

# REGULATIONS

## CHOICE BASED CREDIT SYSTEM (CBCS)

Under Graduate Studies Courses Examinations  
B.A, BSc., B.Com, B.B.A, B.B.M & B.C.A



# Regulation relating to Under Graduate Courses (B.A/BSc./B.Com) and examinations, including B.B.A, B.B.M & B.C.A under CBCS

Preamble: In exercise of the power conferred upon it by section 53 and 54 of The Cooch Behar Panchanan Barma University Act. 2012 (West Bengal Act XII of 2012) the University makes the following regulations.

Note: These regulations are framed for the Choice Based Credit System (CBCS) and be introduced in Under Graduate (UG) course of studies and examinations from the academic year 2017-18.

## 01. Short Title, Application and Commencement :

These regulations may be called The Cooch Behar Panchanan Barma University regulations:

Regulation relating to Under Graduate course of studies (B.A/B.Sc./B.Com.) and examinations including B.B.A B.B.M & B.C.A under Choice Based Credit System

These shall come into force with the passing of the same by the Executive Council of the University and the earlier notes/regulations in the relevant matter of examination for the students admitted during 2017-2018 academic sessions and onwards are being repealed.

Notwithstanding anything contained in any other rules or regulation in force relating to UG course of studies & examination of Cooch Behar Panchanan Barma University and its affiliated colleges for the students admitted during or after 2017-2018 academic session shall be guided by these regulations.

## 02. Definitions:

In this regulations following definitions have been incorporated

2.1 “University” means Cooch Behar Panchanan Barma University established and incorporated under the Cooch Behar Panchanan Barma University Act, 2012 (West Bengal Act XII of 2012).

2.2 “College” means Non-Government College/ State aided college/ Government college/Private College affiliated to this University.

2.3 “Under Graduate Course of Study” ‘(UG)’ means a three year course of study divided into six semesters, each of six months duration after successful completion of 10+2 examination.

2.4 “B.B.A/B.C.A Course of Study” means a three year professional Honours course of study divided into six semesters each of six months duration.

2.5 “Academic Session” means academic year from the month of July of one calendar year to the month of June of the next calendar.

2.6 “Year” means the period commencing from 1st day of July and ending 30th June following.

2.7 “Semester” means a period of six months beginning from July to December and January to June of each academic session containing equivalent to 90 actual teaching days.

2.8 “Credit” means the unit by which the course work is measured. It is equivalent to one hour of teaching ( Lecture or Tutorial ) or two hours of Practical work/Field work per week.

2.9 “Letter Grade” means an index of the performance of students in a said course. Grades are allotted by letters O, E,A,B,C,P and F.

2.10 “Grade Point” means a numerical weight allotted to each letter grade on a 10 point scale.

2.11 “Credit Point ” means the product of grade point and number of credits for a course.

2.12 “Semester Grade Point Average (SGPA)” means a measure of performance of a student in a semester. It is the ratio of total credit point 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 places.

2.13 “Grade Card or Transcript” means a certificate issued to all registered students after every semester displaying the course details along with SGPA of that semester.

2.14 “Cumulative Grade Point Average (CGPA)” means a measure of cumulative performance of students over all semesters. It is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all semesters. It is also expressed up to two decimal places.

2.15 “Enroll “means enrollment of a student for appearing at first Semester final examination.

2.16 “Executive Council” means Executive Council of the Cooch Behar Panchanan Barma University.

2.17 The Words and Expressions used but not defined shall be interpreted to have the same meaning as they have in Cooch Behar Panchanan Barma University Act. (West Bengal Act XII of 2012) and Cooch Behar Panchanan Barma University Statute.

### 3. Regulation relating to Under Graduate course (B.A, B.SC.& B.COM) of studies and examinations, including B.B.A, B.B.M & B.C.A

#### 3.1 Course of Studies

3.1.1 There shall be two courses of studies leading to BA/BSc/BCom Degree and each course shall be of six semesters duration. One shall be termed as “BA/BSc/BCom Honours” and the other is “BA/BSc/BCom Program”.

The students who passed B.A/B.Sc Program Courses are eligible for admission to Master degree in the subject which was taken as “Discipline 1” in UG Program and a student passed with B.Com Program will be eligible to get himself/herself admitted in M.Com course.

