

RULES FOR THE GUIDANCE OF CANDIDATES

1. The examination will commence on the date according to the programme previously notified.
2. The doors of the Examination Hall will be opened on the morning and afternoon of the first day, thirty minutes before the commencement of the Examination and on the other days 10 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. In no case will a Candidate be admitted or given a question paper more than 15 minutes after the examination has commenced.
3. Candidates must take their seats at least 5 minutes before the time appointed for the commencement of the examination.
4. No candidate will be allowed to leave the Examination Hall until thirty minutes have lapsed from the time when the papers are given out. Except as here in after provided, no candidate will be allowed to re-enter the Examination Hall during the hours of examination after submission of the answer paper.
A candidate may with special permission of the Officer-in-Charge, leave Examination Hall temporarily for a valid reason, but only under the surveillance of a trust worthy person to be deputed by the Officer-in-Charge under proper safeguards to render recourse to unfair practices impossible.
A candidate having completed his answer paper must hand it over, even if blank, to an invigilator before leaving the examination hall. The answer paper must on no account be left on the desk. No candidates will be allowed to remain in the examination hall after the completion of the examination, except to allow his answer paper to be collected by the invigilator.
5. Candidates are required to provide themselves with their own pens and pencils. They are permitted to use fountain pens filled with their own ink. They are also required to provide themselves with hard pencils, dividers, pencil compasses and a straight ruler showing centimeters and inches or other drawing implements when necessary for examination in particular. Squared papers for answering questions on Graphs will be supplied by the University.
The University will supply stitched book in which to write the answers. On no account should any paper be torn from the answer book. Candidates should not write anything in the column meant for "code No."
6. Each candidates shall write on the cover of the answer book only University Registration Number and Roll Number (But not his name or the name of his college)
7. Candidates are forbidden to carry into the Examination Hall or have in their possession while examination, any book, note paper, writing scribbling, or other materials except their Admission card and any other writing requisites or drawing instruments. Any articles carried into the Examination Hall or found in the possession of a candidate in contravention of this rules shall be liable to be seized by the Officer-in-Charge and the candidate shall be liable to expulsion.
8. A candidate, while under examination shall not 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 book or the supply of link or blotting, paper or desiring permission to leave the room for a valid purpose or desiring to give up his answer paper, may call the attention of the invigilator by rising in his seat and without making and noise and disturbance. On no account is a candidate permitted to speak to an invigilator on any matter with reference to any question or answer.
9. Candidates must not write any objectionable or improper remark in their answer paper. Candidates must not write anything on any question paper or blotting paper or other paper, or carry away any writing or scribbling from the Examination Hall.
10. Candidates are required to produce their Admission cards to sign their names as and when directed by the officer-in-charge.
11. Candidates are required to strictly observe the rules laid down by the University for conduct of examinations and the guidance of candidates.
12. Candidates are warned that any attempt to use unfair means at the examinations or any breach or attempted breach of these or other examination rules, will render them liable to expulsion by the Officer-in-Charge from the examination or any part thereof and to such further penalties as V.C/Executive Council may determine.
13. Notwithstanding the issue of the Admission Card the Executive Council/V.C shall have the right for any reasons which may appear them sufficient to cancel the admission of any candidate to any examination whether before, during or after the examination.
The V.C/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.
14. Any unexpected holiday(s) declared by a local Authority or by the Government of a Union Territory or State or by the Government of India, on account of the demise dignitary or any other account, after the publication of the Examination programme shall not prevent the conduct of the examinations scheduled for the day or days concerned.



NAGALAND UNIVERSITY
(A Central University Estd. by the Act of Parliament No. 35 of 1989)
HEADQUARTERS-LUMAMI

F. No. NU/Exam/B.ED-ROUT-02/13

Dated: 3rd Sept, 2020

NOTIFICATION

In view of the COVID-19 pandemic in India and due to rapid spread of COVID-19 in the state of Nagaland, and subject to approval/ratification by the Academic Council, the University will conduct **online examinations** for B.Ed – 2nd & 4th Semesters beginning from 28th September, 2020. Guidelines/Advisories/Instructions for conduct of the Online B.Ed – 2nd & 4th Semester Exams are enclosed.

Colleges are to ensure that examination forms are duly filled and submitted to the University in time and necessary fees are paid before issue of Admit cards to the students. Examination forms can be downloaded from the NU website: <https://nagalanduniversity.ac.in/files/forms/student/APPLICATION%20FORM%20FOR%20APPEARING%20SEMESTER-WISE%20EXAMINATION.pdf> Payment of Exam fees shall be made online through the SBI Collect: <https://www.onlinesbi.com/sbicollect/icollecthome.htm>

Students are advised to keep in touch with their respective Colleges over phone, e-mail, messaging or any other available technology for latest updates.

