

**RULES RELATING TO THE EXAMINATIONS IN UNDER-GRADUATE DEGREE PROGRAMME OF BIDHAN CHANDRA KRISHI VISWAVIDYALAYA**

**1.01 Short Title:** These Rules may be called as “**RULES FOR UNDER-GRADUATE EXAMINATIONS IN BIDHAN CHANDRA KRISHI VISWAVIDYALAYA, 2017**”.

**1.02 Date of Enforcement:** These Rules shall come into force with effect from the date to be notified by the Viswavidyalaya.

**1.03 Interpretation:** Unless the context otherwise requires, the words and expressions used in these Rules shall be interpreted to have the same meaning as they have in the Act. The decision of the Executive Council and / or Vice-Chancellor shall, however, be final in the matter of interpretation of these Rules and related matters.

The success of an academic programme depends to a large extent on the timely conduct of examination and the publication of the results thereof. **The Registrar shall take necessary action for smooth running of the Examination System of the Viswavidyalaya with co-operation of the functionaries related to the examination mentioned in these Rules.**

**1.04 Definition:** In these Rules, unless the context otherwise requires.

(i) ‘**Academic Year**’ ordinarily means a period of 12 months, commencing on such date as may be decided by the appropriate authority and / or PG and UG Council of the concerned Faculty.

(ii) ‘**Academic Calendar**’ means a calendar of dates duly approved by the concerned appropriate authority and / or PG and UG Council, indicating all the academic activities relating to the students enrolled in the concerned academic programme. It shall specify the dates of enrollment, commencement and close of instruction, study leave, commencement of examinations, semester break and so on and notified by the Registrar in consultation with the Deans of the Faculties at the very beginning of a semester.

The commencement of classes of a semester excluding the first semester will be just after completion of 1 (one) week semester break.

The detail of the Academic Calendar is given in **Annexure I**.

(iii) ‘**Semester**’ means a specified period of time of 21 weeks duration to be distributed in the following manner:

Classes including Mid-term Examination	=	16 weeks
Practical Evaluation	=	1 week
Study Leave	=	1 week
End Term Examination	=	3 weeks
Total	=	21 weeks

- (iv) **‘Semester Break’** means an inter-semester break of 1 (one) week between two semesters, during which period there shall not ordinarily be any class or examination for the particular batch. The period may, however, be utilized for study tours, national social service camp, national cadet corps, annual social function, and such other co-curricular or curricular activities.
- (v) **‘Course’** means a unit of instruction or segment of a subject matter carrying specific marks of credits, meant to be covered in specified period. For each course, example 3(2+1) credits means there shall be 2 theory and 1 practical classes per week as are required to complete the course.
- (vi) **‘Registration Certificate’** means a certificate of studentship issued by the Registrar to a student immediately after his/her first admission in the Viswavidyalaya. The student may be required to quote the registration number during communication with the University and to produce it before the Invigilator in the Examination Hall, failing which he/she may not be allowed to sit for the examination.
- (vii) **‘Admit Card’** means a card issued by the Registrar of the Viswavidyalaya permitting a student to appear in an examination as specified therein.
- (viii) **‘Officer-in-Charge’** means usually the Dean of the concerned Faculty or his / her representative usually the Associate Dean in College(s) of the respective Faculty during conduction of the Examination.
- (ix) **‘Hall-in-Charge’** means the Head of the Department associated with the course / Course Leader / a Faculty Teacher nominated by the Dean of the concerned Faculty or Associate Dean of the respective College.
- (x) **‘Course Leader’** means a Course Instructor among the Instructor(s) of the course as decided by the Board of Studies of the concerned Department or by the Dean of the concerned Faculty for multi-disciplinary course(s), who will co-ordinate the activities of the course with the co-operation of other Instructor(s).

**1.04 Extent of application:** These Rules shall apply to all the students of the Viswavidyalaya enrolled in the Under-Graduate programme who shall be on the Faculty roll on the date to be notified by Viswavidyalaya or who shall be enrolled as a student thereafter under the said programme.

## **2.00 ENROLLMENT**

**2.01** Every student must enroll himself/herself at Admission Section and thereafter at the Faculty / College at the beginning of first semester within the specified date by paying tuition, examination, hostel and other fees for that semester, failing which the student shall not be allowed to attend the classes and appear in the examination in that semester. The Registrar shall notify the names of all the students so enrolled in the Admission Roster under all degree programme during the academic session to the Faculties after the last date of enrollment. The Dean of the concerned Faculty will

communicate the roll of the students of respective degree programme as received from the Admission Section of the Viswavidyalaya to all the Departments and the College(s) of the Viswavidyalaya.

The enrollment of the students is to be continued in the subsequent semesters through deposition of the semester fees within the stipulated period as per academic calendar.

**2.02 Residential requirement:** The minimum residential requirement for the different Under-Graduate degree programmes of the Viswavidyalaya shall be as follow:

- (i) Agriculture - 8 semesters (including RAWE & AIA and ELP)
- (ii) Horticulture - 8 semesters (including RHWE & AIA and ELP)
- (iii) Agricultural Engineering - 8 semesters (including READY I, READY II and READY III)

A student, who resides within 15 km of the Campus / College, may be a day scholar with prior permission of the Registrar during first 6 (six) semesters of the UG programme. However, he / she should stay in allotted hostel / campus / college / unit / others during RAWE & AIA / RHWE & AIA / ELP in 7<sup>th</sup> and 8<sup>th</sup> semesters of Faculties of Agriculture and Horticulture, and READY I / READY II / READY III in 5<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> semesters for Faculty of Agricultural Engineering to complete the respective UG degree programme.

**2.03** A maximum of 12 (twelve) semesters may be availed by a student for completion of the UG programme failing which he/she shall be dropped from the rolls of the Viswavidyalaya.

### **3.00 REQUIREMENT OF CLASS ATTENDANCE**

**3.01 Mid-term Examination:** A student must attend at least 75% theory classes up to the last class before the scheduled date of Mid-term examination. If he / she records less than 75% attendance but above 65%, the Dean / Associate Dean may grant permission to the student to appear in the examination. However, a student having less than 65% attendance but more than 50% due to hospitalization for serious illness and / or infectious disease(s) for a considerable period, may be allowed by the Vice Chancellor on recommendation of the Medical Officer of the Viswavidyalaya and the Dean of the concerned Faculty as a special case before appearing in such examination.

**3.02 Practical Evaluation:** A student must attend at least 75% of practical classes up to the last class before the scheduled date of final Practical evaluation. If he / she records less than 75% attendance but above 65%, the Dean / Associate Dean may grant permission to the student to appear in the examination. However, a student having less than 65% attendance but more than 50% due to hospitalization for serious illness and / or infectious disease(s) for a considerable period, may be allowed by the Vice Chancellor on recommendation of the Medical Officer of the Viswavidyalaya and the Dean of the concerned Faculty as a special case before appearing in such examination.

