

2.3. Supporting documents



NAGALAND UNIVERSITY

(A Central University Estd. By the Act of Parliament No. 35 of 1989)

HEADQUARTERS : LUMAMI – 798 627

No. NU/Ex-UGEx-02/2012/437

Date: 03-08-2012

To

The Principal,

Model Christian College
Kohima - 797 001

Sub: General Guideline for Semester Under-Graduate

Sir/madam,

Kindly find enclosed herewith a copy of the general guideline for Semester Under-Graduate for your kind information and necessary action.

Yours faithfully,

Abhijit Sutradhar

3-8-12

(Abhijit Sutradhar)

Assistant Registrar (Examinations)

K. S. S. S.
04/03/2022

Principal
Model Christian College
Kohima : Nagaland.

- 3) Elective papers from 1st to 6th Semester are compulsory and common for both Pass Course and Honours Course. The Honours papers 7 and 8 (in the 5th and 6th Semesters) shall have options.
- 4) All papers (Honours and Pass Course) are designed maintaining a uniform pattern of 5 Units each with some exceptions in English, Tennyidie and MIL.
- 5) A student shall be permitted to drop Honours only at the end of Second Semester and prior to admission in to the Third Semester.
- 6) Semester-wise distribution of courses/papers indicating Credit Value is depicted in Annexure II: (a) to (c).

4. CREDIT VALUE AND CONTACT HOUR SYSTEM

- 1) For the maintenance of a standard teaching-learning system, Credit Value and Contact Hours shall be followed for assessment of the level of learners.
- 2) The minimum Credits to be completed for *Honours* students both for *Science* and *Arts* shall be 120 while for the *Pass Course*, it shall be 100 for *Science* and 90 for *Arts*.
- 3) A Contact Hour (CH) is in correspondence to the Credit Value; for example, a paper having 4 Credits shall have a minimum of 4 Contact Hours in a week and a paper having 3 Credits shall have a minimum of 3 Contact Hours in a week. For Practical classes, every Two Hours shall make 1 (one) Contact hour.
- 4) One Contact Hour shall normally be of 60 minutes duration.
- 5) Taking into consideration 17 working weeks in a semester, a paper having 4 Credits shall have a total of $17 \times 4 = 68$ CH.

Explanation : (i) The concept of Credit Value and the Contact Hours has a bearing on the Number of classes taken for a course per week. (ii) A Semester shall have a minimum of 90 working days, excluding days taken for the conduct of Examinations and Evaluation. In this way, Honours course having 120 Credit Value shall be comprised of a minimum of $120 \times 4 = 480$ Credit Hours; Pass course, of 100 Credit Value, $100 \times 4 = 400$ and Pass Course of 90 Credit Value, $90 \times 4 = 360$ Credit Hours.

5. EXAMINATION, EVALUATION AND DECLARATION OF RESULTS

- 1) **Conduct of Examinations:** University shall conduct IV and VI End-Semester Examinations and the remaining shall be conducted by the respective Colleges. For all the end-semester examinations, questions papers shall be prepared by the University.
- 2) **Examination Routine** for End-Semester Examinations shall be notified by the University which shall be normally of 3 hours duration.
- 3) **Student Assessment and Progression:** The performance of a student shall be evaluated on a 30: 70 basis i.e. 30 Marks for Internal Assessment and 70 Marks for End-Semester Examinations.
- 4) **Pass Marks :** A student shall have to secure a minimum of 45% Marks in the Internal Assessment, and 45% Marks in the End-Semester Examinations in Theory papers. However, in a given Practical paper, a student shall have to secure a minimum of 55% Marks to be considered Passed in a given semester.
- 5) **Activities for Internal Assessment Tests:** The Internal Assessment for 30 marks shall be made in the following categories of activities :
 (a) Class Tests/Unit Tests, (b) Assignments, (c) Seminars, (d) Case Studies, (e) Quizzes, (f) Open Book Tests, (g) Projects, (h) Tutorials, (i) Debates, (j) Group Discussion, and (k) Art of Public Speech.
 A College must select a minimum of three activities from this list. A format for assessment of the learners' performance is shown in Annexure III as a model. These exercises should necessarily be completed before the conduct of the End-Semester Examinations.

K. S. Sai
07/03/2022

Principal
Model Christian College
Kohima : Nagaland.

