

P. G. SEMESTER EXAMINATION REGULATIONS

CHAPTER – I

REGULATION OF GENERAL ACADEMIC MATTERS

1.1 The Departments shall follow Semester System of teaching and Examination based on continuous evaluation internally as well as externally subject to moderation of question papers. The system of evaluations of the students shall be based on Course Credit System.

1.1.1 *Academic Year*

The Academic Year of the department shall ordinarily be from JUNE to MAY. It may however, be modified by the Staff Council from time to time.

1.1.2 *Semester*

The academic year shall have two semesters, each of which shall be of 6 months duration.

1.2 *Minimum working days in a Semester*

A Semester shall have a minimum of 90 working/instructional days excluding examination days/Sundays/Holidays etc. The minimum number of classes in a semester shall not fall short of the number of classes as mentioned below.

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|------------------------------|----------------------|
| 1. One Credit hour courses | = 10 classes minimum |
| 2. Two Credit hour courses | = 20 classes minimum |
| 3. Three Credit hour courses | = 30 classes minimum |
| 4. Four Credit hour courses | = 40 classes minimum |
| 5. Five Credit hour courses | = 50 classes minimum |

1.3 *Credit hours*

One credit shall signify the quantum of teaching imparted corresponding to one hour of theory class and two hours of laboratory/project work and two hours of seminar per week during a semester in respect of a particular course. Each teaching hour of theory class will be of 60 minutes and practical classes/project work will be of 120 minutes duration and seminar will be of 120 minutes duration. For field study outside headquarters, one working day will be considered as two teaching hours. However, the field study should not exceed 30 days (including Sundays) in one semester.

The P. G. Syllabus may be so designed that the total of credit hours for all four semesters shall be 80 spread equally over all semesters as far as practicable, tutorials and proctorials shall be treated as non-credit components.

1.4 *Course*

A course is a unit of instruction under any discipline carrying a specific number of credit hours describing its weightage. Those courses, which a student must take as compulsory requirement, are, called Core Courses. Those courses, which a student opts out of a list of specialized courses offered by the department, are called Elective Courses.

Choice Based Credit System (CBCS) is introduced at the P. G. Semester-I level uniformly in all the subjects to be taught in paper-103. The students of P. G. Arts stream can not opt for the CBCS course of Science stream. The details of the CBCS courses offered by different P. G. Departments are given in Annexure-II.

1.4.1 **Grade**

The grade awarded to a student in any particular course shall be based on his/her performance in all the tests conducted during a semester and shall be awarded at the end of the semester. The grade in each course is expressed in numerical value in 10.00 scale. The marks of a student shall be converted to 10.00 scale and the points scored thereby shall be called the "Grade Point" in the course. Respective "Grade Point Average" (GPA) and "Overall Grade Point Average" (OGPA) shall be awarded at the end of each semester and all semester respectively. A 3.0 Grade Point is required for passing in individual paper and 4.0 GPA to pass any semester examination. The G. P. shall be rounded to one decimal point and GPA to two decimal points.

1.4.2 **Grade Point Average (G.P.A.)**

Grade Point Average (G.P.A.) of a semester shall be calculated as:

$$\text{GPA} = \frac{\text{Summation of } \{(\text{Credits in each course}) \times (\text{Grade point in that course})\}}{\text{Total No. of Credits in that Semester}}$$

Where the summation is taken over all courses in a given semester, G.P.A. shall be rounded up to 2 decimal points.

1.4.3 **O.G.P.A. (Overall Grade Point Average)**

It is the average of accumulated grade points of a student, worked out by dividing the cumulative total of grade points by the cumulative total of credit hours of all the courses covered and completed by a student during all the Semesters. For the first semester of the programme the GPA and OGPA shall be the same.

$$\text{OGPA} = \frac{\text{Summation of } \{(\text{Credits in each semester}) \times (\text{Total Credits in that semester})\}}{\text{Total No. of Credits in that Semester}}$$

Where the summation is taken over all semesters in a given programme. OGPA shall be rounded up to 2 decimal points. For merit lists, in case of equality, the OGPA shall be calculated beyond two decimal places if necessary.

