credit Framework ([NCrF](#)), UGC, April, 2023
10. Model Framework for UG and PG Programmes, Dept. of Higher Education, Govt. of Assam, [May](#), 2023 (Vide AHE-11/33/2022-HIGHER EDU.-Higher Education)
11. UGC (Credit Framework for Online Courses through SWAYAM) Regulations, 2016, The Gazette of India, Part III-Sec 4, 19July, 2016

Appendix III: Format for expulsion report



GAUHATI UNIVERSITY
Guwahati-781014

No. Ex./Expulsion/13/6 /.....

Date.....

EXPULSION REPORT

Controller of Examinations
Gauhati University

This is to report that (Name).....
Code No.....Roll No.....a candidate to
the.....Examination,.....at my centre was found adopting unfair means
in (subject).....Paper.....on.....as detailed
below.

- (i) Copying from printed manuscript/loose sheet /book
- (ii) Copying from scribing on a Scale/Instrument box/Blotting paper/ Question paper/admit card etc.
- (iii) Inserting/smuggling answers procured/written from outside
- (iv) In possession of printed/manuscript loose sheet/book/digital devices, (e.g., smart phone, blue tooth devices etc.
- (v) Copying from digital devices
- (vi) Any other

He/ She was detected red-handed while doing so by invigilator Shri.....
.....in presence of Shri.....

The answer script of the candidate is seized and he/she has been expelled and debarred from appearing at the remaining examinations. His/her answer script with incriminating documents and the original report of the invigilator concerned has been forwarded to you herewith.

N.B. : Please furnish the home address of the above expelled candidate correctly as follows-

Name of the candidate.....
Father's Name.....
Vill:.....P.O.
Dist:Pin No:
E-mail:Ph.....

- Encl..**
- 1. Answer book.
 - 2. Incriminating documents.
 - 3. Statement from the Candidate,
 - 4. Copy of the Notice expelling the Candidate.

Officer-in-Charge

.....Examinations
.....Centre

Signature of the invigilator by whom detected

Signature of witness

NOTE :The report with all enclosures must be sent to the Controller of Examinations, G.U., by name by Registered Post./Messenger.