

Academic Ordinance for the Award of

**Master of Engineering and
Master of Science in Engineering Degree,**

Faculty of Engineering, University of Rajshahi.

**AC Meeting:238 Agenda No: 66, Date: 24 August, 2015
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**Faculty of Engineering
University of Rajshahi**

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**Tel: +880-721-711125
Fax: +880-721-711131
URL: <http://www.ru.ac.bd/engfaculty/engg/>**



Contents

1.	Degree Awarding Departments	3
2.	Degrees Offered	3
3.	Duration of Course and Course Structure	3
4.	Distribution of Courses	4
5.	Academic Calendar	4
6.	Admission	5
7.	Attendance	5
8.	Striking off the Names and Readmission	6
9.	Grading System	6
10.	Marks and Credit Distribution	7
11.	Conduct of Examination and Rules for Promotion	9
12.	Class Test	9
13.	Publication of Results	9
14.	Examination Committee	10
15.	Theoretical Examination and Board Viva Voce	10
16.	Laboratory Examination	11
17.	Thesis/Dissertation	11
18.	Duties and Responsibilities of Question Setters and Script Examiners	11
19.	Eligibility for Examination	12



Faculty of Engineering University of Rajshahi

Academic Ordinance for the Award of Master of Engineering / Master of Science in Engineering Degree

1. Degree Awarding Departments

The Faculty consists of the following Degree Awarding Departments:

- 1.1.1 Department of Applied Physics and Electronic Engineering (abbreviated as **APEE**)
- 1.1.2 Department of Applied Chemistry and Chemical Engineering (abbreviated as **ACCE**)
- 1.1.3 Department of Computer Science and Engineering (abbreviated as **CSE**)
- 1.1.4 Department of Information and Communication Engineering (abbreviated as **ICE**)
- 1.1.5 Department of Materials Science and Engineering (abbreviated as **MSE**)
- 1.1.6 Any other department to be instituted by the Syndicate on the recommendation of the Academic Council.

2. Degrees Offered

The Postgraduate degrees to be offered under this ordinance are:

2.1 Master of Engineering in

- 2.1.1 Applied Physics and Electronic Engineering abbreviated as M. Engg. (APEE)
- 2.1.2 Applied Chemistry and Chemical Engineering abbreviated as M. Engg. (ACCE)
- 2.1.3 Computer Science and Engineering abbreviated as M. Engg. (CSE)
- 2.1.4 Information and Communication Engineering abbreviated as M. Engg. (ICE)
- 2.1.5 Materials Science and Engineering abbreviated as M. Engg. (MSE)
- 2.1.6 Electrical and Electronics Engineering abbreviated as M. Engg. (**EEE**)
- 2.1.7 Any other degree that may be awarded by a department on the approval of the Syndicate on the recommendation of the Faculty and the Academic Council.

2.2 Master of Science in Engineering in

- 2.2.1 Applied Physics and Electronic Engineering abbreviated as M. Sc. Engg. (APEE)
- 2.2.2 Applied Chemistry and Chemical Engineering abbreviated as M. Sc. Engg. (ACCE)
- 2.2.3 Computer Science and Engineering abbreviated as M. Sc. Engg. (CSE)
- 2.2.4 Information and Communication Engineering abbreviated as M. Sc. Engg. (ICE)
- 2.2.5 Materials Science and Engineering abbreviated as M. Sc. Engg. (MSE)
- 2.2.6 Electrical and Electronics Engineering abbreviated as M. Sc. Engg. (**EEE**)
- 2.2.7 Any other degree that may be awarded by a department on the approval of the Syndicate on the recommendation of the Faculty and the Academic Council.