1.4.4 **Conversion of grades to marks and classification of results under course credit system.**

The OGPA can be converted to percentage of marks in the following manner:

$$\text{Percentage of Marks} = (\text{OGPA}) \times 10$$

A student after successful completion of all the semesters, Degree shall be awarded in the following manner:

O.G.P.A.	≥ 6.0	: FIRST CLASS
O.G.P.A.	≥ 5.0 - < 6.0	: SECOND CLASS
O.G.P.A.	4.0 - < 5.0	: THIRD CLASS
O.G.P.A.	< 4.0	: FAIL

1.5 **Academic Calendar**

The Examination Section and the academic section shall finalise the schedule of semester registration and other academic activities at the start of academic session. The Academic Calendar shall be prepared by the Academic Committee of the College in consultation with examination section.

The broad format for academic calendar for P. G. with regard to admission, registration and commencement of classes shall be as follows:

Admission and Registration and	
Commencement of Classes for 1st Semester:	JULY
1 st Semester Examination:	DECEMBER
Commencement of Classes 2 nd Semester:	JANUARY-MAY
2 nd Semester Examination:	JUNE
Commencement of 3 rd Semester Classes:	JULY-NOVEMBER
3 rd Semester Examination:	DECEMBER
Commencement of 4 th Semester Classes:	JANUARY-APRIL
4 th Semester Examination:	APRIL & MAY
Final Results to be published in the month of:	JUNE

1.5.1 Requirement of award of degree

The minimum credit hour requirement for the Master Degree shall be 80 (eighty) credits and the residence required for Master Degree shall be continuous four semesters from the first date of registration and the maximum time allowed to complete the Master Degree shall be 8 (eight) semesters.

1.6 Requirement for attendance

A candidate shall be required to attend 75% lectures, tutorials and practical classes separately during the semester (For late admitted students' attendance to be calculated from the date of admission). Condonation may be granted by the staff council only to the extent of 15% in exceptional cases. (Illness, accident, mishap in the family, deputation by University/Department). When a candidate has been deputed by the College to represent the college/university/state for any activity, the lectures delivered during his/her absence for the purpose shall not be counted towards the calculation of attendance provided the student submits a certificate to that effect from the appropriate authority.

1.7 Registration in a semester

A student has to register his/her name at the beginning of every semester in the prescribed form, for the course he/she wants to take in that semester. Examination Section (General) shall notify the registration dates and the list of registered students for the semester shall be given to the Head of the Department within two weeks of the commencement of the Semester.

CHAPTER – II

REGULATIONS ON EXAMINATION MATTERS

2.1 Mid Term Examination

In each Semester there shall be one Mid Term Assessment examination of 60 minutes duration. The Mid Term examination shall be conducted by COE like that of End Term examination. The answer scripts shall be evaluated by the external and internal examiners and the marks along with answer scripts shall be retained in COE.

2.2 Semester Examination

After the end of each semester there shall be an examination of each theory paper of 2 hours duration and of each practical paper of 4 hours duration, which shall be called Term End / "Semester Examination". The maximum marks for each theory paper shall

be 50 out of which 40 marks for term end and 10 marks for Mid Term. The maximum marks for each practical/ semester/ project/ dissertation/ review examination shall be 50 for Arts and Commerce and 100 marks for Science. The classes shall remain suspended ten days (including Sundays and holidays, if any) before the date of commencement of semester test for preparation by the students.

2.3 Results of Examinations

The results shall be declared ordinarily within four weeks of completion of the examinations. A student who seeks re-addition of his/her marks in a course shall be allowed to do so by submitting an application to Principal along with a required fee in the fee counter of the College. All such cases/complaints if any shall be disposed of by the Autonomous Examination Section in a prefixed day and necessary corrections if any shall be reflected in the mark/grade sheet. The candidates shall have to appear in all the units of a semester examination to be eligible to be a declared 'pass' provided he/she secures minimum pass marks/grade.

