

MIDNAPORE COLLEGE

(AUTONOMOUS)

(Estd. - 1873)

Govt. Sponsored :: Affiliated to Vidyasagar University

Re-Accredited by NAAC in 2012

Grade : A :: CGPA-3.58(4-point scale)

COLLEGE WITH POTENTIAL FOR EXCELLENCE

Midnapore - 721 101 :: West Bengal :: India

Website : www.midnaporecollege.ac.in



ACADEMIC REGULATIONS

WITH EFFECT FROM THE ACADEMIC SESSION:

2014-2015

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1. INTRODUCTION:

Midnapore College, Midnapore, which completed 143 years in 2015, is an Autonomous College affiliated to Vidyasagar University. The College was accredited **A+** by NAAC in the year 2004 and re-accredited **A** by NAAC in 2012 with CGPA score of 3.58 in 4.0 point scale. The College has been conferred Autonomous Status by UGC since the Academic Session 2014- 2015. It has also obtained the status of '**College with Potential for Excellence**' (CPE) by UGC in two successive stages in 2010 and 2013 respectively. Now the College is run by the guidelines framed by the UGC for Autonomous Colleges.

2. PATTERN OF STUDY:

2.1 The College follows **Semester Pattern of Study in both Under Graduate (Honours & General) Courses and Post Graduate Courses.**

2.2 **Academic year:** An academic year is the period of time starting at the month of July of each calendar year and ended at the month of Jun of the next calendar year.

2.3 **Each Academic Year is divided into two semesters:** July-December(odd) and January- June(even)

2.4. **The Three Year Degree Course leading to the award of Bachelor Degree in Arts/Science comprises three consecutive Academic Sessions with six (06) Semesters** and as such it is an integrated Three Year Degree Course as the final result, whether pass or fail, of a student taking admission into the Course shall only be decided and declared on the completion of the Course after the Third Year on the basis of his/her marks secured in all the Internal Assessment Tests, two Credit Courses in Communicative English and Computer Fundamentals and End Semester Examinations held in three years of the Degree Course.

2.5. The **Two Year Degree leading to the award of Master Degree in Arts and Science comprises two consecutive Academic Sessions with four (04) Semesters** and as such it is an integrated Two Year PG Degree Course as the final result, whether pass or fail, of a student taking admission into the Course shall only be decided and declared on the completion of the Course after the Second Year on the basis of his/her marks secured in all the Internal Assessment Tests and End Semester Examinations held in two years of the Degree Course.

3. COURSES OFFERED:

Midnapore College offers--

3.1 **Three Year Degree Course** leading to the award of **Bachelor Degree in Arts and Science (Honours and General) in 23 subjects:** Physics, Chemistry, Mathematics, Zoology, Botany, Physiology, Computer Science, , Microbiology, Economics, Geography, Statistics, Electronics, English, Bengali, Political Science, Philosophy, History, Sanskrit, Sociology, Hindi, Education, B.A (General), B.Sc. (General) .

3.2 Two Year Degree Course leading to the award of **Master Degree in** Arts and Science **in 12 subjects:** Physics, Chemistry, Mathematics, Zoology, Bengali, Sanskrit, Botany, Physiology, English, Political Science and History and Geography.

3.3 Three Year **professional Course** leading to the award of Bachelor Degree in Computer Applications **(B.C.A)**

4. ENROLMENT AND REGISTRATION:

4.1 A student who is selected for admission in a particular course offered by the college shall have to complete admission procedures and get himself/herself registered within the notified time period.

4.2 If a student remains absent continuously for 15 working days from the commencement of the classes without any intimation, his/her admission will be cancelled without giving any intimation to him/ her.

4.3 A Check-list for Registration of the Students admitted to Semester-I (UG & PG) will be prepared by the office of the Controller of Examinations with the following components- (i) Name, (ii) Fathers' Name, (iii) Mothers' Name, (iv) Gender (v) Caste (vi) DOB, (vii) Address, (vi) Subject Combination. Photograph will be compulsory component of the Check list.

