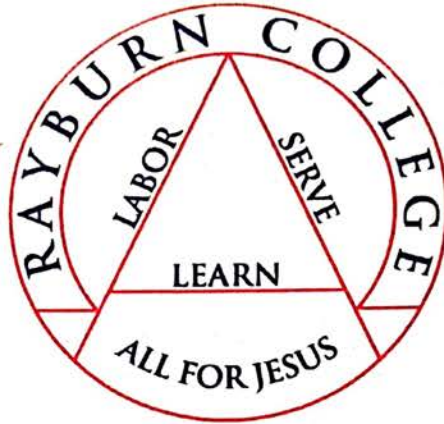


# RAYBURN COLLEGE

(BSF ROAD, LAMKA, GANGPIMUAL CHURACHANDPUR MANIPUR - 795006)



## RAYBURN COLLEGE EXAMINATION ORDINANCE FOR UNDERGRADUATE PROGRAMMES (NEP-2020)

*(As Approved by the Examination & Evaluation Committee  
Vide Office Order No. 1 Dated 1<sup>st</sup> July, 2024)*

**RAYBURN COLLEGE**

**BSF ROAD, LAMKA, GANGPIMUAL CHURACHANDPUR MANIPUR -795006**

**2024-2025**

**RAYBURN**



**COLLEGE**

(Autonomous, Accredited B++ Grade, 2.96 CGPA out of 4 by NAAC 2023)  
Affiliated to M.U: No. MU/1-65/98/CDC/136/07.08.2012. Recognized by UGC under Section  
2(O) & 12(B) of 1956 Act: No.8-29/2015(CPP-I/C):23/04/2015. BSF Road, Gangpimual, Lamka,  
Churachandpur, Manipur - 795 006, India.  
Website: www.rayburncollege.ac.in

*Office of the*  
**Controller of Examinations**

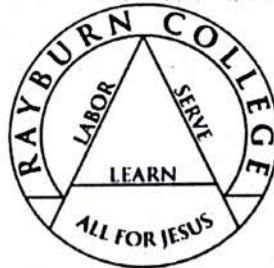
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**2024-2025**



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## RAYBURN COLLEGE EXAMINATION ORDINANCE FOR UNDERGRADUATE PROGRAMMES IN ARTS, SCIENCE AND COMMERCE (NEP-2020), 2024

In exercise of the powers conferred by the Manipur University notice No.MU/2-6/2023:/181 dated the 21<sup>st</sup> May 2024 and UGC notice No. F.2-10/2023(AC-Policy) conferment of Autonomous College as per clause 7.4 of the UGC (*Conferment of Autonomous status upon College and measure for maintenance of standards in Autonomous College*) Regulations-2023 and in view of the National Educational Policy-2020 of the Government of India and the University Grants Commission's Guidelines for the Learning Outcomes-based Curriculum Framework (LOCF) under the Choice Based Credit System (CBCS), the Rayburn College hereby makes these Examination Ordinance for Undergraduate Academic Programmes in Science, Arts and Commerce.

### 1. Examination Title, Commencement and Scope:

1.1. This Ordinance shall be called the Rayburn College Examination Ordinance for Undergraduate Programmes in Arts, Science and Commerce - 2024.

1.2. This Ordinance shall come into force from the Academic Session 2024-2025.

1.3 These Ordinance shall be applicable only to the students taking admission to the four year Undergraduate Programme at Rayburn College.

### 2. Examination Scope and Coverage:

2.1. This Ordinance shall supersede the existing Ordinance for Bachelor of Arts, Bachelor of Science and Bachelor of Commerce (Six-Semester System) of Manipur University.

2.2. The Undergraduate Academic Programme governed by this Ordinance shall be of four years duration with multiple entry and exit options with appropriate certifications namely:

(a) **Bachelor's Certificate** in a Discipline upon the successful completion of the First Year (Two Semesters);

(b) **Bachelor's Diploma** in a Discipline upon the successful completion of the Second Year (Four Semesters);

(c) **Bachelor's Degree** in a Discipline at the successful completion of the Third Year (Six Semesters);

(d) **Bachelor's Degree with Honours** in a Discipline at the successful completion of the Fourth Year (Eight Semesters).

2.3. This Examination Ordinance shall be applicable to the students taking admission to the Undergraduate Programmes from the Academic Session 2024-2025.

2.4. Those students who were admitted to the Undergraduate Programmes before enforcement of this Ordinance shall continue to be governed by the existing Ordinance for Bachelor of Arts, Bachelor of Commerce and Bachelor of Science (Six-Semester System) under Manipur University.

2.5. The curriculum for the 4-year Undergraduate Programmes shall be based on the LOCF-CBCS system of the UGC with value addition courses which are envisaged in the NEP 2020.



### 3. Examination Definitions & key words:

#### 3.1. National Education Policy 2020 (NEP 2020):

The NEP 2020 envisages a holistic and multidisciplinary education that aims to produce employable graduates with integrated personality. The policy envisions the Undergraduate Degree to be of either 3- or 4-years duration, with multiple entry and exit options within this period and with appropriate certifications e.g. a certificate after 1 year of study or a diploma after 2 years of study or a Bachelor's degree after 3 years of study. The 4-year programme will lead to either a Bachelor's degree with 2 Honours in a discipline or a Bachelor's degree with Research, if the student completes a rigorous research project in a major area of study as specified by the College.

#### 3.2. Academic Bank of Credit (ABC):

It is a national level facility for onboarding of Higher Education Institutions (HEIs) and academic account by students. ABC will digitally store the academic credits earned by students from HEIs register with ABC for awarding degrees/diploma/certificate taking into account credits earned by students. ABC will ensure the opening, closure and validation of Academic Bank Accounts, credit verification, credit accumulation, and credit transfer, redemption for students.

#### 3.3. Multiple Entry and Exit Points:

These are stages where the students may have options for entry and exit in the Academic Programmes in Higher Education Institutions (HEIs) to be facilitated through the facility created by the Academic Bank of Credit scheme in the manner as provided in the UGC "*Guidelines for Multiple Entry and Exit in Academic Programmes offered in Higher Education Institutions*".

#### 3.4. Learning Outcomes-based Curriculum Framework (LOCF):

It is a framework initiated by UGC in 2018 for updating CBCS curriculum so as to reflect the expected learning outcomes and academic standards that are expected to be attained by Graduates of a programme of study and holder of a qualification.

#### 3.5. Choice Based Credit System (CBCS):

It is the system formulated by the UGC in 2015. The CBCS provides choice for students to select from the prescribed courses (Core, Elective or Minor or Soft Skill Courses). Under the CBCS, the requirement for awarding a degree or diploma or certificate is prescribed in terms of minimum number of credits to be completed by the students.

#### 3.6. Academic Year:

It means two consecutive (one odd + one even) semester constitute one academic years.

#### 3.7. College:

It means Rayburn College, Autonomous and Affiliated to Manipur University established and incorporate as a College under UGC section 2(f) & 12(b) of 1956.

#### 3.8. Ordinance:

It means the Rayburn College Examination Ordinance for Undergraduate Programmes in Arts, Science & Commerce.



### 3.9. Controller of Examination:

It means the Controller of Examinations of Rayburn College

### 3.10. SEC:

It means Skill Enhancement Course designed to promote skill pertaining to the main discipline/subject of study.

### 3.11. Semester:

It means each semester will consist of 15-16 weeks of academic work equivalent to 90 actual teaching days. In a bi-semester system, an academic year consists of two semesters. The odd semesters may be scheduled from **July to December**, and even semester from **January to June**.

### 3.12. Programme:

A programme, shall mean an Academic Programme leading to award of a Degree, Diploma or Certificate. It comprises of a fixed set of core (compulsory) Courses and some choice based (Optional) Courses with a minimum Credit requirement.

### 3.13. Course:

A course, usually referred to as 'paper', is a components of a Programme, comprising one or a combination of some academic forms of instructions such as lectures, tutorials, laboratory work, field work, outreach activities, project work, vocational training, viva, seminars, term papers, assignments, presentations, self-study etc. or a combination of some of these. All courses should define learning objectives and students learning outcomes. Each course is to be identified by a unique course code and course title.

### 3.14. Credit:

It is define as the quantum of work load for a course usually measure in terms of number of hours of instructions required per week in a semester. Generally one credit is taken as one hours of lecture / tutorial or two hours of practical/field work, per week in a semester or one week of internship in terms of evaluations, one credit is generally equivalent to 25 marks in a semester.

### 3.15. Grade Point:

It is a numerical weight allotted to each letter grade on a 10-point scale.

### 3.16. Letter Grade:

It is an index of the performance of students in a course. Grades are denoted by letters O, A+, A, B+, B, C, P, F and Ab.

### 3.17. Credit Point:

It is the product of grade point and number of credits for a course.

### 3.18. Semester Grade Point Average (SGPA):

It is a measure of performance of work done in a semester. It is the ratio of total credit points secured by a student in various courses registered in a semester to the total course credits taken during that semester. It shall be expressed up to two decimal places.



### 3.19. Cumulative Grade Point Average (CGPA):

It is a measure of overall cumulative performance of a students over all semester. The CGPA is the ratio of total credit points secured by a students in various courses in all semesters to the sum of the total credits of all courses in all the semesters. It is expressed up to two decimal places.

### 3.20. Transcript or Grade Card or Certificate:

It is a grade certificate to be issued to all registered students after every semester, based on the grade earned. The grade certificate will display the course details (Code, Title, Numbers of credits, Grade secure) along with SGPA of that semester and CGPA earned till that semester.

## 4. Examination Courses for Undergraduate Programmes:

The Undergraduate Programmes governed by this Ordinance contain the following course components:

### 4.1 Core Course:

This is a course which is to be compulsorily studied by a students as a core requirement to complete the requirement of a programme in a said discipline/subject of study. Each of the Core Courses shall contain two components: Theory and Practical/Tutorial. Theory Paper having Practical shall carry 4 Credits so that Practical carries 2 Credits. Theory Paper having Tutorial shall carry 5 Credits so that Tutorial carries 1 Credit.

### 4.2 Elective Course:

Generally, an elective course is a course which can be chosen from a pool of courses which may be very specific or specialized or advanced or supportive to the discipline/ subject of study or which provides an extended scope or which enables an exposure to some other discipline/subject/domain or nurtures the candidate's proficiency/skill.

