

Regulations of Three -Year Degree Course (TDC)



Gauhati
University

REGULATIONS OF THREE-YEAR DEGREE COURSE (TDC)

*Confirmed in Academic Council Meeting
held on 27th October, 2017*



GAUHATI UNIVERSITY
Guwahati-14

5.3.5. Conversion Table for Marks and Grades and Letter Grades

Range of Marks	Letter Grades	Category	Grade Points
90-100	O	Outstanding	10
80-89	A+	Excellent	9
70-79	A	Very Good	8
60-69	B+	Good	7
50-59	B	Above Average	6
40-49	C	Average	5
30-39	P	Pass	4
<30(40)*	F	Fail	0
<40**	F	Fail	0
Absent	Absent	Fail	0

**In case of Theory paper: marks of External (marks of Internal)*

***In case of Practical paper: total marks of External and Internal*

5.3.6. CGPA and SGPA

Semester Grade Point Average (SGPA) = ("CiGi) / ("Ci)

Commutative Grade Point Average (CGPA) = ("CiSi) / ("Ci)

In case of *Simple Pass* CGPA < 4.0 = fail in the examination

In case of *Major Courses* CGPA < 5.0 = fail in the major examination

6. Class

The total number of Tutorial Classes in any semester for any paper without Practical Classes should be equal to the total number of Tutorial and Practical Classes for those papers with Practical Classes.

7. Undergraduate courses under IDOL, GU

These regulations are applicable to the students pursuing Undergraduate courses under IDOL, GU in distance mode subject to the condition that the relevant clauses pertaining to class attendance will not be applicable in their case. The syllabus and schedule of examinations will be same with the regular mode. The colleges offering Undergraduate courses under IDOL, GU should accommodate students in the examination centre.

Note: *In case of any confusion regarding any clauses in these regulations, the interpretation of the University Authorities will be final and binding.*

Examples for Calculation of Credits

5.3.3. One Semester Course Load for subjects without practical

Paper no	Type	No of hours per week				Credits
		Lecture (hours)	Tutorial (hours)	Other work (hours)	Total (hours)	
1	Theory-1	4	2		6	6
2	Theory-2	4	2		6	6
3	Theory-3	4	2		6	6
4	Theory-4	4	2		6	6
5	Theory-5	4	2		6	6
6	Project work		2	4	6	6
	Total	20	12	4	36	36

5.3.4. One Semester Course Load for subjects with practical

Paper no	Type	No of hours per week					Credits
		Lecture (hours)	Practical (hours)	Tutorial (hours)	Other work (hours)	Total (hours)	
1	Theory-1	4		2		6	6
2	Theory-2	4		2		6	6
3	Theory-3	4		2		6	6
4	Theory-4	4		2		6	6
4	Practical-1		8 (4 credit)	1 (1 credit)	1 (1 credit)	10	6
5	Practical-2		8 (4 credit)	1 (1 credit)	1 (1 credit)	10	6
		16	16	10	2	44	36

Regulations of Three-year Degree Course (TDC):Semester System with Credit and Grades

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System with Credit and Grades

1. Frequently used words

- Academic Year: Two consecutive (one odd and one even) semesters constitute an academic year.
- Course: Usually referred to, as 'papers' is a component of a programme. All courses need not carry the same weight. The courses should define learning objectives and learning outcomes. A course is designed to comprise of lectures/tutorials/laboratory work/field work/outreach activities/project work/vocational training/viva/seminars/home assignments/literature survey etc., usually a combination of some of these.
- Credit: A unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour teaching (lecture or tutorial) or two hours of practical work / field work per week.
- Credit Based Semester System: The requirement for awarding the degree is prescribed in terms of credits to be completed by the students.
- Credit Point/Honour Point: It is the product of grade point and the number of credits of a course that the student earns.
- Cumulative Grade Point Average (CGPA): It is defined as Cumulative Grade Points Average. CGPA is the measurement of average grade points obtained by a student in all the semesters.
- Grade Card/Certificate: Based on the grades earned, a grade certificate shall be issued to all the registered students after every semester. The grade card/ certificate will display the course details along with SGPA of that semester and CGPA earned till that semester.

- **Grade Point:** It is a numerical weight allotted to each letter grade on a 10-point scale.
- **Letter Grade:** It is an index of the performance of students in a course / paper. Grades are denoted by letters O, A+, A, B+, B, C, P and F.
- **Semester:** A course duration usually consisting of 15 to 18 weeks of academic work equivalent to 90 actual teaching days.
- **Semester Grade Point Average (SGPA):** It is a measure of performance of work done in a semester. It is ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places.

2. Duration

A TDC shall be of Six Semesters covering three Calendar Years (Academic Sessions — June to May). The overall duration of the semesters is given below.

Odd Semesters (First, Third and Fifth): June to November

Even Semesters (Second, Fourth and Sixth): December to May

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

Each student must take admission in three (3) consecutive Academic Sessions starting with the first semester. Students who do not enrolled in 2nd Academic Session will not be eligible to take admission in three (3) Academic Sessions.

3. Examinations

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

3.1. Rules

- 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".

the subjects without practical and 23 credits (75% of 36 credits, considering 75% minimum attendance required to become eligible to sit in the end-semester examination) per week in a semester on the average for the subjects with practical.

For subjects with practical, one credit per day as a tutorial hour in a week shall be given to complete their practical related homework, so that, their total credit load become $30 + 6 = 36$ and shall be at par with the subjects without practical. A student not attaining the minimum credit required per week on the average as above shall not be allowed to seat in any examination.

5.3. Core Course and Elective Course

Any switchover from major to general course may be allowed in the first and the second semester only in the same subject.

5.3.1. Core Course

Core Courses are compulsory set of papers which also include those offered for specialization in each branch of the subject as defined by the Committee of Courses and Syllabus (CCS) of the respective subjects. The total credit assigned for the core courses will be not more than 80% of the total credit (viz. 96 credits out of 120 total credits).

5.3.2. Elective Course

Students' counseling shall be done by the teachers to guide the students to opt for elective courses which are relevant to the concerned subject.