### 3.03 End Term Examination:

(i) The percentage of attendance of a student in a course offered in a semester shall be computed, on the basis of the total number of theory and practical classes, attended by the student and those actually held between the date of commencement and the date of closing of the instruction.

(ii) Absence of students *en masse* from the class without any valid reason(s) or prior permission from the Dean of the concerned Faculty / Associate Dean of the College(s) shall be treated as absence, while computing the attendance for the course.

(iii) The Dean of the concerned Faculty may permit a student on recommendation of the Dean, Students' Welfare, to represent the Viswavidyalaya / Faculty in the approved co-curricular activities such as Inter-University / Inter-Institutional sports and games, cultural competitions, etc. and the period for which the student is deputed including the period of journey shall be treated as authorized absence under official directive and the student shall be given the benefit of attendance to the extent of the number of theory and practical classes held during such period.

The Dean of the concerned Faculty shall notify the names of such students to the Heads of the Departments / Associate Dean(s) of College(s) for conveying the information to the teachers concerned.

(iv) The Course Leader of a course shall inform the Dean of the Faculty through the respective Heads of the Departments or the Associate Dean(s) of the respective Colleges, the percentage of attendance of all the students of a course including the names of those students in the course whose attendance falls short of the prescribed minimum limit showing their individual percentage of attendance, within 3 (three) working days after the completion of the scheduled classes.

**(v) Each student shall be required to attend minimum of 80% (eighty per cent) of total number of theory and practical classes held in each course in a semester to be eligible to appear in the End Term Examination of that semester.**

If a student records 80% attendance as average of attendance in all the courses, the Dean may condone to the extent of 5% shortfall in not more than 3 (three) courses without any fine.

If a student records more than 75% but less than 80% attendance as average of all courses, the Dean may condone to the extent of 5% shortfall in not more than 3 (three) courses, subject to payment of fine @ Rs. 100.00 (Rupees One hundred only) per course in addition to the prescribed Examination Fee of the semester.

If a student records more than 70% but less than 75% attendance as average of all courses, the Vice Chancellor, on recommendation of the Dean of the concerned Faculty, may condone to the extent of 5% shortfall in not more than 3 (three) courses, subject to payment of fine @ Rs. 200.00 (Rupees Two hundred only) per course in addition to the prescribed Examination Fee of the semester.

If a student records 65% or more but less than 70% attendance as average of all courses, the Vice Chancellor, on recommendation of the Dean of the concerned Faculty, may grant permission to the student(s) to appear in the End Term Examination of the semester, subject to payment of consolidated fine @ Rs. 1000.00 (Rupees One thousand only) per student in addition to the prescribed Examination Fee of the semester. However, a student can get such permission in one semester only within the entire UG degree programme.

If a student gets permission to appear in End Term Examination of the semester under above-mentioned conditions, he / she may not be allowed to appear in examination for the course(s) recording less than 65% attendance in each case.

With the above-mentioned conditions, if a student fails to reach minimum 65% as average attendance in all courses, he / she will have to take readmission with the subsequent batch of the students in the next academic session.

(vi) In case a student actually fails to attend the classes owing to hospitalization for serious illness and / or infectious diseases, the student or his / her guardian shall submit an application along with a medical certificate from a registered Medical Practitioner / concerned authority duly endorsed by the Medical Officer of the Viswavidyalaya stating clearly the actual nature and duration of illness and the period for which rest was advised, through Provost and Dean, Students' Welfare to the Dean of the concerned Faculty on the date of joining. In such cases, the Vice-Chancellor on the recommendation of the Dean of Faculty concerned may condone the absence and grant permission to appear in the examination, provided the student has attended a minimum of 50% (fifty per cent) as average of all the classes held in the courses offered in that semester.

If a student suffers from severe illness for a long period, he / she may be allowed for readmission with the subsequent batch in next session after getting necessary permission from the Vice Chancellor on recommendation of the Dean of the concerned Faculty.

### **3.04 RAWE & AIA / RHWE & AIA, ELP for Agriculture and Horticulture, and READY I, READY II, READY III for Agricultural Engineering**

The minimum requirement of class attendance for appearing in the final Evaluations of READY I during 4<sup>th</sup> and 6<sup>th</sup> semesters, RAWE & AIA / RHWE & AIA / READY II during 7<sup>th</sup> semester, and ELP / READY III during 8<sup>th</sup> semester will be as specified in Rules 3.02 and 3.03 (vi).

## **4.00 EXAMINATION SYSTEM**

### **4.01 Theory and Practical (up to 6<sup>th</sup> semester):**

#### **(a) Courses with Theory and Practical [Credits: 2(1+1) / 3(2+1) / 3(1+2)]**

- (i) Mid-term Examination: 20 marks, 25 minutes duration  
[2 marks question: 1 (min.) to 2 (max.) with options, 1 mark question: 3 (min.) to

6(max.), 0.5 mark question (short answer / multiple choice / fill-in the blanks / match the column / true–false / etc.: 20 (min.) to 30 (max.)]

- (ii) End Term Examination: 50 marks, 2 hours 30 minutes duration  
[Short question type (1 mark): 10 questions with options for 10 marks (compulsory), Descriptive type (10 marks, full or in parts): 4 questions with 7 options for 40 marks]
- (iii) Practical Evaluation: 30 marks  
The Practical Examination may be taken in 100 marks, which should be converted to 30 marks.  
[Class attendance: 15 marks + Practical record keeping: 15 marks + Assignment and Continuous assessment: 20 marks + End-semester practical assessment: 35 marks + Viva-voce: 15 marks]

**(b) Courses with Theory only [Credits: 1(1+0) / 2(2+0) / 3(3+0)]**

- (i) Mid-term Examination: 2 with 25 marks each, 30 minutes duration each  
[2 marks question: 1(min.) to 3 (max.) with options, 1 mark question: 5 (min.) to 8(max.), 0.5 mark question (short answer / multiple choice / fill-in the blanks / match the column / true–false / etc.: 22 (min.) to 36 (max.)]
- (ii) End Term Examination: 50 marks, 2 hours 30 minutes duration  
[Short question type (1 mark): 10 questions with options for 10 marks (compulsory), Descriptive type (10 marks, full or in parts): 4 questions with 7 options for 40 marks]

**(c) Courses with Practical only [Credits: 1(0+1) / 2(0+2)]**

- (i) Practical Evaluation: 100 marks  
[Class attendance: 15 marks + Practical Record Keeping / Tour Note Book: 15 marks + Assignment and Continuous assessment / Performance during Tour: 30 marks + End Semester practical assessment / Preparation of Educational Tour Report: 25 marks + Viva-voce: 15 marks]

**4.02 RAWE & AIA / RHWE & AIA (7<sup>th</sup> semester) and ELP (8<sup>th</sup> semester) for Agriculture and Horticulture; and READY I (4<sup>th</sup> semester and 6<sup>th</sup> semester), READY II (7<sup>th</sup> semester) and READY III (8<sup>th</sup> semester) for Agricultural Engineering:**

**(a) RAWE & AIA / RHWE & AIA (7<sup>th</sup> semester):** There are 20 credits assigned with RAWE & AIA / RHWE & AIA during 7<sup>th</sup> semester, which indicate a total of 2000 marks in the programme. The evaluation of the student's performance will be continuous, phase-wise at each unit and terminal in nature. The total marks for RAWE & AIA / RHWE & AIA may be distributed unit / attachment-wise as: Village attachment (30% or 600 marks), Unit attachment in KVK / RRS / other campus (25% or 500 marks), Plant Clinic attachment (10% or 200 marks), Agro-Industries attachment (15% of 300 marks) and Final evaluation (20% or 400 marks). The final evaluation will be made through presentation of activities, group discussion and central viva-voce.