An elective course may be three types:

#### (a) Discipline Specific Elective (DSE) Course:

It means Discipline Specific Elective courses which is an elective course offered to advance knowledge and skill in the core domain. Elective courses offered by the main discipline/subject of study are referred to as Discipline Specific Elective Courses. This course is to advance knowledge and skill in the core domain. Each of the DSE courses shall contain two components: Theory and Practical/Tutorial. Theory Paper having Practical shall carry 4 Credits so that Practical carries 2 Credits. Theory Paper having Tutorial shall carry 5 Credits so that Tutorial carries 1 Credit.

#### (b) Dissertation/Project/Internship:

It is an elective course design to acquire special/advance knowledge through involvement in solving/analyzing/ exploring a real life situation/ difficult problems. An elective course designed to acquire special/advanced knowledge is termed as dissertation/project. This is considered as a special course involving application of knowledge in solving/ analyzing/ exploring a real life situation/ difficult problem. Dissertation/Project Work is compulsory and it shall be offered as a discipline specific elective paper in the 8th Semester.



### (c) Generic Elective Course (GEC):

It means Generic Elective Course which is an elective course to be chosen generally from an unrelated discipline with an intention to seek wide exposure. An elective course chosen generally from an unrelated discipline/subject, with an intention to seek a wide exposure is called a Generic Elective. A core course offered in a discipline/subject may be treated as an elective by other discipline/subject and vice versa and such electives may also be referred to as Generic Elective. Each of the GEC Courses shall contain two components: Theory and Practical/Tutorial. Theory Paper having Practical shall carry 4 Credits so that Practical carries 2 Credits. Theory Paper having Tutorial shall carry 5 Credits so that Tutorial carries 1 Credit.

### 4.3 Ability Enhancement Course:

It means an Ability Enhancement Compulsory Course which is a course that lead to knowledge enhancement in the areas of either environmental science / English / MIL/ communication. The Ability Enhancement Course may be of two kinds: Ability Enhancement Compulsory Courses (AECC) and Skill Enhancement Courses (SEC). AECC courses are the courses based upon the content that leads to Knowledge enhancement: (i) Environmental Science and (ii) English/MIL Communication. These are mandatory for all disciplines. SEC courses are value-based and/or skill-based and are aimed at providing hands-on-training, competencies, skills, etc. These may be chosen from a pool of courses designed to provide value-based and/or skill-based knowledge. Each of the AECC and SEC courses shall carry 4 Credits.

### 4.4 Value Addition Courses (VAC):

It means value added course design to help develop all capacities of human being – intellectual, aesthetics, social, physical, emotional, and moral in an integrated manner. These are courses that will help develop all capacities of human beings – intellectual, aesthetic, social, physical, emotional, and moral in an integrated manner. It includes subjects like, Sports, Health Care, NCC, NSS, Ethics, and Culture etc. VAC courses may be chosen from a pool of courses. Each VAC course shall carry 2 Credits.





## 5. Examination Course Structure:

5.1. The course structure for the 4-year UG Programme shall be as under:

### Course Structure for the 4-year UG Programme.

SEMESTER	CORE (CREDIT)	DSE (CREDIT)	GEC (CREDIT)	AECC(CREDIT)	SEC (CREDIT)	VAC (CREDIT)	SEMESTER CREDIT
I	Core -1(6)	-	-	Aecc-1(4) English/MIL	Sec-1(4)	Vac-1(2)	24
	Core -2(6)					Vac-2(2)	
II	Core -3(6)	-	-	Aecc-2(4) Environmental science	Sec-2(4)	Vac-3(2)	24
	Core-4 (6)					Vac-4(2)	
Exit option with Bachelor Certificate in a discipline on completion of courses equal to a minimum of 46 credits							
III	Core -5(6)	-	Gec-1(6)	-	-	Vac-5(2)	26
	Core -6(6)						
	Core -7(6)						
IV	Core -8(6)	-	Gec-1(6)	-	-	Vac-6(2)	26
	Core-9 (6)						
	Core-10(6)						
Exit option with Bachelor Diploma in a discipline on completion of courses equal to a minimum of 96 credits							
V	Core-11(6)	Dse-1(6)	Gec-3(6)	-	-	Vac-7(2)	26
	Core-12(6)						
VI	Core-13(6)	Dse-2(6)	Gec-4(6)	-	-	Vac-8(2)	26
	Core-14(6)						
Exit option with Bachelor Degree in a discipline on completion of courses equal to a minimum of 140 credits							
VII	Core-15(6)	Dse-3(6)	Gec-5(6)	-	-	-	24
	Core-16(6)						
VIII	Core-17(6)	Dse-4(6)	Gec-6(6)	-	-	-	24
	Core-18(6)						
Award of Bachelor Degree with Honours in a discipline on completion of courses equal to a minimum of 180 credits							

### 5.2. Bachelor's Certificate:

The Bachelor's Certificate in a discipline is obtainable after 1 year (two semesters) of study. A Bachelor's Certificate in a discipline may be awarded if a student studies 4 core papers in that discipline, 2 Ability Enhancement Compulsory Courses (AECC), 2 Skill Enhancement Courses (SEC) and 4 Value Addition Courses (VAC), with the completion of courses equal to a minimum of 46 Credits.

### 5.3. Bachelor's Diploma:

The Bachelor's Diploma in a discipline is obtainable after 2 years (four semesters) of study. A Bachelor's Diploma in a discipline may be awarded if a student studies 10 core papers in that discipline, 2 Ability Enhancement Compulsory Courses (AECC), 2 Skill Enhancement Courses (SEC), 6 Value Addition Courses (VAC) and 2 Generic Elective courses (GEC), with the completion of courses equal to a minimum of 96 Credits.



#### 5.4. Bachelor's Degree:

The Bachelor's Degree in a discipline is obtainable after 3 years (six semesters) of study. A Bachelor's degree (i.e., B.Sc./ B.A./ B.Com.) in a discipline degree may be awarded if a student studies 14 core papers in that discipline, 2 Ability Enhancement Compulsory Courses (AECC), 2 Skill Enhancement Courses (SEC), 8 Value Addition Courses (VAC), 2 Discipline Specific Elective (DSE) courses and 4 Generic Elective (GE) courses, with the completion of courses equal to a minimum of 140 Credits.

#### 5.5. Bachelor's Degree with Honours:

The Bachelor's Degree with Honours in a discipline is obtainable after 4 years (eight semesters) of study. A Bachelor's degree with Honours (i.e., B.Sc.(Honours)/ B.A. (Honours)/ B.Com. (Honours)) in a discipline may be awarded if a student studies 18 core papers in that discipline, 2 Ability Enhancement Compulsory Courses (AECC), 2 Skill Enhancement Courses (SEC), 8 Value Addition Courses (VAC), 4 Discipline Specific Elective (DSE) and 6 Generic Elective courses (GEC), with the completion of courses equal to a minimum of 180 Credits.

#### 6. Examination Mechanism for Computation of Work-load:

The following mechanism shall be adopted for computation of work-load:

- 1 Credit = 1 Theory period of one hour duration/week/semester;
- 1 Credit = 1 Tutorial period of one hour duration/week/semester;
- 1 Credit = 1 Practical period of two hours duration/week/semester;
- 1 Credit = Internship of 1 week/semester.

#### 7. Examination Course Curriculum and Syllabus:

7.1. The course curriculum and syllabus of every Undergraduate Programme shall be developed by the College' Board of Studies/Board of Studies of the College and they shall be implemented after obtaining approval from the Academic Council.

7.2. The College may offer a number of choices for the papers under Generic Elective Courses (GEC), Discipline Specific Elective (DSE) courses, Skill Enhancement Courses (SEC) and Value Addition Courses (VAC), as per the availability of the courses and faculty.

7.3. The College may evolve a system/policy about Extra Curricular Activities/ General Interest and Hobby Courses/Sports/Vocational courses/related courses, for adding them under Value Addition Courses (VAC).

7.4. Dissertation/Project Work/Internship is compulsory and it shall be offered as a discipline specific elective paper in the 8th Semester (70D & 30VV).

7.5. Every course/paper offered in the College shall have a unique Course Code consisting of 05 (five) alphanumeric characters in the form of "XYpqr" where the double alphabet characters "XY" shall identify the discipline/ subject to which the Course/paper belongs, p is a numeric character specifying the qualification level and "qr" are numeric characters specifying the serial number of the Course/paper under that level. e.g ENG501C, GEG502C etc.



7.6. The curriculum of Undergraduate Programme shall be in conformity with the University Grants Commission's Guidelines for the Learning Outcomes based Curriculum Framework (LOCF) under the Choice Based Credit System (CBCS).

7.7. Every Undergraduate Programme shall conform to the common minimum curriculum and syllabi of the core papers as fixed by the UGC under the CBCS system and NEP-2020.

### 8. Examination Entry and Exit Options:

The entry and exit options for students, who enter the Undergraduate Programme, shall be as follows:

#### 1ST YEAR

**Entry 1:** The entry requirement for Bachelor's certificate (Level 5) Programme is Secondary School Leaving Certificate obtained after the successful completion of Grade 12. A Programme of study leading to entry into the first year of the Bachelor's degree is open to those who have met the entrance requirements, including specified levels of attainment at the secondary level of education specified in the programme admission regulations. Admission to the Bachelor's degree programme of study is based on the evaluation of documentary evidence (including the academic record) of the applicant's ability to undertake and complete a Bachelor's degree programme.

**Exit 1:** Bachelor's certificate will be awarded when a student exits at the end of 1st year (Level 5). A Bachelor's certificate requires completion of courses equal to a minimum of 46 Credits at Level 5.

#### 2ND YEAR

**Entry 2.** The entry requirement for Bachelor's diploma (Level 6) is a Bachelor's certificate obtained after completing the first year (two semesters) of the Undergraduate Programme. A programme of study leading to the second year of the Bachelor's degree is open to those who have met the entrance requirements, including specified levels of attainment, in the admission regulations. Admission to a programme of study is based on the evaluation of documentary evidence (including the academic record) of the applicant's ability to undertake and complete a Bachelor's Degree Programme.

**Exit 2:** At the end of the 2nd year (Level 6), if a student exits, a Bachelor's diploma shall be awarded. A Bachelor's Diploma requires completion of courses equal to a minimum of 96 Credits from Level 5 to Level 6.

