

**REGULATIONS RELATING TO  
4 YEAR UNDER GRADUATE PROGRAM  
UNDER THE NATIONAL CURRICULUM AND  
CREDIT FRAMEWORK, 2023**



**COOCH BEHAR PANCHANAN BARMA UNIVERSITY**

PANCHANAN NAGAR, VIVEKANANDA STREET, COOCH BEHAR-736101, WEST BENGAL

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**1. PREAMBLE**

These Regulations will be known as THE REGULATIONS RELATING TO 4-YEAR UNDER GRADUATE PROGRAM UNDER THE NATIONAL CURRICULUM AND CREDIT FRAMEWORK, 2023 by the COOCH BEHAR PANCHANAN BARMA UNIVERSITY, herein after, referred to as the University.

**2. AUTHORITY**

In exercise of the powers conferred upon it by Section 53 and 54 of The Cooch Behar Panchanan Barma University Act 2012 (West Bengal Act XII of 2012) read with the up-to-date amendments, the appropriate Authority approves the following Regulations namely as THE REGULATIONS RELATING TO 4-YEAR UNDER GRADUATE PROGRAM UNDER THE NATIONAL CURRICULUM AND CREDIT FRAMEWORK, 2023.

**3. DATE OF EFFECT**

These Regulations will come into effect from the academic year 2023-2024 and will have prospective effect.

**4. APPLICABILITY**

THE REGULATIONS RELATING TO 4-YEAR UNDER GRADUATE PROGRAM UNDER THE NATIONAL CURRICULUM AND CREDIT FRAMEWORK, 2023 will be applicable only to full time Under Graduate Programs.

**5. UNDERGRADUATE PROGRAMS**

- a) The University is offering several undergraduate programs in its different constituent and affiliated Colleges/Department (s) with appropriate certifications such as:
  1. A 1 Year Under Graduate Certificate after completing 1 year (2 Semesters) of study in the chosen field.
  2. A 2 Year Under Graduate Diploma after 2 years (4 Semesters) of study in the chosen field.
  3. A 3 Year Under Graduate Degree after 3 years (6 Semesters) Program of study in the chosen field.
  4. A 4 Year Under Graduate Degree (with Honours /Honours with Research) after 4 years (8 Semesters) in the chosen field.
- b) A participant of the Program is a student who gets registered with the University for a Program of study and attends the same.
- c) Full-time Program is that Program where the participants study as per the semester system and are not employed. However, an employed person, if allowed, should submit NOC from the employer before admission.

**6. DEFINITIONS**

- a) "University" means The COOCH BEHAR PANCHANAN BARMA UNIVERSITY established and incorporated under the Cooch Behar Panchanan Barma University Act, 2012 (West Bengal Act, XII of 2012)
- b) "College" means State Aided Colleges/ Government Colleges/ Minority Colleges/ Private Self-Financed Colleges affiliated to this University.
- c) "Under Graduate Program of Study" (UNDERGRADUATE) means a one/two/ three/four year(s) Course of study, with each year divided into two semesters, each of six-month duration, with a maximum of eight semesters to be pursued after successful completion of 10+2 or equivalent examinations from any recognized Council/Board.
- d) "Academic Session" means academic year from July of one calendar year to June of the next calendar year.

- e) “Year” means the period commencing from 1st day of July and ending on 30th day of June of the following year
- f) “Semester” means a period of six months i.e. July to December and January to June of each Academic Session containing at least 90 actual direct teaching days per semester.
- g) “Credit”, a numeric value, is the unit by which the weight of a course is measured. One Credit is equivalent to one hour of teaching (Theoretical or Tutorial) or two hours of Practical Work/ Field Work/ Extra Curricular Work per week in a semester.
- h) “Grade” means a numeric value between 4 to 10 based on percentage of marks obtained in a course.
- i) “Grade Point” is the product of Grade and Credit Value of a particular course.
- j) “Letter Grade” is an index of the performance of students in a said Course. Letter Grades are allotted by letters, O, A+, A, B+, B, C, P, and F
- k) “Semester Grade Point average (SGPA)” means a measure of performance of a student in a Semester. It is the weighted average of total grade point secured by a student in various courses registered in a semester and the total course credits taken during that semester and will be expressed up to two decimal places.
- l) “Cumulative Grade Point Average (CGPA)” means a measure of cumulative performance of students over all the Semesters at the end of each academic session.
- m) “Grade Card” means a certificate issued to each candidate generally containing Course Type, Course Code, Course Title, Course Marks, Grade, Credit Values and Grade Points along with SGPA of that Semester/CGPA of the Course.
- n) “Enroll” means enrolment of a student for appearing at Semester-End Examination.
- o) “AEC” means Ability Enhancement Course.
- p) The Words and Expressions used but not defined will be interpreted to have the same meaning as they have in the Cooch Behar Panchanan Barma University Act, 2012 (West Bengal Act, XII of 2012), Cooch Behar Panchanan Barma University Statutes, Cooch Behar Panchanan Barma University Ordinances, Cooch Behar Panchanan Barma University Regulations, etc.

## 7. COURSE STRUCTURE

### A.

- a) Two semesters, with 44 credits, for exit option with a 1 Year Under Graduate Certificate.
- b) Four semesters, with 90 credits, for exit option with a 2 Year Under Graduate Diploma.
- c) Six semesters, with 132 credits, for exit option with a 3 Year Under Graduate Degree.
- d) Eight semesters, with 186 credits, culminating in a 4 Year Under Graduate Degree (with Honours).
- e) Eight semesters, with 186 credits, culminating in a 4 Year Under Graduate Degree (Honours with Research).

### B. Each Course will be of 3/4/6 credits (wherever applicable), and the marks distribution will be as follows:

- i. Major course (MAJ) - 100 marks each – 6 credits
- ii. Minor courses (MIN) - 100 marks each – 6 credits

- iii. Ability Enhancement Courses (AEC) - 50 marks each – 4 credits
- iv. Multidisciplinary Courses (MDC) - 50 marks each – 3 credits
- v. Value Added Courses (VAC) - 50 marks each – 3 credits
- vi. Skill Enhancement Courses (SEC) - 50 marks each – 3 credits
- vii. Internship/Apprenticeship (INT) - 50 marks each – 4 credits
- viii. Research Project/Dissertation (RSH) (100+100) = 200 marks (applicable only if the student chooses to pursue Honours with Research) – 12 credits

## 8. OUTLINES OF 4-YEAR UNDERGRADUATE PROGRAM

### **Major Course (MAJ) (6 credits each):**

*It is the discipline or subject of main focus and the degree will be awarded in that discipline. Students should secure the prescribed number of credits (50% of total credits) through core courses in the major discipline.*

This course, which should compulsorily be studied by a candidate as a core requirement, is termed as a Major course.

### **Minor Course (MIN) (6 credits each):**

- *To gain a broader understanding beyond the major discipline*
- Two Minor disciplines, to be chosen from a pool of subjects, (one each to be chosen from two pools of subjects, in case of Arts and Humanities
- Discipline), with an intention to seek exposure beyond discipline/s of choice is called a Minor Course. The purpose of these courses is to offer the students the option to explore disciplines of interest beyond the choices they make in Major course.

**Multidisciplinary Courses (MDC) Course (3 credits each):** All UG students are required to undergo 3- introductory - level courses relating to any of the BROAD DISCIPLINES (as mentioned in the pool) and whose difficulty level, should not be higher than the +2 level. Students are not allowed to choose or repeat courses already undergone at the Higher Secondary Level (12<sup>th</sup>) class in the proposed major and minor stream under this category.

**Skill Enhancement Courses (SEC) (3 credits each):** These courses (three in number) may be chosen from the pool of courses provided, which are designed to impart value-based and/or skill-based knowledge **emphasizing on laboratory/hands on training/field work**. These courses are aimed at imparting practical skills, hands-on training, soft skills, etc., to enhance the employability of students.

### **Ability Enhancement Courses (AEC) (4 credits each):**

*Language courses focused on language and communication skills*

Two papers are to be chosen. Ability Enhancement Courses (AEC) may be of two kinds, both pertaining to enhancement in ability in language subjects:

**Bengali or Hindi or Sanskrit or Alternative English in 1<sup>st</sup> Semester and Basics in English in 4<sup>th</sup> Semester**

**Value Added Courses (VAC) (3 credits each):** These courses are based on Environmental Studies, Community engagement and service and Value based education which will be common to all students:

- i. **2<sup>nd</sup> Semester:** Environmental Studies
- ii. **6<sup>th</sup> Semester:** Constitution of India and Health & Wellness

A course requiring students to participate in a professional activity or work experience, or cooperative education activity with an entity external to the education institution, normally under the supervision of an expert of the given external entity. A key aspect of internship is induction into actual work situations. All students will also undergo internships in a firm, industry, or organization or training in labs with faculty and researchers in their own or other HEIs/research institutions during the summer term.

