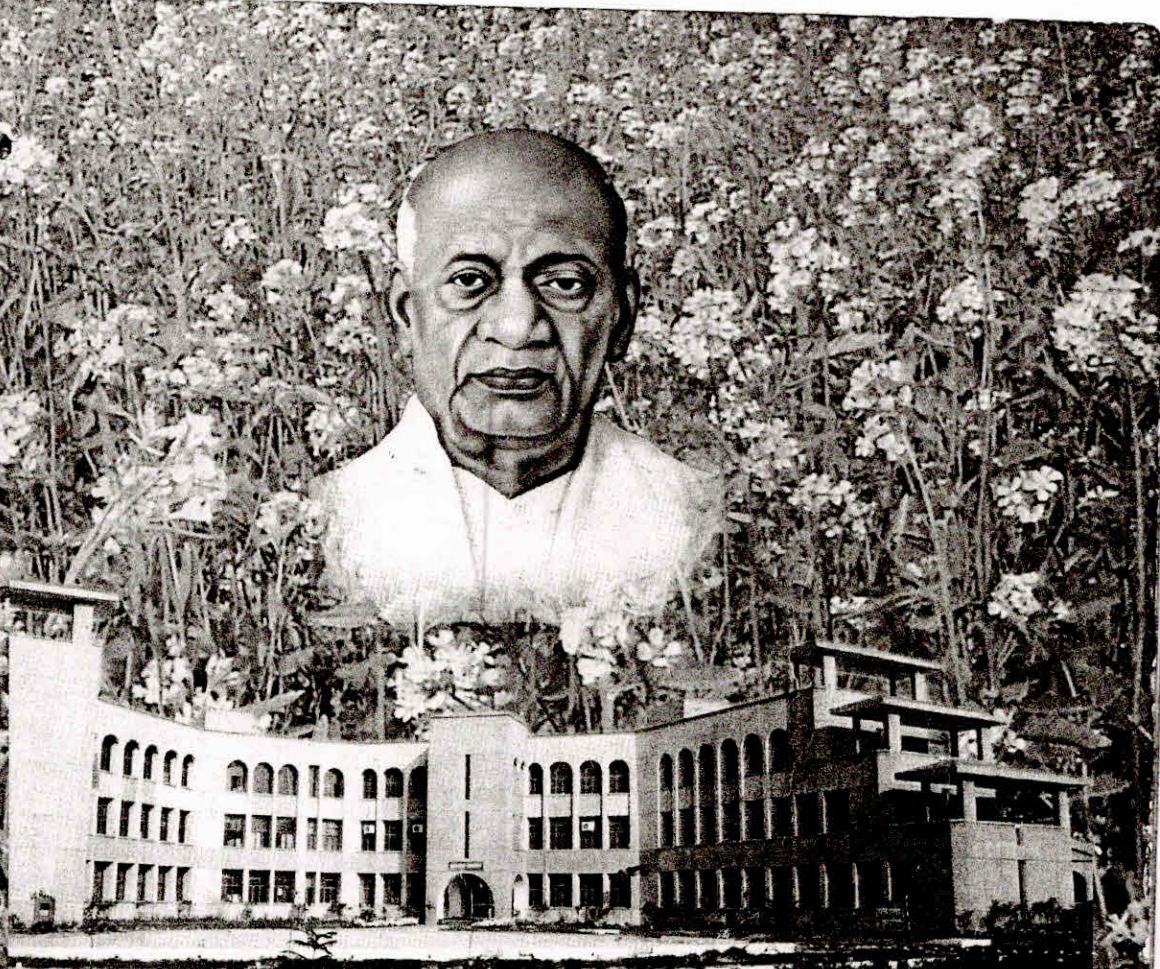


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ACADEMIC REGULATIONS



Office of the Registrar

Sardar Vallabh Bhai Patel University of Agriculture & Technology

Meerut - 250 110 (U.P.) India

2007

CHAPTER-IV

REGULATIONS ON THE CONDUCT OF EXAMINATIONS

1 Date of Enforcement

These regulations shall come into force with effect from the date of its resolution i.e. 29.8.2005.

2 Extent of Application

These regulations shall apply to all the students already on the rolls of the University as well as those seeking admission to the University or admitted to the University hereafter.

