**GENERAL GUIDELINES FOR STUDENTS RELATED TO HOUSE EXAMINATION**

**For UG Students:**

* House examination are conducted twice an academic session i. e. one for each semester.
* First Pre-semester examinations are held in the second week of October.
* The second Pre-semester examinations are held in the Second week of March.
* The pre-semester examinations are conducted in two sessions i. e. morning & evening. The timing for morning session is from 9:30 am to 11:00 am.
* The timing for the evening session is from 12:00 noon to 01:30 pm.
* The question papers are set from 50% of the syllabus prescribed for the semester.
* The maximum marks for the pre-semester exams are 50% of the total marks.
* Re-test conducted for fail students for further improvement in academic by concerned faculty.
* Internal assessment for UG classes is

5% for academic activities (Seminars, Project work and assignments)

3% for cocurricular activities

2% for class attendance.

\*Beside this, behavior in the class, and observance of discipline is also taken into consideration.

**For PG students:**

* House examination are conducted twice in an academic session.
* First pre-semester examinations are held in the second week of November.
* The second pre-semester examinations are held in the second week of April.
* The timing for Pre-semester examinations is from 9:30 am to 12:30 am.
* The question papers are set from the whole syllabus prescribed for the semester.
* The maximum marks for the pre-semester exams are as per university examination pattern.
* Internal assessment for P.G classes criteria of internal Assessment will be followed as prescribed in the syllabus.

**Important Note:**

* It is mandatory to pass the house examination, failing in examination will affect the internal assessment.
* 75% attendance is compulsory for final examination by university.
* Grievance related to house examination, evaluation and internal assessment can be reported in the written form to registrar, House Examination.