All students will also have to undergo **Internship in the second semester**.

**Practical/Tutorials**

Practical means Laboratory or field exercises in which the student has to do experiments or other practical work of two-hour duration. Tutorial means special instructions based on the Lectures.

**9. DETAILED COURSE STRUCTURE**

1ST YR	2ND YR		3RD YR		4TH YR HONS				4TH YR RESEARCH		HONS	WITH								
1ST SEM	C	2ND SEM	C	3RD SEM	C	4TH SEM	C	5TH SEM	C	6TH SEM	C	7TH SEM	C	8TH SEM	C					
Major-1	6	Major-2	6	Major-3	6	Major-5	6	Major-7	6	Major-10	6	Major-13*	6	Major-17	6	Major-13	6	Major-17	6	
Minor-1	6	Minor-2	6	Major-4	6	Major-6	6	Major-8	6	Major-11	6	Major-14	6	Major-18	6	Major-14#	6	Major-18#	6	
MDC-1	3	VAC-1	3	Minor-3	6	Minor-4	6	Major-9	6	Major-12	6	Minor-5	6	Minor-6	6	Minor-5	6	Minor-6	6	
SEC-1	3	SEC-2	3	SEC-3	3	AEC-2	4	MDC-3	3	VAC-2	3	Major-15**	6	Major-19	6	Major-14#	6	Major-19	6	
AEC-1	4	INTRN	4	MDC-2	3							Major-16	6			Major-16	6			
SEM Credits	22		22		24		22		21		21		30		24		30		24	
	44				46				42				54				54			
<b>Total Credit= 132 (3 Year UG):</b>																				
<b>Total Credit= 186 (4 Year Hons)</b>																				
<b>Total Credit= 186 (4 Year Hons with Research)</b>																				

**DISCIPLINARY MAJOR (HONOURS SUBJECT): Appendix I**

The major courses would provide a student to pursue in-depth study of a particular subject or discipline.

- 19 Major papers (2 in 1<sup>st</sup> year, 4 in 2<sup>nd</sup> year, 6 in 3<sup>rd</sup> year, 7 in 4<sup>th</sup> year)
- 4Year UG Degree Honours with Research will have 19 Major subjects & 4Year UG Degree Honours will also have 19 Major papers.
- In the 4<sup>th</sup> Year (7<sup>th</sup> semester) each student has to study one Major paper (Major -13\*) on Research Methodologies and Ethics which will be common for all 4 year Honors students irrespective of whether they take Research or not).
- Students pursuing 4 year Honours will have to take one seminar based Major Paper (Major-15\*\*).
- Students pursuing 4 year Honours with Research will have to carry out dissertation of total 12 credits in 4<sup>th</sup> year (Major-16 in 7<sup>th</sup> semester and Major-19 in 8<sup>th</sup> semester). During 7<sup>th</sup> semester for Major-16, student has to submit a progress report during term end examination, on the Dissertation topic (Evaluation=100 marks). During the end of 8<sup>th</sup>

semester for Major-19, student has to submit a Final Dissertation report on the same topic (Evaluation=100 marks).

- A seminar paper (Major-15<sup>\*\*</sup>) comprising of 6 credits will also being undertaken by these students during 7<sup>th</sup> semester.
- Major 14<sup>#</sup> (7<sup>th</sup> semester) and Major-18<sup>#</sup> (8<sup>th</sup> semester) will be Electives related to Disciplines, which can be chosen from a pool of courses.

### ➤ MINOR:- Appendix II

Students need to choose any two Minor Discipline/Subjects, each comprising of 3 papers (Two Minors in 1<sup>st</sup> year, two in 2<sup>nd</sup> Year and two in 4<sup>th</sup> Year)

- Each Minor discipline will have 3 papers, follow the below mentioned minor subject combinations:

#### Minor subject combinations for Science Discipline

1. Chemistry (Major):- Minors-(i) Mathematics (1<sup>st</sup>, 2<sup>nd</sup> and 7<sup>th</sup> semester) (ii) Physics or Computer Science (3<sup>rd</sup>, 4<sup>th</sup> and 8<sup>th</sup> semester)
2. Mathematics (Major):- Minors-(i) Physics (1<sup>st</sup>, 2<sup>nd</sup> and 7<sup>th</sup> semester) (ii) Chemistry or Computer Science (3<sup>rd</sup>, 4<sup>th</sup> and 8<sup>th</sup> semester)
3. Physics (Major):- Minors:- (i) Mathematics (1<sup>st</sup>, 2<sup>nd</sup> and 7<sup>th</sup> semester) (ii) Chemistry or Computer Science (3<sup>rd</sup>, 4<sup>th</sup> and 8<sup>th</sup> semester)
4. Computer Science (Major):- Minors:- (i) Mathematics (1<sup>st</sup>, 2<sup>nd</sup> and 7<sup>th</sup> semester) (ii) Physics or Chemistry (3<sup>rd</sup>, 4<sup>th</sup> and 8<sup>th</sup> semester)
5. Botany (Major):- Minors- i) Chemistry (1<sup>st</sup>, 2<sup>nd</sup> and 7<sup>th</sup> semester) ii) Zoology or Physiology (3<sup>rd</sup>, 4<sup>th</sup> and 8<sup>th</sup> semester)
6. Zoology (Major):- Minors- i) Chemistry (1<sup>st</sup>, 2<sup>nd</sup> and 7<sup>th</sup> semester) ii) Botany or Physiology (3<sup>rd</sup>, 4<sup>th</sup> and 8<sup>th</sup> semester)
7. Physiology (Major):- Minors- i) Chemistry (1<sup>st</sup>, 2<sup>nd</sup> and 7<sup>th</sup> semester) ii) Zoology or Botany (3<sup>rd</sup>, 4<sup>th</sup> and 8<sup>th</sup> semester)

#### Minor subject combinations for Arts & Humanities Discipline (Minor shall never be same as Major discipline)

1. Bengali/ English/Sanskrit/Arabic/Philosophy/Sociology/Physical Education (1<sup>st</sup>, 2<sup>nd</sup> and 7<sup>th</sup> semester)
2. History /Economics/Political Sciences/Education/Geography/Mathematics for Geography & Economics Major (3<sup>rd</sup>, 4<sup>th</sup> and 8<sup>th</sup> semester)

**[A candidate pursuing Major in a subject will not be allowed to take up the same subject as Minor.**

**A candidate pursuing Major in a Language subject will be allowed to take another Language subject as a Minor Subject.]**

#### Minor subject combinations for Commerce Discipline

- i. Principles and Practices of Management (1<sup>st</sup> Semester)
- ii. Microeconomics (2<sup>nd</sup> Semester)
- iii. Business Regulatory Framework (3<sup>rd</sup> Semester)
- iv. Macro Economics (4<sup>th</sup> Semester)
- v. Advance Statistics and Operation Research (7<sup>th</sup> Semester)
- vi. Corporate Social Responsibility and Corporate Ethics (8<sup>th</sup> Semester)

#### Minor subject combinations for Business Administration Discipline

1. Accounting for Managers (1<sup>st</sup> Semester)
2. Entrepreneurship Development (2<sup>nd</sup> Semester)
3. Business Regulatory Framework (3<sup>rd</sup> Semester)
4. Income Tax Laws and Practice (4<sup>th</sup> Semester)
5. Business Environment (7<sup>th</sup> Semester)
6. E-Commerce and Digital Marketing (8<sup>th</sup> Semester)

**Minor subject combinations for Business Management Discipline**

1. Persona Management Soft Skill and Personality development (1<sup>st</sup> Semester)
2. Front Office Operations (2<sup>nd</sup> Semester)
3. Business Organization and Organizational Behavior (3<sup>rd</sup> Semester)
4. Entrepreneurship Development (4<sup>th</sup> Semester)
5. Retail management & Visual Merchandising (7<sup>th</sup> Semester)
6. Tourism Planning and Development (8<sup>th</sup> Semester)

➤ **MULTIDISCIPLINARY COURSE: Appendix III= 3 MDC papers; MDC-1 (1<sup>st</sup> Semester), MDC-2 (3<sup>rd</sup> Semester), MDC-3 (5<sup>th</sup> Semester)**

Students have to choose any one Discipline/Subject as MDC, comprising of 3 papers, which should not be similar to their major or minor or even any subject which they had in their Higher Secondary. For each Discipline/Subject there will be three MDC.

