



ST. XAVIER'S COLLEGE, RANCHI

(An Autonomous College of Ranchi University)

Examination Rules and Regulations

1. The Examination Committee

The Examination Committee shall have the final authority in matters concerning examinations.

2. Composition of the Examination Committee

The examination committee shall have the following members.

Principal (Chairperson)

Vice Principal

Registrar

Bursar

Deans of Arts, Commerce, Student's Welfare and Vocational course, Controller of Examination (Convener-cum-Member Secretary)

Five members of the teaching staff.

(There shall be two members each from Science and Arts and one from Commerce. They shall be nominated by the Principal in consultation with the Deans on a rotational basis for a term 2 years).

In case of a mid-term vacancy of a nominated member, the newly nominated member shall serve for a full term of 2 years

No nominated member shall serve the committee for two consecutive terms.

3. Function of the Examination Committee:

1. A minimum of 60% of the nominated members including the Deans shall constitute the quorum.
2. The examination committee shall lay down policy guidelines for the conduct of all college examinations.
3. The committee shall forward the results of the college examinations to the University of Ranchi for necessary at the end of the academic session.
4. It shall review periodically the examination system, including the results and submit a report to the Academic Council of the college.
5. It shall take decisions regarding complaints of unfair means and other related matters, including constitution of enquiry committees, if necessary.

6. The Committee may propose amendments in the examination system of the college for the improvement of quality and credibility of the system.
7. The committee may appoint observer/observers for the conduct of the End-Semester Examination including both theory and practical examinations. The observer(s) shall submit a daily report to the Principal in a given format certifying that the examination have been fair.

4. Examination Department:

1. The examination department shall consist of a full time Controller of Examination to be appointed by the Principal and three part time Assistant Controllers of Examinations to be nominated by the Examination Committee. The appointment/nomination will be for a term of two years.
2. The Controller of Examination shall be paid a special pay of Rs. 5000/- per month.
3. The Assistant Controller of Examination shall be paid a special pay of Rs. 4000/- per month.
4. In case of a mid-term vacancy of a nominated member, the newly nominated member shall serve the department for a full term of two years from the date of his/her nomination.
5. No controller of examination shall serve the Examination Department for more than two consecutive terms and not for more than three terms in his/her service period.
6. In case of non-availability of a competent candidate willing to shoulder the responsibilities of Controller of Examinations to continue for a third consecutive term.
7. There shall be a number of clerical staff to assist the examination department.

5. Functions of the Examination Department

1. The Examination department shall be accountable to the Examination Committee.
2. **Paper Setting**:-For each paper (Theory and Practical), the examination department shall invite from the HOD's four names of possible Paper Setters/Examiners of which two shall be external. These names shall be submitted to the Principal who will select any two out of these four to act as Paper Setter/Examiner. However, he may consult the HOD concerned, if necessary. Paper Setters and Head Examiners should have at least seven years of teaching experience and co-examiners should have at least three years of teaching experience.
3. **Evaluation**:- If the number of examinees in a paper is 150, or less, the paper setter may also be the evaluator. If the number of examinees exceeds 150, more evaluators shall be appointed by the Examination Department in consultation with the principal and the HOD's concerned, as the need may be following the same procedure as outlined in rule 5.2.
4. The Examination Department shall issue appointment letters to the examiners/paper-setters/evaluator.

5. The Examination Department shall make arrangements for the printing of the question papers for all the examinations.
6. The Examination Department shall issue examination forms to the students on receiving the clearance slip and shall collect the completed examination forms from them.
7. The Examination Department shall issue admit cards to eligible candidates.
8. The Examination Department shall appoint invigilators and other staff required for examination work.
9. The Examination Department shall code the answer-books after the completion of the examination as soon as possible.
10. The Examination Department shall arrange a centralized evaluation (if required) in consultation with the Principal.
11. The Examination Department shall decode the answer –books after the completion of the evaluation work.
12. The Examination Department shall make arrangements for tabulating the marks.
13. The Examination Department shall display the marks obtained by the students in each of the End-Semester examinations and shall send a copy of it to the departments concerned.
14. The Examination Department shall ensure the safety and security of all documents related to the examination.
15. The Examination Department shall perform any other duties related to examinations as entrusted to it by the Principal.

