

# REGULATIONS OF THREE-YEAR DEGREE COURSE (TDC)

*Confirmed in Academic Council Meeting  
held on 27<sup>th</sup> October, 2017*



**GAUHATI UNIVERSITY**  
**Guwahati-14**

# **Regulations of Three-year Degree Course (TDC):Semester System with Credit and Grades**

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## **System with Credit and Grades**

### **1. Frequently used words**

- Academic Year: Two consecutive (one odd and one even) semesters constitute an academic year.
- Course: Usually referred to, as 'papers' is a component of a programme. All courses need not carry the same weight. The courses should define learning objectives and learning outcomes. A course is designed to comprise of lectures/tutorials/laboratory work/field work/outreach activities/project work/vocational training/viva/seminars/home assignments/literature survey etc., usually a combination of some of these.
- Credit: A unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour teaching (lecture or tutorial) or two hours of practical work / field work per week.
- Credit Based Semester System: The requirement for awarding the degree is prescribed in terms of credits to be completed by the students.
- Credit Point/Honour Point: It is the product of grade point and the number of credits of a course that the student earns.
- Cumulative Grade Point Average (CGPA): It is defined as Cumulative Grade Points Average. CGPA is the measurement of average grade points obtained by a student in all the semesters.
- Grade Card/Certificate: Based on the grades earned, a grade certificate shall be issued to all the registered students after every semester. The grade card/ certificate will display the course details along with SGPA of that semester and CGPA earned till that semester.

- Grade Point: It is a numerical weight allotted to each letter grade on a 10-point scale.
- Letter Grade: It is an index of the performance of students in a course / paper. Grades are denoted by letters O, A+, A, B+, B, C, P and F.
- Semester: A course duration usually consisting of 15 to 18 weeks of academic work equivalent to 90 actual teaching days.
- Semester Grade Point Average (SGPA): It is a measure of performance of work done in a semester. It is ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places.

## **2. Duration**

A TDC shall be of Six Semesters covering three Calendar Years (Academic Sessions — June to May). The overall duration of the semesters is given below.

Odd Semesters (First, Third and Fifth): June to November

Even Semesters (Second, Fourth and Sixth): December to May

The dates and duration mentioned in the concerned Academic Calendar will be in consonance with the above schedule as far as practicable.

Each student must take admission in three (3) consecutive Academic Sessions starting with the first semester. Students who do not enrolled in 2<sup>nd</sup> Academic Session will not be eligible to take admission in three (3) Academic Sessions.

## **3. Examinations**

Examinations, whether internal or external, theory or practical, would be counted separately for the purpose of considering a student as passed or failed.

### **3.1. Rules**

- i. If a student does not appear in a paper (internal or external, theory or practical) in an examination, the student will be considered as failed in the examination of that paper. Any failed paper will be called "Arrear".

In case, a student fails in any one or more papers in an end-semester examination s/he can appear in all the papers in which s/he has failed. Under no circumstances s/he will be allowed to re-appear in the "passed" paper(s).

- ii. A student having "Arrear" in external examination, either in theory or practical paper shall be allowed to clear the same in the next available end-semester examinations, with the following restrictions:
  - a. No student will be allowed to appear in the first and the fifth semester examinations simultaneously.
  - b. No student will be allowed to appear in the second and the sixth semester examinations simultaneously.
- iii. The first and the fifth semester examinations will be held simultaneously. The third semester examinations will be held separately. Similarly the second and the sixth semester examinations will be held simultaneously. The fourth semester examinations will be held separately.
- iv. A student may be allowed once to "re-appear" in any one of the major theory papers in the first, the second and the third semester examination for betterment of marks if the candidate secured pass marks in all papers. Students will be allowed to "Re-appear" only in the next similar examination. Whichever is the higher mark obtained between the earlier or in the subsequent examination, will be awarded to the student.
- v. No "betterment" shall be allowed in the internal/ practical examinations in any Semester.
- vi. A student must pass all her/his semester examinations, including "Arrear" and "betterment" chances within six years from the date of admission to the First Semester course in TDC. In this context six years means six academic sessions from the date of admission in the first semester. If any student fails to do so, s/he will have to take fresh admission in the first semester. Subject to the said condition, a student who could not appear or failed in any semester examination will be allowed to clear the same as follows:
  - a. First semester with regular third semester examinations.
  - b. Second semester with regular fourth semester examinations.

