

BHAWANIPUR GLOBAL CAMPUS

(An Autonomous Institution)

AICTE Permanent ID: 1-4592571

AISHE CODE: C-6269

MAKAUT CODE: 277

Examination Policy and Procedures

Table of Contents

1. POLICY	5
1.2 Constitution of Board of Examination (BoE):	6
1.3 Examination Department Infrastructures	7
1.4 Powers and Duties of the BoE	7
1.5 Question Paper (QP) Setting:	7
1.6 Seating Plan	8
1.7 Issue of application and hall ticket to the students	8
1.8 On the Day of the examination:	8
1.9 Examination Software:.....	9
1.10 Grade Card Preparation.....	9
2. EXAMINATION.....	9
2.1 Introduction	9
2.2 Objectives of the Continuous Education.....	9
2.3 CE Structure and Weightage.....	10.
2.4 Year wise CE Category:.....	10.
2.5 Type of CE Activity.....	10.
2.6 Attendance and Participation Policy	14.
2.7 Rubrics & Transparency	15.
2.8 Academic Integrity.....	15.
2.9 CE Implementation Guidelines	15.
2.10 Evaluation and Review	15.
2.11 Roles and Responsibilities	16.
2.12 Rubrics.....	16.
2.13 Eligibility of Students.....	22.
2.14. Notification of Exam and Fees	22.
2.15 Notification of Exam and Fees	23.
2.16. Marks Register.....	23.
3. PASSING and GRADING	23
3.2 Fail/F grade.....	24
3.2.1 Improvement of 'F' Grade and Reattempt Limits	24

3.2.2	Rules for Supplementary Examinations.....	24
3.3	SGPA and CGPA.....	24
3.4	Computation of SGPA and CGPA.....	24
3.5	Final Compilation of Marks.....	25
3.5.1	Submission of Marks Register.....	25
3.5.2	Verification of examination marks	25
3.5.3	Grade Cards Issue.....	25
3.5.4	Loss of Original Grade Card by the student	25
3.6	ATKT (Allowed to Keep Term)	26
3.7	Review/Scrutiny.....	26
3.8	Absenteeism in Examination.....	26
3.9	Regulations Governing The Malpractices By The Students During Examinations.....	26
3.10	Procedure For Reporting The Malpractice/S.....	27
3.11	Procedure for Imposing Penalties & Punishments:	28
3.12	Guidelines for Recommending Penalties & Punishments to The Students Involved in Malpractice During The Examinations:.....	28
4.	GRIEVANCE.....	28
4.1	Examination Grievance Redressal	28
4.2	Mid-semester and End-semester Examination Grievances	28
4.3	During Examination Grievances	28
4.4	Post-Examination Grievances	29
4.5	Amendments of Results Due to Errors.....	29
5.	GOVERNANCE & TRANSPARENCY	29
5.1	Declaration of Results.....	29
5.2	Policy of Transparency	29
5.3	Discarding of Old Answer Sheets.....	29
5.4	Awards for Outstanding Performance.....	29
5.5	Exam Audit.....	29
5.6	Completion of Course Requirements	29
5.7	National Academic Depository (NAD).....	29
6.	CONCLUSION	30

Document Number	EPP-277/RD01/25
Name of the Document	Bhawanipur Global Campus (An Autonomous Institution)s, Examination Policy and Procedures
Document Owner	Bhawanipur Global Campus (An Autonomous Institution)s (Autonomous)
Document Status	Final Draft
Date of Approval by GB	-
Date of Approval by BoE	-
Date Last Amended	NA
Date Last Reviewed	NA
Date of Next Review	NA
Related Documents	<p>UGC (Conferment of Autonomous Status Upon Colleges and Measures for Maintenance of Standards in Autonomous Colleges) Regulations, 2023 https://www.ugc.gov.in/pdfnews/0367475_UCG-(Conferment-of-Autonomous-Status-upon-Colleges-and-Measures-for-Maintenance-of-Standards-in-Autonomous-Colleges)-Regulations,-2023.pdf</p> <p>UGC Curriculum and Credit Framework for UG Programs https://www.ugc.gov.in/pdfnews/7193743_FYUGP.pdf</p> <p>First Rules and Regulations of WBUT (MAKAUT) https://makautwb.ac.in/rti/First%20Rules%20and%20Regulations%20of%20WBUT.pdf</p>

PREAMBLE

Bhawanipur Global Campus (An Autonomous Institution)s (MAKAUT College Code: 277 & AISHE Code: C-6269) is a premier institute of higher education in the state of West Bengal catering to the educational needs of students in India and its neighboring countries. Since inception, the Institute has completed more than twenty years of academic excellence as evident from the accreditation by NAAC (A+), NBA, NIRF ranking etc. The institute was conferred with Autonomous status in the year 2025 under Maulana Abul Kalam Azad University of Technology, West Bengal (MAKAUT).

1. POLICY:

The Examination Policy of Bhawanipur Global Campus (An Autonomous Institution)s is designed to provide a fair, transparent, and consistent framework for assessing student performance in accordance with program, course and learning outcomes. The policy aligns with the responsibility of the autonomous college to incorporate continuous Examination as a formative process of ongoing evaluation, supporting individual development, diagnosing learning gaps, and incorporating innovative teaching strategies. The summative process of examination remains the backbone with a core of continuous Examination throughout the learning journey.

