




UNIVERSITY OF CALCUTTA

Notification No. CSR/ 57 /16

It is notified for information of all concerned that in terms of the provisions of Section 54 of the Calcutta University Act, 1979, (as amended), and, in exercise of his powers under 9(6) of the said Act, the Vice-Chancellor has, by an order dated 04.10.2016 approved **the revised modalities for holding practical examinations for the B.A. / B.Sc. / B.Com. Part- I / II / III (Honours, General and Major) course of study** under this University, as laid down in the accompanying pamphlet (approved by the Vice Chancellor on 21.10.2016).

The above shall take effective for all the examinations of 2017 and onwards.

SENATE HOUSE
KOLKATA-700073
The 26th October, 2016


(Prof. Dr.Soma Bandyopadhyay)
Registrar (Acting)

26/10/16.

Modalities for holding Practical Examinations at B.A. / B.Sc. / B.Com. Part – I / II / III (Honours, General & Major)

1. Guidelines for Conducting Practical Examinations for Honours, General and Major Courses.

- 1.1. An examinee must appear in all the portion of the examination i.e. experiment, Viva-Voce etc., otherwise, he / she shall be marked absent.
- 1.2. Properly signed all required Laboratory Note Books, Field Study Reports etc. must be submitted by the examinee before the commencement of examination, otherwise, he / she will not be allowed to appear in the said practical examination and shall be marked absent.
- 1.3. Prima facie if the teacher's signature on a Laboratory Note Book produced by an examinee is found to be forged, the matter shall be referred to the Board of Discipline for necessary actions.
- 1.4. Laboratory Note Book / Project Report / Term Paper / C.D. will be retained by the respective College Centres till the publication of results and to be returned to the candidates concerned thereafter.
- 1.5. Practical marks and answer scripts along with other related papers (not Project Work / Term Paper / C.D.) are to be submitted to the respective Head Examiners by the College Centres within the date specified by the University. In case of subjects where there would be no Head Examiner it shall be the responsibility of the College Centres to submit the marks and answer scripts directly to the A.P. (Major) Section, Ground Floor, Darbhanga Building, College Street Campus, C.U.
- 1.6. On receipt of the examined answer scripts and marks of practical examination from the allotted College Centres the concerned Head Examiners will arrange to scrutinize the answer scripts with the help of the scrutineers to be appointed by the University from amongst the Practical Examiners on the recommendation of the Head Examiner and submit the marks to the University within the date fixed by the University.

2. Practical Examinations in Honours Subjects.

- 2.1. Honours Practical Examinations in all the subjects of study excepting Sociology (SOCA) will be held at the external centres in presence of Internal and External Examiners.
- 2.2. Centre of Examination will be fixed on recommendation of the Board of Studies in the concerned subjects. All colleges conducting Honours courses of study should be prepared to act as centres for practical examinations.
- 2.3. Head-Examiners, Internal and External Examiners will be appointed by the University on the recommendation of the Board of Studies in the concerned subjects.

- 2.4. Allotment of the candidates in different examination centres will be fixed by the University or Board of Studies in the concerned subjects.
- 2.5. Meeting of the Examiners and Head Examiners in different Subjects / Papers / Group / Module / Unit (except Project Work & Viva-voce / Dissertation), will be convened by the University to fix up the schedule of examinations within the time span as may be notified by the University from time to time and for setting up of question papers (wherever necessary). Setting of Question papers (if any) for holding Honours Practical Examination will be as per recommendation of the concerned U.G.B.O.S. and approved by the University. College Centres will collect the question papers as per schedule of the Practical Examination from the Press Confidential Section, C.U. 48, Hazra Road, Kolkata – 700019.
- 2.6. For Project Work & Viva-voce and Dissertation of any Subject the schedule of examination in respect of different centers will be as may be mutually decided by the concerned Internal and External Examiners within the time span set by the University.
- 2.7. The Existing system of conducting the practical examination at home centre will be continued in **Sociology Honours (SOCA) at B.A / B.Sc. Part – III Honours and Project Work & Viva-voce (for all Honours Courses) and Computer Applications & e-Business Applications (for Computer Application & e-Business Group) at B.Com. Part – III Honours.**

3. Practical Examinations in General Subjects.

- 3.1. General Practical Examinations in all the subjects of study will be held in respective Colleges in the presence of Internal and External Examiner to be appointed by the University on the recommendation of the Principals of the affiliated Colleges concerned during the span of time as may be notified by the University for time to time. Question paper of Practical Examination (if any) will be set jointly by the Internal and External Examiners.
- 3.2. **For General Practical Examinations in Geography, Psychology, Computer Science, Journalism & Mass Communication, Statistics and Human Development, different sets of question papers will have to set for different dates in case a College cannot accommodate all its candidates in single day.**
- 3.3. Duration of Practical Examination in General Subjects shall be as specified in the concerned syllabus or as may be notified by the University from time to time.
- 3.4. There would be Zone wise Head Examiners for every subject who would be appointed by the University on the recommendation of the Board of Studies in the subject concerned. Practical marks and answer scripts along with a question paper (if any) are to be submitted to the respective Zonal Head Examiners by the Colleges concerned within the date specified by the University.

4. Practical Examinations in Major Subjects.

- 4.1. Major Practical Examinations in all the subjects of study will be held in respective Colleges in the presence of Internal and External Examiner to be appointed by the University on the recommendation of the Expert Committee in the concerned subjects
- 4.2. Meeting of the Examiners in different Subjects / Papers / Group / Module / Unit will be convened by the University to fix up the schedule of examinations within the time span as may be notified by the University from time to time and for setting up of question papers (wherever necessary). Setting of Question papers (if any) for holding Major Practical Examination will be as per recommendation of the concerned Expert Committee and approved by the University. Colleges will collect the question papers as per schedule of the Practical Examination from the Press Confidential Section, C.U. 48, Hazra Road, Kolkata – 700019.