3. Duration of Course and Course Structure

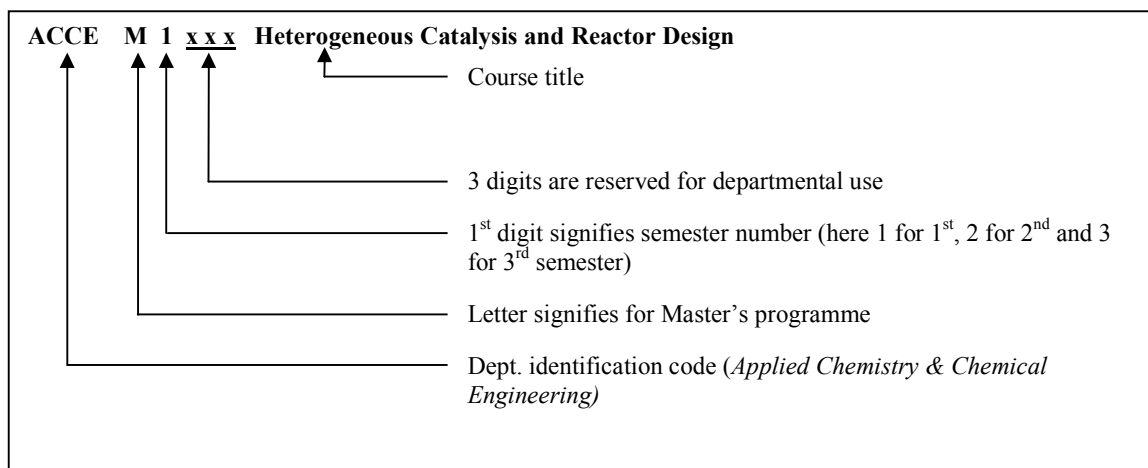
- 3.1 The minimum duration of the M.Engg. /M. Sc. Engg. programmes shall be three semesters of 6 (six) months each. A candidate for the Master degree must complete all requirements for the degree within **three and half** academic years from the date of his/her first admission.
- 3.2 The Committee of Courses shall review the curricula at least once in every **Academic Year** and recommend changes and revision (if any) to the Faculty, and then the Faculty will recommend it to the Academic Council for approval.
- 3.3 Teaching for the courses is reckoned in terms of credits within the following guidelines:

Nature of course	Contact hour (for 1 credit)
Theoretical	: 1 hour a week
Laboratory/sessional	: 2 - 3 hours a week
Project	: 2 – 3 hours a week
Field work/In-plant training	: 4 days of field work
Thesis	: 3 hours a week

For other fractions of credit, proportionality shall be applied.



- 3.4 **Total Hours/Week:** The total teaching hours including lecture, tutorial and laboratory shall be between **24 - 42** hours per week.
- 3.5 **Course Designation:** Each course is designated by **two to four letters** identifying the course offering department followed by **M for Master's programme and four-digit number** with the following criteria without any space between letters and numerals.
- (a) The first digit will correspond to the semester (**1 for 1st, 2 for 2nd and 3 for 3rd**) in which the course is offered,
- (b) The last three digits will be reserved for departmental use for such things as to identify different areas within a department.



4. Distribution of Courses

The Master's programme shall have a total of 60 credits and the distribution of courses and credits are as follows:

Course type for M. Engg.	Credits
Theoretical	34 – 42
Practical	10 – 18
Project	4
Board Viva-voce	4
Total	60

Course type for M.Sc. Engg.	Credits
Theoretical	36
Thesis	20
Board Viva-voce	4
Total	60

5. Academic Calendar

- 5.1 The minimum duration of the M. Engg. / M. Sc. Engg. programmes shall be three semesters, duration of each semester shall be **not less than 11 teaching weeks**.
- 5.2 There shall be final examination at the end of each semester conducted by the Examination Committee which shall be formed by the academic committee of the respective department.
- 5.3 **Academic schedule** for general notification shall be published before the start of the 1st semester, on approval of the Departmental Academic Committee. The schedule may be prepared according to the following guidelines:



1st Semester (19 weeks)	Number of weeks
Teaching	11 (66 working days)
Preparatory Leave	2
Examination Period	2 - 3
Result Publication	3 - 4
Total:	19

Vacation including Inter-Semester Recess	1 week
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2nd Semester (19 weeks)	Number of weeks
Teaching	11 (66 working days)
Preparatory Leave	2
Examination Period	2 - 3
Result Publication	3 - 4
Total:	19

Vacation (Summer, Ramadan, and Others) including Inter-Session Break	13 weeks
(1st Semester+2nd Semester) Total:	52 weeks

3rd Semester (26 weeks)	Number of weeks
Teaching	11 (66 working days)
Preparatory Leave	2
Examination Period	3 - 4
Result Publication	9 - 10
Total:	26

(1st Semester+2nd Semester+3rd Semester) Total:	78 weeks
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6. Admission

