

KALIABOR COLLEGE (AUTONOMOUS)

Examination Regulations

(w.e.f. ACADEMIC SESSION 2026-27, vide Academic Council Resolution No. KC/39/AC/26/04)



Kaliabor College (Autonomous) || Nagaon: Assam: India: 782137



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Kuwaritol, Nagaon, Assam, India – 782137

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PREAMBLE

By virtue of the notification from the University Grants Commission (UGC) (Letter No. F.2-10/2023 (AC Policy), dated February 23, 2026) and the subsequent directive from Gauhati University (Ref. No. GU/AFF/2026/1094-1101, dated March 10, 2026), Kaliabor College has been granted Autonomous status. Pursuant to clause 7.4 of the UGC (Conferment of Autonomous Status Upon Colleges and Measures for Maintenance of Standards in Autonomous Colleges) Regulations, 2023, this status is valid for a five-year term spanning the academic sessions 2026-2027 through 2030-2031.

Consequent to this upgrade, the Academic Council of Kaliabor College (Autonomous) has resolved to launch the Four-Year Undergraduate Programme (FYUGP) and Post Graduate Programmes in accordance with NEP 2020, effective from the 2026-2027 academic year. Furthermore, exercising the authority vested by the UGC, the institution mandates the establishment of an Examination Committee alongside an Examination Cell. The operations of both entities will be strictly governed by the ensuing rules:

1. SHORT TITLE, APPLICATION AND COMMENCEMENT

- 1.1 The official title of this document shall be the Kaliabor College (Autonomous) Examination Rules.
- 1.2 The provisions outlined herein apply strictly to the examinations at Kaliabor College (Autonomous), commencing with the 2026-2027 academic session.
- 1.3 To uphold academic standards, these regulations were drafted by the Academic Council and subsequently ratified by the Governing Body of Kaliabor College (Autonomous). Their primary objective is to guarantee the smooth administration of examinations and the oversight of the grading and evaluation framework.
- 1.4 These guidelines take effect immediately upon their issuance.

2. KEY DEFINITIONS

- 2.1 **‘ABC’ (Academic Bank of Credit):** Managed by the National Academic Depository (NAD) and introduced under NEP 2020, this system allows learners to easily transfer credits between Indian higher education institutions. This mobility helps students accumulate credits toward a final certificate, diploma, or degree even if they switch programs.
- 2.2 **‘Absentee Candidate’:** A learner who fails to present themselves for a scheduled assessment.
- 2.3 **‘Absolute Grading System’:** An evaluation framework that assigns grades based on predetermined, fixed numerical thresholds or specific mark ranges.

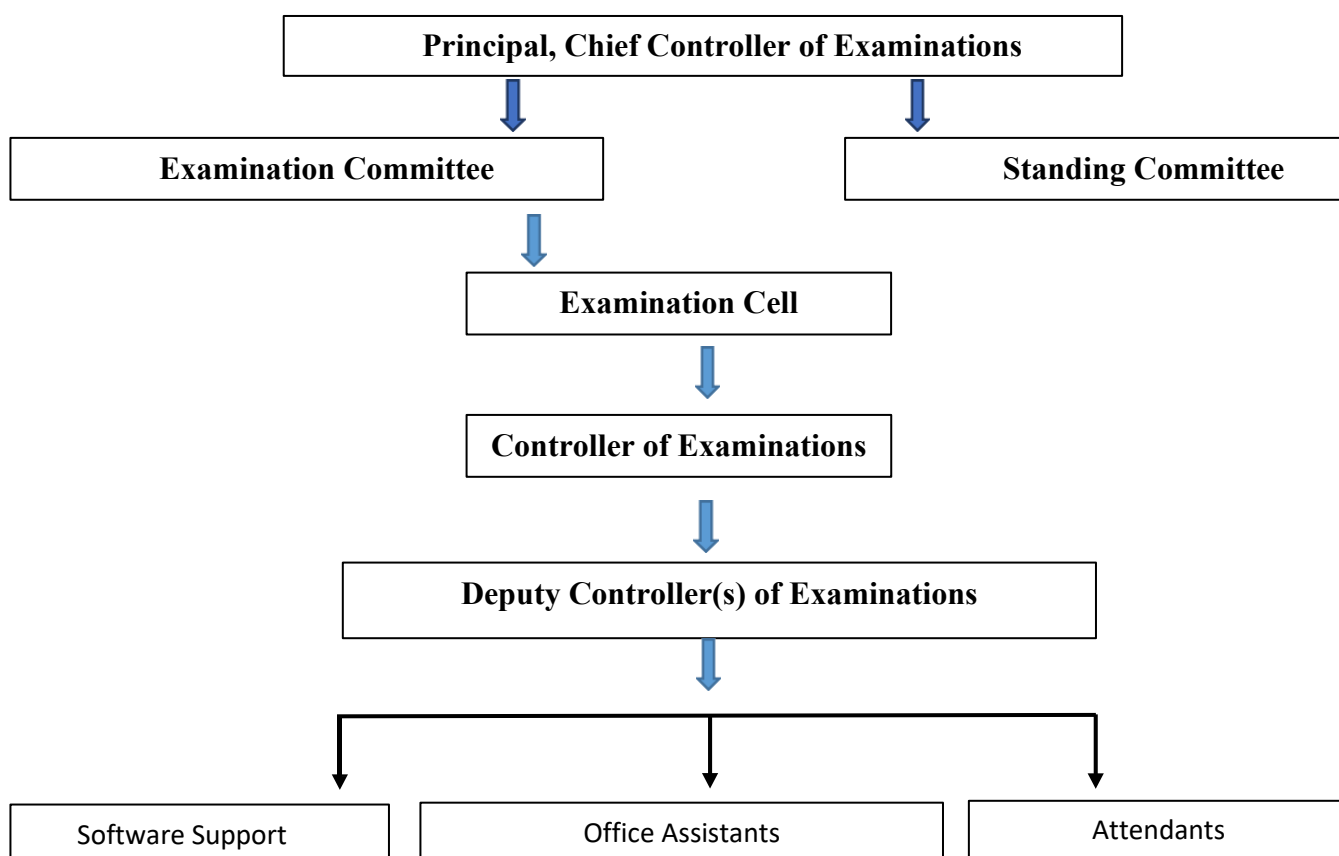
- 2.4 **‘Academic Year’**: A twelve-month cycle determined by the Academic Council, typically launching in June/July and concluding in May/June of the subsequent year. It is composed of two successive semesters (one even and one odd).
- 2.5 **‘Admit Card’**: The official credential authorizing a candidate's eligibility and entry into the testing hall.
- 2.6 **‘Answer Booklet’**: The bound, fixed-page document supplied by the institution during an exam for students to record their responses.
- 2.7 **‘Answer Script’**: The submitted Answer Booklet containing the examinee's completed written responses to the test paper.
- 2.8 **‘Applicant’**: Any learner who has formally submitted the prescribed documentation to sit for an exam.
- 2.9 **‘Application Form’**: The mandatory, standardized paperwork required to register for an upcoming assessment.
- 2.10 **‘Arrear Candidate’**: A student who is permitted to retake a specific assessment due to a prior failure or absence in that exact course.
- 2.11 **‘Attempt’**: The act of initiating an End Term Examination for a given semester, regardless of whether the candidate partially or completely finishes the paper.
- 2.12 **‘Betterment’**: The process of retaking an exam with the specific goal of improving one's previous score in a course.
- 2.13 **‘Candidate’**: An applicant who has received official authorization from the College Authority to participate in an exam.
- 2.14 **‘CCFUP’**: The Curriculum and Credit Framework for Undergraduate Programmes, structured according to National Education Policy (NEP) 2020 guidelines.
- 2.15 **CGPA (Cumulative Grade Point Average)**: The overall grade point average across all semesters completed so far.
- 2.16 **‘Comprehensive Attendance Register’**: The master log managed by the Examination Cell, tracking student presence across all subjects and courses.
- 2.17 **‘Corresponding Reference Number’ (CRN)**: A unique, sequential code applied to answer scripts to conceal candidate identities and maintain anonymity during grading.
- 2.18 **‘Course’**: A specific subject module taught within a semester (formerly known as a "paper"). It includes a predefined schedule of instructional sessions or classes.
- 2.19 **‘Course Code’**: An alphanumeric code assigned to each course for unique identification.
- 2.20 **‘Credit Transfer’**: The procedure permitting a learner from an external institution to enroll at Kaliabor College (Autonomous) and apply their previously earned credits toward completing an equivalent academic program.
- 2.21 **‘Credit’**: The standard metric for academic workload, dictating the required weekly instructional hours over a minimum 15-week semester. One lecture/tutorial credit equates to 15 hours of teaching (1 hour/week). However, one credit for practicum, lab work, community service, or internships requires a two-hour weekly commitment, totaling 30 hours per 15-week semester.
- 2.22 **‘Credit Accumulation’**: The process of totaling credits in the Academic Bank of Credits (ABC) to qualify for a specific degree/exit point.
- 2.23 **‘Daily Attendance Sheet’**: The designated log used to record student presence on the actual day of a test.
- 2.24 **‘Disqualification/Debarment’**: The formal act of preventing a student from sitting for an exam due to malpractice or lack of attendance.
- 2.25 **‘Duration of Examination’**: The exact timeframe allocated for the administration of a specific test.
- 2.26 **‘Duration of Programme’**: The total time mandated to finish a full academic course of study. Under the FYUGP, this spans either 6 or 8 semesters and for Post Graduate, 4 or 2 semesters.
- 2.27 **‘End Term Examination’**: The final assessments administered at the close of every semester.
- 2.28 **Evaluation Centre (Zone)**: A designated secure area where answer scripts are stored and evaluated by examiners under supervision.
- 2.29 **‘Examination Fee’**: The monetary charge mandated by the College Authority for exam registration, which is inclusive of the cost for issuing grade statements.
- 2.30 **‘Examination’**: The comprehensive evaluation method—incorporating written theory tests and/or practical laboratory assessments—used to measure a learner's proficiency and progress toward earning a credential.