#### 3RD YEAR

**Entry 3.** The entry requirement for an Undergraduate Programme is a diploma obtained after completing two years (four semesters) of the undergraduate programme. A programme of study leading to the Bachelor's degree is open to those who have met the entrance requirements, including specified levels of attainment, in the admission regulations. Admission to a programme of study is based on the evaluation of documentary evidence (including the academic record) of the applicant's ability to undertake and complete a Bachelor's degree programme.

**Exit 3:** On successful completion of three years, the Bachelor's degree shall be awarded. A Bachelor's degree requires completion of courses equal to a minimum of 140 Credits from Level 5 to Level 7.



#### 4TH YEAR

**Entry 4.** An individual seeking admission to a Bachelor's degree (Honours) (Level 8) in a discipline would normally have completed all requirements of the relevant three-year bachelor degree (Level 7) in that discipline. After completing the requirements of a three-year Bachelor's degree, candidates who meet a **minimum CGPA of 7.5** shall be allowed to continue studies in the fourth year of the undergraduate programme to pursue and complete the Bachelor's degree with Honours in the discipline.

**Exit 4:** On the successful completion of the fourth year, a student shall be awarded a Bachelor's degree with Honours in the concerned discipline. A Bachelor's degree with Honours requires completion of courses equal to a minimum of 180 Credits from Level 5 to Level 8.

#### 9. Examination Qualification Levels and Credit Requirements:

Following the UGC's nomenclature, qualification titles such as certificate, diploma and degree for the Undergraduate Programmes are organized in a series of levels in ascending order as under:

- Level 5: Bachelor's certificate;
- Level 6: Bachelor's diploma;
- Level 7: Bachelor's degree;
- Level 8: Bachelor's degree with Honours.

The minimum credit requirements for these qualification types shall be as under:

**Levels Qualification Title Minimum Credit Requirements**

Level	Qualification title	Minimum credits requirement
Level 5	Bachelor's Certificate in a discipline	46
Level 6	Bachelor's Diploma in a discipline	96
Level 7	Bachelor's Degree in a discipline	140
Level 8	Bachelor's Degree with Honours in a discipline	180

#### 10. Examination Marks Distribution and Evaluation:

Total marks for each course shall be based on internal assessment (25%) and End Semester Examination (75%). The internal assessment of 25% shall be distributed as under:

- (i) Test/Assignment/Seminar/Field Work/Project Work/Case Study: 20%;
- (ii) Attendance: 5%.

#### 11. Examination Letter Grade and Grade Point:

**Letter Grade** is used to signify the level of qualitative/quantitative academic achievement of a students in a Course, while the **Grade Point** is used to indicate the numerical weight of the Letter Grade on a 10-point scale. **Letter Grades 'O' to 'P'** indicate successful completion of a Course, while Letter Grades 'F' and 'Ab' indicate 'Fail' and 'Absent' respectively. The 10-point grading system of the UGC, as described below, will be adopted for assessment and examination of the performance of students in various courses of the Undergraduate Programmes.



**Table: Letter Grades and Grade Points**

GRADE LETTER	GRADE POINTS	% OF MARKS	SGPA/CGPA	DESCRIPTION
O (Outstanding)	10	90 - 100	9.0 - 10.0	Outstanding
A+ (Excellent)	9	80 - 89	8.0 - 8.9	First Class Exemplary
A (Very Good)	8	70 - 79	7.0 - 7.9	First Class Distinction
B+ (Good)	7	60 - 69	6.0 - 6.9	First Class
B (Above average)	6	55 - 59	5.5 - 5.9	High Second Class
C (Average)	5	50 - 54	5.0 - 5.4	Second Class
P(Pass)	4	40 - 49	4.0 - 4.9	Pass
F (Fail)	0	0- 40	0.0- 4.0	Fail
Ab	0	-	-	Absent

## 12. Examination Computation for SGPA and CGPA

**12.1. The Semester Grade Point Average (SGPA)** of a student in a Semester is the weighted average of the Grade Points secured by the student in all the Credit Courses that he/she registered in that Semester, irrespective of whether he/she could or could not complete the Courses. The SGPA of a students in a Semester shall be calculated on the UGC's 10-point scale by finding the ratio of sum of the product of the number of credits with the grade points scored by the students in all the courses in that semester and the sum of the number of credits of all the courses undergone by the student i.e.,

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

where  $C_i$  is the number of credits of the  $i$ th course and  $G_i$  is the grade point scored by the student in the  $i$ th course. Conventionally, SGPA is rounded off to 2 decimal points.

**12.2 The Cumulative Grade Point Average (CGPA)** of a student in a Programme is the accumulated weighted average of the Grade Points secured by the students in all the Credit Courses that he/she registered, over all semesters of the programme. The CGPA of a student shall be calculated on the UGC's 10-point scale by finding the ratio of sum of the product of the number of credits with the SGPA of the student over all the semesters and the sum of the number of credits over all the semesters i.e.,

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

where  $S_i$  is the SGPA of the  $i$ th semester and  $C_i$  is the total number of credits in that semester. Conventionally, CGPA is rounded off to 2 decimal points.

## 13. Examination Accumulation of Credits:

Every student shall open an account in the Academic Bank of Credits which will provide him/her with a unique ID and will allow access to the Standard Operating Procedure (SOP). The Credits awarded to a student for the courses pursued in the University shall be accumulated in the Academic Bank Account of the student. The procedure for accumulation of credits earned, shelf life, redemption of credits, would be as per the UGC (Establishment and Operation of Academic Bank of Credits in Higher Education) Regulations, 2021 and their subsequent amendments. The validity of credits earned will be to a maximum period of seven years or as specified by the Academic Bank of Credits.



#### **14. Examination Duration for the Undergraduate Programmes:**

Every student admitted to an Undergraduate Programme for a qualification (Level 5 to Level 8) shall be required to complete the programme within a period of 2 (two) years from the date of admission to the programme of each qualification level.

#### **15. Examination Course Registration:**

At the beginning of every Semester, all the students shall be required to register for the Courses specified for that Semester of the Programme in the College for Examinations in the prescribed forms with payment of fees as prescribed by the College from time to time.

#### **16. Examinations matters:**

All matters pertaining to Examinations for the 4-year Undergraduate Programs shall be regulated by the Rayburn College Examination Ordinance for the 4-Year Undergraduate Programmes.

#### **17. Examination Admission notice:**

Notice inviting applications for admission into different programmes shall be issued by the Principal as per Academic Calendar of the College.

#### **17.1. Examinations Admission to 1<sup>st</sup> year Bachelor Programme.**

17.1.1 A candidate who has passed the Higher Secondary (10+2) or its equivalent Examination recognized by University/College is eligible for admission to the 1<sup>st</sup> year Bachelor Programme in a discipline.

17.1.2. The selection of candidates may be made based on the total marks obtained in top four subjects in order of marks at the 10+2 level Examination or score obtained in the Common University Entrance Test (CUET) as may be decided by the Admission Committee from time to time.

17.1.3. The reservation norms of the Government of Manipur shall be followed for the intake of students at the time of admission to the 1<sup>st</sup> year Bachelor Programme.

17.1.4. All admitted students in the 1<sup>st</sup> semester shall compulsorily register with the College with their credentials and their unique id by the Academic Bank of Credits (ABC)

17.1.5. Change of course shall not be permitted after submitting the records to the College for Registration.

#### **18. Examination Admission to 2<sup>nd</sup> year Bachelor Programme.**

18.1 A candidate who has possessed a Bachelor's Certificate (obtained after having completed the first year of the Bachelor Programme) is eligible for admissions to the 2<sup>nd</sup> year Bachelor's Programme in the same discipline of the 1<sup>st</sup> year Bachelor Programme.

18.2. Depending on the availability of vacant seats, transfer of admission for students of other University/College and within the University/College is permissible only at the beginning of the 3<sup>rd</sup> semester and the College may conduct an entrance test of its own for selection of candidates to be admitted against the vacant seats.

18.3 The College should do the needful for credits transfer in respect of the students who have been admitted to the College or transferred using unique ABC ID of those students.



### 19. Examination Admission to 3<sup>rd</sup> year Bachelor Programme.

19.1 A candidates who possessed a Bachelor Diploma (obtained after having completed two years of Bachelor Programme) is eligible for admission to the 3<sup>rd</sup> year Bachelor Programme in the same discipline which he/she studied in the first two years of the Bachelor Programme.

19.2. Depending on the availability of vacant seats, transfer of admission for students of other Universities/College and within the College is permissible only at the beginning of the 5<sup>th</sup> semester and the College may conduct an entrance test of its own for selection of candidates to be admitted against the vacant seats.

19.3 The College should do the needful for credits transfer in respect of the students who have been admitted to the College or transferred using unique ABC ID of those students.

### 20. Examination Admission to 4<sup>th</sup> year Bachelor Programme.

20.1 A candidates who possessed a Bachelor Degree (obtained after having completed three years of Bachelor Programme) with CGPA not less than 7.5 is eligible for admission to the 4<sup>th</sup> year Bachelor Programme in the same discipline which he/she obtained in Bachelor Degree.

20.2. Depending on the availability of vacant seats, transfer of admission for students of other Universities/College and within the Universities/College is permissible only at the beginning of the 7<sup>th</sup> semester and the College may conduct an entrance test of its own for selection of candidates to be admitted against the vacant seats.

20.3 The College should do the needful for credits transfer in respect of the students who have been admitted to the College or transferred using unique ABC ID of those students.

### 21. Transfer of Examination admission:

Transfer of Examination admission is permissible only for odd semesters for students of other Universities/College and within the College.

### 22. Examination Condition for transfer of admission of students within the College:

22.1 Transfer shall be within the intake capacity of the College.

22.2 Availability of same combination of subjects studied in the previous College.

### 23. Examination Condition for transfer of admission of students from other College:

23.1. A candidates migrating from any other Universities/College may be permitted to join odd semester of the Degree Programme provided he/she has passed all the subjects of previous semester / years as the case may be. Such candidates must satisfy all other conditions of eligibility stipulated in the regulation of the College.

23.2 Transfer of Examination admission will be within the intake capacity to the College.

23.3. The candidates who is transferring from other Universities/College is eligible for overall SGPA/CGPA or class but not for ranking.

23.4 The candidates shall complete the programme as per the regulation governing the maximum duration of completing the programme.



## **24. Examination Attendance:**

24.1 Examination Attendance will be calculated from the date of commencement of classes or the date of admission whichever is later.

