

Diamond Harbour Women's University

Office of the Controller of Examinations

RULES AND REGULATIONS OF THE EXAMINATIONS *

General Conditions:

1. These Regulations may be called the Diamond Harbour Woman's University Post Graduate Examination Regulations, 2017.
2. It shall apply to every candidate prosecuting the M.A. / M. Sc. / M. Com. Courses in this University. Notwithstanding anything contained in any Regulations or Rules for the time being in force the Examination for the above courses shall be guided by these Regulations. These Regulations shall come into effect from the academic session 2017-2018.
3. To be considered for admission to M.A. / M.Sc. / M. Com. Courses of studies a candidate must have passed B.A./B.Sc./B.Com. Degrees with Honours in relevant subjects or equivalent within last five (5) years.
4. Candidates having B.A. (Honours) degree in Geography shall get M.A. degree in Geography and those with B.Sc. (Honours) degree in Geography shall be awarded M. Sc. Degree after successful completion of the course.
5. The M.A./ M.Sc./M.Com. Examination shall be held in four semesters.
6. A candidate must pass the entire M.A./M.Sc./M.Com. Examination consisting of four semesters within a maximum of four consecutive years with reference to the date of first admission to qualify for the degree.
7. In each academic year there shall be two semesters, ordinarily starting at July and January respectively. July-December session will comprise First and Third Semesters. January-June session will comprise Second and Fourth Semesters.
8. The First and Third Semester examinations shall be held ordinarily in November/ December and the Second and Fourth Semester examinations shall be held in May/ June of each academic year.
9. An academic calendar shall be determined every year by the appropriate authority.

Course Structure:

10. Each Semester shall be of 250 marks and the entire M.A. / M.Sc./M.Com. Curriculum shall be of 1000 marks.

11. For all theory papers having full marks 50, the evaluation would be done on the basis of continuous evaluation as internal assessment carried out during the semester and written examinations to be held at the end of the semester. Internal assessment will have 20% weightage and end-semester written examination will have 80% weightage. For each Practical paper / Project / Group Project / Dissertation having full marks 50, Internal Assessment will have 20% weightage and end-semester practical examination will have 80% weightage unless otherwise specifically stated in the relevant syllabus.
12. The first semester, second semester, third semester and fourth semester examinations shall comprise five compulsory papers of 50 marks each. Each paper consists of 10 marks internal assessment and 40 marks written examination.
13. Choice based credit system shall have to be introduced in the Post graduate Examination System. Concerned Department shall provide papers/subjects for choice in the Syllabus / Curriculum. A candidate will choose her Special Area/paper from available alternatives in each subject at the beginning of the Semester.
14. New Special Areas/Papers may be added in each subject from time to time, as may be recommended by the Board of Post Graduate Studies subject to the approval of the Faculty Council and Court.

Eligibility Criteria:

15. A candidate shall be eligible for admission to a semester examination provided he has attended a regular course of studies for that semester and has attended at least 75% of the total number of theoretical, Practical and Project classes separately held during the semester.

Condonable Limit:

A Student who has attended at least 60% of the classes less than 75% of the classes shall, however, be eligible to appear in the examination upon obtaining condonation order from the Vice-Chancellor and payment of requisite short percentage fee as may be prescribed by the university from time to time.

16. A candidate attending less than 60% of the classes shall not be allowed to sit in the examination. Such candidates shall be allowed to take fresh admission in the same semester in the following academic session and this opportunity of re-admission cannot be availed of more than once during the entire tenure of studentship. Any discrepancy in this regard shall be referred to the Vice Chancellor for final decision.