- 6.1 For admission into the master's programmes in any Department in the Faculty, a candidate must have a B. Sc. Engg. / B. Sc. (Hons) or an equivalent degree in the relevant/related subject with good academic records from any recognized Institute/University. The admission criteria for other students than Rajshahi University will be defined by the academic committee of the relevant department.
- 6.2 Maximum two years break of study after passing B. Sc. Engg. / B. Sc. (Hons) or an equivalent degree can be allowed for admission.
- 6.3 The rules and conditions for admission into different departments of the Faculty shall be framed by the Academic Council / Admission committee of R.U. on the recommendation of the Faculty.
- 6.4 On the recommendation of the Faculty, the rules for admission into the postgraduate programmes of different departments may be amended from time to time by Syndicate through Academic Council.
- 6.5 Every registered student shall get himself/herself enrolled on payment of prescribed fees and other dues before the commencement of each semester.
- 6.6 Eligibility for the admission of foreign students in the aforementioned postgraduate programme will be examined by the equivalence committee formed by the Faculty of Engineering.

7. Attendance

- 7.1 In order to be eligible for appearing at the semester final examinations as a regular candidate, a student shall be required to have attended at least 70% of the total number of lectures/tutorials/laboratory classes held in the semester. The laboratory courses mean all laboratory/ project/ field work/ in-plant training or similar courses.
- 7.2 A student whose attendance is 60% to less than 70% may be allowed to appear at the final examinations as an irregular student but **he/she shall not be eligible for any scholarship or stipend.**
- 7.3 Student having **less than 60% attendance will not be allowed to appear** at the final examinations of the semester.



- 7.4 The concerned course teacher shall prepare an attendance report of the students. The report will be submitted to the Chairman of the Department within three days of the last class of the course. Awarded marks for class attendance of the students shall also be prepared by the concerned course teacher and submitted to the Chairman of the Examination Committee and Controller of Examination of Rajshahi University in a sealed cover.
- 7.5 The percentage of attendance of the readmitted students shall be counted from the date of the start of the semester or from his/her previous attendance of the semester.

8. Striking off the Names and Readmission

- 8.1 The names of the students shall be struck off and removed from the rolls on the following grounds:
- 8.1.1 Non-payment of University fees and dues within the prescribed period,
 - 8.1.2 Failing to get himself/herself promoted to the next higher semester,
 - 8.1.3 Forced to discontinue **his/her** studies under disciplinary rules,
 - 8.1.4 Withdrawal of names from the rolls of the University on grounds acceptable to the Vice-Chancellor of the University after having cleared all dues.
- 8.2 In case a student, whose name has been struck off the rolls under clause 8.1.1 seeks readmission **before the start of the next semester** he/she shall be readmitted on payment of all the fees and dues. But if he/she seeks readmission in any subsequent **semester**, the procedure for his/her readmission will be the same as described under **clause 8.4** below.
- 8.3 In case a student, whose name has been struck off the rolls under clause 8.1.2 seeks readmission **before the start of the next semester** he/she shall be readmitted on the approval of the relevant department on payment of all the arrear fees and dues.
- 8.4 A Student, whose name has been struck off the rolls by exercise of the clause 8.1.3, seeking readmission after expiry of the suspension period, shall submit an application to the Chairman of the Department before the commencement of the semester to which he/she seeks re-admission. The Chairman of the Department shall forward the application to the Vice-Chancellor. In case the readmission is allowed, the student will be readmitted on payment of all the fees and dues within one week from the date of permission given by the Vice-Chancellor.
- 8.5 In case any application for readmission is rejected the student may appeal to the Academic Council for re-consideration. **The decision of the Academic Council shall be final.**
- 8.6 No student who has withdrawn his/her name under clause 8.1.4 shall be given readmission.
- 8.7 All re-admission should preferably be completed before the semester starts.
- 8.8 The application of a student for readmission will only be considered if he/she applies within **one year** from the date he/she discontinued his/her studies in the University. **The maximum period of studies for M. Engg. / M. Sc. Engg. degree under no circumstance will exceed three and half academic years.**

9. Grading System

- 9.1 The letter grade system for assessing the performance of the students shall be as follows:

Numerical grade	Letter Grade (LG)	Grade Point (GP)
80% or above	A+	4.0
75% to less than 80%	A	3.75
70% to less than 75%	A-	3.5
65 to less than 70%	B+	3.25
60% to less than 65%	B	3.0
55% to less than 60%	B-	2.75
50 to less than 55%	C+	2.5
45% to less than 50%	C	2.25
40 to less than 45%	D	2.0
less than 40%	F	0.0
Incomplete	I	0.0

A letter grade I (incomplete) shall be awarded for courses that could not be completed in one semester, which will continue through to the next semester.



