

REGULATIONS FOR
CHOICE BASED CREDIT SYSTEM (CBCS)
FOR UNDERGRADUATE COURSES

Raiganj University
Raiganj, Uttar Dinajpur



To be implemented from
The Academic Session 2017-2018

Raiganj University

P.O.: - Raiganj, Dist.-: Uttar Dinajpur, Pin : 733134, West Bengal, India.

Regulation relating to Undergraduate course of studies & Examinations, UG course of studies and Examinations, including B.C.A

Preamble: In exercise of the power conferred upon it by section 56 and 57 of The Raiganj University Act. 2014 (West Bengal Act XXVI of 2014) the University makes the following regulations.

Note: These regulations are prepared as the Choice Based Credit System (CBCS) is introduced in Undergraduate course of studies and Examinations from the academic year 2017-18.

01. Short Title, Application and Commencement:

These regulations may be called The Raiganj University Regulations:
“Regulation relating to UG course of studies & Examinations”

Notwithstanding anything contained in any other rules or regulation in force relating to UG course of study & Examination, including B.C.A & B.B.A. of Raiganj University shall be guided by these regulations.

02. General Definitions:

In this regulations following general definitions have been incorporated:

2.1 “University” means Raiganj University established and incorporated under The Raiganj University Act. 2014 (West Bengal Act XXVI of 2014).

2.2 “Under Graduate Honours/Programme Course of Study” means a three year course of study divided into 6 (six) Semesters; Semester-I, Semester-II, Semester-III, Semester-IV, Semester-V and Semester-VI each of 6 (six) months duration after successful completion of 10+2 Examination.

2.3 “B.C.A/B.B.A. Course of Study” means a three years professional honours course of study divided into 6 (six) Semesters; Semester-I, Semester-II, Semester-III, Semester-IV, Semester-V and Semester-VI each of 6 (six) months duration after successful completion of 10+2 examination.

2.4 “Academic Session” means academic year from July to June.

2.5 “Year” means the period commencing from 1st day of July and ending 30th June following.

2.6 “Semester” means a period of six months beginning from July to December and January to June of each academic session.

2.7 “Enroll” means enrollment of a student for appearing at first Semester final Examination.

2.9 “Executive Council” means Executive Council of the Raiganj University.

2.10 The Words and Expressions used but not defined shall be interpreted to have the same meaning as they have in The Raiganj University Act, 2014 (West Bengal Act XXVI of 2014).

03 Regulation relating to UG Honours and Programme course of studies & Examinations, including B.C.A & B.B.A.

3.1 Course of Studies

3.1.1 There shall be two Regular courses of studies leading to B.A./B.Sc./B.Com./B.C.A/B.B.A. Degree and each course shall be of six Semesters duration. One shall be termed as B.A./B.Sc./B.Com./B.C.A/B.B.A. Honours Course and the other is B.A./B.Sc./B.Com.Program Course.

3.1.2. The admission to UG Degree programs will be governed by the guidelines of the university and the H.E department of Govt. of West Bengal as framed time to time.

3.1.3 A Candidate shall be allowed to pursue any one of the Undergraduate Degree programs of the University (not more than one) at a time.

3.2 Type of Courses

3.2.1 Different courses of study are labeled and defined as follows: A) **Core Courses (CC)** for honours course and **Discipline Specific Core (DSC)** (& for B.A./B.Com. course two courses each from English and MIL) courses for programme course- these courses which should compulsorily be studied by a student as a core requirement in the mother discipline. Fourteen Core Courses are offered for Honours students of a particular subject. Four Discipline Specific Core (DSC) Courses are offered of a particular discipline which has been opted by a student of a Program course. B) **Elective Courses**-a candidate would opt for two types of electives. An elective course that a student would choose from a pool of courses from the main discipline/subject of study and in which the student will be specially knowledgeable is named as **Discipline Specific Elective courses (DSE)**. On the other hand when a student would choose a course from unrelated discipline from a pool of courses offered by other departments may be termed as **Generic Elective (GE)**. A Honours student will opt four such DSE courses which will be taught in fifth and sixth semester and four such GE courses which will be taught in first consecutive four semesters. C) **Ability Enhancement Courses**- These comprise **Ability Enhancement Compulsory Courses (AECC)** and **Skill Enhancement Courses (SEC)** - for the purpose of the personality development of the student and to enhance soft skill, a student would be compulsorily taught English/MIL and Environmental studies as AECC courses and for the purpose of skill enhancement of a student in respect with his/her selected subject/study and to widen the job opportunity in the global market SEC courses are introduced.