- (i) Village attachment (30% or 600 marks) for 8 weeks  
 [Attendance: 80 marks + Activity and Continuous Assessment: 120 marks + Activity Book: 80 marks + Evaluation (assignment / short answer / multiple choices / etc.): 240 marks + Viva voce: 80 marks]  
 The total or part marks mentioned above will be equally distributed among the Departments involved in the programme.
- (ii) Unit (RRS / KVK / other Campus) attachment (25% or 500 marks) for 5 weeks  
 [Attendance: 50 marks + Activity and Continuous Assessment: 100 marks + Field Note Book: 75 marks + Evaluation (assignment / short answer/ multiple choice / etc.): 225 marks + Viva voce: 50 marks]  
 The total or part marks mentioned above will be equally distributed among the RRSs / KVKs / Campuses involved in the programme.
- (iii) Plant Clinic attachment (10% or 200 marks) for 2 weeks  
 [Attendance: 20 marks + Activity and Continuous Assessment: 40 marks + Plant Health Note Book: 30 marks + Evaluation (assignment / diagnosis of diseases and nutritional deficiencies, insect and weed infestation / short answer / multiple choice / etc.): 80 marks + Viva voce: 30 marks]
- (iv) Agro-Industry attachment (15% or 300 marks) for 3 weeks  
 [Attendance: 30 marks + Activity and Continuous Assessment: 60 marks + Agro-Industry Note Book: 45 marks + Evaluation (assignment / short answer / multiple choice / etc.): 120 marks + Group Discussion and Viva voce: 45 marks]  
 The total or part marks mentioned above will be equally distributed among the Agro-Industries involved in the programme.
- (v) Final Evaluation (20% or 400 marks) during last 2 weeks  
 [RAWE / RHWE Report Book: 50 marks + Survey-study / Case-study Report: 30 marks + Final Evaluation (crop management / identification / soil and seed testing / plant protection measures / etc.): 100 marks + Basic Agriculture Knowledge Test (short answer / multiple choice / etc.): 100 marks + Presentation of rural experiences: 50 marks + Group discussion: 30 marks + Final Viva voce: 40 marks]

**(b) Experiential Learning Programme / ELP (8<sup>th</sup> semester):** Each student has to be associated with 2 (two) ELPs in sequence, each of 10 weeks duration in 8<sup>th</sup> semester of both Agriculture and Horticulture degree programme. There are 20 credits (10 credits + 10 credits) for 2 (two) ELPs, which indicate a total of 2000 marks in the programme during that semester.

The distribution of marks of each ELP (50% or 1000 marks) will be as follows:  
 [Attendance and activity: 100 marks + ELP Activity Record Book: 100 marks + Continuous assessment: 100 marks + Special assignment: 50 marks + Performance in Production, Post-harvest Processing and Marketing: 150 marks + ELP Economic Analysis including Risk Assessment: 50 marks + Evaluation (sample preparation / short answer / multiple choice / etc.): 200 marks + Performance during visit in similar Commercial Unit / Organization: 50 marks + Project formulation: 100 marks + Group performance and discussion: 50 marks + Viva voce: 50 marks]

**(c) READY I (4<sup>th</sup> semester and 6<sup>th</sup> semester)**

**FAE 351: In-Plant Training I (5 credits) in 4<sup>th</sup> semester:** The distribution of marks of In-Plant Training I (500 marks) will be as follow: Organization (40% or 200 marks, which is to be divided into Attendance 100 marks and Performance 100 marks), Report (30% or 150 marks), and Presentation, Group Discussion and Viva-voce (30% or 150 marks)

**FAE 473: In-Plant Training II (5 credits) in 6<sup>th</sup> semester:** The distribution of marks of In-Plant Training II (500 marks) will be as follow: Organization (40% or 200 marks, which is to be divided into Attendance 100 marks and Performance 100 marks), Report (30% or 150 marks), and Presentation, Group Discussion and Viva-voce (30% or 150 marks)

**(d) READY II (7<sup>th</sup> semester)**

**FAE 471: Industrial Attachment (10 credits):** The distribution of marks of Industrial Attachment (1000 marks) will be as follow: Industry (40% or 400 marks, which is to be divided into Attendance 200 marks and Performance 200 marks), Report (30% or 300 marks) and Presentation, Group Discussion and Viva-voce (30% or 300 marks)

**FAE 472: Experiential Learning Programme (10 credits):** The distribution of marks of Experimental Learning Programme (1000 marks) will be as follow: Work Execution (40% or 400 marks, which is to be divided into Attendance 100 marks, Continuous Assessment and Performance 200 marks and Written Examination 100 marks), Report and Presentation (30% or 300 marks), Group Discussion and Vive-voce (30% or 300 marks)

**(e) READY III (8<sup>th</sup> semester):**

**FAE 481: Project Planning and Report Writing (10 credits):** The distribution of marks of Project Planning and Report Writing (1000 marks) will be as follow: Attendance (10% or 100 marks), Supervisors' Evaluation (20% or 200 marks), Project and Report (20% or 200 marks), Seminar (20% or 200 marks), and Group Discussion and Viva-voce (30% or 300 marks)

## **5.00 CONDUCTION OF EXAMINATION**

### **5.01 List of Paper setters:**

(i) A panel of at least 4 (four) External Paper setters may be prepared by the Registrar for End Term Examination of each course, as suggested by the Board of Studies of the respective Department along with the recommendation of the Dean of the concerned Faculty for a period of 3 (three) years.

(ii) The Registrar in consultation with the Dean of the concerned Faculty shall select the External Paper setter for each course from the above-mentioned panel for the course for each End Term Examination.

**5.02 Appointment of Paper setter:** The appointment letter of each External Paper setter will be issued by the Registrar / Dean of the concerned Faculty.

**5.03 Question Paper:**

(i) The appointed External Paper setter will be provided the syllabus of the course including class-wise break up, old question papers, and the guidelines / information related to distribution of marks, question types and duration of the examination.