6) **Eligibility criteria for End-Semester Examinations** : A student shall be deemed qualified to appear at the End-Semester Examinations only if he/she secures *minimum qualifying marks* in the *Internal assessment Tests* and maintains *80% Attendance separately* in every subject. For valid reasons, (5%) relaxation of the Attendance may be considered by the respective College Authority.

7) **Admission to the Next Semester** : Advancement to the next Semester shall be permitted only with a maximum of *Two Backlog Papers* from the *preceding Semester*. Further, entry to the next Semester shall be regulated at the level of *4th, 5th, and 6th* Semesters as explained under:

(i) Admission to *4th Semester* shall be allowed only after clearing *First Semester Backlog Paper(s)* during *Third Semester*.

(ii) Admission to *5th Semester* shall be allowed only after clearing *Second Semester Backlog Paper(s)* during *4th Semester*.

(iii) Admission to *6th semester* shall be allowed only after clearing *Third semester backlog paper(s)* during *5th semester*.

(iv) Backlog paper(s) of *4th Semester* needs to be cleared during *6th Semester*.

(v) Backlog paper(s) of *5th and 6th Semesters* need to be cleared during subsequent examinations for *these semesters within 10 Semesters with a maximum of only one chance*.

8. **Question Paper Setting, Moderation and Distribution:** (1) College Principals shall submit a list of the Panel of Question Paper Setters and Answer Script Evaluators to the Controller of Examinations (COE), Nagaland University as a routine process preferably in the beginning of each Semester. University shall update this panel to ensure that the right person does the right job at the right time.

2). End-Semester Examinations Question Papers shall be moderated by a committee constituted by the COE under the approval of the Vice-chancellor (VC). Moderation Committees shall necessarily include the Chairman of the respective BUGS.

3). The End-Semester Question Papers in sealed envelopes shall be collected on the specified date by the College Principals from three Sub-centres, namely (i) NU Headquarters:Lumami, (ii) NU Campus, Kohima and (iii) NU Office, SETAM, Dimapur or from any other location as may be notified by NU. The same shall be deposited in the nearest Treasury Office/Strong Room under Police custody and shall be collected on the day of the Examination.

9). **Completion of Internal Assessment:** Internal Assessment shall be completed by the respective Colleges well before commencement of the End –Semester Examinations.

10). **Evaluation:** (1). After the Examination of a paper, the respective College Principals shall distribute the Answer Scripts to the respective Evaluators/Courses in-charges as approved by the University within *48 hours*. Internal Evaluation of Answer Scripts shall be completed within *10-15 days* at the College level after the conduct of examination for a particular paper and each Evaluator shall submit the marks-sheet within the stipulated period to the respective Principal for Tabulation of Marks at the College level. Respective Colleges Principals shall submit the Detailed Result Sheet to the COE within *20 days* after the last date of Examination for declaration of Results.

(2). Answer Scripts of End-Semester Examinations for *IVth and VIth* Semesters shall be submitted to the University for completion of the necessary coding formalities and evaluation process.

(3). Every College Principal shall submit to the COE, *3 numbers* of sample Answer Scripts from three different ranges, viz, lowest range, i.e. 'F' Grade securing *44.99%* marks and below, middle range 'C' Grade securing *55-59.99%* marks and highest range 'O' Grade securing *80 %* and above for each of the papers along with detailed Result Sheet within *20 days* for verification by a Special Committee appointed by the VC for this purpose.


07/03/2022

Principal
Model Christian College
Kohima : Nagaland.

MODEL CHRISTIAN COLLEGE

B.A/B.SC __ SEM IAE 2020

sub: _____

SL. NO	NAME	HONS	Activity I	Activity II	Activity III	Total
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						

Name & Signature _____

HoD

Name & Signature _____

Teacher

K. Spai
07/03/2022

Principal
Model Christian College
Kohima : Nagaland.

Committees and Council

Sl. No.	Council/Committee	Chairman	Member Secretary	Members
13	College Management Council	Managing Director	Principal	Administrator Vice Principal Academic Dean Dean of Students Welfare Office Superintendent
14	Library Advisory Committee	Administrator	Librarian	Principal Vice Principal Ms. Amelia Academic Dean
15	Moderation Committee	Principal	Office Superintendent	Managing Director Administrator Vice Principal Academic Dean Dean of Students Welfare Ms. Jamkhanmoi Ms. Kevilenuo Zao

K. Spai
07/03/2022

Principal
Model Christian College
Kohima : Nagaland.