4.4 The check-list will be sent to the office of Head-clerk for verifying all the components of the check-list by the student and have to putting a signature by the student.

4.5 Duly verified check-list must be returned back to the Office of the Controller of Examinations.

4.6 Registration certificate will be issued to the students only who have put their signature on the check-list.

4.7 **Registration of a UG student (including BCA) is valid for six (06) years and for PG Student four (04) years from the academic year in which the registration was granted.**

5. ATTENDANCE (UG (including BCA) & PG courses):

5.1 A student must have at least 75% attendance in Theory and Practical classes **separately** in each subject in each semester.

5.2 Attendance in a subject shall be counted from the date of commencement of classes in that subject.

5.3 In case student admitted on payment of late fee on account of increase of seats or opening of new subject after the prescribed dates of admission, the attendance shall be counted from the date of his/her admission.

PART-A

6. EXAMINATIONS:

6.1 Under the autonomous system, examinations are conducted by the Office of the Controller of Examinations of the College.

6.2 Each Academic Year shall have two semesters. In each Semester, there shall be **two types of Examinations** for each student irrespective of the stream to which he/she belongs:

a) **Continuous Internal Assessment (CIA) and**

b) **End Semester Examination (ESE).**

6.3 The odd-number semesters (I, III & V) ESE under this system will be conducted in December, the even-number semester (II, IV & VI) ESE will be conducted in June of every year.

6.4 CIA FOR UG-(HONS & GEN) & PG COURSES:

Paper: A paper is a part of a course, consists of some specific topics. Each paper in UG and PG Course is of 50-Marks.

6.4.1 **CIA of theory papers will comprise 20% of the total marks** of each theory paper and the students shall be examined for the **rest 80% of marks** in the End Semester Examination.

6.4.2 Forms of CIA in theory papers may include class tests, assignments, seminars, tutorials, grand-viva, etc. A minimum of **50% of total CIA marks will be allotted for the written form of tests** and 25% of CIA marks may be allotted for other form of tests.

6.4.3 In case of non implementation of other forms of tests, 75% of total CIA marks will be of written form of tests.

6.4.4 Rest **25% of total CIA marks is reserved for attendance** in Theory classes and marks will be awarded as per following percentages of attendance:

91-100 % attendance	25 % marks of total CIA marks
81-90 % attendance	20 % marks of total CIA marks
75-80% attendance	10% marks of total CIA marks
Below 75%	zero

6.5 CIA for BCA :

6.5.1 **CIA of each theory & practical paper will comprise 30% of the total marks** of each paper and the students shall be examined for the **rest 70% of marks** in the End Semester Examination (ESE).

6.5.2 Forms of CIA in theory papers includes class tests, assignments, seminars, tutorials, grand-viva, etc. A minimum of 50% of total CIA marks will be allotted for the written form of tests and 25% of CIA marks may be allotted for other form of tests.

6.5.3 In case of non implementation of other forms of tests, 75% of total CIA marks will be of written form of tests.

6.5.4 Rest 25% of total CIA marks is for attendance to be awarded according to the student's percentage of attendance as indicated in the Table :

% of attendance	% of CIA allotted	Mark award for attendance per 100-marks paper
91-100 %	25 % marks of total CIA marks	7.5
81-90 %	20 % marks of total CIA marks	6.0
75-80 %	10 % marks of total CIA marks	3.0
Below 75%	Zero %	00

6.6 For written form of test of CIA of each theory paper/ group of a paper of each subject both for all the courses, two internal examinations each of 25-marks-paper and of 1hr. duration will be taken.

6.7 The Marks obtained in each paper /group of a paper in a semester by a student in two Internal Examinations will be averaged for computing the CIA marks secured by each student in each paper in the concerned semester.

6.8 The evaluated answer scripts of each Internal Test must be shown to the students by the teachers of the respective Department.

6.9 If a student remains absent in both internal examinations of CIA in a particular semester for what-so-ever the reason may be, shall be awarded 'Zero' mark in CIA.