24.2 A students attending atleast 75% of the total number of classes held shall be allowed to appear at the concerned Semester Examination subject to fulfilment of other conditions laid down in the regulations.

## **25. Examination Assessment & Evaluation:**

For assessment and evaluation one credit shall be taken as equivalent to 25 marks in a semester. Thus course will be assessed according to the following scheme.

1 Credit is equivalent to 25 marks

2 Credit is equivalent to 50 marks

3 Credit is equivalent to 75 marks

4 Credit is equivalent to 100 marks

5 Credit is equivalent to 125 marks

6 Credit is equivalent to 150 marks

## **26. Examination Registration:**

26.1. The candidates shall submit application form in prescribe format duly filled in by him/her intending to appear in an End Semester Examination to the Controller of Examination/College within the last date fixed by the College.

26.2. In the said application form, the concerned candidates should provide their unique ABC ID and also should furnish information of all the course / paper that he/she wishes to appear in the End Semester Examination.

## **27. Internal Examination:**

### **27.1 Internal Examination Scheme.**

The Examination scheme shall be based on yearly bi-semester pattern for UG programs which will include the following:

#### **27.1.1 Assessment of Academic Performance**

For UG programs evaluation of a candidates, for the academic performance in a course, shall be based on the overall performance in Continuous Internal Evaluation (CIE) Internal Examination, End Semester Examination, Practical, Viva, Presentation, Assignment, and Tutorial Etc.

#### **27.1.2 Components of Examination Scheme.**

The mode of conduct of Internal Assessment (IA) (Assignment, Class Test, Presentation, Unit Test etc) and details of IA will be announced in advance by CoE office.

#### **27.1.3 Continuous Internal Evaluation (CIE):**

This shall be conducted by the course/subject teacher throughout the Semester and shall include evaluation of laboratory work, assignments, problems solving, group discussion, quiz, seminar, mini project and other academics tools of evaluation. The course/subject teacher shall announce the detail methodology, for conducting the various segment of CIE together with their weightage in advanced during the Semester.





### 28. Examination Malpractice:

Any one or more of the following acts by the candidates during the Examination shall be considered as Malpractice:

- 28.1. Possession of any book, portion of book, Xerox or any other material pertaining to the course of the ongoing Examination or bringing into the Examination hall other material that are not permissible.
- 28.2. Disclosing identity by entering the roll no/ no.name in the answer script while answering
- 28.3. Copying from any material to answer scripts in the Examination.
- 28.4. Communication with any other candidates or any other persons inside or outside the examination hall to obtained / give help/ or assistance for writing answer in the Examination (both the candidates will be booked for malpractice)
- 28.5. Copying from the material or answer book of other candidates or assisting other candidates to copy from his /her material or answer script.
- 28.6. Supply of copy materials.
- 28.7. Smuggling of answer paper or inserting paper written outside the Examination hall in to the answer book.
- 28.8. Tearing of answer scripts.
- 28.9. Impersonation or making any other person to appear in the Examination in place of the candidates.
- 28.10. Making request for help, making threats or reporting to for bribery to any act of the officials of the college or institution for favour in the Examination.
- 28.11. Having any written matter on scribing pad, calculator, palm, hand leg, handkerchief, socks, instrument box, identity card, hall ticket, scales, mobile etc.
- 28.12. Bringing mobile phone or any other communication /messaging system in the Examination hall.
- 28.13. Taking the answer book, written or blank, while leaving the Examination hall.
- 28.14. Attempting to use any un-faired means.
- 28.15. Destroying any evidence of malpractice.
- 28.16. Making any appeal in the answer paper for more marks.
- 28.17. Misbehaviour with the official or any kind of mis-behaviour in or near the Examination hall. using obscene or abusive languages.
- 28.18. Any act enlisted above or such act committed during Examination which may be deemed as unjustifiable by Examination Committee.
- 28.19. All cases of malpractice shall be placed before the committee constituted for Examination malpractice cases and for recommending appropriate punishment to the candidates.

**Mpr-1** If any students repeat the Malpractices offence for the first time, his/her performance shall be cancelled in that theory paper in that examination.

**Mpr-2.** If any students repeat the Malpractice offence for the second time, his/her performance shall be cancelled in all theory paper in that exam.

**Mpr-3.** If any students repeat the Malpractice offence for the third time, he/she shall be detained.

28.20 Value addition course (VAC) shall be conducted and evaluated internally by the respective Department as per the guidelines of the College. The minimum marks for passing VAC course shall be 40%.

28.21. The internal assessment should as far possible be woven in to normal classroom teaching and not be a separate activity conducted after a course have been taught.

28.22. Internal assessment shall be performed during the semester in which a candidates becomes eligible to appear in the concerned End Semester Examination.

28.23. Evidence for conducting internal assessment and VAC course need to be presented/ uploaded by the Department as per direction of the Controller of Examination for verification.

28.24. There shall be no pass mark for internal assessment.



28.25. Marks of internal assessment and VAC course shall be submitted to the Controller of Examination by the respective Department within a week from the date of the College' notification of an End Semester Examination.

28.26. Marks obtained in internal assessment for a theory paper shall be retained for the entire duration of enrolment of the candidates.

28.27. SEC having four credits (theory -02, practical -02): A total of 100 marks split over 50 marks for the theory papers and 50 marks for practical.

28.28. SEC having four credits without practical: A total of 100 marks split over 50 marks For End Semester Examinations and 50 marks for internal assessment.

### **29. End Semester Examination:**

The mode of conduct of ESE (Subjective/Objective) and the details shall be announced in advanced during the Semester.

29.1. There shall be theory and Practical Examination at the end of each semester, ordinarily during **November-December** for odd semester and during, **May-June** for even semester.

29.2 The College shall hold the End Semester Examination for the course / paper under core course (CC), discipline specific elective course (DSE), generic elective course (GEC), Ability enhancement compulsory course (AECC) and skill enhancement course (SEC). Such examination shall be held as per the syllabus currently in force.

29.3 Practical Examination shall be conducted at the end of each semester. They shall be conducted by two examiners (one internal & one external). The candidates shall submit the record book for practical Examination duly certified by the course teachers and the HOD /staff in -charge before the examiner for the assessment and evaluation.

29.4. A theory paper having 4 credits shall have the End Semester Examination for 3 credits / 75 marks and internal assessment for 1 credits / 25 marks.

29.5. A theory paper having 5 credits shall have the End Semester Examination for 4 credits / 100 marks and internal assessment for 1 credit/ 25 marks.

29.6. The pass mark for all theory/ practical/ tutorial in an end Semester Examination shall be 40%.

29.7 If a candidates secures pass marks in practical papers/ tutorials but fail to secure pass marks in in the theory papers, the marks of practical papers/tutorials along with internal assessment shall be retained.

29.8. The statements of marks sheet and answer books of practical Examination shall be deposits to the Controller of Examination by the respective department immediately after the practical Examination are completed.

### **30. Examination Medium of instruction:**

30.1 The medium of instruction for all course other than languages based course (MIL) shall be English.

30.2. All candidates shall write their answers in English for all course other than languages based courses.

### **31. Examination Duration for End Semester:**

End Semester Examination in theory papers carrying full mark above 50 (e.g 75, 100 etc) shall be of 3 hours durations and that of practical paper carrying full marks 50 shall be of 3 hours. On the other hand theory paper carrying 50 marks or below shall be of 2 hours.



**32. Examination questions model for theory papers:**

32.1. The questions for a theory paper shall consist of four parts: Part A: Objectives type questions, Part B: Very short answer type questions, Part C: Short answer types questions and Part D: Long answer type questions.

32.2. The pattern of questions for a theory paper carrying 75 marks in an End Semester Examination shall match with the following format.

Part	Instruction to candidates	Marks
A	Answer 10 out of 14 questions. Each question carries 1 marks	01 x 10 = 10
B	Answer 5 out of 8 questions. Each question carries 2 marks	05 x 02 = 10
C	Answer 5 out of 8 questions. Each question carries 5 marks	05 x 05 = 25
D	Answer three out of 5 questions. Each question carries 10 (5+5)marks	03 x 10 = 30
	Total	75
	IA	25
	<b>TOTAL</b>	<b>100</b>

**33. Minimum to pass in Semester Examination:**

33.1 To pass in an End Semester Examination a candidates shall be required to secure at least 40% marks separately in all theory / practical/ tutorial/ paper covered in that semester.

33.2. A candidates shall be declared to have pass a Bachelor Programme (certificate/diploma/degree/degree with honour) if he/she secures at least CGPA of 4.0 ('P' Grade) in the 10 points grading system in all the credits courses over all semester covered by the programme.

**34. Examination Transcript/ grade certificate:**

After the result of a semester Examination is published by the College, a grade certificate shall be issued by the Controller of Examination to all the registered students who have appeared in that semester Examination. The grade certificates will displayed the course details (Code, Title, No.of Credits, Grade secured) along with SGPA of that semester and CGPA earned till that semester.

**35. Examination Re-Evaluation:**

There shall be no provision for Re-Evaluation of the answer scripts of the End Semester Examinations. However a candidates may apply for re-scrutiny within 3 weeks from the date of announcement of the result.

**36. Examination Grace Mark:**

A candidates who fails to obtain pass mark in any papers in any semester due to shortage of one marks shall be awarded one grace marks in such papers.

**38. Examination Award of Certificate/Diploma/Degree/Degree with Honours.**

If a candidates clears all the papers and secures a minimum of CGPA 4.0 in the 1<sup>st</sup> year/2<sup>nd</sup> year/3<sup>rd</sup> year/4<sup>th</sup> year Bachelor's Programme Examinations as the case may be, he/she shall be declared as obtaining Bachelor's Certificate/Diploma/Degree/Degree with honours respectively with his/her CGPA and corresponding letters (O, A+, A, B+, B, C, P).



**38. Examination Eligibility for ranking:**

- 38.1. The candidates who passes all the End Semester Examination in the first attempts are eligible for ranks provided they secured atleast CGPA of 7.00 (B+ grade).  
 38.2. A candidates who passes the End-Semester Examination in parts is eligible for only class, CGPA and letter grade but not for ranking.  
 38.3. The result of the candidates who have passed the last semester Examination but not passed the lower semester Examination shall be declared as NCL (not completed the lower semester Examination). Such candidates shall be eligible for the degree only after completion of all the lower semester Examinations.  
 38.4. If a candidates fails in a subject, either in theory paper or in practical paper, he/she shall re-appear for that subject only at any subsequent regular Examination as prescribe for completing the programme.