➤ **SKILL ENHANCEMENT COURSES=**

Skill Enhancement Courses are aimed at imparting practical skills, hands-on-training, soft skills etc. to enhance the employability of students.

**SEC (three SEC courses; each SEC subject will have 3 papers, each in 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> semester)**

Subjects as specified in Appendix IV

[Any person having professional skill to train students irrespective of his/her educational qualifications can teach SEC courses]

Each student has to choose any one SEC subject comprising of three papers in 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> semester.

Other SEC subjects may be included depending on the infrastructural and manpower facilities available in the colleges in subsequent semester.

➤ **ABILITY ENHANCEMENT COURSES: Appendix V= AEC (two AEC papers; one in 1<sup>st</sup> Semester & one in 4<sup>th</sup> Semester)-**

These courses are introduced to achieve competency in Modern Indian Language (MIL) and in English language with special emphasis on language and communication skills.

Modern Indian Language (MIL)-Bengali or Hindi or Sanskrit or Alternative English in 1<sup>st</sup> Semester & Basics in English in 4<sup>th</sup> Semester

➤ **VALUE ADDED COURSE (Common for all UG): Appendix VI = VAC (2 VAC Papers common to all)**

The courses aim at establishing the students to acquire and demonstrate the knowledge and understanding of contemporary India with its historical perspective, the goals and policies of national development, constitutional values and fundamental rights and duties, environmental science and education and Health & Wellness.

**VAC-1:** Environmental Studies (emphasis on management & sustainable development)

**VAC-2:** Constitution of India and Health & Wellness [Gr-A-Constitution of India (emphasis on values, fundamental rights & duties) and Gr-B-Health & Wellness (emphasis on physical, social, intellectual, spiritual and mental wellbeing)]

➤ **INTERNSHIP (INTRN): (To be carried out at 2<sup>nd</sup> semester)**

A course requiring students to participate in a professional activity or work experience, or cooperative education activity with an entity external to the education institution, normally under the supervision of an expert of the given external entity. A key aspect of internship is induction into

actual work situations. All students will also undergo internships in a firm, industry, or organization or training in labs or community engagement & services or field based learning/minor projects with faculty and researchers in their own or other HEIs/research institutions during the summer term. **NSS activities (apart from Regular/ Special NSS activities) may also be considered in the Internship during summer term.**

Students need to submit to the respective College a certificate of completion of Internship as per the prescribed format provided by the University. And on the basis of the remark mentioned on the certificate, the final evaluation will be done by the college (50 marks).

- **RESEARCH PROJECT/DISSERTATION= DISSETRN (2 Research papers, one at each 7<sup>th</sup> and 8<sup>th</sup> semester)**

*Students who secure 75% marks and above in the First 6 semesters and wish to undertake research at the UG level can choose a Research stream in the 4<sup>th</sup> year. Students need to carry out dissertation under the guidance of a recognized PhD Supervisor of University/College.*

- Selection of Major or Minor courses depends on the availability of that particular course has been taught in the respective colleges.
- Introduction of New Major courses by the college are subject to approval by the WB State Council of Higher Education followed by University. Upgradation of existing subjects of Program courses of CBCS system to Major course are subject to approval by the WB State Council of Higher Education followed by University.

#### Detailed Credit Distribution Structure

The term ‘credit’ refers to the weightage given to a course, usually in terms of the number of instructional hours per week assigned to it. This explains why usually ‘credit’ is taken to mean ‘credit hours’. The credits also determine the volume of course contents and delivery of Course such as lectures, tutorials, projects, practical, assignments etc.

For the purpose of credit determination, instruction is divided into three components:

- **Lectures (L)** - Classroom lectures of one-hour duration.
- **Tutorials (T)** - Special, elaborate instructions on specific topics (from Lectures) of one-hour duration.
- **Practical's (Pr)** - Laboratory or field exercises in which the student has to do experiments or other practical work of two-hour duration.

#### Notes

- Students **exiting the programme after securing 44 credits with completion of Internship** during summer/vacation term or internship / Apprenticeship **will be awarded a 1 year Under Graduate Certificate** in the relevant Discipline / Subject.
- Students **exiting the programme after securing 90 credits with completion of Internship** during summer/vacation term or internship / Apprenticeship **will be awarded a 2 Year Under Graduate Diploma** in the relevant Discipline /subject.
- Modalities regarding the offering of internship / Apprenticeship to be finalized by the respective colleges and to be intimated to the University, in case of any exit.
- Students who want to undertake 3-year UG programme will be **awarded a 3 Year Under Graduate Degree** in the relevant Discipline /Subject upon **securing 132 credits**.
- Students will be **awarded a 4 Year Under Graduate Degree (with Honours)** in the relevant Discipline /Subject provided they **secure 186 credits**.

- Students will be awarded a 4Year Under Graduate Degree (Honours with Research) Degree in the relevant Discipline /Subject provided they secure 186 credits.

## 10. MARKS DISTRIBUTION

## A. MARKS DISTRIBUTION FOR COURSES WITH THEORY &amp; PRACTICAL MAJOR/MINOR

Internal Assessment											
YEAR	1ST SEM	Theory	Practical	Internship/ Dissertation	Project/ Seminar / Assignment	CE	Attendance	TOTAL	Credit		
1ST	Major-1	50	25		10	10	5	100	6	EXIT WITH	
	Minor-1	50	25		10	10	5	100	6	UG CERTIFICATE	
	MDC-1	35	0		0	10	5	50	3		
	SEC-1	0	35		0	10	5	50	3		
	AEC-1	35	0		0	10	5	50	4		
		170	85		20	50	25	350	22		
	<b>2ND SEM</b>										
	Major -2	50	25		10	10	5	100	6		
	Minor-2	50	25		10	10	5	100	6		
	VAC-1	35	0		0	10	5	50	3		
	SEC-2	0	35		0	10	5	50	3		
	INTRN				(Internship) Project: 30 Presentation: 20 Total: 50				50	4	
	135	85	50	20	40	20	350	22			
<b>3RD SEM</b>											
2ND	Major-3	50	25		10	10	5	100	6	EXIT WITH	
	Major-4	50	25		10	10	5	100	6	UG	
	Minor-3	50	25		10	10	5	100	6	DIPLOMA	
	SEC-3	0	35		0	10	5	50	3		
	MDC-2	35	0		0	10	5	50	3		
		185	110		30	50	25	400	24		
	<b>4TH SEM</b>										
	Major-5	50	25		10	10	5	100	6		
	Major-6	50	25		10	10	5	100	6		
	Minor-4	50	25		10	10	5	100	6		
	AEC-2	35	0		0	10	5	50	4		
	185	75		30	40	20	350	22			
<b>5TH SEM</b>											
3RD	Major-7	50	25		10	10	5	100	6	EXIT WITH	
	Major-8	50	25		10	10	5	100	6	3 YEAR UG	
	Major-9	50	25		10	10	5	100	6	DEGREE	
	MDC-3	35	0		0	10	5	50	3		
		185	75		30	40	20	350	21		
	<b>6TH SEM</b>										
		Major-10	50	25		10	10	5	100	6	
		Major-11	50	25		10	10	5	100	6	
	Major-12	50	25		10	10	5	100	6		
	VAC-2	35	0		0	10	5	50	3		
	185	75		30	40	20	350	21			

4 <sup>TH</sup>	7 <sup>TH</sup> SEM								
	<b>Common Papers</b>								
Major - 13*	50	25		10	10	5	100	6	4 YEAR UG HONS DEGREE
Major-14	50	25		10	10	5	100	6	
Minor-5	50	25		10	10	5	100	6	
	150	75		30	30	15	300	18	
Without Research									
Major-15							100	6	
Major-16	50	25		10	10	5	100	6	
<b>With Research</b>							OR	OR	
Major-15							100	6	
Major-16							100	6	
									4 YEAR UG HONS WITH RESEARCH DEGREE
<b>8<sup>TH</sup> SEM</b>									
<b>Common Papers</b>									
Major-17	50	25		10	10	5	100	6	
Major-18	50	25		10	10	5	100	6	
Minor-6	50	25		10	10	5	100	6	
Without Research									
Major-19	75		10	10	5	75	100	6	
<b>With Research</b>							OR	OR	
Major-19							100	6	