6. Program of Studies

UNDERGRADUATE (NON-VOCATIONAL) COURSES (B.A., B.Sc., B.Com)

1. The college shall follow the Semester System.
2. In each academic year, there shall be two Semesters.
3. Each Honours Course shall be divided into six semesters.
4. The total marks for an Honours course shall be 1600.
5. An Honours student shall study two subsidiary subjects and a compulsory language paper up to fourth semester. There shall be no subsidiary subject in fifth and sixth semesters. Total marks of each subsidiary and compulsory Language paper shall be 400.
6. In 5th and 6th semesters there shall be a compulsory paper on GS/ES. Total marks in this subject shall be 200 distributed equally over the two semesters.
7. Pass marks in Honours for both and practical papers shall be 45%.
8. Pass marks in subsidiary subjects shall be 33% for theory papers and 40% for practical papers.
9. Pass marks for Compulsory Language paper shall be 33%. Pass marks in MIL Non-Hindi and MB shall also be 33% in aggregate; however, a student shall have to score at least 15 marks in each of the papers.
10. Pass marks GS/ES papers shall be 33%.

11. A student shall have to pass separately in theory and Practical papers of a subject in each semester.
12. Marks scored in theory and practical shall be indicated separately in the marks sheet.

VOCATIONAL HONOURS COURSES (CA, IT, ASPSM, OMSP, PPI, Functional English, MCVP)

1. Each Vocational Honours Course shall be divided into six semesters.
2. Total marks for a vocational course shall be 1200.
3. A Vocational Honours student shall study two subsidiary subjects and a compulsory Language paper up to fourth semester. There shall be no subsidiary subject in fifth and sixth semesters. Total marks of each subsidiary subject and compulsory language paper shall be 400.
4. In 6th semesters there shall be a compulsory paper on EDP (Entrepreneurship Development Programme). Full marks in this subject shall be 100.
5. In 6th semesters, students shall have to do two OJT's (On job Trainings) and one Project. The OJT's having total marks of 50 shall be evaluated internally and the project having full marks 50 shall be evaluated externally. A student shall have to secure a minimum of 23 marks in OJT's and project separately.
6. Pass marks in Vocational Honours for both theory and practical papers shall be 45%.
7. Pass marks in subsidiary subjects shall be 33% for theory and 40% for practical papers.
8. Pass marks for Compulsory Language paper shall be 33%. Pass marks in MIL Non-Hindi and MB shall be 33% in aggregate; however, a student shall have to score at least 15 marks in each of the papers.
9. Pass marks in EDP papers shall be 33%.
10. A student shall have to pass separately in theory and Practical papers of a subject in each semester.
11. Marks scored in theory and practical shall be indicated separately in the marks sheet.

BACHELOR IN BUSINESS ADMINISTRATION

1. The three years course consists of six semesters and a total of 30 papers (total marks 3000)
2. Semesters 1, 2, 3 & 4 have six papers each.
3. All papers in semester 1, 2, 3 & 4 are of 100 marks.
4. **Expect papers 11 and 12** in semester 2, all papers in semester 1, 2, 3 and 4 have following marks break up
Mid semester=30
End semester=70
Pass marks=45
5. Papers 11 and 12 of semester 2 have the following marks break-up
Internal assessment=50

External assessment (End Semester)=50

Students have to pass **both** in Internal Assessment and End-Semester Examination separately and the **pass marks** out of 50 is **23**.

6. In semester 5 and 6, students have to study 3 papers in each semester (according to their choice of specialization)
7. All papers in semester 5 and 6 are of 100 marks.
8. Break-up of marks for all papers of semester 5 and 6 except paper 30 of semester 6 is **Mid semester=30**
End semester=70
Pass marks=45
9. For paper 30, which is a project, the marks break-up is as follows:
Mentor's assessment=10
Internal assessment =20
Viva and Report (External Assessment) =70

BIO-TECHNOLOGY HONOURS

1. B.Sc. Biotechnology Honours course shall be divided into six semesters.
2. The total marks for this Honours course shall be 1600.
3. An Honours student shall study two subsidiaries (Zoology and Chemistry only) and a compulsory Language paper up to fourth semester. There shall be no subsidiary subject in fifth and sixth semesters. Total marks of each subsidiary subject and compulsory Language paper shall be 400.
4. In fifth and sixth semesters there shall be a compulsory paper on GS/ES. Total marks in this subject shall be 200 distributed equally over the two semesters.
5. Pass marks in Honours for both theory and practical papers shall be 45%.
6. Pass marks in subsidiary subjects shall be 33% for theory papers and 40% for practical papers.
7. Pass marks in subsidiary Language paper shall be 33% for theory, Pass marks in MIL, Non- Hindi and MB shall also be 33% in aggregate; however, a student shall have to score at least 15 marks in each of the papers.
8. Pass marks in GS/ES papers shall be 33%.
9. A student shall have to pass separately in theory and practical papers of a subject in each semester.
10. Marks scored in theory and practical shall be indicated separately in the marks sheet.