- c. Third semester with regular fifth semester examinations.
- d. Fourth semester with regular sixth semester examinations.
- vii. There shall be no scope for a student to appear as Private Candidate in any subject in TDC.

### **3.2. Schedule**

The schedule for examinations will be as per the concerned Academic Calendar. The exact dates of examinations and related information will be notified by the office of the Controller of Examinations, GU.

### **4. Marks and Evaluation**

The evaluation of each theory paper of any semester is based on the student's performance in two examinations - (i) Internal and (ii) External. Student's performance shall be monitored throughout the Semester by continuous assessment in the theory and practical courses. Evaluation of the Students performance in each of the theory and practical paper will be based on the following

- i. Internal Evaluation : 20% Marks
- ii. External Evaluation : 80% Marks

Internal Evaluation shall be based on attendance, sessional examinations, 75% or above class attendance, home assignment, seminar, and library work in each semester.

#### **4.1. Pass Marks**

The Pass Marks are as follows:

- i. Theory Paper : 30%
- ii. Practical Paper : 40%

For a student to pass in any paper s/he should pass in both internal and external examinations of each paper (theory and practical) separately.

Passing a TDC in any subject DOES NOT automatically implying "Qualifying in Major", if any. The following rules apply for the Bachelor Degree in any subject with Major.

- i. Simple Pass: 30% to 39% marks in aggregate i.e. from a minimum of CGPA 4.00 but less than CGPA 5.00.
- ii. Pass with Major: 40% marks or above in aggregate in major subjects i.e. from a minimum of CGPA 5.00.

In case a student with Major in any subject gets less than 40% marks in aggregate (i.e. minimum CGPA less than 5.00) in the Major subject, but 30% or above (i.e. minimum CGPA of 4.00 or above but less than 5.00) s/he shall be declared as Simple Pass.

In case of 'Project Work', it shall be a separate paper with separately allotted marks and cannot be treated as part of any other theory/practical paper. Pass mark for project work is 50%.

#### **4.2. Number of Attempts**

- i. A student who fails in one or more papers can re-appear in the said paper(s) by appearing in the next similar examination, subject to restrictions mentioned in the clause 3.
- ii. A student who has completed a semester may be allowed to proceed to the next semester, irrespective of number of papers where the student failed.
- iii. In order to complete a course, a student must obtain pass marks in all the papers of TDC course.
- iv. A student having failed to fill in his examination form in the first semester, may be allowed to appear in the second semester examinations if all other eligibility criteria are fulfilled.

#### **4.3. Procedure for Internal Evaluation**

- i. The marks allotted for internal evaluation in each paper will be based on the following:
  - a. Sessional Examination: 50% of the total internal marks of each paper. (Explanation: If internal mark of a subject is 20 then marks of sessional examination will be 10. The sessional examination may be conducted assigning any suitable marks i.e. 20, 40 etc. and calculate the ratio of marks)
  - b. Home Assignment, Seminars, Group Discussion, class attendance above 75% or related work depending on the decision of the teachers/college concerned: 50% of the total internal marks of each paper.  
(Explanation: If internal mark of a subject is 20 then marks of Home Assignment, Seminars, Group Discussion, class attendance above 75% or related work depending on the decision of the teachers/college concerned will be 10. In that

case, maximum four marks be allotted for “class attendance” component based on the attendance in the class. For example, 1 mark for attendance from 76% to 80%, 2 marks for attendance from 81% to 85%, 3 marks for attendance from 86% to 90% and 4 marks for attendance from 91% to 100%.)