The policy aims at the effective design of Examinations with rubrics, efficient conduct of the Examination, evaluation, examination, and publication of results and to evaluate the course outcome attainment of the students. The policy will ensure that all Examination, evaluation and examination-related processes are documented, the staff involved in the examination processes are informed about their roles and responsibilities and all examinations and Examinations are conducted in accordance with the regulations of the degree awarding body.

The policy includes mid-semester examinations and semester-end examinations to ensure comprehensive evaluation. Upholding accuracy, integrity, and impartiality in all aspects of examination, it reflects the institution's commitment to quality education, holistic student development, and the maintenance of the highest standards of academic excellence.

The conduct of the Examination is the sole responsibility of the Board of Examination (BoE) constituted by Bhawanipur Global Campus (An Autonomous Institution).

1.1 Definitions

- “ABC” means **Academic Bank of Credits**
- “AC” means **Academic Council** of the autonomous institution.
- “ATKT” means **Allowed to Keep Term**.
- “BoE” means **Board of Examination** of the autonomous institution, which is the principal authority for conducting the Examinations and examinations and making policy decisions.
- “GB” means **Board of Governors** of the autonomous institution.
- “BoS” means **Board of Studies** of the autonomous institution.
- “CoE” means **Controller of Examination** of the autonomous institution.

- **“DCoE” or “ACoE”** means **Deputy or Assistant Controller of Examination** of the autonomous institution. -
- **“Grade Card”** means **Semester Grade Point Average (SGPA)** which reflects semester-wise performance of the students and **Cumulative Grade Point Average (CGPA)** reflects overall performance of the student including all the semesters.
- **“HoD”** means **Head of Department** of the departments of the autonomous institution.
- **“LMS”** means **Learning Management System.**
- **“MAKAUT”** means **Maulana Abul Kalam Azad University of Technology, West Bengal.**
- **“MPC”** means **Malpractice Case.**
- **“NAD”** means **National Academic Depository.**
- **“NAAC”** means **National Assessment and Accreditation Council.**
- **“QP”** means **Question Paper.**
- **“UGC”** means **University Grant Commission.**
- **Examination Department** means the department headed by **Controller of Examination and responsible for conducting all the examinations and examination-related responsibilities of the autonomous college**

1.2 Constitution of Board of Examination (BoE):

- The Board of Examination is constituted by the **Academic Council** with the approval of the **Board of Governors**. The composition of the committee is as follows:

SL No.	No. OF MEMBERS	DESIGNATION	ROLE IN THE COMMITTEE	NOMINATED BY
1	1	Principal	Chairperson	---
2	1	Controller of Examinations (CoE)	Member Secretary	Chairperson
3	2-5	HODs/Senior Faculty Members of each department	Members	Chairperson
4	1	Deputy Controller of Examinations/ Assistant Controller of Examination	Member	Chairperson
5	1	Senior academician	External Member – (Senior Professor/ CoE/Distinguished Academician)	Chairperson

- Additionally, the Chairperson may invite senior faculty members or people possessing academic expertise as “Special Invitee” to participate in the committee meetings
- The BoE shall be appointed for a period of **THREE** years from the date of its constitution, extendable for another term of **ONE** year.

1.3 Examination Department Infrastructures:

- The working area will be suitably allocated for the Examination Department comprising the Office of Examination Department, including CoE, Control room, requisite computer and server, print equipment, CCTV, telephone and internet, and any other required unit need by the Examination Department.

1.4 Powers and Duties of the BoE:

- Responsible for the overall Examination, evaluation and examination of the autonomous college to ensure alignment with program, course and learning outcomes
- To work closely with Academic Council(s) on Examination methodology that is aligned with the specific discipline and recommend new-age innovative methodologies for Examination and evaluation. Thus guiding the departments in setting question papers and assignments that assess higher-order thinking skills in alignment with Bloom's Taxonomy.
- Formulating policies for Mid Semester Examinations and End-Semester Examinations (ESE).
- Defining the weightage, evaluation pattern, and grading system for various courses and programs.
- To plan, schedule, and conduct all internal and end-semester examinations of the college.
- To ensure strict confidentiality and integrity in question paper setting, moderation, and evaluation processes.
- To oversee tabulation, verification, and declaration of examination results.
- To address grievance, discrepancies and malpractices related to examinations and evaluations raised by CoE
- To recommend reforms and improvements in the Examination system.
- To ensure adherence to academic regulations and UGC/University guidelines in all examination activities.
- To analyze overall examination results to improve teaching–learning and Examination practices.
- Approve the examination and Examination budget for every academic year prepared by CoE
- Approve the time-table of examinations (Regular / Allowed to Keep Term - ATKT/ Additional Examination) for every semester, prepared by CoE.
- Monitor semester wise progression, analyse subject wise results and report to Academic Council (AC).
- Periodically review the examination system with reference to conduct and declaration of results and submit a report to AC.
- Propose amendments in the Examination and examination system of the college for the improvement of quality and credibility of the system.
- Perform other duties which are assigned to it from time to time by Chairperson.

1.5 Question Paper (QP) Setting:

- The Question paper setting will be done by the examiners appointed by the CoE as per format prescribed in syllabus by Board of Studies (BoS).