PG DIPLOMA IN HUMAN RIGHTS

1. The said Course comprise of 6 papers of 100 marks each.
2. The duration of the Course shall be of one year divided into two semesters. Each semester shall comprise of 3 papers.
3. Each paper shall be of 100 marks of which 20 marks is assigned for field work/project and 70 marks for the End-Sem Examination.
4. The pass marks in each paper shall be 45% taking the total marks obtained in the End-Semester and the Project/Field Work.

POSTGRADUATE COURSES IN ARTS AND COMMERCE:

1. Each postgraduate programme in Arts and Commerce shall be divided into four semesters.
2. Each course shall be divided into 16 papers of 100 marks each.
3. In each paper of 100 marks, there shall be a Mid-Semester Examination of 30 marks and an End-Semester Examination of 70 marks.
4. The End-Semester Examination in the odd semesters (I and III) shall be held in December and in the even semester (II and IV) it shall be held in May. The Mid-Semester Examination in the odd semesters (I and III) shall be held in October and in the even semesters (II and IV) it shall be held in March.
5. In the End-Semester Examination, a minimum of 50% of the total number of papers (that is, 2 papers out of 4) shall be required to be set and evaluated outside Ranchi University, preferably outside the State of Jharkhand.
6. The pass marks in each paper shall be 45% , taking the total of marks obtained in the Mid-Semester Examination and End-Semester Examinations in each paper. In the aggregate also the pass marks shall be 45%.
7. All other provisions regarding the conduct of the Mid-Semester and End-Semester Examinations, attendance requirements, examination fee requirements, promotion to a higher semester, re-registration, declaration of class, matters related to the use of unfair means in examinations and the award shall be the same as provided for the undergraduate non-vocational courses described herein.
8. There will be no supplementary Examination for PG Courses.

Bachelor of Education:

1. Academic session of B.Ed is divided into two terminal examination (Internal) and one Final Examination.
2. B.Ed. Course consists of Nine Papers, out of which five papers are of theory, two papers are of practical, one paper is of Craft and one Optional paper.
3. In each theory paper of 100 marks 20 marks is for internal assessment and 80 marks for Final Examination. Same scheme of marks distribution is followed for Craft and Optional paper also.
4. Two practical papers based on Method subjects consist of 100 marks each.
5. Pass marks for each theory paper is 33 and that for practical is 40. There is no passing mark required for Optional paper. However, surplus marks (above 50) obtained in Optional paper will be added to grand total.
6. Students shall have to pass separately in theory and practical papers.
7. Marks obtained in Internal and External assessments of each paper shall be mentioned separately on the marks sheet.

7. Pattern of Examination

1. The odd Semester (I/III/V) Examination shall be held in the month of December and the Even Semester (II/IV/VI) Examination in the month of May.
2. The End-Semester Examination shall be held as per schedule displayed on the college notice board by the Examination Department. The Examination Department shall get the examination scheduled approved by the Examination Committee before displaying it.
3. The examinations at the end of a particular semester will be conducted only in the papers offered in the current semesters, i.e. at the end of the old semesters; examinations will be held only for the papers offered in the odd semesters. Similarly at the end of the even semesters, examinations will be held only in the papers offered in the even semesters.
4. After the publication of the result of each End-Semester Examinations, the examinees will be provided with a transcript reflecting their marks / grade obtained in each paper.

