# Examination Regulations

For Undergraduate Programme (4 years) in Accordance with National Curriculum Framework – 2022

With Effect from Academic session 2023-24

# BRAINWARE UNIVERSITY

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## TABLE OF CONTENT

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Education is fundamental for achieving full human potential, developing an equitable and just society and promoting national development. The world is undergoing rapid changes in the knowledge landscape and need is to minimize the gap between current state of learning outcomes and global requirements. The purpose of the National Curriculum Framework - 2022 is to develop good human beings capable of rational thought and actions, possessing compassion and empathy, courage and resilience, scientific temper and creative imagination, with sound ethical moorings and values. It aims at producing engaged, productive, and contributing citizens for building an equitable, inclusive, and plural society as envisaged by our Constitution.

In view of the National Curriculum Framework - 2022 of the Government of India and the Guidelines of the University Grants Commission (UGC) for the Learning Outcomes-based Curriculum Framework (LOCF) under the Choice Based Credit System (CBCS), Curriculum and Credit Framework for Under Graduate Programme, the Brainware University hereby formulates the Examination Regulations for Under Graduate academic programmes in Hons/ Research (4 Years).

The 21st Century has revealed many new challenges in the field of higher education which necessitates re-designing of the system, not only by introducing innovations but also by developing a "learner-centric" approach: allowing greater flexibility in the education system, so that students depending upon their interests can choose multi-disciplinary, intra-disciplinary and skill-based courses.

To cater the present needs of students with diverse talents, aspirations and professional requirements, it is necessary to make qualitative changes in its undergraduate and postgraduate programmes. In this backdrop, the National Education Policy-2020 (NEP-2020) has recommended through National Curriculum Framework - 2022 a Multi-Disciplinary Undergraduate Programme with multiple exit and entry options with Certificate/ Diploma/ Degree at each of the exit. Brainware University is adopting National Curriculum Framework - 2022 from the Academic Year 2023- 2024 for undergraduate programmes.

## 1. KEYWORDS

**1.1.** **Academic Year:** Two consecutive (one odd + one even) semesters constitute one academic year.

**1.2.** **Semester:** Each semester will consist of 18 weeks (approx.) of academic year equivalent to 90 actual teaching days. The odd semester may be scheduled from July to December and even semester from January to June of every academic year.

**1.3.** **Programme:** An educational programme leads to award of a Degree or Diploma or Certificate.

**1.4.** **Course:** Usually referred to, as 'Papers' is a component of a programme. All courses need not to carry the same weightage. The courses should define learning objectives and learning outcomes. A course may be designed to comprise lectures/ tutorials/laboratory work / field work / outreach activities / project work / vocational training / viva / seminars/term papers / assignments / presentations etc.

**1.5.** **Credit:** A unit by which the course work is measured. It determines the number of hours of instruction required per week. One Credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work/field work per week.

**1.6.** **Grade Point:** It is a numerical weight/grade allotted to each letter grade on l0-point' scale.

**1.7.** **Letter Grade:** It is an index of the performance of students in a said course. Grades are denoted by letters O, A+, A, B+, B, P, F, AB, I.

**1.8.** **Credit Point:** It is the product of grade point and number of credits for each course.

**1.9.** **Semester Grade Point Average (SGPA):** It is a measure of performance of a student in a semester. It is the ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal points.

**1.10.** **Cumulative Grade Point Average (CGPA):** It is a measure of overall cumulative performance of a student in all semesters. The CGPA is the ratio of total credit points secured by a student in various courses of all semesters and the sum of the total credits of all courses in all the semesters. It is expressed upto two decimal points.

## 2. GENERAL RULES

**2.1.** Each program is consisting of theory Course, practical courses and sessional course (*e.g.,* Project, Dissertation, Industrial Training, Grand Viva, Seminar *etc.*).

**2.2.** At the end of each semester there shall be an End Semester Examination as per the schedule published by the Controller of Examinations at least two weeks prior to the commencement of the examination. Generally, the ODD Semester examination shall be held in the month of December and EVEN semester exam shall be held in the month of June of each academic year respectively.

