

**KAMPUR COLLEGE, KAMPUR**

**NAGAON, ASSAM**

Accredited by NAAC with 'B' Grade (2<sup>nd</sup> Cycle)

## **INTERNAL EVALUATION GUIDELINES**



**FOR THE ACADEMIC YEAR**

**2023-2024**

**KAMPUR COLLEGE****কামপুৰ মহাবিদ্যালয়****Dr. Ashim Bora**, M.Sc., Ph.D, AES

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☎ : 03672-291866

Ref. No. ....

Date .....

**EVALUATION GUIDELINES**

Although the college adheres strictly to the internal evaluation guidelines set by the parent university, it also defines its own key principles for the evaluation process. Below are the institutional guidelines regarding internal evaluation:

**1. Accountability and Transparency**

- All concerned are responsible for adhering to these guidelines to maintain transparency, fairness and consistency in the evaluation process.
- Faculty members must ensure that all assessments align with the intended learning outcomes of the course.

**2. Components of Assessment**

Each department must conduct the following assessments for each paper during a semester:

- Class Test: To evaluate students' understanding of specific topics.
- Online Quiz: To test conceptual clarity and application of knowledge.
- Home Assignment: To promote independent learning and critical thinking.
- Sessional Examination: To assess overall comprehension and application of the subject matter. The sessional examination process including evaluation, as per the guidelines of the parent university, must be completed within two weeks.

**3. Use of Rubrics and Clear Evaluation Criteria**

- Grading Rubrics must be provided to students before assessments, outlining the specific criteria for evaluation, weightage for each unit and contents.

**4. Schedule of Assessment**

- All assessments must be conducted and completed as per the timelines specified in the academic calendar. Any delay may only be allowed in exceptional cases, subject to proper scrutiny, including the submission and evaluation of home assignments.

**5. Evaluation and Marking Procedure**

- **Timely Evaluation:** Examiners must complete the evaluation of answer scripts within 7 days from the date of the examination to ensure the timely declaration of results.
- **Page-wise Marking:** Examiners must record the marks for each page of the answer script on the top of the respective page. These marks should be progressively added on each subsequent page, with the total calculated on the last page.

**6. Academic Integrity**

- Strict action should be taken against any form of academic dishonesty, including plagiarism or copying in home assignments.

- Students must be informed about the importance of academic integrity and the consequences of violating it.

## **7. Communication of Results**

- The results of the internal assessment must be communicated to each student individually.
- Students must provide their acknowledgment of the result on the first page of their evaluated answer script.

## **8. Grievance Redressal Mechanism**

- Any concerns or dissatisfaction regarding internal assessment may be appealed to the Grievance Redressal Committee.
- The committee must address and resolve all appeals within three days to ensure a fair and efficient process.

## **9. Record Keeping and Documentation**

- All data related to internal assessments must be recorded at the departmental level, both manually and digitally, to ensure accuracy, accessibility and proper documentation.
- A centralized database should be maintained for all internal assessments to track student performance over time.

## **10. Fairness and Equal Opportunity**

- Equal opportunities must be provided to all students, considering diverse learning styles, needs and backgrounds.
- Special accommodations (e.g., extra time or special examination) should be considered for CWSN (Children with Special Needs).

## **11. Transparency in Question Paper Setting**

- The question papers for internal assessments should be prepared in a transparent manner, following the course syllabus and clearly reflecting the learning objectives of the subject. Faculty members must avoid setting overly difficult or ambiguous questions, ensuring fairness for all students. (see *Annexure-I*)

## **12. Use of Technology in Assessments**

- Departments are encouraged to use online platforms (e.g., Learning Management Systems) for conducting quizzes, submitting assignments and tracking student progress.

## **13. Communication and Reminders**

- Students should be regularly reminded about assessment dates, deadlines and any changes to the schedule through class announcements or online platforms.
- Faculty members must ensure open communication channels to address any concerns related to assessments.

## **14. Reflective Discussions on Students' Performance**

- After each assessment, constructive feedback must be provided to students on their performance, highlighting strengths and areas for improvement.
- Students should have the opportunity to meet with faculty for clarification sessions if needed.
- At the end of the semester, a comprehensive analysis of student performance in internal assessments should be shared with the academic department and the student.
- Departments must ensure that performance data is used to improve future assessments and teaching strategies.