**39. Examination Re-appearance:**

- 39.1. A candidates who fails to secure pass marks in one or more papers of a semester may re-appear in those papers when the concerned End Semester Examination is conducted, provided that such a re-appearance is within the allowed stipulated periods as laid down in the ordinance.  
 39.2. A candidates who is eligible to appear at any of the End Semester Examination but does not enroll / appear at/ or fails to/ pass the Examinations, he/she will be allowed to attend the class in the next higher semester as applicable.

**40. Rejection of Examination result:**

- 40.1. A candidates may be permitted to reject result of the whole Examination of any semester. Rejection of result course/paper wise or subject wise shall not be permitted.  
 40.2. Candidates who has rejected the result shall re-appear in the corresponding subsequent semester Examination.  
 40.3. The rejection shall be exercised only once in each semester and the rejection once exercised shall not be revoked.  
 40.4. Application for rejection of result along with the payment of the prescribe fees shall be submitted to the Controller of Examination with the original statement of marks within 3 weeks from the date of publication of the result.  
 40.5. A candidates who rejects the result is eligible for only SGPA/CGPA or class but not for ranking.

**41. Examination CGPA and class awarded.**

SL.NO	GRADE POINTS	% OF MARKS	SGPA/CGPA	DESCRIPTION
1.	10	90 - 100	9.0 - 10.0	Outstanding
2.	9	80 - 89	8.0 - 8.9	First Class Exemplary
3.	8	70 - 79	7.0 - 7.9	First Class Distinction
4.	7	60 - 69	6.0 - 6.9	First Class
5.	6	55 - 59	5.5 - 5.9	High Second Class
6.	5	50 - 54	5.0 - 5.4	Second Class
7.	4	40 - 49	4.0 - 4.9	Pass
8.	0	0 - 40	0.0-4.0	Fail
9.	0	-	-	Absent



#### **42. Examination Awarded of degree:**

Following rules prevail for the Award of Degree:

42.1 A candidate has register and pass all the prescribe course under the general institutional and departmental requirement.

42.2. A candidate has obtained CGPA  $\geq$  4.0 for UG and SGPA  $\geq$  4.0 for UG.

42.3. A candidate has satisfied all the requirement prescribe by the College.

42.4. A candidate has no case of indiscipline pending against the students.

43.5. College authorities shall recommend to Affiliating Universities for the award of Undergraduate Degree to a candidate who is declared to be eligible and qualified as per the above norms.

#### **43. Examination Disclaimer**

The academic policies regarding conduct of UG programs in Rayburn College are publish in this document. The administration shall reserve the right to modify these policies as and when required, from the point of view of achieving academic excellent. Policies are subjected to change without prior notice as these are based on the policies / guidelines, rules and laws of the affiliating and regulating bodies for the institute. In case of any dispute, ambiguity or difference of opinion in interpretation of these rules and regulation or any other matter not covered here, the decision of the Principal of the College shall be final.

#### **44. Examination Important note:**

In case of violation of College norms, rules and regulations a student may be prevented from continuing in that semester and appearing for the semester examination or expulsion from the course depending on the outcomes of disciplinary action committee report, ignorance of any rules does not condone any misbehavior.

These rules and regulation scheme of examination and syllabi if found necessary can be change and amended from time to time without prior notice.

For the latest updated version stakeholder are requested to visit [www.rayburncollege.ac.in](http://www.rayburncollege.ac.in) and to refer the manual therein to remain updated on examination related notification.

# RAYBURN COLLEGE

(BSF ROAD, LAMKA, GANGPIMUAL CHURACHANDPUR MANIPUR -795006)



## RAYBURN COLLEGE EXAMINATION ORDINANCE FOR POSTGRADUATE PROGRAMMES (LOCF-CBCS)

*(As Approved by the Examination & Evaluation Committee  
Vide Office Order No. 1 Dated 1<sup>st</sup> July, 2024)*

**RAYBURN COLLEGE**

**BSF ROAD, LAMKA, GANGPIMUAL CHURACHANDPUR MANIPUR - 795006**

**2024-2025**

# RAYBURN COLLEGE



(Autonomous, Accredited B++ Grade, 2.96 CGPA out of 4 by NAAC 2023)  
Affiliated to M.U.: No. MU/1-65/98/CDC/136-07.08.2012. Recognized by UGC under Section  
2(f) & 12(B) of 1956 Act: No.8-29/2015(CPP-I/C):23/04/2015. BSF Road, Gangpimual, Lamka,  
Churachandpur, Manipur - 795 006, India.  
Website: www.rayburncollege.ac.in

## Office of the Controller of Examinations

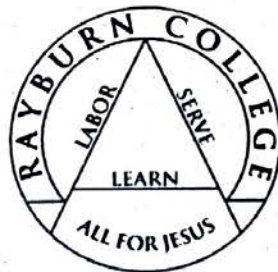
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2024-2025



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In exercise of the powers conferred by the Manipur University notice No.MU/2-6/2023:/181 dated the 21<sup>st</sup> may 2024 and UGC Notice No. F.2-10/2023(AC-Policy) conferment of autonomous college as per clause 7.4 of the UGC (*Conferment of Autonomous Status Upon College and Measure for Maintenance of Standards in Autonomous College*) Regulations-2023 and in view of the National Educational Policy 2020 of the Government of India and the University Grants Commission's Guidelines for the Learning Outcomes-based Curriculum Framework (LOCF) under the Choice Based Credit System (CBCS), the Manipur University hereby makes this Ordinance for undergraduate academic programmes in Science, Arts and Commerce.

### **1. Examination Title, Commencement and Scope:**

1.1. This Ordinance shall be called the Rayburn College Examination Ordinance for Postgraduate Programmes in Arts and Commerce - 2024.

1.2. This Ordinance shall come into force from the Academic Session 2024-2025.

1.3 These Ordinance shall be applicable only to the students taking admission to the two/one year Postgraduate Programme under Rayburn College.

### **2. Examination Scope and Coverage:**

2.1. There will be a 2-year programme with the second year devoted entirely to research for those who have completed the 3-year Bachelor's programme. For students completing a 4-year Bachelor's programme with Honours/Honours with Research, there could be a 1-year Master's programme.

2.2. The Postgraduate Academic programme governed by this Ordinance shall be of two/one year's durations.

(a) **Postgraduate's Diploma** in a Discipline upon the successful completion of the first Year (two Semesters);

(b) **Postgraduate's Degree with Honours** in a Discipline at the successful completion of the second Year (four Semesters).

2.3. This Ordinance shall be applicable to the students taking admission to the Postgraduate Programmes from the Academic Session 2024-2025.

2.4. Those students who were admitted to the Postgraduate Programmes before enforcement of this Ordinance shall continue to be governed by the existing Ordinance for Master of Arts and Commerce (four-Semester System) under Manipur University.

2.5. The curriculum for the 2-year Postgraduate Programmes shall be based on the LOCF-CBCS system of the UGC which are envisaged in the NEP 2020.



### 3. Examination Definition & Key Words:

#### 3.1. Academic Bank of Credit (ABC):

It is the platform developed by National e- Governance Division (NeGD) of the Ministry of Electronics and Information Technology, Government of India, having the facility/functionality of opening Academic Account by students and onboarding of eligible Higher Education Institutions (HEIs), in accordance with "The University Grants Commission (Establishment and Operation of Academic Bank of Credits in Higher Education) Regulations, 2021". ABC will digitally store the academic credits earned by students from HEIs registered with ABC for awarding degrees/diplomas/certificates taking into account credits earned by students. ABC will ensure the opening, closure and validation of Academic Bank Accounts, credit verification, credit accumulation, and credit transfer, redemption for students.

#### 3.2. Examination Exit Point:

For PG Programme, there shall be only one exit point for those who join two year PG programme. Students who exit at the end of 1<sup>st</sup> year shall be awarded a Postgraduate Diploma. The PG Programme should include vocational courses relevant to the chosen discipline.

#### 3.3. Examination Learning Outcomes-based Curriculum Framework (LOCF):

It is a framework initiated by the UGC in 2018 for updating CBCS curriculum so as to reflect the expected learning outcomes and academic standards that are expected to be attained by graduates of a Programme of study and holder of a qualification.

#### 3.4. Examination Choice Based Credit System (CBCS):

It is the system formulated by the UGC in 2015. The CBCS provides choice for students to select from the prescribed courses (core, elective or minor or soft skill courses). Under the CBCS, the requirement for awarding a diploma or certificate is prescribed in terms of minimum number of credits to be completed by the students.

#### 3.5. Examination Academic Year:

Two consecutive (one odd + one even) semesters constitute one Academic Year.

#### 3.6. Examination Semester:

Each semester will consist of 15-16 weeks of academic work equivalent to 90 actual teaching days. In a bi-semester system, an academic year consists of two semesters. The odd semesters may be scheduled from July to December, and even semester from January-June.

#### 3.7. Examination Programme:

A programme shall mean an Academic Programme leading to award of a Diploma or Certificate. It comprises of a fixed set of core (compulsory) Courses and some choice based (optional) Courses with a minimum Credit requirement.

#### 3.8. Examination Course:

A course, usually referred to as 'paper', is a component of a Programme, comprising one or a combination of some academic forms of instructions such as lectures, tutorials, laboratory work, field work, outreach activities, project work, viva, seminars, term papers, assignments, presentations, self-study etc. or a combination of some of these. All courses should define learning objectives and students learning outcomes. Each course is to be identified by a unique course code and course title.



### 3.9. Examination Credit:

Credit defines the quantum of work-load for a course. Generally, one hour of theory or one hour of tutorial or two hours of laboratory work, per week for a duration of a semester result in the award of one credit. Credits for internship shall be one credit per one week of internship, subject to a maximum of six credits.

### 3.10. Examination Grade Point:

It is a numerical weight allotted to each letter grade on a 10-point scale.

### 3.11. Examination Letter Grade:

It is an index of the performance of students in a course. Grades are denoted by letters O, A+, A, B+, B, C, P, F and Ab.

### 3.12. Examination Credit Point:

It is the product of grade point and number of credits for a course.

### 3.14. Examination Semester Grade Point Average (SGPA):

It is a measure of performance of work done in a semester. It is ratio of total credit points secured by a student in various courses registered in a semester to the total course credits taken during that semester. It shall be expressed up to two decimal places.