2.4 Promotion to the next semester

A student shall be admitted to the next semester only when he/she appears in all the papers of the concerned semester examination. However, a student failing to appear semester examination in some or of all papers due to some reasons as mentioned in 2.5 may be admitted to the next semester. Such a student shall produce sufficient proof in favour of his/her reason for not being able to appear in some or all papers of the Semester Examination on the next academic session in the corresponding semesters.

2.5 Absence from Examination

If a student is unable to appear a semester examination in some or all papers the Principal shall consider his/her case for admission into the next higher semester only the following cases:

- (a) When he/she is hospitalized.
- (b) When he/she is not able to appear in the examination due to serious illness or death of parents, brothers, sisters, spouse or children.
- (c) When he/she met an accident of serious nature.
- (d) When the department/University or any official directive deposes him/her

2.6 Procedure for Repeat/Improvement

A student who wants to sit for the semester examination of first and/or second semester in the subsequent academic session (for repeat or improvement) he/she shall have to apply to the Principal in plain paper before fifteen days of the commencement of the said examination. If allowed by the Principal, he/she shall deposit the required fees for each paper with centre charge and produce the proof to the teacher in-charge examination with permission letter from the Principal.

In a semester to appear improvement examination the candidates must have passed the semester examination. A candidate can appear repeat examination of papers in which he/she has failed or not appeared for reasons mentioned in 2.5.

The Master Degree student seeking to appear/improvement examination in any course(s) shall get 3 chances for 1st and 2nd semester within 8 semesters.

Candidates appearing in repeat/improvement examination shall not be considered in the merit list and it shall be reflected in the Provisional Certificate cum Mark sheet (PCM) but not in the final degree certificate.

2.7 Award of Degree Certificate, Grade/Mark sheet

A Degree certificate under the official seal of the university and signed by the Vice-Chancellor shall be presented at the Convocation or in absentia to each of the successful students of particular degree. The Controller of Examinations shall issue the mark/grade sheet of each semester to the candidates in the sheet of each semester to the candidates in the prescribed format by depositing the required fees for marks/Grade Sheet to be deposited in the college counter.

2.8 **Guideline for filling up of Forms for PG Classes (IMP/ Repeat)**

A student shall repeat all the theory and practical papers in which he/she failed in the semester examination within a period of eight semesters from the date of first registration. Such students shall have to apply to the Head of the Department/Principal in plain paper during the filling up of form for the ensuing semester examination. If allowed, he/she shall deposit the fees as prescribed by the college.

If a candidate secures less than 3.0 Grade point in a paper(s) and less than 4.0 Grade point average in a Semester examination he/she has to appear all the papers in that Semester.

If a candidate secures less than 3.0 Grade Point in a paper(s) and a minimum 4.0 Grade point average in a semester examination, he/she has to appear only the paper(s) in which he/she secured less than 3.0 Grade point.

A candidate is eligible to sit for improvement in a paper(s) only when he/she has passed the semester examination concerned. Further, he/she can improve in a maximum of EIGHT paper(s) in the entire course. The Master Degree students seeking to take improvement examination in any course(s) shall get chances within 8 semesters from the year of admission to the course. The candidates taking this advantage (improvement) will be examined on the basis of current syllabus and the higher marks shall be retained during computation of result.

2.9 If a candidate fails to appear in any paper of the said examination and marked ABSENT his/her results will be declared only when he/she clears that paper/those papers.

2.10 ***Disciplines in the Examination***

(A) Late Comers: A student arriving in the examination hall/room fifteen minutes after the commencement of the examination shall not be ordinarily allowed to sit for the examination. No examinee shall be allowed to go out of the examination hall within one hour of commencement of examination. The invigilators shall keep a record of temporary absence of students from the examination hall/room during the examination.

(B) Adoption of unfair means in the Examination:

Possession of unauthorized materials and using it, copying from scripts of other students or from any other source, showing his/her answer script to others during the examination, creating disturbance or acting in a manner so as to cause inconvenience to other students in the examination hall or near about shall be treated as adoption of unfair means or malpractice.

