

Examination Regulations

Darrang College (Autonomous)

2025

(w.e.f 2025-26 Academic year)

**Approved by the 1st meeting of the Academic Council held on 12-08-2025
vide *resolution number DC/AC/1/2025/02***

**and Subsequently ratified by the Governing Body
at its Meeting held on 29-11-2025 *vide Resolution No. GB/2025/05/02***



**Darrang College
(Autonomous)**
Tezpur – 784001 ::Assam

1. Programme duration, type of qualifications and qualification titles/nomenclature

1.1

The types of qualifications, qualification title/nomenclature and programme duration will be as per the UGC Curriculum and Credit Framework for Undergraduate Programmes (2022) and the National Higher Education Qualification Framework (NHEQF) -2023 as given below (Table 1). A student pursuing FYUGP has to complete the entire programme within a period of seven years including the multiple entry and exit if any.

After exit at any specified level, a student can re-enter within a period of maximum 3 years, subject to availability of seats at that level and fulfillment of prerequisites set by the respective Academic Departments of Darrang College (Autonomous).

Table 1

Type of qualifications	Qualification titles/nomenclature with programme duration
Undergraduate Certificate	Undergraduate Certificate (Field of study/discipline). Programme duration: First year (first two semesters) of the undergraduate programme, followed by an exit 4-credit work based vocational courses or internship/apprenticeship during the summer term
Undergraduate Diploma	Undergraduate Diploma (Field of study/discipline). Programme duration: First two years (first four semesters) of the undergraduate programme, followed by an exit 4-credit work based vocational courses or internship/apprenticeship during the summer term
Bachelor's degree	Bachelor of (Field of study/discipline) the undergraduate programme Examples: Bachelor of Arts (B.A.), Bachelor of Science (B.Sc.), Bachelor of Commerce (B.Com.), Bachelor of Computer Applications (BCA), Programme duration: Three years (six semesters).
Bachelor's degree (Honours/ Honours with Research)	Bachelor of (Field of study/discipline) (Honours/ Honours with Research). Programme duration: Four years (eight semesters). Bachelor of Science with Hons. (B.Sc. Hons). Programme duration: Four years (eight semesters).
Post-Graduate Diploma	Post-Graduate Diploma (Field of study/discipline). Programme duration: One year (two semesters) in the case of those who exit after successful completion of the first year (two semesters) of the 2-year master's degree programme
Master's degree	Master Degree (Field of study/discipline). Programme duration: Two years (four semesters) for those who have obtained a 3- year/6-semester bachelor's degree. Master Degree (Field of study/discipline): Programme duration: One year (two semesters) in the case of those who have obtained a 4-year/8-semester Bachelor's (Honours/ Honours with Research) degree Examples • Master of Arts (M.A), Master of Science (M.Sc.). Programme duration: Two years (Four semesters) after obtaining a Bachelor's degree).

1.2 Qualification levels and equivalence

Qualification levels representing sequential stages in terms of learning outcomes against the typical qualifications are defined in the UGC NHEQF which is enumerated as given below (Table 2)

Table 2

NHEQF Levels	Example of higher education qualifications located within each level
Level 4.5	Undergraduate Certificate. Programme duration: First year (first two semesters) of the undergraduate programme, followed by an exit 4-credit work based vocational course or internship/apprenticeship during the summer term
Level 5	Undergraduate Diploma. Programme duration: First two years (first four semesters) of the undergraduate programme, followed by an exit 4-credit work based vocational course or internship/apprenticeship during the summer term
Level 5.5	Bachelor's Degree. Programme duration: First three years (Six semesters) of the four-year undergraduate programme
Level 6	Bachelor's Degree (Honours/ Honours with Research). Programme duration: Four years (eight semesters).
Level 6	Post-Graduate Diploma in (Field of study/discipline). Programme duration: One year (two semesters) in the case of those who exit after successful completion of the first year (two semesters) of the 2-year master's degree programme
Level 6.5	Master's degree. (e.g. M.A., M.Sc., etc.) Programme duration: Two years (four semesters) after obtaining a 3- year Bachelor's degree (e.g. B.A., B.Sc., B.Com. etc.)
Level 6.5	Master's degree. (e.g. M.A., M.Sc., etc.) Programme duration: One year (two semesters) after obtaining a 4 -year Bachelor's degree (Honours/ Honours with Research) (e.g. B.A., B.Sc., B.Com. etc.)

1.3 Assignment of credits at different learning levels (NCrF Levels) and credit points

Table 3

Example of Higher Education Qualification located within each level (including Science/Arts/Commerce and Vocational qualifications)	Total learning hours per year	Total credits per year	NcrF credit levels	Credit points
C-1	C-2	C-3	C-4	C-5=C-4*C-3
Undergraduate Certificate Programme duration: First year (first two semesters) of any undergraduate programme	1200	40	4.5	180
Undergraduate Diploma Programme duration: First two years (first four semesters) of any undergraduate programme,	1200	40	5	200
Bachelor's degree Programme duration: Three years (six semesters) of any undergraduate programme	1200	40	5.5	220
Bachelor's degree (Honours/ Honours with Research) Programme duration: Four years (eight semesters) of any undergraduate programme	1200	40	6	240
Post-Graduate Diploma Programme duration one year (two semesters) after any Bachelor's Degree i. PGD after 3-year Bachelor Degree/2 semesters of the 2nd year Master's Degree ii. PGD after 4-year Bachelor Degree	1200	40	i) 6 ii) 6.5	i) 240 ii) 260
Master's degree Programme duration: One year (Two semesters) after obtaining a 4-year Bachelor's Degree (Honours/Honours with research)	1200	40	6.5	260
Master's degree Programme duration: two years (Four semesters) after obtaining a 3-year Bachelor's Degree	1200	40	6.5	260
Master's degree Programme duration: two years (Four semesters) after obtaining a Bachelor's Degree in Engineering	1200	40	7	280

1.4 Equivalence between general and vocational education and training/skilling

For equivalence of any course/programme between general and vocational education and training/skilling and credit transfer the National Credit Framework (NCrF) guidelines notified by UGC in April, 2023 will be followed.