- The office of CoE shall get minimum 3 sets of question papers or Question Bank in sealed cover in the respective subjects from respective QP setters.
- The selection and confidentiality of QP set is the sole discretion of CoE.
- Student will get maximum 3 attempts (within 2 years) with the same syllabus. After these attempts if student still fails to pass she/he will be required to appear with revised syllabus question paper/revised examination pattern.

1.6 Seating Plan:

- Room-wise seating plan shall be made available at least four hours prior to the examination.
- The seating plan prominently will be displayed on the notice Boards/Learning Management System (LMS).
- The list of students appearing for other than regular examination both date-wise, subject-wise and semester-wise will be displayed on the notice Boards/LMS.

1.7 Issue of application and hall ticket to the students:

- Students shall register online for all relevant examination.
- Students should pay prescribed examination fee online & download the fee receipt for future use.
- Registration and payment of examination fee for prescribed examination are compulsory.
- The admit card shall be generated only for registered student. No student will be allowed in the examination hall without a valid admit card.

1.8 On the Day of the examination:

- The Senior Supervisors and Junior Supervisors who have been assigned duty for an examination shall report to the Examination Department 1 hour prior to the commencement of the respective examination.
- Students are allowed to enter in the Examination Hall up to 30 minutes after commencement of examinations for end-Semester examination and additional examinations.
- On the day of examination, CoE/DCoE shall bring the packets of question papers from the safe 30 minutes prior the commencement of the examination and hand over the packets of question papers to Senior Supervisors.

- On each day of examination, Senior Supervisors shall open the packets of question papers in Examination Department not more than 30 minutes before the commencement of examination. However, prior to opening he/she shall check date of examination, class, subject title and sign on all the packets indicating the date and time of opening the sealed packets. The packets shall be opened in the presence of any two of the following:
 - i. Controller of Examination (CoE)
 - ii. Deputy Controller of Examination (DCoE)
 - iii. BoE Member
 - iv. Junior Supervisor.
- Senior Supervisors shall take out the required number of question papers from the packets and arrange to distribute them in required quantity to the Junior Supervisors.
- After receiving the answer booklets from Junior Supervisors, Senior Supervisors shall check them as per the attendance record submitted by the supervisors.
- Senior Supervisors shall direct the Examination Department staff to tie the bundles of answer booklets of each course separately along with one copy of question paper, copy of attendance sheet, copy of supervisor report and ensure proper packing of the same.

1.9 Examination Software:

Software is secure and comprehensive and is meant to serve as the central repository for examination-related information, documents, management and control.

1.10 Grade Card Preparation:

The Grade Cards are prepared by Examination Department in accordance with the recommendations of the BoE, having adequate security features to avoid any malpractice.

2. EXAMINATION

2.1. Introduction

This Examination Policy outlines the framework for Continuous Evaluation (CE), Mid-Term and End-Term Assessments for all Undergraduate (UG) and Postgraduate (PG) programmes of the Autonomous College. The policy ensures transparency, fairness, standardization, and alignment with UGC, PCI (for Pharmacy), and institutional guidelines.

The Examination Cell, Board of Examiners (BoE), and Academic Departments shall jointly ensure the effective implementation of this policy.

2.2. Objectives of Continuous Education (CE)

The objectives of CE are:

- To promote continuous learning and discourage last-minute preparation.
- To evaluate students' performance at regular intervals.

- To ensure alignment of assessments with Course Outcomes (COs) and Programme Outcomes (POs).
- To improve subject understanding through diversified assessment tools.
- To ensure students' holistic development, analytical skills, and practical competence.
- To support early identification of academic gaps and provide timely feedback.

2.3. CE Structure & Weightage

All papers—Theory, Practical, and Project/Sessional—are evaluated under **Internal Assessment** and **External Assessment**.

2.3.1 Marks Distribution Table

Paper Type	Internal Marks	External Marks	Total
Theory	40	60	100
Practical	50	50	100
Project/Sessional	50	50	100

2.3.2 Pharmacy Courses (As per PCI Guidelines)

- **Theory:** 30 Internal + 70 External
- **Practical:** 40 Internal + 60 External

2.4. Year-Wise CE Category

Across all years of study, CE consists of:

- **Unit Tests /Regular Quizzes/ Surprise Quizzes (Online)**
- **Mid-Term Examination (Offline / With approval for Online)**
- **Class Participation & Classwork Assignments**
- **Presentation / Module-Based Evaluation**
- **Attendance-based Marks**
- **Practical Skill Tests, Viva, Logbook Assessment**
- **Project/Sessional Review Presentations**

Each course distributes CE components appropriately based on its nature (Theory / Practical / Project).

2.5. Types of CE Activities

2.5.1 Theory Papers

The syllabus must be divided into **5 modules**. CE activities include:

a. Unit Tests (Online – LMS Based)

- Conducted after completion of Modules 1, 2, and 4 during class time.
- MCQ-based; 10 Questions (5 Low, 3 Medium, 2 High as per Bloom’s Taxonomy).
- Maximum Marks: 5 marks per quiz; **Best 2 out of 3** considered.
- Duration: 20 minutes.
- Scenario-based and activity-based questions are mandatory.

b. Mid-Term Examination

- Conducted as per Examination Calendar.
- Offline mode; Online only with prior approval from competent authority.
- Covers first three modules.
- Subjective question format:
 - Part A: 5 marks (1 mark × 5 short answer questions)
 - Part B: 15 marks (5 marks × 3 questions; can have sub-parts)
- Faculty must submit **two sets of question papers**.
- Papers must follow CO Mapping and Bloom’s Taxonomy.

c. Presentation (Module 5) – 5 Marks

Conducted after completion of Modules 5 during class time.

