



# JORHAT KENDRIYA MAHAVIDYALAYA

Kenduguri, Jorhat-785010 (Assam)  
Affiliated by Dibrugarh University



## Office of the Controller of Examination JORHAT KENDRIYA MAHAVIDYALAYA

Re-accredited by NAAC with Grade B++

**KENDUGURI, JORHAT-785 010, ASSAM**

Phone # 0376-2350009,75778 00691(M) e-mail: ecojkm2021@gmail .com

Website : [www/jorhatkendriyamahavidyalaya.in](http://www/jorhatkendriyamahavidyalaya.in)

Ref.....

Date:-----

### Examination and Evaluation:

Examination and evaluation process of the institution is done on a continuous basis. Marks are distributed like 20% for internal assessment and 80% for end-semester final examination in each course during every semester. Students shall compulsorily attend in the process of internal assessment, failing which they will not be allowed to appear in the final examination. A Student cannot repeat sessional examinations. However, if a student fails to appear in any of the *In-Semester* examinations on valid reasons, the department concerned make some arrangement for that, whenever necessary.

### End Semester Examination:

There is only one End semester examination carrying 80% Marks in each course covering the entire syllabus prescribed. The End semester examination is normally a written/ laboratory-based examination/Project Work/Dissertation.

The Controller of Examinations makes necessary arrangements for notifying the dates of the end semester examinations and other procedures as per Dibrugarh University Rules (at least 20 days in advance) and the Academic Calendar notified by the University.

Normally, the end –semester examination for each course shall be of three hour duration.

Setting of question papers, moderation of question papers, evaluation of answer scripts, scrutiny, tabulation of marks, etc. and announcement of results, shall be governed by the Dibrugarh University Examination Ordinance 1972 (as amended up to date).

**Pranjal Dutta**  
Coordinator, IQAC



**Dr. Dulen Saikia**  
Principal



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### Betterment Examination:

A student shall be entitled to take the “betterment examinations” in any two theory courses of any of the six semesters after passing the Sixth Semester examination only once. In this case, the higher marks secured by the student shall be retained. The candidates shall have to apply for betterment examination within one year of passing the Sixth Semester examination. No betterment shall be allowed in the practical examinations.

### Results and Progression:

A candidate, is declared as passed a course, provided he/she secures- at least 40% marks in the course in the end semester examinations.

A candidate shall be declared as passed a semester, provided he/ she passes all the courses of a semester independently. The marks of in-semester examinations obtained by the candidate shall be carried over for declaring any result. A candidate who fails or does not appear in one or more courses of any end semester examinations up to Sixth Semester shall be provisionally promoted to the next higher semester with the failed course as carry over course(s). Such candidates will be eligible to appear in the carry over course in the next regular examinations of those courses. However, the following restrictions shall be applicable: A candidate shall be entitled to a maximum of three consecutive chances to clear a course. If a candidate clears the sixth semester examination before clearing all the courses of the previous semesters, the result of the sixth semester examination of that candidate shall be kept withheld and his/ her results shall be announced only after he/ she clears the courses of the previous semesters. A student must pass all his/her semester examinations within Five (5) years from the date of admission to the First Semester of any programme. Since the Semester system involves continuous assessment, there shall be no scope for a student to appear as a private candidate in any programme in this system. A candidate shall be declared to have passed the Six-Semester Degree B.A./B.Sc./ programme provided he/she has passed all the Semesters and in all the Courses separately.

The degrees shall be offered to each candidate, who has passed the Six-Semester Degree B.A./B.Sc. programme in the following manner:

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### Non CBCS Programme

General (Non-Major) Programme		Major/ Specialty Programme	
60% and above marks in Aggregate	First Division	60% and above marks in major courses in aggregate	First Class
50% and above but less than 60% marks in Aggregate	Second Division	50% and above but less than 60% marks in major courses in aggregate	Second Class
40% and above but less than 50% marks in aggregate	Simple pass	40% and above but less than 50% marks in major in aggregate	Simple pass (the same degree shall be treated as general degree for B.A./ B.Sc. programme)

A student, who secures 60% and above marks in all the courses individually in all the semesters shall be declared have passed with first division (in case of the students pursuing General programmes) with *distinction* or first class (in case of the students pursuing Major/ Specialty Programmes) with *distinction*.

### CBCS Programme

Letter Grade with Meaning		Grade Point
O	Outstanding	10 (Marks securing above 95%)
A+	Excellent	9 (Marks securing 85%-95%)
A	Very Good	8 (Marks securing 75%-85%)
B+	Good	7 (Marks securing 65%-75%)
B	Above Average	6 (Marks securing 55%- 65%)
C	Average	5 (Marks securing 50%-55%)
P	Pass	4 (Marks securing 45%-50%)
F	Fail	0 (Marks securing below 45%)

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### Internal Evaluation Mechanism

As per Dibrugarh University CBCS Board evaluation regulation/notification 20 marks is allotted for IA in each paper out of 100 marks. For the internal assessment schedule, class assessment test and sessional examination, assignment and seminar presentation, laboratory work are given to the students as per the academic calendar of the institution. Evaluation method comprises of internal examination/sessional examination held progressively during the semester. After evaluation answer sheets are shown to all the students and answer are also discussed with the students. Marks are displayed on the date notified by the Examination Board. There is complete transparency in the internal assessment for each assessment method and out of 20 IA marks we assess the students are assessed as stated below