(ii) The appointed External Paper setter will be requested to prepare 3 (three) sets of question papers for each course following the guidelines related to distribution of marks, question types and duration of examination as mentioned in 4.01 Rule as well as to submit them in sealed envelopes to the Examination Section of the Viswavidyalaya at least 2 (two) weeks before the commencement of the Examination of that semester.

(iii) The Paper setter will be paid @ Rs. 500.00 (Rupees Five hundred) only or as to be prescribed for each set of question paper along with postal charges.

(iv) Moderation of the question papers may be done upto 10 marks (or 20% of the total questions), if needed by the Course Leader / Course Instructor as suggested by the Head of the concerned Department.

(v) The Registrar / Dean of the concerned Faculty shall make confidential arrangement for printing of the question papers and shall make arrangement for sending the question papers in sealed envelopes to the Faculty / College(s) before the scheduled date of examination to keep under the safe custody.

**5.04 Programme of Examination:**

**(i) Mid-term Examination:** The Course Instructor(s) will conduct the Mid-term Examination following the guidelines related to distribution of marks and duration of the examination as specified in Rule 4.01 on the scheduled date as to be notified by the Dean of the concerned Faculty.

The examination will be held in designated Examination Hall or in Class Rooms at least more than one either double / triple the normal class area of the batch in the session. The guidelines specified in Rules 5.07 (iii) and (iv) will be applicable in Mid-term Examination.

The question paper of Mid-term Examination(s) of each course of each semester will be submitted by the respective Course Leader / Instructor(s) through the Head of the concerned Department / Associate Dean of the College(s) to the Dean of the concerned Faculty within 1 (one) week after conduction of such examination.

The evaluated answer scripts of such Mid-term Examination(s) will be shown to the respective students by the Course Instructor(s) before completion of classes in that semester.

**(ii) End Term Examination:** A detailed programme schedule showing the date, time, venue, etc. for each semester ending examination shall be prepared by the Registrar in consultation with the Dean of the concerned Faculty and circulated at least 2 (two) weeks before the completion of the classes in that semester.

The appointed Invigilators shall conduct the examination under the leadership of the Dean of the concerned Faculty in designated Examination Hall(s) having Admit Card-wise sitting arrangement and sufficient space distance among the students. The other related matters for conduction of End Term Examination are mentioned in details in Rules 5.05 to 5.11.

Non-holding of any examination on the scheduled date in all the Campuses / Colleges or at least any one Campus / College under the Faculty due to natural disaster or any other reason(s) excluding the case(s) mentioned in Rule 5.07 (v) will be considered to arrange the same examination immediately after completion of End Term Examination of that semester.

**(iii) Practical Evaluation:** The Course Instructor(s) will conduct the Practical evaluation following the guidelines related to distribution of marks as specified in Rule 4.01 at the Teaching Farm / Laboratory / Examination Hall during the period / week before study leave as to be notified by the Dean of the concerned Faculty. The guidelines specified in Rules 5.07 (iii) and (iv) will be applicable in Practical Evaluation.

**(iv) RAWE & AIA / RHWE & AIA, ELP for Agriculture and Horticulture, READY I, READY II, READY III for Agricultural Engineering:** The detailed programme of READY I during 4<sup>th</sup> and 6<sup>th</sup> semester, RAWE & AIA / RHWE & AIA / READY II during 7<sup>th</sup> semester and ELP / READY III during 8<sup>th</sup> semester will be notified by the Dean of the concerned Faculty before commencement of the respective semesters.

The Coordinator(s) for RAWE & AIA / RHWE & AIA and Course Leaders of ELPs for Faculties of Agriculture and Horticulture will make arrangement for smooth conduction of the programme and evaluation during 7<sup>th</sup> and 8<sup>th</sup> semesters at different Campuses / Colleges / RRSs / KVKs / Agro-Industries / Units / etc.

The Coordinator(s) for READY I, READY II and READY III and Course Leaders of ELP for Faculty of Agricultural Engineering will make arrangement for smooth conduction of the programme and evaluation during 4<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> semesters at different Organizations / Industries / etc.

#### **5.05 Examination fees:**

(i) Fees (Rs. 500.00 only) or as to be prescribed for each semester ending examinations shall be paid at the time of enrollment for examination in each semester. The Dean of the concerned Faculty shall notify the fees and related matters in proper time.

(ii) Fees once paid for a particular examination shall not be refunded or adjusted.

**5.06 Issuance of Admit Card:** The Admit Card for each End Term Examination will be issued to the student, provided the student has minimum required attendance of the courses as mentioned in Rule 3.03 and he / she pays the prescribed examination fee within due date. The Admit Card will ensure the student to appear in the End Term Examination of all courses of the semester, excluding the course(s) for which he / she fails to record minimum 65% attendance in the subject to be mentioned in the Admit Card.

**5.07 Guidelines for Candidates in Examination Hall:**

(i) The candidates shall bring their respective Admit Cards and the University Registration Certificates on every day of examination and shall produce them for inspection whenever required, failing which they shall not be allowed to sit for the examination.

(ii) Candidates should report at the Examination Hall in time and must take their allotted seats bearing the roll numbers given in the Admit Cards at least 5 minutes before the scheduled time for commencement of the examination. No candidate shall be allowed to enter the Examination Hall, if he / she reports late by more than half an hour. Under certain very special or emergency conditions, the Officer-in-Charge / Hall-in-Charge may allow a candidate to sit for the examination if he / she reports late by more than half an hour. Under no circumstances, a candidate reporting late by more than one hour would be allowed to sit for the examination.

(iii) Each Candidate shall write his / her roll number only on his / her answer book.

(iv) The candidate shall not take with them any book(s) / paper(s) / note(s) / cell phone(s) / smart phone(s) / electronic device(s) / other similar unauthorized material(s) / board / water bottle, etc. in the Examination Hall. Those found to have such materials in their possession and / or found guilty of the use of any sort of unfair means during the examination, shall be liable to be expelled from the examination hall by the Officer-in-Charge / Hall-in-Charge / Invigilators and subjected to further disciplinary action along with information to the guardian.

The answer script(s) along with the unauthorized article(s), if any received from such student(s) will be marked as 'Reported Against' ('RA') and the course(s) will be treated as 'Fail' ('F') in Semester Grade Sheet. The erring student has to clear the course(s) through Repeat Examination(s) as specified in Rule 10.02 after payment of penal fees of Rs. 500.00 (Rupees Five hundred) only per course.

(v) Non-holding of any examination due to absence of students *en masse* or due to walk-out without valid reason(s) shall be treated as 'Fail' ('F'). A fine of Rs. 500.00 (Rupees Five hundred only) shall be imposed per student for rearranging the Repeat Examination of each course within 1 (one) month after the publication of results of that semester.