3.1.2. The admission to UG Degree courses will be governed by the guidelines of the University and the H.E Department of Govt. of West Bengal as framed time to time.

3.1.3 A Candidate shall be allowed to pursue any one of the Undergraduate Degree programs of the University (not more than one) at a time.

### 3.2 Type of Courses

3.2.1 Different courses of study are labeled and defined as follows:

A) Core Courses (CC) and Discipline Specific Core (DSC) courses- these courses which should compulsorily be studied by a student as a core requirement in the mother discipline. Fourteen Core Courses are offered for Honours students of a particular subject. Four Department Specific Core Courses are offered of a particular discipline which has been opted by a student of a Regular Program. Another type of Department Specific Core Courses may be named as Language Core Courses (LCC) which are meant for only Program (For B.A./B.Com) Courses. The main purpose of these courses is to enhance the language skill including English and so as to increase their employability.

B) Elective Courses- a candidate would opt for two types of electives. An elective course that a student would choose from a pool of courses from the main discipline/subject of study and in which the student will be especially knowledgeable is named as Discipline Specific Elective courses (DSE). On the other hand when a student would choose a course from unrelated discipline from a pool of courses offered by other departments may be termed as Generic Elective(GE). A Honours student will opt four such DSE courses which will be taught in fifth and sixth semester and four such GE courses which will be taught in first consecutive four semesters. C) Ability Enhancement Courses (AEC)- These comprises Skill Enhancement Courses (SEC) and Ability Enhancement Compulsory Courses (AECC) - For the purpose of skill enhancement of a student in respect with his/her selected subject/study and to widen the job opportunity in the global market SEC courses are introduced. And for the purpose of the personality development of the student and to enhance soft skill, a student would be compulsorily taught English/MIL and Environmental studies as AECC courses.

Core and Elective courses are of 6(six) credit each, and Ability Enhancement courses are of 2(two) credit each excluding Environmental Studies (ENVS) which is of 4 (four) credit. Thus a student of Honours course has to pursue 142 credits in six semesters and similarly a student of program course has to complete 122 credits.

#### i. Distribution of courses in BA/B.Sc/B.Com (Hons/Program

Course Components	B.Sc.		B.A		B.Com	
	Honours Course	Program Course	Honours Course	Program Course	Honours Course	Program Course
Core Course	14	12	14	8	14	8
Language Core Courses (LCC)	-	-	-	4	-	4
Discipline Specific Elective (DSE) Course	4	6	4	4	4	4
Generic Elective (GE) Course	4	-	4	2	4	2
Ability Enhancement Compulsory Courses (AECC) [Elective]	2	2	2	2	2	2

Skill Enhancement Courses (SEC)	2	4	2	4	2	4
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- ii. a. An undergraduate degree with Honours in Arts/Science/ Commerce may be awarded if a student completes 14 core courses in that discipline, and 4 courses each from a list of Discipline Specific Elective and Generic Elective papers respectively, 2 Ability Enhancement Compulsory Courses (AECC), 2 Skill Enhancement Courses (SEC).
- b. An undergraduate degree with Program in Arts/ Commerce may be awarded if a student completes 12 core courses out of which 8 core courses from two disciplines (four from each discipline) and 4 from LCC. In addition the student completes 4 papers (2 from each discipline) from a list of Discipline Specific Elective and 2 from Generic Elective courses, 2 Ability Enhancement Compulsory Courses (AECC), 4 Skill Enhancement Courses (SEC) on discipline 1.
- c. An undergraduate degree with Program in Sciences may be awarded if a student completes 12 core courses (3 courses each from three disciplines) and 6 courses(2 courses each from three disciplines) from a list of Discipline Specific Elective, 2 Ability Enhancement Compulsory Courses (AECC-Elective) and 4 Skill Enhancement Courses (SEC) on discipline 1 .

### 3.3 Eligibility to appear the examination and examination details.

3.3.1 In the semester system, the under-graduate Examinations will be held in six parts – (i) The First and Second Semester for the first year students and (ii) The Third & Fourth Semester and Fifth & Sixth Semester for the second and third year students respectively. The academic sessions including the examinations for first, third and fifth semester are July to December and that for second, fourth and sixth semester are January to June.