**2.3.** Each student has to submit duly filled in examination form (online) and requisite examination fees for each semester in due time as per notification issued by the Controller of Examinations, failing of which, a student shall not be considered as eligible to appear in the examination. However, in some special cases, candidates may be allowed with prior approval of the **competent authority** on the basis of prayer submitted and merit of the issue. Online Admit card will be available after submission of examination form and requisite fees. No candidate will be allowed to enter into the examination hall without valid admit card.

**2.4.** **Attendance:** 75% attendance (cumulative attendance of classes) is required in each semester to appear in the End Semester Examinations. If any candidate fails to secure 75% attendance, then he/she may apply with valid documents to the Vice-Chancellor or Registrar of this university for consideration. The decision of highest authority will be treated as final verdict in this regard.

**2.5.** Each student has to pass each course separately. If any student fails to pass in one or more course, he/she shall have to appear those course as backlog candidate in the respective ODD / EVEN semester examination.

**2.6.** **Multiple Entry and Exit Option**:

- Students exiting the programme after securing 40 credits during first year will be awarded UG Certificate in the respective subject provided they secure 4 credits in work based vocational courses offered during summer term or internship / Apprenticeship in addition to 6 credits from skill-based courses earned during first and second semester.

- Students exiting the programme after securing 80 credits during first and second years will be awarded UG Diploma in the respective subject provided they secure additional 4 credit in skill based vocational courses offered during first year or second year summer term.

- Students who want to undertake 3-year UG programme will be awarded UG Degree in the respective subject upon securing 120 credits in three years. Students will be awarded UG Degree (Honours) in the respective subject provided they   secure 160 credits in four years.

- Students who secured 75% marks and above in the first six semesters and wish to undertake research will be awarded UG Degree (Honours with Research) in the respective subject provided they secure 160 credits in four years.

## 3. EXAMINATION AND EVALUATION

**3.1.**     **The evaluation scheme :**

Total marks of each course shall be evaluated through Internal Assessments (IA) and End Semester Examinations. Each Theory and Practical course shall consists two parts:

(a) Internal Assessment

(40% marks of full marks for Theory, 40% marks of full marks for Practical)

(b) Term-End Semester Examination

(60% marks of full marks for Theory, 60% marks of full marks for Practical)

**3.2.**     Marks Distribution:

For Theory (Full Marks: 100):

      Continuous Internal Examinations (CIE) – 40

      End Semester Examinations (ESE) – 60

For Practical (Full Marks: 100)

      Continuous Internal Examinations (CIE) – 40

      End Semester Examinations (ESE) – 60

*Sessional Course will be evaluated on full marks 100, only through End semester

examination. (100% marks of full marks to be evaluated)

3.3.    Guidelines for **Internal /Continuous Assessment:**

**For Theory Course (Full Marks: 40):**

**Continuous Evaluation:**

i)   **Class Test I:** Class test I of Full Marks: 20 to be conducted in each semester. Question pattern: MCQ type, Short Answer type and Long Answer type.

ii)  **Class Test II:**  Class test of Full Marks 20 to be conducted in each semester. Question pattern: MCQ type, Short Answer type and Long Answer type.

**\*Average marks of two class tests will be taken into account for result processing.**

iii) **Presentation:** 10 Marks

iv)  **Assignment:** 10 Marks

*The concern department will prepare the question paper for Class Test I and II by covering all course outcome as per the guidelines of OBE. For Assignments, the questions shall be prepared by covering all course outcome mentioned in the syllabus.

* Marks of the internal assessments shall be published within 7days through Students' Forum (Online) for information of the student.

* Question paper, Answer script, Attendance sheet of class test of each course shall be preserved in the respective department at least for 6 months from the declaration of respective end semester result. Department will send softcopy of Course Outcome based question paper for each class test to the exam department.

* List of Presentation topic and signed Attendance sheet shall be preserved by the respective department. Department shall send softcopy of student wise presentation topic allotment list to exam department.

* The Internal Assessment marks should be submitted to the Controller of Examinations before commencement of the End Semester Examinations.

**For Practical course (Full Marks - 100):**

**Continuous Evaluation (Full Marks - 40):**

1.  Viva-voce has to be carried out on the day of the experiment.          **10 Marks**

2. Lab Experiment Performance to be evaluated on daily basis. **10 Marks**

Lab. report to be evaluated by next lab. Slot. **20 Marks**

\* Question for practical course shall be prepared by the respective department by covering all the course outcome of prescribed syllabus.