- 2.31 **‘Examiners’**: Faculty members selected by the Controller of Examinations from a Board of Studies-approved roster, tasked with grading theory or practical answer scripts.
- 2.32 **‘FYUGP’**: The Four-Year Undergraduate Programme, rolled out in accordance with NEP 2020 directives.
- 2.33 **‘Grace Marks’**: Small number of marks awarded to a candidate who is failing a course by a very narrow margin, as per specific institutional policy.
- 2.34 **‘Grade Point’**: A numerical weight allotted to each letter grade.
- 2.35 **‘Grade Sheet’**: The official transcript documenting a learner's academic performance in an assessment.
- 2.36 **‘Head Examiner’**: A faculty member appointed by the Controller of Examination from the Board of Studies' approved list, responsible for finalizing the theory marks for an academic program.
- 2.37 **‘Identity Card’**: The formal college-issued document, featuring the student's photo, name and enrollment details, serving as proof of admission for a specified duration.
- 2.38 **‘Internal Assessment’**: The aggregate evaluation of a student during a term, factoring in attendance, assignments and Sessional Examination results.
- 2.39 **‘Internal Test’**: Routine, continuous academic assessments administered periodically by individual departments.
- 2.40 **‘Invigilator’**: A faculty member assigned to oversee an exam hall, enforce testing protocols and actively prevent cheating or malpractice.
- 2.41 **‘Late Fee’**: A financial penalty—payable via cash or an approved bank instrument—imposed by the college for missing established administrative deadlines.
- 2.42 **‘Lateral Entry’**: The direct admission of a student into the 2nd, 3rd, or 4th year of the FYUGP or 2nd year of Post Graduate at Kaliabor College (Autonomous) through the transfer of existing credits from their Academic Bank of Credit (ABC).
- 2.43 **‘Malpractice’**: Any forbidden action or use of unfair means during an exam, as defined by the College Authority.
- 2.44 **‘Marks Foil’**: The official ledger or statement where a student's earned marks are formally recorded.
- 2.45 **‘Marks’**: The numerical score awarded to quantify a student's academic performance.
- 2.46 **‘Moderator’**: Instructors chosen by the Controller of Examination (from a Board of Studies-approved list) responsible for reviewing and finalizing theory question papers.
- 2.47 **‘MOOCs’**: Massive Open Online Courses (such as SWAYAM) that are available for wide enrollment, provided they hold approval from the institution's Academic Council.
- 2.48 **‘Multiple Entry and Exit’ (MEES)**: A flexible academic framework allowing learners to pause their studies at various intervals (earning a relevant certificate, diploma, or degree) and resume the same or a different program at a later date.
- 2.49 **‘Paper Setter’**: A teacher appointed by the COE from the Board of Studies' roster to design and draft the practical or theory question papers.
- 2.50 **‘Programme’**: The comprehensive curriculum, including all coursework and corresponding assessments, required to complete a degree.
- 2.51 **Provisional Certificate**: A temporary degree certificate issued after results are declared but before the formal Convocation ceremony.
- 2.52 **‘Question paper’**: The printed document containing the specific exercises or prompts designed to test a candidate's competence in a course.
- 2.53 **‘Re-evaluation’**: The process of having a second examiner completely reassess an answer script, superseding the original grade.
- 2.54 **‘Registration Number’**: The unique identification code provided by the parent University upon a candidate's formal enrollment.
- 2.55 **‘Roll Number’**: The specific identification code granted to an eligible candidate for a particular examination.
- 2.56 **‘Roll Sheet’**: A sequentially ordered list of candidates Roll Numbers, detailing their specific subject combinations for a given exam.
- 2.57 **‘Scribe/Amanuensis’**: A person appointed to write the examination for a candidate who is physically unable to write (e.g., due to disability or injury), as per PwD guidelines.
- 2.58 **‘Scrutinizer’**: An individual selected by the COE (from the approved examiner panel) to verify allotted marks and check for calculation or grading errors on evaluated theory scripts.
- 2.59 **‘Semester’**: An academic term comprising at least 90 active working days, which includes the time

spent on internal exams. A standard academic year contains two semesters.

- 2.60 **‘Sessional Examination’**: A preparatory test held prior to the End Term Examination, used to calculate a portion of the Internal Assessment marks.
- 2.61 **SGPA (Semester Grade Point Average)**: The weighted average of the grade points obtained in all courses at the end of a single semester.
- 2.62 **‘Student ID’**: A permanent, eight-digit identification number assigned to a learner during their first semester, remaining unchanged throughout their entire enrollment.
- 2.63 **‘Supervisor of Evaluations’**: A teacher appointed by the Principal/Chief Controller of Examinations to manage and oversee the grading process of Sessional and End Term answer scripts.
- 2.64 **‘Supervisor of Examinations’**: A faculty member designated by the Principal/Chief Controller of Examinations to oversee the administration of both Sessional and End Term assessments.
- 2.65 **‘Supplementary Examination’**: Special tests administered mid-year or between semesters to allow students to clear failed (arrear) subjects.
- 2.66 **‘Time table’**: The official schedule detailing the specific dates and times of all examinations.
- 2.67 **‘Top Sheet’**: A serialized list of all candidate Roll Numbers participating in a specific course exam, utilized to calculate the total headcount of examinees for that paper.
- 2.68 **‘Transcript’**: A consolidated official document showing the performance of the student across all semesters, usually required for higher studies abroad or employment.
- 2.69 **‘Verification’**: The procedure of physically re-checking an answer script in the direct presence of the candidate.

3. EXAMINATION COMMITTEE AND EXAMINATION CELL



3.1 Structure of the Examination Committee

- a) Principal, Chief Controller of Examinations, Chairman of the Committee.
- b) Controller of Examinations, Secretary of the Committee.
- c) Deputy controller(s) of Examinations, Member(s) of the Committee.
- d) Member Secretary, Academic Council, Member of the Committee.
- e) Coordinator, Internal Quality Assurance Cell, Member of the Committee.
- f) Two (2) Teachers Nominated by the Principal, Member of the Committee.

3.2 Function of the Examination Committee

- a) An Examination Committee, chaired by the principal acting as the Chief Controller of Examination, shall be established by the College Authority of Kaliabor College (Autonomous) to guarantee the seamless administration of the assessment and grading framework.
- b) Oversight of the Examination Cell's operations, as established under the institution's autonomous framework, falls under the direct purview of this Committee.
- c) The Committee is tasked with reviewing and endorsing all assessment and grading policies proposed by the Examination Cell.
- d) All official communication templates, including letter formats and instructional guidelines drafted by the Examination Cell for testing purposes, require the formal review and authorization of the Committee.
- e) The Committee is responsible for deliberating on and recommending actions concerning assessment protocols, financial allocations, staff recruitment and equipment acquisition. Furthermore, it serves as the mediating authority to resolve any disputes, anomalies, or irregularities that occur during the testing period.
- f) It is within the Committee's mandate to pass official resolutions aimed at overhauling or refining examination-related policies and infrastructures.
- g) The Committee is expected to conceptualize and introduce progressive strategies for the holistic advancement of the evaluation ecosystem.

3.3 Structure of the Standing Committee

- a) Principal, Chief Controller of Examinations, Chairman of the Committee.
- b) Controller of Examinations, Secretary of the Committee.
- c) Deputy Controller(s) of Examinations, Member(s) of the Committee.
- d) Coordinator, Internal Quality Assurance Cell, Member of the Committee.

3.4 Function of the Standing Committee

The exclusive jurisdiction to modify examination dates—including the cancellation, deferment, or rescheduling of any test—rests solely with the Standing Committee. However, all such decisions remain strictly contingent upon final ratification by the Governing Body.

3.5 Structure of the Examination Cell

- a) Controller of Examinations, Coordinator of the Cell.
- b) Deputy controller(s) of Examinations, Joint Coordinator of the Cell.
- c) Office Staff, Member of the Cell.