3.3.2 A candidate shall be eligible for appearing at any of the Semesters of U.G. Examination, fulfilling the following essential condition:

- Minimum 75% attendance of lectures delivered.
- A candidate will be given maximum three consecutive chances to appear for a particular paper
- A candidate will have maximum 5 years to complete CBCS graduate programme consisting of 6 semesters.
- Credit (Theory, Practical, CE, Project) once acquired by the candidate will always be transferred to the consecutive semester
- Students should complete internal assessments before appearing at the respective semester examination and the marks obtained will be carried over in case students fail to pass the course(s).
- A student will be considered ‘Casual’ if he/she acquires **F** grade in any two consecutive semesters.

3.3.3 All courses irrespective of credits attached with it, will be assessed on the basis of full marks 50. Out of this 10 marks for each theoretical course/ unit will be assessed through continuous evaluation during the semester and 40 marks (Arts & Commerce), 30 marks (ENVS) and 25 marks (Science) in the term end examinations.

All the internal continuous evaluation will be conducted by the internal teachers of the Department. It shall be on the basis of tutorials, term papers, reports, seminar presentations, class tests or any

combinations thereof, evenly distributed over the entire period of study. The modalities of such assessment be recorded and documents will be preserved by the respective college and those must be placed before any committee or team constituted by the university for verification purpose whenever required.

3.3.4 Two sets of question paper for each course/ unit will be set by internal/ external paper setter(s) and the Moderation of the paper(s)/ unit(s) will be done by the members of Board of Studies (BOS) of the respective subjects or by the moderators chosen by the members of BOS. The concerned Board of Studies will recommend the names of the paper-setters, moderators, examiners and reviewers.

3.3.5 Duration of Examinations

Subjects	Full Marks	Duration
Honours/Program Theoretical Paper	40 for Subjects without Practical 25 for subjects with Practical 30 marks for ENVS*	2 Hours for 40 marks & 1.5hrs for 25/30 marks
Honours/Program Practical Papers	Below 50	3 Hours (Maximum)

\* ENVS will be conducted in OMR Sheet

3.3.6 Modalities of the Assessment of

a) Continuous Evaluation (CE) for all subjects

Internal Assessment- 6 marks

Attendance- 4 marks

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Total- 10 marks

Attendance Evaluation

Attendance	Marks
75% <85%	1
>=85% <90%	2
>=90% <95%	3
>=95%	4

b) Practical Evaluation

Total Marks- 15

Practical marks be evaluated through experimentation, viva and lab notebook

Practical part will be evaluated in presence of External Examiner(s).

c) Environmental Studies (ENVIS)Project

Total Marks- 10

### 3.3.7 Question Pattern of Term End Examination (TEE)

#### a) For 40 Marks: For Arts & Commerce Subjects (Hons & Program)

Objective/ MCQ type 10 no X 1 marks = 10 marks  
Very Short type 1 no X 5 marks = 5 marks  
Short type 1 no X 10 marks = 10 marks  
Broad type 1 no X 15 marks = 15 marks (Question may be segmented)

#### b) For 25 Marks: For Science Subjects (Hons & Program)

Objective/ MCQ type 10 no X 1 marks = 10 marks  
Short type 1 no X 5 marks = 5 marks  
Broad type 1 no X 10 marks = 10 marks

3.3.6 In the Semester system, there would be automatic progression right from the first Semester, till the fifth Semester, irrespective of the marks obtained in the previous Semesters subject to the fact that the eligibility conditions for appearing in the examination are satisfied.

If a student fails to enroll himself/herself in any semester his/her studentship will not be cancelled.

3.3.7 A student failing to get pass in one or more course(s) in 1st/2nd Semester Examination shall be permitted to re-appear in that course(s) in respective semester examinations of the following year as 2nd chance. A student will be permitted to clear his/her failed course(s) in maximum three consecutive chances irrespective of availing/not availing any particular chance. If a student wishes to skip examination in a semester it would be included within the stipulated three chances. Students who skip 1st/2nd Semester Examination will be eligible to clear those course(s) in the respective Semester Examinations of subsequent years (i.e. 1st Semester with the 1st Semester of the subsequent year, 2nd Semester with the 2nd Semester of the subsequent year and so on).