Evaluation Rubric:

- Content – 1
- Delivery – 1
- Organization – 1
- Creativity – 1
- Length/Time – 1

d. Class Participation – 5 Marks

Criteria:

1. Attentiveness – 1
2. Discipline – 1
3. Note Making & Task Completion – 1

4. Initiative – 1

5. Curiosity – 1

e. Attendance – 5 Marks

- 95–100% → 5
- 90–94% → 4
- 85–89% → 3
- 80–84% → 2
- 75–79% → 1

2.5.2 Practical Paper

The syllabus must be divided into **5 modules**.

Internal: 50 Marks

a. Module Performance – 20 Marks

- Best 2 modules considered (10 marks × 2).
- Marks recorded module-wise in LMS.

Rubrics (10 Marks):

1. Accuracy – 4
2. Task Completion – 4
3. Discipline – 2

b. Module Quiz – 5 Marks

- LMS based.
- Best 2 quizzes considered from 5 modules.

c. Mid-Term Skill Test – 15 Marks

- 10 Marks Practical Job Work
- 2 Marks Grooming & Discipline
- Viva: 5 Marks (2 questions × 2.5 marks)

Viva Rubric per Question:

- Understanding – 0.5
- Accuracy – 1.5
- Communication – 0.5

d. Attendance – 10 Marks

- 95–100% → 10
- 90–94% → 8
- 85–89% → 6
- 80–84% → 4
- 75–79% → 2

External: 50 Marks

a. Practical Skill Test – 20 Marks

Assessed by External Examiner:

- Understanding the task – 5
- Completion of task – 5
- Process, quality, timeline – 10

b. Viva – 20 Marks

4 questions; 2 process-based + 2 scenario-based.

Rubrics:

- Understanding – 0.5
- Accuracy – 1.5
- Communication – 0.5

c. Logbook – 10 Marks

Evidence/Documentation:

- 10 → Fully organized, complete evidence
- 8 → Evidence but not organized
- 6 → Partial evidence
- 4 → Some evidence
- 2 → Minimal evidence
- 0 → No evidence

Completeness:

- 6 → Fully recorded
- 4 → Mostly recorded

- 2 → Few entries
- 0 → None

Clarity & Neatness:

- 4 → Clear, neat
- 2 → Partially clear
- 0 → Not clear

2.5.3 Project / Sessional Work

Internal: 50 Marks

4 Review Presentations (12.5 marks × 4)

Rubric for Each Review:

- Planning & Objectives – 1.5
- Literature Review – 1.5
- Methodology – 1.5
- Documentation – 0.5
- Content Understanding – 1.5
- Communication – 1.5
- Visual Support – 1.5
- Presentation Skills – 1
- Response to Questions – 2

Total = 12.5 Marks

External: 50 Marks

- Final Outcome / Deliverable – 15
- Technical Content / Skill Application – 10
- Presentation & Communication – 10
- Viva Voce – 15

Rubrics included as provided.

2.6. Attendance & Participation Policy

- Attendance contributes to CE marks (Theory: 5, Practical:10).
- Students must maintain **minimum 75% attendance** to appear for examinations.

- Participation in all CE components is mandatory.
- Make-up assessments are allowed only under approved medical/emergency grounds.

2.7. Rubrics & Transparency

- Rubrics for all CE activities (quizzes, presentations, class participation, practical tasks, viva, project reviews) are predefined.
- Rubrics must be shared with students in advance.
- CE marks must be uploaded to LMS module-wise within the timeline.
- Students must have access to feedback for improvement.

2.8. Academic Integrity

- Plagiarism, impersonation, cheating, and malpractice are strictly prohibited.
- All online tests must ensure proctoring and anti-cheating measures.
- Any student found in violation will face disciplinary action as per Examination Regulations.

2.9. CE Implementation Guidelines

- Course faculty are responsible for conducting CE components on time.
- Mid-Term and End-Term examinations will follow timelines set by the COE.
- Question papers (Unit Tests, Mid-Term, Practical, Viva sets) must follow CO Mapping & Bloom's Taxonomy.
- The BoE may issue separate guidelines for UG and PG Question Paper Setting covering:
 - Full syllabus coverage
 - Difficulty level aligned with Bloom's Taxonomy
 - CO Mapping
- Exam Code, Course Code, Question Paper Code must be approved by BoE.
- For any online mode request, approval from competent authority is mandatory.

