



COMMON EXAMINATION AND ALLIED RULES

**for J. D. Birla Institute, Kolkata
Autonomous Institute vide Jadavpur University**

The rules shall apply to all the Under-graduate Departments under the Institute that are affiliated to Jadvpur University)

In exercise of the power conferred by Section 2 (17) of the Jadavpur University Act, 1981 (24 of 1981), the Jadavpur University amended by EC Resolution No. 54, dated 15.01.2013 read with the Resolution No. GB/July-13/12, dated 4.7.2013 of the Governing Body of the Institute makes the following rules, namely:\

1. SHORT TITLE, APPLICATION & COMMENCEMENT

- (i) These rules maybe called the Jadavpur University (Examination Rules of J. D. Birla Institute) Rules 2013.
- (ii) They shall apply to all the honours courses of study from the academic session 2013-2014.
- (iii) They shall come into force on 1st day of August 2013.

2. INTERPRETATIONS

The power of interpreting these rules is reserved to the Governing Body of the Institute.

3. RELAXATION

Nothing in these rules shall be construed to limit or abridge the power of the said Body to dispense with or relax the requirement of any of these rules to such extent and subject to such conditions as it may consider necessary for dealing with a case in a just and equitable manner.

Wherever under these regulations any authority has ordinarily been vested with the power to issue any order / notice / circular, the exercise of such power may be subjected to such directions as the Governing Body or the Head of the Department or his/her delegates, as the case may be, may from time to time issue in its /his/ her behalf.

1. '*Governing body*' means the supreme body of J. D. Birla Institute having the ultimate control over it. The Governing body reserves the right to amend, alter, delete or add to any of these regulations and to bring such amendment, alteration, deletion or addition into effect from such date as it may fix by due notice;
2. '*Principal*' means the person having the authorities, duties and responsibilities assigned to such a post held by him/her;

3. 'Student' means a scholar who is admitted in the Institute for pursuing his / her studies in any of the Departments of the Institute;
4. 'Head of the Institute' means the Principal who is entrusted with the overall administration and academic affairs of the Institute or part of it;
5. 'Chief Controller of Examinations' as defined in the UGC guidelines for autonomous colleges
6. 'End-semester Final Examinations' as incorporated in these rules
7. 'Continuous Internal Evaluation' as incorporated in these rules
8. 'Academic session' means the same as the academic year of the Institute.
9. 'Institute' means all the campuses of the J.D. Birla Institute

1. APPLICATION

These rules apply to the following courses of study:

- (i) B.Com (*Hons*) in Commerce with specialization in (Finance / Banking & Insurance / Marketing)
- (ii) BBA (*Hons*) in Business Administration
- (iii) B.Sc. (*Hons*) in Human Development
- (iv) B.Sc. (*Hons*) in Textiles Science, Clothing & Fashion Studies
- (v) B.Sc. (*Hons*) in Food Science & Nutrition Management
- (vi) B.Sc. (*Hons*) in Interior Designing

2. DURATION AND PATTERN OF STUDY

The duration of each course is 3 years and the same is distributed in 6 semesters by aggregating 2 semesters in each academic session.

3. ATTENDANCE CRITERIA

- i. To be eligible to appear in a end-semester Final Examination, a student must attend a minimum of 60% of lectures (aggregating attendance in all papers of that semester taken together) per semester and 50% in each paper of that semester. Students having an average attendance of less than 60% are not eligible for appearing at the examination of that semester under any circumstance.
- ii. A student who is debarred from appearing for the end-semester Final Examination on grounds of attendance as prescribed shall have to take re-admission for that semester and repeat his/her studies for that semester. He/she would be allowed to appear in the said end-semester examination only on successfully satisfying the attendance criteria as mentioned herein before.