3.3.8 If a candidate secures qualifying grade (P grade) in all courses he/she will be declared to have Qualified the said semester and the result will be shown as Q. However, if a student fails to secure qualifying grade P in a particular course his/her result of the concerned semester-end examination will be declared SNC (Semester Not Cleared). Marks obtained in the internal assessment will be clubbed with marks obtained in the semester examination before awarding the grade. If a candidate fails to secure pass grade in a particular Course, he/she will have to appear in that Course only. The internal assessment marks will be retained for next examination(s) with valid chances.

### 3.4 Cancellation of examinations

A student who after undergoing a Honours or regular program of studies and after appearing at any semester in full or part intends to cancel of the same may apply to the Controller of Examinations through the Principal of the concerned college within fifteen days from the last date of completion of theoretical courses of the said examination. In that case the entire examination including practical courses, if any, would be treated as cancelled. He/she may be permitted to reappear at the relevant semester afresh in the succeeding year if chance remains after obtaining permission from the controller of examinations.

### 3.5 Results

#### 3.5.1 Grading on 7 point scale

Letter Grade	Description	Grade Point	Percentage of Marks
O	Out Standing	10	90-100
E	Excellent	9	80-89
A	Very Good	8	70-79
B	Good	7	60-69
C	Above Average	6	50-59
P	Pass	5	40-49
F	Fail	0	<40
Ab	Absent	Ab	

3.5.2 After publication of the results of each semester, Grade card will be issued to each candidate which will contain the list of papers, the grades and the credit points, actual obtained marks in percentage obtained by the student along with SGPA in that semester. Course code will be an alphanumeric symbol that would signify the course, semester and the department. SGPA is evaluated by the formula:

$SGPA(S_i) = \frac{\sum (C_i \times G_i)}{\sum C_i}$ , where  $C_i$  is the number of credit of a paper,  $G_i$  is the grade point.

3.5.3 On successful completion of the program, CGPA will be calculated as follows:

$$CGPA = \frac{\sum (C_i \times S_i)}{\sum C_i}$$

#### 3.5.4 Illustration of SGPA & CGPA

##### SGPA

Course	Credit ( $C_i$ )	Letter Grade	Grade Point ( $G_i$ )	Credit Point ( $C_i \times G_i$ )
Course – 1	6	A	8	48
Course – 2	6	B+	7	42



Course – 3	6	B	6	36
Course – 4	2	O	10	20
	20			146

$$\text{Thus SGPA ( } S_i) = \sum (C_i \times G_i) / \sum C_i = 146/20 = 7.30$$

### CGPA

Semester-I	Semester-II	Semester-III	Semester-IV	Semester-V	Semester-VI
Credit 20 SGPA 7.3	Credit 22 SGPA 7.8	Credit 26 SGPA 7.17	Credit 26 SGPA 6.0	Credit 24 SGPA 6.0	Credit 24 SGPA 6.0
<b>CGPA = <math>\sum (C_i \times S_i) / \sum C_i = 20 \times 7.3 + 22 \times 7.8 + 26 \times 7.17 + 24 \times 6.0 + 24 \times 6.0 / 142</math></b> <b>= 6.68</b>					

### 3.6 Provisions for review:

3.6.1 A candidate may apply for Post-publication Review (PPR) of his/her answer-script(s) in the prescribed form and manner and a submission of fees prescribed for the purpose within the date as per notification to be issued by the Controller of Examinations at the time of publication of result. Such applications must be checked and verified by the college(s) concerned as regards to the eligibility of the candidate(s) applying for review. All such applications must be forwarded by the Principal/Teacher-in-Charge of the college concerned.

3.6.2 A student may apply for review of Term End Examination (TEE) of maximum two theoretical answer scripts in the prescribed form provided he/she has secured a minimum 30% marks in that particular theoretical paper in the TEE.

3.6.3 Post-publication Review (PPR) and Post-publication Scrutiny (PPS) of the same paper(s) in a Subject/Group of Subjects shall not be allowed.

3.6.4 Incomplete and faulty application is liable to be rejected without assigning any reason or without any intimation to the candidate/college concerned.

3.6.5 There shall be no Post-publication Review of Practical Papers, Internal Evaluations, Oral examinations and Project Work/Field Work, if any.