2.10. Evaluation & Review

- Internal marks must be uploaded within 7 days of assessment completion.
- Moderation may be conducted if required.
- Revaluation and Re-examination services are available to students as per rules.
- Examination results will be reviewed by:
 - Departmental Examination Committee

- Board of Examiners
- Academic Council

2.11. Roles & Responsibilities

Controller of Examinations (COE)

- Preparation and publication of Examination Calendar
- Conduct of Mid-Term, End-Term, and External Practical Exams
- Appointing External Examiners
- Ensuring confidentiality and security of exam materials

Board of Examiners (BoE)

- Approving Exam Code, Course Code, Question Paper Code
- Approving question paper sets
- Issuing guidelines for question paper setting
- Finalizing evaluation policies

Department / Faculty

- Conducting CE components as per schedule
- Designing questions following Bloom's Taxonomy
- Updating marks in LMS
- Providing timely student feedback
- Maintaining records and documentation

Students

- Participating in all CE activities
- Maintaining required attendance
- Maintaining academic honesty
- Submitting all tasks and evidence in required formats

2.12 Rubrics

2.12.1 Theory Paper Rubrics

A. Presentation Rubric (5 Marks)

Criteria	Marks
Content	1
Delivery	1
Organization	1
Creativity	1
Length/Time Management	1

B. Class Participation Rubric (5 Marks)

Criteria	Marks
Attentiveness	1
Discipline	1
Note Making & Task Completion	1
Initiative	1
Curiosity	1

C. Unit Test Structure Rubric

- 10 MCQs:
 - 5 Low-level
 - 3 Medium-level
 - 2 High-level
- Scenario-based & activity-based questions mandatory
- 20 minutes duration
- 0.5 marks per question

2.12.2 Practical Paper Rubrics

A. Module Performance Rubric (10 Marks)

Criteria	Marks
Accuracy of Output	4
Task Completion	4
Discipline	2

B. Practical Module Quiz Rubric

- Conducted for all 5 modules; **best 2 considered**
- MCQ or application-based assessment
- Mapped to COs

C. Mid-Term Skill Test Rubric (15 Marks)

a. Practical Test (10 Marks)

Criteria	Marks
Job Work Accuracy	8
Grooming & Discipline	2

b. Viva Rubric (5 Marks)

Each question carries 2.5 marks.

Criteria	Marks
Understanding	0.5
Accuracy	1.5
Communication	0.5

2.12.3 External Practical Examination Rubrics

A. Skill Test Rubric (20 Marks)

Criteria	Marks
Interpreting task correctly	5
Successful completion of task	5

Criteria	Marks
Correct process, timelines, quality	10

B. Logbook Rubric (10 Marks)

Evidence / Documentation (10 Marks)

- 10: Fully organized, labeled, chronological evidence
- 8: Evidence present but not organized
- 6: Partially organized evidence
- 4: Minimal evidence
- 2: Very minimal evidence
- 0: No evidence

Completeness (6 Marks)

- Fully recorded – 6
- Mostly recorded – 4
- Few entries – 2
- None – 0

Clarity & Neatness (4 Marks)

- Clear & neat – 4
- Partially clear – 2
- Not clear – 0

C. External Viva Rubric

Each question carries **2.5 marks**.

Criteria	Marks
-----------------	--------------

Understanding	0.5
---------------	-----

Accuracy	1.5
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Communication	0.5
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2.12.4 Project / Sessional Rubrics

A. Internal Review Presentation Rubric (12.5 Marks per review)

Component	Marks
Project Planning & Objectives	1.5
Literature Review	1.5
Methodology	1.5
Documentation Quality	0.5
Content & Understanding	1.5
Communication	1.5
Visual Support	1.5
Presentation Skills	1
Response to Questions	2
Total	12.5

B. External Project Rubrics

a. Final Outcome / Deliverable (15 Marks)

Level	Description	Marks
Excellent	Advanced, accurate, integrated	10–12.5
Good	Clear concepts & skills	7–9
Satisfactory	Basic application	5–6
Needs Improvement	Weak or incorrect	3–4
Unsatisfactory	No value	0–2

b. Technical Content / Skill Application (10 Marks)

Level	Description	Marks
Excellent	Highly confident, organized, effective	10–12.5

Level	Description	Marks
Good	Clear, well-structured	7-9
Satisfactory	Basic clarity	5-6
Needs Improvement	Weak or disorganized	3-4
Unsatisfactory	Unprepared	0-2

c. Presentation & Communication (10 Marks)

Level	Marks
Excellent	9-10
Good	7-8
Satisfactory	5-6
Needs Improvement	3-4
Unsatisfactory	0-2

d. External Viva (15 Marks)

4 questions, each 2.5 marks.

Criteria	Marks
Understanding	0.5
Accuracy	1.5
Communication	0.5

2.12.5 Attendance Rubrics

Theory Attendance (5 Marks)

- 95-100% → 5
- 90-94% → 4
- 85-89% → 3
- 80-84% → 2

- 75–79% → 1

Practical Attendance (10 Marks)

- 95–100% → 10
- 90–94% → 8
- 85–89% → 6
- 80–84% → 4
- 75–79% → 2

2.12.6 Summary List of All Rubrics Included

- **Theory:** Unit Test, Mid-Term, Presentation, Class Participation, Attendance
- **Practical Internal:** Module Performance, Module Quiz, Skill Test, Viva, Attendance
- **Practical External:** Skill Test, Viva, Logbook
- **Project/Sessional:** Internal Reviews, External Outcome Rubrics, Viva
- **Other:** Documentation, CO Mapping Levels, Bloom’s Taxonomy Levels

2.13 Eligibility of Students

- A student is eligible to appear for the end semester examination only if they have secured a minimum of 75% attendance in the respective course during the semester.
- Students with attendance between 50% and below 75% can be permitted to appear for the examination upon payment of condonation fees as per the norms prescribed by GB and attending the extra classes provided by the faculty members
- Students whose attendance falls below 50% in each semester are not eligible to appear for the end-semester examination
- Appearance in mid-semester examinations is mandatory for eligibility to appear in end-semester examinations. Therefore, students must appear in both examinations to fulfill academic requirements
- Clearance of all fee dues is a pre-condition for the issue of admit card for appearing in the end-semester examination.