**B. MARKS DISTRIBUTION FOR COURSES WITH ONLY THEORY OR ONLY PRACTICAL IN MAJOR/MINOR**

YEAR	1ST SEM	Theory	Internship/ Dissertation/ Practical	Internal Assessment			TOTAL	Credit		
				Project/Seminar /Assignment	CE	Attendance				
1ST	Major-1	75		10	10	5	100	6	EXIT WITH UG CERTIFICATEE	
	Minor-1	75		10	10	5	100	6		
	MDC-1	35		0	10	5	50	3		
	SEC-1	0	35	0	10	5	50	3		
	AEC-1	35		0	10	5	50	4		
		220	35	20	50	25	350	22		
	<b>2ND SEM</b>									
	Major -2	75			10	10	5	100	6	
	Minor-2	75			10	10	5	100	6	
	VAC-1	35			0	10	5	50	3	
SEC-2	0	35			10	5	50	3		
INTRN			(Internship) Project:30 Presentation20 Total:50				50	4		
	185		85	20	40	20	350	22		
<b>3RD SEM</b>										
2ND	Major-3	75		10	10	5	100	6	EXIT WITH UG DIPLOMA	
	Major-4	75		10	10	5	100	6		
	Minor-3	75		10	10	5	100	6		
	SEC-3	0	35		10	5	50	3		
	MDC-2	35		0	10	5	50	3		

		260	35	30	50	25	400	24	
	<b>4TH SEM</b>								
	Major-5	75		10	10	5	100	6	
	Major-6	75		10	10	5	100	6	
	Minor-4	75		10	10	5	100	6	
	AEC-2	35		0	10	5	50	4	
		260		30	40	20	350	22	
	<b>5TH SEM</b>								
<b>3RD</b>	Major-7	75		10	10	5	100	6	EXIT WITH 3 YEAR UG DEGREE
	Major-8	75		10	10	5	100	6	
	Major-9	75		10	10	5	100	6	
	MDC-3	35		0	10	5	50	3	
		260		30	40	20	350	21	
	<b>6TH SEM</b>								
	Major-10	75		10	10	5	100	6	
	Major-11	75		10	10	5	100	6	
	Major-12	75		10	10	5	100	6	
	VAC-2	35		0	10	5	50	3	
	260		30	40	20	350	21		
<b>4TH</b>	<b>7TH SEM</b>								4 YEAR UG HONS DEGREE  4 YEAR UG HONS WITH RESEARCH DEGREE
	<b>Common Papers</b>								
	Major -13*	75		10	10	5	100	6	
	Major-14	75		10	10	5	100	6	
	Minor-5	75		10	10	5	100	6	
		225		30	30	15	300	6	
	Without Research								
	Major-15						100	6	
	Major-16	75		10	10	5	100	6	
	<b>With Research</b>						OR		
	Major-15						100	6	
	Major-16						100	6	
	<b>8TH SEM</b>								
	<b>Common Papers</b>								
Major-17	75		10	10	5	100	6		
Major-18	75		10	10	5	100	6		
Minor-6	75		10	10	5	100	6		
Without Research									
Major-19	75		10	10	5	100	6		
<b>With Research</b>						OR			
Major-19						100	6		

## 11. CURRICULUM

The Courses will be recommended by the Undergraduate Board of Studies in each respective Subject from time to time in accordance with the rules of the COOCH BEHAR PANCHANAN BARMA UNIVERSITY.

### **a) General guidelines**

- i. A student pursuing a subject as a Major Course, will have to opt for any SEC as per listed courses.
- ii. Two Minor Courses must be different from the Major Course.
- iii. One Multidisciplinary Courses (MDC) comprising of 3 papers, be chosen from a pool of courses. A student has to continue same MDC for MDC 1, MDC 2 and MDC 3. Students are not allowed to choose or repeat MDC courses which should not be similar to their major or minor or already undergone at Higher Secondary level (12<sup>th</sup> class).
- iv. Practical/Tutorial: Every Major and Minor Course will have one Practical/Tutorial. Wherever there is a Practical, there will be no Tutorial and vice-versa.
- v. A student will have to study two papers each from two Ability Enhancement Courses (AEC), and two papers of Value Added Courses (VAC).

### **b) Guidelines for Four Year Under Graduate Program (Honours with Research)**

A student who secures 75% marks and above individually in the first five semesters and wish to undertake research at the undergraduate level can choose a research stream in the fourth year subject to securing 75% marks in the sixth semester failing which the student will be shifted to 4-year undergraduate honours program.

They should do a research project or dissertation in the major discipline under the guidance of a faculty member of the University/College in the eighth semester. The research outcomes of their project work may be published in peer- reviewed journals or may be presented in conferences /seminars or may be patented.

The College offering a 4-year UG Degree (Honours with Research) must have the required infrastructure such as the library, access to journals, computer lab and software, laboratory and/or other required facilities to carry out experimental research work, and at least two permanent faculty members who are recognized as Ph.D. supervisors.

**ATTENDANCE:** No student will be allowed to take the end semester written Examination if the student concerned has not attended minimum of 75% of the classes held in the course concerned and also in other curricular components.

## 12. ELIGIBILITY FOR ADMISSION

### **a) General eligibility criteria**

A student will be allowed to take admission in the Major Course Students who have passed the Higher Secondary Examination (10+2) conducted by the West Bengal Council of Higher Secondary Education (W.B.C.H.S.E.) after a period of 12 years study or any other equivalent (10+2) pattern of examination conducted by the I.S.C. or C.B.S.E. or any other Board recognized as

equivalent by the Cooch Behar Panchanan Barma University, provided the student has passed in at least four subjects with English as Compulsory Subject.

**For all laboratory-based subjects, the student must have passed in that subject at 10+2 level, if that subject exists in the HS subjects list, or equivalent subject if it does not exist in the HS list of subjects, as per existing admission guidelines.**

A student will be allowed to take admission in the Major Course if he/she/transgender has passed in at least four (04) subjects with English as compulsory subject in the Higher Secondary [10+2] Examination held by the West Bengal Council of Higher Secondary Education or any other Examination which is recognized by the University as equivalent thereto.

Admission will be on merit and availability of seats, provided that for SC/ST Candidates, the minimum marks for eligibility will be as per rules of the State Government.

A candidate will be allowed to take up any Major Subject in **4-year UG Programme**, if he/she/transgender has passed in the corresponding subject (s) at the Higher Secondary Examination (10+2) recognized as equivalent by the University.

Provided however that:

However:

- a) A candidate will be allowed to take up Sociology, Education, Physical Education, Business Administration or Business Management if he/she/transgender has passed in the previous qualifying examination of any stream.
- b) A candidate will be allowed to take up Commerce. if he/she/transgender has studied Science subjects along with Mathematics in the previous qualifying exams.
- c) A candidate will be allowed to take up Physics Subject if he/she/transgender has passed in Mathematics and Chemistry along with Physics and other subject as prescribed at the qualifying examination.
- d) A candidate will be allowed to take up Chemistry Subject if he/she/transgender has passed in Mathematics and Physics along with Chemistry and other subject as prescribed at the qualifying examination.
- e) A candidate will be allowed to take up Botany/Zoology Subject if he/she/transgender has passed in Biology at the qualifying examination.
- f) A candidate will be allowed to take up Physiology subject if he/she/transgender has passed in Biological Science and Chemistry at the qualifying examination.
- g) A candidate will be allowed to take up Computer Science Subject if he/she/ transgender has passed in Mathematics at the qualifying examination.
- h) A candidate will be allowed to take up Economics as if he/she/transgender has passed in Mathematics or Applied Mathematics or Business Economics including Business Mathematics, and other subjects as prescribed at the qualifying examination.
- i) No student other than those of Science stream and Economics/Geography of Arts stream will be allowed to take Science subjects as Minor Subjects.
- j) A candidate pursuing Major in a subject will not be allowed to take up the same subject as Minor.
- k) A candidate pursuing Major in a Language subject will be allowed to take another Language subject as a Minor Subject.
- l) While taking Major & Minor subjects, availability of the said subjects in the concerned Colleges will be taken into cognizance.
  - i. No student other than those of Science stream and Economics/Geography of Arts stream will be allowed to take Science subjects as Minor Subjects.

