



**GUIDELINES FOR EXAMINATION AND ASSESSMENT**

**FOR**

**FOUR YEAR UNDERGRADUATE PROGRAMME**

**NAGALAND UNIVERSITY 2023**

## **EXAMINATION AND ASSESSMENT**

1. **Evaluation** will have both components of continuous internal assessment and end-semester examinations carrying weightage of 25% and 75% respectively. Each course of 4 credits and above shall be evaluated for 100 marks with 25 marks for internal assessment and 75 marks for end-semester examinations. Courses of **2/3 credits** will be evaluated for 50 marks with 12.5 marks for internal assessment and 37.5 marks for end-semester examinations.

Practical courses will be for 50 marks only. Pass marks will be 40%. Students will be required to obtain 40% marks in internal assessment and end-semester examinations separately to pass the subject.

2. **Continuous Internal Assessment:**

- i. The outline for continuous assessment activities shall be proposed by the teacher(s) concerned before the commencement of the semester. Some suggested parameters of continuous assessment are class test, seminar, quiz, home assignment, project, etc. and many other methods. However, there shall be series of tests at regular intervals for each course (paper) incorporating various parameters as given above
- ii. In the continuous internal assessment under the suggested parameters, there will be 3 class tests and the average of the best 2 tests performances will be taken as the final score
- iii. All continuous internal assessment activities are to be regulated and conducted by the respective colleges under the supervision of the Principal/HoD of the concerned department.

3. ***Duration of Semester System and Academic Year***

**Maximum duration for Undergraduate Programme shall be 7 years as per FYUGP Guidelines.** The duration of every semester is six (6) months during which Admission, Course Work, Conduct of Examinations and Declaration of Results shall be completed including Semester Break. Every College shall offer uniform pattern of Credit Loads and follow a uniform Academic Calendar in each Semester. Academic Calendar shall be prepared by the University.

4. ***Credit Value and Contact Hour System***

- i. For the maintenance of a standard teaching-learning system, Credit Value and Contact Hours shall be followed for assessment of the level of learners.
- ii. **The minimum Credits to be obtained for Major, Minor and Honours shall be as per Nagaland University FYUGP Guidelines.**
- iii. A **Contact Hour (CH)** is in correspondence to the **Credit Value**; *for example*, a paper having **6 Credits** shall have a minimum of **6 Contact Hours** in a week and a paper having **2 Credits** shall have a minimum of **2 Contact Hours** in a week. For Practical classes, every **Two Hours** shall make **1** (one) Contact hour.

- iv. One Contact Hour shall normally be of **60 minutes** duration.

**Explanation :** (i) The concept of Credit Value and the Contact Hours has a bearing on the Number of classes taken for a course per week. (ii) A Semester shall have a minimum of 90 working days, excluding days taken for the conduct of Examinations and Evaluation.

## 5. The End-Semester Examination

- i. The examination routine/schedules for end-term examinations shall be notified by the University.
- ii. The University shall conduct and evaluate the end semester examinations for the even semesters (2<sup>nd</sup>, 4<sup>th</sup>, 6<sup>th</sup> and 8<sup>th</sup>). The colleges shall evaluate the odd semesters (1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup> and 7<sup>th</sup>) internally in the respective colleges. **However, the 2<sup>nd</sup>-semester examinations (Repeater) shall continue to be evaluated by the colleges internally till the final batch of the prevailing semester system (Old Course & CBCS) is phased out. The last semester-end examination for the Old Course shall be in the year 2026 and CBCS shall be in the year 2027.**
- iii. All question paper settings/moderation will be done by the office of the Controller of Examinations for all end-semester examinations.

## 6. Question Patterns and Duration for Examinations

Duration of theory examination for papers having 4 credits and more shall be 3 hours and 2/3 credit papers shall be 2 hours. However, the duration of those practical which may require more time (beyond 3 hours) may be decided by the BUGS/BOS/Departments as per the peculiarities of the paper.

The question paper shall be set covering all units/sections.

## 7. Major papers:

- i. **Major** papers shall have descriptive type questions only covering all units. Questions shall be set giving internal choices from each unit. In papers having more than 5 units, there shall be at least one question from each unit with internal choices within the unit. Papers having less than 5 units, there shall be at least one question from each unit with internal choices and the remaining questions shall be set covering all the units with internal choices.
- ii. Students will have to answer five questions of 15 marks each (at least one from each unit). In each unit there shall be internal choice from where the students shall have to answer at least one question.