- 9.2 A Semester wise Grade Point Average (SGPA) shall be computed for each semester. The SGPA will be calculated as follows:

$$SGPA = \frac{\sum_{i=1}^n C_i G_i}{\sum_{i=1}^n C_i}$$

where, n is the number of courses offered during the semester, C_i is the number of credits allotted to a i 'th course and G_i is the i 'th grade point corresponding to the grade awarded for that course.

- 9.3 A Cumulative Grade Point Average (CGPA) shall also be computed at the end of second and third semester in the following way:

$$CGPA = \frac{\sum_{i=1}^m S_i C_i}{\sum_{i=1}^m C_i}$$

where, m is the total number of semesters being considered, S_i is the SGPA of a i 'th semester, C_i is the total number of credits in i 'th semester.

- 9.4 Both SGPA and CGPA will be rounded off to the second place of decimal for reporting. **For instance, SGPA=2.212 shall be rounded off as SGPA=2.22**
- 9.5 **Earned Credit:** The courses in which a student has obtained minimum 'D' in 'theoretical courses' and 'C' in 'laboratory/project/field work/in-plant training and viva voce' will be counted as credits earned by the student. However any course in which a student has earned 'F' grade in theoretical and 'F' and 'D' grades in laboratory/project/field work/in-plant training and viva voce will stay permanently on the Grade Sheet and transcripts.

10. Marks and Credit Distribution

10.1 Distribution of Marks (as per course types)

10.1.1	Theoretical Courses	Continuous Assessment (CA)	Class Participation and Attendance	10%	30%
			Quizzes/Class Test/Assignment	20%	
		Semester Final Examination			
10.1.2	Laboratory	Continuous Assessment (CA)	Class Participation and Attendance	10%	40%
			Quizzes and Viva-Voce	30%	
		Practical/Design Work/Report			
10.1.3	Project /Field Work /In-plant Training	Internal Examiner/Supervisor			35%
		External Examiner (Any teacher from the panel of examiners other than the supervisor)			35%
		Presentation and Oral Examination (will be conducted by the respective examination committee)			30%
10.1.4	Thesis	Two External Examiners (Average of the marks) (Any teacher from the panel of examiners other than the supervisor) (Based on quality of analysis, design, organization, writing style, etc.)			75%
		Defense and Viva voce of the thesis (will be conducted by the respective examination committee)			25%
10.1.5	Basis for awarding marks for class participation and attendance				
	Attendance		Marks		
	90% and above		100%		
	85% to less than 90%		90%		
	80% to less than 85%		80%		
	75% to less than 80%		70%		
	70% to less than 75%		60%		
	65% to less than 70%		50%		
	60% to less than 65%		40%		
less than 60%		0			



10.2 Credits Distribution

10.2.1 Non-thesis programme (M. Engg.)

Semester	Nature of course	Credit
1 st semester	Theoretical	12-16
	Practical	4-8
	Total	18-22
2 nd semester	Theoretical	12-16
	Practical/In-plant training*/Field work*	4-8
	Total	18-22
3 rd semester	Theoretical	8-12
	Practical	2-4
	Project*	4
	Board Viva-voce	4
	Total	20-22
(1st semester + 2nd semester + 3rd semester) Total		60
<p><i>*In-plant training, Field work, and Project: The Chairman of the Department through Academic Committee shall allocate the projects to the students, and shall arrange for holding in-plant training and field works for the students.</i></p>		

10.2.2 Thesis programme (M. Sc. Engg.)

Semester	Nature of course	Credit
1 st semester	Theoretical	18-22
	Total	18-22
2 nd semester	Theoretical	14-18
	Board Viva-voce	4
	Total	18-22
3 rd semester	Thesis	16
	Thesis Viva-voce	4
	Total	20
(1st semester + 2nd semester + 3rd semester) Total		60

10.2.3 Industrial and Professional Training Requirements: Depending on each department's own requirements a student may have to complete a prescribed number of days of industrial/professional training in addition to minimum credit and other requirements, to the satisfaction of the concern department.