**5.08 Duties and Responsibilities of Teacher Invigilators:**

(i) The Dean of the Faculty shall appoint Invigilators amongst the teachers of the Faculty in consultation with the Head of the Department at least 1 (one) week before the scheduled date of commencement of examination. The number of such invigilators should ordinarily be not less than two in each examination room.

(ii) The Invigilators shall report to the Officer-in-Charge / Hall-in-Charge at least 15 minutes before the scheduled time.

(iii) The Invigilators should remain present in the examination room assigned to them during the hours of examination.

(iv) They shall distribute the blank answer scripts, thereafter the question papers to the candidates about 5 (five) minutes before the scheduled time of commencement of examination, who have taken their specified seats in the Examination Hall.

(v) They shall put their signature on the main as well as the supplementary answer scripts. The supplementary answer book(s) should be given only, when the invigilator is satisfied that the candidate has used up the previous answer script(s).

(vi) They shall not allow a candidate to sit for the examination, if he reports half-an-hour after the commencement of examination without the specific permission of the Officer-in-Charge / Hall-in-Charge.

(vii) They shall not allow a candidate to leave the examination hall with submission of answer script(s) within the first hour of the commencement of the examination. They shall allow any candidate to leave the Examination Hall temporarily during the period between completion of the first hour and 15 minutes before the completion of the examination only.

(viii) They shall ensure that the candidates can not communicate among themselves within the hall or any person(s) outside the hall during the examination.

(ix) They shall satisfy themselves about the candidature of the examinee and that the candidates have not in their possession book(s) / cell phone(s) and / or other unauthorized material(s), etc. in the Examination Hall.

(x) At the end of the examination, they shall collect the answer scripts from all the candidates and shall check the total number with attendance sheet, and arrange them serially. Thereafter, the Invigilator(s) shall deposit them along with attendance sheets and other relevant papers to the Examination Section of the Viswavidyalaya.

**5.09 Special Invigilator(s):** The Registrar / Dean of the concerned Faculty may appoint Special Investigator(s) for any Faculty and / or College(s) for over-all supervision of the examination environment, if necessary. The Special Invigilator(s) shall submit report(s) to the Registrar / Dean of the concerned Faculty in sealed envelope(s) for assessment of the system and / or necessary action.

**5.10 Arrangement of sick bed:** If a candidate falls sick before or during the period of examination, the Officer-in-Charge in consultation with the Registrar may arrange a sick bed for the student if it so desired, provided:

(i) The student submits certificate from the Medical Officer of the Viswavidyalaya or any registered Medical Practitioner to the effect that he / she is sick and needs a bed for appearing in the examination.

(ii) The student applies for such facilities ordinarily 24 hours before the scheduled time of commencement of the examination.

The sick bed may be arranged in a room adjacent to the examination hall under the charge of an Invigilator. The sick bed under no circumstances shall be arranged in a hostel or at a place outside the Viswavidyalaya Campus.

If a candidate is suffering from chicken pox or any such contagious disease, arrangement should be made for fumigating the concerned answer script before it is received by the Invigilator / Hall-in-Charge / Officer-in-Charge. Such candidate(s) should be advised to write answer in lead pencils.

**5.11 Arrangement of amanuensis:** If a candidate has sustained injury making himself / herself unable to write the answer, the Officer-in-Charge on recommendation of the Medical Officer and in consultation with the Registrar may allow, if he is satisfied regarding the genuineness of the case, an amanuensis to be arranged by the candidate, provided:

(i) The candidate submits a certificate regarding his / her physical disability from the Medical Officer of the Viswavidyalaya or from a registered Medical Practitioner with recommendation of Medical Officer of the Viswavidyalaya justifying the employment of an amanuensis.

(ii) The amanuensis is academically at a junior standard.

A separate sitting arrangement for the candidate, who is allowed to have amanuensis, should be made. An amanuensis, if employed, can not ordinarily be changed till the examinations of the candidate in all the theory papers are over. The employment of the amanuensis should be mentioned on the cover page of the answer book of the candidate by the Officer-in-Charge / Hall-in-Charge.

## **6.00 EVALUATION AND TABULATION**

**6.01 Appointment of Examiners for End Term Examination:** A panel of at least 4 (four) Examiners for each course including External and retired Faculties of the University prepared by the respective Board of Studies with a validity of 3 (three) years will be submitted to the Registrar and / or Dean of the concerned Faculty. Among the panel of Examiners, any faculty of the respective / related discipline of other Agricultural Universities / Colleges or retired faculties of the Viswavidyalaya may act as External Examiner for End Term Examination. However, any faculty of the Department other than Course Instructor(s) may also be appointed as Examiner by the Registrar / Dean of the concerned Faculty.

**6.02 Evaluation of answer scripts of End Term Examination:** The Examiner shall evaluate the answer scripts of End Term Examination as per guidelines to be provided the Viswavidyalaya. He / she shall submit two copies of Award Sheets and all the

evaluated answer scripts in sealed envelope(s).to the Examination Section within 2 (two) weeks from the date of receipt of the answer scripts.

The Examiner (External / Internal) will be paid as honourarium for evaluation of answer scripts @ Rs. 20.00 (Rupees Twenty) only per answer script or at least Rs. 500.00 (Rupees Five hundred) only or as to be prescribed along with postal charges, travel and hospitality expenses, etc. as applicable.

**6.03 Submission of Award Sheets for Mid-term Examination and Practical Evaluation:** The Course Leader / Course Instructor(s) will submit 2 (two) copies of Award Sheets mentioning the marks obtained by all the students in Mid-term Examination and Practical Evaluation in sealed envelope(s) to the Examination Section of the Viswavidyalaya within the last date of End Term Examination of the semester.

In case of Mid-term Examination(s), '0' (zero) mark will be awarded for an unauthorized absence or non-appearing of the student(s) due to short fall of minimum required attendance.

**6.04 Evaluation of RAWE & AIA / RHWE & AIA, ELP for Agriculture and Horticulture, and READY I, READY II, READY III for Agricultural Engineering:**

**(i) RAWE & AIA / RHWE & AIA:** The phase-wise evaluations will be done by the respective Instructor(s) at different Campuses / Colleges / RRSs / KVKs / Agro-Industries / Plant Health Clinics / Units / etc. following the Rule 4.02. The Award Sheets along with attendance sheets and question papers will be submitted in sealed envelope(s) to the Coordinator(s) of RAWE & AIA / RHWE & AIA within 1 (one) week during 7<sup>th</sup> semester.

There will be a team of Evaluators consisting of the following members: (i) one External Examiner from other Agricultural University / College / Institute, (ii) one Scientist / Officer from Agro-Industry / RRS / KVK, (iii) one Internal Faculty Teacher nominated by the Dean of the concerned Faculty and (iv) Co-ordinator of RAWE / RHWE at the time of final evaluation.