- ii. The sessional examination will be of a duration of one hour for a paper of 20 marks, forty five minutes for a paper of 15 marks and thirty minutes for a paper of 10 marks respectively, and be conducted by the concerned teacher of each paper. The setting of question paper, invigilation duty, evaluation of answer scripts for each paper will be done by the concerned teacher(s) as a part of his/her normal duty without hampering normal classes as far as practicable.
- iii. The teacher(s) concerned will fix the exact date of the sessional examination in each paper. The students shall write their answers in the sessional examinations in proper “additional answer scripts” of GU.
- iv. After evaluation, the answer scripts shall be shown to the students and corrections regarding evaluation should be made, if any. After this, the answer scripts should be collected back from the students. The entire process of evaluation of the sessional examination should not take more than two weeks from the date of examination.
- v. There is no provision for “betterment” in the sessional examination. If a student fails in an internal examination, s/he will be allowed to clear it in the next similar examination conducted by the college. If a student fails to appear in sessional examination for valid reason(s) supported by medical certificate or other authentic documents submitted to the college authority, then the teacher/college concerned shall allow the student to appear in a separate examination in a suitable date fixed by the respective teacher before the commencement of the end semester examination.
- vi. If a paper is taught by more than one teacher then the concerned teachers will cooperate in conducting the internal evaluation.
- vii. At the end of the semester and before the final semester examination, the concerned colleges shall submit the internal

evaluation marks in proper mark foils to the office of the Controller of Examinations, Gauhati University.

- viii. Scrutiny of the internal answer scripts will be done by the college by an Examination Committee formed by the Principal in consultation with the faculties of the college. During scrutiny, if any discrepancy is observed in certain questions in evaluation, the same should be re-evaluated by a teacher of that subject appointed by the Examination Committee.
- ix. Answer scripts of the internal examinations shall be submitted to the University along with question papers after one year of the concerned examinations.

#### **4.4. Procedure for External Evaluation**

- i. The Controller of Examinations, GU will make necessary arrangement for announcing the date of examinations and other necessary procedures as per University Rules.
- ii. Each paper will have 80% of the total marks for external evaluation.
- iii. The final semester examination shall be of three hour duration for a paper of total marks exceeding 50 and up to a maximum of 100, and shall be of two hour duration if the total mark of the paper is less than or equal to 50.
- iv. The affiliated colleges should send the answer scripts of the external examinations to the Zonal Officers as directed by the Controller of Examinations, GU
- v. The Evaluation Zone shall arrange everything needed for the evaluation and scrutiny of the final examination answer scripts. After evaluation and scrutiny, the answer script is to be sent to the Controller of Examinations, GU along with the mark foils and the scrutiny sheets.
- vi. Scrutiny will be carried out at the concerned Zone by a person who qualifies as an Examiner (clause 4.5) in the concerned subject. The scrutinizer shall go through each of the Answer Scripts to detect the following mistakes during scrutiny — wrong entry, omissions, under marking, over marking, and wrong calculation of total marks.
- vii. In case the candidates are not satisfied with their obtained marks in the end semester theory examination results, they may apply



for re-scrutiny, photocopy and re-evaluation of their answer script(s) by depositing prescribed fees and following the procedure as mentioned below.

- a. Step-1: Application for the re-scrutiny of answer script(s) will be accepted up to 15 days from the date of declaration of the result. The re-scrutiny process will be completed by re-totalling of marks, checking unassigned/ omission of marks.
- b. Step-2: Application for photocopy of the answer script(s) will be received up to 15 days from the date of declaration of re-scrutiny result. One can apply for photocopy along with the re-scrutiny. The photocopy of answer script will be provided only after re-scrutiny of the respective copy/copies of the Answer Script.
- c. Step-3: Application for the re-evaluation of answer script(s) will be accepted up to 1 month from the date of dispatch of the photocopy of answer script(s) with following conditions.
  - Condition no. 1: A student should go through step-1 and step-2 before proceeding to step-3.
  - Condition no. 2: Re-evaluation is allowed if and only if "marks obtained" in a paper is more than 25% of the total marks.
- d. An answer script shall not be preserved for more than 6 (six) months from the date of declaration of result.
- e. No re-scrutiny, photocopy and re-evaluation of their answer script(s) will be allowed for internal examination, practical examination, project works and viva-voce examination.
- viii. In case of any unforeseen reasons beyond the control of the University if there is gross damage of any answer scripts or missing answer scripts, special examinations shall be held within a stipulated time and shall attempt to declare results of such cases at the earliest, so that such students get proper justice.