### 3.15. Examination Cumulative Grade Point Average (CGPA):

It is a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters to the sum of the total credits of all courses in all the semesters. It is expressed up to two decimal places.

### 3.16. Examination Transcript or Grade Card or Certificate:

Based on the grades earned, a grade certificate shall be issued to all the registered students after every semester. The grade certificate will display the course details (Code, Title, Number of Credits, Grade secured) along with SGPA of that semester and CGPA earned till that semester.

## 4. Examination Courses for Postgraduate Programmes:

The Postgraduate Programmes governed by this Ordinance contain the following course components:

### 4.1. Examination Core Course:

This is a course which is to be compulsorily studied by a student as a core requirement to complete the requirement of a programme in a said discipline/subject of study. Each of the Core Courses shall contain two components: Theory and Practical/Tutorial. Theory Paper having Practical shall carry 4 Credits.



#### 4.2. Examination Elective Course:

Generally, an elective course is a course which can be chosen from a pool of courses which may be very specific or specialized or advanced or supportive to the discipline/ subject of study or which provides an extended scope or which enables an exposure to some other discipline/subject/domain or nurtures the candidate's proficiency/skill. An elective course may be three types:

##### (a). Discipline Specific Elective (DSE) Course:

Elective courses offered by the main discipline/subject of study are referred to as Discipline Specific Elective Courses. This course is to advance knowledge and skill in the core domain. Each of the DSE courses shall contain two components: Theory and Practical/Tutorial. Theory Paper having Practical shall carry 4 Credits and that of Practical carries 4 Credits.

##### (b) Dissertation/Project:

An elective course designed to acquire special/advanced knowledge is termed as dissertation/project. This is considered as a special course involving application of knowledge in solving/ analyzing/ exploring a real life situation/ difficult problem. Dissertation/Project Work is compulsory and it may be offered as a discipline specific elective paper in 4<sup>th</sup> Semester.

Every student will be assigned a dissertation at the end of the Third Semester and it will be pursued by him/her under the supervision of an internal supervisor. Two hard copy and a soft copy of the dissertation will be submitted by the students prior to the date of the commencement of the End-Semester Examinations for the Fourth Semester. The format of the report is given below:

- Introduction
- Literature Review
- Research Methodology
- Results and Analysis
- Conclusions
- References

##### (c) Generic Elective Course (GEC):

An elective course chosen generally from an unrelated discipline/subject, with an intention to seek a wide exposure is called a Generic Elective. A core course offered in a discipline/subject may be treated as an elective by other discipline/subject and vice versa and such electives may also be referred to as Generic Elective. Each of the GEC Courses shall contain two components: Theory and Practical/Tutorial. Theory Paper having Practical shall carry 4 Credits so that Practical carries 2 Credits. Theory Paper having Tutorial shall carry 5 Credits so that Tutorial carries 1 Credit.

**4.3 Ability Enhancement Course:** The Ability Enhancement Course may be of two kinds: Ability Enhancement Compulsory Courses (AECC) and Skill Enhancement Courses (SEC). AECC courses are the courses based upon the content that leads to Knowledge enhancement. These are mandatory for all disciplines.



## 5. Examination Course Structure:

5.1. The course structure for the 2-year PG programme shall be as under:

### Course structure for the 2-year PG programme

#### Programme Structure:

Postgraduate Course Structure under Choice Based Credit System (CBCS) for the candidate admitted to the academic year 2024 onwards. Postgraduate Programme is a two-year course divided into four semesters. The course is of 80/96 credits and for the award of a degree, a student will be required to complete the credit as per the College norm.

#### Postgraduation Course Structure

Year	Semester	semester
1 <sup>st</sup> year	Semester I	Semester II
2 <sup>nd</sup> year	Semester III	Semester IV

#### POSTGRADUATE IN COMMERCE

Semester	Core course			Elective course			Generic elective course			Total credits
	No. of papers	Credits (L+P/T)	Total credits	No. of papers	Credits (L+P/T)	Total credits	No. of papers	Credits (L+P/T)	Total credits	
I	5	4+0=4	20	-	-	-	-	-	-	20
II	5	4+0=4	20	-	-	-	-	-	-	20
III	4	4+0=4	16	-	-	-	1	4+0=4	4	20
IV	1	1+2+1=4	4	3	4+0=4	12	1	4+0=4	4	20
			60			12			8	80

#### POSTGRADUATE IN HISTORY

Semester	Core course			Elective course			Generic elective course			Total credits
	No. of papers	Credits (L+P/T)	Total credits	No. of papers	Credits (L+P/T)	Total credits	No. of papers	Credits (L+P/T)	Total credits	
I	2	2+0=4	8	3	4	12	-	-	-	20
II	2	2+0=4	8	3	4	12	-	-	-	20
III	3	3+0=4	12	1	4	4	1	4+0=4	4	20
IV	3	3+0=4	12	1	4+0=4	4	1	4+0=4	4	20
			40			32			8	80

#### POSTGRADUATE IN POLITICAL SCIENCE

Semester	Core course			Elective course			Generic elective course			Total credits
	No. of papers	Credits (L+P/T)	Total credits	No. of papers	Credits (L+P/T)	Total credits	No. of papers	Credits (L+P/T)	Total credits	
I	5	4+0=4	20	-	-	-	-	-	-	20
II	5	4+0=4	20	-	-	-	-	-	-	20
III	4	4+0=4	16	-	-	-	1	4+0=4	4	20
IV	4	4+0=4	16	-	-	-	1	4+0=4	4	20
			72			-			8	80



### POSTGRADUATE IN ENGLISH

Semester	Core course			Elective course			Generic elective course			Total credits
	No. of papers	Credits (L+P/T)	Total credits	No. of papers	Credits (L+P/T)	Total credits	No. of papers	Credits (L+P/T)	Total credits	
I	5	4+0=4	20	-	-	-	-	-	-	20
II	5	4+0=4	20	-	-	-	-	-	-	20
III	4	4+0=4	16	-	-	-	1	4+0=4	4	20
IV	4	4+0=4	16	-	-	-	1	4+0=4	4	20
			72	-	-	-	-		8	80

### POSTGRADUATE IN SOCIOLOGY

SEMESTER	CORE PAPERS	DSE	GE	CREDIT	TOTAL CREDIT
I	5			4	20
II	4		1	4	20
III	2	2	1	4	20
IV	3	2		4	20
<b>TOTAL</b>	<b>14</b>	<b>4</b>	<b>2</b>	<b>16</b>	<b>80</b>

### POSTGRADUATE IN GEOGRAPHY AND PSYCHOLOGY

Sl. no	Papers	Total Number of Papers	Credits	Total credits
1	Core course	21	4	84
2	Elective course	01	4	04
3	Optional	02	4	08
<b>Total</b>				<b>96</b>
1	Core course	14	4	56
2	Elective (specialization)	4	4	16
3	CBCS	2	4	8
4	Practical /Field Work	4	4	16
<b>Total</b>				<b>96</b>



### Semester wise Details for Course

SEM	No. of subject	HRS/ WEEK	CREDIT	EXAM HRS	IA	ESE	TOTAL
I,II,III,IV	1	4	4	3	25	75	100
	1	4	4	3	25	75	100
	1	4	4	3	25	75	100
	1	4	4	3	25	75	100
	1	4	4	3	25	75	100
	1	4	4	3	25	75	100

# No IA for practical having subjects of 4 credits.

### 5.2. Examination Postgraduate's Diploma:

The **Postgraduate's Diploma** in a discipline is obtainable after 1 year (two semesters) of study. A Postgraduate's Diploma in a discipline may be awarded if a student studies 10/8 core papers in that discipline,

### 5.3. Examination Postgraduate' Degree:

The **Postgraduate's Degree** with Honours in a discipline is obtainable after 2 years (four semesters) of study. A Postgraduate's Degree with Honours (i.e., Master of Arts, Commerce) in a discipline may be awarded if a student's studies 20/24 core papers in that discipline, with the completion of courses equal to a minimum of 80 Credits.

### 6. Examination Mechanism for Computation of Work-load:

The following mechanism shall be adopted for computation of work-load:

- (a) 1 Credit = 1 Theory period of one hour duration/week/semester;
- (b) 1 Credit = 1 Tutorial period of one hour duration/week/semester;
- (c) 1 Credit = 1 Practical period of two hours duration/week/semester;
- (d) 1 Credit = Internship of 1 week/semester.

### 7. Examination Course Curriculum and Syllabus:

7.1. The course curriculum and syllabus of every Postgraduate Programme shall be developed by the College Board of Studies and they shall be implemented after obtaining approval from the Academic Council.

7.2. The College may offer a number of choices for the papers under Generic Elective Courses (GEC), Discipline Specific Elective (DSE) courses, as per the availability of the courses and faculty.

7.3. Dissertation/Project Work is compulsory and it may be offered in any of the semester of a discipline specific elective paper and dissertation work be carried out in the 4th Semester (60D & 40 VV).

7.5. The curriculum of every Postgraduate Programme shall be in conformity with the University Grants Commission's Guidelines for the Learning Outcomes based Curriculum Framework (LOCF) under the Choice Based Credit System (CBCS).

7.6. Every Postgraduate Programme shall conform to the common minimum curriculum and syllabi of the core papers as fixed by the UGC under the CBCS system.



### 8. Examination Exit Point:

For PG programme, there shall be only one exit point for those who join two year PG programme. Students who exit at the end of 1<sup>st</sup> year shall be awarded a Postgraduate Diploma. The PG programme should include vocational courses relevant to the chosen discipline.

### 9. Examination Qualification Levels and Credit Requirements:

Following the UGC's nomenclature, qualification titles such as diploma and degree for the Postgraduate Programmes are organized in a series of levels in ascending order as under:

**Level 9:** Postgraduate's Diploma;

**Level 10:** Postgraduate's Degree with Honours.

The minimum credit requirements for these qualification types shall be as under:

**Levels Qualification Title Minimum Credit Requirements**

Level	Qualification title	Minimum credits requirement
Levels 9	Postgraduate's Diploma in a discipline	36
Level 10	Postgraduate's Degree with Honours in a discipline	72

### 10. Examination Marks Distribution and Evaluation:

Total marks for each course shall be based on internal assessment (25%) and End Semester Examination (75%). The internal assessment of 25% shall be distributed as under:

(i) Test(10)/Assignment (5)/Seminar/Field Work/Project Work/Case Study(5)

(ii) Attendance: 5.