3.2.2 Core and Elective courses are of 6 (six) credit each, and Ability Enhancement courses are of 2(two) credit excluding Environmental Studies (ENVS) which is of 8 (eight) credit.

Thus a student of Honours course has to pursue 146 credits in six semesters and similarly a student of programme course has to complete 126 credits (Table 1, 2 & 3).

**Table 1. Scheme for Choice Based Credit System in UG Honours Courses
B.A./B.Sc./B.Com./B.C.A./ B.B.A. Honours Courses**

Sem	Core Course (14) of 6 Credits each	Ability Enhancement Compulsory Course (AECC) (2) of 8/2 Credits each	Skill Enhancement Course (SEC) (2) of 2 Credits each	Discipline Specific Elective DSE (4) of 6 Credits each	Elective: Generic (GE) (4) of 6 Credits each
1	Core 1	AECC1 (ENVS)			GE1
	Core 2				
2	Core 3	AECC2 (English/MIL)			GE2
	Core 4				
3	Core 5		SEC1		GE3
	Core 6				
	Core 7				
4	Core 8		SEC 2		GE4
	Core 9				
	Core 10				
5	Core 11			DSE1	
	Core 12			DSE2	
6	Core 13			DSE3	
	Core 14			DSE4	
No of Credits	84	8+2	4	24	24
Total	146 Credits				

Table 2. Scheme for Choice Based Credit System in B.Sc. Programme Course

Sem	Core Course (12 of 6 Credits each)	Ability Enhancement Compulsory Course (AECC) (2) of 8/2 Credits each	Skill Enhancement Course (SEC) (4) of 2 Credits each	Discipline Specific Elective DSE (6) of 6 Credits each
1	Core 1 (DSC-1A)	AECC1 (ENVS)		
	Core 2 (DSC-2A)			
	Core 3 (DSC-3A)			
2	Core 4 (DSC-1B)	AECC2 (English/MIL)		
	Core 5 (DSC-2 B)			
	Core 6 (DSC-3 B)			
3	Core 7 (DSC-1C)		SEC1	
	Core 8 (DSC-2C)			
	Core 9 (DSC-3C)			
4	Core 10 (DSC-1D)		SEC 2	
	Core 11 (DSC-2D)			
	Core 12 (DSC-3D)			
5			SEC3	DSE-1A
				DSE-2A
				DSE-3A
6			SEC4	DSE-1B
				DSE-2B
				DSE-3B
No of Credits	72	8+2	8	36
Total Credits	126 Credits			

Table 3. Scheme for Choice Based Credit System in B.A./B.Com. Programme Course

Sem	Core Course (12) of 6 Credits each	Ability Enhancement Compulsory Course (AECC) (2) of 8/2 Credits each	Skill Enhancement Course (SEC) (4) of 2 Credits each	Discipline Specific Elective DSE (4) of 6 Credits each	Generic Elective: (GE) (2) of 6 Credits each
1	Core 1 (DSC 1A)	AECC1 (ENVS)			
	Core 2 (MIL-1)				
	Core 3 (DSC-2A)				
2	Core-4 (DSC-1B)	AECC2 (English/MIL)			
	Core 5(English-1)				
	Core 6 (DSC 2B)				
3	Core 7 (DSC-1C)		SEC1		
	Core 8 (MIL-2)				
	Core 9 (DSC 2C)				
4	Core 10 (DSC-1D)		SEC 2		
	Core 11 (English-2)				
	Core 12 (DSC 2D)				
5			SEC 3	DSE-1A	GE1
				DSE-2A	
6			SEC 4	DSE-1B	GE2
				DSE-2B	
Total	72	8+2 =10	8	24	12
Total	126 Credits				

3.2.3 An undergraduate B.A./B.Sc./B.Com./B.C.A./ B.B.A. degree with Honours may be awarded if a student completes 14 core courses in that discipline and 4 courses each from a list of Discipline Specific Elective and Generic Elective papers respectively, 2 Ability Enhancement Compulsory Courses (AECC), 2 Skill Enhancement Courses (SEC) (**Table 1**). Beside usual convention of B.A./B.Sc Honours degree, Geography and Economics Honours candidate will be awarded B.Sc. Honours degree after successful completion of six Semesters.