3.6.6 Under no circumstances fees for Post-publication Review once paid be refunded.

3.6.7 Finalization of Review Results:

If marks awarded after review in a paper do not exceed the original award by more than 25% of the full marks of that paper, the review examiner's award will be accepted as final marks. If the change of marks exceeds 25% of full marks of that paper then the paper will be forwarded to the third examiner for reassessment, the final marks will be computed by averaging the three marks awarded by the three examiners (original examiner + 1st reviewer + 2nd reviewer).

The decrease in marks will not be accepted if such reduction results the failure of a successful candidate who has secured already qualifying grade prior to review.

3.7 Scrutiny of Answer-scripts (PPS) :

3.7.1: If the results of a candidate of Honours/Regular course of any Part of his/her examination does not come under the purview of Post-Publication Review, he/she may apply for Post-Publication Scrutiny of his/her one or more answer-scripts irrespective of marks.

3.7.2. Candidates may only apply for PPS of Term End Examination of maximum two theoretical answer scripts, and two practical answer scripts. There shall be no Post-publication Scrutiny of Internal Evaluations, Oral examinations and Project Work/Field Work, if any.

3.7.3 : "Post-Publication Scrutiny (PPS)" does not imply re-examination or re-assessment of scripts but involve verification of scripts and records to ascertain –

- Marks have been assigned to each of the required number of answers made by an examinee as per instruction printed on the question paper;
- Totaling of marks awarded by the Examiners on the scripts/marks-slips, as the case may be, has correctly been done

3.8 Compensatory time for Person With Disability (PWD) Candidates:

3.8.1 PWD Candidates are provided extra time of 20 minutes for every hour of examinations subject to maximum limit of one hour as Compensatory time.

3.8.2 PWD Candidates are allowed the use of a scribe (amanuensis) who holds lesser qualification than the candidate. Scribe is allowed to candidates (i) who have disability in the upper limbs or have loss of finger /hands thereby preventing them from writing. (ii) who are blind or have impaired vision. (iii) who are dyslexic. (iv) who are autistic.

3.8.3 If a PWD candidate wants to avail compensatory time or scribe he/she must apply with all relevant documents to the Principal/TIC during form fill up of each part/semester examination and the same application be forwarded by the Principal/TIC to the Controller of Examinations in time.

3.8.4 If it is found that a candidate has used the service of a scribe and/or extra time but does not possess the extent of disability that warrants of use the service of a scribe and/or extra time , he/she will be excluded from the process of evaluation and legal action may be initiated by the authority in this regard.

### 3.9 BREACH OF DISCIPLINE BY ANY EXAMINEE IN CONNECTION WITH UNIVERSITY EXAMINATIONS :

3.9.1: The Centre-in-Charge of any University Examination held at a centre will, on his/her own or on the basis of reports received from the invigilator(s)/members of the visiting team as may be constituted by the Controller of Examinations and duly approved by the Vice-Chancellor expel a candidate from the examination hall debarring him/her from appearing in the examinations of the remaining subject(s)/paper(s), if the candidate is found copying or possessing any paper, book or such other incriminating material(s) or smuggling written answer scripts/loose sheets from outside. On expulsion, he/she will be debarred from appearing at the rest part of the examination and his/her entire examination will be treated as cancelled.

3.9.2 Signature(s) of each of the expelled candidates should be obtained on the incriminating document(s) found in his/her possession and the same must be attached to the main answer script(s). If a candidate refuses to put his/her signature on the incriminating document(s) the invigilator(s)/members of the visiting team will certify the matter and the Centre-in-Charge will take immediate action on the basis of the certificate/report of the room invigilator(s)/members of the visiting team.

3.9.3 If, however, in the judgment of the Centre-in-Charge, a candidate is found to have committed an offence of a more serious nature, e.g., impersonation, use of filthy languages, indisciplined behaviour, threatening the persons connected with the examination duties and such other activities inside and outside the examination hall/room, the Centre-in-Charge will expel the candidate debarring him/her from appearing in the examination(s) of the remaining subject(s)/paper(s) and send to the Controller of Examinations a list of such candidates along with their answer scripts and a detailed report on the circumstances leading to the action taken by the Centre-in-Charge in a separate packet for record and for placement before the Committee of Discipline for further action.