8. Evaluation System

1. The student performance in each theory paper of the Honours/Post Graduate course shall be evaluated out of a maximum of 100 (or 75) marks of which 30 (or 25) marks shall be for Mid-Semester Examination and 70 (or 50) marks shall be for the End-Semester Examination.
2. The internal assessment in theory papers of Honours/PG courses shall be based on Mid-Semester Examination of one hour duration per paper to be conducted by the Examination Department. Mid-Semester Examinations shall be conducted in the month of March and August.
3. If a student misses the Mid-Semester Examination due to valid reasons (to be ascertained by the Head of the Department on the basis of documental proof provided by the student), the HOD concerned may arrange a special Mid-Semester Examination for such student. However, only one such special Mid-Semester Examination shall be held for all such cases and it should be conducted at least three weeks ahead of the End-Semester Examinations. The HODs shall be required to inform the Examination Department before conducting such tests.
4. In the theory papers of subsidiary subjects, compulsory Language paper, GS/ES papers and all practical papers (Hons. And subsidiary), only End-Semester Examinations will be held.
5. Re-evaluation of the answer script shall not be allowed.
6. A student can apply for the scrutiny of his/her answer script, after paying the required fee for it, within 15 days of the publication of the results. The paper shall be scrutinized by the Examination Department (or by a person appointed by it in consultation with the Principal) to see if any question (or part thereof) has been left unmarked or, whether marks obtained have been transcribed correctly.

9. UNFAIR MEANS

The following shall be deemed to be unfair means.

1. Talking to any person inside or outside the examination hall during the examination hours without the permission of a member of the supervisory staff.
2. Leaving the examination hall without submitting the answer book or continuation sheet, if any, to the invigilator concerned and taking away, tearing off or otherwise disposing off the same or any part thereof.
3. Writing answer to a question or anything relating to a question on any other piece of paper, cloth, desk, body parts, except the answer book or the continuation sheet supplied to the examinee.
4. Using abusive language in the examination hall or writing the same in the answer book.
5. Making an appeal to the examiner through answer book.
6. Possession by examinee or having access to books, notes, papers or any other unwanted material.
7. Passing on or trying to pass on a copy of question or a part thereof, or the question paper itself or a part thereof, or solution to a question or a part thereof, or the answer script / continuation sheet or a part thereof, to any other candidate or person during the examination hours.
8. Receiving or trying to receive with or without the help or connivance of any member of the supervisory or the menial staff or any outside agency, solution to a question or a part thereof.
9. Concealing, disfiguring, rendering illegible, destroying, swallowing, running away with, causing disappearance of or attempting to do any of these things in respect of any book, paper or other material or device, used or attempted to be used for assistance in answering a question or a part thereof.
10. Taking into the examination hall an answer book or a continuation sheet, or taking out or arranging to send out an answer book or a continuation sheet, or replacing or attempting to get replaced the answer book or continuation sheet, during or after the examination with or without the help or connivance of any other person connected with the examination or through any other agency, whatsoever.
11. Influencing directly or indirectly, an examiner, tabulator or any other person connected with the examinations, with the object of inducing him / her to leak out the question paper or any part thereof, or to enhance marks, or to favorably evaluate, to change the marks awarded in favour of the candidate.
12. Intimidating, threatening, manhandling, using violence, show of force in any form against any invigilator or a person on duty in the examination, or against any examinee, shouting, causing commotion in any manner, inciting or otherwise persuading examinees to walkout from the examination hall, creating or contributing to a situation leading to violence, or disturbance, or obstruction to the smooth functioning of the examination.
13. Impersonating for a candidate in the examination.
14. Forgoing a document or using a forged document in any matter relating to the examination.

15. The examination committee may declare by resolution an act of omission or commission, to be unfair means.

If any student is found to have used or attempted to use unfair means in any examination:

1. His /her answer book shall be seized by the invigilator/any person concerned with the conduct of examination.
2. Invigilator/the person concerned shall submit a detailed report along with the answer book(s) of the student and other related material(s), if any, to the Examination Controller immediately.
3. Written statement to this effect shall be obtained from the student by the Examination Controller.
4. In case a student refuses to give a statement/ is unavailable for the purpose, he/she shall not be forced to do so but the fact of refusal be recorded by the Examination controller in the report.
5. The student reported to have used unfair means shall be expelled from that semester examination. No marks shall be awarded to him/her in any paper of that semester examination.
6. Such students shall not be allowed to take admission in the next higher semester. They shall have to appear in the Mid-Semester and End-Semester Examinations with the regular students in the next academic year in order to clear the papers offered to him in the semester examination in which he/she was caught using unfair means.
7. A notice to this effect shall be subsequently issued by the Principal. However, the matter shall be reported to the Examination committee for further action, if any.
8. A student caught using unfair means in the regular End-Semester Examinations will be allowed to appear in the carry papers of previous semesters, if any.
9. If a student is caught using unfair means in the examination for the second time, he/she shall be issued Transfer Certificate from the college.