3 Interpretation

Subject to such advice as may be given by the Chancellor, the decision of the Vice-chancellor about the interpretation of any Regulation (s) shall be final and no suit, application, petition, revision or appeal shall lie in a court of law or any other authority outside the University in respect of interpretation of these Regulations.

4 Types of Examinations

The examinations shall be of the following types :

- i Pre-final examinations:
 - a Short quizzes (unannounced)
 - b Hourly examinations
 - c Practical /lab /viva
- ii Semester final examinations
- iii Other examinations:
 - a Preliminary examinations
 - b Proficiency examinations
 - c Make-up examinations
 - d Any other type of examinations as may be prescribed by the Academic Council from time to time.

- 5 There shall be at least two pre-final examinations in each course. The first pre-final examination shall be held in the 6th –7th week and the second in the 12th – 13th week of the Semester.



"As pre-final make-up examination shall be conducted in the 15th week of the Semester, which shall be called make-up for any one of the missed pre-final examinations. No make-up of this examination shall be granted under any circumstance/s. This pre-final make-up examination shall include the course covered upto the 14th week of the semester".

The distribution of marks for course of normal nature having lectures, laboratory and assignment, would be 40% for final, 40-50% for pre-final and 10-20% for final lab. examination, Viva-voce, assignment etc.

For courses consisting of only lectures, the distribution of marks would be 40% for final and 50% for pre-finals. However, if the instructor decides to conduct more than two pre-final examinations, the distribution of marks would be 40% for final and 60% pre-finals.

No pre-final examination shall carry weightage of more than 25%.

There shall be no written semester final examination in purely laboratory type course and courses of special type like P.C.P., Project, Seminar, Special Problem, Clinical Practice, NSS and the like. For such courses distribution of marks will be decided by the Instructor with the approval of HOD. No change in the distribution of marks would be permissible without prior approval of the HOD.

6 Final Lab/Practical/Viva-voce Examinations

All final practical & Viva-voce examinations shall be finished one week before the commencement of Semester Final Examinations. Practical and Viva-voce shall carry 10-20% of marks except for courses of purely practical nature. The make-up of Final Lab./Practical/Viva-voce shall be completed before the start of semester final examinations subject to regulations on make-up for final examinations.

7 Semester Final Examinations

The semester final examination shall be held on the dates notified by the Registrar and shall carry 40% marks except in case of courses of purely theoretical nature where the weightage of marks of final examination may go up to 50%.

a The educational tours may be organized in such a way that it should not disturb the academic programme, i.e. advisement, registration and examination. To utilize the full tour money, students can be paid halting allowance if the funds permit.

The Deans/Directors should fix such tours in Semester Break or during the summer vacation.

b The Academic programme must always get preference over any programme including extra-curricular activities, tours etc.



Guidelines for preparation of Question paper for Semester Final Examinations/ Semester Final Make-up Examinations

In order to strengthen the existing system of examination, the Instructor(s) concerned and one more faculty member of the department will set the paper containing questions two times more than the number of questions to be attempted and should cover the entire syllabus of the course(s). The paper so prepared will be handed over to the HOD concerned in a sealed cover 2-3 days prior to date of examination. The HOD and one more senior faculty member of the department will moderate the question paper and ensure that the entire course contents are covered and get the question paper finalized and hand over to the Instructor concerned for conduct of examination. After the examination is over, the evaluation of the answer-books will be done by the other faculty member of the department. The marks given shall be handed over to the Instructor concerned who shall thereafter submit the grades. However, in the department(s) where there are only 2-3 faculty members available and the course(s) is of highly specialized nature, the Instructor concerned will set the question paper containing questions three times more than the questions to be attempted and covering the entire course contents and hand over to the HOD 2-3 days prior to date of examination. The HOD after doing moderation will get the question paper finalized and hand it over to the Instructor concerned for conducting the examination. In such cases the Instructor teaching the course(s) will also evaluate the answer-books and submit the grades. In case where HOD is teaching the course(s), the other senior faculty member of the department will moderate the question papers. At the time of showing the answer books to the students, both the Instructor teaching the course and the person who evaluated the answer books shall be present.

8 Adjustment of Examinations dates

In the event of any break-down or dislocation of the normally academic functioning of the University for whatever reasons, the dates specified as above for pre-final and other examination shall be suitably adjusted by the Dean of the College concerned.

9 Preparation of Examination Schedule

The final examination schedule shall be prepared by the Registrar and notified to the students and staff ten days before the commencement of the examination.