- ii. No student of Arts and Commerce stream other than those of Geography and Economics will be allowed to take Science subjects as Minor Subjects.
- iii. A candidate will be allowed to take up Geography subject if he/she/transgender has passed in Geography with other subjects at the qualifying examination.
- iv. A candidate will be allowed to take up Business Administration and Business Management if he/she/transgender has passed in any Stream at the qualifying examination.
- v. A candidate pursuing Major in a subject will not be allowed to take up the same subjects Minor.
- vi. A candidate pursuing Major in a Language subject will be allowed to take another Language subject as a Minor Subject.
- vii. While taking Major & Minor subjects, availability of the said subjects in the concerned Colleges will be taken into cognizance.

**b) Merit calculation**

**Admission to all Course will be based strictly on merit. Merit shall be calculated as per the following formula.**

$$\text{Merit} = (2S+T)/6$$

T = Aggregate = marks obtained in English + marks obtained in the subject opted for Major + best marks of other two subjects

[Excluding the subject opted for Major and English].

S= marks obtained in the subject opted for Major.

If the candidate does not have the specific subject opted for Major in his / her previous Course, the procedure for Merit Calculation will be as follows,

$$\text{Merit} = T_1/4$$

T<sub>1</sub>=marks obtained in English + best of other three subjects

**Tie Break rule:** If more than one candidate score same merit point, preference will be given to the one who has scored higher marks in the subject (selected subject for **4-year UG Programme**), in this way, if more than one candidate have same merit point and same marks in the subject; preference will be given to the candidate who has scored higher marks in the (10+2)/HS level Examination considering best five subjects, if more candidates have same merit points and same marks in the (10+2)/HS level Examination; preference will be given to the candidate who has scored higher marks in the 10th/Madhyamik level Examination.

A candidate failed in a particular subject in 10+2 or its equivalent examination will not be considered for admission in 4-year UG Programme for that particular subject.

A candidate failed in either theory or practical subject in 10+2 or its equivalent examination will not be considered for taking 4-year UG Programme in that particular major subject.

**Note:**

A candidate will be allowed to pursue a maximum of Three Year under a Major Course if he/she/transgender have passed the qualifying Examination in Vocational Stream subjects.

The Colleges shall offer subjects for which it has an adequate number of Teacher(s) as per UGC and University norms. All Colleges shall have to ensure adequate infrastructural facilities for all its examinees appearing from the respective Centers (Colleges).

**Session Gap:** For admission to the Undergraduate Program there should not be a gap of more than 3 years between the year of Higher Secondary Examination and the year of admission to Undergraduate Program of study.

**OTHER REGULATIONS**

**Reservation of Seats:** There will be reservation of seats for SC/ST/OBC/EWS/ Differently Able Candidates as per Government Rules. For differently-able candidates' minimum disability at least 40% will be considered.

**Session Break:** Students who exit with Undergraduate Certificate or Undergraduate Diploma and 3 Year Under Graduate Degree shall abide by the clause as specified in 18 B vi, vii and ix of the Regulations.

**Admission on Transfer:** For transfer of any student from one affiliated college to another affiliated college of the said University or to this University, the following clauses are to be followed:

1. Medical Ground of the applicant.
2. Marriage of the female applicant after admission.
3. Transfer of the Father/ Guardian of the applicant from near place of institution to farther place.

A student may apply for transfer within one month from the date of publication of semester end examination and the student should qualify all the previous semester examinations without any back paper(s). Such transfer is allowable only within 2<sup>nd</sup> Semester.

**ADMISSION ON TRANSFER SHOULD ABIDE BY THE FOLLOWING STIPULATIONS:**

- c)* A candidate taking transfer from one College to another is required to pursue the same set of courses of study in both the colleges;
- d)* Admission on transfer must not violate the approved intake of the course concerned of the College granting admission. Only in cases of wards of Government employees who have been transferred, a relaxation of intake may be granted with the permission of the Vice-Chancellor;
- e)* Cases of admission on transfer must be intimated in writing to the University authority by the College admitting such candidates within a fortnight of such admission without which such admission on transfer will not be recognized;
- f)* All other steps and procedures related to transfer will be in accordance with the provisions of the Ordinances.

**ADMISSION PROCEDURE**

As per guidelines of Cooch Behar Panchanan Barma University in compliance with W.B. Govt. Rules.

Provided that a student who has been admitted in the 1<sup>st</sup> Semester of an Academic year will not ordinarily require to take admission again on progressing to a subsequent Semester.

**FEES**

As notified by the concerned college and University from time to time for Admissions, Registration and Examinations etc.

- a) The academic session normally will start in July in each year.
- b) There will be at least 90 teaching days in each semester excluding periods of examination and admission etc. for instruction, field work and dissertation
- c) The academic sessions including the examinations for first, third, fifth and seventh semester are July to December and that for second, fourth, sixth and eighth semester are January to June.

**14. REGISTRATION:**

Whenever a student is admitted to a College or the University for the first time he/she shall forward an application for Registration in prescribed form to the Registrar through the Principal unless his name has already been so registered. Every such application shall be submitted within one month of the last date of admission of the student to the College or the University.

Last date of submission of Registration Forms from the college to the Office of the Registrar will be notified in due course (All information and guidelines, related to filling in and submission of Registration Forms will be informed to the Principals / Vice-Principal/Teachers-in-Charge / Officers-in-Charge of all Degree Colleges affiliated to the Cooch Behar Panchanan Barma University by the Registrar, Cooch Behar Panchanan Barma University accordingly).

**15. EXAMINATION & EVALUATION:**

**A. Eligibility to appear in an Examination**

- a. A student will be eligible for appearing at any of the Semesters of 4-year UNDERGRADUATE PROGRAM, fulfilling the following two essential conditions:
  - i. Minimum 75% class attendance in all papers.
  - ii. Students should appear in all internal assessments.
- b. The College will make the students eligible as per the regulation to enable them to fill up Semester End Examination form as and when the Controller of Examination will notify.

**B. Evaluation**

- i. The evaluation of the students will be a continuous process and will be based on their performances in internal assessments and the Semester End Examinations. All internal assessments will be conducted by the Teachers of the Department of the respective College. It will be on the basis of a combination of Mid Term Tests and Reports or Seminar Presentations or Class Tests or Field Work or Project Work or Assignment etc. spread over the entire period of study. The modalities of such assessment be recorded and documents will be preserved by the respective College at least for a period of six months after the publication of the post publication reassessment/scrutiny result of the relevant Semester End Examinations. The University Authority may ask for any such records, if required. The marks of internal assessment [i.e. marks of project/seminar/assignments and continuous evaluation and attendance] will be communicated by the Colleges to the Examination Branch of the University as and when it will be notified.
- ii. The final evaluation in a paper means the total marks obtained in internal assessment [i.e. marks of project/seminar/assignments and continuous evaluation and attendance] and the marks obtained at the Semester End Examination (Theoretical & Practical as per the prescribed syllabus in the course concerned).
- iii. Internship will be conducted by the College, and marks will be submitted to the