Evaluation Scheme:

17. For all theory papers, the evaluation would be done on the basis of internal assessment (10 marks) carried out during the semester and written examinations (40 marks) to be held at the end of the semester.
18. For all Practical Papers the evaluation shall be done in two parts: (a) continuous evaluation of 20% to be done during the session as internal assessment(10 marks) and (b) a practical examination of 80%(40 marks) to be taken at the end of the semester unless otherwise stated in the concerned syllabus.
19. The Project / Group Projects / Dissertation shall be evaluated in the same manner as stated above by the teachers. The department may invite External teachers through the Controller of Examinations (COE) at the end of the Semester for evaluation of Project / Group Projects / Dissertation.
20. It shall be compulsory for candidates to pass each paper of the program to qualify for the degree.
21. To pass a paper a candidate shall have to get at least 40% marks. Pass marks is 20 out of 50 in each paper. This is applicable to each of the theoretical and practical papers including Group Project and Dissertation.
22. There shall be no provision of improvement for candidates having already qualified for any particular paper. However, a candidate may apply for Review of the Theory papers. Review papers shall be reviewed by the teacher other than those who have examined the said paper. No such option shall be available for the Practical Papers and the Projects/ Group Project / Individual Project/Dissertation. A candidate shall apply for review for a maximum of two papers in a semester.
23. Review of maximum of two theoretical papers per semester shall be allowed for the candidates appearing at a semester examination as a whole, provided she has secured at least 40% marks in rest of the papers of that semester examination.
24. If a student is unsuccessful in maximum of two theory papers in a semester she will be eligible to appear in the supplementary examination in the two immediately subsequent semesters subject to the fulfilment of clause 6.
25. The first supplementary examination shall be held ordinarily along with the following end-semester examination and the second supplementary examination shall be held generally with the subsequent end semester examination.
26. If a candidate fails or remains absent in one/two papers in any semester, she is qualified to sit for the examination in the next semester. The mark sheet will show

QB (Qualified but Back). She has to clear the semester by appearing in the supplementary examination for one/two papers subject to fulfilment of clause 6.

27. If a candidate fails or remains absent in three papers/ four papers/ five papers in any semester, she is also qualified to sit for the examination in the next semester. The mark sheet will show F (Fail). Having been unsuccessful/failed or remaining absent, a candidate shall be considered unsuccessful/failed in the semester and will have to clear the semester by appearing in the supplementary examination in all five papers to be held with the partially unsuccessful students. Two chances will be available for each paper subject to fulfilment of clause 6. Only after clearing the required number of papers in supplementary examinations, can one be eligible to pass the semester.
28. If a candidate appears in any supplementary examination, continuous evaluation / internal assessment marks awarded in the first chance would be retained for the second and the subsequent chance. If internal assessment is made in the form of class test / viva and if a student remains absent in that day, the concerned department may take supplementary viva/class test.
29. There shall be no provision of review for Practical papers and Individual Project / Group Project / Dissertation.
30. If any candidate becomes unsuccessful in the Group Project/ Dissertation then she would have the option of submitting a term paper as Individual Project only in the subsequent semester. For this paper there will be only one chance available to the candidate subject to the fulfilment of clause 6.
31. A candidate unsuccessful in Group Project/Dissertation and subsequent Individual Project shall have to leave the course and shall be dropped from the roll.
32. For each paper (theory, practical and Project/ Dissertation), except Group Project, a student shall be allowed two chances (excluding the regular one) subject to fulfilment of clause 6. Absence in a paper in the examination or not enrolling for the examination itself shall be treated as one missed chance.
33. In case of inability to appear at the supplementary examination, a candidate shall be considered losing a chance. If one loses both the chances then he will be declared unsuccessful.
34. A student who is unsuccessful in a minimum of one paper having availed him of all the stipulated chances shall be dropped from the rolls of the University.
35. To be entitled for award, rank, and medal, a candidate must complete and qualify in all papers in each semester in first available chance.
36. A Board of Examiners shall be appointed by the COE to conduct each semester examination following the recommendation of the Board of Post Graduate Studies.

Teachers shall be appointed by the COE for invigilation as per the recommendation of concerned BOS approved by the Vice- Chancellor.

