

Regulations for Teaching and Evaluation, 2014-15

- 1.** The undergraduate and postgraduate programmes shall have 2 semesters each year. Some programmes may have winter / summer session. The total number of semesters in each of the programmes is as mentioned separately.

It may not be always possible to rigidly define teacher-student contact hours required for each credit. Generally, one credit is defined as contact 10 hours.

The medium of instruction is English for all the Programmes, except Indian Languages.

The change of programme after taking admission into one is permitted only once within 10 (ten) working days of the beginning of the session, but subject to (a) fulfilment of the minimum eligibility criterion of the desired programme; and, (b) availability of seats. The class attendance in the previous programme shall not be carried forward in the new programme, if admitted.

- 2.** If a student repeats any semester, s/he shall not be counted in the total number of seats (as allotted by UATEC) to the programme in the particular academic year and are supernumerary seats. The aforesaid student needs to follow the syllabus that is in vogue in the regular semester, and be abided by the regulations laid down for that particular period of time, if any. The aforesaid student needs to repeat all of the courses in the semester with the current batch, with the prior permission of the Chairperson, UATEC, by applying through proper channel.
- 3.** A Programme of study may require certain academic backgrounds to pursue the programme effectively. In such cases some course(s) without credit may be designed as foundation course to meet the purpose as part of the syllabus.
- 4.** A student shall be liable for disciplinary action if s/he is found involved in any unfair means (as listed by the University) adopted during any of the examinations conducted by the University.
- 5.** Any exceptional case such as that of a student who has otherwise fulfilled required attendance and continuous evaluation and not covered under these regulations may be referred to the Chair, UATEC for appropriate decision.

Class Attendance

6. A student is required to attend, in aggregate, at least 75% of the total number of classes held in the programme, in the specific semester, and at least 60% in any one of the courses in the programme in order to be eligible to appear in the End-semester examination.
7. Waiving of attendance-deficit up to a maximum of 10% is permissible in the following situations, on a case-to-case basis, by the chair of the Academic Council.
 - (a) Representing CUB in any inter-collegiate, inter-University, local, national or international events;
 - (b) Participating in or organizing an activity of CUB with prior permission of the Competent Authority; and,
 - (c) Students requesting for condoning of 10% deficit from the required attendance on medical grounds shall submit the certificate of the Registered Medical Practitioner under whom s/he was treated for the said illness. In case of hospitalization, a discharge summary needs to be submitted. Extra / compensatory classes in respective course(s) need to be arranged by the Department / Centre [*such classes are required to be concluded at least a week before the examination is scheduled to begin*].
8. A student, however, shall not be allowed to appear at end-semester examination, if not covered under Sections 6 and 7. However, such a student shall be permitted to repeat the semester in the subsequent academic year on payment of full semester fees, provided s/he has secured at least overall attendance of 40% in the concerned semester, otherwise s/he shall have to leave the programme without claiming refund of any fees, and her/his admission shall be treated as cancelled.

Evaluation

9. There shall be continuous internal evaluation of the students' learning and performance by the instructor(s). Considering the nature of the course, the instructor(s) shall decide the mode of internal evaluation, which may include assignments, class tests, take-home tests, term paper(s), presentations, case studies, the Court Room Exercises (CRE), among others, besides Mid-semester, and End-semester examinations.
10. Evaluation pattern adopted for each course / paper of theory-intensive as well as practical-intensive programmes shall generally have point distribution as: Out of the total 100 points, Continuous evaluation shall be of 35 points, Mid-semester examination 15 points, and End-semester examination 50 points.

- 11.** End-semester theory question paper shall include long and short questions (in terms of length of answers) and/or a limited number of objective-type questions, covering the entire syllabus. Further, duration of the Mid-semester and End-semester examinations shall be of one-hour and two-and-a-half hour's duration, respectively. The pattern of question paper / evaluation shall be announced to the students of the respective courses at the beginning of each semester.
- 12.** Each course instructor(s) shall design the examination / evaluation system (Mid-, and End-semester examinations and continuous assessment) for the course s/he offers with the approval of the Department / Centre Committee (DC / CC). The DC / CC shall appoint one faculty member for moderation of question papers of Mid-semester and End-semester examinations, respectively. And, the same has to be put on record at the Office of the Controller of Examinations, before the examination begins.
- 13.** Generally, each course shall be taught by one instructor / faculty, who shall maintain all the records related to attendance, teaching and evaluation in a systematic manner. In case, the faculty is assisted in teaching by other instructor(s) / faculty, the faculty (in-charge of the course) shall be responsible for coordinating teaching and evaluation, including award of final grade.