7. Evaluation of Practical papers for UG-(Hons&Gen) & PG Course:

7.1 50% marks of a practical paper will be from CIA: consisting of attendance-10% and performance in the laboratory throughout the semester-40% (to be assessed continuously by each teacher individually who take practical classes and these will be averaged).

7.2 Remaining 50% marks will be evaluated from ESE: Comprising token experiment/ part of an experiment / a full expt.--30% and grand viva - 20% .

7.3 Marks obtained in End Semester Examination and marks obtained from CIA will be taken together for computing the total marks obtained of a paper.

7.4 Each Department will inform the students about the CIA programme at the beginning of the semester.

7.5 Results of different components CIA will be displayed separately on the departmental notice boards.

7.6 In case of any query or dissatisfaction regarding the results of CIA, a student may appeal to the Departmental Appeal Committee headed by the Head of the Department.

7.7 In case of dissatisfactions on the role of Departmental Appeal Committee, a student may appeal to the College Appeal Committee for justice.

7.8 The performance report of CIA shall be submitted by the Head /Coordinator of the Department to the Controller of Examinations at least 15 days before the commencement of End Semester Examination.

8. **ELIGIBILITY CRITERIA FOR APPEARING AT END SEMESTER EXAMINATION (ESE):**

8.1 Each Semester shall end in an End Semester Examination (ESE).

8.2 ELIGIBILITY CRITERIA: Eligibility criteria mean the criteria that require to be fulfilled by a student to be allowed to sit for the End Semester Examination. Following are the Eligibility criteria:

8.3 A Student must get himself/ herself admitted in each semester as per the admission rules of the College.

8.4 **A student must have at least 75% class attendance in each paper (Theory and Practical paper separately).**

8.5 **A student must appear at least one of the two Internal Examinations in a semester.**

8.6 If a student is absent in both the Internal Examinations he/she will not be eligible to sit for the ESE..

8.7 Those who fulfill the above criteria, must pay the requisite Examination Fee and **fill-up the Examination Form by the notified due date.**

8.8 Admit Cards for the ESE shall be issued only to those students who fulfill all the above eligibility criteria.

8.9 A student who has disciplinary charge against his/her name may not be permitted to appear at the ESE.

8.10 **Filling in of Examination Forms for the End Semester Examination shall be treated as first chance.**

9. **CASUAL STUDENT:**

9.1 A Student having at least 75% attendance and appeared at one of the internal examinations **but did not fill-up the examination form for ESE** will be treated as casual student.

9.2 A Student having at least 75% attendance and **not appeared either of the Internal Examinations and hence not allowed to fill up the examination form** for ESE will be treated as casual student.

9.3 **A Student having less than 75% attendance** and appeared at least one of the internal examinations and **not allowed to fill up the examination form** for ESE will be treated as casual student.

9.4 A Student having **less than 75% attendance and not appeared either of the Internal Examinations and hence not allowed to fill up the examination form** for ESE will be treated as casual student.

9.5 **A Student appear at the ESE but not qualified for the next semester,** will be treated as casual student.

9.6 **A casual student will not be allowed to take admission or allowed to continue in the next semester until the particular semester is cleared.**

9.7 When the particular semester is cleared a casual student will be treated again as a regular student.

9.8 **A casual student may appear at ESE in the next appropriate semester by filling up the examination form.**

9.9 There will be provision of remedial classes for the casual student (except for the category 9.5).

9.10 Only casual students of category -9.2 may be allowed to appear in the next appropriate Internal Examinations with prior permission of the Principal.

9.9 CIA marks of a casual student of category -9.5 will be the marks as submitted earlier.

10. ARREAR PAPER:

An Arrear Paper is one in which a student fails to secure the minimum pass marks. **Arrear Paper may arise either through absence or failure to obtain the required qualifying marks.** This will be indicated in the Semester Marks Sheet but not in the Consolidated Mark Sheet.

11. PASS / FAIL CRITERIA: FOR UG COURSES:

11.1 A candidate of Hons. Course in Semester-I Examination securing **35%** mark in Hons. subject/group of subjects/ **35%** marks in theory and practical portion separately for lab-based Hons. subjects and securing 30% marks in each of the general subject/ a group of subjects will be qualified for semester-II.