3.6 Function of the Examination Cell

- a) Compliant with UGC directives for autonomous institutions, Kaliabor College (Autonomous) shall establish an Examination Cell. This body will be directed by a Controller of Examinations, who must be a permanent faculty member appointed directly by the Principal.
- b) The operations of the Cell are strictly subordinate to the mandates issued by the Governing Body, the Academic Council and the Examination Committee.
- c) The Cell is obligated to execute all policies concerning 'Examination', 'Internal Assessment', 'Evaluation' and 'Results' that have been designed by the Academic Council and formally ratified by the Governing Body.

- d) The responsibility of designing and structuring all administrative templates, including official correspondence and operational guidelines for testing and grading, lies with the Examination Cell.
- e) Empowered by the Examination Committee's approval, the Cell holds the authority to manage the printing of question papers and the handling of other sensitive examination materials.
- f) Based on the Examination Committee's recommendations, the Governing Body retains the authority to sanction equipment procurement and personnel recruitment for the Cell. Financial compensation for these staff members will be determined by the Finance Committee and confirmed by the Governing Body.
- g) The Cell is not restricted to standard operating hours and may be required to function beyond regular shifts or during holidays to meet its objectives. Faculty members serving in the Cell must fulfill their standard academic schedules but will receive supplementary remuneration for these additional administrative duties. This extra pay will be recommended by the Finance Committee and finalized by the Governing Body.
- h) Absolute secrecy must be maintained by the Examination Cell regarding all assessment records; unauthorized disclosure of any material is strictly prohibited.

3.7 Responsibilities of the Principal, Chief Controller of Examinations

- a) The Principal is obligated to verify absolute compliance with all governing Acts, Statutes, Ordinances, Regulations and Rules, possessing comprehensive authority to enforce these mandates across the institution.
- b) Serving concurrently as the Chief Controller of Examinations and the Chairman of the Examination Committee, the Principal is authorized to select and designate requisite personnel to both the committee and the Cell to optimize the assessment framework.
- c) The Principal holds the definitive authority to summon meetings with the Examination Committee or other institutional authorities to deliberate on test administration and the formal release of grades.
- d) The administration of all collegiate assessments, alongside the issuance and formal declaration of all exam-related notifications and circulars, falls under the Principal's direct responsibility.
- e) The Principal is empowered and obligated to allocate necessary resources—including personnel, funding, physical infrastructure, technological equipment and stationery—required to prepare for, execute and publish exams, as well as to sustain the daily operations of the Examination Cell.
- f) It is the Principal's duty to oversee and facilitate the timely financial compensation and remuneration for all individuals participating in examination duties.

3.8 Responsibilities of the Controller of Examinations

- a) The Controller of Examinations, advised by the Chief Controller of Examinations, will organize, schedule and administer the college's End Semester and Supplementary Examinations, while handling all supplementary tasks related to testing and evaluation.
- b) Using the approved lists from the relevant Board of Studies, the Controller will hire Head Examiners, Scrutinizers, Examiners, Moderators and Paper Setters, officially assigning their duties via appointment letters.
- c) The Controller must arrange for the printing of all necessary test materials, such as Answer Scripts, Additional Sheets, Question papers, Marks Foils, Top Sheets, Students' Attendance sheets, Envelopes, Instruction Sheets, Remuneration Bills and Appointment Letters.
- d) Question papers must be issued by the Controller exactly one hour before a scheduled exam begins. Once the exam concludes, all unused question papers must be immediately collected and archived.
- e) The Controller is accountable for the timely declaration of final grades, managing the initial grading process, answer script verification and any re-evaluation requests.
- f) In coordination with the Chief Controller of Examinations, the Controller will organize Examination Cell meetings and issue necessary operational instructions to Deputy Controllers, assistants and general staff.
- g) The official Proceedings Books detailing the meetings of the Exam Cell and the Exam Committee will be kept in the Controller's custody.
- h) The Controller is responsible for setting up secure storage for all sensitive documents, including

- Question papers, blank and evaluated Answer Booklets, Marks Foils and relevant office files.
- i) The Controller manages the physical space assigned to the examination wing and is expected to enforce strict confidentiality and secrecy protocols throughout the area.
 - j) With permission from the Chief Controller of Examinations, the Controller has the right to distribute and redistribute responsibilities among the Deputy Controllers.

3.9 Responsibilities of the Deputy Controllers of Examinations

- a) The Deputy Controllers of Examinations are mandated to provide comprehensive assistance to the Controller of Examinations. This encompasses the planning and execution of assessments, the grading system and the selection of personnel (Question paper Setters, Moderators, Examiners, Scrutinizers and Head Examiners). Furthermore, they must assist in preparing Answer Booklets, Application Forms, Admit Cards, Question papers, Grade Sheets and Marks Foils Sheets, alongside organizing the grading and result publication phases.
- b) Formulating the academic assessment calendar and specific exam schedules is the responsibility of the Deputy Controllers, executed in close consultation with the Controller of Examinations.
- c) The issuance of Admit Cards and Application Forms falls strictly under their jurisdiction.
- d) They are entrusted with distributing blank Answer Booklets and collecting all used and unused scripts post-examination. Custodianship of both blank booklets prior to tests and evaluated answer scripts afterward rests entirely with them.
- e) It is their duty to verify that all Question papers are fully prepared and available prior to the commencement of any scheduled exam.
- f) The preparation of comprehensive and subject-specific Daily Attendance Sheets for all tests is required of the Deputy Controllers.
- g) They must maintain accurate archives of Internal Assessments and Sessional Examinations. Additionally, they oversee the digital data entry of these marks following rigorous departmental verification.
- h) A formal ledger documenting any expelled candidates must be maintained by them.
- i) The Deputy Controllers bear the responsibility for the digital entry of scores for both Practical and Theory courses across all exam types, including Supplementary tests. This duty extends to the tabulation process, the generation of Grade Sheets and Marks Foils and the safeguarding of all records tied to result declaration and evaluation.
- j) They manage the distribution and collection of applications for Re-evaluation and Verification, organizing the subsequent procedures accordingly.
- k) Administering Supplementary Examinations is a direct responsibility of the Deputy Controllers.
- l) All technological aspects, including the procurement, development and installation of computer software necessary for examination processes, are to be managed by them.
- m) In collaboration with the Controller of Examinations, they are required to compile the remuneration schedules for all personnel involved in assessment duties.
- n) They act as the official recording secretaries for all Examination Cell and Examination Committee meetings, meticulously drafting the minutes.
- o) Managing the official dispatch and receipt registers for all correspondence routed through the Office of the Controller of Examinations is their responsibility.
- p) They must execute any additional evaluation or examination-related tasks delegated by the Controller of Examinations, with the concurrence of the Chief Controller.

3.10 Comprehensive activities of the Office of the Controller of Examinations

The Office of the Controller of Examinations shall be responsible for executing the following operational duties:

- a) The publication of examination calendars and schedules, dissemination of test notifications, solicitation of candidate applications, distribution of Admit Cards, formal declaration of results, generation of Grade Sheets and other associated administrative tasks.
- b) The rigorous inspection and verification of candidate application forms prior to the onset of any Practical or Theory assessments.

- c) The compilation of comprehensive rosters detailing candidates by date, specific course/paper and subject.
- d) The distribution of blank Answer Booklets and Question papers to Examination Supervisors ahead of tests, alongside the subsequent retrieval of evaluated scripts, surplus booklets and unused question papers.
- e) The identification and formal appointment (via official letters) of both internal and external Head Examiners, Scrutinizers, Examiners, Moderators and Paper Setters.
- f) The logistical coordination required to administer Supplementary and End Semester Examinations, manage the grading, verification and re-evaluation processes and finalize result declarations.
- g) The management of all daily correspondence and official communications pertaining to examination affairs.
- h) The secure archiving of evaluated Answer Scripts for a minimum duration of three (3) years post-result declaration, followed by their authorized disposal.
- i) The upkeep of all databases, candidate statistics and official registers. This includes aggregating demographic and performance data, such as total exam counts, candidate registrations, gender breakdowns (boys/girls), regular versus repeating students and overall pass percentages.
- j) The enforcement of protocols to address and resolve any instances of malpractice or misconduct identified prior to, during, or following the examinations

4. ACADEMIC PROGRAMMES & CREDIT STRUCTURE (NEP 2020)

4.1 The designation, length and structure of all academic programs shall strictly adhere to the UGC Curriculum and Credit Framework for Undergraduate Programmes (2022) and the National Higher Education Qualification Framework (2023). Under the FYUGP, a candidate is mandated to finalize their entire course of study within an absolute limit of seven (7) years, which accounts for any authorized multiple entries and exits. Should a student opt to exit at a designated academic juncture, they retain the right to re-enroll within a maximum timeframe of three (3) years. However, this subsequent re-admission remains entirely contingent upon the availability of vacant seats at that specific level and the candidate's satisfaction of all prerequisite conditions mandated by the competent authority.

