

# BY-LAWS FOR THE NEW PROSPECTUS

## EXAMINATION AND ASSESSMENT PROCEDURES

Each academic year consists of two semesters (i.e., semester I & II) and each academic semester comprises of 15 weeks. Assessments are based on end semester examinations and continuous assessments of each course either for theory or practical are done within the semester. The number and method of assessment depend on the course. End semester examinations are held at the end of each academic semester.

### Eligibility to sit the examination

A student who does not have a minimum of 80% attendance for both theory and practical classes, separately, of a course and has not satisfied the other course requirements, the student should not be eligible to sit the end-semester examination.

Medical certificates, sports and other official requests are taken into consideration in order to decide the eligibility of such students to sit the end-semester examination, under special circumstances which should be approved by the Faculty Board. Student should submit valid reasons for absences to the Senior Assistant Registrar/ Assistant Registrar with the certification of relevant officers, within two weeks of absences. The requests should be submitted in writing directly or via MIS with the recommendation of the respective mentor of the student.

### Alternative version

If a student who fails to maintain 80% attendance for a particular course should not qualify for the examination of that subject/s except under special circumstances as outlined below.

- a) If student falls ill, student should write to the Faculty Board with a medical certificate directly or via MIS with the recommendation of the respective mentor of the student.
- b) If student was absent due to participation in sports or other official meeting in the university, student could submit letter to the Faculty Board approved by the Director Physical Education or other relevant authorities to support the absence.

Student shall support the absence for course work or examinations due to illnesses by a valid medical certificate issued by a government hospital, which is validated by the university Medical Board. Such medical certificate should be obtained from the following persons.

- University Medical Officer (UMO)
- District Medical Officer (DMO)
- Consultant medical specialist in the relevant field
- Head of a government base hospital
- Medical Superintendent of a provincial Ayurvedic/ government hospital - Ayurvedic physician registered in the Ayurvedic Medical Council

Student shall produce the medical certificate within a period of 14 days from the lecture/class that the student was absent in a case of hospitalization. Student shall inform the faculty immediately. The absentee can also produce the medical certificate as conforming to the format of a medical certificate issued by a government hospital, which is valid under government administration regulations.

Student who fails to submit a medical certificate for absence of an examination will be required to repeat the subject. In addition, if the medical certificate/s are not approved by the Medical Board, student will be required to repeat the subject/s. The highest grade given for a repeat subject would be a “C”, regardless of the marks obtained at the examination.

Students who fail to sit the end semester examination, but have fulfilled all other requirements and also have obtained concessionary approval from the faculty board can sit for the final examination at the next earliest opportunity and cannot obtain more than a maximum of “A-” grade.

. Students with failed marks for final examination and successfully completed all other requirements cannot obtain more than a maximum of “C” grade at the next attempt.

A student who does not record 80% attendance for any course unit would be considered as non-eligible, hence referred and he/she shall sit the next immediately available examination with the consent of the relevant course coordinator/lecturer in-charge of the course unit after consultation of the respective mentor of the student. For a practical oriented course (i.e. courses carry more than 70% practical from the total credit load), non-eligible student should follow the practical component to be eligible to sit for the examination with the consent of the relevant course coordinator. After completion of the 80% attendance for aforesaid incident in next immediate attempt, the student is eligible to claim a proper chance; however, referred in otherwise. In such incident, the student should make a request with the recommendation of the relevant course coordinator to obtain the approval from the faculty board to complete the course.

If he/she fails sit course/s on the next immediate available examination that attempt is considered as a lost attempt. The highest grade given in such an attempt would be a “C”, regardless of the marks obtained at the examination.

A candidate shall submit all assignments, laboratory/ practical reports, specimen collections, *etc.*, related to continuous evaluations on due date to be eligible to sit for end semester examination.

### **Absence from examinations**

If a candidate failed to sit for a scheduled examination, the student shall be considered as a referred candidate, if the student failed to produce justifiable reasons to the Faculty Board or on medical grounds supported by a valid medical certificate obtained from a person mentioned in section 00.00)

A candidate who fell sick during the examination time should contact the university medical officer immediately. When a student falls sick at home or elsewhere during examination time, student's parents/guardians shall inform the Senior Assistant Registrar/Examination of the Faculty within 7 days by a tele-mail, followed by a letter indicating the nature of the illness, the name of the attending doctor and other relevant information. Medical certificate shall also be sent to the same person within 14 days. Under exceptional circumstances if a student is unable to meet the deadline mentioned above, he/she shall send his/her appeal to the Faculty Board.