2.14 Notification of Examination and Fees

An examination calendar is notified by the BoE at the beginning of each academic year, detailing all examination dates, deadlines, examination fees and related schedules for every programme of Bhawanipur Global Campus (An Autonomous Institution) that are overseen by Academic Council. The college adheres to the calendar under all circumstances, thereby ensuring uniformity, transparency, and timely conduct of all academic and examination activities. The examination fees are vetted by BoE and approved by GB at the start of each academic year.

2.15 Conduct of Examination

- The end-semester examinations are conducted for a duration of three hours for each course, unless otherwise notified.
- The mid-semester examinations are conducted for a duration of two hours for each course, unless otherwise notified.
- Students are provided with official answer booklets and additional sheets, if required. The first page of each answer booklet is mandatorily verified and signed by the invigilator, and all additional sheets carry the invigilator's initials.
- Relevant supporting materials such as logbooks, statistical tables, maps, graph paper or any other approved material by the BoE are supplied for courses requiring them
- The Examination Department is responsible for the smooth conduct of examinations while ensuring adherence to examination rules and regulations.

2.16 Marks Register

The marks are entered and consolidated in the Marks Register – a confidential document for internal use only. The marks are sent to the BoE office. If any error is found in the marks, it gets corrected based on scrutiny of available records. Transcripts on demand after graduation can be provided based on 'Marks Register' and against a fee and necessary guidelines as stipulated by the BoE.

3. PASSING and GRADING

3.1 Semester Grade Point Average (SGPA): It is a measure of performance of work done in a semester. It is the summation of product of Credit Points and Grade Points divided by the summation of Credits of all Courses.

Classification	Letter Grade	Score on 100 Percentage Points	Points
Outstanding	O	100 to 90	10
Excellent	E	89 to 80	9
Very Good	A	79 to 70	8
Good	B	69 to 60	7
Fair	C	59 to 50	6
Below Average	D	49 to 40	5
Failed	F	Below 40	2
Incomplete	I	-	2

A student obtaining Grade F shall be considered failed and are required to reappear

in the examination (Grade I by default shall be considered failed). These grade points will be superceded post clearance of examination.

3.13 Fail/F grade

This section outlines the policies governing the assignment, retention, and reattempts of improving the 'F' grade, along with the rules for reappearing in mid-semester and semester-end examinations

3.13.1 Improvement of 'F' Grade and Reattempt Limits

An 'F' grade is not permanently recorded in the original semester's grade card if the student subsequently passes the course. Students can reappear for failed courses of the semester-end examinations as per the rules of the supplementary examination, subject to compliance with the applicable regulations and within the valid widow- period of their MAKAUT registration. Absence from either the mid-semester examination or the semester-end examination for any course, including project courses, result in a grade point of 0 and a letter grade 'F'.

3.13.2 Rules for Supplementary Examinations

- Supplementary examinations for all subjects are conducted within 30 - 45 days from the conclusion of the end-semester examinations
- Students can be permitted to appear for supplementary examinations upon payment of the prescribed fee as determined by GB.
- The format, duration, and evaluation process of the supplementary examination are the same as that of the regular end-semester examination
- Marks obtained in the supplementary examination replace only the failed component, while all other records from the original attempt remain unchanged
- Students who fail to appear or clear the supplementary examination are required to re-register for the course in the subsequent academic cycle
- In cases where the student has already secured the minimum passing marks in mid- semester examination, those marks shall be carried forward to the supplementary examination.

3.14 SGPA and CGPA

Each semester shall have a distinct grade card reflecting the Semester Grade Point Average (SGPA) of the student based on the 10-point grading system as detailed above . Besides, the grade cards indicate the Cumulative Grade Point Average (CGPA) and the final semester grade card will mention the overall CGPA of the student.

The grade cards issued at different points to each student contain the following:

- SGPA is recorded on each semester grade card
- CGPA is recorded from Semester-2 and onward
- The overall CGPA is in the final semester grade card

3.15 Computation of SGPA and CGPA

Bhawanipur Global Campus (An Autonomous Institution) follows the UGC/MAKAUT recommended procedure to compute the SGPA and CGPA:

- 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 and the sum of the number of credits of all the courses undergone by a student, i.e

$$SGPA_{Sem_i} = \frac{\sum_{k=1}^K C_k * G_k}{\sum_{k=1}^K C_k},$$

where, K = number of papers in semester i ,

C_k = number of credits for paper k , and

G_k is the grade point earned by student for paper k

- **Cumulative Grade Point Average (CGPA)** for the i^{th} semester is the ratio of the total credit points earned to the total credits taken up to that semester.

$$CGPA_{Sem_i} = \frac{\sum_{j=1}^N C_j * G_j}{\sum_{j=1}^N C_j},$$

where, N = number of papers completed until semester i ,

C_j = number of credits for paper j , and

G_j is the grade point earned by student for paper j

- The SGPA and CGPA shall be rounded off to 2 decimal points in the grade cards.