4.2 The different levels of study and their requirements:

NHEQF Level	Qualification Title	Program Duration	Total Credits
Level 4.5	UG Certificate	1 Year (Semesters 1–2) + 4-credit skill course	40 Credits
Level 5.0	UG Diploma	2 Years (Semesters 1–4) + 4-credit skill course	80 Credits
Level 5.5	Bachelor's Degree	3 Years (Semesters 1–6)	120 Credits
Level 6.0	Bachelor's (Honours / Res.)	4 Years (Semesters 1–8)	160 Credits
Level 6.5	Master's Degree	1 Year (post 4-yr UG) / 2 Years (post 3-yr UG)	40 / 80 Credits

4.3 Credit Framework of FYUGP

Each semester of FYUGP will have 20 credits with a total of 120 credits for 3- Year Degree Course and 160 credits for a 4-Year Degree Course. In the 4th year, there are however two options – (a) Degree with Honours and (b) Degree with Honours and Research. The types of courses are Major course, Minor course, Multidisciplinary Course, Skill Enhancement Course, Ability Enhancement Course and Value-Added Course. Semester-wise distribution of types of courses along with allotted credits is followed as per the Academic Regulations of Kaliabor College (Autonomous)

4.4 Credit Transfer including MOOCs:

- a) The facilitation of credit transfers, both inbound and outbound for Kaliabor College (Autonomous), shall be executed exclusively via the Academic Bank of Credits (ABC).
- b) A candidate is permitted to accumulate a maximum of 40% of their total required credits from external recognized Higher Education Institutions (HEIs), which explicitly includes MOOCs. Furthermore, the acquisition of credits via online courses is capped at 8 credits per semester, unless otherwise stipulated and approved by the Academic Council.
- c) The Academic Member-Secretary of the college is mandated to formally notify the student body regarding the approved list of MOOC courses at the commencement of every semester.
- d) A designated MOOC Coordinator shall be appointed to maintain all pertinent documentation and collaborate with the Controller of Examinations to seamlessly integrate and transfer these external credits.
- e) Credits successfully acquired from Academic Council-approved online platforms (such as SWAYAM) will be exclusively documented on the official Grade Sheet. Candidates must strictly adhere to the specific credit transfer protocols mandated by the host organization or institution offering the course.
- f) Upon registration for an online module, the candidate is obligated to fulfill all course requirements, including the final assessments, entirely on the respective digital platform.

4.5 Multiple Entry and Exit

A student pursuing FYUGP has to complete the entire programme within a period of 7 years including the multiple entry and exit. After exit at any specified level a student can re-enter within a period of maximum 3 years subject to availability of seats at that level and fulfillment of pre-requisites as determined by the appropriate authority. The provisions of Multiple Exit shall be as follows.

- a) A provision for early departure is authorized following the successful completion of one academic year (comprising two semesters). A UG Certificate in the respective discipline shall be conferred upon exiting candidates who have accrued a minimum of 40 credits.
- b) A secondary exit provision is permissible upon the successful conclusion of two academic years (four semesters). Candidates electing to exit at this juncture shall receive a UG Diploma in their discipline, contingent upon the accumulation of at least 80 credits.
- c) A provision for exiting after the successful completion of three years (six semesters) is also established. Candidates opting for the standard three-year UG trajectory shall be granted a Bachelor's Degree in their Major discipline upon successfully securing a minimum of 120 credits.
- d) Later or lateral entry into the institution shall exclusively be permitted into equivalent academic tiers (Certificate, Diploma, or Degree), strictly contingent upon the formal verification.

4.6 Academic Bank of Credit (ABC):

The National Academic Depository (NAD) will facilitate the Academic Bank of Credits (ABC) to govern the accumulation, transfer, redemption, verification and authentication of all student credits associated with Kaliabor College (Autonomous). The operational management of this system falls under the purview of the Controller of Examinations, who will oversee a designated Nodal Officer. This appointed officer must hold a rank no lower than an Assistant Professor or Deputy Controller of Examinations. Furthermore, student onboarding onto the ABC platform must commence at the dawn of the academic session, guided by official notifications from the Controller of Examinations and actively facilitated by the Nodal Officer.

4.7 Dual Degree:

Kaliabor College (Autonomous) shall recognize dual degree pursued in distance mode, i.e. degree pursued parallelly from recognized institutions of distance mode of education.

5. GRADING & EVALUATION SYSTEM

5.1 Evaluation Components, Marks Break-up and Passing Mark

- i. The evaluation and examination framework at Kaliabor College (Autonomous) shall strictly adhere to the UGC-mandated Semester System norms. The administration of continuous Internal Tests, Sessional Examinations and End Term Examinations for FYUGP courses will follow Academic Council regulations. Furthermore, the FYUGP will implement an absolute grading mechanism.
- ii. Unless an alternative format is specifically dictated, examinations will be administered using one or a combination of the following methods: a) Written assessments, b) Practical evaluations, c) Oral examinations, or d) Computer-assisted testing (via online or offline modes).
- iii. For setting of question papers and evaluation each credit will be considered as equivalent of 25 marks. Thus a 4-credit paper will be of 100 marks and a 3-credit paper will be of 75 marks.
- iv. The Internal Assessment component for the FYUGP is allocated as follows: 50% of the total marks in this category will be allocated for sessional/midterm test to be conducted. 50% will be allocated for internal assessment comprising home assignment/ practical/ group discussion/ seminar etc. with 5 marks earmarked for attendance of the student throughout the semester marked as follows:
 1. More than 95%: 5 marks
 2. 90% – to less than 95%: 4 marks
 3. 85% to less than 90%: 3 marks
 4. 80% to less than 85%: 2 marks
 5. 75% to less than 80%: 1 mark
 6. Less than 75%: 0 marks
- v. The minimum qualifying threshold is 40%, which must be achieved both in the aggregate and individually across all components (Theory, Practical/Presentation and Internal Assessment). Any FYUGP student who fails or is marked absent in a single component of a subject is required to retake all components of that specific subject as an arrear.
- vi. For approved MOOCs, the specific grading and evaluation methodology dictated by the host platform will be adopted entirely and recorded accurately on the official transcript.
- vii. FYUGP candidates pursuing a Bachelor's Degree of Honours with Research must execute a 12-credit Dissertation (experimental, theoretical, or blended) under a designated guide. Enrollment in a 'Research Methodology' course during the 7th Semester is compulsory. Eligibility for this research track requires a minimum CGPA of 7.5 upon concluding the 6th Semester. The Dissertation grading comprises 80% External evaluation (60% for the research work and 20% for the Viva-voce/presentation) and 20% Internal Assessment (awarded by the supervisor reflecting the student's task engagement).
- viii. A candidate is officially recognized as having completed the FYUGP only after passing every semester and individual course. Similarly, clearing a semester requires securing the passing marks independently across all components of every paper within that term.
- ix. Should an FYUGP candidate pass their Final Semester while carrying uncleared arrears from preceding terms, their final result will be suspended until those prior courses are successfully completed. If these arrears are resolved during an odd semester, the finalized consolidated result will be published during the subsequent even semester.
- x. Candidates are strictly allotted a maximum of seven (7) years from their initial date of admission into the first semester to successfully clear all FYUGP examinations.

5.2 Provision of Arrear

FYUGP candidates who fail to secure a passing grade or are absent for one or more courses in any End Semester Examination, up to the Eighth Semester, are permitted to undertake Arrear Examinations subject to the following regulatory framework:

- i. Arrear courses originating from an Odd Semester must be attempted during subsequent Odd Semester Examinations. Conversely, Arrear courses from an Even Semester are to be undertaken during ensuing Even Semester Examinations.

- ii. Candidates possessing arrears from the First Semester are granted the provision to sit for a Supplementary Examination concurrently with their Second Semester Examinations.
- iii. Candidates carrying arrears from the Seventh Semester are permitted to appear for a Supplementary Examination, which shall be scheduled during the interim period between the Seventh and Eighth Semester Examinations.
- iv. A candidate is strictly permitted a maximum of four (4) attempts to successfully clear any given Arrear course/paper.
- v. The candidate will be granted provisional promotion to the subsequent higher semester, carrying forward the failed course(s) as arrear(s).
- 2) Progression is restricted: candidates holding uncleared arrears from the 1st or 3rd semesters are explicitly barred from appearing in the 7th-semester examinations. Likewise, candidates with uncleared arrears in the 2nd or 4th semesters are prohibited from appearing in the 8th-semester examinations.

5.3 Provision of Betterment

- i. A FYUGP candidate desiring to enhance their overall grade or division is permitted to undertake betterment examinations within a strict timeframe of one academic year following the successful clearance of all courses within the pertinent semester. Furthermore, candidates are granted a single opportunity to improve their scores in specific courses. This provision for betterment is restricted to a maximum of 50% of the prescribed Core Courses. It is imperative to note that a candidate is entirely disqualified from applying for betterment in any subject if they concurrently hold an uncleared arrear in any other course within that exact same semester.
- ii. The provision to sit for betterment examinations is exclusively applicable to the initial four terms of the FYUGP, specifically restricted to the 1st, 2nd, 3rd and 4th semesters.