The Examination Committee or a designated sub Committee is vested with the authority to ascertain such equivalence on a case to case basis

2. Semester Calendar/Academic Calendar and examination schedule

- 2.1 The Semester/Academic Calendar will be as per Darrang College Academic Regulations 2025 for Four-Year Undergraduate Programme (FYUGP) and as notified by the Principal, Darrang College (Autonomous).
- 2.2 Even semester examination will be completed by the 2nd week of June prior to commencement of the Summer Term and the odd semester examination will be completed by the 2nd week of December, prior to winter break. The exact dates of examinations and related information will be notified by the Controller of Examinations (CoE), Darrang College (Autonomous).

3. Examination Committee

- 3.1 An oversight committee of examination with the following composition will be constituted
 - a. Chief Controller of Examinations, Principal, Darrang College (Autonomous)
 - b. Controller of Examinations (COE)
 - c. Deputy Controllers of Examinations (Dy COE)
 - d. Vice Principal/Academic Coordinators
- 3.2 The Committee will have following functions
 - a. Moderation of result prior to declaration of result
 - b. Performance analysis
 - c. Dispute resolution and initiating action on matters brought to the notice of the Committee by the Controller of Examinations both before and after the declaration of result
 - d. Mapping of approved online courses (MOOCs) through NPTL or SWAYAM Platform or any other approved digital platforms to be notified by the Controller of Examinations
 - e. Fixing the examination fee
 - f. Ensuring conduct of examination following Academic calendar in a time bound manner
 - g. Approval or withdrawal of permission for Practical Examination based on Inspection Committee report on Practical Examination Centers
 - h. To decide on any other examination related matter as and when necessary, depending on the exigency
 - i. All in-semester and end semester examination will be conducted by examination sub-committee appointed by COE for a particular academic year.
 - j. Examination sub-committee will be comprised of 4 assistant officers in-charge to be appointed by COE.
- 3.3 The Committee may avail the services of domain expert(s) as special invitee as and when required

4. Examination fee

As notified by the Controller of Examinations from time to time

5. Evaluation

5.1 Credit hours

‘Credit Hours’ is a unit by which the course is measured. It determines the number of instruction hours required per week for the duration of a semester. The definitions of ‘Credit’ will be as given in Table 4, for the UG/PG programmes under Darrang College (for the

duration of a semester)

Table 4

Theory (Lecture/Tutorial)	Practical	Experiential learning (field visits, industrial visits etc.)	Seminar or Internship or Studio activities or Field practice/projects or Community engagement and service
1 credit =15 hours	1 credit=30hours	1 credit=40-45hours	1 credit=30hours

(Example: A 4-credit course with three credits assigned for lectures and one credit for practicum shall have three 1-hour lectures per week and one 2-hour duration field-based learning/project or lab work, or workshop activities per week. In a semester of 15 weeks' duration, a 4-credit course is equivalent to 45 hours of lectures and 30 hours of practicum. Similarly, a 4 -credit course with 3- credits assigned for lectures and one credit for tutorial shall have three 1-hour lectures per week and one 1-hour tutorial per week. In a semester of 15 weeks' duration, a four-credit course is equivalent to 45 hours of lectures and 15 hours of tutorials.

A one-credit of Seminar or Internship or Studio activities or Field practice/projects or Community engagement and service means two-hour engagements per week. Accordingly, in a semester of 15 weeks' duration, one credit in these courses is equivalent to 30 hours of engagement)

5.2 Types of courses/activities that constitute the programme of study (FYUGP)

- a. **Lecture courses:** Courses involving lectures relating to a field or discipline in online or offline mode
- b. **Tutorial courses:** Courses involving problem-solving and discussions relating to a field or discipline under the guidance of a teacher/qualified personnel in a field of learning, work/vocation, or professional practice.
- c. **Practicum or laboratory work:** A course requiring students to participate in a project or practical or lab activity that applies previously learned/studied principles/theory related to the chosen field of learning, work/vocation, or professional practice under the supervision of a teacher/lab supervisor/an expert or qualified individual in the field of learning, work/vocation or professional practice.
- d. **Seminar:** A course requiring students to participate in structured discussion/conversation or debate focused on assigned tasks/readings
- e. **Internship:** 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 a teacher/ an expert of the given external entity. A key aspect of the internship is induction into actual work situations.
- f. **Field visits/projects:** Courses requiring students to participate in field-based learning/projects generally under the supervision of a teacher/an expert of the given external entity.
- g. **Community engagement and service:** Courses requiring students to participate in field-based learning/projects generally under the supervision of a teacher/an expert of the given external entity. The curricular component of ‘community engagement and service’ will involve activities that would expose students to the socio-economic issues in society so that the theoretical learnings can be supplemented by actual life experiences to generate solutions to real-life problems.

5.3 Evaluation of theory component

- 5.3.1 For setting of question papers and evaluation each credit will be considered as equivalent of 25 marks. Thus a 4-credit paper will be of 100marks and a 3-credit paper will be of 75marks.
- 5.3.2 Performance of students shall be monitored throughout the Semester by adopting Continuous and Comprehensive Evaluation. It will have the following components, both in theory and practical
 - a. **Internal, continuous evaluation (Formative Assessment):** 40% of total marks in a paper
 - a.1 50% of the total marks in this category will be allocated for sessional/midterm test to be conducted.
(Example: If internal assessment marks of a subject is 40 then marks allotted for sessional examination will be 20)
 - a.2 50% will be allocated for internal assessment comprising any three of the following:

- i. Class assignment/home assignment/case studies
- ii. Class test/Unit test
- iii. Field work
- iv. Group discussion
- v. Seminar presentation
- vi. Participation in class discussion
- vii. Quiz
- viii. Attendance
- ix. Any other evaluative method as determined by the concerned teacher

b. End Semester Examination: 60% of total marks in a paper

(Example: In a theory paper of 100marks, 40 marks will be allocated for internal assessment of which 50%, i.e., 20marks will be allocated for sessional examination (to be conducted centrally by the institution as per university norms) and rest 50%, i.e., 20marks will be based on attendance and any three of the activities namely class assignment/home assignment/case studies, Class test, Field work, Group discussion, Seminar presentation, Participation in class discussion. The class teacher will assign the marks in this category of internal evaluation.)