The committee nominated by the Principal for going into complaints regarding unfair means shall meet within a week of the completion of the examination concerned. It shall recommend appropriate action as per the College Examination Rules, irrespective of the fact that the matter has been reported for the legal action under Anti-copying Act, Jharkhand. The decision shall be communicated to the students concerned immediately. All disputes concerning examinations shall be settled in the courts to Ranchi, Jharkhand only.

10. Promotion rules to higher semesters

1. A student having an attendance record of less than 60% shall not be promoted to the next higher semester, irrespective of the number of carry papers that he/she has. Such students shall have to repeat the semester in the next academic session. Make up classes shall not be available to these students.
2. Promotion of a student from an even semester to the next higher (odd) semester is subject to the minimum academic performance requirements.
3. To be eligible for promotion from second to third and from fourth to fifth semester, a student must have maintained to minimum to 60% attendance in the previous semesters and should not have more than two carry papers in Honours, and three carry papers in subsidiary subjects and Language Paper taken together.
4. A promoted student shall be required to clear, all the papers in which he/she has failed, in the subsequent Semesters.
5. A student, who is not eligible for promotion to the next higher (odd) semester for reasons of not having passed in the prescribed number of papers, shall be required to reappear in the Mid-Semester and End-Semester Examinations of the carry papers with the regular students in the next academic year.
6. A student will not be awarded a degree unless he/she has cleared all the papers offered (including practical papers) within a period of 5 years from the date of his/her admission in the college.

11 Attendance Requirements

- 1 A student must maintain an attendance record of at least 75% in individual subjects. Attendance in lectures, tests and practical classes will count towards the calculation of his/her attendance percentage.
- 2 Without the minimum attendance (75%), in any subject, a student shall become ineligible to write the End-Semester Examination in that subject and for subsequent marking/grading.
- 3 The aggregate percentage of attendance of the student during the semester will be entered in his/her mark sheet of that semester.
- 4 In exceptional circumstances a committee consisting of Dean of Science Faculty, Dean of Arts Faculty, Dean of Commerce faculty and Dean of Student's Welfare (Convener), shall examine the merit of each case where the attendance is 60% and above (less than 75%). However, if the attendance is less than 60% in any subject, the student cannot be allowed to take the End-Semester Examination under any circumstances and he/she shall not be promoted to the next higher semester irrespective of the number of carry papers that he/she has.
- 5 The absence of a student on account of participation in National Cadet Corps, National Service Schemes, an athletic meet, educational event or for appearing at an interview for the armed forces or for attending the mountaineering courses or in any event representing the college, shall be condoned, provided that prior permission in writing from the Principal/HOD concerned has been taken and a certificate to this effect signed by the competent authority in the organization where he/she attended the event is furnished within a week of his/her rejoining the college.
- 6 A student who has not been allowed to take the End-Semester Examinations on account of low percentage of attendance (less than 75% and more than 60%) in a particular Semester, shall not be eligible to take the examinations for the papers of that Semester, unless he/she makes up for the short fall of number of classes. For the purpose, he/she shall have to attend classes (of the semester in which he/she was not allowed to write the End-Semester Examinations) with the regular students in the next academic year.
- 7 Such students shall have to obtain a certificate from the Head of the Department concerned, stating that he/she has attended required number of classes and that the student may be allowed to take the examination.
- 8 A student must not attend classes without being promoted to higher classes (Semester). If anyone attends classes without being promoted or without taking proper admission, his attendance will be cancelled and will not be considered for appearing in the examination.

12 Re-Registration

1. After completion of five years from the first registration if a student has not cleared all the papers required for completion of the course, he/she can get re-registered for a period of three years more. Such re-registration facility is available only once and immediately after the completion of five years from the registration.
2. Re-registered candidates will have to appear for Mid-Semester and End-Semester Examinations along with the regular students.
3. A student, who discontinues the academic programme for any reason and rejoins the programme at a later date, shall be governed by the rules, regulations, course of study and syllabi in force at the time of his/her rejoining the programme.