**3.4.** **Pattern of question papers for Term-End Semester Examinations:**

**Question Pattern of Courses: -**

The question paper pattern for each Course will be MCQ (01 marks of each), Short Answer Type (03 marks of each) and Long Answer Type (05 marks of each) to fulfil the objectives of Outcome Based Education system.

**Term-End-Theory Examination**

**(Full marks – 60, Duration: 2 hours 30 minutes *i.e.,* 60% marks of full marks of the course)**

i) Fifteen Multiple Choice Questions (MCQ) of 1 mark each…………… **15 marks.**

ii) Five questions of 3 marks each …………………………….....................**15 marks.**

iii) Six questions of 5 marks each…………………………………………………**30 marks.**

One Option for Short answer type questions and one option for Long answer type questions may be given at Term-end-semester examination. The decision of providing more options in questions belonging to short or long type will be finalized unanimously at the time of moderation (if required) in presence of internal and external moderator with prior approval of the competent authority. The option question will be given only as more choice from specific knowledge level only.

Note – The question wise marks divisions are subject to modification by the Academic Council/appropriate authority as and when necessary)

- Final questions as per above pattern will be selected during Moderation by internal and external moderator (as per recommendations of respective BoS) from a pool of questions or question bank prepared by Internal Paper setter or Subject Teacher.

- Internal paper setter shall submit course outcome (CO) wise question bank through University portal as per the notification issued by the Controller of Examinations.

- Answers of multiple choice questions and model answers of short answer type and long answer type questions must be submitted for each course by each internal paper setter or subject teacher.

- At the time of Moderation, if Moderator (Internal / External) changes the question, model answers are to be submitted separately.

**Term-End practical examination**

**(Full marks – 60, Duration: 3 hours. i.e. 60% marks of full marks)**

i) Viva Voce …………………………………………………………….**20 marks**

ii) Practical work (Lab. performance + lab. copy)……………**40 marks**

\* Question for practical course shall be prepared by the respective department by covering all the course outcome of prescribed syllabus.

**Evaluation of Sessional Paper [Project / internship/ Industrial Training/ Seminar]: -**

**(100% marks will be evaluated as per following format)**

i) Report Submission…………**50 marks**

ii) Presentation………………….. **30 marks**

iii) Viva ……………………………..**20 marks**

**Massive Open Online Courses (MOOCs):** If a Candidate appeared in the examination on MOOC conducted by UGC and failed to secure pass marks in that course, then the university will provide another special chance to unsuccessful candidates for appearing in the similar examination conducted by the host university.

## 4. GRADING SYSTEM

**Letter grades and grade points equivalent to Percentage of marks and performances**

| Percentage of Marks Obtained | Letter Grade | Grade Point | Performance |
|---|---|---|---|
| 90.00 to 100 | O | 10 | Outstanding |
| 80.00 to 89.99 | A+ | 9 | Excellent |
| 70.00 to 79.99 | A | 8 | Very Good |
| 60.00 to 69.99 | B+ | 7 | Good |
| 50.00 to 59.99 | B | 6 | Above Average |
| >40.00 to 49.99 | C | 5 | Average |
| 40.00 | P | 4 | Pass |

| Below 40 | F | 0 | Fail |
|:---:|:---:|:---:|:---|
| - | AB | 0 | Absent |
| - | I | 0 | Incomplete |

**N.B. –**

***I (Grade point 0)*** *shall be introduced for cases where the candidate fails to appear in Continuous/ internal assessment or Term-End -Semester examination(s) of any course where the results are incomplete.*

***AB (Grade point 0)*** *shall be introduced for cases where the candidate fails to appear in Continuous/ internal assessment and Term-End -Semester examination(s) of any course where the results are Absent.*

He/she have to reappear for the said evaluation/examination (internal assessment and Term-end-semester examination both) in due course.

## 5. RESULT

**5.1.**     A student is considered to have passed in a course if he/she has obtained the minimum Grade point of 4 (i.e. a student has to get at least 40% marks in each course to pass or qualify satisfactorily), Furthermore, it should be noted that student has to secure at least 40% marks in internal assessment and at least 40% marks in Term-End semester examinations separately (which should lead to overall 40% ) to pass or qualify in each course satisfactorily in a semester examination, subject to satisfactory completion of all prescribed requirements.

