

EXAMINATION AND EVALUATION SYSTEM

Fifth Dean's Committee (ICAR) deliberated on the examination and evaluation system being followed by different colleges and universities. The Committee recommends Uniform Grading system to be followed with uniform OGPA requirements for award of degrees at all levels and uniform conversion formulae to be followed for declaration of I, II and III divisions, distinctions etc. Declaration of division in the degree certificate to be made compulsory by all universities:

EVALUATION OF STUDENTS, EXAMINATIONS AND GRADES:

- a) The evaluation of the student in a course shall be based on his/ her performance in various kinds of examinations, records, class work and other types of exercises
- b) The detailed course outlines in each course shall be prepared by the concerned course teacher(s) in consultation with the Head of the Department, which will be made available to the students during the first week of the semester. A schedule of the mid-semester examinations of the academic programme shall be prepared by the college/ University and notified to the students at the beginning of each semester.
- c) Answer scripts of mid-semester examinations are evaluated by the teacher shall be shown to the students. The students shall have the option to request the teacher for clarification of any doubts in scoring, provided that such clarification is requested for when the answer scripts are made available to them. This shall not apply for final both theory and practical examinations.

MID-SEMESTER EXAMINATIONS

There shall be two mid-semester examinations to be conducted by the teacher offering the course after 50% of the working days are over in a semester. The duration for mid-semester examinations shall be for one and half hours and the final theory examinations shall be two and half hours. The marks allotted for mid-semester and semester final theory examinations shall be 30 and 50, respectively. Ordinarily no condonation for absence of mid-semester examination shall be given. However, the ***mid semester examination to be conducted to the students who could not appear these examinations in view of their participation in the inter-University and National Sports, Literary and Cultural events etc. along with the students who genuinely prevented from taking examination in the case of serious illness or accident or any other case.*** This repeat examination shall be held within two weeks from the date of examinations so missed and shall be a common examination for all such students. Unless a student appears for the mid-semester examination, he/she shall not be permitted to appear for the semester final theory and practical examinations in the course concerned. The special re-examination shall be conducted as per the time to be fixed by the Controller of Examination within two weeks from the last date of mid semester examinations. The weightage of marks allotted for midsemester, and semester final theory examination shall be as per Dean's Committee recommendations.

SEMESTER FINAL EXAMINATIONS

- a) The semester final examinations shall be held at the end of each semester in each course. The semester final examination in the theory portion shall be of two and half-hours duration. It shall be the responsibility of the University to conduct the theory portion of semester final examination. Practical examinations shall be

conducted by the respective colleges. The students shall be given preparation holidays (not mandatory) before the commencement of semester final theory examinations.

- b) Answer scripts of semester final theory examinations are evaluated through common evaluation system in selected centers, year of study wise. On the last day of semester final examinations, the Controller of Examination shall send all the sealed answer scripts to the University where they are coded before distribution for valuation. Evaluation instructions are issued by the University from time to time for each semester.

COMPUTATION AND AWARD OF COURSES GRADES

Marks for the practical shall be based on continuous evaluation of practical classes and final practical examination which shall include a viva-voce examination. In respect of RAWE Programme/ In-plant Training / Industrial Attachment / Hands on Training / Skill Development Training and ELP etc., the criteria for evaluation of students as prescribed in manuals of respective programmes shall be followed.

EXAMINATION:

Courses with Theory and Practical

Mid-term Exam (30%) + Assignment (5%) in practical oriented courses + Practical (15%) + External Theory (50%)

COURSES WITH ONLY THEORY

Mid-term Exam (40%) + Assignment (10%) + External Theory (50%)

COURSES WITH ONLY PRACTICAL

100% Internal

Mid-term examination question paper is set by the course teacher(s) concerned and COE shall ensure the coverage of the syllabus.

Computation and award of courses grades are detailed in Annexure – II

SEMESTER FINAL PRACTICAL EXAMINATIONS (INTERNAL)

Shall be conducted by course instructor(s).

SEMESTER FINAL THEORY EXAMINATIONS (EXTERNAL)

The syllabus of the courses concerned shall be sent to at least two teachers at other Universities for each course who shall prepare the question paper in addition to the existing system of paper setting.

The COE shall choose two question papers which shall be moderated by the teachers as identified by the COE of the respective faculty and finally one of the question papers shall be chosen by the University of the Respective faculty/COE for the conduct of semester final theory examination. Evaluation shall be done internally by the faculty other than the course instructor in case of single campus colleges.

Weightage with various courses such as course with theory and practical (1+1,2+1,3+1 and 1+2 etc.,) courses with theory only (1+0, 2+0 and 3+0 etc.,) and

courses with practical only (0+1, 0+2, 0+3 and 0+4 etc.,) are approved as proposed (Annexure – II enclosed).

Evaluation

Degree	Percentage of Marks Obtained	Conversion into Points
All	100	10 Points
	90 to <100	9 to <10
	80 to <90	8 to <9
	70 to <80	7 to <8
	60 to <70	6 to <7
	50 to <60	5 to <6
	<50 (Fail)	<5
	E.g. 80.76	8.076
	43.60	4.360
	72.50 (but shortage in attendance)	Fail (1 point)

OGPA	Division
5.000 – 5.999	Pass
6.000 – 6.999	II division
7.000 – 7.999	I division
8.000 and above	I division with distinction

GPA = Total points scored / Total credits (for 1 semester)

CGPA = \sum Total points scored / Course credits

OGPA = \sum Total points scored (after excluding failure points)/ Course credits

% of Marks = $OGPA \times 100/10$

MASS ABSENCE OF STUDENTS FROM A CLASS OR EXAMINATION

Absence of students 'enmasse' from a class or examination shall not be condoned. The COE, in addition, may order suspension of the course, if deemed necessary.