## 8. Minor, Multidisciplinary, AEC, SEC and Value-Added Papers:

These papers shall have both objective and descriptive type questions covering all units from the approved course/paper. The question patterns are given in Tables 1 & 2.

**TABLE 1: QUESTION PATTERN FOR MINOR THEORY PAPERS.****FOUR (4) and ABOVE CREDIT PAPERS:**

Section	Total No. of Questions	No. of questions to be answered	Marks for each Question	Total Marks
<b>A. Objective Type</b>				
1. Multiple Choice	15 (at least two questions from each unit)	15	1	15
2. Short Answer	7-10 (minimum 1 question from each unit)	5 (one each from different units)	2	10
<b>B. Descriptive</b>	10 (atleast one Question from each unit)	5 (one from each unit)	10	50
<b>Total</b>				<b>75</b>

**TABLE 2 : QUESTION PATTERN FOR MULTIDISCIPLINARY, AEC, SEC, VALUE ADDED PAPERS****TWO (2)/THREE (3) CREDIT PAPERS:**

Section	Total No. of Questions	No. of questions to be answered	Marks for each Question	Total Marks
<b>B. Objective Type</b>				
1. Multiple Choice	15 (atleast two questions from each unit)	15	0.5	7.5
2. Short Answer	7-10 (minimum 1 Question from each unit)	5 (one each from different units)	1	5
<b>B. Descriptive</b>	10 (at least one question from each unit)	5 (one from each unit)	5	25
<b>TOTAL</b>				<b>37.5</b>

**9. Practical:**

- i. There shall be a continuous evaluation of practical courses conducted by the course in charge to be nominated by the Principal of the college
- ii. Continuous evaluation of Practical will carry a total of 50 marks.
- iii. The process of continuous evaluation of practical Courses shall be completed 15 days before the beginning of the end-semester examination.
- iv. **Pattern of Questions for Practical Paper**  
The scheme of awarding marks for a practical course shall be as given below:

Component	Total Marks
Evaluation of Lab Record	10
End Semester Test	30
Regularity in Practical Class	10
<b>TOTAL</b>	<b>50</b>

- v. Practical Exams will be conducted by the concerned college under the following Guidelines;
- a. There shall be Practical End-Semester Examinations for all semester students with Practical component(s) in their **FYUGP** Curriculum.
  - b. All Practical question papers shall be set by respective colleges. A copy of which shall be submitted to the office of the Controller of Examination for reference.
  - c. The Practical examiners must be knowledgeable, competent and impartial in assessing the students such as to maintain the quality and standards of the practical examinations.
  - d. The Practical Examiner(s) shall ensure that all assessments are conducted in accordance with the assessment regulations for the course as stated in **FYUGP** Guideline and Syllabi.
  - e. He/ she shall be responsible for viva voce examinations and shall award viva voce marks.
  - f. The Controller of Examinations shall have the right to call for all the records for continuous evaluation and moderate the evaluation if felt necessary for valid reasons.
  - g. In case of exigency, the Controller of Examinations shall have the authority to appoint External Examiner(s) for End-Semester Practical Examinations in Undergraduate Degree Colleges affiliated to Nagaland University. The examiner(s) in a college may be appointed from Post Graduate teachers in the University or a teacher from any other colleges.

#### **10. Evaluation of Project Paper:**

In Project Papers, the marks (out of total 100 marks) shall be awarded by the College and submitted along with Internal Assessment Marks. Project Report in the bound form may be insisted for evaluation.

#### **11. Re-Evaluation/Re-Scrutiny**

- i. A candidate may, within 15 days of declaration of results, apply for Re-evaluation of not more than 2 (two) papers by paying the prescribed Fee as applicable from time to time. Re-evaluation is allowed only for the Even Semester examinations conducted by the University.
- ii. Re-evaluation shall be permissible to candidates who secure marks not less than 20% and not more than 60%.
- iii. The provision for Re-evaluation shall not be applicable to Practical Examination Papers.
- iv. All requests for Re-evaluation shall be accompanied by: (i) University Challan/Online payment receipt in favour of Nagaland University for the amount prescribed. (ii) The Original Mark-Sheet issued by the University.
- v. The application shall be screened by the Controller of Examinations/Examinations Section and shall be sent to an Examiner other than the one who have examined the script earlier.
- vi. If the marks awarded by the second examiner (re-evaluator) is more than that of the first examiner, the same shall be taken as the marks obtained on revaluation.