37. The paper setter for every theoretical paper shall be of one internal examiner and one external examiner to be appointed by the Controller of Examinations on the recommendations of the Board of Studies.
38. The paper setter for practical papers shall consist of one external examiner appointed by the Controller of Examinations on the recommendations of the Board of Studies.
39. The respective paper- setters (Internal or external) shall ordinarily evaluate the answer scripts, internal as well as external, of the concerned papers or as recommended by the BOS.
40. Moderation of question paper shall be done by the HOD/Co-ordinator, one senior most teacher and one external teacher.
41. External teacher / examiner means the teacher of any other university / Institute of higher learning, not below the rank of Associate Professor.
42. For the assessment of Projects / Group Projects / Individual Projects/Dissertation, the Board of Examiners / Evaluators shall consist of one external examiner and two internal examiners appointed on recommendation of the Board of Studies. The Board shall recommend a consensus grading out of 40 marks and the rest 10 marks will be the internal assessment. The same practice will be followed to evaluate Individual Project.
43. A candidate shall have to pay fees for both theory and practical papers for each semester as per the rates specified by the University Authority.
44. Duration of examination of each theoretical paper of 40 marks shall be 2 hours.
45. Duration of examination for each practical paper of 40 marks shall be 4 hours or as determined by the concerned department.
46. Duration of Examination for Dissertation / Project shall be determined by the concerned Departmental Committee.
47. A Candidate for the Master's Degree shall be examined in M. A./M.Sc. /M.Com. Semester I, II, III and IV (Final) examination for a total credit of 100 points. Semester1, Semester 2, Semester 3 and Semester 4 have 25 credit points each. Each paper contains 5 credit points. So 5 papers in each semester contain 25 credit points.
48. End-Semester Examination will be held at the end of every Semester.
49. Every M. A./M.Sc./M.Com. Degree Course shall comprise of core and optional courses. Credit count for a specific course of a semester is determined according to

the number of class hours and study hours required. The calculation of one credit shall be made as per the existing regulations of UGC/ Govt. order of Higher Education Dept., West Bengal. The schedule of courses, distributions of marks and credits thereof for the four Semesters of P. G. Degree Courses are laid down in the respective curriculum documents / Syllabus.

50. The number of courses in each semester in the subject shall be as per the University norms. The syllabi will be decided by the experts by the BOS of the concerned subject duly approved by the Vice Chancellor.

51. The evaluation of the students will be carried out through

i) Continuous evaluation/Internal Assessment

ii) End Semester Examination.

52. Continuous evaluation/ Internal Assessment:

The concerned teachers of the concerned department shall conduct continuous evaluation for the Semesters in all the courses based on the extent of syllabus covered up to the time.

Explanation: The continuous evaluation includes:

- i.** Term Papers/ Reviews/ Small Research Projects/Case Studies.
- ii.** Group Discussion/ Viva- voce
- iii.** Field Work
- iv.** Seminar Presentations
- v.** Home Assignments
- vi.** Class Assignments/ Class Tests
- vii.** Dissertation etc. or any other mode as per the decision of the Department.

Copies of the term paper, reviews or reports of projects, case studies and similar assignments shall be submitted ordinarily one week before the commencement of evaluation towards the end of the semester. Failure to comply with the date of submission shall be treated as absence in the examination. The marks obtained in continuous evaluation for theoretical courses and practical courses will comprise of 20% of the total marks in the course concerned and will be added to the End Semester Examination marks, which will carry 80% of the total marks in the course.

End Semester Examinations:

53. A student admitted to the M. A. /M.Sc. / M.Com. Degree Course of Studies having completed a regular course of studies at the Post Graduate Department of the University and having 75% attendance and filled up form for appearing the examination may be allowed to appear for the End Semester Examination at the end of each semester subject to the conditions stipulated in the regulations and the rules as may be framed thereunder. There shall be ordinarily one set of questions for each course/ paper set internally by the concerned teacher(s). In special cases another set may be invited from external course / paper setter(s) if deemed necessary by concerned Board of Studies duly approved by the Vice Chancellor. A Board of Moderators as recommended by the Board of Studies of the concerned department and approved by the Vice Chancellor may be assigned to moderate the question papers.
54. The marks obtained by a student in each course/paper are to be submitted in a sealed envelope to the Controller of Examinations within the stipulated time failing which disciplinary action may be taken against the teacher/examiner.
55. Pre-publication scrutiny shall be done by the teachers of the concerned departments. Scrutiny shall be done by the teachers other than those who have examined the said paper.