- and minimum range by the respective Committee on Courses and Syllabus (CCS).
- iv. For subjects with practical, one hour tutorial may be outside the office hours for practical home work.
 - v. A practical paper will have one credit point for every 2 hours of laboratory work per week in a semester. One credit tutorial class (one hour duration) and one credit practical related homework shall be given to a practical paper along with the two hour duration equivalent to one credit for practical, so that the total credit of subjects with practical and without practical is uniform.
 - vi. If the number of hours per week is an odd number, appropriate adjustment be made to the nearest even number. For example
3 hours of lab work per day x3 days per week = 9 hours = 4.5 credits which will be rounded off to 4 credits
 - vii. The project (dissertation) work shall be of 6 credit points for 12 hours of work per week in a semester. The dissertation will involve activities such as literature survey, preparation of project report, computation, seminar, presentation, demonstrations, viva-voce examinations, and (if required) visit to other institutions or research lab for data collection etc. About six to nine hours of work may be allotted to such activities outside class hours and about 18 to 15 hours of work for the laboratory work.
 - viii. For other type of works such as departmental seminar, field/ industrial training no credit or marks for internal evaluation be assigned for such activities. Moreover, class attendance shall not be considered for internal (or external) evaluation for such works. Attendance including departmental seminars shall be treated under the University rules of minimum 75% attendance required for appearing in the examinations.

5.2. Total Credit per Semester

The maximum credits in a week within the teaching hour of the College for under-graduate course is 36 for the subjects without practicals, and 30 for the subjects with practicals. Every student must complete a minimum of 27 credits (75% of 36 credits, considering 75% minimum attendance required to become eligible to sit in the end-semester examination) per week in a semester on the average for

- 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. Under no circumstances s/he will be allowed to re-appear in the “passed” paper(s).
- ii. A student having “Arrear” in external examination, either in theory or practical paper shall be allowed to clear the same in the next available end-semester examinations, with the following restrictions:
 - a. No student will be allowed to appear in the first and the fifth semester examinations simultaneously.
 - b. No student will be allowed to appear in the second and the sixth semester examinations simultaneously.
 - iii. The first and the fifth semester examinations will be held simultaneously. The third semester examinations will be held separately. Similarly the second and the sixth semester examinations will be held simultaneously. The fourth semester examinations will be held separately.
 - iv. A student may be allowed once to “re-appear” in any one of the major theory papers in the first, the second and the third semester examination for betterment of marks if the candidate secured pass marks in all papers. Students will be allowed to “Re-appear” only in the next similar examination. Whichever is the higher mark obtained between the earlier or in the subsequent examination, will be awarded to the student.
 - v. No “betterment” shall be allowed in the internal/ practical examinations in any Semester.
 - vi. A student must pass all her/his semester examinations, including “Arrear” and “betterment” chances within six years from the date of admission to the First Semester course in TDC. In this context six years means six 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. Subject to the said condition, a student who could not appear or failed in any semester examination will be allowed to clear the same as follows:
 - a. First semester with regular third semester examinations.
 - b. Second semester with regular fourth semester examinations.

- c. Third semester with regular fifth semester examinations.
- d. Fourth semester with regular sixth semester examinations.
- vii. There shall be no scope for a student to appear as Private Candidate in any subject in TDC.

3.2. Schedule

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

4. Marks and Evaluation

The evaluation of each theory paper of any semester is based on the student's performance in two examinations - (i) Internal and (ii) External. Student's performance shall be monitored throughout the Semester by continuous assessment in the theory and practical courses. Evaluation of the Students performance in each of the theory and practical paper will be based on the following

- i. Internal Evaluation : 20% Marks
- ii. External Evaluation : 80% Marks

Internal Evaluation shall be based on attendance, sessional examinations, 75% or above class attendance, home assignment, seminar, and library work in each semester.

4.1. Pass Marks

The Pass Marks are as follows:

- i. Theory Paper : 30%
- ii. Practical Paper : 40%

For a student to pass in any paper s/he should pass in both internal and external examinations of each paper (theory and practical) separately.

Passing a TDC in any subject DOES NOT automatically implying "Qualifying in Major", if any. The following rules apply for the Bachelor Degree in any subject with Major.

- i. Simple Pass: 30% to 39% marks in aggregate i.e. from a minimum of CGPA 4.00 but less than CGPA 5.00.
- ii. Pass with Major: 40% marks or above in aggregate in major subjects i.e. from a minimum of CGPA 5.00.

- ii. For General Course answer script evaluation, a teacher should teach the subject/paper for a minimum of two years in an affiliated college of a University.
- iii. A scrutinizer of the answers scripts must be qualified as a Theory Paper Examiner as stated above.
- iv. A person who has 'close relative' appearing in any University examination shall not be the associated at any capacity with that particular examination. 'Close relative' means husband, wife, son, daughter, father, mother, grandchildren, 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 concerned examiner involved in an examination to declare that any of her / his 'close relative' is appearing in the said examination.

5. The Credit and Grading System

5.1. Structure of Credit system

- i. A theory paper has one credit for each hour of instruction per week in a semester. The activities include lectures, tutorials, and others methods for internal evaluation (i.e. seminar, group discussion, laboratory/demonstration session, mini project etc.)
- ii. A theory paper (which is equivalent to 100 marks of course load) will be of 6 (six) credit points which will consist of 4 hours of lectures and 2 hours of tutorial and other activities. A theory paper of 50 marks will be of 3 (three) credit points with 2 hours of lectures and 1 hour of tutorial class (and others). However, depending on the nature of the core paper in the subject, for example, its content and weightage within the subject, the credit point may vary.
- iii. The suggested range of variation of credit points is from a maximum of 8 (eight) credit points to a minimum of 4 (four) credit points for a 100 marks of course load in a theory paper. The suggested range of variation of credit points is from a maximum of 6(six) credit points to a minimum of 2 (two) credit points for a 50 marks of course load in a theory paper. Depending on the variation of marks given to a theory paper the credits shall be adjusted within the suggested maximum

for re-scrutiny, photocopy and re-evaluation of their answer script(s) by depositing prescribed fees and following the procedure as mentioned below.