Monthly records of attendance of students in each of the courses have to be submitted by the Head / Coordinator of the programme to the Office of the Controller of Examinations at least 15 days before the end semester examinations.
- 14.** The DC / CC, constituted by the Chair, Academic Council, shall organize teaching of courses and propose four (4) names of External Members and one Member of DC / CC for the Board of Examiners (BoE) for the End-semester examination. The BoE shall be approved by the Chair, Academic Council. The BoE shall review, in particular, the quality of the questions, whether these cover the syllabus, and the level of markings (under-marking / over-marking) in the answer scripts. The BoE will ensure fairness of evaluation by going through the evaluated scripts / assignments, reports of internal / continuous assessment, etc. The BoE shall also conduct viva-voce / practical, if necessary, as required by the nature of the course. The evaluation / grades approved by the BoE shall be considered as final. The External Member(s) of BoE shall submit a Confidential Report to the Controller of Examinations.
- 15.** The Board of Examiners shall consist of two External and one Internal Members, at least two of whom (one internal and one external) must be present to conduct the evaluation

and finalize the assessment and submit it to the Controller of Examinations for declaration of the results.

16. A student of the programme may appeal to the Chair of the DC / CC regarding marking / Grade and attendance. The Chair of the DC / CC may, if necessary, call the meeting of the DC / CC and address the grievance. If the student is still aggrieved, s/he may appeal to the Board of Examiners (BOE) through the Controller of Examinations (COE). The decision of the BOE has to be accepted as final.

Grading

17. There shall be 10-point Scale Grade System starting with 4 and ending at 10. There shall be additional Grade 'F' with Grade Point 'zero'. A student obtained Grade 'F' in a course shall have to reappear in the examination of the said course. The following Grading System shall be used :

Grade	Grade Point	BA B Ed / BSc B Ed	BA LLB / BSc LLB	M.A.	M.Sc. / M. Tech / MPhil / Ph.D.
A+	10	90 & above	85 & above	85 & above	90 & above
A	9	80 to <90	75 to <85	80 to <85	85 to <90
A-	8	70 to <80	65 to <75	70 to <80	75 to <85
B+	7	60 to <70	60 to <65	60 to <70	65 to <75
B	6	50 to <60	55 to <60	55 to <60	60 to <65
B-	5	40 to <50	50 to <55	50 to <55	55 to <60
C	4		45 to <50	40 to <50	45 to <55
F	0	Less than 40	Less than 45	<40	<45

18. There shall be a Semester Grade Points Average (SGPA) calculated for each semester on the basis of grades obtained in that semester. The SGPA for the j -th semester is calculated as:

$$SGPA_j = \frac{\sum_{i=1}^n m_i c_i}{\sum_{i=1}^n c_i}$$

where, n is the number of courses in the j^{th} semester, m_i denotes the numerical value of the grade obtained in the i^{th} course of the semester, c_i denotes the number of credit for the i^{th} course of the semester. For example, consider the numerical grade and credit of a student given in the following Table :

Course	I	II	III	IV	V	VI	VII
Credit	2	2	4	2	2	2	2
Numerical Grade	7	8	5	7	6	8	8

The SGPA for the j^{th} semester is calculated as :

$$SGPA_j = \frac{7 \times 2 + 8 \times 2 + 5 \times 4 + 7 \times 2 + 6 \times 2 + 8 \times 2 + 8 \times 2}{2 + 2 + 4 + 2 + 2 + 2 + 2} = \frac{108}{16} = 6.75$$

The Cumulative Grade Point Average (CGPA) for 'k' semesters is given as:

$$CGPA = \frac{\sum_{j=1}^k (SGPA_j \times C_j)}{\sum_{j=1}^k C_j}$$

where, C_j is the total number of credits in the j^{th} Semester.