13 Requirements for Graduation / Post Graduation

1. A student shall be deemed to have completed the requirements for graduation if he/she has:
 - ✓ Fulfilled all minimum requirements in prescribed course of study and passed in all subjects depending upon the programme of study.
 - ✓ Satisfied all rules of evaluation.
 - ✓ Paid all dues to the Institute.
 - ✓ Has no case of indiscipline pending against him/her.

14 Declaration of Class

1. Marks secured in the Honours course only shall be considered for awarding "Class" to a student.
2. Students who get 60% and above and who complete the course within the specified period shall be declared to have passed in first class.
3. Students who get 45% and above but below 60% and who complete the programme within the maximum period shall be declared to have passed in second class.
4. Though the students shall have to pass in subsidiary subjects, Compulsory Language paper and General Studies/ Environmental sciences, the marks obtained in these subjects will not be considered for awarding the "Class" to him/her. However, the subsidiary subjects, in which a student scores 75% marks or more, shall be marked "Distinction" in the marks sheet.

15 Award of Degree

The Degrees for all the above mentioned examinations shall be awarded by, Ranchi University.

These rules and regulations are subject to change/amendment from time to time, as and need arises.

Paper wise distribution of marks in various courses:

1. B.A/B.Sc/B.Com. Hons. (Subjects with Practical papers)

| Semester | Paper | Full Marks | Mid-Sem | End-Sem | Pass Marks |
|--------------------------|-----------|------------|---------|---------|------------|
| I, II, III and IV | Theory | 75 | 25 | 50 | 34 |
| | Theory | 75 | 25 | 50 | 34 |
| | Practical | 50 | 30 | 50 | 23 |
| V and VI | Theory | 100 | 30 | 70 | 45 |
| | Theory | 100 | 30 | 70 | 45 |
| | Theory | 100 | 30 | 70 | 45 |
| | Practical | 100 | | 100 | 45 |

2. B.A/B.Sc/B.Com. Hons. (Subjects without Practical papers)

| Semester | Paper | Full Marks | Mid-Sem | End-Sem | Pass Marks |
|--------------------------|--------|------------|---------|---------|------------|
| I, II, III and IV | Theory | 100 | 30 | 70 | 45 |
| | Theory | 100 | 30 | 70 | 45 |
| | Theory | 100 | 30 | 70 | 45 |
| V and VI | Theory | 100 | 30 | 70 | 45 |
| | Theory | 100 | 30 | 70 | 45 |
| | Theory | 100 | 30 | 70 | 45 |

Note:

- 1. The total marks for an Honours subject shall be 1600.**
- 2. Marks scored in theory and practical shall be indicated separately in the marks sheet.**
- 3. A student shall have to pass separately in theory and practical papers of a subject.**
- 4. Pass marks for both theory and practical shall be 45%**

3. VOCATIONAL HONOURS

Vocational Courses: - Computer Application, Information Technology, Mass Communication & Video Production, Functional English, ASPSM, PPI, OMSP.

| Semester | Paper | Full Marks | | | Pass Marks | | |
|----------|-------|------------|-----------|----------|------------|-----------|----------|
| | | Theory | Practical | | Theory | Practical | |
| | | | External | Internal | | External | Internal |
| SEM-I | 1 | 50 | 25 | 25 | 23 | 12 | 12 |
| | 2 | 50 | 25 | 25 | 23 | 12 | 12 |
| SEM- II | 3 | 50 | 25 | 25 | 23 | 12 | 12 |
| | 4 | 50 | 25 | 25 | 23 | 12 | 12 |
| SEM -III | 5 | 50 | 25 | 25 | 23 | 12 | 12 |
| | 6 | 50 | 25 | 25 | 23 | 12 | 12 |
| SEM - IV | 7 | 50 | 25 | 25 | 23 | 12 | 12 |
| | 8 | 50 | 25 | 25 | 23 | 12 | 12 |
| SEM- V | 9 | 50 | 25 | 25 | 23 | 12 | 12 |
| | 10 | 50 | 25 | 25 | 23 | 12 | 12 |
| SEM - VI | 11 | 100 | - | - | 45 | - | - |
| | 12 | - | 50 | 50 | - | 23 | 23 |