When the Faculty Board accept a medical certificate produced by a student absent at a semester examination, it is considered as the student has utilized one of the three attempts that the student has to sit for the examination of the course unit and the student shall pass the course unit in the two consecutive attempts.

Students who fail to sit the end semester examination but have fulfilled all other requirements and also have obtained concessionary approval from the faculty board can sit for the final examination at the next earliest opportunity and cannot obtain more than a maximum of A- grade. Students with failed marks for final examination and successfully completed all other requirements cannot obtain more than a maximum of C grade at the next attempt.

### **Number of attempts**

Number of attempts to sit an end semester examination shall be not more than three unless the student has obtained concessionary approval from the Faculty Board and the Senate.

## Repeat Students

A student who obtains any grade less than a “C” has the option to repeat the exam of that course and upgrade to a maximum of “C” grade at the first available opportunity.

Student who obtains less than 40 marks in the end semester examination shall receive a grade of “F”. Of a course in which, practical component is assessed at the end semester examination, a student obtaining less than 40 marks either for theory or practical shall receive a Grade of “F”. A student who has obtained grade F shall sit the course examination at the first occasion the course is next offered.

A student who obtains any grade less than “C” has an opportunity to repeat the course in a maximum of two consecutive attempts to improve his/her grading to a maximum of “C”. If a student obtains a lower grade in latter attempt, he / she shall be entitled to the previous grade obtained at the first attempt.

A student who failed to sit apart of one or more components of a course of an end-semester examination without endowing a valid reason to the Faculty Board shall be treated as a referred student and also one attempt for the subject of student will be lost.

A student who has completed a period of seven (07) academic years from the date of admission to the university shall not be permitted to sit any further course examinations offered by the faculty.

Special examination of 3200 semesters will be offered for students who are ineligible or referred after completion of the research project for facilitating graduation within four (04) years from commencement of the degree.

## Applications for Examinations

Applications for examinations should be submitted two (02) weeks before concluding the academic semester. Every application shall be made on the prescribed form, obtainable from the Examination branch of the Faculty or through Management Information System (MIS). Submission can either be done via MIS or physically to the examination branch.

## Moderation and Scrutiny of Papers

All question papers are moderated by subject experts nominated by the respective Heads of Departments and would be scrutinized by a panel consisting of Dean, Head and academic staff of the relevant department including course coordinator and teaching panel.

## Selection of a Specialization/ Majoring Module

A student can select a desired module for their major out of eight (08) modules offered by departments of study after successful completion of studies till 3100 semester. Students are allowed to have a preferential selection; however, in a situation of a number that exceeding the ceiling, the module/ department shall decide a strategy of streamlining.

A student, who has completed all exams till 2100 semester with a minimum SGPA of 2.00 is eligible for considering to a majoring module. Furthermore, any incomplete or repeat course/s of 2200 must be completed with immediate attempt with a grade not less than grade of “C-”. Students who have incomplete or repeat course/s in 2200 semester can select a majoring module; however, these students shall consider under scholastic probation. With either unsuccessful attempt or failure to sit to the exam shall be treated with an academic dismissal, hence the scholastic probation students shall not allow to proceed their academic work in a majoring module until successful completion.

Students who have not obtained a SGPA of 2.00 in minimum shall not be considered as qualified for continuing the academic work in a majoring module. Such student shall grant an academic dismissal until the desired qualification are met.

## Undergraduate Research and Thesis

The research project during the Year 4 semester 2 shall be assessed continuously and marks will be allocated as follows.

Table 0.00.00 Marks for different evaluation components of research project

Assessment Strategy	Proportionate marks (%)	
<b>Project Proposal</b>		* Proposals will be evaluated by a panel appointed by respective
• Proposal presentation	10	
	10	

• Proposal report		departments. ** Individually evaluated by the internal and external supervisors
Student Profile	25	* Individually and continuous evaluated by the internal and external supervisors
Final Presentation	25	* An appointed panel will evaluate students
Thesis	30	* Individually and continuous evaluation by the internal and/or external supervisors

One (01) hard-bound copy of final project report, certified by the supervisors and Head of the Department shall be submitted to the Examinations Branch on or before the last date specified for the report submission; else, the student shall award a maximum grade of “C”. An electronic version of the project report should be deposited in the university/ faculty library repository to be eligible for the graduation.