The University shall follow the following grading system in the Post graduate level:

Sl. No.	Equivalent Percentage	Grade Points	Grade	Performance
1	90 and above	10	O	Outstanding
2	80-89	9	A+	Excellent
3	70-79	8	A	Very Good
4	60-69	7	B+	Good
5	50-59	6	B	Fair
6	40-49	5	C	Average
7	<40/Absent	0	F	Fail

56. Computation of SGPA (Semester Grade Point Average) and CGPA (Cumulative Grade Point Average):

- a. The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the

number of credits of all the courses undergone by a student, i.e. $SGPA (S_i) = \frac{\sum(C_i \times G_i)}{\sum C_i}$ where C_i is the number of credits of the i th course and G_i is the grade point scored by the student in the i th course.

- b. The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e. $CGPA = \frac{\sum(C_i \times S_i)}{\sum C_i}$ where S_i is the SGPA of the i th semester and C_i is the total number of credits in that semester.
- c. The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.
- d. Each course/paper carries 5 Credit Points.
- e. Result: I = First Class (60% and above)

II = Second Class (45% and above but less than 60%)

P = 40% and above but less than 45%.

QB = Qualified but back.

F = failed.

57. Subject to the fulfilment of conditions stipulated above, a student who, after pursuing a regular course work, does not register herself for the examination or fail to appear at the examination or appears but fails to secure the minimum qualifying marks may be permitted to continue in the next semester (s) as well as to appear for her due semester (s) examinations within prescribed chances as per clause 6. A candidate once registered for M.A/M.Sc/M.Com. course has to complete all four semesters within 4 years from the date of admission. The Vice- Chancellor, however, may extend the period of registration of a candidate in an extraordinary situation.

Supplementary Examination:

58. If the candidate fails to obtain at least 40% marks in one or more course(s), she shall be deemed to have failed in that/those course(s) only and shall be required to repeat that course/those courses in subsequent semesters when offered. A candidate can appear a maximum number of three times to clear a particular course, including regular one, but in compliance with clause 6 above, failing which she shall be dropped from the rolls of the University. A chance not availed by the candidate will be deemed to have lapsed. Candidate appearing for Supplementary Examination or Grand Supplementary Examination has to apply to the Controller of Examinations one month prior to the commencement of End-Semester Examination or as per notification from time to time. Application for the Grand Supplementary Examination can be made only for failures in third and fourth semester Examination. If a candidate is dropped from the University Rolls because of the failure to clear

particular course/ courses, she may apply for readmission in the beginning of the next academic session along with the fresh applicants.

59. A student may apply for post-publication review for a maximum of two papers of her marks for End Semester examinations within 10 days of the publication of the results or as per notification from time to time in this regard. There will be no provision for review in supplementary examinations and practical examinations as well as Dissertation/Project.
60. **Rules for grafting for the candidates with only one arrear paper between semester I and semester IV:**

Eligibility Criteria:

- i. The applicant, after appearing for all the papers of all the semesters, I to IV, has but one arrear (failed) paper.
- ii. The deficiency of marks obtained in the failed paper must not be greater than 20% of the full marks of that paper.

Procedure for grafting:

- i. The grafting will involve the failed paper (acceptor) and one/two donor (from which the grafting will be made) paper(s).
- ii. The 1st potential donor paper is that in which highest marks have been obtained.
- iii. If the 2nd donor paper is required, the paper with the 2nd highest marks will be considered
- iv. The maximum number of marks that can be transferred from any donor is 5 (five).
- v. If the deficiency in a paper of full marks 50, is more than 5, then 5 marks are to be grafted from one paper and the remaining part, from another paper. If the required marks are not available from the second donor paper, then grafting will not be possible.
- vi. Marks transference will be allowed from **theory to theory** or **practical to practical** papers. If there is **only one practical paper** in the course, the transference between the practical paper and the relevant theory paper will be allowed.

- vii. Any application for grafting will be considered after the completion of the entire examination process, that is, after the publication of the results of review and supplementary examinations.
- viii. The students shall have to apply for grafting. Date, fees and other information regarding application for grafting shall be notified in due course of time.

Notes:

- a. It allows transfer of marks from one or two papers to up the deficiency of marks in the failed paper.
- b. It is to be noted that grafting will not change the aggregate marks obtained by the students.
- c. After the grafting, the paper will be marked as passed. Hence, there will be no provision to appear for the examination again.