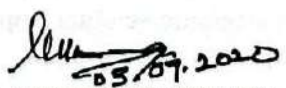
(DR. MAONGSANGBA)
Controller of Examinations

F. No. NU/Exam/B.ED-ROUT-02/13 - 287

Dated: 3rd Sept, 2020

Copy to:

1. Secretary to the Vice Chancellor, Nagaland University, for Hon'ble VCs information.
2. The Chief Secretary, Govt. of Nagaland, Kohima.
3. The Secretary to the Govt. of Nagaland, Higher & Technical Education Department, Nagaland: Kohima.
4. Director, Higher Education, Govt. of Nagaland, Nagaland: Kohima.
5. Registrar, Nagaland University, HQ Lumami for information.
6. Finance Officer, Nagaland University, HQ Lumami for information.
7. All Principals of Affiliated Colleges for information and necessary action.
8. Director CDC, Nagaland University, HQ Lumami for information.
9. Deputy Registrar (Acad), Nagaland University, HQ Lumami for placing in the AC for approval/ratification please.


(DR. MAONGSANGBA)
Controller of Examinations

considered as the first page of the answer script. Students shall quote their **Roll/Reg. Number** in all the other pages of the answer script compulsorily.

3.4. Scan copy of answer script shall be submitted to their respective colleges/respective paper evaluator in online mode through email, Whatsapp, Google classroom app etc. The answer script be converted to a single PDF file and save it with the students Roll number e.g. 057/2019.pdf.

3.5. The time slot for all examinations is 3+2 hours (3 hours for the actual exam and 2 hours for downloading question papers and uploading of answer scripts).

3.6. The hardcopy of the answer scripts shall be retained by the students and subsequently submit physically to the college whenever situation permits. The hardcopy shall be referred by the University if any anomalies are detected at a later stage.

4. Evaluation

4.1. As approved by the Academic Council, evaluation of forthcoming B.Ed – 2nd & 4th Semester examinations shall be done internally by the respective colleges.

4.2. Colleges may instruct their respective teachers to evaluate the performance of the students by evaluating either the soft copies of answer scripts uploaded by the examinees or the printed hard copies of the uploaded answer scripts. Teachers may also use Google classroom app to evaluate if they have familiarity with the app. The evaluated answer scripts in either case must be properly documented and kept in the custody of the Principal to be forwarded to the University, if required.

4.3. The scan copy in PDF format of markbook with signature of evaluator shall be submitted online to the University. The University shall prepare the results as per the markbook submitted by the colleges. The University contact person for submission shall be intimated to the colleges.

4.4. Request for re-evaluations of papers for the upcoming examinations for both B.Ed – 2nd & 4th Semester examinations will not be entertained whatsoever.

5. Attendance Sheet

5.1. In view of online examinations, the attendance sheet shall not be required to be signed by the students. However, colleges shall submit attendance sheet paper wise and date wise duly certified by the principal.

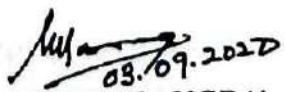
5.2. The attendance sheet so prepared shall be verified with the answer scripts if need arises.

6. Mock Test

6.1. To familiarise and get acquainted with the system of online exams by the Examiner and Examinee **MOCK TEST** may be conducted by the respective colleges at least 5 days before the start of the actual exams.

7. Notwithstanding the above guidelines regarding conduct of examination all concerned are requested to ensure that they are prepared in all respects to carry out the examinations following necessary protocols/guidelines/directions/advisories issued by the Central/State Governments and MHRD/UGC from time to time, in view of COVID-19.

8. The above guidelines are advisory in nature and each college may chart out its own plan of action taking into consideration the issues pertaining to COVID-19 Pandemic. The colleges may adopt their own modalities for the conduct of online exams for their students.


03.09.2020
(DR. MAONGSANGBA)
Controller of Examinations



GUIDELINES FOR EXAMINATION AND ASSESSMENT

Choice Based Credit System (CBCS)

FOR UNDERGRADUATE COURSES (Honours and General)

Under

NAGALAND UNIVERSITY 2022

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 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.
- 1.1 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.

1.2 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.

2. DURATION OF SEMESTER SYSTEM AND ACADEMIC YEAR

A Minimum of 3 years (6 Semesters) and a Maximum of 5 years (10 Semesters) shall be required to qualify for the B.A/ B.Sc./BCA/ B.Com., and BBA Degree. 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 uniform Academic Calendar in each Semester. Academic Calendar shall be prepared by the University.