10.3 Duration of Examination

Duration of Theoretical examination of different courses shall be as follows:

Courses of 2 credits or less than 2 Credits	2 Hours
Courses of more than 2 credits	3 Hours



11. Conduct of Examination and Rules for Promotion

- 11.1 There shall be final examinations at the end of each semester conducted by the Examination Committee of the Departments.
- 11.2 1st and 2nd Semester results must be published by the Controller of Examinations. The results shall be finalized at the end of the 3rd semester of the programme.
- 11.3 **Minimum passing grade:** The minimum passing grade in a **theoretical course** will be **D** and the minimum passing grade in a **laboratory/project/field work/in-plant training, thesis and viva-voce** course will be **C**.
- 11.4 **Promotion to higher semester:** A student who has a grade point average of **2.2** or higher, F grade in not more than 8 credit points and at least C grade in the laboratory/field work/in-plant training and viva voce courses of the 1st and 2nd semester shall be promoted to the 2nd and 3rd semester, respectively.
- 11.5 There shall be **no improvement** in laboratory/field work/in-plant training/project/thesis and viva voce courses. A student failing to secure a **minimum C grade** in any of these courses in any semester shall **fail the semester**.
- 11.6 **Grade Point Improvement:**
- | | |
|--------|---|
| 11.6.1 | A promoted student who obtains less than B grade in theoretical courses in any semester, may appear in the upcoming regular examination of that semester to improve the grade points. |
| 11.6.2 | Grade obtained by a student in the courses in which he/she appeared for improvement will be recorded for final assessment according to clause 11.6.1 and the grade obtain by him/her in those courses at the regular final examination shall automatically cancelled. |
| 11.6.3 | Clause 11.6.2 is not valid for a candidate who cannot improve his/her course grade; in that case the previous grade shall remain valid. |
- 11.7 **Course Exemption:** Students who fail to be promoted to the 2nd and 3rd semester shall be exempted from taking the theoretical and laboratory courses where they obtained grades **equal to or better than B**. These grades would be counted towards calculating SGPA in the retained semesters.
- 11.8 **Merit Position:** The SGPA obtained by a regular student in a **semester final examination** will be considered for determining the **merit position for the award of scholarships, stipends etc.**

12. Class Test

- 12.1 **For theoretical** courses of **less than or equal to 2 credits**, there shall be at **least three** class tests and at **least four** class tests for **greater than 2 credits** in a semester.
- 12.2 The course teacher must submit the detailed class test marks and their average in percentage to the Chairman of the Examination Committee in a sealed envelope. A copy will be also sent to the controller of the examination. If a course is conducted by more than one course teacher, class test marks will be processed by the examination committee.
- 12.3 Previous class test marks will remain valid for the reported/course improvement student if he/she is unable to appear at regular class test.

13. Publication of Results

- 13.1 A student must successfully complete the courses of all the semesters within maximum **three and a half academic years** as outlined by the Committee of Courses with all its pre-requisites in order to be eligible for the award of M. Engg./M. Sc. Engg. degree. The student must **earn 60 credit points (i.e. no 'F' grade) and the CGPA** for the student must be **2.25 or higher**.
- 13.2 In the tabulation sheet, there should be one extra column for providing **CA** marks for each course.
- 13.3 The final merit position will be based on CGPA.
- 13.4 **Dean's List:** As a recognition of excellent performance, the names of students obtaining a SGPA of 3.75 or above in two regular semesters in each academic year may be published in the Dean's List in the faculty. Students who have received an **'F' grade** in any course during any of the two regular semesters will not be considered for Dean's List in that year.
- 13.5 **Recording of Result:** The overall results of a successful student shall be declared on the basis of CGPA with the corresponding letter grade (LG). The **Transcripts** in English will show the course designation, course title, credit, letter grade and grade point of individual courses. SGPA of each semester, CGPA and corresponding LG for the over-all result.



