



Ref. No. RAc/Mtg./2023-24/ 17205

Dated: 15.02.2024

NOTIFICATION

This has reference to the meeting of Directors of the Institutes, Deans of the Faculties and Senior Officers of the University held on 05.08.2023 under the Chairmanship of the Hon'ble Vice-Chancellor in the said meeting following was resolved interalia with regard to "Agenda Item No.3: Delay in Evaluation of answer scripts:

- i. No sessional marks will be allowed to be updated in back date. If there is a special case, it may be referred to the Vice Chancellor through the Controller of Examinations.
- ii. The Deans are requested to report the problems in the functioning of the portal for uploading marks, to the Controller of Examinations with a copy to the Vice Chancellor. The Controller of Examinations shall try to resolve the issues within a week."

It has been observed that the University has experienced the following difficulties in awarding sessional marks to the student(s):

- (a) teachers, the Heads of the Departments, Deans are sending the marks after the declaration of results;
- (b) there are case(s) where the student did submit assignment in time and appeared in mid term test but the teachers delayed in uploading the marks in time. In such cases, it may not be fair to decline the request to accept the marks after the deadline;
- (c) still, some of the students and teachers are not taking seriously the timely submission of internal marks;

In the light of the aforesaid observations, the Vice Chancellor, vide his orders dated 10.02.2024 has approved the following procedures for sessional marks across the Faculties/Departments/Centres/Colleges, to be followed from the academic session 2023-24 onwards which will come into force with immediate effect.

- (i) The Deans of Faculties, Heads of departments, Coordinators of School and Principals of Colleges may schedule the Sessional / Mid-term test in the beginning of each semester and may notify for information to all the students, through email well in advance;
- (ii) The assessment (sessional) in theory courses shall comprise a class test of **one hour** duration for 20 marks and 10 marks for regularity/ assignment/viva/quiz/ or any other similar test. The teachers are expected to give the marks in above defined fashion only;
- (iii) The students must abide by the schedule and must submit the required assignment etc. in a timely manner to the concerned Teachers. If the student fails to do so, the teachers are expected to give the marks as mentioned above;
- (iv) The teachers are expected to provide the marks well before the defined timeline as notified by the R.O. (Academic) circular dated 14.09.2022 (which is before the start of the concerned semester examination). The portal would be closed for uploading by that time. However, if there are exceptional circumstances/exigencies, the teacher should make a request with proper justification, duly forwarded by the Head and Dean, to open the portal for uploading of marks. This shall be allowed only up to the end date of the concerned semester theory examination.

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- (v) All the sessional/theory/Practical/assignments/dissertation marks will be accepted through online portal only. The marks will not be accepted through offline mode.
- (vi) In no case any marks pertaining to Theory, Practical and sessional will be accepted after declaration of results;
- (vii) In case any marks of sessional (20 marks of assessment and 10 marks of for regularity/ assignment/viva/quiz/ or any other similar test) is not received within stipulated time (till the last date of the concerned semester theory examination), the student will be awarded Zero marks;
- (viii) In case of student being absent for one reason or other, the students will not be allowed to submit the assignments or to appear for the pending mid-semester examination in a subsequent semester;
- (ix) If there is any special case, it may be referred to the Vice-Chancellor through the Controller of Examinations.

The aforesaid approval of the Vice Chancellor may be placed before the ensuing meeting of the Academic Council for ratification.


(Dr. Pushyamitra Trivedi)

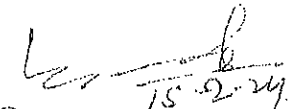
Deputy Registrar (Academic)

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Copy forwarded to the following for information and necessary action

1. All the Directors of the Institutes
 2. All the Deans of the Faculties
 3. The Dean of Students and Welfare
 4. All the Heads/Coordinators of the Departments/ Centres/ Schools
 5. The Professor, In-Charge, RGSC – Barakachha, Mirzapur
 6. The Principal, MMV
 7. All the Principals of Colleges Admitted to the Privileges of the University
 8. The Controller of Examination
 9. The Joint Registrar (Exams.)
 10. The Assistant Registrar & Secretary to the Vice-Chancellor
 11. The Assistant Registrar, Registrar Office
 12. The Assistant Registrar (Exams.)
 13. The Section Officer (Admission Unit) R.O. Academic
 14. The Section Officer (Meeting Unit) R.O. Academic, for placing it before the ensuing meeting of the Academic Council.
- BANARAS HINDU UNIVERSITY


(Dr. Pushyamitra Trivedi)
Deputy Registrar (Academic)