### Marks allocation for the Internship

Assessment strategy		Proportionate marks (%)
Continuous assessment	• Progress report – 02	10
	• Student logbook	10
	• Portfolio	20
	• Training report	20
	• Individual presentation at the end of training period	40
Total		100

Student should submit the training report, certified by the external and internal training advisors and Head of the respective department before the last date specified for the submission. Such students shall award the effective date as described in section 0000, otherwise the date of submission of the training report shall be considered as the effective date of the degree. Submission of the training report is a pre-requisite for graduation.

## Scheme of Grading

A letter grade is given for each course. The grade shall be given to the final-rounded mark of each course. The final mark is graded for value between 0.00 - 4.00. Cut off marks and corresponding grade points for each grade are given Table 0.00.00

Table 0.00.00. Marks with respective grade and grade point

Letter Grade	Percentage Mark	Grade point
A+	≥ 85	4.0
A	80-84	4.0
A-	75-79	3.7
B+	70-74	3.3
B	65-69	3.0
B-	60-64	2.7
C+	55-59	2.3
C	50-54	2.0
C-	45-49	1.7
D	40-44	1.3
F	<40	0.0

A letter grade shall be offered for non-grade point contributing (non-GPA) subjects following the same criteria as specified for other subjects.

## Grade and Grade Point Average

Grades and Grade points shall be assigned for each course according to the overall marks obtained for all components for the course. Marks with respective grades and grade points are shown in Table 0.0.0.

### *Calculation of Semester Grade Point Average (SGPA)*

Semester Grade Point Average (SGPA) is calculated using the following formula and students will have a grade based on their performance for the semester.

$$SGPA = \frac{\sum C_i G_i}{\sum C_i}$$

Where;

$C_i$  = Number of credits of the  $i^{\text{th}}$  course

$G_i$  = Grade point obtained for the  $i^{\text{th}}$  course

## Final [overall] Grade Point Average

The Final Grade Point Average (FGPA) is calculated using the following formula and students will have a final grade based on their performance during the degree programme.

$$\text{FGPA} = \frac{\sum C_{ij} G_i}{\sum C_{ij}}$$

Where;

$C_{ij}$  = Number of credits of the  $i^{\text{th}}$  course in the  $J^{\text{th}}$  semester

$G_i$  = Grade point obtained for the  $i^{\text{th}}$  course

The level of performance shall be offered based on the FGPA as indicated Table 6.3.1.

Table 0.00.0 FGPA and Respective Grades

Level of performance	FGPA
First Class	$\geq 3.70$
Second Class (Upper Division)	3.30 – 3.69
Second Class (Lower Division)	3.00 – 3.29
Pass	2.00 – 2.99

To be eligible to a class, a student shall successfully complete the degree programme within four (04) academic years, except for situations accepted by the Faculty Board and approved by the University Senate. A first class or a second class (upper division) shall not be offered to students with repeat of a maximum of 06 credits.

## Completion of the degree

To award the degree the student shall complete all the compulsory courses including industrial training and research project and also complete minimum of 126 credits.

A student should maintain the Final Grade Point Average (FGPA) at the level of 2.00 or above. The student should repeat the courses with less than D grade at the next earliest opportunity and the student can only obtain a maximum of “C” grade.



Students with a FGPA of less than 2.00 will come under Scholastic Probation until the FGAP is elevated to 2.00 by repeating failed courses and/or taking some more optional courses. For such student, the respective mentor shall be consulted, and the mentor shall recommend the progression of the student.

The maximum period allowed for completing the degree programme by a student is set at seven (07) academic years from the date of commencement of the degree programme (registration to the degree) excluding any period of delay or backlog caused by the common causes (i.e., trade union actions, natural disasters, political and civil riots, etc.).

In a case a student become incomplete in the degree programme by the maximum period of speculated, the student shall be considered for an award of qualification below the SLQF level 6 as appropriate upon a written request of such student made within one (01) year reckoned from the end of seventh (07<sup>th</sup>) academic year. To be eligible for such consideration, a minimum of 90 credits should have been completed with a minimum SGPA of 2.00.