All the Examiners including External Examiners from other Agricultural University / College / Institute / Agro-Industry / RRS / KVK, Internal Faculty Teacher and RAWE / RHWE / READY Co-ordinator will be appointed by the Dean of the concerned Faculty for conduction of final RAWE & AIA / RHWE & AIA / READY I. They will be paid @ Rs. 1000.00 (Rupees One thousand) only per day along with traveling and hospitality expenses, etc. as applicable.

**(ii) ELP:** There are 2 (two) separate evaluation systems for 2 (two) ELPs in 8<sup>th</sup> semester, which will be done by the respective Course Instructors. The Award Sheets along with attendance sheets and question papers will be submitted in sealed envelope(s) to the Examination Section of the Viswavidyalaya within 1 (one) week after completion of the respective ELPs during 8<sup>th</sup> semester.

(iii) **READY I, READY II and READY III:** The phase-wise evaluations of the course(s) under READY I, READY II and READY III will be done by the respective Instructor(s) following the Rule 4.02. The Award Sheets along with attendance sheets and question papers will be submitted in sealed envelope(s) to the Examination Section of the Viswavidyalaya within 1 (one) week after completion of the respective READY programme.

**6.05 Appointment of Tabulators:** The Registrar shall appoint 2 (two) Tabulators in consultation with the Dean of the concerned Faculty for tabulating the results of each examination of each semester. No Tabulator shall be appointed for more than 2 (two) consecutive semesters.

**6.06 Tabulation:**

(i) The appointed Tabulators, on receipt of communication from the Registrar, shall come to the Examination Section and tabulate the marks individually. Thereafter, they shall compare their individual tabulation sheets with each other, submit a report and fill-up the Semester Grade Sheet / Grade Card within 5 (five) days.

(ii) Each Tabulator will be paid @ Rs. 500.00 (Rupees Five hundred) only for each semester.

## **7.00 QUALIFYING MARKS AND GRADING SYSTEM**

**7.01 Minimum qualifying marks:** To pass in a course having both theory and practical, a student has to secure at least **40% marks in theory and 50% marks in practical examination** averaging at least **5.00** Grade Point, failing which the student will secure 'F' Grade. However, if a student fails to secure at least 40% marks in theory only, he / she will be awarded '**F (Th)**'; while a student failing to secure at least 50% marks in practical only, will be awarded '**F (Pr)**'.

If a student secures more than 40% in theory paper but **less than 50% in practical paper, he/she has to clear only practical paper**. If a student secures **less than 40% in theory** but more than 50% in practical paper, he / she **has to clear only theory paper** including Mid-term Examination(s), if necessary, with prior permission from the Dean of the concerned Faculty .

To pass in a course having no practical, a student has to secure at least 50% in theory.

To pass in a course having no theory, a student has to secure at least 50% in practical.

(i) A student shall have to secure at least **5.00 GPA** combining all the courses of a semester to pass the particular semester, and at least **5.00 OGPA** combining all the courses in 8 (eight) semesters to pass the UG degree programme.

(ii) A student **with a maximum 3 (three) 'F' / 'F (Th)' / 'F (Pr)'** may be allowed to continue in the next semester provided that he/she **will have to clear the course(s) through a maximum of 2 (two) Repeat Examinations**. A student **with more than 3 (three) 'F' / 'F (Th)' / 'F (Pr)'** will have to take readmission with the subsequent batch of the next academic year.

## 7.02 Grading system:

(i) The marks obtained by a student out of 100 marks in each course in UG degree programme will be converted to grade points following the Table given below.

(ii) The percentage of the marks (or grade points) gained by a student over the pass marks (50% or 5.00 grade point) in Repeat examination will be considered during calculation of GPA / CGPA / OGPA. The details of calculation of Grade Point Average (GPA) is given in Annexure II.

Degree	Percentage of Marks Obtained	Conversion into Points
B. Sc. (Hons.) Agriculture / B. Sc. (Hons.) Horticulture / B. Tech. (Agril. Engg.)	100	10.00
	90 to <100	9.00 to <10.00
	80 to <90	8.00 to <9.00
B. Sc. (Hons.) Horticulture / B. Tech. (Agril. Engg.)	70 to <80	7.00 to <8.00
	60 to <70	6.00 to <7.00
	50 to <60	5.00 to <6.00
	<50 (Fail)	<5.00 (F)

(iii) The Grade Point obtained in a course will be multiplied by total credit(s) of that course and thereafter the Cumulative Grade Points obtained from all the courses excluding the Non-gradual ones in a semester will be divided by total credits of that semester during calculation of GPA upto 6<sup>th</sup> semester. The details of calculation of Grade Point Average (GPA) is given in Annexure II.

The marks and / or grading system for READY I during 5<sup>th</sup> and 7<sup>th</sup> semester, RAWE & AIA / RHWE & AIA / READY II during 7<sup>th</sup> semester, and ELP / READY III during 8<sup>th</sup> semester will be followed as mentioned in Rule 4.02.

(iv) The CGPA will be calculated from 2<sup>nd</sup> semester to 7<sup>th</sup> semester and the OGPA will be calculated at the end of 8<sup>th</sup> semester of UG degree programme..

(v) The final OGPA will be categorized into classes as mentioned below.

OGPA	Class
5.00 – 5.99	Pass
6.00 – 6.99	II Class
7.00 – 7.99	I Class
8.00 and above	I Class with distinction

[The Grading System may be printed in the Grade Card.]

$$\text{GPA} = \frac{\sum \text{Total points scored}}{\text{Total credits (for one semester)}}$$

$CGPA = \sum \text{Total points scored} / \text{Course credits (for cumulative semesters)}$

$OGPA = \sum \text{Total points scored} / \text{Course credits (for all eight semesters)}$

$\% \text{ of Marks} = OGPA \times 100 / 10$

## 8.00 PUBLICATION OF RESULTS

**8.01 Board of Examination:** There shall be a Board of Examination in each Faculty, consisting of the following members:

- (i) The Vice Chancellor – Chairman
- (ii) Dean of the Faculty – Vice Chairman
- (iii) Registrar – Convener
- (iv) Heads of Departments of the Faculty – Member
- (v) Associate Dean(s) of the College(s) – Member (wherever applicable)

The Board shall consider and approve the results of the examinations of Under-Graduate degree programme of the respective Faculty.

**8.02 Publication of Results:** The results of any semester will be published within 4 (four) weeks after the date of holding of the last End Term Examination.

**8.03** The Registrar shall publish the results of each examination through notification as soon as they are approved by the Board of Examination. The final result shall be gazetted as Viswavidyalaya Gazette (printed) before the Convocation and copies are to be sent to all Agricultural Universities of the country and general Universities of the State of West Bengal.

## 8.04 Distribution of Semester Grade Sheets and Grade Cards:

(i) **Semester Grade Sheet:** The Semester Grade Sheets shall be distributed to the respective students from the office of the Dean of the concerned Faculty / Associate Dean of College(s) immediately after receiving from the Examination Section of the Viswavidyalaya.