3.16 Final Compilation of Marks

The final compilation of marks is an essential step in the examination process, ensuring that all components of evaluation are properly recorded and verified. The process is designed to ensure accuracy, transparency, and compliance.

3.16.1 Submission of Marks Register

The Examination Department submits to BoE the Semester wise Marks Register of every student of both mid-semester and end-semester examinations for verification.

3.16.2 Verification of examination marks

BoE oversees the overall process for conduct of exams to documentation of the examination marks. Based on which, the examination marks and grades are ascertained at the end of each semester. Upon any discrepancy found in the standard of marking and/or grading, the BoE initiates corrective action. Furthermore, the BoE endeavors to continuously improve the examination processes.

3.16.3 Grade Cards Issue

The Semester-wise Grade Cards will be issued by Bhawanipur Global Campus (An Autonomous Institution).

3.16.4 Loss of Original Grade Card by the student

In case of loss of original Grade Card, a student can apply for a 'DUPLICATE' Grade Card upon payment

of the prescribed fee and compliance with the procedures defined by the BoE for issue of duplicate grade

cards. The fresh Grade Card issued to the student in this case has the word 'DUPLICATE' mentioned with all the necessary details of the original Grade Card.

3.17 ATKT (Allowed to Keep Term)

- A student can also be eligible for promotion to the next academic year/semester under the Allowed to Keep Terms (ATKT) system
- A student with up to two failed courses in a semester can be promoted to the next semester. However, such students are required to clear the failed courses through the supplementary/backlog examinations as notified.
- A student with more than two failed courses in a semester cannot be eligible for promotion to the next semester under ATKT

3.18 Review/Scrutiny

Students can avail of the scrutiny/review facility after submitting a written request to the BoE within 7 days after the results are declared. No requests are accepted after 7 days of the result. Students must submit the application for re-evaluation following the procedure. Following which, a suitable internal examiner is asked to re-evaluate the paper.

In case of scrutiny, only the totaling of marks and verification that all questions have been assigned a mark are undertaken. In case of review, the entire answer script is re-evaluated by another suitable reviewer, and not by the original examiner.

If no errors are found, the Grade Card remains unchanged. If errors are identified, a revised marksheet is issued to the student. Students availing of this facility must pay an additional fee as prescribed by the BoE.

3.19 Absenteeism in Examination

In case of absenteeism from an end-semester examination, students can re-appear for the examination as per the rules of the supplementary examination.

3.20 Regulations Governing The Malpractices By The Students During Examinations

Malpractices: Every student appearing for the Examination is liable to be charged with committing malpractice(s), if he/she is observed as committing any one or more of the following acts:

- Misbehavior with officials or any other kind of rude behavior in or near the Examination Hall and using obscene or abusive language.
- Writing on the Question Paper / Admission Ticket and/or passing on the same to other student(s) in the Examination Hall.
- Possession of electronic gadgets like mobile phone, headphones, earpods, smartwatch, scientific calculator (unless permitted), pen-drive or such other /storage device in the Examination Hall.
- Communicating with any other student(s) or any other person(s) inside or outside the Examination Hall with a view to take assistance or aid to write answers in the examination.
- Copying from the material or matter or answer(s) of another student or from similar aid or assistance rendered by another student within the Examination Hall.
- Making any request of representation or offer of any threat for inducement or bribery to Invigilator and /or any other official for favours in the Examination Hall or in the answer script.

- Approaching directly or indirectly the teaching staff, officials or examiners or bring about undue pressure or influence upon them for favour in the examination.
- Smuggling out or smuggling in the answer script pages or supplementary sheets or tearing them off and/or inserting pages written outside the examination hall into the answer scripts.
- Receiving material from outside or inside the Examination Hall, for the purpose of copying.
- Bringing into the Examination Hall or being found in possession of portions of an unauthorized book, manuscript, or such other material or matter in the Examination Hall.
- Attempting to write the exam without possessing a valid ID card / Hall Ticket / permission from competent authority. Impersonating or allowing any other person to impersonate to answer in his/her place in the Examination Hall.
- Committing any other act or commission or omission intending to gain an advantage or favour in the examination by misleading, deceiving or inducing the examiner or official.