14. Examination Committee

- 14.1 There shall be one Examination Committee for M. Engg. (non-thesis programme) and another for M. Sc. Engg. (thesis programme) for every degree-awarding Department. The Examination Committee shall be proposed by the departmental Academic Committee and is subject to the approval of the Vice-chancellor.
- 14.2 The examination committee shall consist of 5 members: (a) Chairman of the committee and (b) three other members from among the teachers of the department concerned and (c) One expert member from outside the Department.
- 14.3 **Functions of the Examination Committee:**

The Examination Committee shall perform the following functions in connection with examinations:

 - 14.3.1 Propose the names of the question setters and script/dissertation/project/in plant training report examiners from the approved panel of examiners,
 - 14.3.2 Moderate semester final examination questions of all theoretical courses,
 - 14.3.3 Propose examination schedule (for recommendation of the departmental Academic Committee) to conduct the examinations properly,
 - 14.3.4 Make necessary arrangements for holding the examination of all the **Theoretical and Laboratory examinations as well as Board Viva-Voce** (as given in Sections, 10.2, 11, 15, 16)
 - 14.3.5 Recommend the names of three tabulators (for approval of the Vice-Chancellor). Tabulators will post marks **both in the preparation and the final** tabulation sheets, the prepare sheet will be kept by the Chairman of the Examination Committee and the final sheet will be submitted to the Controller of Examination.
 - 14.3.6 **Scrutinizer:**

The Vice-Chancellor on the recommendation of the Examination Committee shall appoint scrutinizer as given in section 15 below.
 - 14.3.7 Finalize the results (as per given rules in Sections 9, 10, 11, 13).
- 14.4 **The major duties of the Chairman of an Examination Committee shall be as follows:**
 - 14.4.1 To call meetings of the Examination Committee.
 - 14.4.2 To send the moderated question papers to the Controller of Examinations, if necessary. Otherwise takes necessary steps for printing of the questions.
 - 14.4.3 To issue instructions to the examiners and to see that instructions issued are properly followed as per approval of the Examination Committee concerned.
 - 14.4.4 To hand over the marks received from the examiners to the tabulators and to submit the result sheet to the controller of examination.

15. Theoretical Examination and Board Viva -voce

- 15.1 There shall be two question setters and examiners for each theoretical course one of whom shall be the teacher of the course concerned. Question paper of a course will be divided into two sections: **Section A** and **Section B**. Each examiner will set questions for both the sections but will examine answer scripts of only one of the sections as will be decided by the Examination Committee.
- 15.2 In each theoretical course examination, the candidates shall be allowed a choice of question to the extent of not more than **35%** of the total number of questions to answer.
- 15.3 Scripts examined by a single examiner shall be scrutinized for any error and omissions by the scrutinizer.
- 15.4 Where there is an arithmetical error in the adding of marks and unmarked answer of a question, the scrutinizer shall bring it to the notice of the Chairman of the Examination Committee and the Examination Committee shall make corrections in those cases.
- 15.5 The answer scripts of the examinations shall not be shown to the students nor re-examined for the purpose of re-assessing the answers, but may be re-scrutinized for errors and omissions only. Such re-scrutinization may be made on receipt of a formal application from a candidate together with the prescribed fee. No application shall be entertained unless it reaches the appropriate authority within fifteen days of the publication of such results. The scrutiny shall be arranged in a manner as may be considered appropriate by the Chairman of the Examination Committee.
- 15.6 A candidate absenting himself/herself in a **course** in an examination, in which he/she ought to have been present, will be considered **'F' grade** in that **course**.
- 15.7 The concerned Examination Committee will conduct the **Board Viva-voce**.



16. Laboratory Examination

- 16.1 The concerned Lab teacher(s) will conduct **Lab Viva-voce**.
- 16.2 The departmental Academic Committee will assign a teacher or a group of teachers to conduct a particular laboratory class or all the laboratory classes of a particular semester, as well as to conduct the laboratory examination of that class **during the scheduled course periods**.
- 16.3 One copy of the marks of the laboratory examination will be sent to the Chairman of the concerned Examination Committee, and another copy will be sent to the Controller of Examinations of the University.

17. Thesis/Dissertation

- 17.1 Research work for a thesis must be carried out under the supervision of a full time teacher who is a member of Academic Committee to the relevant department. A co-supervisor from within or outside the department may be appointed.
- 17.2 The research work must be carried out in this University. In special circumstances it may be carried out at a place(s) recommended by the supervisor in consultation with the Chairman of the department.
- 17.3 Every student shall submit the required number of type written or word processed bound copies of thesis to the Chairman of the Examination Committee through his/her supervisor.
- 17.4 The student shall certify that the research work was done by the candidate himself/herself and that the same work has not been submitted elsewhere for any degree (except for publication).
- 17.5 Every thesis student must appear at an oral presentation/examination, on a date or dates fixed by the Chairman of the Examination Committee where he/she will present the results of his/her research work in front of the Examination Committee.
- 17.6 Examination Committee will send two copies of the thesis to two external examiners for evaluation of the thesis via the Controller of Examinations.
- 17.7 If an examiner is unable to evaluate the thesis, the Chairman of the Examination Committee may send the thesis to another panel examiner via the Controller of Examinations.
- 17.8 One copy of the thesis approved for M. Sc Engg. degree shall be sent by the Chairman of the respective Examination Committee to the Departmental Seminar/University Library for future reference.