- iv. In the 4-year Undergraduate Semester system, the Undergraduate Examinations will be held in eight parts: The First & Second Semester for the first year students, The Third & Fourth Semester for the second year students, Fifth & Sixth Semester for the third year students and Seventh & Eighth Semester for the Fourth year students. The academic sessions including the examinations for first, third, fifth and seventh semesters are July to December and that for second, fourth, sixth and eighth semesters are January to June.
- v. A student has to complete 4-year Undergraduate program within a span of 7 years.
- vi. A student may opt to exit with a 1 year Under Graduate Certificate only after completion of first & second semesters and having secured 44 credits and after qualifying the first year examination. The student is allowed to re-enter within 3 (three) consecutive years and complete the 4-year undergraduate program (Honours/Honours with Research) within a span of 7 years.
- vii. A student may opt to exit with a 2 Year Under Graduate Diploma only after completion of first, second, third & fourth semesters and having secured 90 credits and after qualifying the second year examination. The student is allowed to re-enter within 3 (three) consecutive years and complete the 4-year undergraduate program (Honours/Honours with Research) within a span of 7 years.
- viii. The student is allowed to re-enter after the permissible exit only once in the entire tenure of the 4-year undergraduate program.
- ix. A student may opt to exit with a 3 Year Under Graduate Degree only after completion of first, second, third, fourth, fifth & sixth semesters and having secured 132 credits and after qualifying the third year examination.
- x. A student who secures 75% marks and above individually in the first five semesters and wish to undertake research at the undergraduate level can choose a research stream in the fourth year subject to securing 75% marks in the sixth semester failing which the student will be shifted to 4 Year Under Graduate Honours program.
- xi. A student who wants to exit finally with a Certificate/ Diploma/ Degree has to apply within 15 days from the date of publication of results of first year, second year and third year respectively to the Office of the Controller of Examinations through the Colleges. A student who wants to re-enter (following clause vi and vii) has to apply within 15 days from the date of commencement of classes in the relevant (3<sup>rd</sup> semester/5<sup>th</sup> semester) semester to the Office of the Registrar through the Colleges
- xii. A student to be eligible for appearing at any of the Semesters of Undergraduate Examination must have minimum 75% class attendance. Award of 05 (five) marks on class attendance will be given in the following manner:
- |   |            |
|---|------------|
| Attendance of 75%                         | : 01 marks |
| Attendance of above 75% but below 85%     | : 02 marks |
| Attendance of 85% and above but below 90% | : 03 marks |
| Attendance of 90% and above but below 95% | : 04 marks |
| Attendance of 95% and above               | : 05 marks |
- xiii. Students should complete internal assessments before appearing at the respective semester examination and the marks obtained will be carried over in case students fail to pass the course(s) or fails to register as a candidate for the semester end examination

or registers but fails to appear in the semester end examination.

- xiv. No candidate shall be declared to have passed the Semester Examination as the case may be under each paper unless the candidate obtains not less than 40% marks in aggregate of theoretical and/or practical examination and internal assessment put together.
- xv. Qualifying Marks:
  - a. There will be no qualifying marks for internal assessment except class attendance but the students will have to appear at the said part of the examination. There will be no scope of re- appearing in internal assessment examination for improvement of marks. Marks awarded in internal assessment will be credited to a student's performance in subsequent valid chances.
  - b. The qualifying marks for each paper will be 40% in each semester taken together of internal assessment and Semester End Examinations.
- xvi. If a student secures qualifying grade in all courses the candidate will be declared to have qualified the said semester and the result will be shown as Q. However, if a student fails to secure qualifying grade in a particular paper candidate result of the concerned semester end examination will be declared SNC (Semester Not Cleared). Marks obtained in the internal assessment will be clubbed with marks obtained in the semester end examination before awarding the grade. If a student fails to secure qualifying grade in a particular course, candidate will have to appear in that paper only. The internal assessment marks will be retained for next examination(s) with valid chances.
- xvii. All examinations will be conducted ordinarily by means of printed question papers.
  - a. All question papers of Major Course will only be in English version, except for vernacular subjects. All question papers of Minor Course, Multidisciplinary Courses and Value Added Courses will be in English/Bengali versions.
  - b. All examinations of Multidisciplinary Courses (MDC) and Value Added Courses (VAC) will be conducted in OMR sheets.
  - c. Skill Enhancement Course (SEC) practical examinations (35 marks) will be conducted and evaluated by the concerned department of the College. For all SEC subjects of each college, one Observer will be appointed by the Controller of Examination as per recommendation of UGBOS, SEC subjects to monitor the conduction of semester end SEC practical examinations for stipulated duration as per notification. The marks will be sent to the Examination Branch of the University by the college within 7 days of the completion of the examination (s).
  - d. All practical examinations will be conducted and evaluated by the concerned Department of the College in presence of external examiner(s) except SEC subjects.
  - e. The Internship Certificate will be issued by the College/Institution to a student if the student secures 40% of the total marks of Internship i.e. 20 out of 50. If a student fails to secure 40% marks in Internship, he/she/transgender will have to appear in the examination in next consecutive years within the stipulated period as per clause 15 B xxi.
- xviii. All answer scripts, all OMR sheets and other examinations related papers of 4-year Undergraduate Examination will be disposed off by the University on expiry of six

months from the date of the publication of post publication reassessment & scrutiny results of the respective examinations.

- xxix. **Provisional Result and Grade Card** : The provisional result of each semester will be published stating only the total marks and SGPA obtained by a student and the 'GradeCard' would be issued stating the details of courses studied (code, title, marks, number of credits, grade secured) along with SGPA of that semester and CGPA of all the semesters in case of interim exit and the final 'GradeCard'.
- xx. **Position in the Merit List**: The Cumulative Grade Point Average (CGPA) obtained by a candidate in all the eight semesters within the regular tenure of the program shall be considered for deciding rank and merit position among degree holders of the 4 Year Under Graduate Degree (Honours) and the 4 Year Under Graduate Degree (Honours) with Research.
- xxi. **Validity of Students' Enrolment/Registration**: A student has to complete 4-year Undergraduate Program within a span of 7 years and a student will be promoted to the 7<sup>th</sup> semester provided the student clears all the six semesters within a span of 5 years. If any of the chances mentioned above is not availed by a student within the stipulated period, the chance will be deemed to have lapsed.
- xxii. **Promotion**: In the Semester system, there would be automatic promotion right from the first Semester, till the 6<sup>th</sup> (sixth) Semester, irrespective of the marks obtained in the previous Semesters subject to the fact that the eligibility conditions for appearing in the examination in the previous semesters are satisfied. A student has to clear all the six (6) semesters within a span of 5 years to be promoted in the 7<sup>th</sup> semester and after completion of the 8<sup>th</sup> (eighth) semester within a span of 7 (seven) year will be declared passed with Honours/Honours with Research

**xxiii. Total Marks Distribution for MAJOR & MINOR (except for VAC, AEC, MDC & SEC):**

Examination	(Practical based Discipline/Subject)	Duration of Exams	(Non-Practical Course)	Duration of Exams
Semester End Examination (Theoretical)	50	2.5 hours	75	3 hours
Semester End Examination (Practical)	25	Up to 5 hours	-	-
Internal Assessment (By the College)	20		20	
Attendance (By the College)	5		5	
<b>Total:</b>	<b>100</b>		<b>100</b>	

**xxiv. Total Marks Distribution for AEC:**

Examination	AEC	Duration of Exams
Semester End Examination (Theoretical)	35	2 hours
Internal Assessment (By the College)	10	
Attendance (By the College)	5	
<b>Total:</b>	<b>50</b>	

**xxv. Total Marks Distribution for VAC & MDC:**

Examination	VAC & MDC	Duration of Exams
Semester End Examination (Theoretical)	35 (MCQ)	1.5 hours
Internal Assessment (By the College)	10	
Attendance (By the College)	5	
<b>Total:</b>	<b>50</b>	

xxvi. **Total Marks Distribution for SEC:**

Examination	SEC
Semester End Examination: <b>Practical</b>	35
Internal Assessment (By the College)	10
Attendance (By the College)	5
<b>Total:</b>	<b>50</b>

xxvii. **Question Pattern for Theoretical**● **For 75 Marks:**

Sl. No.	Question to be answered	Out Of	Marks of each question	Total Marks
1	5	10	3	15
2	5	10	6	30
3	3	6	10	30

● **For 50 Marks:**

Sl. No.	Question to be answered	Out Of	Marks of each question	Total Marks
1	5	10	2	10
2	5	10	4	20
3	2	4	10	20

● **For 35 Marks:**

Sl. No.	Question to be answered	Out Of	Marks of each question	Total Marks
1	10	10	1	10
2	5	10	3	15
3	2	4	5	10

● **For 35 Marks (MCQ):**

Sl. No.	Question to be answered	Out Of	Marks of each question	Total Marks
1	35	35	1	35

xxviii. The schedule for the Semester End Examination will be prepared and announced by the Controller of Examination.

xxix. Two sets of theoretical question paper for each paper will be set by internal/external paper setters(s). The concerned Board of Studies will recommend the names of the Paper Setters, Moderators,

Examiners, Scrutinizers, Post Publication Re-assessors, Post Publication Scrutinizers and Third Examiners.

**C. RESULTS:**

- The final result of a student will be determined on the basis of CGPA.
- Grade Card will be made as per grading system. Course-wise marks (internal and semester end exams added together) will be converted into percentage of mark. Percentage of marks will be converted into Grade Letter and Grade Point. Credit and Grade point will be converted into Credit Point. Finally, Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) will be computed.
- The Grade Card of a Semester will be issued only after completion of that Semester.