**Internal Assessment Marks Distribution**

For Four Year Under Graduate Programme (FYUGP) 40% of the total marks of each paper is allocated for Internal Assessment and this 40% marks is distributed as under-

**1. Distribution of marks of Internal Assessment for 4 credit paper:**

(a) Home Assignment	= 06 marks
(b) Attendance	= 04 marks
(c) Class Test	= 05 marks
(d) Quiz	= 05 marks
(e) Sessional Examination	= 20 marks
	<hr/> 40 marks

**2. Distribution of marks of Internal Assessment for 3 credit paper:**

(a) Home Assignment	= 06 marks
(b) Attendance	= 04 marks
(c) Class Test/Quiz etc.	= 05 marks
(d) Sessional Examination	= 15 marks
	<hr/> 30 marks

**3. Distribution of marks of Internal Assessment for 2 credit paper:**

(a) Home Assignment	= 06 marks
(b) Attendance	= 04 marks
(c) Sessional Examination	= 10 marks
	<hr/> 20 marks

**4. Question Paper Pattern of Sessional Examination Under FYUGP**

(a) The question paper pattern of sessional examination for a 4 credit paper with 2 hours duration:

i) 1 mark question x 8 Nos	= 08 marks (all are compulsory)
ii) 2 marks question x 6 Nos	= 12 marks (out of 8 or 9 options)
iii) 5 marks question x 2 Nos	= 10 marks (out of 3 or 4 options)
iv) 10 marks question x 1 No	= 10 marks (out of 2 or 3 options)
	<hr/> 40 marks (to be normalised to 20 marks)

(b) The question paper pattern of sessional examination for a 3 credit paper with 1 and a half hours duration:

i) 1 mark question x 5 Nos	= 05 marks (all are compulsory)
ii) 2 marks question x 5 Nos	= 10 marks (out of 7 or 8 options)
iii) 5 marks question x 1 No	= 05 marks (out of 2 or 3 options)
iv) 10 marks question x 1 No	= 10 marks (out of 2 or 3 options)
	<hr/> 30 marks (to be normalised to 15 marks)

❖ *If a 3 credit paper contains 1 credit of practical component, the marks of sessional examination would be of 20 marks*

(c) The question paper pattern of sessional examination for a 2 credit paper & CBCS 5<sup>th</sup> semester with 1 hour duration:

i) 1 mark question x 4 Nos	= 04 marks (all are compulsory)
ii) 2 marks question x 3 Nos	= 06 marks (out of 5 or 6 options)
iii) 10 marks question x 1 No	= 10 marks (out of 2 or 3 options)
	<hr/> 20 marks (to be normalised to 10 marks)

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**INVIGILATION GUIDELINES**

Although the college adheres strictly to the internal evaluation guidelines set by the parent university, it also defines its own key principles for the evaluation process. Below are the institutional guidelines regarding invigilation:

**1. Appointment of Invigilators**

- Invigilators must be appointed in such a way that they have no association with the subject or paper being examined.
- Invigilators must be issued appointment letters well in advance, clearly specifying the exact date, time and venue of their duties.
- Under no circumstances can invigilation duties be altered or changed without consulting the Assistant Officer In-Charge (A.O.C.).
- An invigilator may be assigned for every forty (40) examinees. Inexperienced invigilators may be paired with an experienced invigilator for guidance.

**2. Reporting**

- Invigilators must report to the examination centre 30 minutes before the commencement of the examination.
- They should collect the required examination materials from examination centre and enter the examination hall 15 minutes before the examination begins to ensure proper setup and readiness.

**3. Distribution of Examination Materials**

- Answer scripts are to be distributed 15 minutes before the start of the examination.
- Question papers must be distributed in such a way that the last examinee receives their question paper no later than the final minute before the start of the examination.

**4. Permitted and Prohibited Materials**

- **Permitted Items:**
  - ✓ Examinees are allowed to use only a pen, pencil, and scale in the examination hall.
- **Prohibited Items:**
  - ☒ All learning materials (e.g., notes, books), mobile phones, calculators and other electronic gadgets must be kept outside the examination hall or in designated areas.
  - ☒ Examinees found in possession of such items during the examination will face disciplinary action.

**5. Entry and Exit of Examinees**

- **Entry:**
  - ✓ Examinees must arrive at the examination hall at least 15 minutes before the examination begins.



- ✓ In exceptional circumstances, examinees may be permitted to enter up to 30 minutes after the start of the examination, with appropriate reasons documented.
- **Exit:**
  - ✓ Examinees may leave the examination hall for restroom use for a maximum of 5 minutes, with a designated guard assigned at the restroom to ensure proper monitoring.
  - ✓ Any delay in returning beyond the allocated time must be documented or reported to the A.O.C. or Officer-in-Charge (O.C.) immediately.
  - ✓ The examinees may be allowed to leave the examination hall **one hour** after the examination has started, provided that he/she is unable to continue answering. This permission can only be granted **after collecting the answer script**.