### **Effective date of the Degree**

The effective date of the BSc Hons. (Agriculture) degree shall be the last date of the stipulated examination of the fourth year first semester part II the Internship Programme

In order to be eligible for this effective date, a candidate shall submit the completed copy of the internship report within two (02) weeks after completion of the examination.

## **Medals, Dean's List and Faculty Awards**

### **Gold Medal Criteria**

Students are awarded with gold medal in respective convocation for their excellence in academic and scholarly work according to the criteria given below.

Gold Medal Criteria -

## **Dean's List**

The students are eligible to be considered in the Dean's list depending on their overall performances during the period of study. The students who have been considered in the Dean's list will be given a recognition by a certificate and denoting such performance in the transcript. The Dean's list committee shall make the grading for a self-made assessment by a student and a student shall be eligible to apply for their eligibility at the end of each academic year. Students will be evaluated in following criteria.

- Academic achievements (SGPA of a particular year)
- Prizes/awards received during the respective year
- Sports based achievements the respective year
- Extracurricular activities of the respective year
- Research and Pursuing Knowledge of the respective year
- Creativity and Exceptional Abilities in Aesthetic or Technical Fields of the respective year
- Community Service and Good Citizenship of the respective year

Students shall submit an application obtained through the MIS, with all proofs for eligible criteria along with the recommendation of the respective mentor at the end of each academic year.

## **Faculty Awards**

Faculty awards will be awarded for students with exceptional academic excellence. The selection will be based on the SGPA of a particular year of application. Students shall submit an application obtained through the MIS, with all proofs for eligible criteria along with the recommendation of the respective mentor at the end of each academic year.

Four such awards will be awarded per year.

# UNIVERSITY STUDENT DISCIPLINARY – BY -LAWS

## EXAMINATION PROCEDURES, OFFENCES AND PUNISHMENTS

### Rules and Regulations Governing the Holding of Examinations

- Student should be at the examination hall 15 minutes before the commencement of the relevant examination. He/she should enter the examination hall only when informed to do so by the supervisor.
- After entering the examination hall the student should be seated at the desk/table bearing their index number.
- Student is permitted to bring useful items such as pens, pencils, erasers, ink, rulers, geometrical instruments, coloured pencils etc. to the examination hall. No student is allowed to bring in any written paper or notes or any kind of electronic device or accessories or any other item, which may be misused at the examination.
- Every student must bring the admission card issued by the Assistant Registrar, student record book and the student identity card to the examination hall. In case of student unable to provide the student record book and the student identity card, the candidate has to submit either the national identity card or a recent photograph certified by an authorized officer.
- When requested by the supervisor of the examination, student must surrender all documents in their possession.
- No student should ask another candidate for anything, exchange anything, engage in conversation, copy from another or help or encourage another candidate to copy.
- Student should write his/her answers only in the answer sheets or answer books issued on the particular date of the examination.
- Writing paper such as answer sheets, graph paper, drawing paper, ledger and journal sheets required by the student will be issued to them at the examination centre. Student is advised not to tear, bend crumple or destroy any paper or answer sheet given to him/her. Writing paper that has been issued only by the supervisor should be used at the examination. Log tables should be used carefully and left on the table after use. All stationary supplied to the student, both used and unused, should be left on the desk when student leaves the examination hall.

- Before answering the question paper, student should write his/her index number and the name of the examination in the relevant place in the answer script. The index number should also be written in all other sheets used for answering questions. No student should write his/her name or place any identification mark on the answer script. It should also be noted that using the index number of another is a breach of examination rules.
- All paper used for rough work should be crossed with a line and annexed to the answer script. Rough work should not be done on the admission card, timetable or question paper.
- Student must maintain strict silence both inside and outside the examination hall and not disturb the supervisor, invigilators and other students.
- Impersonation of any kind is strictly prohibited.
- The supervisor or the invigilators have the authority to call for a written statement from a student regarding any unauthorized incident that take place in the examination hall involving the respective student. The respective student should not refuse to make such a statement or sign a statement written by the supervisor regarding the said unauthorized incident.
- Answer scripts should be personally handed over to the Supervisor or an Invigilator. Answer scripts should not be handed over to anyone else for whatever the reason. All students should remain seated until all answer scripts are collected and counted.
- Student must make sure that he/she does not have in his/her possession any document, note or device which can be misused at the examination. He/she must also ensure that he/she does not indulge in an act, which can give rise to he/she being suspected of misconduct at the examination.