

DIAMOND HARBOUR WOMEN'S UNIVERSITY
(DIAMOND HARBOR, SOUTH 24 PARGANAS)
REGULATION FOR POST GRADUATE EXAMINATIONS
Examination Regulation for M. A. Course in Four- Semester (2 years) Examinations
January 2014

1. A Candidate for the Master's Degree shall be examined in M. A. Semester I, II, III, IV (Final) examination for a total credit of at least 100 which shall be more or less evenly distributed over the four Semesters. End-Semester Examination will be held at the end of every Semester. The duration of each semester shall be followed ordinarily as mention below. An Academic Calendar (as per the following schedule) shall be determined every year by the appropriate authority.

Annual Plan

32 weeks (5/6 days per weeks) for teaching and learning process

16 weeks (Admission, Exam, etc)

02 weeks vacation

02 weeks Public Holidays

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Total 52 weeks

Semester Time:

I and III Semester 1 August to 31 December

II and IV Semester 1 February to 30 June

2. Every M. A. 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 equivalent to 10 hours of teaching. The schedule of courses, distributions of marks and credits thereof for the four Semesters of Degree Courses are laid down in the respective curriculum documents.
3. The number of courses in each semester in the subject shall be as per the University norms. The syllabi will be decided by the respective bodies and approved by the appropriate authority.
4. Evaluation
The evaluation of the students will be carried out through –i) continuous evaluation and ii) End Semester Examination.

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

Explanation:

- Term Papers/ Reviews/ Small Research Projects/Case Studies.
- Group Discussion
- Field Work
- Seminar Presentations
- Home Assignments
- Class Assignments/Tests
- Dissertation.etc

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 will comprise of 40% of the total marks in the course concerned and will be added to the End Semester Examination marks, which will carry 60% of the total marks in the course.

6. End Semester examination

A student admitted to the M. A. Degree Course of Studies, having completed a regular course of studies at the Post Graduate Department of the University, 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 set internally by the concerned teacher(s). In special cases another set may be invited from external course setter(s) if deemed necessary by concerned bodies. A Board of Moderators as recommended by the University Council may on occasion moderate the question papers.

Duration of End Semester Examination for each course will be ordinarily 2 hours and each course examination will be for 30 marks.

The marks obtained by a student in each course are to be submitted in a sealed envelope to the Vice Chancellor.

7. **Attendance of Students**

The minimum percentage of attendance to qualify for appearing in the End Semester Examination shall be 75%. If the attendance is less than 75% but not below 60%, the candidate may appear for the examination with a fine (not less than 15% of the annual gross fee paid to the University by the student) as decided

by the University authorities. Any discrepancy in this regard shall be referred to the Vice chancellor for final decision.

8. Grading System

Students will be awarded grades and credit-points. The details are described hereunder:

Percentage of marks, round off to the nearest integer	Letter Grade	Grade Points g_i	Remarks	Class
71 and above	A+	10	Excellent	I
60-70	A	9	Very Good	I
55-59	B+	8	Good	II
50-54	B	7	Satisfactory	II
45-49	C+	6	Average	II
40-44	C	5	Poor	II
Less than 40	Fail	0	Unsatisfactory	None

Semester Grade Point Average: With the calculated grade points in each course the Semester Grade Point Average (SGPA) of a student in the End Semester Examination shall be calculated in the following manner:

$$\text{Semester Grade Point Average} = \text{SGPA} = \frac{\sum c_i G_i}{\sum c_i}$$

Cumulative Grade Point Average will be calculated as a simple average of the SGPA in 4 semesters (ie, Sum of all SGPA divided by 4).

9. Cancellation/ Discontinuation of Examination after completing one or more semester(s)

A student who, after undergoing a regular course of studies, appears at any semester examination, in part, or in full, and intends to seek cancellation of the same, may apply for the said purpose to the Vice Chancellor within *fifteen days* from the last date of completion of the said examination. In such a case, the entire examination (excepting continuous evaluation) will be cancelled. The candidate may be permitted to appear for the relevant Semester examination afresh in the succeeding year(s) if chances remain after obtaining permission from the Vice Chancellor. However, if the candidate wants to reappear for the continuous assessment again she has to surrender her obtained marks and appear afresh when the course is offered later provided within prescribed chances.

A candidate after successfully completing one semester may opt to not continue the next semester immediately and may join the semester subsequently when offered, subject to the permission of the appropriate authority. However, the candidate will not be allowed to attend classes for any semester if she has not

appeared for the examination for the previous semester and completed the internal assessments.

Subject to the fulfillment of conditions stipulated, 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.

A candidate once registered for M.A. 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.

10. Supplementary Examination

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 a subsequent semesters when offered. A candidate can appear a maximum number of three times to clear a particular course, including regular one, 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.

The results of the fourth Semester examination shall be kept withheld unless a candidate has cleared all the previous semesters for which one Grand Supplementary Examination may be arranged within three months of the publication of the result of the fourth Semester.

Candidate appearing for Supplementary Examination or Grand Supplementary Examination has to apply to the Vice Chancellor *one month prior* to the commencement of End Semester Examination. Application for the Grand Supplementary Examination can be made only for failures in third and fourth semester Examination.

If the candidate fails in one or more courses in an End Semester Examination her SGPA in that semester will be temporarily withheld. A fresh mark-sheet with duly calculated SGPA will be issued when the candidate clears the course subsequently within the stipulated time frame.

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.

There will ordinarily not be any chance of re-appearing in the Continuous Evaluation. Marks once awarded in the Continuous Evaluation will be credited to a candidate's performance in subsequent chances, if any. However, if a candidate surrenders her mark sheet she can reappear for the Continuous Evaluation when the paper is offered in a subsequent semester provided number of chances permitting.

11. A student may apply for post-publication review of her marks for End Semester examinations within 10 days of the publication of the results. There will be no provision for review in supplementary examinations.
12. The Vice Chancellor shall instruct the concerned Office on any point, not covered/clarified/interpreted in the Regulations for Post Graduate Examination.