5.4 Provision of Verification and Re-Evaluation

FYUGP candidates are permitted to request the Verification or Re-evaluation of their examination scripts, subject to the remittance of a prescribed fee and strict adherence to the following protocols:

- i. Candidates must submit their application for the verification of marks in any specific course within a precise window of fifteen (15) days following the official declaration of results.
- ii. The scope of Answer Script Verification is explicitly limited to: i) verifying the accurate summation of awarded marks, ii) checking for the omission of marks on any written answers and iii) confirming the correct transcription of marks onto the official Mark Foil.
- iii. This verification process shall be conducted transparently in the physical presence of the candidate.
- iv. Applications for Re-evaluation must be formally lodged either within fifteen (15) days of the initial result declaration, or within five (5) days subsequent to the completion of the Verification process for that specific paper.
- v. Re-evaluation entails a complete reassessment of the Answer Script by an independent, secondary Examiner, during which the original awarded marks are fully concealed.
- b) Pursuant to the RTI Act, candidates may request a photocopy of their Answer Script within ten (10) days of the Re-evaluation result announcement. Alternatively, candidates may invoke the RTI Act to request a photocopy within fifteen (15) days of the original End Term Examination results; however, exercising this immediate RTI option explicitly forfeits their right to any subsequent Verification or Re-evaluation.
- c) Should a candidate secure two disparate scores for a single course as a result of Verification, Re-evaluation, or Betterment Examinations, the higher of the two awarded marks shall be recorded on the final Grade Sheet.
- d) The provisions for Verification and Re-evaluation are strictly prohibited for any Arrear or Betterment course examinations.

5.5 Structure of Question Papers:

The structure of Question Papers of theory component of FYUGP Courses shall be as follows.

✓ **60 marks course/paper**

1	1 Mark Multiple Choice Question/ One Word Answer Question	X 7 nos. out of 7 Questions	07
2	2 Marks Very Short Answer Type Question	X 4 nos. out of 8 Questions	08
3	5 Marks Short Answer Type Question	X 3 nos. out of 6 Questions	15
4	10 Marks Long Answer Type Question	X 3 nos. out of 6 Questions	30
Total Marks			60

✓ **45 Marks course/paper**

1	1 Mark Multiple Choice Question/ One Word Answer Question	X 4 nos. out of 4 Questions	04
2	2 Marks Very Short Answer Type Question	X 3 nos. out of 6 Questions	06
3	5 Marks Short Answer Type Question	X 3 nos. out of 6 Questions	15
4	10 Marks Long Answer Type Question	X 2 nos. out of 4 Questions	20
Total Marks			45

✓ **30 Marks course/paper**

1	1 Mark Multiple Choice Question/ One Word Answer Question	X 4 nos. out of 4 Questions	04
2	2 Marks Very Short Answer Type Question	X 3 nos. out of 6 Questions	06
3	5 Marks Short Answer Type Question	X 2 nos. out of 4 Questions	10
4	10 Marks Long Answer Type Question	X 1 nos. out of 3 Questions	10
Total Marks			30

- 5.6** Any formal grievance regarding the inclusion of out-of-syllabus questions raised by a stakeholder shall necessitate the formation of an expert committee to verify the claim's validity. Should the discrepancy encompass up to 20% of the maximum allotted marks, affected candidates shall be granted full compensatory benefit. If the discrepancy ranges between 20% and 50% of the total marks, candidates will receive a percentile proportional benefit. In instances where the anomaly exceeds 50% of the total marks, the issue shall be escalated to and adjudicated by a designated Standing Committee.
- 5.7** Any formal grievance regarding the inclusion of out-of-syllabus questions raised by a stakeholder shall necessitate the formation of an expert committee to verify the claim's validity. Should the discrepancy encompass up to 20% of the maximum allotted marks, affected candidates shall be granted full compensatory benefit. If the discrepancy ranges between 20% and 50% of the total marks, candidates will receive a percentile proportional benefit. In instances where the anomaly exceeds 50% of the total marks, the issue shall be escalated to and adjudicated by a designated Standing Committee.
- 5.8** The stipulated duration for theory examinations is formally set at 2 hours and 30 minutes for 60-mark papers and strictly 2 hours for papers valued at 30 and 45 marks. Practical examinations valued at 20 marks shall span a duration of 2 hours.
- 5.9** Given the intrinsic requirement of continuous assessment within the semester framework, the

- provision for any student to enroll or appear as a ‘private candidate’ is strictly prohibited across all programs.
- 5.10** Appointment to any administrative or evaluative role concerning examinations cannot be claimed as an inherent right by any individual.
- 5.11** Documented instances of examination malpractice—including but not limited to utilizing illicit manuscripts, plagiarizing from fellow candidates, unauthorized removal or smuggling of answer booklets, exhibiting indecent conduct within the examination hall, or deploying any unfair means—shall incur punitive action in strict accordance with institutional regulations.

6. APPLICATION FOR APPEARING IN EXAMINATION

- 6.1** Candidates enrolled in the college are deemed eligible to submit applications for the End Semester Examination strictly contingent upon the fulfillment of the following criteria:
- a) Successful formal registration.
 - b) Attainment of a minimum attendance record of 75% across all scheduled classes.
 - c) Complete settlement of all institutional dues and mandated fees.
- 6.2** All submitted application forms shall undergo a rigorous verification process to authenticate the accuracy of the student-provided data and to confirm the remittance of all applicable Examination fees.
- 6.3** Candidates enrolled in the college are deemed eligible to submit applications for the End Semester Examination strictly contingent upon the fulfillment of the following criteria:
- a) Successful formal registration.
 - b) Attainment of a minimum attendance record of 75% across all scheduled classes.
 - c) Complete settlement of all institutional dues and mandated fees.
- 6.4** All submitted application forms shall undergo a rigorous verification process to authenticate the accuracy of the student-provided data and to confirm the remittance of all applicable Examination fees.
- 6.5** Following the successful verification of applications, official Roll Numbers will be generated. Valid candidates will subsequently be issued Admit Cards displaying these respective Roll Numbers, which act in addition to the Unique Roll Numbers assigned via the Samarth portal.
- 6.6** Any discrepancies or errors identified on the issued Admit Card must be formally reported to the Deputy Controller of Examinations within a strict window of five (5) days from the date of issuance to facilitate necessary rectifications.

7. QUESTION PAPER AND ANSWER BOOKLET

7.1 Guidelines for Paper Setting

- a) For all examinations, multiple sets of question papers shall be systematically formulated by a combination of internal and external subject experts.
- b) Distinct and separate panels of Question Paper Setters shall be officially constituted for every individual subject within the examination framework.
- c) The drafting of this panel shall be executed by the Chairman of the Board of Studies (BOS) in direct consultation with the two senior-most members of the respective department, followed by formal recommendation from the BOS. This recommended panel must then be forwarded to the Member Secretary of the Academic Council for approval, prior to its final submission to the Controller of Examinations. This entire procedure mandates strict confidentiality; hence, panel details must be entirely excluded from the recorded minutes of the BOS meetings.

- d) The approved panel for each course/paper must comprise a minimum of five (5) qualified members and shall carry a strict validity period of two years. Biennially, the Controller of Examinations shall return the existing panel roster to the BOS Chairman for mandatory review and revision.
- e) The Controller of Examinations is authorized to select the requisite number of Setters from this approved panel. These appointments must be finalized during the first month of every semester, subject to the explicit approval of the Principal, acting in the capacity of Chief Controller of Examinations.
- f) Question Paper Setters are appointed for a one-year tenure, which definitively terminates upon the result publication date for the specific examinations to which they were assigned. Notwithstanding this tenure limit, they retain full eligibility for reappointment in subsequent years and future examination cycles.
- g) Each appointed Paper-Setter shall be furnished with a highly detailed syllabus, the specified question pattern for their assigned course and a representative model question paper.

7.2. Eligibility for Appointment of Paper Setter

- a) For all assessments, including practical examinations, eligibility for appointment as a Paper Setter is restricted to faculty holding the rank of Assistant Professor at an affiliated college or university, provided they have finalized a minimum of three (3) years of professional service.
- b) Individuals exceeding the age of sixty-five (65) are prohibited from being appointed or serving as Paper Setters. This age-based restriction may only be set aside by the Academic Council under extraordinary circumstances.
- c) The Principal maintains the authority to authorize the appointment of Question Paper Setters by waiving the aforementioned criteria in exceptional situations. Any such executive decisions must be formally communicated to the Academic Council for review.