The final examinations once fixed shall not be postponed and nobody should issue orders for such postponement and that no major activity would be scheduled during the period of examination.

10 Seating Arrangement

The examination shall be conducted in all the colleges for which arrangement s. All be made by the Registrar. As far as possible the students of a college shall be allotted examination halls in the same college.

The student shall be seated strictly according to the seating plan. Invigilators and the Examination Superintendents shall enforce this and the Invigilators Incharge shall be supplied with a copy of the seating arrangement chart in each room.

Refusal of a student to occupy the seat allotted to him in the seating plan shall be construed as an attempt to use unfair means.

11 Supply of Examination Material

Examination material, such as answer-books, twine, drawing papers, log tables, graph paper etc. will be supplied by the Registrar.

12 Duration of Examination

Courses having less than 3 credits shall have the final examination of at least, one hour and those having 3 credits or more, 2 hours or more.

13 Appearing in the Final Examination

Candidates coming late by more than 30 minutes in any examination shall not be allowed to appear in that examination and no examinee shall be allowed to go out of the examination hall for the first 30 minutes.

14 Proficiency Examination

A proficiency examination may be administered in any course that the student has passed before entering the University. The student shall apply to the HOD for Proficiency Examination, who would recommend the case to the Dean of the College concerned. All such examinations must have prior approval of the Registrar.

15 Grades

The grade in Proficiency Examination shall be :

- i Satisfactory
- ii Unsatisfactory

No student shall be given a grade as ' Satisfactory' unless he has made at least 6.000 in the examination. Proficiency Examination shall be given under the following restrictions and no official record shall be made of failure in the examinations.

- i They may not be taken only by persons who are in residence.
- ii They may not be taken by students who have received credit for one semester or more in the subject in advance of the course in which the examination is requested.



16 A Proficiency Examination may also be administered upto a maximum adjustment of 10+1 credit (i.e. limit remains at 10 credits with marginal adjustment of 1 credit) of course work subject to the following conditions:

- i Such Proficiency Examination(s) shall be administered at the end of the degree programme.
- ii If a student fails in this proficiency examination he can appear in one more change for a proficiency examination after a lapse of one month. Normally, a student shall not be allowed a third chance for proficiency examination except in the following exceptional circumstances:
 - 1 That the student has already cleared all other courses with satisfactory performance and is left with only one course in which he failed twice in the proficiency examination.
 - 2 That he has completed a maximum duration permissible for completion of the degree programme.
- iii The following procedure shall be observed in granting this third proficiency examination under exceptional circumstances :
 - a The third time a proficiency examination must be administered after a lapse of two months. The instructor for this proficiency examination should be specifically assigned by the Dean concerned in advance. The Instructor should call the student after a period of one month from the date of earlier proficiency examination and before administering the final examination must give him two or three examinations in the nature of hourly examination to judge whether he has studied well and to ensure that he has been paying full attention to the third proficiency examination.
 - b These periodically administered examinations will not be marked nor will they count towards the proficiency examination.
 - c It should be made clear to the student in the order sanctioning proficiency examination for the third time that further chance for proficiency examination or re-registration in the course would not be permissible under any circumstances.
- iv If a student fails in the second attempt also, he will have to repeat the course.
- v Such Proficiency Examination(s) shall be given out of the entire course, which the student, could not pass because of any reason including the missing or failure in any hourly, quiz and semester final examination or for other reasons where in the opinion of the Dean the student has sufficient exposure to the subject matter of the course.

- vi Such Proficiency Examination (s) shall be given only after the student has a minimum attendance of 50% in that course.
- vii The student shall be awarded grade 'E' in the first instance when he has either failed to appear in the final examination or otherwise obtained the grade 'E' in the course.
- viii The student shall apply to the HOD through the Instructor /Advisor requesting for a Proficiency Examination in the course in which he desires to apply under the above conditions.
- ix The decision on such applications would be taken by the Dean of the College concerned and the Proficiency Examination (s) sanctioned will be administered by the Instructor concerned or by other Instructor who may be nominated by the Dean.

17 Exemptions

Exemption in the particular course shall be granted to the student if he has already passed an equivalent examination of the graduate or postgraduate standard. Such cases shall be examined by the Instructor(s) concerned who would recommend the case through the HOD to the Dean of the College in which the course is being taught. The student shall be exempted from such course (s) by the Dean concerned. He shall be given credit (s) without awarding the grade.