• **Conversion of Marks into grade letter and grade point:**

% of Marks	Grade	Grade Point	Description
85% and above	O	8.5 - 10	Outstanding
70% to 84.99%	A+	7.0 - 8.49	Excellent
60% to 69.99%	A	6.0 – 6.99	Very Good
55% to 59.99%	B+	5.5 – 5.99	Good
50% to 54.99%	B	5.0 - 5.49	Above Average
45% to 49.99%	C	4.5 - 4.99	Average
40% to 44.99%	P	4.0 – 4.49	Pass
Less than 40%	F	0	Fail
Ab	-	Ab	Absent

▪ **Computation of SGPA:**

The procedure to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

- The SGPA is the ratio of the sum of the product of the number of the credits with grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e

$$SGPA (S_i) = \frac{\sum(C_i \times G_i)}{\sum C_i}$$

Where  $C_i$  is the number of credits of the  $i^{\text{th}}$  course and  $G_i$  is the grade point scored by the student in the  $i^{\text{th}}$  course.

- The Cumulative Grade Point Average (CGPA) is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e.  $CGPA = \frac{\sum(C_i \times S_i)}{\sum C_i}$

Where  $S_i$  is the SGPA of the  $i^{\text{th}}$  semester and  $C_i$  is the total number of credits in that semester.

- **Conversion of SGPA/CGPA into Percentage of Marks:** Ten (10) times of SGPA/CGPA

The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

Transcript (Format): Based on Letter grades, Grade Points, and SGPA and CGPA, the University will issue a consolidated transcript indicating the performance in all

**D. PROVISIONS FOR REASSESSMENT:**

- a. A student may apply for Post-Publication Reassessment (PPR) of their answer-script(s) in the prescribed form and manner and a submission of fees prescribed for the purpose within the date as per notification to be issued by the Controller of Examination after the publication of result.
- b. There will be no Post-Publication Reassessment of Internal Assessment, Practical Papers, and for the papers where examination is conducted with OMR sheet.
- c. A student may apply for post-publication reassessment of maximum 50% of the theoretical courses/papers.
- d. Incomplete and faulty application for Post-Publication Reassessment (PPR) is liable to be rejected without assigning any reason or without any intimation to the student/college concerned.
- e. Under no circumstances fees for Post-Publication Reassessment once paid be refunded.
- f. A student may apply for reassessment online in a particular Semester Examination.
- g. Post-Publication Reassessment (PPR) and Post-Publication Scrutiny (PPS) of the same paper(s) in a course will not be allowed.
- h. Finalization of Reassessment Results: If the marks awarded by the Post-Publication Re-assessor in a Paper do not exceed the original award by more than 25% of the full theoretical marks of that Paper, the marks awarded by the Post-Publication Re-assessor will be accepted as final. If the increase of marks after reassessment exceeds 25% of the full theoretical marks of that Paper, the answer script will be evaluated by a third examiner and the final marks will be the average of the three examiners. However, if it is found that there was error in calculating total marks of the original award, the change of marks to the full extent will be accepted as corrected original award of the student.
- i. Any addition or subtraction of marks as declared by the University after Post- Publication Re-assessment will be treated as final and will be binding on the student. No further application for consideration of Post-Publication Re-assessment result will be entertained.
- j. The decrease in marks will not be considered if such reduction results the failure of a successful student who has secured already qualifying grade prior to Post- Publication Re-assessment.

**E. SCRUTINY OF ANSWER SCRIPTS (PPS)**

- a. A student may apply for Post-Publication Scrutiny (PPS) of their answer-script(s) in the prescribed form and manner and a submission of fees prescribed for the purpose within the date as per notification to be issued by the Controller of Examination after the publication of result.
- b. There will be no Post-Publication Scrutiny (PPS) of Internal Assessment, Practical Papers, and for the papers where examination is conducted with OMR sheet.
- c. A student may apply for post-publication scrutiny (PPS) of maximum 50% of the theoretical courses/papers.
- d. Post Publication Scrutiny(PPS) and Post Publication Re-assessment of the same paper shall not be allowed.
- e. Post Publication Scrutiny(PPS) does not imply re-examination or re-assessment of answer script(s) but involve verification of answer script(s) and record to ascertain-

- i. Marks have been assigned to each of the required number of answer made by an examinee as per instruction printed on the question paper;
- ii. Totaling of marks awarded by the examiner on the answer script/marks slip, as the case may be, has correctly been done.

**F. COMPENSATORY TIME FOR PERSON WITH DISABILITY (PWD) STUDENTS:**

- a. PWD stands for Persons with benchmark disabilities, followed as per 2018 guidelines issued by the Ministry of Social Justice and Empowerment, Government of India.
- b. PWD Students are provided extra time of 20 minutes for every hour of examinations subject to maximum limit of one hour as Compensatory time.
- c. PWD Students are allowed the use of a scribe (amanuensis) who holds lesser qualification than the student. Scribe is allowed to students
  - who have disability in the upper limbs or have loss of finger /hands thereby preventing them from writing.
  - Who are blind or have impaired vision. (iii) who is dyslexic (iv) who are autistic.
- d. If a PWD student wants to avail compensatory time or scribe he/she/transgender must apply with all relevant documents to the Principal/TIC during form fill up of each semester examination and the same application be forwarded by the Principal/TIC to the Controller of Examinations just after downloading the admit cards.
- e. If it is found that a student has used the service of a scribe and/or extra time but does not possess the extent of disability that warrants of use the service of a scribe and/or extra time, he/she/transgender will be excluded from the process of evaluation and legal action may be initiated by the authority in this regard.

**c) THE RULES RELATING TO THE DISCIPLINE COMMITTEE:**

The Rules relating to the Discipline Committee is to deal with “Students Discipline Matters” and is applicable to all students admitted to a course of study in the University campus as well as any affiliated Colleges/Institutes under Cooch Behar Panchanan Barma University. The “Procedures” as mentioned in the Rules shall be followed when an allegation is made to determine whether breach of code of conduct has been proven.

**Definition of Unfair Means (UFM):**

- (i) **“Unfair means (UFM) relating to examination** “means and include directly or indirectly committing or attempting to commit or threatening to commit any act and coercion, undue influence or fraud or malpractice with a view to obtain wrongful gain to him/her or to any other person or causing wrongful loss to other students(s)/examinee(s).
- (ii) **“Unfair means material”** means and includes any material whatsoever, related to the subject of the examination, printed, typed, handwritten or otherwise, on clothes, or body of the students(s)/examinee(s) or on wood or other material, in any manner, or in the form of chart, diagram or electronic aid etc. which is not allowed in the examination hall.
- (iii) **“Possession of unfair means material by student”** means having any unauthorized material on his/her personal custody or desk or chair or table or at any place within his/her reach in the examination centre and its environs or premises at any time from the commencement of the examination till its conclusion.
- (iv) **“Student found in possession”** means a student, reported in writing, as having found in possession of unfair means materials by invigilator(s) or Centre-in-Charge or Officer-in-Charge or member of the Examination (observer) Squad or any other person authorized for this purpose, even if the unfair means materials are not produced as evidence because of it being reported as swallowed or destroyed or snatched away or otherwise taken away or spoiled by the student or by any other person acting on his/her behalf to such an extent

that it has become illegible. Provided, report to that effect need to be submitted by invigilator(s) or Centre-in-charge or Officer-in-Charge or member of the Examination (observer) Squad or any other person authorized for this purpose to the Principal or Head of the Institution and Controller of Examination.