7.3 Instructions to Question Paper Setters

- a) It is mandatory for all appointed Paper Setters to maintain absolute confidentiality regarding their assignment.
- b) Question papers must be submitted directly to the Controller of Examinations. They must be original compositions, either typed or legibly handwritten by the Setter on a single side of the paper, avoiding corrections or alterations where possible. To maintain anonymity, the Setter's name, signature, or initials must not appear on any question sheet. Handwritten questions should use the ruled side, while the reverse blank side is reserved for printed copies.
- c) Assessment items must strictly align with the approved syllabus and recommended reading lists provided by the College Academic Council. Questions must be balanced across the entire curriculum to ensure comprehensive coverage of all prescribed texts.
- d) The difficulty level and length of the paper must be calibrated so that a well-prepared student can reasonably finish the exam and achieve maximum marks within the designated timeframe.
- e) Any specialized materials required (e.g., graph paper, tables, or drawing sheets) must be reported to the Controller of Examinations separately. All student instructions regarding choice of questions or use of separate booklets must be explicit and unambiguous. Each question and its respective sub-sections must have their assigned marks clearly indicated in the margin.
- f) Language used in the questions must be precise and clear. Questions should be logically structured and appropriate for the academic level of the students, avoiding overly obscure or advanced topics.
- g) Question papers must exclude any items that demand an expression of personal religious beliefs or that might incite religious controversy.
- h) Every page must be numbered using a fractional format (e.g., 1/3, 2/3, 3/3), where the second digit represents the total page count.
- i) Assignees must immediately decline the appointment and notify the Controller of Examinations if a close relative, ward, or privately tutored student is appearing for that specific examination.
- j) Setters are required to submit only original manuscripts and must destroy all preliminary drafts or notes. Furthermore, a formal declaration must be submitted confirming that the work is self-composed and that no physical or digital copies have been retained.

7.4 Moderation

The Controller of Examinations is responsible for establishing a Board of Moderators, comprised of a minimum of two members per subject, to review the examination papers. These moderators shall be appointed from the official teacher panel and must receive formal approval from the Principal. The Board is tasked with a rigorous inspection of the papers submitted by the Setters to verify the following:

- a) All questions are strictly derived from the authorized syllabi and examination frameworks.
- b) The examination items adhere to the established academic standards.
- c) The question papers represent a balanced selection of items from both internal and external Paper Setters.
- d) The content is entirely devoid of grammatical mistakes or typographical inaccuracies.
- e) Every question is appropriately structured with a logical allocation and distribution of marks.

7.5 Printing of Question paper

- a) Following a thorough review, the Board of Moderators shall produce the finalized version of the question paper, making any adjustments required to meet the institution's academic objectives.
- b) The Board is responsible for returning the complete set of question papers within the designated envelopes provided by the Controller of Examinations, which must be properly labeled and securely sealed.
- c) The Controller of Examinations must maintain a formal register to track all received question papers and is personally responsible for the strictly confidential printing of these documents.
- d) The printed papers must be organized into sealed packages. Each package must be clearly marked with the examination title, the month and year, the specific subject, the scheduled date and time and the exact quantity of copies inside.
- e) These sealed packets shall remain in the secure possession of the Controller of Examinations until they are officially dispatched to the Supervisor of Examinations prior to the start of each session.

7.6 Preparation of Answer Booklet

- a) The production of Answer Booklets and supplementary sheets must strictly follow the specific layout authorized by the Examination Committee.
- b) Primary answer booklets and all additional sheets are to be designed in a standardized format, incorporating unique serial numbers and designated codes.
- c) The cover page of each script must include a designated section for invigilators to provide their signature once they have authenticated the candidate's personal entries.
- d) The answer scripts shall feature dedicated spaces for Examiners, Scrutinizers and Head Examiners to sign, serving as a formal record of their completed evaluations and reviews.
- e) A specific grid or designated margin must be included in the script layout to record the marks awarded to the student for every individual question.

8. CONDUCT OF EXAMINATIONS

8.1 Timetable and Centers of Examinations

- a) In addition to the official Academic Calendar, the commencement date for Theory Examinations shall be formally announced 30 days in advance. Furthermore, the detailed examination schedules for all subjects must be released by the Controller of Examinations at least 10 days prior to the start of the exams.
- b) The examination timetable must be meticulously organized to ensure there are no scheduling conflicts or subject overlaps for either regular students or those appearing for arrear papers.
- c) All components of the assessment process, including Sessional Examinations and End Term Examinations, must be conducted exclusively on the college campus.

8.2 Instruction to the Supervisor of Examinations

- a) The Principal, in their capacity as Chief Controller of Examinations, is responsible for appointing the Supervisor(s) to oversee all theoretical and practical end-term assessments.
- b) No less than five days prior to the start of exams, the Supervisor(s) must secure all necessary materials from the Examination Control, including candidate roll sheets, answer booklets, extra sheets, data forms and required stationery.
- c) The Supervisor(s) shall devise a candidate seating arrangement based on the official roll sheets and provide a copy to the Controller of Examinations. Specialized seating for ill candidates may be organized as required.
- d) Faculty members shall be appointed as invigilators by the Supervisor(s) at a standard ratio of one (1) invigilator for every thirty (30) candidates.
- e) To maintain integrity, the Supervisor(s) must ensure that, whenever possible, teachers are not assigned to invigilate exams for their own specific subject.
- f) One (1) hour before an exam begins, the Supervisor(s) shall take custody of the question paper packets from the Controller and must return all unused copies once the session concludes.
- g) Question paper packets must be unsealed forty-five (45) minutes before the start time in the presence of the Chief Controller or their representative. The Supervisor(s) must verify the session details and seal integrity before opening, reporting any discrepancies to the Controller immediately.
- h) The Supervisor(s) is tasked with maintaining a precise accounting of all used and unused answer scripts and additional sheets, including a register of specific codes and series. A final usage report must be filed with the Controller.
- i) It is the Supervisor's duty to ensure that main and extra booklets are utilized strictly for exam answers or candidate calculations and for no other purpose.
- j) The Supervisor(s) must ensure that all seating arrangements are clearly posted thirty (30) minutes before the examination starts.
- k) The Supervisor(s) shall verify that invigilators collect their materials and enter their assigned rooms twenty (20) minutes before the scheduled start time.
- l) Accurate recording of daily candidate attendance is the responsibility of the Supervisor(s).
- m) Within three (3) working days of the final exam, the Supervisor(s) must provide the Controller with a comprehensive attendance log and a consolidated list of absentees.
- n) A detailed, formatted record of invigilators—including signatures, dates and room assignments—must be submitted to the Controller within three (3) working days after the exam series ends.
- o) The Supervisor(s) must provide a daily account of all answer scripts and extra sheets used per subject, alongside the room-wise and day-wise seating charts.
- p) Post-examination, the Supervisor(s) shall deliver answer scripts to the Controller's office, organized serially by roll number and bundled by subject.
- q) The Supervisor(s) holds the authority to disqualify and expel any candidate found engaging in unfair means or malpractice.

8.3 Instruction to the Invigilators

- a) Invigilators must report to the Supervisor(s) of Examinations no less than thirty (30) minutes prior to the start of the session.
- b) Collect all answer booklets and question papers from the Supervisor(s) and proceed to the designated examination room twenty (20) minutes before commencement.
- c) Admit only those candidates who present a valid Admit Card and whose roll numbers appear on the room's seating chart. Direct all other students to the Supervisor(s) for further instructions.
- d) Assist students in finding their assigned seats. Ensure that all mobile phones, digital diaries, or other electronic devices are placed outside the hall. Logarithm tables or basic calculators are permitted only if explicitly allowed by the question paper.
- e) Distribute answer booklets fifteen (15) minutes before the start time. Invigilators must verify the student's identity and entries before signing the script. Both the student and the invigilator must sign the Admit Card, noting the exam date and the answer script's serial number.
- f) Invigilators must not alter a candidate's roll number themselves; the student must perform the

correction personally, followed by the invigilator's countersignature.

- g) Distribute the question papers at the exact scheduled time and instruct students to begin work.
- h) Refrain from offering clarifications regarding potential errors in the question paper; instead, immediately notify the Supervisor(s) of any such issues.
- i) Prohibit writing on question papers and advise the use of the final page of the answer booklet for calculations. Refreshments are strictly forbidden in the hall.
- j) Return all surplus question papers, unused booklets and the attendance register to the Supervisor(s) within one hour of the exam's start.
- k) Maintain an environment of absolute silence. Candidate interaction and the sharing of materials are prohibited. Invigilators should limit their own mobile phone use to areas outside the hall.
- l) If a candidate is caught using unfair means, seize the answer script and any incriminating evidence immediately and present the student to the Supervisor(s).
- m) At the conclusion of the allotted time, instruct all candidates to cease writing and submit their scripts.
- n) Organize the collected scripts in ascending roll number order and deliver them to the Supervisor(s). Invigilators must report to the Supervisor(s) before departing the premises.
- o) Ensure every candidate submits a script—even if blank—before exiting. Students are liable for their scripts if they are left unattended on desks.
- p) Record the roll number and duration of absence in the temporary absentee log for any student permitted to use the restroom.
- q) No candidate is to be admitted to the hall once thirty (30) minutes have passed since the start of the exam.
- r) Candidates are restricted from leaving the hall during the first hour of the examination.
- s) If a student leaves more than one (1) hour before the scheduled finish, they must surrender their question paper. Refusal to do so will result in a report to the Supervisor(s) and a ban from subsequent exams. The paper may be reclaimed after the session ends.
- t) Remain constantly vigilant to ensure no examination protocols or instructions specified in clause 7.4 are breached.