18 Make up Examinations

- a **Pre-final Examinations :** Out of Pre-Exams. student will be allowed make-up for any one of the examination missed by him by the Instructor himself. Under no circumstance a make-up for more than one examination would be permissible irrespective of the reasons. The make-up examination in lieu of the missed pre-final examination shall be administered in the 15th week of the Semester. No make-up of these examinations shall under any circumstances be permissible.
- b **Final Lab Practical/Viva-voce Examinations :** Make-up of the final lab practical /Viva-voce examinations missed by a student shall be completed before the announcement of the Semester final examinations. This make-up will be allowed by the Dean of the college as per regulation for Semester final make-up. No make-up of the final lab/Viva-voce examinations will be admissible after the commencement of the Semester Final Examinations.
- c **Final Examinations :** Normally no make-up shall be permissible in lieu of the missed final examination(s). However, under special circumstances, make-up examination may be permitted at the discretion of the Dean of the College concerned subject to such directions as may be issued by the Vice-chancellor from time to time on any one or more grounds such as:

1 Hospitalization of the student for a period of 72 hours in Govt. Hospital or as per reference of the Medical Officer Incharge of the University.

No exemption may be allowed for the diseases for which no clinical examination is possible. In other words, headache, abdomen pain, giddiness etc. shall not be regarded as sufficient justification for make-up examination.

2 Death of parent(s)

3 Attending interview (for final year students, i.e. if his degree is to be completed within next semester only).

4 Attendance in court case(s)

5 Participation in National Level Competitions, Debates, Sports & Games etc. organized by various central agencies.

Note : Question Paper for Semester Final Make-up Examination shall be prepared in accordance with the provisions made under 7(c) above titled guidelines for preparation of Question Paper for Semester Final Examinations/Semester Final Make-up Examinations.

Procedure for obtaining the make-up examination

1 If a student failed to appear at any semester final examination for reasons beyond his control, he must file an application on the very day on which the examination is missed.

2 The application for make-up examination must be supported with medical certificate and medical examination report and should be routed through the Hostel Warden/Advisor /Dean concerned.

3 No application for make-up examination shall be considered if received after 72 hours from the expiry of the last date of the semester final examination.

4 The application for exemption should be submitted on the date of commencement of sickness itself. The student should be examined by the Advisor/Warden and Chief Warden, besides the Medical Officer.

5 Exemption should be granted only if the Chief Warden certifies that he has himself seen the student and found him in a state of sickness to justify the exemption and that the student has been admitted to the hospital.

6 The make-up examinations would be held immediately after regular examination as per schedule notified by the Dean of the college concerned.

19 Restrictions for Student on Academic Probation

Students on Academic Probation shall not be allowed to represent the University in functions held outside the campus.

20 Instructions for Paper Setter Instructors /Invigilators

- 1 Normally no staff member shall be assigned to teach a course, conduct of examination, evaluation, invigilation (in the particular exam.) etc. where his/her immediate blood relation may be a student.
- 2 All the paper setters shall reach the college in which their examination has been fixed along with the question papers, to distribute the question paper among the students atleast half-an-hour before the commencement of the examination concerned. There shall be sufficient extra papers for each room to meet any emergency.
- 3 In case any instructor goes on leave during the final examinations or pre-final examinations or make-up examinations or lab final examinations, he should hand over the question papers to the Dean/Director/HOD concerned, who will be responsible to make necessary arrangements to hold these examinations on scheduled dates and time.
- 4 In each college, one room shall be earmarked as Examination Office where the examination material shall be available.
- 5 All paper setters shall prepare in advance separate packets of question papers for each room of examination. The number of papers shall be clearly marked on each packet. The student appearing for a particular examination shall be mentioned in the examination schedule.
- 6 All invigilators shall come to the examination office at least half an hour before the commencement of the examination. The examination halls shall be opened 15 minutes before the start of examination in the presence of the Instructor I/C.
- 7 All the invigilators will check in each room the identity cards of all the students in their examination rooms to verify their identity.
- 8 A blank answer book marked 'A' shall be provided to each student in the first instance. Students demanding additional answer book shall be provided with blank answer book marked 'B'.
- 9 Invigilator Incharge shall take attendance of the students 20 minutes after the commencement of each exam. on the attendance sheet to be provided and in the manner required by the Registrar.
- 10 After taking attendance, the invigilators shall check and see that the balance of question papers left after tallying with the attendance.
- 11 At the end of the examination, answer books shall be collected from all the students by the invigilators. The Invigilator Incharge shall deposit blank answer books etc. in the examination office immediately after the examination is over and deliver filled-up answer books to the Instructor concerned directly.