- vii. If the marks awarded by the second examiner (re-evaluator) is less than that of the first examiner, the award of the first examiner shall stand.
- viii. No retrospective benefits such as award of Gold Medal, Scholarship, Fellowship, Admission, Promotion, etc. shall be accrued to Candidates as a result of re-evaluation.
- ix. Result of re-evaluation paper(s) and other relevant documents shall be sent to the Principal of the College from the office of the Controller of Examination. Marks-sheet shall not be issued to student(s) directly from the University Office.
- x. Application for Re-evaluation must be submitted in a prescribed format duly forwarded by the Principal of the college.

## 12. Criteria for Semester Progression and Award of Degree

- i. To pass in each course, a candidate must secure a minimum of 40% marks in end semester examination. A candidate must secure a minimum of 40% marks in internal assessment as well. Grading shall be based on marks obtained in both components i.e. internal assessment and end semester examination.
- ii. In any case, a student shall not be allowed for re-evaluation or improvement in a course for internal assessment component.
- iii. Advancement to the next Semester shall be permitted with a maximum of Two Backlog Papers from the preceding Semester. Further, entry to the next Semester shall be regulated as explained under:
  - a. Admission to **4<sup>th</sup> semester** shall be allowed only after clearing **1<sup>st</sup> Semester Backlog Paper(s)** during **3<sup>rd</sup> Semester**.
  - b. Admission to **5<sup>th</sup> Semester** shall be allowed only after clearing **2<sup>nd</sup> Semester Backlog Paper(s)** during **4<sup>th</sup> Semester**.
  - c. Admission to **6<sup>th</sup> Semester** shall be allowed only after clearing **3<sup>rd</sup> Semester Backlog Paper(s)** during **5<sup>th</sup> Semester**.
  - d. Admission to **7<sup>th</sup> Semester**, for those students desirous to pursue 4 years Bachelor's Degree, shall be as per Clause 1.3 of NU FYUGP Guidelines.
  - e. *Backlog paper(s) of 4<sup>th</sup> Semester needs to be cleared during the 6<sup>th</sup> Semester.*
  - f. Backlog paper(s) of 5<sup>th</sup> and 6<sup>th</sup> Semesters need to be cleared during subsequent examinations for these semesters within 7 years.
- iv. Candidates failing in any subject will be required to appear only in the failed papers in the subsequent Repeat examination.
- v. A student failing in the internal assessment examination shall not be allowed to appear in the end-semester examination in the failed subject. If the student fails in more than two papers in the internal assessment examination, shall not be allowed to appear for the end-semester examination.
- vi. Change of Minor to Major shall be as per Nagaland University FYUGP Guidelines

## 13. Attendance

A candidate shall be eligible to appear in the end-semester examination only if he/she attains a minimum of 80% attendance as per the University ordinance. For valid reasons, 5% relaxation of Attendance may be considered by the respective college authority

#### 14. Grading

Each course (paper) shall be graded on the basis of marks obtained (out of 100 or 50) during every semester.

#### 15. Letter Grades and Grade Points:

There shall be absolute grading where marks obtained by a student in a course is converted into Grade on a 10-point scale as given in Table 3:

**Table 3: Marks to Grade Conversion**

Marks (%)	Letter Grade		Grade Point
90 to 100	O	Outstanding	<i>For papers having 100 marks the GP shall be marks obtained divided by 10.</i>
80 to 89.99	A+	Excellent	
70 to 79.99	A	Very Good	
60 to 69.99	B+	Good	
50 to 59.99	B	Average	<i>For papers having 50 marks the GP shall be marks obtained divided by 5.</i>
40 to 49.99	C	Passed	
Less than 40	F	Failed	

#### 16. Computation of SGPA and CGPA:

The following procedure shall be adopted for the calculation of SGPA and CGPA.