5.3.3 Evaluation for practical papers will be as follows

a. Internal evaluation =20% comprising of:

- a.1 Maximum of 4 marks based on lab class attendance with the following breakup
 - i. 76-80% =1
 - ii. 81-85% =2
 - iii. 86-90 =3
 - iv. $\geq 91\% =4$
- a.2 Maximum of 2 marks for lab records, regular completion of lab assignment
- a.3 Rest of the internal assessment marks, if any, will be awarded by the class teacher based on class performance, viva voce etc. as decided by the class teacher

(Example: In a practical component of 50marks, internal marks will be 10 (20% of 50). A student in the highest bracket of attendance as in 5.5.5a.1(iv) will be awarded 4 and based on lab record, reDarrang College larity maximum 2 will be awarded by the class teacher. Remaining 4marks out of 10 will be given by the class teacher in terms of performance of the student in lab work, viva voce etc.)
- a.4 Maximum of 4 marks will be allocated based on tutorial class attendance with the following breakup as part of internal evaluation.
 - i. 76-80% =1
 - ii. 81-85% =2
 - iii. 86-90 =3
 - iv. $\geq 91\% =4$

b. External evaluation=80%

- 5.4 All the records and evidences of internal assessment will be duly maintained by the respective Department and made available to the Controller of Examinations as and when asked for.
- 5.6 A deviation list for internal and external examination with >20% deviation will be prepared through the examination module, based on which random checks may be carried out by the Controller of Examinations. The maximum permissible limit of deviation of internal marks from End Semester Examination marks will be 20%. The Examination Committee will decide on normalization required for those with >20% deviations

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

5.8 If a student does not appear in a paper (internal or external, theory or practical) in an examination, the student will be considered as **absentee** in the examination of that paper. Such absentee students will appear in **Arrear papers**.

5.9 In case, a student fails in any one or more papers in an end-semester examination s/he can appear in all the papers in which s/he has failed.

5.10 No “betterment” shall be allowed in the internal/ practical examinations in any Semester.

5.11 A student must pass all her/his semester examinations, including “Arrear” and “betterment” chances within seven years from the date of admission to the First Semester course in a FYUGP. In this context seven years means seven academic sessions from the date of admission in the first semester. If any student fails to do so, s/he will have to take fresh admission in the first semester.

5.12 Subject to the approval of the examination committee, a student who could not appear or failed in any semester examination may also be allowed to clear the same as follows:

- First semester with regular third semester examination.
- Second semester with regular fourth semester examination.
- Third semester with regular fifth semester examination
- Fourth semester with regular sixth semester examination.

5.13 There shall be no scope for a student to appear as Private Candidate in any subject

6. Procedure for internal evaluation

6.1 Sessional examination

- The sessional examination will be of a duration of one hours for a paper of 20 marks, to be conducted by the concerned teacher of each paper. However, the examination marks will be normalized to 20 irrespective of marks for which the examination is conducted. The setting of question paper, invigilation duty, evaluation of answer scripts for each paper will be done by the concerned teacher(s) as a part of his/her normal duty without hampering normal classes.
- The teacher(s) concerned will fix the exact date of the sessional examination in each paper. The students shall write their answers in the sessional examinations in proper “additional answer scripts” of Darrang College (Autonomous).
- After evaluation, the answer scripts shall be shown to the students and corrections regarding evaluation should be made, if any. After this, the answer scripts should be collected back from the students.
- The entire process of evaluation of the sessional examination should not take more than two weeks from the date of examination.
- There is no provision for “betterment” in the sessional examination. If a student fails in an internal examination, s/he will be allowed one more attempt to clear it in a special examination to be conducted within the same semester. In case a student fails to clear the sessional examination in two attempts, s/he will be given one final opportunity to clear it in the next similar semester examination.
- If a student fails to appear in sessional examination for valid reason(s) supported by medical certificate or other authentic documents submitted to the college authority, then the teacher/college concerned shall allow the student to appear in a separate examination in a suitable date fixed by the respective teacher before the commencement of the end semester examination.
- At the end of the semester and before the final semester examination, the concerned department will upload the marks at the Darrang College portal as notified.
- Answer scripts of the internal examinations shall be kept in the custody of the department.

6.2 The marks allotted for internal evaluation in each paper will be based on Home Assignment, Seminars, Group Discussion or related work depending on decision of the concerned College/teachers concerned and will constitute the remaining 50% of the total internal marks of each paper.

7. **Procedure for external evaluation/end semester examination**

7.1 The Controller of Examinations, Darrang College will make necessary arrangement for announcing the date of End semester examinations and other necessary procedures as per Darrang College Examination Regulations.

7.2 Each paper will have 60% of the total marks for external evaluation.

7.3 The final semester examination shall be of two-hour/two and half hour duration for a paper exceeding 50 marks and up to a maximum of 60, and shall be of one and half hour/two-hour duration if the total mark of the paper is less than or equal to 50.

7.4 The Evaluation Zone will be formed by COE and it will arrange everything needed for the evaluation and scrutiny of the final examination answer scripts.

7.5 After evaluation and scrutiny, the answer script is to be sent to the Controller of Examinations, Darrang College along with the mark foils and the scrutiny sheets.

7.6 Scrutiny will be carried out at the concerned Zone by a person who qualifies as an Examiner in the concerned subject.

7.7 The scrutinizer shall go through each of the Answer Scripts to detect the following mistakes during scrutiny - wrong entry, omissions and wrong calculation of total marks; and bring cases of under marking and over marking to the notice of the Head Examiner.

7.8 Evaluation of SEC/VAC/MDC/internship/apprenticeship

7.8.1 Evaluation of the SEC/VAC/MDC courses will be governed by the **Darrang College Examination Regulations**. In case of these courses taken from SWAYAM or any other digital platform, the modalities to be explained COE in shall be applied.

7.8.2 Internship/apprenticeship credits will be transferred subject to fulfillment of the following:

- Internship/apprenticeship carried out with due approval of the College. The mentors in the departments will coordinate these activities
- A report on the activities carried out during the Internship/apprenticeship will be evaluated by the mentors.
- A certificate of completion from the institution/organization where Internship/apprenticeship was carried out will be submitted to the department.

7.8.3 a. Credits for skill based courses conducted under the National Skill Qualification Framework (NSQF) will be transferred through ABC. List of approved courses will be notified by the Controller of Examinations at the beginning of the academic session.

b. Skill Courses/training may be both in online (e.g., from SWAYAM or other recognized digital platforms), offline or in hybrid mode

c. Equivalence of a skill course with respective to the FYUGP will be as per the NCrF guidelines adopted by the Academic Council of Darrang College (Autonomous).