## 6. Seating and Attendance Management

- Ensure examinees are seated according to the seat plan to minimise the chances of malpractice.
- Attendance is to be taken by circulating an attendance sheet.
- Invigilators must ensure that each examinee signs the attendance sheet to confirm their presence.

## 7. Verification of Examinee

- Invigilators must sign in the specified space on the answer script after thoroughly verifying the examinees' details such as including the code/roll number, registration number, subject, paper, and the name of the examination.

## 8. Vigilance During Examination

- Invigilators must patrol the examination hall periodically to deter and detect any unfair practices.
- Invigilators must not leave the examination hall under any circumstances until the end of the examination, unless relieved by a designated reliever.
- The reliever will replace an invigilator for a maximum of 15 minutes at a time, or as needed.
- The reliever will carry out the same duties as the invigilators until the end of the examination.
- Invigilators may assist examinees if they have difficulty in understanding a word or phrase in the question paper. However, this assistance should be strictly limited to clarifying the language used, without providing any guidance on the content or answers. Examinees must raise their hand to seek attention if they have a query or require assistance, without calling out verbally.

## 9. Maintenance of Discipline

- Invigilators must maintain strict discipline in the examination hall by ensuring silence and orderly conduct.
- Any personal conversations or distractions that may compromise the sanctity of the examination should be strictly avoided.
- Invigilators should ensure minimal noise in the examination hall and surrounding areas by prohibiting conversation and loitering near/in the examination hall to avoid distractions.
- Invigilators must keep their mobile phones on silent mode to avoid distractions. Additionally, gossiping, engaging in conversations between invigilators or engaging in reading or writing is prohibited to ensure a focused and professional environment during the examination.
- No refreshments are allowed inside the examination hall, except for a cup of tea.
- Invigilators must not show any interest in observing or reading the question paper to maintain neutrality and avoid any appearance of bias or interference during the examination.

## 10. Handling Unfair Means

- Invigilators must be vigilant to detect and report the use of unfair means. Instances include, but are not limited to, the following:

- ✓ **Copying from Materials:** Printed manuscripts, loose sheets, books or scribbled notes on scales, blotting papers, question papers, etc.
- ✓ **Possession of Unauthorized Materials:** Printed or handwritten notes, loose sheets or books relevant to the examination.
- ✓ **Use of Electronic Devices:** Mobile phones, tablets, laptops, earphones/earpods, smartwatches or any electronic gadget.
- ✓ **Collusion:** Copying answers from or sharing answers with fellow examinees, as well as engaging in conversation or discussion during the examination.
- ✓ **External Inputs:** Smuggling answer scripts or receiving assistance from outside the examination hall.
- ✓ **Digital or Physical Aids:** Receiving answers through digital or physical means.
- **Action on Unfair Means:**
  - ✓ Confiscate any unauthorized material or devices.
  - ✓ **First Offense:** Issue a warning to the examinee.
  - ✓ **Second Offense:** Deduct 5 marks.
  - ✓ **Third Offense:** Expel the examinee from the examination hall, following the established procedure for expulsion.

### 11. Use of Bell Timings

- **Clear Announcement:** Ensure examination timings are clearly communicated to all examinees.
- **First Bell:** 15 minutes before the start of the examination.
- **Second Bell:** At the exact start of the examination.
- **Hourly Bell:** Ring at each hour to indicate the passage of time, helping students track their progress.
- **Warning Bell:** 15 minutes before the end of the examination as a reminder to complete or review.
- **Final Bell:** At the end of the examination.

### 12. Post-Examination Duties

- Collect and verify the answer scripts to ensure that all scripts are accounted for.
- Submit the answer scripts to the A.O.C.

### 13. Emergency Protocols

In case of emergencies (e.g., illness of an examinee), invigilators must promptly inform the A.O.C. and handle the situation calmly to avoid disruption.