#### **Discipline Committee:**

1. There shall be the Discipline Committee for dealing with the malpractice cases as may be brought to the notice of the University while conducting the University examinations.
2. Discipline Committee shall consider all such cases for Undergraduate examinations including examinations of other courses.
3. Discipline Committee for Undergraduate examinations shall be composed of :
  - (a) One member from the Principal Category of the Executive council to be nominated by the Hon'ble Vice-Chancellor.
  - (b) Inspector of Colleges.
  - (c) Three teachers from UG Colleges to be nominated by the Hon'ble Vice-Chancellor &
  - (d) The Controller of Examination shall be the convener.
4. The recommendation(s) of the Discipline Committee shall be referred to the Hon'ble Vice-Chancellor for approval.
5. A candidate, if caught in an act of adopting unfair means like copying from papers/books etc. or from other examinee's scripts, he/she shall be debarred by the College/Department. In case of such debarment of the Officer-in-charge of the Centre shall forward to the Controller of Examination the debarment order along with incriminating materials. The candidate(s) will be called through the Principal/Vice-Principal/Teacher-in-charge of the college or Head/Coordinator of the Department to appear before the Discipline Committee.
  - (a) If the candidate admits the allegation, his/her examinations for the particular paper of the semester/year shall be cancelled.
  - (b) If the candidate does not admit the allegation but from the circumstantial/documentary evidences the allegation is established beyond doubt, his/her examinations for the particular paper of the semester/year shall be cancelled.
  - (c) In case if the candidate fails to appear before the Discipline Committee, the Committee may recommend action on the basis of evidence/report.
6. In case where the examiner/head examiner reports against the candidate(s) for having adopted unfair means like copying from any source, clear evidence to this effect shall be cited by the examiner as far as practicable and if the Discipline Committee is satisfied about such evidences, the candidate(s) shall be penalized for the particular paper of the semester/year.
7. In case if it is otherwise reported regarding misconduct of the candidate(s) the matter will be placed before the Discipline Committee and the Committee may recommend action on the basis of evidence report.
8. If any invigilator is manhandled by a candidate in the examination hall or outside, the matter shall be reported to the police and F.I.R shall be lodged by the College Authority/concerned Invigilator against the candidate. The matter shall then be reported in details to the Controller of Examination along with a copy of police diary and if the Discipline Committee is satisfied with the veracity of the allegation, the candidate concerned shall be debarred from the appearing in any examination in future.
9. Where these Rules do not cover cases, the Discipline Committee shall have the discretion to recommend disposal of any case of alleged adoption of unfair means on their own.
10. In cases not covered by these Rules, The Vice-Chancellor shall have the power to issue instructions not inconsistent with the Act/Statute/Ordinances/Regulations.
11. Right to appeal:  
The Alleged student should be given an opportunity to appeal against the disciplinary action taken against him/her before Hon'ble Vice Chancellor within a period of 15

days from the date of issue of punishment order.

#### 12. Termination from the Examination System:

If a student fails to qualify all the six semesters within maximum span of 5 years from the year of first admission in first semester of the program or cannot complete the 4-year Undergraduate Program within a span of 7 years from the year of first admission in first semester of the program, the student will be terminated from the Examination System and will be marked as “XX” in the Grade Card.

#### Power to remove any difficulties:

In any case of any situation or not covered under these Regulations, the Vice- Chancellor may, by order, make such provisions not inconsistent with the Act, Statutes, Ordinances or other Regulations, as appears to be necessary or expedient to remove the difficulty, however subject to ratification of such order by the Appropriate University Authorities.

**If any dispute arises in respect to interpretation of the regulations or any matter not covered by these, the decision of the Vice-Chancellor in that respect will be final and binding.**

#### d) POOL OF COURSES

##### Appendix I: Major (MAJ) Courses (any one from the following)

Science	Arts, Humanities and Social Science	Commerce	Business Administration
<b>1. Botany</b> <b>2. Chemistry</b> <b>3. Computer Science</b> <b>4. Mathematics</b> <b>5. Physics</b> <b>6. Physiology</b> <b>7. Zoology</b>	<b>1. Arabic</b> <b>2. Bengali</b> <b>3. Economics</b> <b>4. Education</b> <b>5. English</b> <b>6. Geography</b> <b>7. Hindi</b> <b>8. History</b> <b>9. NCC*</b> <b>10. Philosophy</b> <b>11. Political Science</b> <b>12. Physical Education**</b> <b>13. Sanskrit</b> <b>14. Sociology</b>	<b>1. Commerce</b>	<b>1. Business Administration</b> <b>2. Business Management</b>

\* to be introduced only as a 3 year UG Major Course

\*\* to be introduced as 4 Year UG (Honours) Programme subject to approval from WBSCHE. Otherwise it will be treated as 3 Year UG Major Course

Appendix II: Minor (MIN) Courses (any two from the following, belonging to the group of the Major subject chosen)

Science	Arts, Humanities and Social Science	Commerce	Business Administration
<b>1. Botany</b> <b>2. Chemistry</b> <b>3. Computer Science</b> <b>4. Mathematics</b> <b>5. Physics</b> <b>6. Physiology</b> <b>7. Zoology</b>	<b>1. Arabic</b> <b>2. Bengali</b> <b>3. Economics</b> <b>4. Education</b> <b>5. English</b> <b>6. Geography</b> <b>7. Hindi</b> <b>8. History</b> <b>9. NCC</b> <b>10. Philosophy</b> <b>11. Political Science</b> <b>12. Physical Education*</b> <b>13. Sanskrit</b> <b>14. Sociology</b> <b>15. Mathematics (For Major in Geography and Economics only)</b>	<b>1. Commerce</b>	<b>1. Business Administration</b> <b>2. Business Management</b>

Appendix III: Multidisciplinary Courses (MDC) (any one from the following, excluding subjects belonging to the group of the Major and / or Minor subjects chosen and excluding those subjects already undergone at the Higher Secondary Level (12<sup>th</sup>) class): A student will choose any MDC subject from the pool. However, the student has to choose same MDC for all three papers for MDC 1 (for Semester 1 only), MDC 2 (for Semester 3 only), and MDC 3 (for Semester 5 only):

Sl No	Course (MDC 1)	Course (MDC 2)	Course (MDC 3)
1	Arabic	Arabic	Arabic
2	Business Administration	Business Administration	Business Administration
3	Business Management	Business Management	Business Management
4	Bengali	Bengali	Bengali
5	Botany	Botany	Botany
6	Chemistry	Chemistry	Chemistry
7	Commerce	Commerce	Commerce
8	Computer Science	Computer Science	Computer Science
9	Economics	Economics	Economics
10	Education	Education	Education
11	English	English	English
12	Geography	Geography	Geography
13	Hindi	Hindi	Hindi
14	History	History	History
15	Mathematics	Mathematics	Mathematics
16	NCC	NCC	NCC
17	Philosophy	Philosophy	Philosophy
18	Physical Education	Physical Education	Physical Education
19	Physics	Physics	Physics

20	Physiology	Physiology	Physiology
21	Political Science	Political Science	Political Science
22	Sanskrit	Sanskrit	Sanskrit
23	Sociology	Sociology	Sociology
24	Zoology	Zoology	Zoology

Appendix IV: SEC courses are aimed at imparting practical skills, hands on training, soft skills, etc., to enhance the employability of students. Three Skill Enhancement Courses (SEC) are to be taken by a student in 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> semester. A student will choose any SEC subject from the pool. However, he/she/transgender has to choose same SEC for all three courses for SEC 1, SEC 2 and SEC 3

Sl No	Course
1.	Aquarium Fish Keeping & Management
2.	Baking
3.	Basic computing
4.	Basic GIS Mapping with QGIS
5.	Beauty and Wellness
6.	Bhawaiya
7.	Bhumi Sahayak/Amin/Surveying
8.	Computational Physics
9.	Electronic Repairing
10.	Folk & Creative Dance
11.	Gardening
12.	Green Methods in Chemistry
13.	GST Filing
14.	Hospitality Management
15.	Indian Games
16.	Interior Designing
17.	Medical Pathology
18.	Medicinal & Pharmaceutical Chemistry
19.	Museum and Archival Science
20.	Office Administration & Management
21.	Organic Farming
22.	Poultry Breeding
23.	Professional Ethics
24.	Proof Reading (Bangla Likhan, Proof Reading O Prakashana) (Bengali)
25.	Proof Reading (English)
26.	Recitation (Abritti Bishoyok Karmashala)
27.	Soft Skill
28.	Spoken English
29.	Stress Management & Counselling
30.	Tailoring & Designing
31.	Theatre (Natya Bishoyok Karmashala)
32.	Tourism
33.	Video & Photography Editing
34.	Wild Life Conservation & Management

**Appendix V: Ability Enhancement Course (AEC) (any one from the following): two papers each**

Sl. No.	1 <sup>st</sup> Semester	4 <sup>th</sup> Semester
<b>1</b>	<b>Bengali or Hindi or Sanskrit or Alternative English</b>	<b>Basics in English</b>

**Appendix VI: Value Added Courses (VAC)**

Sl. No.	Course
<b>VAC 1</b>	<b>Environmental Studies</b>
<b>VAC 2</b>	<b>Constitution of India and Health &amp; Wellness</b>