12 The invigilator shall allow only those students in the examination hall as are mentioned in the room chart of the examination hall. In case of omission of the name of any student from the chart, the Invigilator Incharge may exercise his own discretion and notify the fact to the Registrar immediately.

13 Invigilator finding any student resorting to unfair means in the examination or creating disturbance or acting in any manner so as to cause any inconvenience to other students in the examination hall shall report the matter at once to the Registrar and the Dean concerned for suitable action.

21 Examination Superintendent

The Deans of College or their nominees shall act as Superintendent of Examination for the respective Colleges and shall be responsible for the proper conduct of supervision of the examinations.

22 Flying Squad

To make surprise inspections at various examination centers during the semester final examination a flying squad consisting of 2 to 4 Professors belonging to other faculties may be constituted by the Registrar. The name of Professor will be obtained from the Dean of the College. The flying Squad will be expected to make inspection of observance of regulations of Conducted examinations and will submit report to the Vice-chancellor with copies to Dean of the College concerned and Registrar immediately after the final exams. are over.

23 Cyclostyling and Duplicating of Question Papers

1 All the clerks assigned the work of cyclostyling /duplicating shall remain with the Instructors till the commencement of the examination. The teachers may, however type out their own papers, if they know typing.

2 One room in each college shall be earmarked as Confidential Room for examination purposes and typing and duplicating work will be done in that room.

3 Typing and duplicating work shall be taken a day before the start of each examination in the presence of the Instructor concerned in the confidential room earmarked for the purpose.

24 Preparation of Final Examination Result

1 Each Instructor shall prepare four copies of Instructor's Result slips (Grade Reports) in the proforma prescribed by the Registrar giving the academic performance of the student in his course

2 Each copy of the Instructor's Result slip shall be signed by the Instructor and his HOD.



- 3 Each Instructor shall fill the marks obtained in the various examinations in the Semester and final grade obtained by the Student in the prescribed form. In case of over writing or alteration or cutting, the Instructor shall delete the whole line and re-write the whole matter and put his signature.
- 4 The result slips shall be prepared in four copies. The Instructor, at the end of the course in a Semester, shall send two copies of the result containing the marks of various examinations during the Semester and grades of the students in his course to the Dean through HOD. The Dean shall forward one copy to the Registrar. The third copy shall be sent to the HOD and the fourth copy shall be displayed on the Notice Board for the information of students.
- 5 Each Instructor shall prepare the Result Slip College-wise and Id. No. wise.
- 6 The Instructor shall submit the grade slips within 6 days from the date of examination positively.

25 Tabulation of Results

- 1 Tabulation of the result shall be done from the Instructor's result slip in the office of the Dean and the Registrar separately, simultaneously and independently of each other.
- 2 The tabulation work shall be completed within three days from the last date of the receipt of the grade slips from the Instructors.
- 3 Tabulation sheets shall be supplied by the Registrar and tabulation at both officer shall be done in accordance with the procedure and rules prescribed by the Registrar.
- 4 To assist the Registrar's office in the tabulation & preparation of results, each college shall depute clerk/typist(s) to the office of the Registrar.
- 5 Each tabulation sheet shall be signed by the Clerk Incharge and the officer concerned.

26 Checking of Tabulation Sheets

- 1 After the tabulation sheets in the office of the Dean are ready, he shall send the same to the office of the Registrar, which shall be returned to him after the results are compared.
- 2 The Deans of the Colleges will nominate two pairs of staff members from respective college for comparing the tabulation sheets prepared in two different offices.
- 3 In case any entry does not tally, the teacher deputed for this purpose shall check it from the original result slip registration card adding/withdrawal form too, if necessary and recalculate the grade point average whenever found wrong. Each



such correction shall be signed and separate entry shall be recorded for such mistakes by the checking officer.