- a. Step-1: Application for the re-scrutiny of answer script(s) will be accepted up to 15 days from the date of declaration of the result. The re-scrutiny process will be completed by re-totaling of marks, checking unassigned/ omission of marks.
 - b. Step-2: Application for photocopy of the answer script(s) will be received up to 15 days from the date of declaration of re-scrutiny result. One can apply for photocopy along with the re-scrutiny. The photocopy of answer script will be provided only after re-scrutiny of the respective copy/copies of the Answer Script.
 - c. Step-3: Application for the re-evaluation of answer script(s) will be accepted up to 1 month from the date of dispatch of the photocopy of answer script(s) with following conditions.
 - Condition no. 1: A student should go through step-1 and step-2 before proceeding to step-3.
 - Condition no. 2: Re-evaluation is allowed if and only if “marks obtained” in a paper is more than 25% of the total marks.
 - d. An answer script shall not be preserved for more than 6 (six) months from the date of declaration of result.
 - e. No re-scrutiny, photocopy and re-evaluation of their answer script(s) will be allowed for internal examination, practical examination, project works and viva-voce examination.
- viii. In case of any unforeseen reasons beyond the control of the University if there is gross damage of any answer scripts or missing answer scripts, special examinations shall be held within a stipulated time and shall attempt to declare results of such cases at the earliest, so that such students get proper justice.

4.5. Who is an Examiner?

To become an external examiner in TDC examinations the following conditions are mandatory:

- i. For Major Course answer script evaluation, a teacher should teach the subject/paper for a minimum of four years at the Major level in an affiliated college of a University.

In case a student with Major in any subject gets less than 40% marks in aggregate (i.e. minimum CGPA less than 5.00) in the Major subject, but 30% or above (i.e. minimum CGPA of 4.00 or above but less than 5.00) s/he shall be declared as Simple Pass.

In case of 'Project Work', it shall be a separate paper with separately allotted marks and cannot be treated as part of any other theory/practical paper. Pass mark for project work is 50%.

4.2. Number of Attempts

- i. A student who fails in one or more papers can re-appear in the said paper(s) by appearing in the next similar examination, subject to restrictions mentioned in the clause 3.
- ii. A student who has completed a semester may be allowed to proceed to the next semester, irrespective of number of papers where the student failed.
- iii. In order to complete a course, a student must obtain pass marks in all the papers of TDC course.
- iv. A student having failed to fill in his examination form in the first semester, may be allowed to appear in the second semester examinations if all other eligibility criteria are fulfilled.

4.3. Procedure for Internal Evaluation

- i. The marks allotted for internal evaluation in each paper will be based on the following:
 - a. Sessional Examination: 50% of the total internal marks of each paper. (Explanation: If internal mark of a subject is 20 then marks of sessional examination will be 10. The sessional examination may be conducted assigning any suitable marks i.e. 20, 40 etc. and calculate the ratio of marks)
 - b. Home Assignment, Seminars, Group Discussion, class attendance above 75% or related work depending on the decision of the teachers/college concerned: 50% of the total internal marks of each paper.
(Explanation: If internal mark of a subject is 20 then marks of Home Assignment, Seminars, Group Discussion, class attendance above 75% or related work depending on the decision of the teachers/college concerned will be 10. In that

case, maximum four marks be allotted for “class attendance” component based on the attendance in the class. For example, 1 mark for attendance from 76% to 80%, 2 marks for attendance from 81% to 85%, 3 marks for attendance from 86% to 90% and 4 marks for attendance from 91% to 100%.)

- ii. The sessional examination will be of a duration of one hour for a paper of 20 marks, forty five minutes for a paper of 15 marks and thirty minutes for a paper of 10 marks respectively, and be conducted by the concerned teacher of each paper. 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 as far as practicable.
- iii. 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.
- iv. 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.
- v. There is no provision for “betterment” in the sessional examination. If a student fails in an internal examination, s/he will be allowed to clear it in the next similar examination conducted by the college. 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.
- vi. If a paper is taught by more than one teacher then the concerned teachers will cooperate in conducting the internal evaluation.
- vii. At the end of the semester and before the final semester examination, the concerned colleges shall submit the internal

evaluation marks in proper mark foils to the office of the Controller of Examinations, Gauhati University.

- viii. Scrutiny of the internal answer scripts will be done by the college by an Examination Committee formed by the Principal in consultation with the faculties of the college. During scrutiny, if any discrepancy is observed in certain questions in evaluation, the same should be re-evaluated by a teacher of that subject appointed by the Examination Committee.
- ix. Answer scripts of the internal examinations shall be submitted to the University along with question papers after one year of the concerned examinations.

4.4. Procedure for External Evaluation

- i. The Controller of Examinations, GU will make necessary arrangement for announcing the date of examinations and other necessary procedures as per University Rules.
- ii. Each paper will have 80% of the total marks for external evaluation.
- iii. The final semester examination shall be of three hour duration for a paper of total marks exceeding 50 and up to a maximum of 100, and shall be of two hour duration if the total mark of the paper is less than or equal to 50.
- iv. The affiliated colleges should send the answer scripts of the external examinations to the Zonal Officers as directed by the Controller of Examinations, GU
- v. The Evaluation Zone shall arrange everything needed for the evaluation and scrutiny of the final examination answer scripts. 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.
- vi. Scrutiny will be carried out at the concerned Zone by a person who qualifies as an Examiner (clause 4.5) in the concerned subject. The scrutinizer shall go through each of the Answer Scripts to detect the following mistakes during scrutiny — wrong entry, omissions, under marking, over marking, and wrong calculation of total marks.
- vii. In case the candidates are not satisfied with their obtained marks in the end semester theory examination results, they may apply

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REVISED EXAMINATION RULES, 2013



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Assam

answer-papers or other materials handled by the candidates properly fumigated, or otherwise rendered innocuous.

Note : *The Officer-in-charge may allow such a candidate to write his answers with lead pencil where necessary for the purpose of fumigation etc. and forward the answer-scripts to the University under separate cover.*
Under no circumstances should a candidate be allowed to appear at an Examination at any private or public place other than the premises approved for holding the examination.