3.2.4 An undergraduate B.Sc. degree in Programme course may be awarded if a student completes 12 core courses (four courses from each three Disciplines) and 6 courses each from a list of Discipline Specific Elective (two courses from each three Disciplines) and 2 Ability Enhancement Compulsory Courses (AECC), 4 Skill Enhancement Courses (SEC). 4 Skill Enhancement Courses (SEC) should be selected from **Discipline 1** so that the student may apply for master degree in Discipline 1 (**Table 2**).

3.2.5 An undergraduate degree in Programme course for B.A./B.Com. may be awarded if a student completes 12 core courses (of which two MIL, two English, four courses from each Discipline 1 & Discipline 2) and 4 courses each from a list of Discipline Specific Elective (two from each Discipline 1 & Discipline 2) and 2 from Generic Elective courses, 2 Ability Enhancement Compulsory Courses (AECC), 4 Skill Enhancement Courses (SEC). **4 Skill Enhancement Courses (SEC)** should be selected from **Discipline 1** so that the student may apply for master degree in Discipline 1 (**Table 3**).

3.3 Definitions in CGPA System

3.3.1 “Academic Year” means Two consecutive (one odd + one even) semesters constitute one academic year.

3.3.2 “Course” means usually referred to, as ‘papers’ is a component of a programme. All courses need not carry the same weight. A course may be designed to comprise of lectures/ tutorials/laboratory work/ field work/ project work/viva/ seminars /assignments/ presentations etc. or a combination of some of these.

3.3.3 “Credit Based Semester System (CBSS)” means under the CBSS, the requirement for awarding a degree is prescribed in terms of number of credits to be completed by the students.

3.3.4 “Credit” means a unit by which the course work is measured. It determines the number of hours of instructions required per week. **One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work/field work per week.**

3.3.5 “Grade Point” means it is a numerical weight allotted to each letter grade on a 10-point scale.

3.3.6 “Letter Grade” means it is an index of the performance of students in a said course. Grades are denoted by letters O, A+, A, B, C, P, F and AB (AB = absent)

3.3.7 “Credit Point” means it is the product of grade point and number of credits for a course.

3.3.8 “Semester Grade Point Average (SGPA)” means it is a measure of performance of work done in a semester. It is the ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places.

3.3.9 “Grade Card/Grade Certificate” means based on the grades earned, a grade certificate shall be issued to all the registered students after every semester. The grade certificate will display the course details (code, title, number of credits, grade secured) along with SGPA of that semester and CGPA earned till that semester.

3.3.10 “Core Course” means there may be a Core Course in every semester. This is the course which is to be compulsorily studied by a student as a core requirement to complete the requirement of a programme in a said discipline of study.

3.3.11 “Internal Assignment” means a compulsory assignment of the UG students which is to be completed to appear at any semester Examination.

3.4 Examination and Assessment of Theoretical and Practical Paper/Course

3.4.1 The total 146 credits in Undergraduate Honours course and 126 credits for programme course and the courses having 8 credits, 6 credits and 2 credits will be of 80, 60 and 20 marks respectively for Examination purpose.

3.4.2 Before each of the Semester Examinations, a student will enjoy study leave of 7-14 days for preparation.

3.4.2 A candidate shall be eligible for appearing at any of the Semester of U.G. Examination, fulfilling the following two essential conditions:

(i) Minimum 75% attendance of lectures delivered.

(ii) Students must complete internal assignments as per schedule.

3.4.3 All the internal continuous evaluation will be conducted by the internal teachers of the Department. It shall be on the basis of class tests, tutorials, reports, attendance or any combinations thereof, evenly distributed over the entire period of study.

3.4.4 Two sets of question paper for each course will be set by internal paper setter(s) and two sets Moderation of the paper/course will be done from the paper setting. The answer script will be examined by internal examiner(s). The Board of Studies will recommend the names of the paper-setters, moderators, examiners etc.