#### **4.5. Who is an Examiner?**

To become an external examiner in TDC examinations the following conditions are mandatory:

- i. For Major Course answer script evaluation, a teacher should teach the subject/paper for a minimum of four years at the Major level in an affiliated college of a University.

- ii. For General Course answer script evaluation, a teacher should teach the subject/paper for a minimum of two years in an affiliated college of a University.
- iii. A scrutinizer of the answers scripts must be qualified as a Theory Paper Examiner as stated above.
- iv. A person who has 'close relative' appearing in any University examination shall not be the associated at any capacity with that particular examination. 'Close relative' means husband, wife, son, daughter, father, mother, grandchildren, son-in-law, daughter-in-law, brother, sister, brother-in-law, sister-in-law, father-in-law, mother-in-law, nephew, niece and first cousin. It shall be the responsibility of the concerned examiner involved in an examination to declare that any of her / his 'close relative' is appearing in the said examination.

## **5. The Credit and Grading System**

### **5.1. Structure of Credit system**

- i. A theory paper has one credit for each hour of instruction per week in a semester. The activities include lectures, tutorials, and others methods for internal evaluation (i.e. seminar, group discussion, laboratory/demonstration session, mini project etc.)
- ii. A theory paper (which is equivalent to 100 marks of course load) will be of 6 (six) credit points which will consist of 4 hours of lectures and 2 hours of tutorial and other activities. A theory paper of 50 marks will be of 3 (three) credit points with 2 hours of lectures and 1 hour of tutorial class (and others). However, depending on the nature of the core paper in the subject, for example, its content and weightage within the subject, the credit point may vary.
- iii. The suggested range of variation of credit points is from a maximum of 8 (eight) credit points to a minimum of 4 (four) credit points for a 100 marks of course load in a theory paper. The suggested range of variation of credit points is from a maximum of 6(six) credit points to a minimum of 2 (two) credit points for a 50 marks of course load in a theory paper. Depending on the variation of marks given to a theory paper the credits shall be adjusted within the suggested maximum

and minimum range by the respective Committee on Courses and Syllabus (CCS).

- iv. For subjects with practical, one hour tutorial may be outside the office hours for practical home work.
- v. A practical paper will have one credit point for every 2 hours of laboratory work per week in a semester. One credit tutorial class (one hour duration) and one credit practical related homework shall be given to a practical paper along with the two hour duration equivalent to one credit for practical, so that the total credit of subjects with practical and without practical is uniform.
- vi. If the number of hours per week is an odd number, appropriate adjustment be made to the nearest even number. For example 3 hours of lab work per day x3 days per week = 9 hours = 4.5 credits which will be rounded off to 4 credits
- vii. The project (dissertation) work shall be of 6 credit points for 12 hours of work per week in a semester. The dissertation will involve activities such as literature survey, preparation of project report, computation, seminar, presentation, demonstrations, viva-voce examinations, and (if required) visit to other institutions or research lab for data collection etc. About six to nine hours of work may be allotted to such activities outside class hours and about 18 to 15 hours of work for the laboratory work.
- viii. For other type of works such as departmental seminar, field/ industrial training no credit or marks for internal evaluation be assigned for such activities. Moreover, class attendance shall not be considered for internal (or external) evaluation for such works. Attendance including departmental seminars shall be treated under the University rules of minimum 75% attendance required for appearing in the examinations.