8.4 Instruction to the Candidates

- a) Candidates are required to download and print a physical copy of their admit card. This printed document must be presented on every day of the examination; failure to do so will result in denied entry. Any loss of the admit card must be reported to the Supervisor of Examinations immediately.
- b) For the purpose of writing examination answers, candidates are authorized to use ballpoint pens with blue or black ink (black is preferred).
- c) Students must accurately enter their ID, roll number, registration details and exam title in the designated sections of the answer script. All script and question paper instructions must be followed precisely. To ensure anonymity, no names or identifying marks should be placed inside the booklet.
- d) On each day of the assessment, candidates must sign their Admit Card in the presence of the invigilator, noting the specific date and the serial number of the answer script used.
- e) Writing on the reverse side of the cover page is prohibited. Students should write on both sides of the pages and supplementary sheets will be provided once the main booklet is filled. Rough work may be performed on specific pages, provided they are crossed out before submission.
- f) Under no circumstances are candidates permitted to write any text on the question paper.
- g) The insertion of unauthorized paper or the removal of pages from the original booklet is strictly forbidden. Only supplementary sheets signed and issued by the invigilator may be attached.
- h) Absolute silence is mandatory within the hall. Communication or seeking clarification from fellow students is prohibited; all inquiries must be directed solely to the invigilator.
- i) Only essential items—writing tools, Admit Card, Registration Card, ID Card and geometry boxes—are permitted. All electronic devices, including mobile phones and programmable calculators, are banned. Authorized log tables (supplied by the hall) and simple calculators are allowed only if specified by the question paper.
- j) Candidates must be seated at least twenty (20) minutes before the start time. Late entry is barred after thirty (30) minutes of the exam's commencement and students are restricted from leaving within the first hour of the session.

- k) Should a student choose to exit the hall more than one (1) hour before the scheduled finish, they must surrender both their answer script and question paper. Refusal to comply will result in a ban from future examinations.
- l) Candidates are officially permitted to leave the room only after their answer scripts have been personally handed to the invigilator.
- m) Any violation of these established protocols will make the candidate liable for expulsion or other relevant disciplinary measures.

8.5 Practical Examinations

- a) The Controller of Examinations is required to announce the schedule for all Practical and Viva-Voce assessments at least two (2) weeks before the exams are set to begin.
- b) Responsibility for the execution of these examinations lies with the Head of the Department (HOD). The HOD shall prepare and publish comprehensive timetables, organized by subject and batch, as required.
- c) It is the duty of the HOD to select and appoint both external and internal examiners for their department, subsequently notifying the Controller of Examinations of these choices.
- d) All necessary stationery, including answer booklets for the practical sessions, must be obtained from the respective Supervisor of Examinations in a timely manner.
- e) Practical examinations carrying a value of twenty (20) marks are strictly limited to a duration of two (2) hours.
- f) Upon completion, the graded scripts must be secured in separate envelopes and delivered to the Controller of Examinations. These must be accompanied by the Attendance Sheets, Absentee Lists and Mark Foils, all prepared in the mandated formats.
- g) Candidates are further reminded that a printed copy of their admit card is mandatory for every day of the examination.

8.6 Expulsion of a Candidate

- a) All candidates are subject to the disciplinary authority of the Supervisor(s) of Examinations and are mandated to follow all issued instructions.
- b) Engaging in malpractice—including the possession of illicit materials, copying from external sources or electronic devices, exchanging answer scripts, assisting others in cheating, or exhibiting insubordinate or threatening behavior toward staff—shall result in immediate expulsion. This is without prejudice to further legal or institutional penalties.
- c) Instances of misconduct must be reported immediately to the Supervisor(s). If expulsion is required, the Supervisor(s) must collect a formal statement from the candidate and a signed declaration from the Invigilator, witnessed by two other invigilators. A formal notice debarring the student from future exams must be served. All evidence, including the script and statements, must be sent to the Controller of Examinations in a sealed envelope.
- d) A candidate expelled during an Odd Semester may re-attempt their exams in the subsequent Odd Semester; likewise, Even Semester expulsions apply to the following Even Semester. Such candidates are required to re-sit all papers for that specific semester.
- e) Violent or threatening conduct toward examination staff may lead to an extended period of expulsion. The Examination Committee reserves the right to determine the severity of the punishment based on the gravity of the offense.
- f) Students expelled for using mobile phones may reclaim their SIM cards after submitting a formal appeal and undertaking to the Chief Controller. The physical device will only be returned based on a specific ruling by the Examination Committee.
- g) Following a review meeting, the Examination Committee shall issue a formal notice to the student detailing the exact duration and specific reasons for their expulsion.
- h) Every expelled candidate retains the right to submit an appeal to the Principal (Chief Controller of Examinations) for a review of the disciplinary actions taken.

8.7 Postponement of Examination

Under normal circumstances, the established examination schedule shall remain unchanged. Should a revision of dates become necessary due to unforeseen or unavoidable contingencies, the proposed adjustment must be finalized by the **Standing Committee** and receive formal authorization from the **Governing Body**

9. EVALUATION AND SCRUTINY

9.1 Dispatch of Answer Scripts

- a) The Principal, acting as the Chief Controller of Examinations, shall designate the Supervisor(s) of Evaluations. This official is tasked with the distribution of scripts to examiners, the collection of graded work, the thorough scrutiny of all scripts and the completion of the final Marks Foils.
- b) The Controller of Examinations is responsible for the appointment of Evaluators across all disciplines. Examiners, Scrutinizers and Head Examiners shall be selected specifically from the teaching panel recommended by the Board of Studies and authorized by the Academic Council.
- c) The Supervisor(s) of Evaluations shall take custody of subject-wise script bundles from the Controller's office, arranged by roll number. These scripts must be shuffled and assigned a Corresponding Reference Number (CRN) to ensure anonymity. Once student identities are suppressed, these scripts must be sealed and dispatched to the designated examiners.
- d) It is the duty of the Supervisor(s) of Evaluations to coordinate the final review of graded scripts by Scrutinizers and Head Examiners. Subsequently, the verified Marks Foils and evaluated scripts must be formally submitted to the Controller of Examinations.

9.2 Eligibility for appointment of Examiner

- a) For all Undergraduate assessments, including practical components, eligibility for appointment as an Examiner is restricted to faculty members holding the rank of Assistant Professor within an affiliated college or university who have finalized a minimum of three (3) years of professional service.
- b) Individuals exceeding the age of sixty-five (65) are prohibited from being appointed or serving as Examiners. This age-based restriction may only be set aside by the Academic Council under extraordinary circumstances.
- c) The Principal maintains the executive authority to authorize the appointment of an Examiner by waiving the aforementioned criteria in exceptional situations. Any such actions must be formally communicated to the Academic Council for record.

9.3 Instructions to Examiners

- a) It is mandatory for Examiners to maintain absolute confidentiality regarding their appointment and all examination-related assignments.
- b) Examiners must verify that the quantity of Answer Scripts matches the top sheet and confirm that the Corresponding Reference Number (CRN) on the scripts aligns with the Marks Foils. Any inconsistencies must be reported to the Controller of Examinations immediately.
- c) Primary Examiners are required to use red ink exclusively for grading and corrections within the script. In the event of re-evaluation, green ink must be used for the same purpose.
- d) Before beginning, the Examiner shall study the question paper and develop a formal marking scheme for evaluating each question and sub-section.
- e) Credit shall be awarded for methodical step-by-step solutions, correct procedures and clear illustrative sketches. Furthermore, points should be given for effective language use, neatness and overall presentation.
- f) Marks for every answer and its sub-parts must be recorded clearly in the margins of the Answer Script.

- g) If a student's response to a single question is spread across non-consecutive pages or extra sheets, the Examiner must grade each segment individually.
- h) Should a candidate answer more questions than required, the Examiner shall grade all responses but mark the lowest-scoring answer as 'excess answer.' The final total will consist of the best possible combination of scores.
- i) No fractional marks smaller than \$0.5\$ (half a mark) are permitted for any individual answer.
- j) Any fraction in the final total score must be rounded up to the nearest whole number.
- k) Scores for each question must be entered into the corresponding boxes on the cover page. If a question was not attempted, a dash (--) should be used; if it was attempted but earned no credit, "00" must be recorded.
- l) Examiners are required to submit all Mark Foils according to the designated institutional format.
- m) If an entire Answer Script is found to be crossed out or scratched through, the Examiner must notify the Controller of Examinations.
- n) Any evidence of malpractice or unfair means found within an Answer Script must be reported directly to the Controller of Examinations.
- o) Every Examiner holds personal liability for the safety of the Answer Scripts in their possession until they are graded and returned to the Controller.

