

## **UNFAIR MEANS CASES**

### **INDISCIPLINE IN EXAMINATIONS**

A strict code of conduct in examination is put into practice, to give a credible Examination System which is the key to excellence in academic pursuits.

Any student who:

- i. Submits forged or fake documents in connection with the examination.
- ii. Commits impersonation in the examination.
- iii. Copies from any paper, book, notes or electronic devices.
- iv. Mutilates the Answer Book.
- v. Substitutes the whole or part of an Answer Book or Continuation Sheet in the Examination Centre which is not duly issued to her for examination.
- vi. Possesses any kind of material/ electronic device, which may be helpful to her in the examination.
- vii. Does anything, which she should not do morally or legally in connection with the examination and which may be helpful to her in the examination.
- viii. Refuses to obey the examination staff or refuses to follow the instructions issued by the University in connection with the examination.
- ix. Misbehaves or creates any kind of disturbance in or around the examination center.
- x. Uses abusive or obscene language in an Answer Book.
- xi. Discloses her identity or makes an appeal in her Answer Book to the Assessor.
- xii. Attempts to influence the Assessor/Examiners/Supervisory Staff/ University employees directly or through her relatives/friends with the objective of gaining benefit in the examination/paper assessing.
- xiii. Possesses any kind of weapon in or around examination center.
- xiv. Instigates others to stage a walkout or resort to a pen-down strike.

shall be regarded as using **Unfair Means**, Such student shall be liable to strict penalties by the Unfair Means Committee, after proper proceedings and giving the candidates fair chance of showing cause.

### **Disciplinary Action**

No punishment shall be imposed, unless a student accused of using Unfair Means in an Examination, has been given a reasonable opportunity of showing cause against the action proposed to be taken with respect to her. An appropriate charge sheet in this regard will be issued to her. If a student fail to file any written statement or, fail to appear before the Unfair

Means Committee on the specified date and time an ex-parte decision will be taken without giving any further notice.

The Unfair Means Cases Committee after due investigation shall take any of the following

**Disciplinary Action** keeping in view the nature and intensity of offence:

- i. Cancellation of Paper.
- ii. Fine of Rs. 10,000/-to 20,000/-per Paper.
- iii. Suspension from Program for one semester.
- iv. Expulsion forever from the University.
- v. If a student commits a cognizable offence, the University may, in addition to taking action under the above regulations, initiate legal proceedings against the offender under the law.

## **GRADING SYSTEM**

Final grade in each course shall be awarded to the students on the basis of marks obtained by the students in the respective course. These grades will be translated into Grade Points (GP). For determining a student's position at the end of every semester, the Grade Point Average (GPA) system shall be used.

## **GRADING FORMULA**

Equivalence between Letter Grading and Numerical Grading shall be as follows:

### **GRADE POINT AVERAGE (GPA)**

GPA is a performance indicator of a student in the semester concerned and is calculated as:

$$GPA = \frac{\text{Total weighted points of all courses taken in the semester concerned}}{\text{Total number of credits enrolled for in the semester concerned}}$$

Weighted points = Grade points multiplied by the number of credits of the course concerned.

$$= (\text{Grade points}) \times (\text{Credit hours of the course concerned})$$

### **CUMULATIVE GRADE POINT AVERAGE (CGPA)**

CGPA is a performance indicator of a student in all the semesters passed so far and is calculated as:

$$CGPA = \frac{\text{Total weighted points of all courses taken in all semesters}}{\text{Total number of Credits enrolled for in all semesters}}$$

### **GRADING CHART BS PROGRAM**

| <b>Marks in Percentage</b> | <b>Letter Grade</b> | <b>Numeric Value of Grade<br/>(Grade points)</b> |
|----------------------------|---------------------|--------------------------------------------------|
| 85 and above               | A+                  | 4.00                                             |
| 80-84                      | A                   | 3.70                                             |
| 75-79                      | B+                  | 3.40                                             |
| 70-74                      | B                   | 3.00                                             |
| 65-69                      | B-                  | 2.50                                             |
| 60-64                      | C+                  | 2.00                                             |
| 55-59                      | C                   | 1.50                                             |
| 50-54                      | D                   | 1.00                                             |
| 49 and below               | F                   | 0.0                                              |
|                            | I                   | Incomplete                                       |
|                            | IP                  | In Progress                                      |
|                            | R                   | Repeat                                           |
|                            | W                   | Withdrawal                                       |

### **INCOMPLETE GRADES (I GRADE)**

- In case a student is unable to appear in the Final Term Examination of a semester due to some unavoidable circumstances, she may be allowed to repeat the course when that course is offered next time following the rules as under:
- The student must have fulfilled the required number of lectures.
- The student must have completed the Mid Term Examinations and sessional work during the semester.
- Such student shall be given Incomplete Grade ('I' Grade) by Controller of Examinations on the recommendation of the Chairperson/Incharge of respective department through Dean of respective faculty.
- The student will only have to appear in the Final Term Examination whenever the course is offered next time.
- The student can register 'I' Grade in maximum TWO (02) courses in a semester.