3. 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 completed for *Honours* students shall be **140** while for the *General Course*, it shall be **120**.
- 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.

4. The End-Semester Examination

4.1. The examination routine/schedules for end term examinations shall be notified by the University.

4.2. The University shall conduct and evaluate the end semester examinations for the even semesters (2nd, 4th and 6th). The colleges shall evaluate the odd semesters (1st, 3rd and 5th) internally in the respective colleges. *However, the 2nd semester examinations shall continue to be evaluated by the colleges internally till the final batch of the prevailing semester system (Old Course) is phased out. The last semester end examination for the Old Course shall be in the year 2026.*

4.3. All question paper settings/moderation will be done by the office of the Controller of Examinations for all end semester examinations.

5. Question Patterns and Duration for Examinations

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

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

5.1. Core papers:

5.1.1. Core 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.

5.1.2 Student 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.

5.2. Elective, AECC, DSC and SEC papers:

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

TABLE 1: QUESTION PATTERN FOR ELECTIVE THEORY PAPERS.



4 and ABOVE CREDIT PAPERS:

Section	Total No. of Questions	No. of questions to be answered	Marks for Each Question	Total Marks
A. Objective Type				
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. Descriptive	10 (at least one question from each unit)	5 (one from each unit)	10	50
TOTAL				75

TABLE 2 : QUESTION PATTERN FOR AECC AND SEC PAPERS

TWO (2) CREDIT PAPERS:

Section	Total No. of Questions	No. of questions to be answered	Marks for Each Question	Total Marks
B. Objective Type				
1. Multiple Choice	15 (at least 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. Descriptive	10 (at least one question from each unit)	5 (one from each unit)	5	25
TOTAL				37.5

6. Practicals:

- 6.1. There shall be a continuous evaluation of practical courses conducted by the course in-charge to be nominated by the Principal of the college.
- 6.2. Continuous evaluation of practical will carry a total of 50 marks.
- 6.3. The process of continuous evaluation of practical Courses shall be completed 15 days before the beginning of end-semester examination.
- 6.4. 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
TOTAL	50

6.5. Practical Exams will be conducted by the concerned college under the following guidelines;

- There shall be Practical End-Semester Examinations for all semester students with Practical component(s) in their CBCS curriculum.
- 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.
- 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.
- The Practical Examiner(s) shall ensure that all assessments are conducted in accordance with the assessment regulations for the course as stated in CBCS guideline and syllabus.
- He/ she shall be responsible for viva voce examinations and shall award viva voce marks.
- 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.
- 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.

7. Evaluation of Project Paper:

- 7.1. 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.

8. Re-Evaluation/Re-Scrutiny

- 8.1. A candidate may, within 15 days of declaration of results, apply for Re-evaluation of not more than 2 (two) papers by paying prescribed Fee as applicable from time to time. Re-evaluation is allowed only for the Even Semester examinations conducted by the University.
- 8.2. Re-evaluation shall be permissible to candidates who secure marks not less than 20% and not more than 60%.
- 8.3. The provision for Re-evaluation shall not be applicable to Practical Examination Papers.
- 8.4. All requests for Re-evaluation shall be accompanied by: (i) University Challan issued by Finance Department of the University/Demand Draft/online payment receipt in favour of Nagaland University for the amount prescribed. (ii) The Original Mark-Sheet issued by the University.
- 8.5. 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.
- 8.6. 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.
- 8.7. 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.
- 8.8. 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.
- 8.9. 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.
- 8.10. Application for Re-evaluation must be submitted in a prescribed format dully forwarded by the Principal of the college.

9. Criteria for Semester Progression and Award of Degree

- 9.1. 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.
- 9.2. In any case, a student shall not be allowed for re-evaluation or improvement in a course for internal assessment component.
- 9.3. 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 at the level of Semesters IV, V, and VI as explained under:
- (i) Admission to **IV semester** shall be allowed only after clearing **I Semester Backlog Paper(s)** during **III Semester**.
 - (ii) Admission to **V Semester** shall be allowed only after clearing **II Semester Backlog Paper(s)** during **IV Semester**.
 - (iii) Admission to **VI Semester** shall be allowed only after clearing **III Semester Backlog Paper(s)** during **V Semester**.
 - (iv) *Backlog paper(s) of 4th Semester needs to be cleared during 6th Semester.*
 - (v) *Backlog paper(s) of 5th and 6th Semesters need to be cleared during subsequent examinations for these semesters within 10 Semesters.*
- 9.4. Candidates failing in any subjects will be required to appear only in the failed papers in the subsequent Repeat examination.
- 9.5. A student failing in internal assessment examination shall not be allowed to appear end semester examination in the failed subject. If the student fails in more than two papers in internal assessment examination, shall not be allowed to appear the end semester examination.
- 9.6. Dropping of Honours shall not be allowed.