(iii). Five marks are to be awarded for attendance as follows:

75% but less than 80% - 1 marks

80% but less than 85% - 2 marks

85% but less than 90% - 3 marks

90% but less than 95% - 4 marks

95% and above - 5 marks





## 11. Examination Letter Grade and Grade Point:

The 10-points grading system of the UGC, as described below, will be adopted for assessment and Examination performance of students in various courses of the Postgraduate programmes. **Letter Grade** is used to signify the level of qualitative/quantitative academic achievement of a student in a Course, while the Grade Point is used to indicate the numerical weight of the Letter Grade on a 10-point scale. Letter Grades 'O' to 'P' indicate successful completion of a Course, while Letter Grades 'F' and 'Ab' indicate 'Fail' and 'Absent' respectively.

**Table: Letter Grades and Grade Points**

GRADE LETTER	GRADE POINTS	% OF MARKS	SGPA/CGPA	DESCRIPTION
O (Outstanding)	10	90 - 100	9.0 - 10.0	Outstanding
A+ (Excellent)	9	80 - 89	8.0 - 8.9	First Class Exemplary
A (Very Good)	8	70 - 79	7.0 - 7.9	First Class Distinction
B+ (Good)	7	60 - 69	6.0 - 6.9	First Class
B (Above Average)	6	55 - 59	5.5 - 5.9	High Second Class
C (Average)	5	50 - 54	5.0 - 5.4	Second Class
P (Pass)	4	40 - 49	4.0 - 4.9	Pass
F (Fail)	0	0 - 40	0.0 - 4.0	Fail
Ab	0	-	-	Absent

## 12. Examination Computation for SGPA and CGPA

**12.1 The Semester Grade Point Average (SGPA) of a student in a Semester is the weighted average of the Grade Points secured by the students in all the Credit Courses that he/she registered in that Semester, irrespective of whether he/she could or could not complete the Courses. The SGPA of a student in a Semester shall be calculated on the UGC's 10-point scale by finding the ratio of sum of the product of the number of credits with the grade points scored by the student in all the courses in that semester and the sum of the number of credits of all the courses undergone by the student i.e.,**

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

Where  $C_i$  is the number of credits of the  $i$ th course and  $G_i$  is the grade point scored by the student in the  $i$ th course. Conventionally, SGPA is rounded off to 2 decimal points.

### Example for Computation of SGPA

Semester	Course	Credit	Letter Grade	Grade Point	(Credit X Grade)
I	Course 1	03	A	08	03 x 08 = 24
I	Course 1	04	B+	07	04 x 07 = 28
I	Course 1	03	B	06	03 x 06 = 18
I	Course 1	03	O	10	03 x 10 = 30
I	Course 1	03	C	05	03 x 05 = 15
I	Course 1	04	B	06	04 x 06 = 24
		20			139
		SGPA			139/20=6.95



12.2 The Cumulative Grade Point Average (CGPA) of a student in a Programme is the accumulated weighted average of the Grade Points secured by the student in all the Credit Courses that he/she registered, over all semesters of the programme. The CGPA of a student shall be calculated on the UGC's 10-point scale by finding the ratio of sum of the product of the number of credits with the SGPA of the student over all the semesters and the sum of the number of credits over all the semesters i.e.,

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

Where  $S_i$  is the SGPA of the  $i$ th Semester and  $C_i$  is the total number of credits in that semester. Conventionally, CGPA is rounded off to 2 decimal points.

#### Example for Computation of CGPA

Semester I	Semester II	Semester III	Semester IV
Credit 20	Credit 20	Credit 20	Credit 20
SGPA 6.9	SGPA 7.8	SGPA 5.6	SGPA 6.0
$CGPA = (20 \times 6.9 + 20 \times 7.8 + 20 \times 5.6 + 20 \times 6.0) / 80 = 6.6$			

Express up to 2 decimal points.

#### 13. Examination Accumulation of Credits:

Every student shall open an account in the Academic Bank of Credits which will provide him/her with a unique ID and will allow access to the Standard Operating Procedure (SOP). The Credits awarded to a students for the courses pursued in the College shall be accumulated in the Academic Bank Account of the students. The procedure for accumulation of credits earned, redemption of credits, would be as per the UGC (Establishment and Operation of Academic Bank of Credits in Higher Education) Regulations, 2021 and their subsequent amendments. The validity of credits earned will be to a maximum period of seven years or as specified by the Academic Bank of Credits.

#### 14. Examination Duration for Postgraduate Programmes:

Every student admitted to an Postgraduate Programme for a qualification (Level 9 to Level 10) shall be required to complete the programme within a period of 2 (two) years from the date of admission to the programme of each qualification level.

#### 15. Examination Course Registration:

At the beginning of every Semester, all the students shall be required to register for the Courses specified for that Semester of the Programme at the College in the prescribed forms with payment of fees as prescribed by the College from time to time.

#### 16. Examinations Admission:

All matters pertaining to Examinations for the 2-year Postgraduate Programs shall be regulated by the Examination Ordinances for the 2-Year Postgraduate Programmes of Rayburn College. Notice inviting applications for Examination admission into different programmes shall be issues by the Principal/ Director Admission as per Academic Calendar of the College.



### 17. Examination Admission to 1<sup>st</sup> Year Postgraduate Programme:

14.1 A candidates who has passed the Undergraduate or its equivalent Examination recognized by University/College is eligible for Examinations admission to the 1<sup>st</sup> year Postgraduate Programme in a discipline.

14.2. The selection of candidates may be made based on the total marks obtained in top four/five subjects in order of marks at the Undergraduate level Examination or score obtained in the Common University Entrance Test (CUET) as may be decided by the College from time to time.

14.3. The reservation norms of the Government of Manipur shall be followed for the intake of students at the time of Examinations admission to the 1<sup>st</sup> year Postgraduate Programme.

14.4. All admitted students in the 1<sup>st</sup> semester shall compulsorily register at the College with their credentials and their unique ID by the Academic Bank of Credits (ABC)

14.5. Change of course shall not be permitted after sending the records to the College Examination Department for Registration.

### 18. Examination Admission to 2<sup>nd</sup> year Postgraduate programme:

18.1 A candidates who possessed a Postgraduate Diploma's Certificate (obtained after having completed the first year of the Postgraduate Programme) is eligible for Examinations admissions to the 2<sup>nd</sup> year Postgraduate's Programme in the same discipline of the 2<sup>nd</sup> year Postgraduate Programme.

18.2. Depending on the availability of vacant seats, transfer of Examination admission for students of other Universities/College and within the Universities/College is permissible only at the beginning of the 3<sup>rd</sup> semester and the College may conduct an entrance test of its own for selection of candidates to be admitted against the vacant seats.

18.3 The College will do the needful for credits transfer in respect of the students who have been admitted to the College or transfer using unique ABC ID of those students.

### 19. Transfer of Examination Admission:

Transfer of Examination admission is permissible only in odd semesters for students of other Universities/College and within the University & College.

### 20. Examination Condition for transfer of admission of students:

20.1 Transfer shall be within the intake capacity of the College.

20.2 Availability of same combination of subjects studied in the previous College.

### 21. Examination Condition for transfer of admission of students of other Universities/College.

21.1. A candidates transferring from any other Universities/College may be permitted to join odd semester of the Postgraduate Programme provided he/she has passed all the subjects of previous semester / years as the case may be. Such candidates must satisfy all other conditions of eligibility stipulated in the regulation of the College.



21.2. Transfer Examination admission will be within the intake capacity of the College.

21.3. The candidates who is transferring from other Universities/College is eligible for overall SGPA/CGPA or class but not for ranking.

21.4. The candidates shall complete the programme as per the regulation governing the maximum duration of completing the programme.

## 22. Examination Attendance:

22.1 Attendance will be calculated from the date of commencement of classes or the date of admission whichever is later.

22.2 A students attending at least 75% of the total number of classes held shall be allowed to appear at the concerned semester Examination subject to fulfilment of other conditions laid down in the regulations.

## 23. Examination Assessment & Evaluation:

For assessment and evaluation one credit shall be taken as equivalent to 25 marks in a semester. Thus course will be assessed according to the following scheme.

1 credit is equivalent to 25 marks

2 credit is equivalent to 50 marks

3 credit is equivalent to 75 marks

4 credit is equivalent to 100 marks

5 credit is equivalent to 125 marks

6 credit is equivalent to 150 marks

## 24. Examination Registration:

24.1 A students shall submit application form in prescribe format duly filled in by him/her intending to appear in an End Semester Examination to the Controller of Examination within the last date fixed by the College.

24.2. In the said application form, the concerned candidates should provide their unique ABC ID and also should furnish information of all the course / paper that he/she wishes to appear in the End Semester Examination.

## 25. Internal Examination:

### 25.1. Internal Examination Scheme.

The Inter Examination scheme shall be based on Continuous internal evaluation (CIE) pattern for Postgraduate Programs.



## 25.1.1 Assessment of Academic Performance.

For Postgraduate Programs evaluation of a candidates, for the academic performance in a course, shall be based on the overall performance in Continuous Internal Evaluation (CIE), End Semester Examination, Practical, Viva, Presentation, Assignment, and Tutorial Etc.

## 25.1.2 Components of Examination Scheme.

Internal Evaluation (IA), the mode of conduct of IA (Assignment, Class Test, Presentation, and Unit Test etc) and details of IA will be announced in advance by CoE office.

## 25.1.3 Continuous Internal Evaluation (CIE):

This shall be conducted by the course/subject teacher throughout the Semester and shall include evaluation of laboratory work, assignments, problems solving, group discussion, quiz, seminar, mini project and other academics tools of evaluation. The course/subject teacher shall announce the detail methodology, for conducting the various segment of CIE together with their weightage in advanced during the Semester.

## 25.1.4. End Semester Examination (ESE):

The mode of conduct of ESE (Subjective/Objective) and the details of syllabus shall be announced in advanced during the Semester.

## 26. Examination Malpractice:

Any one or more of the following acts by the candidates during the Examination shall be considered as malpractice.