**5.2.**     If any candidate fails to appear in all components of internal/continuous assessment or Term-end semester examinations of any courses then it will be treated as "Incomplete" and he/she has to reappear for both internal/continuous assessment and Term-End semester examinations of those courses in respective ODD or EVEN semester examination as backlog [i.e., Odd to Odd and Even to Even]. For example: If a candidate, secure 40% marks in total aggregate during internal/continuous assessment but fails to appear in Term-end semester Examinations of any course, then the student will be declared as "Incomplete" for that course.

**5.3.** If any candidate fails to appear in both internal/continuous assessment and Term-end semester examinations of any courses, then he/ she will be treated as "absent" and he/she has to reappear for both internal/continuous assessment and Term-End semester examinations of those courses in respective ODD or EVEN semester examination as found appropriate in the form of backlog.

**5.4.** Successful completion of a course means the student require to appear in both the internal/continuous assessment as well as Term-end semester examinations of the course in a semester examination and has to secure the requisite percentage and Grade as specified.

**5.5.** A student has to pass each semester (subject to satisfactory completion of each course) and has to **score at least CGPA 6** as evaluated in final semester for successful completion of the programme. Online results will be declared first, which will be followed by issuing Grade Card in hard copy to the students.

**Result of a student in each semester will be defined in Grade Card as per following order:**

**Result:**

| Letter Grade | Classification |
|---|---|
| PP | Passed and Promoted |
| PB | Eligible for promotion with Backlog |
| X | Ineligible for Promotion |

**Result (Final Semester):**

| Letter Grade | Classification |
|---|---|
| PPC | Programme Partially Completed |
| PSC | Programme Successfully Completed |

## 6. SGPA & CGPA CALCULATIONS

Based on the grades earned, a grade card shall be issued to all the registered students after completion of examination and publication of results in every semester. The grade card will display the course details (Course code, Course name, Letter grade, Grade points, Credit, Credit

points) along with SGPA (Semester Grade Point Average), actual percentage obtained in each semester and after successful completion of all semesters of the degree, final semester grade card will also display a CGPA (Cumulative Grade point Average) earned taking care of the performance of all the semester examinations and overall actual percentage secured. Ranking of a student will be assessed upon the actual percentage secured.

SGPA (Semester Grade Point Average):  $\Sigma(C_{ip} \times G_i)/ \Sigma\ C_{ip}$

where $C_{ip}$ implies credits and $G_i$ implies Grade points of $i^{th}$  Course

CGPA (Cumulative Grade point Average):  $\sum(C_{is} \times Si) / \sum C_{is}$

where $S_i$ implies SGPA and $C_{is}$ implies total credits for $i^{th}$ Semester

**Grace Marks: -**

Grace marks can be awarded to the candidate up to 1% of the total aggregate marks in deficit courses to pass the course or obtain CGPA 6 to save the career of a student in Final Semester Examination only. In addition to that, the grace marks should be awarded to those candidates who has no arrear course dues *i.e.,* the candidate has cleared all the previous semesters in Passed and Promoted (PP) category within valid chances but fail to secure requisite pass marks in Final semester examinations only.

## 7.   TENURE OF THE PROGRAMME

The duration of the Under Graduate program is 4 years or 8 semesters. Students who desire to undergo a 3 year UG program will be allowed to exit after completion of the third year (6 semester). If a student wishes to leave after the completion of first year (2 semester) or second year (4 semester), the student will be given a UG certificate or UG Diploma respectively provided he/ she secures prescribed number of credits. Students who exit with a UG certificate or UG Diploma are permitted to re-enter the program within 3 years of exit for completion of the degree program.

Students may be permitted to complete 4 years UG Degree program within 7 years from the date of admission.

## 8. PRESERVATION OF THEORY & PRACTICAL ANSWER SCRIPTS

The answer scripts of each Term-end semester examination will be preserved in the University for 06 (Six) months only from the date of publication of that result of the said end-semester examination. The answer scripts of the class test or other records of internal assessment shall be preserved in the department for six (06) months from the publication of that result of the said end-semester examination. After that period, the scripts may be disposed of or send for recycling as per rules of the University.