3.21 Procedure For Reporting The Malpractice/S:

- CoE with the consent of the Principal shall appoint Observers/Flying Squad according to the need to ensure proper conduct of examination and to discourage Malpractice(s).
 - The Observers shall be faculty members of the college and/or from other institutions.
 - The Observers / Squad shall inspect the Examination Blocks/Halls assigned to them by the CoE frequently and through surprise visits to ensure whether the arrangements made and procedures established for conducting the examination(s) are adequate and fool-proof.
 - If a Malpractice Case is detected by the Invigilator or any other Official, he/she shall seize the incriminating materials and the answer script(s) and report the same to the CoE.
 - The Observers shall report all the instances of grave Malpractices such as Mass Copying etc., to the CoE immediately.
 - When malpractice is brought to the notice of CoE either by the Observer(s) or by the Invigilator, he/she shall hold a preliminary inquiry and record the Report of the Invigilator, the statement of the student(s) concerned in the presence of a teaching staff other than the Invigilator concerned. Only then, he/she shall forward malpractice report along with the answer script(s), other incriminating materials and other enclosures in a sealed cover to the CoE immediately. However, answer script(s) of subsequent papers of such student(s) booked under Malpractice, shall be sent along with other answer scripts and shall not be marked as Malpractice Case (MPC) anywhere.
 - If the student refuses to hand over the incriminating material(s) or the student refuses to give the statement, the student shall be asked to record in writing his/her refusal to give a statement. If he/she refuses to do even that, the facts shall be recorded, duly witnessed by any other two members of the faculty.
 - The student(s) booked under Malpractice shall be allowed to write the subsequent papers. Having allowed to appear for the papers after booking the case under Malpractice, the student shall have no claim over the performance of the subsequent papers. The answer scripts of those students booked under Malpractice shall be evaluated and the results shall be kept in abeyance, until such time the **Observer** passes his orders based on the recommendations of the BoE.
1. When, a student is booked under Malpractice(s), the CoE shall strictly adhere to following steps:

- a. Stop the student from writing that particular paper, in which he/she has been booked under alleged Malpractice.
- b. Issue a memo instructing the student to attend the meeting of the BoE
- c. Not confiscate Hall Ticket to permit the student to write the subsequent papers of the examinations, if any, and such answer scripts shall be sent to the CoE along with other answer scripts, without being marked as MPC anywhere.

3.22 Procedure for Imposing Penalties & Punishments:

3.23 Guidelines for Recommending Penalties & Punishments to The Students Involved in Malpractice During The Examinations:

The penalties & punishments to the students Involved in Malpractices during Mid- and End-Semester Examinations shall be imposed as below:

The penalty for indulging in Malpractice is as follows:

Fine not less than Rs. 5000/-

4. GRIEVANCE

4.1 Examination Grievance Redressal

All examination-related grievances get addressed by the BoE. Students can raise grievances related to examinations to BoE. Most grievances arise from errors in mark calculation and are resolved with necessary interventions by the Examination Department.

4.2 Mid-semester and End-semester Examination Grievances

- **Mid-semester Examinations:** Students absent on medical grounds, bereavement of an immediate family member, or any other ground approved by the BoE, can apply with supporting clinical documents attested by relevant expert/authority to the BoE. Upon the BoE's approval, the student is permitted a re-examination as scheduled by BoE.
- **End-semester Examination:** Students can reappear for failed courses in the end-semester as per the rules of the supplementary examination, subject to compliance with the applicable regulations and within the MAKAUT registration-validity period.
- **Correction in Names:** Students can submit proof of spelling/name corrections, which are forwarded by the BoE to the MAKAUT with authorized proof for correction.

4.3 During Examination Grievances

The BoE remains vigilant during mid-semester and end semester exams. Issues such as out-of-syllabus questions or marking errors are reported to the BoE for needful consideration and action.

For physically challenged students, the BoE appoints writers or aids in accordance with UGC guidelines.

In case of illness or a contagious infection, a student can be permitted to appear for the examination from the infirmary, subject to BoE approval.

4.4 Post-Examination Grievances

- **Mid-semester Exams:** Evaluated papers and projects are reviewed if grievances arise or on-demand. The corrections are reported to the BoE.
- **Results:** Students can apply for verification, photocopies, or revaluation through the BoE

4.5 Amendments of Results Due to Errors

Any amendment to results due to errors are made as per the provisions outlined in this policy.

5. GOVERNANCE & TRANSPARENCY

5.1 Declaration of Results

The results are declared either within 30 days from the last day of the examination OR within 45 days from the commencement of the examination, whichever is later, subject to statutory guidelines.

5.2 Policy of Transparency

Transparency is maintained at all levels of examination. The students are informed about the dates of examinations in the academic calendar. The marks obtained in each examination are shared with the students.

5.3 Discarding of Old Answer Sheets

The old answer sheets will be securely discarded as per UGC rules and regulations.

5.4 Awards for Outstanding Performance

The Examination Department notifies the list of awardees under various merit categories as per the criteria laid down by the BoE.

5.5 Exam Audit

Exam audits are conducted by internal members every year. External exam audits with external members are conducted only once in the NAAC Examination year. The Examination Department coordinates the audits and BoE ensures necessary compliance.

5.6 Completion of Course Requirements

This section is aligned with the course and curriculum framework of programmes approved by respective Board of Studies (BoS).

5.7 National Academic Depository (NAD)

Under National Education Policy 2020, a student benefits from NAD by having a secure, permanent, and verifiable digital record of their academic achievements, which facilitates seamless academic credit transfer and recognition within the Academic Bank of Credits (ABC) system. Students gain instant access to their verified documents in their Digi Locker account, reducing the risk of loss or forgery, and allowing for quick, authentic verification by employers and other institutions globally.

6. CONCLUSION

All points in this policy in terms of procedures shall hold good for all the programmes under the Bhawanipur Global Campus (An Autonomous Institution). The BoE is finally responsible towards ensuring fair and inclusive approaches in regulating its examination system. In this regard, the decisions taken by the BoE are final and binding on Examination Department, Paper-setters, Moderators, Invigilators, Examiners, Reviewers and Examinees, among others. The terms in the policy are subject to change at the discretion of the statutory and/or college authority of Bhawanipur Global Campus (An Autonomous Institution).