Officer-in-charge

25. (a) The Officer-in-charge of a University centre will be appointed by the Controller of Examinations.
(b) Asstt. Officer(s)-in-charge of a University centre will also be appointed by the University on recommendation of the Officer-in-charge.
26. In Private centres, normally the Principal of the concerned college will act as Officer-in-charge of the examination held in the college. But under special circumstances the University will have its authority/power/discretion to appoint any teacher other than the Principal as Officer-in-charge.
27. The Assistant Officer(s)-in-charge of a private centre will be appointed by the concerned Officer-in-charge. But the Assistant Officer(s)-in-charge. But the Assistant Officer(s)-in-charge of a University centre will be appointed by the Controller of Examinations on the advice of the Officer-in-charge.
28. If any near relative of an Officer-in-charge is going to appear in the examination conducted by him/her, the fact must be reported to the Controller of Examinations. Similarly if any near relative of an Assistant Officer-in-charge is going to appear in the examination in the conduct of which he/she is involved the fact must be reported to the Officer-in-charge.

Supervising Officers

1. The Supervising Officer (S.O.) should report to the Principal/Officer-in-charge (O.c.) of the center to which he/she has been deputed at least half an hour before the commencement of the scheduled examination. .
2. He/She should verify the arrangements made in the examination venue on each day of the examinations.
3. He/She should ensure that the question papers for the scheduled subject are opened in his/her presence by the Principal/Officer-in-charge with two teaching staffs and

REVISED EXAMINATION RULES, 2013

(Ordinance No. 1 of 1976 as amended upto date)

Draft Revised Examination Rules, 2013

As Ordinance on conduct of Examination under section 23(1) of the G.U. Act, 1947 as amended upto-date (passed by the Executive Council vide Res. No. 225/11/76 dated 16/9/76).

CHAPTER - 1

Instruction to Officer-in-charge for conduct of University Examination

Blank Answer Scripts

1. The 'Blank answer-script' and 'Additional loose sheets' must be kept in the custody of the Officer-in-charge and he will be responsible for any loss or theft of the same.
2. The Blank answer-script must be serially distributed every day.
3. The statement showing the numbers used in the different rooms must be maintained every day.
4. The Officer-in-charge shall ascertain every day (after distribution) if any blank answer-scripts are missing.
5. The 'Additional loose sheets' supplied are to be given to candidates, if necessary, when the original books supplied to them in the first instance are written out.
6. The surplus answer scripts and the loose sheets, if any must be kept separately and returned to the University at the end of the examination with a detailed account thereof. An officer-in-charge must treat answer-scripts and additional loose sheets with equal importance.

Despatch of Answer Scripts

7. (a) The answer-scripts must be serially arranged according to Roll numbers before they are packed.
(b) The answer-scripts for different subjects or halves thereof must be separately arranged and put in separate covers.
(c) The answer-scripts written in different languages should be separately arranged and put in separate covers.

- (d) The answer-scripts with different centre code numbers should be separately arranged and put in separate covers.
- (e) Each cover must have a separate Top Sheet prescribed for the purpose firmly affixed to it.
- (f) A copy of the relevant question paper must be put within each cover.
8. The answer-scripts of each sitting and each half (if any) should be separately packed.
 9. The Top-Sheets must correctly show all the particulars required therein.
 10. Immediately after the Examination is over, the answer scripts of that sitting must be sorted, serially arranged according to Roll Numbers and centre code numbers, properly packed and sealed in presence of the Officer-in-charge and Asstt. Officer-in-charge. No packet should ordinarily contain more than 250 scripts. Packing should be strong and secure to guard against possible damage in transit.
 11. The packets containing answer-scripts must be despatched every day by the earliest available transit preferable by Postal Service. All such packets should be addressed to the Controller of Examinations or Zonal Officer by name and must be prepaid.
 12. If for want of time on any day the packet containing answer scripts cannot be despatched as aforesaid the same must be deposited in the Local Treasury/Police Station and despatch the next day. Such packets as are to be deposited in the Treasury/Police Station must be properly packed, sealed and they must on no account be reopened when taken for despatch the next day.
 13. The Railway Receipt or other connected papers for despatch of the Answer packets must be forwarded to the Controller of Examination or Zonal Officer by name every day with covering letter by Registered Post, for all despatches Postal channel is more preferable to the Railway in the interest of speedy declaration of results. Delivery may be made personally through authorised agent of the Officer-in-charge.

QUESTION PAPER

14. The Officer-in-charge, on receipt of the Roll Sheets from University Office must prepare a statement to determine the number of candidates against each subject and must ascertain from the statement supplied to him by the University Office if sufficient number of copies of question papers have been received. In case of any shortage in or omission of any subject the fact must be reported to the Controller of Examinations immediately by a telegram and the Officer-in-charge will arrange to collect the same from the Controller of Examinations.

15. The Officer-in-charge must ensure that the confidential papers are kept in the local Govt. Treasury/Sub-Treasury/Police Station for safe custody. The Officer-in-charge must take every day every sitting, the Confidential packet or packets from the Treasury or from the pre-appointed place not more than two hours before the commencement of the examination. In case of genuine difficulty on the part of the Officer-in-charge or in his/her absence an Assistant Officer-in-charge may be authorised to take delivery of the question papers from the appropriate place. The Officer-in-charge must verify the subject, paper, quantity, date and hour of examination *given on the cover of each packet* before receiving the packets. The Officer-in-charge must open the confidential packets in his office in presence of 2 or 3 invigilators who will have to endorse on the University Envelope - 'Opened in our presence and seals found intact.'
16. On opening the packet, he must verify the contents in regard to subject, paper, half etc. and must count the copies of question paper before distribution and ascertain if the number tallies with give exactly the same number of question papers to a room as there are candidates in that subject.
17. Half an-hour after distribution of the question paper to the candidates he must collect from every room the surplus copies, if any and ascertain if the number of copies distributed exactly tallies with the number of candidates present. Discrepancy, if any, must immediately be investigated and reported to the Controller of Examinations.
18. He must take charge of the surplus copies of question papers and keep them in safe custody till the Examination in that particular subject is over.
19. Not a single copy of these surplus question papers shall be allowed to be kept in any Examination room or with any invigilator.