27 Preparation of Grade Reports

- 1 After comparison of the rolls by the checking office(s) is completed, the assistants shall transcribe the grades on the individual report cards.
- 2 The teachers deputed for this purpose shall further check the transcribed grade on the student report cards and put up their signatures on the individual report cards.
- 3 The grade reports shall mention specifically both the name of the course and course number.

28 Accuracy of Tabulation Charts/Sheets and Grade Reports

The tabulation clerks shall do their best to bring accuracy on preparation of tabulation charts/sheets and grade reports. In case of more than three mistakes he shall have to explain thereof.

29 Mid Term Report

The Instructor(s) concerned of the different courses shall send the mid term reports of the students whose performance is unsatisfactory through the Advisor(s) to the guardian/parent on the prescribed proforma within ten days from the first pre-final exam. The results of the first pre-final exam shall form the basis for the purpose of this clause.

30 Student Records

All the student records maintained in the office of the Registrar shall be treated as official and final.

31 Evaluation and Grading and Significance of Grades

- 1 Each course offered in the University shall be given a certain number of credit hours in accordance with the amount of work which the student does in the class room, the laboratory and outside study.
- 2 Each student shall be examined in every course from time to time throughout the semester. While examining the students, the Instructor shall mark individual questions in numerical (no rounding off) and then convert the total number of marks obtained into points.

The 'Points' earned in a course will be total marks obtained by a student out of 100, divided by 10. The Points secured in course(s) will be 'Points in course(s) X Credit(s) of the course(s)'. The significance of points for undergraduate students shall be as follows :

Percentage of Marks	Points
100	10
90-below 100	9-below 10
80-below 90	8-below 9
70-below 80	7-below 8
60-below 70	6-below 7
50-below 60 (Barely Pass)	5-below 6
Below 50 (Fail)	Below 5
e.g., 80.76	8.076
57.25	5.725
43.80	4.380
72.50 (But Shortage of Attendance)	Fail (1 Point)

- 3 After the marks obtained by a student at various examinations held in a course during a semester including semester final examinations marks are added up and the result awarded.
- 4 Divisions shall also be mentioned on the completed transcripts and the provisional degree certificates of the graduates of the University along with the overall grade point average on the basis of the following equivalence.

32 Calculation of GPA/CGPA/OGPA

- 1 For calculation of Grade Point Average (GPA), Cumulative Grade Point Average (CGPA) and Overall Grade Point Average (OGPA), the following shall be the formula/procedure

$$\text{GPA} = \text{Total Points Secured} / \text{Total Credits (For I Semester only)}$$

$$\text{CGPA} = \frac{\sum \text{Total Points Secured}}{\sum \text{Course Credits}}$$

$$\text{OGPA} = \frac{\sum \text{Total Points earned (after excluding failure points)}}{\sum \text{Course Credits}}$$

- 2 The following shall be the formula for conversion of the overall grade point average into aggregate percentage of marks

$$\text{Formula : Percentage of Marks} = \text{OGPA} \times 100/10$$

$$\text{e.g. if the OGPA is 6.000 then the percentage of marks would be } 6.000 \times 100/10 = 60\%$$

3 While converting the credits of the course from Semester to Trimester system anyone of the following alternatives may be followed without any disadvantage to the students.

i OGPA shall be calculated without any conversion i.e. Trimester credits and points and Semester credits & Points shall be taken as such for calculating the OGPA.

OR

ii The Semester credits may be converted into Trimester credits and OGPA may be worked out.

OR

iii Trimester credits may be converted into Semester credits.

4 For purposes of Academic Probation–Dropping, readmission, only CGPA will be taken into account.

Minimum Credit to be completed in a year

5 Each undergraduate student must complete a minimum of 24 credits during a year consisting of two semesters.

33 Uniformity of Standards for Examinations

1 When a course is being taught by more than one Instructor the common course work, evaluation, grading & final marking shall be on a common standard for all the examinations. They shall mutually consult each other, the HOD and the Dean in this regard.

2 When more than one Instructor(s) are teaching the same subject to the same class in various groups, they shall maintain the uniformity of standards for the same class and for the same course examined at the same time through a common examination conducted by all the Instructors together and grades given on the basis of consensus. If the Instructors are unable to reach the consensus, they shall give marks separately according to their own judgment. The grades shall be based on the average of the marking by all the Instructors.