- 26.1. Possession of any book, portion of book, Xerox or any other material pertaining to the course of the ongoing Examination or bringing into the Examination hall other material that are not permissible.
- 26.2. Disclosing identity by entering the roll no/ no.name in the answer script while answering
- 26.3. Copying from any material to answer scripts in the Examination.
- 26.4. Communication with any other candidates or any other persons inside or outside the Examination hall to obtained / give help/ or assistance for writing answer in the Examination (both the candidates will be booked for malpractice)
- 26.5. Copying from the material or answer book of other candidates or assisting other candidates to copy from his /her material or answer script.
- 26.6. Supply of copy materials.
- 26.7. Smuggling of answer paper or inserting paper written outside the Examination hall in to the answer book.
- 26.8. Tearing of answer scripts.
- 26.9. Impersonation or making any other person to appear in the Examination in place of the candidates.
- 26.10. Making request for help, making threats or reporting to for bribery to any act of the Officials of the College for favour in the Examination.
- 26.11. Having any written matter on scribing pad, calculator, palm, hand leg, handkerchief, socks, instrument box, identity card, hall ticket, scales, mobile etc.
- 26.12. Bringing mobile phone or any other communication /messaging system in the Examination hall.



- 26.12. Taking the answer book, written or blank, while leaving the Examination hall.
- 26.13. Attempting to use any un-faired means.
- 26.14. Destroying any evidence of malpractice.
- 26.15. Making any appeal in the answer paper for more marks.
- 26.16. Misbehaviour with the official or any kind of mis-behaviour in or near the Examination hall. Using obscene or abusive languages.
- 26.17. Any act enlisted above or such act committed during Examination which may be deemed as unjustifiable by the Examination Committee.
- 26.18. All cases of malpractice shall be placed before the O.C / Principal and for recommending appropriate punishment to the candidates.

**Mpr-1** If any students repeat the Malpractices offence for the first time, his/her performance shall be cancelled in that theory paper in that Examination.

**Mpr-2** If any students repeat the Malpractice offence for the second time, his/her performance shall be cancelled in all theory paper in that Examination.

**Mpr-3** If any students repeat the Malpractice offence for the third time, he/she shall be detained

26.20 The internal assessment should as far possible be woven in to normal classroom teaching and not be a separate activity conducted after a course have been taught.

26.21. Internal assessment shall be performed during the semester in which a candidates becomes eligible to appear in the concerned End Semester Examination.

26.22. Evidence for conducting internal assessment need to be presented/ uploaded by the departments as per direction of the Controller of Examination for verification.

26.23. There shall be no pass mark for internal assessment.

26.24. Marks of internal assessment shall be submitted to the Controller of Examination by the respective Department within a week from the date of the College' notification of an End Semester Examination.

26.25 Marks obtained in internal assessment for a theory paper shall be retained for the entire duration of enrolment of the candidates.

## 27. Examination for End Semester:

27.1. There shall be theory and Practical Examination at the end of each semester, ordinarily during November-December for odd semester and during, May – June for even semester.

27.2 The College shall hold the End Semester Examination for the course / paper under Core Course (CC), Discipline Specific Elective Course (DSE), Generic Elective Course (GEC), Ability Enhancement Compulsory Course (AECC) and Skill Enhancement Course (SEC) as the case may be. Such examination shall be held as per the syllabus currently in force.

27.3 Practical Examination shall be conducted at the end of each semester. They shall be conducted by two examiners (one internal & one external). The candidates shall submit the record book for practical Examination duly certified by the course teachers and the HOD /staff in –charge before the examiner for the assessment and evaluation.



27.4. A theory paper having 4 credits shall have the End Semester Examination for 3 credits / 75 marks and internal assessment for 1 credits / 25 marks.

27.5. A theory paper having 5 credits shall have the End Semester Examination for 4 credits / 100 marks and internal assessment for 1 credit/ 25 marks.

27.6. The pass mark for all theory/ practical/ tutorial in an End Semester Examination shall be 40%.

27.7. If a candidates secures pass marks in practical papers/ tutorials but fail to secure pass marks in in the theory papers, the marks of practical papers/tutorials along with internal assessment shall be retained.

27.8. The statements of marks sheet and answer books of practical Examination shall be submitted to the Controller of Examination by the respective Department immediately after the practical examination are completed.

### 28. Examination Medium of Instruction:

28.1 The medium of instruction for all course other than languages based course (MIL) shall be English.

28.2. All candidates shall write their answers in English for all course other than languages based courses.

### 29. Examination Duration of End Semester Examination:

End Semester Examination in theory papers carrying full mark above 50 (e.g 75, 100 etc) shall be of 3 hours durations and that of practical paper carrying full marks 50 shall be of 3 hours. On the other hand theory paper carrying 50 marks or below shall be of 2 hours.

### 30. Examination questions model for theory papers:

30.1. The questions for a theory paper shall consist of ten long answer type questions where the students can select any five in the Examination.

30.2. The pattern of questions for a theory paper carrying 75 marks in an End Semester Examination shall match with the following format.

Part	Instruction to candidates	Marks
	Answer 5 out of 10 questions. Each question carries (5+10) marks	5 x 15 = 75
	Total	75
	IA	25
	TOTAL	100

### 31. Minimum to Pass in Semester Examination:

31.1 To pass in an End Semester Examination a candidates shall be required to secure at least 40% marks separately in all theory / practical/ tutorial/ paper covered in that semester.

31.2. A candidates shall be declared to have pass a postgraduate program (Diploma/Degree with honour) if he/she secures at least CGPA of 4.0 ('P' Grade) in the 10 points grading system in all the credits courses over all semester covered by the programme.



### 32. Examination Transcript/ grade certificate:

After the result of a semester Examination is published by the College, a grade certificate shall be issued by the Controller of Examination to all the registered students who have appeared in that semester Examination. The grade certificates will displayed the course details (Code, Title, No.of Credits, Grade secured) along with SGPA of that semester and CGPA earned till that semester.

### 33. Examination Re-evaluation:

There shall be no provision for re-evaluation of the answer scripts of the End Semester Examinations. However a candidates may apply for re-scrutiny within 3 weeks from the date of announcement of the result.

### 34. Examination Grace Mark:

A candidates who fails to obtain pass mark in any papers in any semester due to shortage of one marks shall be awarded one grace marks in such papers.

### 35. Examination Award of Diploma/Degree with honours.

If a candidates clears all the papers and secures a minimum of CGPA 4.0 in the 1<sup>st</sup> year/2<sup>nd</sup> Postgraduate's Programme Examinations as the case may be, he/she shall be declared as obtaining Postgraduate's Diploma/Degree with honours respectively with his/her CGPA and corresponding letters (O, A+, A, B+, B, C, P).

### 36. Examination Eligibility for ranking.

36.1. The candidates who passes all the End Semester Examination in the first attempts are eligible for ranks provided they secured at least CGPA of 7.00 (B+ Grade).

36.2. A candidates who passes the End-Semester Examination in parts is eligible for only class, CGPA and letter grade but not for ranking.

36.3. The result of the candidates who have passed the last semester Examination but not passed the other previous semester Examination shall be declared as NCL (not completed the lower semester examination). Such candidates shall be eligible for the degree only after completion of all the lower semester Examinations.

36.4. If a candidates fails in a subject, either in theory paper or in practical paper, he/she shall re-appear for that subject only at any subsequent regular Examination as prescribe for completing the programme.

### 37. Examination Re-appearance.

25.1. A candidates who fails to secure pass marks in one or more papers of a semester may re-appear in those papers when the concerned End Semester Examination is conducted, provided that such a re-appearance is within the allowed stipulated periods as laid down in the ordinance.

25.2. A candidates who is eligible to appear at any of the End Semester Examination but does not enroll / appear at/ or fails to/ pass the examinations, he/she will be allowed to attend the class in the next higher semester as applicable.



**38. Rejection of Examination result:**

38.1. A candidates may be permitted to reject result of the whole examination of any semester. Rejection of result course/paper wise or subject wise shall not be permitted.

38.2. Candidates who has rejected the result shall appear in the corresponding subsequent semester Examination.

38.3. The rejection shall be exercised only once in each semester and the rejection once exercised shall not be revoked.

38.4. Application for rejection of result along with the payment of prescribe fees shall be submitted to the Controller of Examination / College with the original statement of marks within 3 weeks from the date of publication of the result.

38.5. A candidates who rejects the result is eligible for only SGPA/CGPA or class but not for ranking

**39. Examination CGPA and class awarded.**

SL.NO	GRADE POINTS	% OF MARKS	SGPA/CGPA	DESCRIPTION
1.	10	90-100	9.0-10.0	Outstanding
2.	9	80-89	8.0-8.9	First Class Exemplary
3.	8	70-79	7.0-7.9	First Class Distinction
4.	7	60-69	6.0-6.9	First Class
5.	6	55-59	5.5-5.9	High Second Class
6.	5	50-54	5.0-5.4	Second Class
7.	4	40-49	4.0-4.9	Pass
8.	0	0-40	0.0-4.0	Fail
9.	0	-	-	Absent

**40. Examination Awarded of degree:**

Following rules prevail for the award of degree:

40.1 A candidate has register and passess all the prescribe course under the general institutional and departmental requirement.

40.2.A candidate has obtained CGPA  $\geq 4.0$  for PG and SGPA  $\geq 4.0$  for PG.

40.3. A candidate has satisfied all the requirement prescribe by the College.

40.4.A candidate has no case of indiscipline pending against him/her.

40.5. College authorities shall recommend to Affiliating Universities for the award of postgraduate degree to a candidate who is declared to be eligible and qualified as per the above norms. However, the final degrees shall be conferred by Rayburn College.



#### 41. Examination Disclaimer


The academic policies regarding conduct of Postgraduate programs at Rayburn College are published in this document. The administration shall reserve the right to modify these policies as and when required, from the point of view of achieving academic excellence. Policies are subjected to change without prior notice as these are based on the policies / guidelines, rules and laws of the affiliating and regulating bodies for the College. In case of any dispute, ambiguity or difference of opinion in interpretation of these rules and regulation or any other matter not covered here, the decision of the Principal of the College shall be final.

#### 20. Examination Important note:

In case of violation of College norms, rules and regulations a student may be prevented from continuing in that semester and appearing for the semester examination or expulsion from the course depending on the outcomes of disciplinary action committee report, ignorance of any rules does not condone any misbehaviour.

These rules and regulation scheme of Examination and syllabi if found necessary can be change and amended from time to time without prior notice.

For the latest updated version stakeholder are requested to visit [www.rayburncollege.ac.in](http://www.rayburncollege.ac.in) and to refer the manual therein to remain updated on Examination related notification.

Checked and approved  
  
8/8/2024  
Principal  
RAYBURN COLLEGE  
Churachandpur, Manipur