8. Final year Research Project/Dissertation

8.1 Students pursuing FYUGP leading to Bachelor's Degree of Honours with Research will take up a Research Project and complete a Dissertation of 12 credits under the supervision of a guide. It may be theoretical, experimental or a combination of both. Students will opt for the Course(s) on 'Research Methodology' mandatorily in the 7th Semester.

8.2 Minimum **CGPA of 7.5** will be required at the end of 6th Semester, for a student to be eligible for entry into the Bachelor's Degree of "Honours with Research".

8.3 A period of six-month (one Semester) will be allowed for completion of the dissertation and credit will be added in 8th Semester. However, effectively a student can avail a duration of one year with allotment of research supervisor and topic at the beginning of the 7th Semester facilitating longer duration for data collection/fieldwork/review work etc. Provision of class(es) on dissertation may made in each week's curricula during which students can complete assigned tasks on his/her research work.

8.4 Evaluation of the project work/dissertation will be a rigorous process having Internal (60%) and an External (40%) component as follows:

- i. **Evaluation of the dissertation by the Internal examiner/research supervisor (60%)**
 - a. Periodic progress review
 - b. literature survey/review work
 - c. field work/field survey
 - d. data collection
 - e. data analysis
 - f. Any other evaluative method as deemed fit by the supervisor
- ii. **Evaluation of the dissertation by External examiner (40%)**
 - a. Format of presentation and Presentation skill
 - b. Viva-voce performance
 - c. Quality of the dissertation
 - d. Originality and any innovative contribution
 - e. Significance of research outcomes
 - f. Research publication if any

8.5 A student has to score a minimum Grade Point of 6 or more to be eligible for award of the Bachelor's Degree 'Honours with Research'.

- 8.6 If a student is unable to secure the minimum grade point of 6, s/he will be awarded the “Bachelor Degree with Honours”
- 8.7 Prior approval of the Controller of Examinations will be required for the external examiners for which the academic department will submit a panel prior to commencement of examination
- 8.8 There will be no betterment option in Research Project/Dissertation

9. Attendance

75% attendance is the minimum attendance required for a student to sit for end semester examination under the FYUGP.

10. Optimization of duration for conducting examination

- 10.1 End Semester Examinations will be conducted centrally under overall jurisdiction of the Controller of Examinations in the month of May - June for even semesters, prior to the beginning of the Summer Term and in the month of Nov-December for the odd semester, prior to winter recess. Details of the exam duration will be reflected in the Academic Calendar of the college
- 10.2 Entire examination process, both theory and practical, will be completed within one month.
- 10.3 Practical examination will be conducted prior to the commencement of theory examination to optimize total duration of examination.
- 10.4 Examination will be held in both morning and afternoon shift and in three shifts as required and as per decision of the Controller of Examinations.
- 10.5 Sessional/internal assessment will be conducted within the normal class hours by the departments avoiding cancellation of classes in general.

11. Declaration of result

The Controller of Examinations, will declare the result within one month from the last date of examination and upload it in the Samarth Portal.

12. Examination work as duty/responsibilities of the evaluators/examiners

- 12.1 To ensure timely declaration of result, evaluation and assessment at the evaluation zone have to be completed by the entrusted faculty within 15days from the last date of examination so as to submit the final marks to the Controller of Examinations.
- 12.2 Evaluation and timely submission of marks will be considered as an essential duty on part of a teacher and s/he will be duty bound to complete the evaluation as assigned by the Controller of Examinations.
- 12.3 Any faculty who denies to perform the evaluation on time or refuse to take up the assignment, will be referred to the Examination Committee by the Controller of Examinations for further proceedings as deem fit.
- 12.4 There will be provision of remuneration for evaluating answer script/dissertation/field report/project etc. for internal examiners.

12.5 For external examiners, provision for remuneration will be as per directives of Darrang College authority

12.6 Provision for remuneration to Zonal Officers, Asstt. Zonal Officer and supporting staff of the zone along with related contingency expenditures will be as per Darrang College regulations

13. Examination maintenance mechanism/innovation and automation

13.1 The Controller of Examinations will be responsible for overall functioning of the examination maintenance mechanism including digital platforms.

13.2 A dedicated digital cell with a nodal officer in the rank of Dy Controller will function under supervision of the Controller of Examinations

13.3 The Controller of Examinations will be the custodian of all digital records

14. Criteria for passing courses, grade/marks and SGPA/CGPA

14.1 Successful completion of a programme will be graded as per the template.

14.2 Computation of SGPA and CGPA

SGPA

The ratio of the sum of the product of the number of credits with the 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,

$$\text{i.e. SGPA (Si)} = \sum(Ci \times Gi) / \sum Ci$$

Where Ci is the number of credits of the ith course and Gi is the grade point scored by the student in the ith course.

CGPA

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,

$$\text{i.e. CGPA} = \sum(Ci \times Si) / \sum Ci$$

where Si is the SGPA of the ith semester and Ci is the total number of credits in that semester.

Table 5: Example for Computation of SGPA

Semester	Course	Credit	Lette r Grad e	Grad e Poin t	Credit Point (Credit* Grade)
I	Course 1	3	A	8	3*8=24
I	Course 2	4	B+	7	4*7=28
I	Course 3	3	B	6	3*6=18
I	Course 4	3	O	10	3*10=30
I	Course 5	3	C	5	3*5=15
I	Course 6	4	B	6	4*6=24
		20			139
			SGPA		139/20=6.95

Table 6: Example for Computation of CGPA

SEMESTER 1	SEMESTER 3	SEMESTER 3	SEMESTER 4	SEMESTER 5	SEMESTER 6
Credit: 21 SGPA: 6.9	Credit: 22 SGPA: 7.8	Credit: 25 SGPA: 5.6	Credit: 26 SGPA: 6.0	Credit: 26 SGPA: 6.3	Credit: 25 SGPA: 8.0
CGPA= 6.73 calculated using the formula $(21*6.9+22*7.8+25*5.6+26*6.0+26*6.3+25*8.0)/145$					

14.3 Letter Grades and Grade Points and range of marks

The Letter Grades and Grade Points will be followed as per UGC Curriculum and Credit Framework for Undergraduate Programmes, 2022.