9.7. Attendance

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

9.8. Grading

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

10. 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	<i>For papers having 50 marks the GP shall be marks obtained divided by 5.</i>
50 to 59.99	B	Average	
40 to 49.99	C	Passed	
Less than 40	F	Failed	

10.1. Computation of SGPA and CGPA:

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

10.1.1. 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.

10.1.2. 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.

10.1.3. The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcript.

10.1.4. Following formula shall be used for conversion of CGPA or SGPA to % of marks:

$$\% \text{ Marks} = [\text{CGPA} \times 10]$$

11. Grade Improvement in CBCS-UG Guidelines:

- 11.1. Candidate who has passed B.A., B.Sc., B.Com, BBA and BCA degree examination, he/she may be permitted to re-appear in an examination for grade improvement in theory course(s) only if SGPA is lower than A+.
- 11.2. Candidate is allowed to give Improvement for a maximum of 2 theory Papers/Courses only.
- 11.3. If a candidate secures lesser marks in the Improvement Examinations, the original marks shall be retained.
- 11.4. A candidate is eligible for improvement only after passing the Final Semester (i.e., VI Semester). However, a candidate is not allowed to take improvement beyond 10 (Ten) Semesters, counting from the time of enrolment.
- 11.5. 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.
- 11.6. A candidate who applies for Improvement shall surrender Original Marks-Sheet already issued to him/her.
- 11.7. A candidate appearing for Improvement shall not be entitled to get any Prize/Rank/Medal/Scholarship award.

12. Ranking:

- 12.1. Programme/Subject wise list of toppers shall be declared at the final examinations under the following categories –
 - Toppers from each Honours subjects
 - 1 (one) topper from [B.A, B.Sc., B.Com (General)]
 - 1 (one) topper from [BCA, BBA (Professional)]
- 12.2. To qualify for ranking, the candidate should have cleared all semester exams at first attempt without backlog.
- 12.3. 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 6th semester will be given higher rank. If the rank is still not resolved, the SGPA of 5th semester may be taken into consideration.
- 12.4. Ranking shall be made only from candidates who secure overall CGPA 6.00 and above.
- 12.5. Students other than the Regular batch will not be considered for ranking.

13. Examination Calendar

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

14. Admission/Eligibility

- 14.1. 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 of the three year Degree Pass Course.
- 14.2. Students desiring to study the Honours Course should have secured a minimum of 45% Marks in the concerned subject in the 10+2 level examination.
- 14.3. Students who have passed any given Certificate/Diploma Course after 10+2 level in any recognized professional course of study shall also be eligible for Honours Course provided they have an average of 45% Marks at 10+2 level.
- 14.4. Students from other streams (Science/Commerce) shifting to Arts stream may be allowed to opt for Honours provided they have secured 50% marks in aggregate at 10+2 level.
- 14.5. A student who secure grade point 'C' and above shall qualify for Honours Degree.

15. Others

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

16. Transitory Provisions

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

17. 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.



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 (2nd, 4th, 6th and 8th). The colleges shall evaluate the odd semesters (1st, 3rd, 5th and 7th) internally in the respective colleges. **However, the 2nd-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
A. Objective Type				
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. Descriptive	10 (atleast one Question from each unit)	5 (one from each unit)	10	50
Total				75

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. Objective Type				
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. Descriptive	10 (at least one question from each unit)	5 (one from each unit)	5	25
TOTAL				37.5

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
TOTAL	50

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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 4th semester shall be allowed only after clearing 1st Semester Backlog Paper(s) during 3rd Semester.
 - b. Admission to 5th Semester shall be allowed only after clearing 2nd Semester Backlog Paper(s) during 4th Semester.
 - c. Admission to 6th Semester shall be allowed only after clearing 3rd Semester Backlog Paper(s) during 5th Semester.
 - d. Admission to 7th 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 4th Semester needs to be cleared during the 6th Semester.*
 - f. Backlog paper(s) of 5th and 6th 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

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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	<i>For papers having 50 marks the GP shall be marks obtained divided by 5.</i>
50 to 59.99	B	Average	
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:

$$\text{➤ } \% \text{ Marks} = [\text{CGPA} \times 10]$$

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 1st/3rd/5th Semester (Odd Semesters) : October – November
- Examination of 2nd/4th/6th 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.