UNFAIR MEANS DURING TESTS AND EXAMINATIONS

The COE of the college shall be responsible for dealing with all cases of use of unfair means in various examinations.

The phrase, 'Use of Unfair Means' include possession of any information or material by the student, talking to other students, copying from other students or from printed or written material may include 'use of mobiles or any other electronic gadgets', impersonation etc. The invigilator concerned, on finding the use of unfair means by any student may take the answer scripts of the student and the material evidence, if any, and the explanation from the student. The student may also be sent out of the

examination hall immediately. The invigilator concerned shall report each case of unfair means direct to the COE immediately with full details of the incident, answer scripts, the available evidence and explanation of the concerned students, if any. The COE, on receipt of the report, may give an opportunity to the concerned student to represent his/her case considering all the available evidence, the COE shall take appropriate action immediately. The penalty shall be as indicated below:

- a) A student found using unfair means during mid-semester examination shall be deemed to have failed in that course.
- b) A student found using unfair means during semester final examination shall be deemed to have failed in all the courses, he/she has registered in that semester and/or in such of those courses in which he/she appeared for semester final examination in that semester. In such cases, the student shall not be permitted to take the remaining examinations, if any, in that semester.
- c) The COE shall report each case falling under (a) and (b) above immediately, after passing order to the COE of the concerned faculty. For using unfair means of a serious nature such as ignoring the repeated instructions of invigilator, or abusing or threatening or assaulting the invigilator, warranting higher penalties than those indicated in clauses (a) and (b) above, the COE, beside stating the student as failed in all the courses he/she registered in that semester, may further debar the student for the succeeding semester and the fact informed to the Dean of the college. The Dean after examining the case, may debar the student for further period or permanently. The decision of the Dean is final.
- d) The parent or the guardian of the concerned student shall be informed of any punishment awarded to the student and the reason there for.

SCRUTINY OF GRADES

The student may apply to the Registrar within one week after the announcement of the grades for scrutiny of the totaling of marks of the semester final examination or calculation of grade points obtained by him advancing sufficient reasons for such a request. The fee for such scrutiny shall be as prescribed from time to time.

ACADEMIC STATUS AND SCHOLASTIC EFFICIENCIES

- a) A student shall get minimum of 50% marks in both final theory and final practical examinations separately for a pass in the final examination of a course. If a student does not achieve this, he/she has to re appear for the final examination in theory/ practical or both as the case may be, when next conducted for such course(s).
- b) A student obtaining a grade point of 5.0 shall be considered to have passed the course. A student getting less than 5.0 shall be deemed to have failed in the course and "F" shall be indicated in the grade point. A student who secures grade point below 5.0 or who secures less than 50% marks in semester final theory / practical examination of the course (or) was marked absent has to appear for either final theory or practical examination or both (as the case may be). A student may also have the option to write the mid-semester examination of the course in the same semester when he/she next takes the final examination (Theory/practical or both) of that particular course.
- c) Whenever a student wants to take re-examination in any course(s) he/she should fill in the particulars in a prescribed application form duly paying the re-exam fees for each course subject within forty days from the date of commencement of the subsequent semester.

PROMOTION TO SECOND YEAR:

A candidate is automatically promoted to second year irrespective of the number of courses as absent / failed courses in the first year:

PROMOTION TO THIRD YEAR:

A candidate should have passed all the courses of first year and should not have more than 6 courses of second year as backlog courses (absent/failed)

PROMOTION TO FOURTH YEAR:

The students admitted need to pass all the I, II- and III-year courses by the end of III year for registering final year courses/Student Ready programmes including electives if any.

The non – gradial courses / Student Ready Programmes and electives if any are considered on par with other courses for the purpose of promotion to the next year for the students admitted from 2016-17 onwards.

YEAR OF STANDING

The year of standing of a student shall be determined solely based on his completion of certain number of credit hours as prescribed by the Academic Council.

GRADUATION REQUIREMENTS

The student shall satisfy minimum residential requirements and maximum duration as below.

The minimum residential requirement is eight Semesters for U.G. Degree Programmes in the University.

The maximum duration of degree programmes is twelve semesters (6 academic years).

REQUIREMENTS FOR BACHELOR'S DEGREE

A student undergoing courses of study leading to award of bachelor's degree viz: B.Sc. (Hons.) Forestry (Bachelor of Science (Hons.) in Forestry), as the case may shall pass courses and complete the minimum number of credit hours prescribed thereby the Academic Council from time to time by obtaining minimum OGPA of 5.00 in the 10-point scale. A student undergoing instructions in UG courses of study leading to the award of Bachelor of Science (Hons.) in Forestry, shall have to complete satisfactorily the Student Ready Programmes as approved by Academic Council like, Rural Work Experience Programmes / In-Plant training / Industrial Attachment / Hands on training/ Skill Development Training / Project Work / Experiential Learning Programme etc., as prescribed from time to time.

CLASSIFICATION OF SUCCESSFUL CANDIDATES

The successful candidates after completion of graduation requirements declaration of the division / class in the provisional degree certificate and degree certificate in the 10-point scale up to 3 decimal places shall be classified as under.

OGPA	DIVISION
5.000 – 5.999	PASS
6.000 – 6.999	II DIVISION
7.000 – 7.999	I DIVISION
8.000 and above	I DIVISION WITH DISTINCTION

(Classification shall be given in the transcripts as footnote).