(ii) **Grade Card:** The Grade Cards signed by the Registrar received from the Examination Section of the Viswavidyalaya shall be distributed by the Dean of the concerned Faculty to the respective students on production of 'No Dues Certificate' from the Faculty, Library, concerned Hostel and the Dean, Students' Welfare.

## 9.00 REVIEW SYSTEM

**9.01** A student, if dissatisfied with the marks awarded to him / her in End Term Examination in a course, may pray for review of the assessment after depositing Rs.250.00 (Rupees Two hundred fifty only) for each Course within 10 days after issuance of Semester Grade Sheet. The Registrar shall grant review only on recommendation of the Dean of the concerned Faculty and appoint a reviewer for each course as advised by Dean of the concerned Faculty. The Review System is also applicable for Rearranged Examination(s), but not in case of Repeat Examination(s).

**9.02** The Grade Point awarded by the reviewer shall be final.

## **10.00 REARRANGED AND REPEAT EXAMINATION**

### **10.01 Rearranged Examination:**

(i) A student who fails to present himself / herself for scheduled End Term / Mid-term Examination due to hospitalization / serious illness, bereavement of parents, authorized participation in Inter-University competitions may be allowed to sit for Rearranged Examination(s) of the course(s) within 15 days after last End Term Examination and Mid-term Examination, respectively, after fulfillment of following clause(s).

(a) In case of serious illness: The hosteller student will furnish a certificate from the Medical Officer of the University advising rest at least for 3 (three) days. The student, if falls ill at home, may submit similar type of certificate from a registered Medical Practitioner and the certificate is to be authenticated by his / her guardian and subsequently verified and recommended by the Medical Officer of the Viswavidyalaya.

The day scholar student will submit a similar medical certificate of that type from a registered Medical Practitioner certifying rest for at least 3 (three) days and the same is to be authenticated by his / her guardian and subsequently verified and recommended by the Medical Officer of the Viswavidyalaya.

Holding of Rearranged Mid-term Examination(s) for student(s) absent in scheduled examination on medical ground will be at the discretion of the Dean of the concerned Faculty.

(b) In case of authorized participation in Inter-University competitions: The student will furnish a certificate regarding his / her participation in Inter-University / Inter-Institutional Games / Sports, Cultural Competitions, etc. issued by the Dean of the Students' Welfare of the Viswavidyalaya to the Dean of the concerned Faculty.

(ii) The answer scripts for Rearranged Examination(s) will be marked as or stamped with 'REARRANGED'.

### **10.02 Repeat Examination:**

(i) If a student fails to secure required Grade Point with mentioning 'F' / 'F (Th)' / 'F (Pr)' in maximum of 3 (three) courses in a semester, he / she will be required to clear the said course(s) as specified in Rule 7.01, availing the Repeat examination(s).

(ii) Any unauthorized absence in examination(s) for scheduled End Semester / Practical including as specified in Rule 5.07 (v) shall be treated as Repeat Examination(s).

(iii) The Repeat Examination for a course will be arranged for a maximum of two times. The schedule of 1<sup>st</sup> Repeat Examination will be notified by the Registrar / Dean of the concerned Faculty within 7 (seven) days, which will be held within 1 (one) month after the publication of the results of the semester. The 2<sup>nd</sup> (or the last) Repeat Examination will be arranged within 15 days after publication of the results of 1<sup>st</sup> Repeat Examination, if a student fails to clear course(s) even after appearing in the 1<sup>st</sup> Repeat Examination.

The Registrar / Dean of the concerned Faculty will communicate the Course Instructor(s), so that the Repeat Practical Evaluations (1<sup>st</sup> and / or 2<sup>nd</sup>) of the courses can be completed following the above-mentioned time schedule.

The answer scripts for Repeat Examination(s) will be marked as or stamped with 'REPEAT', which will be required during calculation of GPA as mentioned in Rule 7.02 (ii).

(iv) Fees for Repeat Examination of each course will be Rs. 300.00 (Rupees Three hundred only), whereas it will be Rs. 500.00 (Rupees Five hundred only) for each course for the case mentioned in Rule 5.07 (iv) and (v).

(v) The results of both 1<sup>st</sup> and 2<sup>nd</sup> Repeat Examinations will be published within 15 days of completion of the respective examinations. Above all, the publication of results of all Repeat Examinations will be completed before the commencement of the End Term Examination of the subsequent semester.

(vi) If the student fails to clear either all three or any two or any one course(s) even after 2<sup>nd</sup> Repeat examination, he/she will be detained in the particular semester and will have to get readmission to continue with the batch in next academic session.

(vii) The Semester Grade Sheet(s) given to the student(s) showing 'F' / 'F (Th)' / 'F (Pr)' Grade shall be replaced with new and complete one(s), when the course(s) has / have been cleared by the concerned students.

## **11.00 DUPLICATE ADMIT CARD / MARKSHEET / CERTIFICATE**

**11.01** The duplicate copy of Admit Card may be issued by the appropriate authority to a candidate on payment of Rs. 50.00 (Rupees Fifty) only.

**11.02** The duplicate copies of mark sheets and / or certificates may be issued to a student in case the original issued to them is lost, subject to following conditions:

(i) The loss has been reported to Police Station through an FIR and an Affidavit is obtained from the Court on the strength of the FIR to that effect and submitted to the Viswavidyalaya along with the application for duplicate on payment of prescribed fees.

(ii) The issuance of the duplicate Marksheet and / or Certificate is to be approved by the Registrar on recommendation of the Dean of the concerned Faculty, and the record should be kept properly.

**11.03** Under certain conditions as stipulated, a duplicate copy of a Semester Grade Sheet of an examination, Grade Card and Certificate of degree programme may be issued by the Registrar to a student on payment of Rs. 100.00 (Rupees One hundred) only, Rs. 500.00 (Rupees Five hundred) only, and Rs. 1000.00 (Rupees One thousand) only, respectively. The word 'DUPLICATE' shall be stamped on the each copy.

**12.00 PRESERVATION OF EVALUATED ANSWERSSCRIPTS, TABULATION SHEETS, ETC.**

**12.01** The evaluated answer scripts of End Term Examination of each semester shall be safely preserved in sealed covers by the Registrar at least for a period of 2 (two) years after publication of the results of the concerned examination.

**12.02** The tabulation sheets are permanent documents and shall be preserved very carefully after the publication of the results of examination.