3.4.5 For any 6 credits course only: In case of non-practical course 50 marks will be written Examination and 10 marks for class test and for practical based course 30 marks will be written, 10 marks for class test and 20 marks for practical Examination (15% LNB).

3.4.6 For Examination(s) of UG Course, the examinee(s) shall have to pay examination fees for each examination as may be prescribed from time to time by the University at the time of filling up of Examination Forms.

4.4.7 Duration of Examinations

Time / Duration of Examination (h = hour)		
UG Course		
Marks	Theory	Practical
50	2.0h	5.0h
30	1.5h	4.0h
20	1.0h	3.0h
80	3.0h	

3.5 Grading of Successful Students

3.5.1 The 10-point grading system with the following letter grades as given below which is adopted.

Grade Point to Letter grade on a 10-point scale

Range of numerical Marks in percentage	Performance	Letter Grade	Grade point Value per Credit
90% - 100%	Outstanding	O	10
80% - 89%	Excellent	A+	9
70% - 79%	Very Good	A	8
60% - 69%	Good	B	7
50% - 59%	Average	C	6
40% - 49%	Pass	P	5
Below 40%	Fail	F	0
	Absent	AB	0

3.5.2 Marks are converted into Grades (O, A+, A, B, C, P, F) according to the 100% weight of any Course.

3.5.3 Marks obtained by a student will be rounded off to nearest integer.

3.5.4 A student obtaining Grade F in any course shall be considered failed and obtaining Grade AB be considered absent, will be required to reappear in the examination for next year. [The internal marks of the concerned students (obtaining Grade F) shall be carried forward].

3.5.5 A student (obtaining Grade F/AB) will get next two consecutive years only for clearing that course. If a candidate is absent in the Examination, he/she will be considered as a casual candidate for appearing in the next year Examination.

3.5.6 Some denotations for clearing of all courses: Passed in Semester 1 and promoted next semester, PS1; similarly Passed in Semester 2 and promoted next semester, PS2 and so on PS3 and finally QH (Qualified in Honours Degree) and QP (Qualified in Programme Course).

3.5.7 Some denotations for not clearing of courses: Not passed in any Course(s) in Semester 1 and promoted next semester, NPS1; similarly not passed in any Course(s) in Semester 2 and promoted next semester, NPS2 and so on; absent in one or more course(s): ISn (incomplete in nth Semester). Candidate must have to appear all the courses/papers in the Examination of a semester to get promoted to the next semester (Except special circumstances).

3.5.8 A candidate (Honours/Programme Course) shall have to complete each semester Examination (all courses in that semester) **within 3 (Three) consecutive chances** including his/her first appearance in the concerned semester Examination. If any of the chances mentioned above is not availed of by a candidate within the stipulated period, the chance shall be deemed to have lapsed.

3.5.9 Automatic progression in the higher semester will be applied if candidate appears in the Examination; i.e. After candidate appears all the courses at Semester-I Examination, he/she is allowed to continue semester-II to study irrespective of the result of Semester-I and so on.

3.5.10 If any candidate fails to Pass (P Grade) any course after **3 chances** his/her candidature of the UG course will be cancelled.

3.5.11 Pass mark in any course/paper in any semester is 40% of the full marks of the course/paper for Honours and Programme courses. (40% including theoretical, Practical and Internal Assessment marks for 6 credits course/paper).

3.5.12 A student may apply for **reassessment** two courses only & for theory only and there is no reassessment for practical course or internal assessment.

3.5.13 A student may apply for Scrutiny any course(s)/paper(s) including practical except Internal Assessment.

3.5.14 The University may, at any time, review, alter, substitute, amend or delete any of the provisions of this regulation subject to such conditions as may be prescribed by the UGC/WBSCHE or by the Executive Council of the University if any special situation arising during the operations of these regulations.

3.6 Computation of SGPA/CGPA and Results

3.6.1 The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e

$$\text{SGPA (Si)} = \frac{\sum(C_i \times G_i)}{\sum C_i}$$

where C_i is the number of credits of the i th course and G_i is the grade point scored by the student in the i th course.

3.6.2 The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e.

$$\text{CGPA} = \frac{\sum(C_i \times S_i)}{\sum C_i}$$

where S_i is the SGPA of the i th semester and C_i is the total number of credits in that semester.