Arrangement of Seats

20. The Officer-in-charge must see that a seat plan is prepared and notified at least one day before that Examination commences each day.
21. He must see that the candidates occupy the allotted seats.
22. A copy of the seat plan must be forwarded to the University after the Examination is over.
23. As far as possible, the candidates appearing in the same subject should not be placed side by side.
24. In such cases where candidates suffering from any contagious or infectious disease or where their presence is otherwise likely to be prejudicial to the general body of examinees, the Officer-in-charge will arrange special accommodation for such candidates in a segregated place. In such cases, he shall also take steps to have the

9. Whether GU norms are followed for allowing candidate(s) to appear in the sick bed:
(Yes/No)
10. (a) Whether temporary leave registers for allowing the candidates to leave the examination room during exams were maintained: (Yes/No)
(b) Was there any provision for extra temporary urinals during exams? (Yes/No)
11. (a) Whether provision for drinking water was made: (Yes/No)
(b) Whether stand-by power arrangement was made: (Yes/No)
12. Give in details the total number of
(a) used answer scripts/additional sheets along with SI Nos. (b) unused answer scripts/ additional sheets along with SI Nos.
13. Did the Officer-in-charge despatch the packets of Answer scripts on that very day of the examination?: (Yes/No)
14. In case the packets of answer scripts were not dispatched on the day of the examination, what measures were taken for safe custody?
15. Whether use of communication devices within the venue were noticed by you? If yes, give details:
16. Details regarding candidates in different rooms and halls are to be indicated in separate sheet(s): (Sitting arrangement of examinees should be mixed if the date & time is same for different examinations)
17. Did you find any invigilator not discharging their duty properly?
If so their names with the venue(s) in which they were engaged may be provided.
(If necessary separate sheet may be attached)
18. Your comment on the security arrangement in and around the centre:
19. Roll & No. of the expelled candidates, if any :
20. Roll & Nos. of the candidates against whom no action was taken by the Officer-in-charge despite adopting or allegation of unfair means. Please give a detail report, if any
21. Whether any tendency to adopt unfair means was noticed by you inside the examination room and the step taken to stop the same:
22. Whether any tendency to adopt unfair means was noticed by you outside the examination room and the step taken to counter the same:
24. Your over-all impression on the conduct of the examination with specific suggestion for improvement of the centre for the next examination or otherwise:

certify that effect on the cover of the envelope with the signatures of SO, OC and minimum two invigilators ...

4. He/She should supervise the distribution of the question papers in respective hall(rooms) of the examination venue. Concern Subject Teacher should not be allowed in the invigilation duty in examination of that subject.
5. The S.O. should ensure that no candidate is admitted to the examination hall(rooms) 10 minutes before & 30 minutes after the commencement of the examination. Moreover, no candidate will be permitted to leave the hall within 60 minutes, from the commencement of examination & if a candidate leaves the examination hall before minimum 30 minutes of completion of examination, he/she shall not be permitted without submitting his/her answer script..
6. The S.O. should ensure that extra answer sheets are provided to the examinees as per requirement. Use of staples should be strictly prohibited & thread should be supplied by the exam's center/venue.
7. Not more than one examinee at a time should be allowed to the toilet.
8. In case of detection of any unfair means in the examination, the matter should be reported to the Principal/Officer-in-charge for immediate action.
9. Candidates should be advised not to bring any banned items including any communication devices to the venue of the examination, which are prohibited by G.U.
10. On conclusion of examination of each session/subject, S.O. should ensure that the answer scripts are properly packed, sealed and signed on each packet along with the Principal/Officer-in-charge of the examination center. Roll Numbers of the absentees should reflect in red ink on the top sheet & attendance sheets.
11. S.O. should not leave the venue of the examination at any point of time till the examination & other post examination procedure are completed
12. S.O. must submit a report to the Controller of Examinations within a month after completion of examination in the prescribed format
13. If a S.O. is appointed for more than one center, he/she is requested to give a supervisory visit to each center alternatively to satisfy that the examination has been conducted smoothly.
14. During the period of supervising duties Supervising Officers are requested to 'avoid any accommodation provided by the college(s).

Sd/-Controller of Examinations
G.U., Guwahati - 781 014

(A) General Instructions for Practical Examiners

1. External Examiners should follow the instructions, if supplied & verify the solutions of problems/experiments or programs in the practice/exam as well as in the answer scripts and conduct viva-voce.
2. If questions are distributed by lottery, second choice should be allowed only after all other students exhaust their first choice.
3. The ratio of problems/experiments/computers to students should be 1:1.
4. Partial credit may be given for partially completed work.
5. The External Examiner should use the answer scripts at the time of viva-voce & after completion of examination, enter all marks on the top sheet of answer scripts and put their signature. In no case the marks awarded shall be disclosed to the candidate.
6. Total marks will have to be transferred to mark foils from the answer scripts only by the External Examiner & mark foils should be sealed with answer scripts by the External Examiner himself/herself.
7. Return of answer scripts along with the mark foils and attendance sheet is compulsory.
8. The External Examiner will follow the syllabus in viva-voce & he/she shall be responsible for conduct of practical examination in a fair & unbiased manner at the venue under his/her charge.
9. Project reports submitted by the candidates will have to be evaluated by the External Examiner in consultation with the Internal Examiner. Signature of External Examiner on the project report is compulsory. Project report need not be sent back to University & the institution concerned may get it back from the practical center after two months of declaration of results.
10. Power Point presentation is must for evaluation of Project.
11. Practical Examiners are authorised to expel a candidate from the examination if, in their opinion, the candidate has adopted unfair means in the examination or has caused disturbance to other candidates in the examination hall.

(B) IN ADDITION TO THE ABOVE, SPECIAL ATTENTION SHOULD BE PAID TO THE FOLLOWING FOR COMPUTER PRACTICAL EXAMINATION:

12. All programs should be in specified language (as mentioned in the syllabus).
13. Necessary software should be preloaded in all the machines of the lab and previous programs must be erased.
 1. Examinees will write algorithms/source code and input & output on their respective answer scripts with question nos). & question(s).
 2. Distribution should be made as follows for every block of 10 marks
 - a. Documentation and coding - 3 marks
 - b. Logic - 2 marks

c. Input/Output- 3 marks

d. Viva-voce- 2 marks

The marks-distribution is to be announced to the examinees before the commencement of examination.