4. BACHELOR IN BUSINESS ADMINISTRATION

| Semester | Paper | Full Marks | Mid-Sem | End-Sem | Pass Marks |
|-------------------|-------|------------|---------|---------|------------|
| I, II, III and IV | I | 100 | 30 | 70 | 45 |
| | II | 100 | 30 | 70 | 45 |
| | III | 100 | 30 | 70 | 45 |
| | IV | 100 | 30 | 70 | 45 |
| | V | 100 | 30 | 70 | 45 |
| | VI | 100 | 30 | 70 | 45 |
| V and VI | I | 100 | 30 | 70 | 45 |
| | II | 100 | 30 | 70 | 45 |
| | III | 100 | 30 | 70 | 45 |

5. BIO-TECHNOLOGY HONOURS

| Semester | Papers | | Distribution of Marks | | | Pass Marks |
|----------|-------------|---|-----------------------|---------|-------|------------|
| | | | Mid Sem | End Sem | Total | |
| I | Paper I | A- Mathematics(For Biology Students)/Biology (For Mathematics students) | 10 | 15 | 25 | 45 |
| | | B- Cell biology | 15 | 35 | 50 | |
| | Paper II | Genetics | 25 | 50 | 75 | 34 |
| | Paper III | Practical | | | 50 | 23 |
| II | Paper IV | Microbiology | 25 | 50 | 75 | 34 |
| | Paper V | A- Computer Fundamentals | 10 | 15 | 25 | 34 |
| | | B- Biostatistics | 15 | 35 | 50 | |
| | Paper VI | Practical + Project | | | 50 | 23 |
| III | Paper VII | Biochemistry | 25 | 50 | 75 | 34 |
| | Paper VIII | Bioinformatics and Biophysics | 25 | 50 | 75 | 34 |
| | Paper IX | Practical | | | 50 | 23 |
| IV | Paper X | Molecular Biology | 25 | 50 | 75 | 34 |
| | Paper XI | Immunology | 25 | 50 | 75 | 34 |
| | Paper XII | Practical + Project | | | 50 | 23 |
| V | Paper XIII | Genetic Engineering | 30 | 70 | 100 | 45 |
| | Paper XIV | Environmental Biotechnology | 30 | 70 | 100 | 45 |
| | Paper XV | Practical | | | 100 | 45 |
| | Paper XVI | Project | | | 100 | 45 |
| V | Paper XVII | Animal Biotechnology | 30 | 70 | 100 | 45 |
| | Paper XVIII | Plant Biotechnology | 30 | 70 | 100 | 45 |
| | Paper XIX | Industrial Biotechnology | 30 | 70 | 100 | 45 |
| | Paper XX | Practical | | | 100 | 45 |

6. B.A./B.Sc./B.Com. SUBSIDIARY (SUBJECTS WITH PRACTICAL PAPER)

| Semester | Paper | Full Marks | Mid-Sem | End-Sem | Pass Marks |
|--------------------------|-----------|------------|---------|---------|------------|
| I, II, III and IV | Theory | 75 | ----- | 75 | 25 |
| | Practical | 75 | ----- | 75 | 25 |

7. B.A./B.SC./B.Com. SUBSIDIARY (SUBJECTS WITHOUT PRACTICAL PAPERS)

| Semester | Paper | Full Marks | Mid-Sem | End-Sem | Pass Marks |
|--------------------------|--------|------------|---------|---------|------------|
| I, II, III and IV | Theory | 100 | ----- | 100 | 33 |

Note:-

1. An Honours student shall study two subsidiary subjects of 400 marks each distributed over first four semesters. There shall be no subsidiary subjects in fifth and sixth semesters.
2. Marks scored in theory and practical shall be indicated separately in the marks sheet.
3. A student shall have to pass separately in theory and Practical papers of a subject.
4. Pass marks for theory shall be 33% and that for practical shall be 40%.
5. A student may be allowed to change one of the subsidiary subjects after End Semester Examination of First Semester. Such students shall be required to clear the newly opted subsidiary paper of the previous semesters subsequently. No change of subsidiary shall be allowed after End Semester Examination of Second Semester.

8. COMPULSORY LANGUAGE PAPER

| Semester | Paper | | Full Marks | Mid-Sem | End-Sem | Pass Marks |
|--------------------------|-----------|---------|------------|---------|---------|------------|
| I, II, III and IV | MIL Hindi | | 100 | ----- | 100 | 33 |
| | MIL NH | MB/A.E. | 50 | ----- | 50 | 33 |
| | | NH | 50 | ----- | 50 | |

*** In MIL-NH pass marks shall be 33. However a student will have to score at least 15 marks in each individual paper.**

A student may be allowed to change the language paper after End Semester Examination of First Semester. Such students shall be required to clear the newly opted language paper of the previous semester subsequently. No change of Language paper shall be allowed after End Semester Examination of second semester.