3.6.3 The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts

3.6.4 Computation of SGPA for example Semester 1

Course	Credit	Letter Grade	Grade Point	Credit Point Credit × Grade Point
Course 1	4	A+	9	4 × 9 = 36
Course 2	2	B	7	2 × 7 = 14
Course 3	4	A	8	4 × 8 = 32
Course 4	8	B	6	8 × 6 = 48
	Total 18			Total = 130

$$\text{SGPA} = 130/18 = 7.22 \text{ (rounded off to 2 decimal)}$$

3.6.5 Computation of CGPA for example CGPA

	Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6
Credit	18	20	18	22	24	26
SGPA	7.22	6.90	7.89	6.55	7.67	7.89

$$\text{CGPA} = \frac{18 \times 7.22 + 20 \times 6.90 + 18 \times 7.89 + 22 \times 6.55 + 24 \times 7.67 + 26 \times 7.89}{128}$$

$$\text{CGPA} = 7.37$$

3.6.6 The conversion formula for converting CGPA to percentage (%) and Declaration of Class for Master Degree.

A. The conversion formula for converting CGPA to the corresponding percentage of marks will be as follows:

$$X = 10 Y - 4.5 \text{ (Where, X = Percentage of Marks, Y = CGPA)}$$

B. Declaration of Class :

A candidate, who has passed all the courses of Examinations in the Semester I-VI and obtained minimum CGPA 5.00 after completion of 6th Semester, is qualified in Honours or program course. Such Qualified candidates may be awarded with the Class according to the following criterion.

- 1 First Class with distinctionCGPA 8.5 and above
- 2 First ClassCGPA 6.5 and above but below 8.5
- 3 Second ClassCGPA 5.00 and above but below 6.5.

04. Compensatory time for PWD Candidates:

4.1 PWD Candidates are provided extra time of 20 minutes for every hour of examinations subject to maximum limit of one hour as Compensatory time.

4.2 PWD Candidates are allowed the use of a scribe (amanuensis) who holds lesser qualification than the candidate. Scribe is allowed to candidates (i) who have disability in the upper limbs or have loss of finger /hands thereby preventing them from writing. (ii) who are blind or have impaired vision. (iii) who are dyslexic. (iv) who are autistic.

4.3 If a PWD candidate wants to avail compensatory time or scribe he/she must apply with all relevant documents to the Principal/Head of the department during form fill up of each part/semester examination and the same application be forwarded by the Principal/H.O.D to the Controller of Examinations in time.

4.4 In case of temporary disability (accidental), the applicant shall apply with certificate issued by a registered medical practitioner and in such cases the decision of the University shall be final.

4.5 If it is found that a candidate has used the service of a scribe and/or extra time but does not possess the extent of disability that warrants of use the service of a scribe and/or extra time , he/she will be excluded from the process of evaluation and legal action may be initiated by the authority in this regard.

05. Breach of Discipline During Examination:

5.1 If a Candidate is found copying or possessing any paper, book or such other incriminating material or smuggling written answer scripts / loose sheets from outside or if he/she uses filthy language, threatens the person(s) connected with examination, or talking to each other during examination, changing of seats or changing of answer scripts and engaged in such other activities which in the opinion of the invigilator(s) is not conducive in running the examination smoothly, may call for disciplinary action. In each of the above cases the answer script(s) of the concerned student(s) with the incriminating documents (if any) found in his/her possession should be sent to the Controller of Examinations with a detailed report from the invigilators and Centre-in-Charge (Proforma-A and Proforma-B; Annexure - I & Annexure - II).

5.2 If an examinee does not submit his/her answer script to the invigilator and/or wilfully taken it away from the hall then a diary should be lodged on the day in the local Police Station by the Centre-in-Charge. A report along with a copy of said diary and a statement from the invigilator(s) present in the hall must be sent to the Controller of Examinations.

5.3 In case of a script being wilfully torn by a Candidate, the fact should be reported by the Centre-in-Charge to the Controller of Examinations. The torn script in a separate packet along with a statement from the invigilator of the concerned examination hall stating the circumstances leading to the incident are to be sent to the Controller of Examinations.

5.4 If in the opinion of the examiner a candidate(s) has/have adopted unfair means in answering questions, he/she may report the matter to the Controller of Examinations through Centre-in-Charge.