## Proposed Academic Calendar

### Odd Semester

Enrollment and Commencement of Classes	1 <sup>st</sup> August
Late Semester Enrollment Fee*	2 <sup>nd</sup> week
Mid-term Examination	9 <sup>th</sup> – 10 <sup>th</sup> week (courses with theory and practical) 7 <sup>th</sup> – 8 <sup>th</sup> and 13 <sup>th</sup> –14 <sup>th</sup> week (courses with theory only)
Practical Examination	17 <sup>th</sup> week
Study Leave	18 <sup>th</sup> week
End Term Examination	19 <sup>th</sup> – 21 <sup>st</sup> week
Semester Break	22 <sup>nd</sup> week
Publication of Results	25 <sup>th</sup> week

N.B. Puja vacation of 2 weeks is excluded in week-wise Odd Semester Academic Calendar.

### Even Semester

Enrollment and Commencement of Classes	1 <sup>st</sup> February
Late Semester Enrollment Fee*	2 <sup>nd</sup> week
Mid-term Examination	9 <sup>th</sup> – 10 <sup>th</sup> week (courses with theory and practical) 7 <sup>th</sup> – 8 <sup>th</sup> and 13 <sup>th</sup> –14 <sup>th</sup> week (courses with theory only)
Practical Examination	17 <sup>th</sup> week
Study Leave	18 <sup>th</sup> week
End Term Examination	19 <sup>th</sup> – 21 <sup>st</sup> week
Semester Break	22 <sup>nd</sup> week
Publication of Results	25 <sup>th</sup> week

N.B. Summer Recess of 4 weeks is excluded in week-wise Even Semester Academic Calendar, which is not applicable for 8<sup>th</sup> semester programme only.

Enrollment means deposition of semester fees as applicable within the 1<sup>st</sup> week of the semester.

\* Late Semester Enrollment Fee @ Rs. 200.00(Rupees Two hundred) only per semester will be applicable in addition to the normal fees of the semester.

**Annexure II****Calculation of Grade Point Average (GPA)****Example 1: Student passing all the courses in 1<sup>st</sup> semester of B. Sc. (Hons.) Agriculture**

Course No.	Title of Course	Marks obtained in 100	Grade Point	Calculation of GPA	
				Credit(s)	Grade Point × No. of Credits
<b>AG 101</b>	<b>Agriculture Heritage</b>	79.03	<b>7.90</b>	1(1+0)	$7.90 \times 1 = 7.90$
<b>AGR 102</b>	<b>Fundamentals of Agronomy I</b>	83.12	<b>8.31</b>	2(1+1)	$8.31 \times 2 = 16.62$
<b>ACSS 103</b>	<b>Fundamentals of Soil Science I</b>	81.87	<b>8.19</b>	2(1+1)	$8.19 \times 2 = 16.38$
<b>AEN 104</b>	<b>Fundamentals of Agricultural Entomology I</b>	82.31	<b>8.24</b>	3(2+1)	$8.24 \times 3 = 24.72$
<b>PPA 105</b>	<b>Fundamentals of Plant Pathology I</b>	80.45	<b>8.05</b>	2(1+1)	$8.05 \times 2 = 16.10$
<b>ABC 106</b>	<b>Fundamentals of Plant Biochemistry</b>	73.20	<b>7.32</b>	3(2+1)	$7.32 \times 3 = 21.96$
<b>HORT(A) 107</b>	<b>Fundamentals of Horticulture</b>	81.65	<b>8.17</b>	2(1+1)	$8.17 \times 2 = 16.34$
<b>SWAG 108</b>	<b>Introduction to Forestry</b>	84.64	<b>8.46</b>	2(1+1)	$8.46 \times 2 = 16.92$
<b>AEX 109</b>	<b>Rural Sociology and Educational Psychology</b>	82.00	<b>8.20</b>	2(2+0)	$8.20 \times 2 = 16.40$
<b>ENG 110</b>	<b>Comprehension and Communication Skills in English</b>	78.32	<b>7.83</b>	2(1+1)	$7.83 \times 2 = 15.66$
<b>AST 111</b>	<b>Elementary Mathematics</b>	86.08	<b>8.61</b>	1(1+0)	$8.61 \times 1 = 8.61$
<b>NSS 112*</b>	<b>NSS / NCC / Physical Education and Yoga Practices</b>	83.83	<b>8.38</b>	1(0+1)*	-
<b>GPA</b>					$177.61 \div 22 = 8.07$

\*NC (Non-Gradual Course)

**Words and Figures in bold letters will be mentioned in Semester Grade Sheet.**

**Example 2: Student passing the courses with Repeat and Rearranged Examinations in 1<sup>st</sup> semester of B. Sc. (Hons.) Agriculture**

Course No.	Title of Course	Marks obtained in 100	Grade Point	Calculation of GPA		
				Grade Point for Repeat / Rearranged	Credit(s)	Grade Point × No. of Credits
<b>AG 101</b>	<b>Agriculture Heritage</b>	79.03	<b>7.90</b>		1(1+0)	7.90 × 1 = 7.90
<b>AGR 102</b>	<b>Fundamentals of Agronomy I</b>	83.12	<b>8.31</b>		2(1+1)	8.31 × 2 = 16.62
<b>ACSS 103</b>	<b>Fundamentals of Soil Science I</b>	81.87	<b>8.19</b>		2(1+1)	8.19 × 2 = 16.38
<b>AEN 104</b>	<b>Fundamentals of Agricultural Entomology I</b>	82.31	<b>8.24</b>		3(2+1)	8.24 × 3 = 24.72
<b>PPA 105</b>	<b>Fundamentals of Plant Pathology I</b>	80.45	<b>8.05</b>		2(1+1)	8.05 × 2 = 16.10
<b>ABC 106</b>	<b>Fundamentals of Plant Biochemistry</b>	73.20	<b>7.32</b>	7.32 – 5.00 = 2.32 (Repeat)	3(2+1)	2.32 × 3 = 6.96
<b>HORT(A) 107</b>	<b>Fundamentals of Horticulture</b>	81.65	<b>8.17</b>		2(1+1)	8.17 × 2 = 16.34
<b>SWAG 108</b>	<b>Introduction to Forestry</b>	84.64	<b>8.46</b>		2(1+1)	8.46 × 2 = 16.92
<b>AEX 109</b>	<b>Rural Sociology and Educational Psychology</b>	82.00	<b>8.20</b>		2(2+0)	8.20 × 2 = 16.40
<b>ENG 110</b>	<b>Comprehension and Communication Skills in English</b>	78.32	<b>7.83</b>		2(1+1)	7.83 × 2 = 15.66
<b>AST 111</b>	<b>Elementary Mathematics</b>	86.08	<b>8.61</b>	8.61 (Rearranged)	1(1+0)	8.61 × 1 = 8.61
<b>NSS 112*</b>	<b>NSS / NCC / Physical Education and Yoga Practices</b>	83.83	<b>8.38</b>		1(0+1)*	-
<b>GPA</b>						162.61 ÷ 22 = <b>7.39</b>

\*NC (Non-Gradual Course)

**Words and Figures in bold letters will be mentioned in Semester Grade Sheet.**