## 9. BACKLOG EXAMINATION

If any candidate fails to secure the minimum pass marks or fails to attend internal assessment and/or Term-end semester examinations of any course at the previous semester, then that courses will be treated as a backlog courses. Candidate shall appear his/her backlog courses with the normal term-end-semester examinations in respective ODD or EVEN semester examinations [i.e., Odd to Odd and Even to Even], during the tenure of the programme. Such candidates have to submit backlog Examination form along with requisite fees as and when notified by the Controller of Examination. Backlog candidate should reappear both internal assessment and term end semester examination of backlog courses. However, his/her marks of the Internal Assessment shall be carried over (if appeared earlier) and he/she shall be entitled for grade earned by him/her according to previous marks.

If a candidate not appeared in internal assessment earlier or in case of poor marks in internal assessment of the pending courses in a semester, then candidates have to submit a prayer to the HOD of respective department of those courses for attending re-exam of internal assessment of those courses to upgrade internal assessment marks at least two months before the respective term-end semester examinations/ backlog examinations.

If a candidate fails to secure 40% marks in internal assessment, then he/she has to re-appear the internal assessment as well as Term-End Semester examinations both. Such candidates may submit an application to the HODs of respective department to allow him/ her for attending re-examination of internal assessment at least two months before the Backlog/ special

supplementary examinations and has to submit examination form and requisite examination fees of the Backlog / special supplementary examinations as per the notification given by the office of the Controller of Examinations.

## 10. REVIEW OF ANSWER SCRIPTS

A Regular and Backlog category student can apply for review of the results on theory courses only as per notification given from Controller of Examinations, preferably within 20 days from the publication of results. **Candidates applying for review are not eligible for Post Publication View of the same course.**

Regular & Backlog students may apply for review of his/her answer script only for theory courses as per notification given from Controller of Examination, generally within 20 days of publishing end semester examinations results. **The results of special supplementary examination will not be eligible for review.**

The selected Reviewer will check the following:

(a) There is no mistake in the grand total on the title page of the answer script

(b) All marks have been correctly brought forward on the title page of the answer script

(c) No portion of any answer has been left un-evaluated

(d) If the Reviewer has noted that apart from the above some gross mistake in evaluating the answer scripts, he/she may take necessary steps to rectify the same.

The marks awarded by the reviewer shall be the **final one. The marks may increase/decrease/remain unchanged after the review.**

Original Grade card of end semester examinations for review candidates will not be issued. They will get Original Grade card after review.

There shall be one reviewer per course who may be internal and/or external examiner. The Board of studies will send a panel of two or three names of the reviewers for each course. An examiner will be selected from the said panel by the Vice Chancellor.

## 11. POST PUBLICATION VIEW (PPV)

a) Photocopy of evaluated answer scripts of recently concluded examinations may be obtained by an examinee concerned once only for self-inspection on submission of application of Post Publication View to the Controller of Examinations of the University in prescribed format (available in https://www.brainwareuniversity.ac.in/downloadforms.php) on payment of INR 500 (Rupees Five hundred only) only per answer scripts nonrefundable. Candidate can only apply for PPV according to the notification given by Controller of Examinations after result declaration. **It is applicable for Theory courses only. (Maximum 3 courses in a semester examination may be applied). Candidates applying for review, are not eligible for Post Publication View of the same course. PPV is not applicable for Backlog and Special Supplementary candidates.**

b) The examinees shall have to appear with original Registration card, Grade card and admit card for the concerned examination on the specified date and time as may be intimated by the university through notification to view the photocopy of answer scripts preferably within 3 weeks from the last date of submission of such application. Failing which candidate may not be entertained further.

c) **Application for photocopy of answer scripts for the purpose of self-inspection is to be submitted within 3 weeks from the date of publication of result of the concerned examination**. Application proforma and details are available at the University website.

d) Post publication view does not mean reassessment or re-evaluation of the answer scripts. Photocopy of answer scripts will be provided to the candidate in presence of examiner to see the following:

(a) There is no mistake in the grand total on the title page of the answer script

(b) All totals have been correctly brought forward on the title page of the answer script.

(c) No portion of any answer has been left un-evaluated.