5.5 On receipt of report of any kind of mal practice in the examinations as referred to above the Controller of Examinations will place the matter(s) before the Committee of Discipline and the concerned candidate be directed to appear before the said Committee.

5.6 If the Committee of Discipline is satisfied that the charges levelled against any candidate are true, it may recommend:-

- Cancellation of examination of the candidate in the concerned paper or cancellation of the entire examination of the candidate and, if necessary also
- Debarment of the candidate from appearing at the University examination for a specified period as it may deem fit according to the gravity of the offence(s) committed.
- If a candidate does not appear before the Committee of Discipline without assigning any reason, the Committee of Discipline may recommend any or all of the measure(s) as above, as it may deem fit, on the basis of available document(s) in absentia.
- The Committee after giving due consideration to the report of the Centre-in-Charge and giving the candidate a hearing, if necessary, may recommend exoneration of a candidate from the charges levelled against him/her if in its judgement the candidate concerned is innocent.

5.7 The recommendations of the Committee of Discipline will need approval of the Vice-Chancellor before any action can be taken thereon.

The Controller of Examinations will take action according to the recommendation of the Committee of Discipline, if approved by the Vice-Chancellor or as per orders of the Vice-Chancellor.

5.8 All questions arising in relation to the interpretation of these regulations, shall be referred to the University Council for decision and the decision of the University Council will be final and binding.

5.9 In all matters of discipline relating to conduct of the University Examination not expressly covered by these regulations, the Vice-Chancellor may take such course of action following the norms of natural justice as he/she may deem fit and proper.

5.10 The Committee of Discipline may be constituted with the following members.

- (i) Controller of Examinations (convener)
- (ii) Registrar
- (iii) One Court member
- (iv) One EC member
- (v) Centre-in-Charge of the Examination
- (vi) Head/Coordinator of the respective department
- (vii) One member to be nominated by the Vice-Chancellor

The tenure of this committee will be four years from the date of its constitution.

06 Guidance of Candidate for Examination

6.1 The examination will commence on the date specified and will be held according to the programme notified.

6.2 In the morning of the first day of the examination, the examination hall will be opened one hour earlier than the appointed time but on all subsequent days only 30 minutes earlier, the doors being closed each day 5 minutes before commencement.

6.3 A candidate coming late upto 20 minutes may be admitted to the examination hall at the discretion of the Officer-in-charge. Under no circumstances shall a candidate who is late by more than 20 minutes, be allowed to sit for the examination.

6.4 With one hour from the commencement, no candidate will be allowed to leave the examination hall.

6.5 Answer papers even if blank, are to be handed over to the invigilator and must not be left on the desk.

6.6 Except blank answer books, additional sheets, blotting paper and graph papers, the University will supply no other materials for use in the examination hall. Log tables will be supplied, if necessary.

6.7 On the answer books, the candidate is to write the name of the examination, her/his University Registration Number, Examination Roll and Number only (under no circumstances her/his name should be mentioned).

6.8 The candidate will be allowed to carry with her/him to the examination hall only the Admit Card, the University Registration Certificate and drawing implements which may be required for answering questions.

6.9 To draw the attention of the invigilator, a candidate should only stand up. Under no circumstances any tapping of the desk will be allowed.

6.10 Admit Card and Registration Certificate are to be shown and signature given when the Officer-in-charge directs.

6.11 The candidate must write on both sides of each page of the answer book.

6.12 The candidate must not borrow drawing instruments, pencils, eraser, blotting paper etc. from other candidates in the examination hall.

6.13 Notwithstanding the issue of Admit Card, the University reserves to itself the right to cancel admission to any examination before, during or after such examination.

6.14 For and unfair means attempted or adopted by a candidate or breach of any of the rules above or any act indiscipline, a candidate is liable to be expelled by the centre-in-charge and her/his examination cancelled by the University.

6.15 Any alteration made in the entries on the card without the authority of the University shall render the candidates liable to be disqualified to sit for this or any subsequent examination.

6.16. Correction of any kinds on the card is required to be made before the commencement of examination.

6.17. No candidate will be allowed to enter the examination hall with Mobile phone.

[CONFIDENTIAL]
RAIGANJ UNIVERSITY
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Annexure -I

PROFORMA – A

FORM FOR REPORTING CASE OR ACTS OF UNFAIR MEANS USED BY THE STUDENT AT THE EXAMINATION CENTRE.