3.9.4 When the Centre-in-Charge expels any offending candidate from the examination hall, as referred to in the rules above, the order/notification regarding such expulsion shall forthwith be circulated in all the examination halls by the Centre-in-Charge. Such order/notification shall provide that the offending candidate shall be debarred from appearing in the remaining subject(s)/paper(s). Such order/notification should be pasted on the Notice Board and a copy of the same along with the answer scripts and other documents are to be sent to the Controller of Examinations for subsequent issuance of order/notification including order of cancellation of the entire examination of the candidate(s), to the concerned college for its implementation.

3.9.5 If the candidates are found to consult or talk with each other or change their scheduled seats or exchange answer-scripts/loose sheets etc. during an examination in spite of warnings by the Centre-in-Charge/room invigilator(s), the Centre-in-Charge shall report the matter in details to the University against the concerned candidates together with the relevant answer scripts for placement before the Committee of Discipline.

3.9.6: An examiner may forward to the Controller of Examinations of the University through the chairperson of the concerned examination or to the Controller of Examination directly if there is no chairperson in the concerned subject an explanatory report along with the relevant answer script(s) of the candidate(s) for placement of the same before the Committee of Discipline if, in

his/her judgment, the candidate/candidates has/have adopted unfair means in answering questions.

3.9.7: NON-SUBMISSION OF SCRIPTS – If an examinee appears at the examination but does not submit his/her answer-script, the matter should be noted in the Attendance Sheet. A diary should be lodged on the day with the local police station. A report along with a copy of the said Diary and a statement from the Invigilator of the concerned examination hall must be sent by the Centre-in-Charge to the Controller of Examinations.

3.9.8: TORN SCRIPTS – In case of a script being willfully torn by a candidate, the fact should be noted in the Attendance Sheet(s) and a report should be sent by the Centre-in-Charge to the Controller of Examinations in a separate packet along with the torn script and a statement from the Invigilator of the concerned examination hall stating the circumstances leading to the incident.

3.9.9: Report on R.A. cases from any quarter should always be supported by documentary evidence or statement of the reporting concerned authority. Without such documentary evidence/statements disposal of the matter cannot be taken up.

3.9.10: On receipt of the report of malpractice in the examination, as referred to in above the University will direct the concerned candidate to appear before the Committee of Discipline and furnish an explanation in writing regarding the charges leveled against the candidate.

3.9.11: If the Committee of Discipline is satisfied that the charge/ charges leveled against any candidate in terms of above mention rules is/ are true, it may recommend any one or multiple of the following actions:-

- Cancellation of examination of the candidate in the concerned paper
- Cancellation of the entire examination of the candidate and if necessary also
- Debarment of the candidate from appearing at the University examination for a specified period as it may deem fit according to the gravity of the offence(s) committed. If a candidate does not appear before the Committee of Discipline without assigning any reason, the Committee of Discipline may recommend any or all of the measure(s) as above, as it may deem fit, on the basis of available document(s) in absentia.
- The Committee after giving due consideration to the report of the Centre-in-Charge and giving the candidate a hearing, if necessary, may recommend exoneration of a candidate from the charges leveled against him/her if in its judgment the candidate concerned is innocent.

3.9.12: The recommendations of the Committee of Discipline will need approval of the Vice-Chancellor before any action can be taken thereon. The Vice-Chancellor may, after considering the recommendations, pass such orders as he/she thinks fit.

The Controller of Examinations will take action according to the recommendation of the Committee of Discipline, if approved by the Vice-Chancellor or as per orders of the Vice-Chancellor.

3.9.13: All questions arising in relation to the interpretation of these regulations, shall be referred to the Executive Council of the University and the decision of the Executive Council will be final and binding.

3.9.14: The Committee of Discipline (UG Examination) may be constituted with the following members.

- 1) Controller of Examinations (Convener)
- 2) Two PG Faculty members
- 3) Inspector of colleges
- 4) One Court member
- 5) One EC member
- 6) Two Principals/TIC of UG colleges under CBPBU
- 7) Two Teachers of UG colleges under CBPBU

The tenure of this committee will be two years from the date of its constitution.

3.10 If any dispute arises in respect of interpretation of the regulations or any matter not covered by these, the decision of the Vice Chancellor in that respect shall be final and binding.

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