9.4 Eligibility for appointment of Scrutinizer

- a) Eligibility for appointment as a Scrutinizer for Undergraduate assessments, including practical's, is restricted to faculty at the rank of Assistant Professor from an affiliated college or university who have finished a minimum of three (3) years of service.
- b) No individual over the age of sixty-five (65) is permitted to be appointed or remain in the position of Scrutinizer. This age-based restriction may only be set aside by the Academic Council in extraordinary circumstances.
- c) The Principal maintains the authority to authorize the appointment of a Scrutinizer by waiving the aforementioned criteria in exceptional cases. Such executive decisions must be formally submitted to the Academic Council

9.5 Instructions to Scrutinizer

The Scrutinizer is responsible for generating the final Mark Foils by reconciling the Corresponding Reference Numbers (CRN) with the candidates' Roll Numbers. During this process, they must verify the following:

- a) The quantity of questions answered by the student does not exceed the total required by the instructions.
- b) No individual response has been assigned a score more than once.
- c) Any superfluous or "excess" answers have been excluded from the final tally.
- d) The marks awarded for any single answer do not exceed the maximum points allotted for that question.
- e) Every attempted response has been properly evaluated by the Examiner.
- f) The cumulative total of the marks is mathematically accurate and free of errors.
- g) Every mark noted within the body of the script has been correctly transferred to the summary table on the front cover.
- h) The scores recorded on the physical answer scripts perfectly match those entered into the final Mark Foil.

9.6. Eligibility, Appointment and Duty of Head Examiner

The Controller of Examinations is responsible for selecting Head Examiners from the faculty panel authorized by the Board of Studies, subject to the following criteria:

- a) For all Undergraduate assessments, including practical's, eligible candidates must hold the rank of Assistant Professor at an affiliated university or college and have finalized at least ten (10) years of professional service.
- b) No individual exceeding the age of sixty-five (65) shall be appointed or remain in the role of Head Examiner. This age-based restriction may only be set aside by the Academic Council under extraordinary circumstances.

- d) The Principal maintains the executive authority to authorize the appointment of Head Examiners by waiving the aforementioned requirements in exceptional situations. Any such actions must be formally communicated to the Academic Council.
- e) The Head Examiner is tasked with the random inspection of evaluated work and must personally sign 10% of the total Answer Scripts. Furthermore, the Head Examiner serves as the final authority in resolving any discrepancies identified during the scrutiny process.

10. RESULT

- a) The Examination Cell shall declare the final result of every semester within a maximum of ninety (90) days from the date of the last examination of that semester.
- b) Grading Framework: Results at Kaliabor College (Autonomous) are determined using the Absolute Grading System.
- c) Passing Criteria: Students must pass each segment of a course (internal, theory and practical/presentation) independently. The minimum qualifying threshold for internal, theory and practical components is 40% each, resulting in an aggregate pass mark of 40%.
- d) Incomplete/Failing Marks: If a student fails to meet the 40% requirement in any single component, the result will not be converted to a grade; instead, a grade of 'F' (Fail) is assigned. If a student fails only in the internal component, a re-examination in that component as arrear will suffice. However, if the student fails in either theory or practical, he/she must then retake all components of that course as an arrear.
- e) Absence Policy: Missing any component of an assessment results in an 'AB' (Absent) grade. Like failing, this requires the student to re-sit the entire course/paper in a future arrear session.
- f) Grade Point Impact: For both 'F' and 'AB' outcomes, the Numerical Grade is 0 (zero). SGPA/CGPA will be withheld and the student's status will be labeled as "Arrear."
- g) Arrear Allowances: There is no limit on the number of arrear papers a student may carry in a specific semester.
- h) Authorization: The Chief Controller approves the results finalized by the Controller's office, after which the Controller of Examinations officially declares them.
- i) Documentation: Digital and physical Grade Sheets will be available via the Examination Portal post-declaration.
- j) Post-Result Options: Students may apply for verification, re-evaluation, betterment, or arrear examinations according to college protocols.

10.1 Tabulation

- a) Once the Scrutinizer has prepared and the Head Examiner has verified the final Marks Foils for every discipline, they shall be transferred to the Tabulator. Both Internal Assessment and End Semester scores for every student are to be recorded in the official Examination Database, which is housed on a high-security server with strictly controlled access.
- b) All data entered by the Tabulator must undergo a verification and validation process conducted by the Deputy Controllers. To ensure accuracy and integrity, the final computation of student results shall be entirely automated through the use of specialized software programs.

10.2 Processing of Result

The result processing shall comprise of three steps, viz.

- a. Calculation of Letter Grades and Numerical Grade Points
- b. Calculation of SGPA and
- c. Calculation of CGPA in final semester

a. Calculation of Letter Grades and Numerical Grade Points

The following ranges shall be employed for conversion of % age marks obtained by students into Letter Grades and Numerical Grades.

Ranges of % of Marks	Letter Grade	Grade Point
91 - 100	O (Outstanding)	10
81 – 90	A+ (Excellent)	9
71 -80	A (Very Good)	8
61 – 70	B+ (Good)	7
51 – 60	B (Above Average)	6
41 – 50	C (Average)	5
40	P (Pass)	4
Below 40	F (Fail)	0
Absent	AB (Absent)	0

b. Calculation of SGPA

- Following data entry, the next phase of result processing involves determining the Semester Grade Point Average (SGPA) for each student. The SGPA is derived by dividing the total credit points earned across all registered courses in a semester by the total number of credits assigned to those courses. This value is recorded to two decimal places using the following equation:

$$SGPA = \frac{\sum (Credits) \times (Grade Point)}{\sum (Credits \text{ of a semester})}$$

The Credit Point secured by a student in a particular course/paper shall be calculated by multiplying the Numerical Grade Point secured by the student in the course/paper with Number of Credits allotted in that course/paper.

Illustration

Course/paper Code	Credit	Letter Grade	Grade Point (Numerical)	Credit Point	SGPA
PSCU-MAJ-010104	4	O	10	40	159/20
EDNU-MIN-010104	4	A	8	32	
PSCU-MDC-010103	3	B	6	18	
ENGU-SEC-010103	3	B+	7	21	
ENGU-AEC-010104	4	A+	9	36	
ECOU-VAC-010102	2	B	6	12	7.95
TOTAL	20	---	---	159	

c. Calculation of CGPA

Once the SGPA for every semester in a specific programme has been determined, the Cumulative Grade Point Average (CGPA) is computed. The CGPA serves as a comprehensive metric of a student's total academic performance throughout the entire duration of the programme. It is defined as the ratio of the aggregate credit points earned across all semesters to the total number of credits assigned to the entire course. The final value is recorded to two decimal places using the following formula:

$$CGPA = \frac{\sum (SGPA) \times (Credits \text{ in a semester})}{\sum (Total \text{ Credits of all semesters})}$$

d. Conversion of CGPA to Percentage

$$Percentage = CGPA \times 10$$

10.3 Scale Down of Internal Marks

- a) To maintain consistency between assessment types, a maximum scaling margin of **20%** is established based on a student's performance in external components (theory and practical combined). If the internal marks exceed the external percentage by more than **20%**, they will be automatically scaled down to meet this limit.
- b) **Illustration:** If a candidate secures 50 out of 80 in external components and 18 out of 20 in internal components:

Here,

- The % of external marks are $50/80 \times 100 = 60\%$, whereas
- The % of internal marks are $18/20 \times 100 = 90\%$,
- As such the margin between external and internal marks become $90\% - 60\% = 30\%$, which is greater than maximum limit of 20%.

In this case, the margin between external and internal marks shall be reduced to maximum 20% through scale down procedure, so that the % of internal marks shall stand at 80% ($60\% + 20\%$). As such, the scaled down marks in internal evaluation of the candidate will be $80/100 \times 20 = 16$.

b) This scaling restriction is waived for high-performing students. If a candidate achieves an external evaluation score of **more than 75%**, no scaling down will occur, regardless of the gap between internal and external percentages.

11. MISCELLANEOUS

11.1 Scribe/reader/ lab assistant

- a) Students with permanent or temporary physical disabilities that hinder their ability to write are eligible for a scribe as per UGC guidelines. This requires a Disability Certificate from a competent Medical Authority or a statement from a Government Health Care official (Chief Medical Officer/Civil Surgeon) confirming that the physical limitation necessitates a scribe.
- b) Candidates may choose their own scribe or request one from the Examination Body. If the institution provides a scribe from a pre-identified panel, the candidate must be permitted to meet with them two days before the examination to verify their suitability.
- c) If the Examination Body provides the assistant, the scribe's academic qualifications must not exceed the minimum requirements of the exam being taken, though they must at least be a High School Leaving Certificate (HSLC) holder.
- d) When a candidate brings their own scribe, that individual's qualification must be at least one level below the candidate's current academic level. In such cases, the candidate must submit the scribe's details using the official proforma.
- e) Candidates are permitted to utilize different scribes for different subjects—which is particularly useful for language papers—provided that only one scribe is used per individual examination session

11.2 Preservation and Disposal of Answer Scripts

- a) Departments will look after the storage of Unit Test, Sessional and Practical exam papers. Theory papers from the final End-Semester exams will be held in the Examination Control store room for one year. However, if any paper is part of a legal case or controversy, it will not be destroyed until the case is settled.
- b) After the one-year storage time is up, the papers will be disposed of. The Examination Committee will decide on the exact way the papers should be destroyed or recycled before the process begins.



Dr. Uttam Kumar Baruah

Principal

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Kaliabor College Autonomous
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Dr. Dhruba Jyoti Borah

Controller of Examinations

Controller of Examination
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