Table 7: Letter Grades and Grade Points

Letter Grade	Grade Point	Range of marks*
O (outstanding)	10	91-100
A+ (Excellent)	9	81-90
A (Very good)	8	71-80
B+ (Good)	7	61-70
B (Above average)	6	51-60
C (Average)	5	41-50
P (Pass)**#	4	40
F (Fail)	0	<40
Ab (Absent)	0	

*Darrang College Regulationss of Four-Year Undergraduate Degree Course
**40% in case of theory; 40% in case of practical # Minimum Grade point 6 for Dissertation

15. Passing grade/marks

15.1 The Passing grades/marks are indicated in Table 7. However, the transcripts will reflect only the SGPA and CGPA, not the marks

15.2 Pass marks are as follows:

- Theory : 40%
- Practical : 40%

15.3 Rules governing the award of major
As per the Darrang College Academic Regulations 2025

15.4 Entry requirement for pursuing bachelor's degree (Honours with Research)
After completing the requirements of a 3-year bachelor's degree, candidates securing a minimum CGPA of 7.5 will be allowed to continue studies in the fourth year of the undergraduate programme leading to the bachelor's degree of Honours with Research

16. Credit requirements for UG Degree programmes

16.1 3-Year UG programme
The successful completion of the first three years (six semesters) of the undergraduate programme involving a minimum of 120 credit hours

16.2 4-Year UG Programme
Successful completion of the 4-year (eight semesters) undergraduate programme leading to Bachelor's Degree with Honours or Honours with Research will require a minimum of 160 credits, with a minimum of 40 credits each at level 4.5, 5, 5.5, and 6 of the NCrF.

17. Lateral entry requirement and validation of prior learning outcomes

The Examination committee is vested with the task of validation of prior learning outcomes, including those achieved outside of formal learning or through learning and training in the workplace or in the community, through continuing professional development activities, or through independent/self-directed learning activities as requirement for lateral entry at any specified level of learning

18. Number of attempts and arrear papers

- 18.1 A student must obtain passing grades in all the prescribed papers individually
- 18.2 A maximum of three attempts may be allowed to pass a particular course
- 18.3 A student who has completed a semester may be allowed to move to the next semester irrespective of the number of papers in which s/he failed, up to the 6th semester
- 18.4 A student may be allowed to sit for the 6th Semester examination provided s/he does not have arrear in more than six papers till the 5th Semester. In any semester a student will be allowed to appear for arrear in a maximum of two papers.
- 18.5 The entire FYUGP can be completed by a student within a period of maximum seven years.
- 18.6 For granting of three year UG degree (Three Year Bachelor's Degree) with or without Major, a student has to complete the programme within a maximum period of seven years.

19. Academic Bank of Credit (ABC)

Academic bank of credit managed by the National eGovernance Division (NeGD) of Ministry of Electronics and Information Technology (MeitY) will facilitate the following

- a. Credit accumulation and portability
- b. Redeeming the credit
- c. Credit verification and authentication

- 19.1 The Controller of Examinations will be the custodian of the Academic Bank of Credit and National Academic Depository with access point in the digital platform.
- 19.2 An officer not below the rank of Dy Controller of Examinations will function as nodal officer to maintain the ABC under overall jurisdiction of the Controller of Examinations. The Controller of Examinations will issue notification to this effect and display in public domain.
- 19.3 Controller of Examinations will notify for on boarding of students in the ABC platform in the beginning of the Academic session.
- 19.4 The Controller of Examinations will ensure credit mapping of all the courses in ABC platform. The inventory of courses will be reviewed by the Examination Committee prior to commencement of each of the semesters and any new course added will be mapped in the ABC.

20. Provisions for credit transfer

- 20.1 In order to facilitate mobility provisions for Credit Transfer to and from Darrang College will be made through the ABC.
- 20.2 A maximum of 40% of total credits in a programme will be allowed to be earned by a student from outside Darrang College to award the relevant degree
- 20.3 The student has to notify the Controller of Examination *a priori* about acquiring credit from an outside institution to facilitate which online provision will be made in the web portal of Darrang College
- 20.4 Transfer of credits from MOOC in SWAYAM or any other recognized/notified digital platforms

21. Use of unfair means

21.1 The following will be considered as unfair means/violation of examination rules that will invite disciplinary action by college authority

21.2 Copying from printed manuscript/loose sheet/book

- Copying from scribings on a scale/instrument box/blotting paper/question paper etc.
- Inserting/smuggling answers procured /written from outside
- In possession of printed/manuscript loose sheet/book
- Use of any electronic gadget including mobile phone, tablet, laptop, earphone/earpod, electronic wrist band during examination
- Copying from fellow examinee
- Use of any other material in digital and/or physical form considered aiding to the answers of the concerned question paper
- Receiving inputs outside the examination hall through any digital or physical means

21.3 Procedure for reporting unfair means cases and the provision of punishments.

21.3.1 A Committee on Unfair Means will be constituted with the Principal, Assistant Officer-in-Charge and two senior faculties as members out of which at least one member should be a woman.

21.3.2 The Officer-in-Charge of the Examination Centre will report the matter of the disciplinary action to the Controller of Examinations. The report/s should be submitted to the Controller of Examinations just after the conclusion of the entire examinations.

21.3.3 A statement of confession of being involved in unfair means during examination hours should be taken from the expelled candidates which should be enclosed with the expulsion reports (See Appendix III).

21.3.4 The Committee on Unfair Means will hold its meeting periodically to hear the cases for fixing up the quantum of punishment of the expelled candidates.

21.3.5 An official letter pertaining to every case of expulsion will be intimated to the Officer-in-Charge of the Examination Centre and the concerned expelled candidates by the Controller of Examinations.

22. Grievance redressal

22.1 A robust and transparent grievance redressal system will be put in place for resolution of examination related issues concerning students in a time bound manner through Setting up an appellate authority- “Student Grievance Redressal Committee (Examination)” following provisions in the University Grants Commission (Redressal of Grievances of Students) Regulations, 2025 (F.1-13/2022 (CPP-II) published in the “Gazette of India” in April, 2023

22.2 An exclusive online mechanism will be made available in the Darrang College portal

22.3 Complaints will be taken up for hearing within 15 days from the date of complaint

22.4 Aggrieved student will forward the complaint concerning examination to the Chairperson, “Student Grievance Redressal Committee (Examination)”

22.5 The Principal, Darrang College (Autonomous) will be the final appellate authority on all matters concerning examination if grievance redressal is not achieved through the Committee.