Calculation of CGPA

Consider the SGPAs as obtained by a student in four semesters along with total number of credits in each semester, respectively, as given below :

Semester	First	Second	Third	Fourth
SGPA	6.75	6.00	8.12	7.62
Total Credit	16	20	18	16

$$CGPA = \frac{(6.75 \times 16) + (6.00 \times 20) + (8.12 \times 18) + (7.62 \times 16)}{16 + 20 + 18 + 16} = \frac{108 + 120 + 146.16 + 121.92}{70}$$

$$CGPA = \frac{496.06}{70} = 7.08$$

19. The Grade sheet of the students will show the Grades obtained in all the courses offered in each semester, grades/categories without numerical value (if applicable), the SGPA and the promotion status.
20. To be eligible for the award of Master's Degree in Social Sciences and Languages, a student must secure a minimum final Cumulative Grade Point Average (CGPA) of 4.0. For M. Sc. / BA LLB and BSc LLB, it is 4.5. For M. Tech / M. Phil / Ph. D. / BSc. B Ed / BA B Ed degree, the minimum final CGPA must be 5.0.

21. To find *percent* equivalent to CGPA the following formula may be used: Percent = CGPA X 10
22. Grades shown in the award sheet of a student without any numerical value are NA (Not Appeared) and SP (Satisfactory Performance) for course(s) extending beyond a semester such as project work.

Promotion to next semester

23. A Student shall be declared as 'Passed' and promoted to the next semester when s/he earns 'C' Grade ['B-' in the case of BA B Ed / BSc B Ed] or above in the last concluded semester examination, maintaining the spirit and pattern of semester system and covering the mandatory components, such as continuous evaluation, mid-term and end-term examinations in all the courses for which s/he was registered in the said semester.
24. A Student shall be deemed as 'Failed' in a semester when s/he gets below 'C' Grade ['B-' in the case of BSc B Ed / BA B Ed] in 50% or more of the courses offered in the semester, or does not appear in the examination to meet the requirements as per Sec. 10 above. Such students will be advised by the Board to repeat the semester on payment of semester fees.

The student shall be allowed only once to repeat the semester. If s/he fails again, s/he requires withdrawing from the programme.

25. If a student fails to appear, or fails as such, in the End-semester examination only in 1 out of 4, or 2 out of 5 / 6 courses, 3 out of 7 / 8 courses, 4 out of 9 / 10 courses s/he will also be provisionally promoted to the next semester subject to the condition that s/he would appear for examination(s) in such course(s) one time only as and when the same is/are being held next time.
26. The re-examination of the backlog course(s) of each semester shall be conducted within 3 weeks of commencement of the following semester. And, the (provisional) results shall be announced within one week (subject to the ratification by the BOE when it meets next).
27. The backlog course(s) re-examination shall comprise of 50 points for each paper. The points scored by the candidate in the Continuous Evaluation for 35 points beside the Mid-semester examination for 15 points shall be carried forward.
28. If a student so desire may apply to the Controller of Examination through the concerned HOD (or, I/C) along with the fee of @ Rs. 100/- only (in the form of a nationalized bank

demand draft drawn in favour of “Central University of Bihar”, or in cash) for each course in which s/he wants to reappear.

- 29.** A student who fails to qualify for promotion to the next semester even after re-examination (even in one paper) shall stand demoted to the previous semester and has to continue in the same during the next academic session, followed by successive semesters.
- 30.** The Registration of a student for a Programme shall remain valid, provided s/he accomplishes the attendance requirement, for a period as per the following Chart:

Programme	Maximum Period
2-year P.G. Programme	4 Years
3-year U.G. Programme	5 Years
4-year U.G. Programme	6 Years
5-year U.G. Programme	7 Years

Course Evaluation by the Students

- 31.** The University shall design a questionnaire covering various aspects of the courses for evaluation by the students, which shall be mandatorily filled up by the students at the end of teaching in each of the semesters, as and when it is announced. This is compulsory; otherwise the examination result of that student shall be withheld.