Criteria	Allotted marks	Assessment criteria	Assessment Marks/ Marks awarded
Attendance	5	95% and above attendance	5
		85% to 95% attendance	4
		75% to 85% attendance	3
		65 to 75% attendance	2
		Below 65% attendance	Nil
Sessional Examination 1st Sessional Exam= 5 2 <sup>nd</sup> Sessional Exam =5	10	Obtain 0-10 marks out of 40 marks	2
		Obtain 11-20 marks out of 40 marks	3
		Obtain 21-30 marks out of 40 marks	4
		Obtain 31-40 marks out of 40 marks	5
Seminar/ Discussion	5	Participation with presentation	4
		Participation without presentation	1
Total	20		

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### Office of the Controller of Examinations Jorhat Kendriya Mahavidyalaya

#### Examination Hierarchy

- a) Officer In-charge/ Principal
- b) Controller of examinations
1. Asstt. Controller of Examination 2. Asstt Controller of Examinations (Distance)
2. Assttt. Officer In-charge of the examination

#### Conduct of Examinations:

BA/BSc: Seminar & Group Discussion, Field Study, 1<sup>st</sup> & 2<sup>nd</sup> Sessional Examinations, Practical Examination, Viva- Voce, Odd & Even Semester Examinations

BA/BSc (Distance): 1<sup>st</sup>, 2<sup>nd</sup> 3<sup>rd</sup> Semester final Examination

MA/MSc: Previous & Final examinations

#### Rules of Conducting of Unit Test and Sessional Examination:

1. Unit test examinations for HS 1<sup>st</sup> & 2<sup>nd</sup> Year will be held every quarterly comprising 25 marks for each subject and papers
2. The time for the unit test examinations will be 45 minutes
3. The unit test examinations will be conducted by department concerned.
4. For smooth conduction of unit test examinations each department divide the students into three groups (each group comprising 50 students in a 150-capacity batch)
5. Examinations will be conducted in their allotted class (45 minutes/1 hrs for each group).
6. For unit test there will be no centrally conducted routine. Each faculty will take initiatives individually for conduction of unit test in his/her allotted class duration (1hour/45 minutes)
7. For conduction of unit test the answer book will be prepared by the grade-IV employee of the College specially who are usually engaged in this task. Concerned faculty will make arrangement for preparation of question papers and answer scripts.
8. Since evaluation of answer scripts will be made by the college, therefore the answer scripts will be distributed just after the examinations to the concerned teachers. There will be time limit for evaluation of answer scripts.
9. There is no any remuneration for AOC, the invigilators, evaluators & grade IV for conducting the sessional examinations.

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### Sessional Examinations

1. For semester course (under CBCS) in each semester, these will be two sessional examinations.
2. The full marks for each sessional examination will be 50% of full paper i.e 40 marks for each paper.
3. The sessional examination will be held as per university academic calendar or the academic calendar of the college.
4. The 1<sup>st</sup> sessional examination will cover the 50% of the syllabus.
5. The question papers will be of 40 marks and time will be of 1 and half hours.
6. For conduction of sessional examination, the college authority will appoint faculties for each and every semester as Assistant Officer In-charge of the examination. He/She will look after and carry the whole affairs of the examination concerned. He/She will distribute the answer scripts to the concerned HOD's of the department and give fixed time table for evaluation of the answer scripts.
7. After completion of the evaluation process the concerned HOD's will notify the marks obtained by the students in the college notice board.
8. The question papers for the sessional examination will be prepared in soft copy and hard copy mode by the concerned faculties and will be submitted to the HODs of the departments. Thereafter the HODs will submit the same to the concerned AOCs of the examinations.
9. Like 1<sup>st</sup> sessional examinations the 2<sup>nd</sup> sessional examinations will also be conducted by the college.

### End Semester Examination

1. The end semester examinations will commence as per the routine served by the university.
2. For conduction of the end semester examinations, the board of examinations meeting will be convened before commencement of the examination. The board of examinations meeting will decide and take decisions about the nomination of the name of the faculties who will be entrusted the charge of AOC of the examinations. Thereafter, Principal appoint the faculties as AOC's of concerned and semester examinations nominated by the Board of Examination's meeting.
3. There will be two AOC for each end semester examinations, One from Arts stream and another from science stream.
4. The ratio of invigilators and examinees 1:30 will be strictly followed.
5. The mobile phones, digital watch and other electronic gadgets shall be strictly prohibited inside the examination halls/centre. If the aforesaid items are found in possession of any of the candidates inside the examination halls, the same will be dealt strictly as per the examination ordinance of the Dibrugarh University.
6. The invigilators shall not carry mobile phones inside the examination halls.
7. The mobile phones are strictly prohibited inside the confidential rooms/strong rooms of the examination centres. Only officer in-charge may carry his/her mobile phones and shall use only when it becomes extremely necessary.

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8. Calculators may be used by the candidates. However, candidates are not allowed to borrow from or share the calculator with other candidates during the examinations. The calculators shall be kept on the desk in full view of the invigilators throughout the examination.
9. Stringent adherence to the norms be ensured in handling the packets of the question papers at every step from treasury or the police stations to the opening of the packets at the college center.
10. The invigilators shall maintain a statement of additional sheets supplied to the candidates for each examination. The signature of the concerned candidate shall be taken against the serial no of the additional sheets supplied to him/her.
11. The officer in-charge of the centre shall have the authority to expel a candidate from an examination, if the candidate breaks any rule or instructions for which he/she is liable to be expelled, or resort to any disorderly conduct or adopts any unfair means. If the officer in-charge decides to expel a candidate, he /she shall obtain a statement in the prescribed format from the candidate and two invigilators shall sign it as witness.
12. For community College courses and distance examinations of Dibrugarh University under DODL will be same as stated in earlier.

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