9. General studies/Environmental Science:

| Semester | Paper | Full Marks | Mid-Sem | End-Sem | Pass Marks |
|----------|-------|------------|---------|---------|------------|
| V and VI | GS/ES | 100 | ----- | 100 | 33 |

10. P.G Diploma in Human Rights

| Semester | Paper | Full Marks | Mid-Sem | End-Sem | Pass Marks |
|----------|-------|------------|---------|---------|------------|
| I | 1 | 100 | 30 | 70 | 45 |
| | 2 | 100 | 30 | 70 | 45 |
| | 3 | 100 | 30 | 70 | 45 |
| II | 4 | 100 | 30 | 70 | 45 |
| | 5 | 100 | 30 | 70 | 45 |
| | 6 | 100 | 30 | 70 | 45 |

11. Bachelor of Education

| Paper | Internal | External | Full Marks | Pass Marks |
|-------|----------|----------|------------|------------|
| 1 | 20 | 80 | 100 | 33 |
| 2 | 20 | 80 | 100 | 33 |
| 3 | 20 | 80 | 100 | 33 |
| 4 | 20 | 80 | 100 | 33 |
| 5 | A | 10 | 40 | 50 |
| | B | 10 | 40 | |
| 6 | 20 | 80 | 100 | 33 |
| 7 | -- | 100 | 100 | 33 |
| 8 | -- | 100 | 100 | 33 |
| 9 | 20 | 80 | 100 | -- |

16 SUPPLEMENTARY EXAMINATIONS

1. Supplementary Examination shall be held for those students who have appeared in the End-semester examinations of sixth semester and have some carry papers from semester V and VI.
2. Students having carry papers from Semester I to Semester IV shall not be given supplementary examinations. They shall have to clear their carry papers by writing both, Mid-Semester and End-Semester Examinations, along with regular students.
3. Students taking Supplementary Examination to clear carry papers from Semester V and VI shall not be given any special Mid-Semester Examination. Marks secured by them in Mid-Semester Examinations of Semester V and VI shall be retained for the purpose of publishing the final result.
4. In case a student fails to clear the carry papers (from Semester V and VI) even in this supplementary examination, he/she shall have to reappear in the Mid-Semester and End-Semester Examinations of that paper/those papers in the next academic year along with regular students.
5. **Provisional Certificate:** The Principal/Registrar shall issue a provisional certificate to every student who has passed B.A./B.Sc./B.Com./Vocational Hons./B.B.A./Bio-Technology/B.Ed./P.G.DC. In Human Rights/Postgraduate courses.

17 IMPROVEMENT EXAMINATION

1. A student who has been declared "pass" in the (UG/PG) course he/she was admitted to, may apply for improvement examination within thirty days from the publication of result.
2. Improvement examination shall be allowed to a student only within a year from the publication of the result and he/she can take maximum of three papers for improvement.
3. The student shall be required to appear both in Mid – Semester and End – Semester examination of the paper chosen for improvement along with the regular students. No special examination shall be held for them.
4. If a student fails to improve upon the original marks obtained in the paper chosen for improvement, shall be issued to the student.
5. If a student fails to improve upon the original marks obtained in the paper chosen for improvement, his/her original marks shall be retained and he/she shall not get a second chance to improve.
6. Improvement examination in Practical paper shall NOT be allowed.
7. A student taking Improvement Examination shall have to pay a fee decided by the college

18 ADMIT CARD

1. An Examinee shall be issued an admit card by the examination department, which he has to produce during the examination.
2. The examination department may issue a duplicate admit Card on payment of a fee decided by the college, if it is satisfied that a examinee's Admit Card has been lost or destroyed.

19 MODERATION BOARD

1. The Moderation Board shall comprise of:
 - i) Principal : President
 - ii) Vice Principal
 - iii) Dean of Science, Arts, Commerce and Student's Welfare
 - iv) Controller of Examinations: Convener
 - v) Special invitees.
2. The Moderation Board shall review the results of the college examinations before its publication for the purpose of moderation if required.

20 EXAMINATION FEE

1. A student taking an End-Semester examination shall have to pay a fee decided by the college.