## **5.2. Total Credit per Semester**

The maximum credits in a week within the teaching hour of the College for under-graduate course is 36 for the subjects without practicals, and 30 for the subjects with practicals. Every student must complete a minimum of 27 credits (75% of 36 credits, considering 75% minimum attendance required to become eligible to sit in the end-semester examination) per week in a semester on the average for

the subjects without practical and 23 credits (75% of 36 credits, considering 75% minimum attendance required to become eligible to sit in the end-semester examination) per week in a semester on the average for the subjects with practical.

For subjects with practical, one credit per day as a tutorial hour in a week shall be given to complete their practical related homework, so that, their total credit load become  $30 + 6 = 36$  and shall be at par with the subjects without practical. A student not attaining the minimum credit required per week on the average as above shall not be allowed to seat in any examination.

### **5.3. Core Course and Elective Course**

Any switchover from major to general course may be allowed in the first and the second semester only in the same subject.

#### **5.3.1. Core Course**

Core Courses are compulsory set of papers which also include those offered for specialization in each branch of the subject as defined by the Committee of Courses and Syllabus (CCS) of the respective subjects. The total credit assigned for the core courses will be not more than 80% of the total credit (viz. 96 credits out of 120 total credits).

#### **5.3.2. Elective Course**

Students' counseling shall be done by the teachers to guide the students to opt for elective courses which are relevant to the concerned subject.

### Examples for Calculation of Credits

#### 5.3.3. One Semester Course Load for subjects without practical

Paper no	Type	No of hours per week				Credits
		Lecture (hours)	Tutorial (hours)	Other work (hours)	Total (hours)	
1	Theory-1	4	2		6	6
2	Theory-2	4	2		6	6
3	Theory-3	4	2		6	6
4	Theory-4	4	2		6	6
5	Theory-5	4	2		6	6
6	Project work		2	4	6	6
	Total	20	12	4	36	36

#### 5.3.4. One Semester Course Load for subjects with practical

Paper no	Type	No of hours per week				Credits	
		Lecture (hours)	Practical (hours)	Tutorial (hours)	Other work (hours)		Total (hours)
1	Theory-1	4		2		6	6
2	Theory-2	4		2		6	6
3	Theory-3	4		2		6	6
4	Theory-4	4		2		6	6
4	Practical-1		8 (4 credit)	1(1 credit)	1(1 credit)	10	6
5	Practical-2		8 (4 credit)	1(1 credit)	1(1 credit)	10	6
		16	16	10	2	44	36

### 5.3.5. Conversion Table for Marks and Grades and Letter Grades

Range of Marks	Letter Grades	Category	Grade Points
90-100	O	Outstanding	10
80-89	A+	Excellent	9
70-79	A	Very Good	8
60-69	B+	Good	7
50-59	B	Above Average	6
40-49	C	Average	5
30-39	P	Pass	4
<30( 40)*	F	Fail	0
<40**	F	Fail	0
Absent	Absent	Fail	0

\*In case of Theory paper: marks of External (marks of Internal)

\*\*In case of Practical paper: total marks of External and Internal

### 5.3.6. CGPA and SGPA

Semester Grade Point Average (SGPA) = ( $\sum CiGi$ ) / ( $\sum Ci$ )

Commutative Grade Point Average (CGPA) = ( $\sum CiSi$ ) / ( $\sum Ci$ )

In case of Simple Pass CGPA < 4.0 = fail in the examination

In case of Major Courses CGPA < 5.0 = fail in the major examination

## 6. Class

The total number of Tutorial Classes in any semester for any paper without Practical Classes should be equal to the total number of Tutorial and Practical Classes for those papers with Practical Classes.

## 7. Undergraduate courses under IDOL, GU

These regulations are applicable to the students pursuing Undergraduate courses under IDOL, GU in distance mode subject to the condition that the relevant clauses pertaining to class attendance will not be applicable in their case. The syllabus and schedule of examinations will be same with the regular mode. The colleges offering Undergraduate courses under IDOL, GU should accommodate students in the examination centre.

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**Note:** In case of any confusion regarding any clauses in these regulations, the interpretation of the University Authorities will be final and binding.