- iii. The Principal/Director of the college shall finally determine the eligibility of a student to appear in any examination on the basis of the statement of attendance and CIE report of the concerned student

Note: CIE means Continuous Internal Evaluation

4. COMPLETE ELIGIBILITY CRITERIA FOR APPEARING IN END-SEMESTER FINAL EXAMINATIONS

- (i) A student would have to fulfill the attendance criteria as mentioned in *Sub-rule-(i) of rule-6*.
- (ii) A student who has disciplinary proceedings against him/her may not be permitted to appear for the end-semester examination.
- (iii) Permission to appear for any university examination may be withdrawn before or during the course of the examinations for conduct which in the opinion of the Principal of the Institute justifies the candidate's exclusion from the examination.
- (iv) Students who have already passed in a paper/subject at the end-semester Final Examination shall not be permitted to sit for examination in that paper again to improve the grade.
- (v) In order to be eligible for the end-semester Final Examination, students would have to complete/pass their internship / vocational training for the fixed number of days to be duly notified by the college. This applies to courses where internship is mandatory.

5. PROCEDURE FOR APPEARING IN THE END-SEMESTER FINAL EXAMINATIONS

- (i) Application for appearing in end-semester Final Examination shall be made by the candidate in the prescribed form and must be accompanied by the prescribed fee payable to the university through the institute.
- (ii) No student shall be admitted to any of the university examinations unless he/she has paid the prescribed fee within the date specified by the Chief Controller of Examinations with or without late fine. A student may, however, submit the examination fee together with a prescribed additional fee for late submission even after the expiry of the specified date provided it is made within the permitted grace period.
- (iii) Filling-up of the examination form does not necessarily give the student the right to appear for the said examination. Even after filling the form, if a student is found to have not fulfilled the required eligibility criteria, he/she may not be allowed to appear in the said examination. A student may be allowed to appear for the exams only after a roll number has been allotted to him/her. Only those students who fulfill eligibility criteria will be issued examination roll numbers/admit cards for the end-semester Final Examination.
- (iv) Application for appearing in arrear/back papers must be made by the student at least 6-weeks before the commencement of the related examination.

6. EXAMINATION PROCESS

- (i) Each student will be evaluated on each subject / paper (theory/practical) under both
 - a) Continuous Internal Evaluation (CIE): 40% weightage
 - b) End-semester Evaluation (ESE): 60% weightage
- (ii) Each semester comprises more or less 15 weeks on an average. End-semester final examination will be held at the end of that particular semester.

The end-semester examination shall be held in six parts:

Year	Semesters
1 st	1 & 2
2 nd	3 & 4
3 rd	5 & 6

- (iii) Each theory paper in an end-semester Final Examination shall be of 2 hours duration for 50 marks paper and 3 hours duration for 100 marks paper. For the practical paper in the end-semester final examination, the duration would be 3 hours for 50 marks and 6-8 hours duration for 100 marks. In special cases (as per the approved curriculum) this duration for practical papers could be 3 hours for a 100 marks paper
- (iv) Continuous Internal Evaluation (CIE) consists of written class tests, assignments, seminars, tutorials, laboratory assignments.
- (v) *CIE for Theory Papers*
 - a) There shall be at least one written class test (*continuous internal evaluation*) in each theory paper, of 20 marks out of a paper of total 50 marks for 1 hour duration and of 40 marks out of a paper of total 100 marks for 2 hour duration, to be held ordinarily during the 10th to 12th week, after the commencement of each semester. The marks obtained in the CIE will be computed on the basis of the average marks of the class test and/or class assessment/seminar/presentation/tutorial/work assigned to and submitted by the students, after evaluation by the internal examiners by keeping all records officially and, producible to the Principal & Ex-officio Chief Controller of Examination of the Institute as and when required.
 - b) Marks obtained in the written class test shall usually be announced within two to three weeks of the test and the students will get the opportunity to see the marked answer scripts.
- (vi) *CIE for Practical Papers*

For practical papers, CIE would be usually based on the attendance (40%), practical class performance (10% weightage) and sessional or assignment performance (50% weightage) as recorded in the practical note book/or in other forms.