### **MISSED EXAMINATIONS**

- Retake of Final Term Examination is not allowed in any case.
- Only a student who missed midterm Examinations due to her own marriage, Hajj, sickness of Child, medical reasons including maternity/ accident or death in immediate family is allowed the re-take of Special Examinations on Payment of Rs. 5000/- per paper. Partial waiver may be granted in special circumstances on the recommendation of Chairperson of Department concerned/Dean and approval of the Vice Chancellor.
- Applications, other than the mentioned reasons will not be entertained. Therefore shall be rejected at departmental level.
- An application with relevant documentary proof for Special Examination will be granted on request of the student through the Chairperson of respective department.
- All applications based on medical grounds will be examined/verified by the University Medical officer.
- All applications for re-examinations shall reach the office of the Controller of Examinations, through proper channel, within or prior to the midterm examinations week.
- Applications sent after the prescribed time, will not be entertained.

### **RECHECKING OF FINAL TERM PAPER**

- A student can apply to the Controller of Examinations for rechecking of the answer book of Final Term Examinations of a Semester within 15 days of the date of declaration of result, on prescribed Performa after payment of paper rechecking fee of Rs.2000/- per paper.
- During Re-checking, the Re-checking Committee, constituted by the Vice Chancellor shall check:
  - i. Total marks awarded in the answer book.
  - ii. The posting of marks from inside to the front page of answer book.
  - iii. Any question left unmarked.
- The Answer Books once marked shall not be re-evaluated.

### **ASSESSMENT FORMAT FOR BS PROGRAM**

The weightage of marks for each **theory course** in a Semester shall be as under:

|       |                                                                                                                         |            |
|-------|-------------------------------------------------------------------------------------------------------------------------|------------|
| i.    | Internal Assessment <ul style="list-style-type: none"><li>a. Mid Term Examinations</li><li>b. *Sessional Work</li></ul> | 25%<br>25% |
| ii.   | Final Term Examinations                                                                                                 | 50%        |
| Total |                                                                                                                         | 100%       |

\*The course instructor shall be responsible for allocation of sessional work (i.e. quizzes/ assignments/ presentations/ class assessment etc.) and shall inform the students about the allocation at the start of each semester.

The weightage of marks for each Lab/Practical course in a Semester shall be as under:

|       |                                                                                              |      |
|-------|----------------------------------------------------------------------------------------------|------|
| i.    | Internal Assessment <ul style="list-style-type: none"><li>a. Mid Term Examinations</li></ul> | 50%  |
| ii.   | Final Term Examinations                                                                      | 50%  |
| Total |                                                                                              | 100% |

## **REPEAT COURSES**

- For BS/BBA Program, if a student wants to improve grade C or D, she is allowed to repeat maximum FIVE (05) courses to improve her grade, after the submission of course registration fee.
- For Lateral Entry Program, if a student wants to improve grade C or D, she is allowed to repeat maximum TWO (02) courses to improve her grade, after the submission of course registration fee.
- A student can improve a course only in summer semester or in 9th or 10th semester after submitting prescribed fee.

## **PROBATION**

The students acquire less than 2.00/4.00 CGPA but more than 1.50/4.00 CGPA in a semester will be promoted with the condition (Promoted on Probation).

After first probation, if student get again the CGPA less than 2.00/4.00 CGPA but more than 1.50/4.00 CGPA within the first four semesters she shall be dropped from university rolls. However, she will be eligible to seek re-admission.

## **DROPPED**

- If a student is unable to obtain CGPA of 1.50/4.00 in any semester shall stand automatically dropped from the rolls. However, she will be eligible to seek re-admission if her CGPA is at least 1.20.

## **RE-ADMISSION**

Re-admission will be allowed only once during BS/ BBA degree program. Re-admission will be allowed after the payment of full admission fee.

### **Re- Admission Policy (From Batch 2019 to Batch 2022)**

Student shall be required to repeat all courses (both Pass and Fail) of that semester on the basis of which she is dropped and seek re-admission.

**Re- Admission Policy (From Batch 2023 to Onwards)**

The courses of dropped semester with C and above Grade, shall be considered and accepted of that semester on the basis of which she is dropped and seek re-admission upon the recommendation of the Controller of Examination w.e.f. Fall-2023 Batch onwards.

**CGPA IMPROVEMENT**

A student who completes all the courses, obtains CGPA of less than 2.00 but not less than 1.90 at the end of the 8th semester of BS program, may be allowed to repeat one or more course(s) in which she had obtained the lowest grades, in order to improve the CGPA, so as to obtain the minimum of 2.00, failing which she shall not be awarded degree and removed from the rolls of the university. In case of CGPA Improvement 'IMP' shall be recorded on the transcript.

**BS DEGREE REQUIREMENTS**

- She has to score at least 2.00/4.00 CGPA at the end of program for the award of Degree.