23. Award of certificate, diploma and degree; transcripts

23.1 Students will be issued, following Multiple Entry and Exit guidelines, Certificate after completing First Year (1st and 2nd Semester Examinations), Diploma after completing 2nd Year (1st, 2nd, 3rd and 4th Semester Examinations) and Bachelor Degree after completing 3rd Year (1st, 2nd, 3rd and 4th, 5th and 6th Semester Examinations).

However, students willing to exit with certificate and Diploma respectively after completing 1st year (1st and 2nd Semester Examinations) and 2nd year (1st, 2nd, 3rd, 4th Semester) must complete an extra 4- credits vocational training.

After the completion of 3rd Year (1st, 2nd, 3rd and 4th, 5th and 6th Semester Examinations) students will be eligible to get bachelor degree and on completion of 4th Year (1st, 2nd, 3rd and 4th, 5th and 6th, 7th and 8th Semester Examinations) students will be eligible to get bachelor degree with Honours/Honours with Research subject to the conditions given.

- 23.2 Transcripts will be issued on demand in physical/digital form as per the standard procedure of Darrang College, through the Office of the Principal, Darrang College (Autonomous).
- 23.3 A student with arrear paper in any of the semester in the entire programme of study will not be eligible for College rank

24. Duties and Responsibilities of the Controller of Examinations

The Controller of Examinations will function and discharge his/her responsibilities as per the Statutes of Darrang College (Autonomous).

25. Duties and Responsibilities of the Dy Controller of Examinations-

The Deputy Controller of Examinations will function and discharge his/her responsibilities as per the Statutes of Darrang College (Autonomous).

26. Duties and Responsibilities of the Evaluation Zones allotted to the Darrang College (Autonomous)

- a. Arrangement of necessary space and infrastructure with utmost safety measures for examination office.
- b. Distribution of answer scripts to the departmental faculties. Completion of evaluation, scrutiny and head examination of answer scripts within the stipulated time.
- c. Submission of zonal report and expenditure account. Submission of old answer scripts of examination after the declaration of results when asked for.

27. Protocol for allotment of Evaluation Zones

27.1 Evaluation zone at the college

- a. Complete safety and security- closed and well demarcated concrete boundary wall of the campus. Availability of adequate space and basic infrastructure for zonal office and storage of answer scripts.
- b. Availability of eligible faculties for appointing as the examiner of answer scripts.
- c. Availability of sufficient permanent supporting staff.

- 27.2 Performance evaluation of existing zones will be carried out and status reviewed as required
- 27.3 Evaluation zone at Darrang College

28. Appointment of Assistant Officer-in-Charge of Examination at the colleges.

- a. Four faculties will be appointed as the Assistant Officer-in -Charge out of which one shall perform as the officer on confidential duty for handling the logistics of confidential material from Darrang College Examination cell.
- b. Assistant Officer-in-Charge are to be selected from the permanent faculty members on semester/annual basis.
- c. The Assistant Officer-in-Charge of End Semester and the Internal Examination should not be appointed for a long period continuously. Every eligible faculty should be given opportunity for training and experience of conducting examination.
- d. A faculties having close relative appearing in the same examination should not be appointed as Assistant Officer-in-Charge of the Examination Centre.
- e. The duty of Assistant Officer-in-Charge is mandatory and an unavoidable part of service of each teacher/faculty members.

29. Appointment of End Semester Examination question paper setters, their functions and responsibilities.

- 29.1 Requirement for appointment of a paper setter
 - a. Minimum 5 years teaching experience preferably against permanent post in different Colleges and Universities.
 - b. A faculty having close relative appearing in the same examination will not be appointed as the paper setter of the same examination.
 - c. The list of the names of the paper setters is to be prepared by the Controller of Examinations in consultation with the head of the parent department of Darrang College.
- 29.2 The paper setter should ensure that the questions are set so as to objectively assess attainment of the outcome as spelled out in the relevant syllabus of the paper
- 29.3 Question setter will take due care to formulate questions that require critical thinking and promote problem solving skills
- 29.4 Questions on Skill Enhancement Courses should be set with emphasis on core competencies of the student in the respective skill

30. Appointment of End Semester Examination question paper moderator, their functions and responsibilities.

30.1 Requirement for appointment of a paper moderator

- Minimum 5 years teaching experience preferably against permanent post in different Colleges and Universities.
- A faculty having close relative appearing in the same examination will not be appointed as the paper moderator of the same examination.
- The list of the name of the paper moderator is to be prepared by the Controller of Examinations in consultation with the head of the parent department of Darrang College.

30.2 The paper moderator should ensure that the question setting adhere to the requirements. The moderator may, in his/her wisdom, may decide to modify a question or replace by a newly formulated question

30.3 The Controller of Examination, will prepare and update the complete inventory of teachers from Colleges and Academic Departments of Darrang College with eligibility as question setter, moderator and examiner at the beginning of the Academic Session

31. Appointment of Invigilators, their functions and responsibilities in the examination hall.

- Invigilation is considered as a mandatory duty of a teacher as part of the teaching-learning and evaluation process. Both permanent or non-permanent teachers (e.g., teachers against non-sanctioned post, contractual teacher, teaching associate etc.) may be appointed as invigilator.
- The invigilators are duty bound to ensure a disturbance free environment for the examinees, supplying blank answer scripts, additional answer scripts, maintaining records of incoming and outgoing examinees during examination period and keeping continuous and strict vigilance to curb unfair means resorted by the examinees in the examination hall.
- On completion of the examination, invigilators will collect the answer scripts and ensure exact number tallied with the number of appeared students. Subsequently, the team of invigilators will submit the whole number of answer scripts to the Assistant Officer-in-Charge of the Examination Centre.
- There will be provision for remuneration for accomplishing invigilation duty. However, in the case of distance mode, there may be provision for remuneration.

32. Special provision in case of semester-end examination for differently able examinees.

- There will be special provision of taking the assistance of amanuensis for differently able examinees. To avail this provision, differently able examinees need to inform the Controller of Examinations well in advance for getting official permission.
- In case of locomotor disability, there will be the provision of allowing extra time of examination, subject to the production of certificate from the appropriate authority of the Government organization.