7. EVALUATION PROCESS & PASS AMARKS

- (i) All the theoretical papers will be set and evaluated by the internal/external examiners and the practical papers would be set by the internal examiner; however the latter may be

conducted and evaluated by both external and internal examiners. In case of non availability of any external examiner for a particular practical paper, another internal examiner from the concerned department may be assigned to act as substituted examiner.

- (ii) Pass marks shall be 40% (separately for the theoretical and practical) in all papers including CIE and ESE.

Note: 'CIE' means Continuous Internal Evaluation and 'ESE' means End-semester Final Examination

8. PROMOTION

- (i) Normally every student who passes each paper/subject, separately, in a semester of the programme of study will be promoted directly to the next semester. The student with arrear in any number of papers, subject to the condition of Sub-rule (iii), may be allowed to prosecute his/her study in next semester provided however he/she will have to clear the back papers as a casual student in the next corresponding regular end-semester final examination.
- (ii) No student shall be permitted to sit for the examination in any paper/subject after a lapse of six years, starting from the academic year of admission in any discipline of study to the validity period of registration for 6 years.
- (iii) Non-appearance in 50% or more of the papers during an end-semester final examination would debar the student to be promoted to the next semester. He/she would then have to take readmission and repeat the entire concerned semester.
- (iv) Students with back papers from 1st and 2nd semester can continue with 5th & 6th semester classes. They however will not be eligible to receive their degree certificate in that very academic year even after completion of 6th semester if they have back papers from 1st and/or 2nd semester. There would be no special supplementary examination for arrear/back papers from the 1st semester and 2nd semester. In the subsequent years (within the total span of 6 years), these students can clear their back papers as casual students and become eligible to receive their degrees.

NOTE – 'Casual' means without attending classes

9. REVIEWAL

- (i) Application for review must be made within 10 days of publication of the end-semester final examination results
- (ii) In a particular semester, review of papers will be allowed for not more than 3 papers per semester/total of 50% of papers of that semester.
- (iii) To be eligible for review, a student must obtain at least 40% marks in the remaining papers taken together.
- (iv) Review of papers would be offered only for regular examination.
- (v) Review/seeing answer script is not permitted for projects and practical papers.

NOTE – ‘Regular’ means fulfillment of attendance criteria

10. SUPPLEMENTARY/SPECIAL SUPPLEMENTARY EXAMINATION FOR BACK/ARREAR PAPER

- (i) An arrear/back paper is one in which a student fails to secure the minimum pass mark in that paper.
- (ii) Arrear paper may arise either through absence or failure to obtain the required 40% pass mark.
- (iii) Only a failed student will be permitted to appear in a supplementary examination to clear arrear/back paper in the next appropriate/corresponding regular end-semester final examination to be held in the subsequent years, except special supplementary examinations. The number of such chances will be governed by *Sub-rule-(ii) of rule-11*.
- (iv) Non-appearance in any paper/subject would be counted as failure in that paper/subject and the concerned paper/subject will be counted as arrear/back paper.
- (v) A student will not be allowed to sit for special supplementary examination if she/he has not appeared in the regular end-semester final examination for the said paper even once.
- (vi) *Special Supplementary Examination for the failed papers of 5th and 6th semesters:*
 - a) This will be ordinarily held at the end of the 6th semester within 6-8 weeks from the date of publication of Semester-6 results and for students with a maximum of 4 back papers from 2nd year (3rd semester and 4th semester) and a maximum of 4 back papers from 3rd year (5th semester and 6th semester) are allowed to sit for the said examination.
 - b) Students may appear in the special supplementary examination provided they have no arrear paper from the 1st semester and 2nd semester.
 - c) A student can avail of this facility (special supplementary examination) only once in his/her entire 6 year period of studentship.
 - d) A student who has disciplinary proceedings for RA against his/her name may not be allowed on sufficient grounds to appear for the special supplementary examination.
 - e) A student has to complete his/her 6th semester course and appear in the end-semester final examination for the 6th semester in order to be eligible for the special supplementary examination.
- (vii) Students who have already passed in a paper/subject shall not be permitted to sit again for examination in that paper to improve the grades.