- i. The **Semester Grade Point Average (SGPA)** is the ratio of sum of the product of the number of credits and the grade value scored by a student in all the courses opted by a student and the sum of the number of credits of all the courses undergone by a student, i.e.

$$SGPA (S_j) = \sum (C_{ij} \times G_{ij}) / \sum C_{ij}$$

where,

$S_j$  = SGPA of the  $j^{th}$  semester,

$C_{ij}$  = number of credits of the  $i^{th}$  course of the  $j^{th}$  semester,

$G_{ij}$  = grade point obtained by the student in the  $i^{th}$  course of the  $j^{th}$  semester

- ii. The **Cumulative Grade Point Average (CGPA)** shall be calculated in the same manner taking into account of all the courses undergone by a student over all the semesters of a programme, i.e.

$$CGPA = \sum (C_j \times S_j) / \sum C_j$$

Where,

$C_j$  = credits earned in semester  $j$ ,

$S_j$  = SGPA in semester  $j$ ,

$\sum C_j$  = Total credits earned in the programme

- iii. The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcript
- iv. Following formula shall be used for conversion of CGPA or SGPA to % of marks:
  - % Marks = [CGPA x10]

### 17. Grade Improvement in FYUGP:

- i. Candidate who has passed B.A., B.Sc., B.Com, BBA and BCA degree examination, may be permitted to re-appear in an examination for grade improvement in theory course(s) only if SGPA is lower than A+.
- ii. Candidate is allowed to give Improvement for a maximum of 2 theory Papers/Courses only.
- iii. If a candidate secures lesser marks in the Improvement Examinations, the original marks shall be retained.
- iv. A candidate is eligible for improvement only after passing the Final Semester (i.e. either VI Semester or VIII Semester). However, a candidate is not allowed to take improvement beyond 7 years, counting from the time of enrolment.
- v. A candidate desiring to apply for Improvement shall apply through the concerned College/Examination Centre by Payment of requisite fee and the College shall forward to Examinations Section.
- vi. A candidate who applies for Improvement shall surrender Original Marks-Sheet already issued to him/her.
- vii. A candidate appearing for Improvement shall not be entitled to get any Prize/Rank/ Medal/ Scholarship award.

### 18. Ranking:

- i. Programme/Subjects where the Topper/Gold Medal shall be awarded will be notified by the University at a later stage.
- ii. To qualify for ranking, the candidate should have cleared all semester exams on first attempt without backlog.
- iii. The CGPA (two decimal points) shall be the basis of topper. If two or more candidates secure the same CGPA, the candidate having higher SGPA in Final semester will be given higher rank. If the rank is still not resolved, the SGPA of next below semester may be taken into consideration.
- iv. Ranking shall be made only from candidates who secure overall CGPA 6.00 and above.
- v. Students other than the Regular batch will not be considered for ranking.

### 19. Examination Calendar

- Examination of 1<sup>st</sup>/3<sup>rd</sup>/5<sup>th</sup> Semester (Odd Semesters) : October – November
- Examination of 2<sup>nd</sup>/4<sup>th</sup>/6<sup>th</sup> Semester (Even Semesters) : April – May



## **20. Admission/Eligibility**

Students who have passed the 10+2 Examination or any other equivalent examination from any recognized University/ Board shall be eligible to seek admission to the first semester.

## **21. Others**

- i. Each Principal of the College/Institution will function as Centre Superintendent upon declaration of the College/Institution as an Examination Centre unless University decides otherwise.
- ii. Each college shall have a Moderation Board/Committee to moderate the marks awarded to a candidate through continuous Internal Assessments and Practical Examinations. The marks awarded in each semester (Continuous Internal Assessment and Practical Examinations) shall be forwarded to the office of the Controller of Examinations (latest before 7 days from the last date of the semester examination /7 days before the start of the semester examination).

## **22. Transitory Provisions**

Notwithstanding anything contained in these Guidelines, the Vice-Chancellor shall have the power to provide by order that these guidelines shall be applied to any programme with such necessary modification.

## **23. Doubts and Disputes:**

If any doubt or disputes arises as to the interpretation, intention or application of any of the provisions of these guidelines or any matter not covered by these guidelines, the decision of the Academic Council of Nagaland University shall be final and binding.

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