Sd/-Controller of Examinations

G.U., Guwahati - 781 014

GAUHATI UNIVERSITY

Guwahati - 781 014 (Assam : India)

(REPORT OF SUPERVISING OFFICER)

Vide appointment letter No. : CON/SO/Th/

Dated :

1. Name of the Examination:
2. Name of the Supervising Officer:
Designation: _____ Institution: _____
Vill/Town/City : _____ PIN : _____ Contact No : _____
3. (a) Name of the Centre/Sub-Centre: (b) Name of the Venue(s):
4. Name of the Officer-in-charge:
Designation: _____
5. The rate of centre fees collected per examinees: @ Rs. _____
6. No. of candidates in the centre in (Semester wise/Year wise):
(i) Male _____ (ii) Female _____
7. a) Whether the confidential packets are opened as per examination rule:
(Yes/No)
b) Whether the seat plan was prepared as per rules: (Yes/No)
c) Whether date, seal & any identification seal are used on the answer scripts & additional sheets: (Yes/No)
d) Whether the examination venues are properly demarcated by fencing/brick wall: (Yes/No)
8. Have you confirmed that concern subject teacher was not allowed in the invigilation duty in the examination of that subject? (Yes/No)

known as a Private Centre. Such centre shall be managed by a Local Centre Committee to be formed at least one month before the commencement of the Examination with the following :

- (i) Principal,
- (ii) Vice-Principal, if any.
- (iii) D.C., or S.D.O., or S.D.C., or the seniormost Govt. Officer of the locality as President.
- (iv) Chairman of the Municipal Board or Town Committee, if any.
- (v, vi) The two University representatives in the Governing Body of the College.
- (vii, viii) The two teacher representatives in the Governing Body of the College.

It shall be the responsibility of the Local Centre Committee to see that examinations are conducted strictly according to the Examination Rules. A College where a private centre has been granted must provide necessary accommodation, furniture etc. for the smooth conduct of Examination to the satisfaction of the University and make available the services of teachers of its own and other neighbouring Colleges for invigilation duties. The University shall not bear any expenses except those for despatch of blank answer-scripts. Confidential papers will have to be collected from the University Office. The Centre Committee may realise Centre Fees from the candidates as it thinks necessary to cover the expenses. No expenses in this regard will be borne by the University. The Officer-in-charge so far as accounts are concerned, shall be responsible to the Centre Committee only. A Private Centre shall be subject to such other terms and conditions as may be prescribed by the University from time to time. The remuneration to Officer-in-charge, Asstt. Officer-in-charge, Invigilators etc. will also have to be borne from the Centre fees collected. The University may depute Officers to inspect and supervise the arrangements for conduct of examinations and to give such other instructions as may be necessary. Remuneration to such Officers will be paid by the University.

49. Except otherwise indicated in all other matters the rules relating to examination shall mutatis mutandis apply to private candidates also.

Identification of Candidates

50. Candidates under examination are to be identified to the satisfaction of the Officer-in-charge by a member of the respective institutions.

Candidates Permitted by the University to change Centre shall be identified by a

27. Name(s) of the institution with name of the Head of Institutions coming under the jurisdiction of the centre but did not extend co-operation to the Officer-in-charge, if any:
28. Name of the teacher(s) with name of the institution(s) who refused to extend co-operation and perform the duty entrusted to him/her, if any:
29. Complaints from students, if any
30. Any suggestion for improvement :

Date :

Place :

Signature of the Supervising Officer

Invigilator

29. The teachers of the University and affiliated Colleges are expected to extend their full co-operation in the conduct of University Examinations and perform invigilation duties as and when required.
30. The Officer-in-charge must see that as far as practicable, the subject teachers are not appointed as Invigilators on Examination of that particular subject.
31. As far as practicable, teachers from neighbouring colleges or other educational institutions of higher education should also be invited to invigilate in the Examination.
32. Invigilators should move about taking particular care not to disturb the candidates in any way, and while on duty must not engage in any occupation likely to diminish the efficiency of the supervision. They must not smoke in the Examination hall.
33. An invigilator must not take or communicate with any candidate on the subject matter of the examination.
34. Invigilators must not read the question paper specially inside the examination hall during the examination.
35. Invigilators must not explain any thing to a candidate if asked to do so or even if there happens to be any printing or other mistake in the question paper.
36. Invigilators should see that no answer scripts are left by any candidate on his desk but are handed over to them before the candidate finally leaves the hall.
37. On each day of the examination, the invigilators are required to mark on the copy of the examination roll sheet (forwarded by the University for the purpose) against the name of each candidate enrolled for the examination, whether he is actually present

or absent. If a candidate be present in the examination hall fails to submit the answer script, this fact should also be noted in the roll-sheet and a report should be made to the Controller of Examinations at the same time, which should include a statement from the invigilator or invigilators in charge of the candidate, as also a statement from the candidate concerned, whenever possible. Invigilators are also required to obtain another copy of the roll sheet forwarded by the University, the signatures of all candidates who are sitting for the examination. The roll sheet should be carried round for the purpose.

38. It should be the duty of the invigilators to report of violation or attempted violation of any rule to the Officer-in-charge.
39. The Officer-in-charge shall satisfy himself that the invigilators have been fully instructed as to their duties. For this purpose the Officer-in-charge shall call a meeting of the invigilators on the eve of the Examination. He shall supervise their work personally as far as possible on each day of the Examination. All the answer-scripts of a particular room or hall must be initiated during examination by the invigilators authorised to do so by the Officer-in-charge. The invigilators initiating the answer-scripts must see if the Roll No., the Registration No., Code No., and subject/paper and half etc. have been correctly written by the candidate or not by checking the Admit Card and Registration Certificate of the candidate. The Officer-in-charge also must countersign on the cover of the answer-script or as may be instructed by the University in such a manner that the name of the centre does not become apparent thereby.
40. (a) The answer-script in its entirety is to be collected from a candidate before he/she leaves the examination hall. If a candidate leaves the examination hall before the close of the examination he/she will himself/herself have to deposit the script with the invigilator in duty. But as soon as the final bell rings the candidate will remain seated and the invigilator(s) will collect the scripts from their seats.
40. (b) If a written script is found missing after the close of an examination the fact must be immediately notified publicly. The concerned candidate as well as the local police must also be informed of the same.