11. RA

A student found guilty of misconduct/adopting unfair means including carrying or using mobile phones or similar devices and/or any such behavior/actions, which in the opinion of the authority is objectionable, shall be liable to the disciplinary proceeding, which will be

conducted internally in accordance with the provision of Part-IV of the First Regulations under the Jadavpur University Act, 1981 as amended till date.

Note: 'RA' means Reported Against

12. RE-ENROLMENT

Casual Student may attend classes only in those papers (both theory and practical) where pass marks were not obtained. Such students cannot appear for CIE again. However students would have to pay a fee for attending the classes.

Regular Student *is* required to attend all classes of the concerned semester where short attendance occurred or had the back papers as per *Sub-rule (iii) of rule-11*. Such a student will have to appear for CIE as well as the end-semester final examination (ESE) for all the papers and will have to pay de novo the entire semester fee.

- (i) A student who has been debarred to appear in the end-semester final examination on the basis of shortage of attendance or non-appearance in 50% or more of papers in that semester will have to re-enroll as a regular student in the next appropriate semester and will have to pay re-enrollment/re-admission fee.
- (ii) A student can clear his/her arrear/back paper/s during the next appropriate semester as a casual student and will have to pay the examination fee for only those paper/s.
- (iii) A casual student will not be allowed to appear for CIE and his/her earlier CIE will remain valid.

13. GRADE POINTS

A quantified means of expressing equivalence of learning is termed as Credit. Credit is awarded to a learner in recognition of the verified achievement of designated learning outcomes at a specified level. In simple terms, academic credit may be considered as an equivalent of 15 hours of assigned and evaluated work in college. Such assigned work may includes class hours, tutorials, directed library work and study related activities. For extra/co-curricular activities, one credit will be considered as equivalent to 30 hours.

Performance of the candidate in each paper shall be indicated by grades on the basis of the marks indicated below:

Percentage of Marks	Performance	Grade	Grade Point (g)
75 and above	Excellent	A	10
60 to below 75	Very Good	B	9
50 to below 60	Good	C	8
40 to below 50	Fair	D	7
Below 40	Unsatisfactory / Fail	E	2

- (i) The credit hours for a theory/practical papers would be the weekly number of periods (minimum 3 periods of 1 hour duration each for a 50 marks paper and minimum 6 periods of 1 hour duration for a 100 mark paper)) allotted to that paper.
- (ii) Semester Grade Point Average (SGPA) will be computed to assess the performance for each semester and will be marked in the grade card if the student clears all the subjects in that semester. If a student gets a 'E' grade in one or more subjects in a semester, The student has to reappear in the subject/subjects in the next subsequent examinations mentioned in 13(iii)
- (iii) In addition to SGPA, a Cumulative Grade Point Average (CGPA) will be computed at the end of the final semester (6th semester) examination for successful students to assess the cumulative performance of a student. CGPA will be calculated as an average of all the SGPAs with equal weightage given to each SGPA. In final mark sheet, class in CGPA and total marks in percentage will also be recorded.

% of Marks	CGPA	CLASS
Above 65%	CGPA of 6.5 and above	FIRST CLASS
50% to below 65%	CGPA of 5 or below	SECOND CLASS

Note: SGPA means Semester Grade Point Average and CGPA means Cumulative Grade Point Average

- (iv) Merit list will be prepared on the basis of percentage of marks

14. GRADE CARDS

- (i) Students would be given a grade card showing the SGPA at the end of each semester after appearing in the end-semester examination. The Grade Card would carry the facsimile of the Principal & Ex-officio Chief Controller of Examination of the Institute.
- (ii) In the final 6th semester grade card, there will be provision for CGPA, class awarded and total percentage of marks. The Grade Card would carry the facsimile of the Principal & Ex-officio Chief Controller of Examination of the Institute.

15. DEGREE CERTIFICATE

- (i) To obtain the degree for the course for which the student executed his/her study, he/she would have to clear all papers from all semesters.
- (ii) Degree certificate will be issued by the university on fulfillment of the conditions of Sub-rule (i) of rule-17.