33. Re-evaluation of answer scripts.

33.1 Application Re-evaluation of answer scripts should be submitted within 15 days from the date of declaration.

33.2 The fee amount for re-evaluation without photocopy is Rs. 300/- The fee amount for re-evaluation with photocopy is Rs. 550/- The fee amount for photocopy only without re-evaluation- is Rs. 220/-

33.3 Application and fee payment are to be submitted online.

- 33.4 The fee is subject to revision from time to time which will be notified through the Darrang College portal.
- 33.5 Re-evaluation of answer scripts will be limited to wrong entry, omissions, under marking, over marking, and wrong calculation of total marks.

34. Appointment of External Examiner

- 34.1 External examiner for Practical Examinations.

- a. Appointment of external examiner for practical examinations will be the responsibility of the Officer-in-Charge of the Examination Centre/Departmental head. As far as possible, the appointment of the practical examiner should be made from the nearby institutions.
- b. The remuneration for external practical examiner will be managed by the authority of the Examination Centre.

- 34.2 External Examiner for Dissertation

Any faculty who is recognized as research guide of a College or University may be appointed as external examiner to evaluate the dissertation. On recommendation of the CCS, relevant experts outside the Academia may also be appointed as external examiner by the Controller of Examination.

35. Requirements of documents for issue of Mark/Grade sheets, Certificates, Diploma, Degree Transcripts

- 35.1 Mark/Grade sheets, Certificates, Diploma, Degree

- a. G.U. Registration certificate
- b. Online fees payment receipt through Darrang College portal.

- 35.2 Transcript

- c. G.U. Registration certificate
- d. Semester wise marksheets/grade
- e. Provisional/final pass certificate
- f. online fees payment receipt through guportal.in
- g. Details of the address to whom the transcript is to be posted

36. Multiple entry and exit options

Provision for multiple entry and exit is embedded in the course structure of the FYUGP. It will be governed by the Darrang College Academic Regulations, 2025.

37. Change/Switch over of subjects- Major, Minor

As per Darrang College Academic Regulations 2025

38. Guidelines for Internship

- 38.1 a. Internships involve working with local industry –both in MSME sector and Heavy industries, government or private organizations, local self-government organizations (e.g., Gaon Panchayat and Zila Parishad) business organizations, artists, crafts persons, and similar entities to provide opportunities for students to actively engage in on-site experiential learning.
- b. Research internship may be carried out in academic/R & D institutions
 - i. to enhance employability of an individual student
 - ii. to develop research aptitude of an individual student

38.2 The Internship cell of the university/college will coordinate the internship activities, ensure its effective implementation and coordinate between the internship providing entity and Controller of Examinations for credit transfer.

38.3 Duration for a 2-4 credit internship will be eight weeks (Two months)

38.4 Credits will be transferred subject to the following:

- a. The internship is approved by the Internship Cell of the College/university
- b. A certificate of successful completion of the internship along with activity logbook and evaluation report of Internship Supervisor of the respective institution where the internship is carried out.
- c. Demonstrable evidence of work in the form of a report and seminar presentation by the intern, to be evaluated by a Committee of teachers/experts appointed by the Controller of Examinations. The evaluation may be on the following aspects:
 1. Format of presentation and the quality of intern's report
 2. Acquisition of skill sets by the intern
 3. Originality and any innovative contribution
 4. Significance of research outcomes
- d. The completion report alongwith the certificate sent to the Controller of Examinations by the Internship Cell

39. Requirement of research guide ship for guiding honors with research student of 4th year

39.1 The Academic departments in a college can conduct the FYUGP for awarding the degree of Honours with Research, only if it has at least one permanent faculty member recognized as research supervisor.

39.2 In the academic departments where no recognized research supervisor is available, students can pursue their research project under joint guide ship, in which case the faculty from the other department must have research guideship.

39.3 Students will be allowed to carry out their research project in any of the colleges within the academic clusters.

46.3 Students can also carry out research project in another knowledge institution in which case the topic has to be approved by the DAC concerned in his/her parent institution. Two copies of the dissertation along with a completion certificate from the supervisor has to be submitted at the department and the student has to present his work at the department even if s/he has done so in the institution where it was carried out.

40. Provision for special examination
Under special circumstances namely, gross damage or missing of answer scripts due to any unforeseen reasons beyond control of the college, special examination shall be held within stipulated time and declaration of results in a time bound manner ensured as recommended by examination committee

41. Eligibility for Examinership

41.1 For Major course, a teacher must have taught the subject/paper for a minimum period of three years in the college.

- 41.2 For minor/AEC/VAC/MDC/SEC course, a teacher must have taught the subject/paper in the college.
- 41.3 A scrutinizer of any subject/paper must qualify to become an examiner of that subject/paper.
- 41.4 A person who has ‘close relative(s)’ appearing in a particular university examination shall not be associated with it in any capacity. In this context, ‘Close relative’ means husband, wife, son, daughter, father, mother, grand-children, son-in-law, daughter-in-law, brother, sister, brother-in- law, sister-in-law, father-in-law, mother-in-law, nephew, niece and first cousin. It shall be the responsibility of the person involved in an examination in any capacity to declare that none of her/his close relative(s) is appearing in that examination.
- 41.5 A question setter must be a regular teacher of the college/other institutes with teaching experience of at least three years