  
 Principal  
 Kampur College  
 Kampur, Nagaon, Assam

# **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**

<b>Type of qualifications</b>	<b>qualification titles/nomenclature with programme duration</b>
Undergraduate Certificate	<b>Undergraduate Certificate (Field of study/discipline).</b> 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	<b>Undergraduate Diploma (Field of study/discipline).</b> 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	<b>Bachelor of (Field of study/discipline) the undergraduate programme</b>  Examples: <b>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.</b> Programme duration: Three years (six semesters). <b>Bachelor of Education (B.Ed):</b> Programme duration: Two years (four semesters) after completing a Bachelor's degree programme <b>Bachelor of Education (B.Ed.).</b> 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)	<b>Bachelor of (Field of study/discipline) (Honours/ Honours with Research).</b> Programme duration: Four years (eight semesters). <b>Bachelor of Technology (B.Tech.).</b> Programme duration: Four years (eight semesters).
Post-Graduate Diploma	<b>Post-Graduate Diploma in (Field of study/discipline).</b> 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	<b>Master of (Field of study/discipline).</b> 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. <b>Master of (Field of study/discipline):</b> 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><b>Integrated Bachelor's - Master's degree programmes.</b>  Programme duration: five years (ten semesters) after successfully completing secondary education (Grade 12 of school education)</p> <p><b>Master of Education (M.Ed.).</b>  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><b>Master of Arts (Education).</b>  Programme duration: Two years (Four semesters) after completing a Bachelor's degree programme) •</p> <p><b>Master of Technology (M.Tech.).</b>  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**

<b>NHEQF Levels</b>	<b>Example of higher education qualifications located within each level</b>
Level 4.5	<b>Undergraduate Certificate.</b> 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	<b>Undergraduate Diploma.</b> 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	<b>Bachelor's Degree.</b> Programme duration: First three years (Six semesters) of the four-year undergraduate programme
Level 6	<b>Bachelor's Degree</b> (Honours/ Honours with Research). Programme duration: Four years (eight semesters).
Level 6	<b>Post-Graduate Diploma.</b> 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	<b>Master's degree.</b> (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	<b>Master's degree.</b> (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	<b>Master's degree.</b> (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**

<b>Example of Higher Education Qualification located within each level (including Science/Arts/Commerce and Vocational qualifications)</b>	<b>Total learning hours per year</b>	<b>Total credits per year</b>	<b>NcrF credit levels</b>	<b>Credit points</b>
<b>C-1</b>	<b>C-2</b>	<b>C-3</b>	<b>C-4</b>	<b>C-5=C-4*C-3</b>
<b>Undergraduate Certificate</b> Programme duration: First year (first two semesters) of of any undergraduate programme	1200	40	4.5	180
<b>Undergraduate Diploma</b> Programme duration: First two years (first four semesters) of of any undergraduate programme,	1200	40	5	200
<b>Bachelor's degree</b> Programme duration: Three years (six semesters) of any undergraduate programme	1200	40	5.5	220
<b>Bachelor's degree</b> (Honours/ Honours with Research) Programme duration: Four years (eight semesters) of any undergraduate programme	1200	40	6	240
<b>Post-Graduate Diploma</b> Programme duration one year(two semesters) after any Bahelor's Degree i. PGD after 3-year Bachelor Degree/2 semesters of the 2 <sup>nd</sup> year Master's Degree ii. PGD after 4-year Bahelor Degree	1200	40	i. 6 ii. 6.5	i. 240 ii. 260
<b>Master's degree</b> Programme duration: One year (Two semesters) after obtaining a 4-yearBachelor's Degree (Honours/Honours with research	1200	40	6.5	260
<b>Master's degree</b> Programme duration: two years (Four semesters) after obtaining a 3-yearBachelor's Degree	1200	40	6.5	260
<b>Master's degree</b> 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 7<sup>th</sup> Semester.
- 8.2 Minimum CGPA of 7.5 will be required at the end of 6<sup>th</sup> 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 8<sup>th</sup> Semester. However, effectively a student can avail a duration of one year with allotment of research supervisor and topic at the beginning of the 7<sup>th</sup> 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 15 days 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 Regulations 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  $i^{\text{th}}$  course and  $G_i$  is the grade point scored by the student in the  $i^{\text{th}}$  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  $i^{\text{th}}$  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
	<b>SGPA</b>				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
<b>CGPA= 6.73</b> 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 6<sup>th</sup> semester
- 18.4 A student may be allowed to sit for the 6<sup>th</sup> Semester examination provided s/he doesnot have arrear in more than six papers till the 5<sup>th</sup> 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 (1<sup>st</sup> and 2<sup>nd</sup> Semester Examinations), Diploma after completing 2<sup>nd</sup> Year (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and

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

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

After the completion of 3rd Year (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> Semester Examinations) students will be eligible to get bachelor degree and on completion of 4<sup>th</sup> Year (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> 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 4<sup>th</sup> 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.