[IT MAY BE KEPT IN A SEPARATE ENVELOPE SUPERCRIPTING 'UNFAIR MEANS CASE' ALONGWITH THE ANSWER BOOK(S) OF CONCERNED STUDENT & OTHER MATERIAL, IF ANY, RECOVERED FROM HIM / HER AND SENT IN THE PACKET CONTAINING OTHER ANSWER BOOK(S) AND RELEVANT MATERIAL OF THAT SESSION]

Exam Centre Code Date
 Examination Time of Detection
 Paper Room / Examination Hall No.

STUDENT'S PARTICULARS AND NATURE OF UNFAIR MEANS

01. Name of the Student 02. Roll No.
 03. Father's Name 04. Contact No.
 05. Permanent Address
 06. Total No. of incriminating papers recovered:
 (a) No. of printed papers (b) No. of handwritten paper (c) Torn Book Pages
 (d) Any other material (Please specify the details)

(Note : The Detector should sign the recovered objectionable material)

07. Nature of offence (Strike off the portions which are not required)

(i) Copying from a book / books / piece of paper / papers containing printed / hand written notes / a printed page / printed pages of book / books during examination hours : Yes / No
 (ii) Possession of / consulting / reading a book / a piece of papers / loose papers containing printed / hand written notes / torn page / torn pages of a book / books / a printed page / printed pages detached from a book / books in the lavatory during examination hours. : Yes / No
 (iii) When above noted (Sl. No. ii) recurred in more than one paper : Yes / No
 (iv) Taking away the blank answer book / books / additional blank sheet / sheets / written answers thereon outside the examination hall before hand and stitching the same with the original answerscript. : Yes / No
 (v) Leaving the examination hall without submitting the answerscripts and submitting the same later on the plea of inadvertence : Yes / No
 (vi) Destroying the incriminating document, which are caught red handed during examination hours. : Yes / No
 (vii) Creating disturbances in the examination hall / abusing / assaulting / threatening the invigilator, concerned authority and observer / destroying the property of the examination venue. : Yes / No
 (viii) Forging the University Symbol / Number on the unauthorized sheets at the examination : Yes / No
 (ix) A person appears on behalf of the candidate at the examination concerned. : Yes / No
 (x) Candidate leaves the hall during the examination with the permission of the invigilator for the purpose of drinking water, use of toilet, etc. and comes back after 10 minutes to the hall. : Yes / No

08. Any other mode of use of unfair means
 09. Misconduct, if any

Date

Signature
 Name of the Detector
 Designation

[CONFIDENTIAL]

Annexure -II

RAIGANJ UNIVERSITY

P.O. POLICE STATION, RAIGANJ, Dist. UTAR DINAJPUR, W.B., Pin - 733134

PROFORMA – B

STATEMENT OF THE CENTRE IN-CHARGE AND THE STUDENT ABOUT THE INCIDENT OF UNFAIR MEANS

The matter has further been examined by me and found that during the examination of the Paper _____, for which examination held on _____, the student named _____, Roll _____ No. _____ was involved in use of unfair means as mentioned at para _____ in Proforma A.

I am enclosing the following evidence(s) in support of the allegation of the use of unfair means by the student in the University's Examinations:-

1. The incriminating material recovered from the student as mentioned in column No. 7 / column no. 8 on pre-page (Proforma – A).
2. The answer-book of the student as per detail given below :
No. of main answer-book(s) No. of supplementary answer book(s)
3. A copy of the Seating Plan (This should be attached without fail).
4. A copy of the FIR (if relevant).
5. Further observation, if any _____

Signature _____
Name of the
Centre In-Charge _____

Date :

STATEMENT OF THE STUDENT AT THE EXAMINATION CENTRE TO BE RECORDED BY THE CENTRE IN-CHARGE

(The Centre In-charge will give a hearing to the student and record his statement. He may allow the student to question the detector and questions and answers between them are also to be recorded. If the student refuses to make any statement, this fact will be recorded by he Centre In-charge).

Signature of the Centre In-charge

Signature of the Detector

Signature of the Student