University Centres

41. University Centre shall be one which is managed and financed by the University.

42. As soon as the examination is over, the Officer-in-charge will forward to the University a statement containing the names of the invigilators and showing the corresponding amount of remuneration to be paid to them.

On receipt of the statement a cheque for the consolidated amount will be sent to the Officer-in-charge for disbursement.

The Officer-in-charge will obtain receipt (stamped where necessary) from the invigilators separately and forward them to his office for final settlement.

43. Remuneration to invigilators must not be paid in installments.
44. Remuneration to invigilators, assistants, peons or bearers etc. must be paid according to the prescribed schedule.
45. Remuneration to the Officer-in-charge or Asstt. Officer-in-charge of a University centre will be paid directly from the University Officer on submission of bills.
46. The cost of holding the examination at any particular centre should be so adjusted as not to exceed the Centre Fees collected. Appointed of Officer-in-charge, Asstt. Officer-in-charge, Invigilators, Assistants, Peons etc. for the Examination works in a University Centre.
47. (i) The Officer-in-charge, and Asstt. Officer-in-charge shall be appointed by the University.
- (ii) The ratio of the number of Invigilators to that of candidates should be 1:25.
- (iii) The invigilators, Assistant, Peons or bearers etc. shall be appointed by the Officer-in-charge.
- (iv) Generally, only one office Assistant and one Typist shall be provided for the examination.
- Ordinarily one peon or bearer for every 25 candidates over and above 4 for the Office shall be provided. If additional hands become necessary, previous sanction from the University must be obtained.
- (v) The Officer-in-charge should submit statement of the amount already spent and other connected papers to the Treasurer, Gauhati University immediately after the Examination is over. A model (form) for submission of accounts is given in Appendix A.

Private Centres

48. A centre which is not a University centre, but approved by the University shall be

61. Candidates are required to produce their Admit Cards and Registration Receipts at the time of signing their roll sheets by the invigilators on duty. A candidate failing to produce them without satisfactory explanation or refusing to produce them shall be liable to be warned.

The Officer-in-charge shall have the discretion not to admit such candidate into the examination Hall.

62. Notwithstanding the issue of the Admit Card, the Executive Council shall have the right, for any reason which may appear to them sufficient, to cancel the admission of any candidate to any Examination, whether before, during or after examination.

The Executive Council may also debar a candidate from appearing at any subsequent University Examination or Examinations. The decision of the Executive Council in all such cases shall be final.

63. Candidates are required to sign their names on the Roll sheets and when directed by the Officer-in-charge.
64. Smoking, preparation and chewing of tobacco power or consumption of any intoxicant will not be allowed inside the Examination Hall.
65. In any case not covered by the foregoing rules, reference may be made to the Officer-in-charge for direction and his decision shall be accepted as final.

CHAPTER -III

Expulsion of Candidates

66. Any candidate found guilty of violation of any rule for which he is liable to expulsion under the rules shall be expelled and shall not be allowed to continue the examinations. In each such case the Officer-in-charge shall report in the prescribed form to the Controller of Examinations, stating fully the facts and circumstances, and the evidence against the candidate. This report, together with his answer-script and incriminating documents, if any, should be forwarded by registered post in a separate sealed cover addressed to the Controller of Examinations, by name. If a candidate throws away or destroys the incriminating paper or documents when the invigilator goes to seize it, the paper or document is to be collected if possible, and a report made to that effect. If loose sheets, manuscript or printed, are found inside an answer-script at any time

person authorised by the Head of the institution. Private candidates shall be identified by a responsible person known to the Office-in-charge or as may be appointed by the University.

Admission into Examination Hall

51. In the morning of the first day of the examination a warning bell shall be rung a quarter of an hour before the commencement of the examination as a signal for all friends and relations of candidates and other persons unconnected with the examination is being held. The Office-in-charge should see that no such person are found loitering in or about the premises after the distribution of the question papers to the candidates.

Precisely five minutes before the commencement of the examination on each day, both in the morning and in the afternoon, a warning bell shall be rung as a signal for the candidates to take their seats.

Another bell shall be rung precisely at the hour fixed for the commencement of the examination, when question paper shall be distributed to the candidates.

52. In no case shall a candidate be admitted into the examination hall, or given a question paper more than 15 minutes after the examination has commenced, but in special circumstances, the Officer-in-charge may extend this limit upto half an hour. In no case will a candidate be admitted or given question paper more than 30 minutes after the examination has commenced.
53. The Office-in-charge will set apart a place outside the room where the examination is to be held, where candidates before proceeding to their seats, may leave any books, notes, papers, writings of other materials which they are forbidden to carry into the examination hall

CHAPTER - II

Rules to be Observed By Candidates

54. The examination will comence on the date according to the Programme previously notified.
55. The doors of the Examination Hall will be opened on the morning of the first day, one hour, and in the afternoon and on other days, 15 minutes earlier than the time appointed

for the commencement of the examination. The doors will be closed on each day 5 minutes before the commencement of the examination, after which no candidate will be admitted without the special permission of the Officer-in-charge.