42. Credit transfer from MOOC in SWAYAM or other digital platforms

- 42.1 Students at Darrang College (Autonomous) can opt for MOOC courses from SWAYAM/NPTEL platform or any other digital platform adopted by the college from time to time.
- 42.2 Students can register for a maximum of one MOOC course in a semester from online platforms. A student may register for more than one courses. However, these will not be considered for credit transfer and computation of CGPA/SGPA
- 42.3 The competent authority will consider the online courses offered through SWAYAM or any other digital platforms conforming to the academic requirement of Darrang College and decide on the courses which are permissible for credit transfer
- 42.4 Credits from only those courses will be admissible to be included in the College Transcript and ABC which are approved by the Academic Council and for which credit mapping is completed by the Controller of Examinations
- 42.5 The MOOC Courses will be notified with other conventional courses in the beginning of each semester by the Controller of Examinations. The Academic departments through a Faculty Coordinator, will maintain the record of the courses opted by the students and will inform the Controller of Examinations prior to the end semester examination
- 42.6 All the academic departments of Darrang College (Autonomous) will notify a Faculty Coordinator who will be responsible for liaising with the Controller of Examinations, approval of the courses to be taken by the students and for sending the MOOC results to Controller of Examinations
- 42.7 Darrang College (Autonomous) will ensure award of equivalent credits against the notified MOOC courses provided the relevant course is approved by the MOOC coordinator of the academic department of Darrang College and the student indicates requirement of credit transfer at the time of filling up of examination forms.
- 42.8 Once registered for an online course, the student will have to complete the entire cycle of the course including examination only through the digital platform. In no case separate examination will be conducted for the MOOC course contents.
- 42.9 Credit transfer will be allowed only for those MOOC courses for which proctored examination is conducted
- 42.10 If a student fails in an online course, s/he may be allowed to appear for an equivalent course available at Darrang College (Autonomous) . In such cases the onus will be on the student to fulfill all the requirements of the course to sit for examination
- 42.11 A student can register for MOOC courses irrespective of semester schedule
- 42.12 No MOOC course will be allowed in the last semester of the three year/four year UG programme
- 42.13 If a MOOC Course approved by Darrang College (Autonomous) has lower credit than required for a particular programme, the academic departments of the College may make alternative arrangement to make up for the shortfall in credits. The MOOC Coordinator will keep all relevant

records and assist the Controller of Examinations in assimilation and transfer of credits.

43. Power to resolve issues:

If any difficulty arises in giving effect to the provisions of the Regulations, the Academic Council may look into the matter or may give such direction(s) not inconsistent with the provisions of the Regulations as may appear to be necessary or expedient for the removal of the difficulty.

44. Transitory Measures: The Examination Committee duly constituted by the Darrang College (Autonomous) is vested with the authority to resolve any issue that may arise in implementation of this Regulations.

Appendix I: Abbreviations

- ABC -Academic Bank of Credits
- AEC -Ability Enhancement Course
- CBCS -Choice Based Credit System
- CBSE -Central Board of Secondary Education
- CCE -Continuous and Comprehensive Evaluation
- CGPA -Cumulative Grade Point Average
- CITS -Craftsman Instructor Training Scheme
- COE -Controller of Examinations
- CTS -Craftsman Training Scheme
- DGT -Directorate General of Training
- Dy COE-Deputy Controller of Examinations
- FYUGP-Four Year Undergraduate Programme
- HEIs -Higher Education Institutions
- MOOC -Massive Open Online Courses
- MSDE -Ministry of Skill Development and Entrepreneurship
- NAC -National Apprenticeship Certificate
- NAD -National Academic Depository
- NCERT-National Council for Educational Research and Training
- NCrF -National Credit Framework
- NCVET-National Council for Vocational Education and Training
- NEP -National Education Policy
- NHEQF-National Higher Education Qualification Framework
- NIOS -National Institute of Open Schooling
- NPTEL -National Programme on Technology Enhanced Learning
- NSEQF -National School Education Qualification Framework
- NSQF -National Skill Qualifications Framework
- NTA -National Testing Agency
- NTC -National Trade Certificate
- SEC -Skill Enhancement Course
- SGPA -Semester Grade Point Average
- SWAYAM-Study Web of Active Learning by Young and Aspiring Mind
- UGC -University Grants Commission
- VAC -Value Added Course

Appendix II: Base documents

Various provisions in this Regulations are primarily drawn from the following (but not limited to) guiding documents:

1. The Gauhati University Act 1947 (as amended up to date), 2016
2. Gauhati University “Statute on Duties and Responsibilities of the Officers of the University (as amended up to date, 2012
3. Regulations of Three Year Degree Course (TDC) 20-17, Gauhati University
4. Regulations of the Undergraduate Choice Based Credit System (CBCS)- 2019, Gauhati University
5. GU -FYUGP Regulations, 2023
6. National Education Policy 2020, MHRD, Govt. of India
7. Curriculum and Credit Framework for Undergraduate Programmes, UGC, December, 2022
8. National Higher Education Qualification Framework (NHEQF), UGC, May, 2023
9. National Credit Framework (NCrF), UGC, April, 2023
10. Model Framework for UG and PG Programmes, Dept. of Higher Education, Govt. of Assam, May, 2023 (Vide AHE-11/33/2022-HIGHER EDU.-Higher Education)
11. UGC (Credit Framework for Online Courses through SWAYAM) Regulations, 2016, The Gazette of India, Part III-Sec 4, 19July, 2016



DARRANG COLLEGE (AUTONOMOUS)

Tezpur-784001

No. Ex./Expulsion/25/8 /

Date.....

EXPULSION REPORT

Controller of Examinations

Darrang College (Autonomous)

This is to report that (Name).....

Code No.....Roll No..... a candidate to
the..... Examination, was found adopting unfair means
in (subject).....Paper.....on.....as detailed
below.

- (i) Copying from printed manuscript/loose sheet /book
- (ii) Copying from scribing on a Scale/Instrument box/Blotting paper/ Question paper/admit card etc.
- (iii) Inserting/smuggling answers procured/written from outside
- (iv) In possession of printed/manuscript loose sheet/book/digital devices, (e.g., smart phone, blue tooth devices etc.
- (v) Copying from digital devices
- (vi) Any other

He/ She was detected red-handed while doing so by invigilator Shri.....
.....in presence of Shri.....

The answer script of the candidate is seized and he/she has been expelled and debarred from appearing at the remaining examinations. His/her answer script with incriminating documents and the original report of the invigilator concerned has been forwarded to you herewith.

N.B. : Please furnish the home address of the above expelled candidate correctly as follows-

Name of the candidate.....

Father's Name.....

Vill:..... P.O.

Dist:Pin No: E-

mail:Ph.....

Encl.

- 1. Answer book.
- 2. Incriminating documents.
- 3. Statement from the Candidate,
- 4. Copy of the Notice expelling the Candidate.

..... Examinations
.....Centre

Signature of the invigilator by whom detected

Signature of witness

NOTE : The report with all enclosures must be sent to the Controller of Examinations, G.U., by name by Registered Post./Messenger.



(Dr. Swapnalee Kakaty)
Controller of Examination
Darrang College (Autonomous)

Date: 12-08-2025

Controller of Examination
Darrang College (Autonomous)
Tezpur, Assam



(Dr. Palash Moni Saikia)
Principal
Darrang College (Autonomous)

Date: 12-08-2025

Principal
Darrang College (Autonomous)
Tezpur, Sonitpur, Assam