

## **By-laws of Faculty of Agriculture**

### **1.0. 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. The evaluation of the fourth year second semester (i.e., 4200) is based on the research activities, progression and the final report.

#### **1.1. 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. 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.

Medical certificates, sports and other official requests are taken into consideration 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. If a student is absent due to participation in sports or other official meeting in the university, the student should submit a letter from the

Director, Physical Education or other relevant authorities to the Faculty Board to support the absence and get the approval from the Faculty Board.

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 certificates 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

Under exceptional circumstances, medical certificates issued by private hospitals or registered private practitioners could be considered by the Faculty Medical Committee and the university medical officer.

Student shall produce the medical certificate within a period of 14 days from the lecture/class that the student is 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 the absence of an end semester examination within a period of 14 days 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 with failed marks for End semester 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 the aforesaid incident in the next immediate attempt, the student is eligible to claim a proper chance; however, referred otherwise. In such an incident, the student should make a request with the recommendation of the relevant course coordinator to obtain approval from the faculty board to complete the course.

If he/she fails sit the end semester examination on the next immediate attempt shall be considered as an absentee or referred again. The highest grade given in the next successful attempt would be a “C”.

## **1.2. Absence from End Semester Examinations**

If a candidate fails 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 1.1, the condition being referred shall not be changed.

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. Submission can also be made through the MIS as well.

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 must sit for the examination of the course unit and the student shall pass the course unit in the two consecutive attempts.

### **1.3. 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.

### **1.4. Upgrading of Results**

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.

### **1.5. Repeat Students**

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 the latter attempt, he / she shall be entitled to the previous grade obtained at the first attempt.

A student who failed to sit a part 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 the 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.

### **1.6. 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.

### **1.7. 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 chaired by the Dean, Head and academic staff of the relevant department including the course coordinator and the teaching panel.