56. (a) Candidates must take their seats at least 5 minutes before the commencement of the examination whereon they will be supplied with question papers and blank answer scripts on which they must write their answer.
- (b) Each candidates shall write on the cover of the answer script only his University Registration number, Roll number, Centre code if any, name of the examination, subject, paper, half (where applicable) and nothing else. A candidate writting anything else will be liable to be warned.
- (c) Candidates are warned that no answer-script will be valid unless the above particulars are clearly and legibly written on the answer-script.
57. (I) (a) No candidate will be allowed to leave the Examination Hall untill an hour has elapsed from the commencement of the examination.
- (b) Candidate may with the special permission of the Officer-in-charge, or invigilator on duty leave the Examination Hall temporarily for a short time for satisfying a call of nature under proper safeguards to render recourse to unfair practice impossible.
- (c) A candidate having completed his Examination must hand over his answer-script in its entirety even if blank, to an invigilator before leaving the Examination Hall. The answer-script must on no account be left on desk. Once the final bell rings he should remain seated and the invigilator(s) will collect the script from him.
- (d) Any candidate, who will not hand over his answer-script in its entirety to the invigilator on duty but will finally quit the examination hall leaving his answer-script on the desk, shall be held responsible for the loss of the script, if the same cannot be subsequently traced.
- (e) The blank answer-script provided to a candidate must be submitted; it cannot be replaced.
- (f) No candidate will be allowed to remain in the Examination Hall after the close of the examination, except to allow his answer-script to be collected by the invigilator.
- (II) (a) Candidates are required to provide themselves with their own pens and pencil, and writing and drawing materials. They are permitted to use fountain pens filled with their own ink. They are also required to provide themselves with hard pencils, divider,

pencil compasses and a straight ruler showing centimeters and inches or other drawing implements when necessary for examination in particular subject like Geometry and Geography. They may also provide themselves with protractors and setsquares for similar purposes. A candidates will not be allowed without special permission to have them from others. A candidate may be allowed to use his/her own calculator of simple Electronic type (non-programmable) in the Examination Hall.

The University will supply squared papers, and blank answerscripts. On no account should any paper be torn from the answerscript.

58. Candidates must not carry into the Examination Hall or have in their possession while under examination, any book, note paper, writing, scribbling or other materials except their Admit Cards, University Registration Receipts and any other prescribed writing or calculating requisites or drawing instruments. Any article carried into the Examination Hall or found in the possession of a candidate in contravention of this rule shall be liable to be seized by the Officer-in-charge; and the candidate shall be liable to expulsion.

Before entering the examination hall a candidate should leave behind all prohibited articles at a place which may be set a part for the purpose by the Officer-in-charge; but such articles may be left there only at the candidates own risk.

59. A candidate, while under examination, shall not help or try to help any other candidate, nor obtain or try to obtain any help from any other candidate or other person. Communication of any sort or in any form is strictly forbidden between a candidate and any other person whether inside or outside the Examination Hall.

A candidate requiring an additional answer sheet; or desiring permission to leave the room for a short time for satisfying call of nature or desiring to hand over his answer script may draw the attention of the invigilator by rising in his seat without making any noise or disturbance. On no account is a candidate permitted to speak to an invigilator on any matter with reference to any question or answer. For violation of this rule a candidate will be warned.

60. Candidates must not write any objectionable or improper remark in their answer-script or attempt in any way to render identification of the answer-scripts difficult by giving false Registration and Roll numbers, or intentionally omitting to state the correct Registration and Roll numbers. Candidates must not write anything on any question paper or blotting paper or other paper or materials or carry away any writing or scribbling from the Examination Hall.

- during examination and or evaluation the contents of which partly/exactly tally with the answers, it shall be deemed to be a case of malpractice and shall be treated accordingly and the concerned candidate shall be liable to expulsion.
67. A candidate under examination possessing any documents or paper (other than the Admit Card or the Registration Receipt) is liable to expulsion. Provided that the Officer-in-charge may not expell the candidate if he is of opinion that the paper or the document has no bearing on the examination in question.
 68. Candidates consulting with one another, copying from others' answer-scripts looking at others papers, trying to receive help from others or somehow suspected to be attempting unfair means will be warned by putting down a 'W' on their answer-scripts and the facts immediately reported to the Officer-in-charge who may expell a candidate if warned more than once. When an answer-script of a candidate is marked 'W', the reason for doing so be stated specifically on signature of the invigilator(s), of 'W' is marked more than once, the reason be stated every time on signature of the invigilator(s). As in the case of expulsion a statement from the concerned candidate be also obtained as provided in clause 71.
 69. The names of candidates using violence against or threatening or intimidating any invigilator or Officers conducting the examination will be reported immediately to the University as well as the local police. The Officer-in-charge shall have powers to expel such candidates forthwith. Cases of intimidation and or assault of invigilator(s), Officer-in-charge or of any person connected with the examination inside or outside the examination Hall, during or after the examination by any candidate or his/her agent shall be treated as a fit case for disciplinary measures and shall constitute sufficient ground for expulsion of the concerned candidate and getting him/her debarred from sitting in any University examination for subsequent year(s).
 70. Power to search : The Officer-in-charge or the invigilator may at any time search the person of any candidate. Provided that in case of female candidates the search shall be conducted by a lady invigilator.
 71. When a student is expelled at an University examination the following formalities shall be observed
 - (i) A statement from the expelled candidate should always be enclosed with the expulsion report. If the candidate refuses to make any statement or runs away, the fact should be reported to the University.

- (ii) The fact should be duly notified and a copy of the notice served to the candidate is to be forwarded with expulsion report.
- (iii) The notice should clearly state that the expulsion cases will be finally decided by the University. Pending decision of the University, the expelled candidates are not eligible to appear at University examination.
72. As soon as possible after the examination is over, the Officer-in-charge should return to the University, the following materials connected with the examination :
- (i) Roll cards, Logarithmic and Trigonometrical Tables, and unused squared papers and Drawing papers, if any, supplied by the University.
 - (ii) A seat plan showing the candidates, relative positions and numbers.
 - (iii) A statement of the number of answer-scripts distributed amongst the candidates each day and the number remaining unused.
 - (iv) All unused answer-scripts and unused stationery and other articles.
 - (v) Roll Sheet containing the signature of candidates, together with the Roll Sheet showing candidates present and absent.
 - (vi) A list of absentees to be forwarded in a separate cover addressed to the Controller by name.
 - (vii) Names and addresses of the invigilators with their specimen signatures.

Final Report

73. At the close of the examination, the University shall be informed if the examination has been conducted in accordance with the rules.
74. In the event of any contingency not covered by these rules which calls for any immediate action, the Officer-in-charge will act on his own responsibility and report the action taken at once to the University for necessary action.