3 a If a HOD is satisfied or has reasons to believe that marking /grading in a particular course has been abnormal, he shall submit a detailed report to the Dean of the College concerned recommending re-evaluation or re-assessment of the answer books giving full details of the reasons for his belief that the marking/grading has been abnormal.

b On receiving such a report, the Dean, after such an enquiry or checking as he may deem proper, pass necessary orders on the report.

- c In case the Dean is satisfied that there is not a prima facie case and there has been no abnormality in marking /grading of the answer books, he may communicate the same to the HOD and submit a report accordingly to the Vice-chancellor.
- d In case where the Dean is satisfied that there is a *Prima facie* case he shall appoint a committee for re-assessment and re-examination of the answer-books with the approval of the Vice-chancellor. The committee shall consist of 3 to 5 members, the majority of whom shall be of the same specialization in which the answer books are to be re-examined. The committee shall submit its report within a week from the date of receiving such a reference. Among other things, the committee shall specifically report whether the grading/marking has been uniform or whether there has been any abnormality in marking/grading from student to student and also whether in the opinion of the committee the abnormal variation has been because of negligence or of any malafide intentions.
- e If as a result or re-evaluation/re-examination of the answer books it is found that the marks awarded by the Instructor are not significantly different, there should be no change in the marks/grades.
- f In case, however, it is revealed that the variation in marking/grading as reported by the committee and as done by the Instructor is significant, the marks awarded by the committee shall be treated as final. Consequent change(s) in grades as a result of re-marking of the answer books shall be affected after the approval of the Vice-chancellor.
- g All re-assessment or re-evaluation that may be necessary shall be completed within two weeks of the date of registration in the following semester, except in case of final semester students who are to complete their degree in a particular semester when it should be completed within a week from the date of registration in the following semester after which all such cases shall be treated as closed and no re-evaluation shall be done under any circumstances.

34 Scrutiny

1. a If any student desires scrutiny in any course, he shall be permitted to do so with a scrutiny fee of Rs. 100.00 per paper.
- b He shall have to file an application on the prescribed form which can be obtained from the office of the Registrar.
- c After having the approval of the Registrar, he will present the form to the Instructor concerned.

- 2 Scrutiny means checking of marks, examination of question(s) left unmarked and reassessment of the question(s) already marked.
- 3 Answer-books of the semester final examinations shall be shown by the Instructor concerned to the students on the day following registration for the following semester.
- 4 Application for scrutiny of results shall be entertained upto seven days after showing the semester final examination answer books to students, after which no such application shall be entertained that is normally after eight days of the start of the semester.
- 5 The result of scrutiny shall be intimated to the Registrar as soon as possible, but in no case later than two weeks from the date of registration.

35 Change of Grades as a Result of Scrutiny

After the grade is revised as a result of scrutiny the Instructor will send the grade, with reasons under which grade has been revised, through his HOD to the Dean, who will examine and forward the same to the office of the Registrar. All such grades revised as a result of scrutiny will be forwarded to the Vice-chancellor after the last date of scrutiny. Necessary correction in the students' report card would be made after the approval of the Vice-chancellor is received.

36 Retention of the Examination Answer Books

- 1 Instructors must retain the answer books with them till at least the last date for revision of the grades was over and show the answer book to the students to understand their mistakes after the commencement of the next semester.
- 2 The Instructors shall announce the date, time and place for showing the semester final examination answer-books to the students, after reopening of the University in the following semester in the last lecture of the class. Any change in the date so fixed shall be notified to the students immediately after reopening of the University in the following semester.
- 3 After the last date for revision of the grades was over and the answer books had been shown to the students, the Instructor may pass on the answer-books to the HOD concerned for disposal.
- 4 Marks obtained by students in pre-final and semester final examinations should be shown to students, explaining the mistakes committed by them and the reasons for deducting marks. In the case of Semester final exams, the Instructors shall retain the answer-books with them till the commencement of the next semester.

37 Concession to Student on Joining Armed Forces

In a given semester, if a student has pursued the studies for not less than 14 weeks, he shall, on his readmission be given a proficiency examination for which the grade shall be either 'pass' or 'fail'. No letter grade shall be awarded.

If a student leaves the University for joining the Armed Forces, before completion of at least 14 weeks of study, he shall have to repeat a course on his readmission to the University. However, he shall be allowed to drop the course without prejudices.