- Any other representation excepting the above three points shall not be admissible.

e) In the event of detection of any omission or mistake in the script or in the compilation of the result of a student, the matter shall be reported to the Controller of Examinations, who will take necessary measures for correcting the result accordingly and revised grade card shall

be issued after the previous grade card is surrendered.

f) If any such student refuses to surrender his previous grade card shall be treated to have misbehaved and shall be dealt with by the Examination Disciplinary Committee under the relevant provisions of these regulations.

g) The Vice Chancellor shall have the power to recover such Grade Cards through the law enforcing agencies of the state.

h) The University shall not entertain any claim for redressal of grievance of the concerned examinee arising out of self-inspection relating to evaluation of answer scripts.

## 12. SPECIAL SUPPLEMENTARY EXAMINATIONS

Special supplementary examination will be conducted on theory, practical & sessional courses of any semesters for the candidates belonging to final year [i.e., 3rd Year (Semester VI)/ 4th Year (Semester VIII)] batches of the respective session as well as pass out batches of all programmes (if any) once in a year after the declaration of Final semester result.

Preferably the examination will be held in the month of September/October in each academic year after the declaration of Final semester result. Eligible candidate has to apply by submitting Special Supplementary Examination form and requisite examination fees according to the notice issued by the office of the Controller of Examinations, Brainware University. After verification of the submitted form, the Admit card will be issued to the eligible candidates for appear in the examinations. The result of Special Supplementary examinations will be declared tentatively by the last week of October. The eligibility criteria for appearing the special supplementary examination has been given below:

Eligibility criteria to apply & appear at Special Supplementary examinations:

- Candidates only from Final year of the respective session [i.e., 4th Year (Semester VIII)] and already final year/ semester pass out batches (if any), who have appeared at all semesters **except any one semester earlier** due to any reason **and/or having maximum two backlog courses** (including theory, practical & sessional courses) **in each semester**, are only eligible for the Special Supplementary Examinations.

- Candidates who wish to leave after completion of 3rd Year (Semester VI) of respective session with UG Degree (as per guidelines) are also eligible to appear in the Special

supplementary examination if they satisfy the following criteria [i.e., appeared at all semesters **except any one semester earlier** due to any reason **and/or having maximum two backlog courses** (including theory, practical & sessional courses) **in each semester**]

Candidate may appear in any courses including theory, practical and sessional of non-appeared semester examinations and/or in any backlog courses including theory, practical and sessional of other semesters maintaining the above criteria.

*In case of non-appeared semester examinations including internal assessment/ poor marks in internal assessment of the pending semester, then a candidate may to submit a prayer to the HODs of respective departments of those courses for allowing them to appear in re-examination of internal assessment of those courses. Candidate shall submit the application to the respective HODs at least two months before the special supplementary examinations and submit examination form along with requisite fees of the special supplementary examinations as per the notification given by the office of the Controller of Examinations.*

Candidates who have not appeared at more than one semester earlier, they are not eligible to appear in Special supplementary examination. Also those candidates, who have more than two pending backlog courses/ papers in any semester, they are also not eligible to appear in the said examinations.

- At least CGPA 6 is a requisite criterion for successful completion of a programme. Thus students who have not secured CGPA 6 but passed in all the courses of all semesters successfully, they are also eligible to appear in the Special supplementary examinations to upgrade their CGPA. Those candidates whose CGPA is less than 6, **they may appear at any 4 theory courses of their choice from the final year courses only**.

**12. a. Carry Forward of Marks for Backlog / Special Supplementary Examinations:**

In case a student fails to secure the minimum 40% or absent in internal assessment and/or term-End semester examination of any Theory or Practical course then he/she shall reappear for the end semester examination of that course as backlog or Special Supplementary candidate. They have to submit the respective examination form and fees as per the notification given by Controller of Examinations. However his/her marks of the Internal

Assessment shall be carried over (if appeared earlier) and he/she shall be entitled for grade obtained by him/her on passing Internal Assessment and Term-end Semester Examination evaluation process of each course satisfactorily.

*Note that Marks of Term-end semester examinations will not be carried forward for such cases.*

*If internal assessment not appeared earlier or in case of poor marks in internal assessment of the pending courses of semester, then candidates have to submit a letter to the HOD of respective department of those courses for considering them to appear in re-examination of internal assessment of those courses to upgrade internal assessment marks at least two months before the respective term-end semester examinations/ backlog examinations.*