18. Duties and Responsibilities of Question Setters and Script Examiners

- 18.1 If a question setter or a script examiner is unable to accept the appointment before or during the examination, he/she should immediately inform the Controller of Examinations. In case an examiner cannot finish marking the scripts within the specified time, he/she should immediately return the scripts to the Chairman of the Examination Committee. The Examination Committee concerned shall recommend new question setter or script examiner to the Controller of Examinations.
- 18.2 The question setters and the script examiners should send their remuneration bills to the Chairman of the Examination Committee who will forward these to the Controller of Examination. All postal and other incidental expenses incurred by the setters/examiners in connection with the examination will be paid by the University on presentation of duly signed bill for the same, supported by vouchers.
- 18.3 All manuscript/question papers which shall be sent by the setters under a sealed cover are to be received by the Chairman of the Examination Committee who shall then call a meeting of the Examination Committee and complete moderation.
- 18.4 The question papers, scripts and other documents of the examination would be handed over officially/personally or sent by insured post to the Chairman of the respective Examination Committee.
- 18.5 The marks of all examinations shall be submitted to the Chairman of the Examination Committee, either personally in a sealed cover or in a doubly sealed insured cover, if sent by post. **A copy should also be submitted separately to the Controller of Examinations of the University.**
- 18.6 The question setter shall be as practicable as possible and avoid marked change of standard from semester to semester but shall not be required to set the same type of questions every semester. The question shall be so framed that there shall be no ambiguity as to their meaning. The questions should be set in such a way that originality and individuality of the candidates may be assessed.
- 18.7 The question setter shall be guided by the syllabus prescribed and the textbook, if any, recommended by the University from time to time.



- 18.8 All corrections and alterations in the manuscripts, question papers and marks awarded in the mark sheets will require initials by the person making the correction. Over-writing in the case of marks should be avoided. The wrong figures should be crossed out and the correct figures should be written in convenient places. Doubtful entries should be indicated by words as well.
- 18.9 If in the course of examining the answer scripts the examiners have reason to suspect that unfair means have been adopted by any candidate, he/she should at once submit confidential report to the Chairman of the respective Examination Committee giving the grounds for his suspicion.
- 18.10 The marks of each **course** or a section thereof entered in the mark sheets in ink are to be submitted to the Chairman of the respective Examination Committee. A copy should also be submitted separately to the Controller of Examinations of the University.
- 18.11 If any answer script or packet of answer scripts is sent to wrong examiner, he/she should return it immediately to the Chairman of Examination Committee.
- 18.12 Immediately on receipt of each packet of answer scripts, the examiner should count the number of scripts and verify the figures given in the statement regarding the details of the answer scripts sent. If any discrepancy is discovered, it should at once be brought to the notice of the Chairman of the Examination Committee with a report of the statement which should be filled in immediately after receipt of the answer scripts, so that prompt action may be taken regarding the matter. If no report is received within three days of receipt, it will be assumed that the statement sent is correct.
- 18.13 **The question setters are particularly requested:**
 - 18.13.1 To make sure that the manuscripts of questions are as clear and legible as possible, taking special care in writing so as to ensure accuracy in printing;
 - 18.13.2 To destroy all rough drafts and not to retain any copy of the question paper framed by him/her and all rough drafts destroyed immediately; and
 - 18.13.3 To sign at the bottom of each sheet of the manuscript.

19. Eligibility for Examination

- 19.1 A candidate may not be admitted to any semester final examination unless he/she has
 - 19.1.1 Submitted to the Registrar/Vice-Chancellor an application in the prescribed form for appearing at the examination.
 - 19.1.2 Paid the prescribed examination fees, and outstanding of all University and Hall dues.
 - 19.1.3 Fulfilled the conditions for attendance in class (as per given rules in Sections 7).
 - 19.1.4 Not barred by any disciplinary rule.
- 19.2 On special circumstances the Vice-Chancellor may permit a student to appear at the examination.