38 Use of Unfair Means

1 The terms 'use of unfair means in the examination' or 'attempt to use unfair means in the examination' shall denote the items prescribed by the Academic Council, through its resolutions, from time to time. The following items are included in the category:

- i Possession of any books, notes, chits or such other material and also any note(s) or signs written on any part of the body, furniture or any other material pertaining to the subject-matter or the examination in the examination hall during the examination hours.
- ii Talking, whispering or signalling in any form in the examination hall or outside the examination hall during the examination hours.
- iii Copying or allowing to copy.
- iv Any other activity, which may give undue advantage in the examination to any student.
- v Any attempt to use any other means which in the opinion of the Vice-chancellor may be construed to be unfair.

2 Every student shall be required to bring his own examination material, such as set squares, scales and the like, himself, as he shall not be permitted to borrow any of these material from fellow students in the examination hall.

3 If any student is found to have used or attempted to use 'Unfair means' in any examination, his answer-book shall be seized by the Invigilator Incharge forthwith. The student may, however, be permitted to answer the remaining part of the question paper but on a separate answer book.

4 The Invigilator Incharge shall submit a detailed report along with the answer books of the student and other related material, if any, to the examination superintendent (Dean of the College) concerned immediately after examination is over, with a copy to the Registrar & the Dean of the college concerned.

- 5 A written statement of the student, found to use or attempting to use unfair means in the examination hall will be obtained by the Invigilator Incharge and be forwarded with his report along with any other materials found with the student which should be signed by the student concerned in token of the same having been recovered from his possession.
- 6 In case the student refuses to give a statement, he shall not be forced to do so but the fact of his refusal is to be recorded by the Invigilator Incharge in his report.
- 7 The Examination Superintendent shall forward the report of the Invigilator Incharge to the Student Discipline Committee for detailed investigation, which shall send its report to the Vice-chancellor with specific recommendations within a week from the date of report.
- 8 Students found using or attempting to use unfair means or copying during a pre-final examination shall be debarred from that Semester.
- 9 Students found using or attempting to use unfair-means or copying during a Semester Final Examination shall be debarred from the current and the next Semester.
- 10 Debarring a student would be treated as having been dropped from the University.

39 Medium of Examination

The medium of examination shall be the same as prescribed by the Academic Council as the medium of instruction.

40 Medium of Instruction

- 1 Hindi/English shall be the medium of Instruction for B.Sc. Ag. Programme.
- 2 Instruction shall also be imparted in English in the above mentioned degree programmes for the facility of foreign students and the students whose mother tongue is other than Hindi and who do not know Hindi provided sufficient number of students are available to comprise one section.
- 3 The medium of instruction for B. Tech. (Biotech.) /Master's /Ph.D. programme should continue to be English until such time as suitable text books become available.

Allotment of Medium of Instruction

- 4 The medium of instruction shall be allotted on the basis of performance of students in entrance examination in order of merit and their choice by the Dean of the college. Foreign students and students whose mother tongue is other than Hindi may be allowed English medium provisionally.

5 The student who fails to get English medium in the beginning of the first Semester may be permitted to change the medium of instruction from Hindi to English if they secure a grade point average of 7.500 or above at the end of first semester. Such change shall, however, be permitted in order of merit according to the G.P.A. and also subject to the availability of seats in English medium section(s).

41 Proficiency Examination in Hindi (For undergraduate students)

1 All foreign students shall be exempted from the Hindi course. However, foreign students desirous of learning Hindi, with a view to be better conversant with Indian culture shall be allowed to offer the Hindi course(s), and in case they pass course(s), a mention of the same shall be made in their transcripts.

2 All undergraduate students who have not passed their High School or equivalent examination with Hindi and who are required to offer Hindi course(s) shall be divided by the instructor concerned in the following two categories on the basis of proficiency examination (oral or written) to be conducted by the Department of Social Sciences & Humanities

a Those who are totally unacquainted with Hindi as judged on the basis of proficiency exam.

b Those who have some acquaintance with the rudiments of Hindi learning, as judged on the basis of proficiency examination.

The student in the first category shall be required to study Hindi remedials and the students in the second category shall be required to study only one Hindi course.

42 Formula For Conversion of Quarter/Trimester and Annual Credits

The following formula shall be applied for purpose of conversion of Quarter, Trimester and Annual credit into Semester credits

2 quarter credits = 1 semester credit

1.5 trimester credits = 1 semester credit

1 annual credit = 2 semester credit