11.2 A candidate of Hons Course in Semester-II and onward securing 35% marks on average of marks obtained in the current semester examination and marks obtained in all other previous semester examinations taken together in Hons. subject/ a group of subjects/ 35% marks in theory and practical portion separately for lab-based Hons. subjects and **at least 30% marks in the current semester examination only** in non-lab based Hons subject/ a group of subjects/ at least 30% marks in theory and 35% marks in practical portion separately in current semester examination only in case of lab-based Hons Subjects

and securing on average 30% marks in each of the non-lab based general subject / group of subjects/ average 30% marks in theory and practical portion separately for lab-based general subject obtained **in the current semester examination** and marks obtained in all other previous semester examinations taken together in general subject/ a group of subjects/ and **at least 25% marks in the current semester examination only in general subject/** a group of subjects/ at least **25%** marks in theory and 30% marks in practical portion separately in current semester examination only in case of lab-based general Subjects will be qualified for next semester

11.3 A candidate of general Course in Semester-I Examinations securing 30% marks in each of the general subject will be qualified for semester-II.

11.4 A candidate of general Course in Semester-II Examinations securing 30% marks in each of the general subject on average of marks obtained in the current semester examination and marks obtained in all other previous semester examinations taken together in general subject/ a group of subjects and at least **25%** marks **in the current semester examination** in each general subject/ a group of subjects will be qualified for semester-III.

11.5 A candidate of general course in Semester-III and onward securing on average 30% marks in each of the general subject / group of subjects/ on average 30% marks in theory and practical portion separately for lab-

based general subject of marks obtained in the current semester examination and marks obtained in all other previous semester examinations taken together in general subject/ a group of subjects/ and at least **25%** marks in the **current semester** examination only in general subject/ a group of subjects/ at least **25%** marks in theory and 30% marks in practical portion separately *in current semester* examination only in case of **lab-based** general Subjects will be qualified for next semester. **(See Amendment vide Meeting of Examination Committee dt. 02.08.2016 and approved in subsequent Meeting of Academic Council and Governing Body).**

11.6 If a Hons student of any semester **fails to appear in any Hons. paper** in the End semester examination, but secure 35% marks in Hons subject (for lab-based subject separately in theory and practical papers) and secure 30 % marks in each general subjects, MIL, Compl. English, **Compulsory Add-on Courses** will be **promoted to the next semester without any arrear paper.**

11.7 If a Hons student of any semester **fails to appear in only one general subject/ paper** in the End semester examination, but secure 35% marks in Hons subject (for lab-based subject separately in theory and practical papers) and secure 30 % marks in other general subjects, MIL, Compl. English, **Compulsory Add-on Courses** will be **promoted to the next semester with arrear paper** in that particular subject/ paper. He/ she has to be clear that arrear paper in one more chance in the next appropriate semester.

11.8 If a Hons. student **fails to appear in more than one general subject / paper** will not be promoted to next semester and have to clear the semester in one more chance in next appropriate semester.

12. LANGUAGE GROUP:

12.1 A student must secure at least 30% marks as pass marks in English and MIL separately at the end of each semester (1st and 2nd) to be promoted to the next semester.

12.2 If a student secures less than 30% marks in any language (either in English or in MIL) at the end of any semester (1st and 2nd), he/she may be promoted to the next semester but he/she has to reappear in that language in the next appropriate semesters.

12.3 A student will get maximum **2 chances** after his first appearance to qualify these subjects.

13. ENVIRONMENTAL STUDIES:

13.1 A student must secure at least 30% marks as pass marks in Environmental Studies at the end of each semester (3rd and 4th).

13.2 If a student secures less than 30% marks in ENVS in any semester (3rd and 4th), he/she will be promoted to the next semester but he/she has to reappear in the next appropriate semester.

13.3 A student will get maximum **2 chances** after his/her first appearance to qualify this subject.

14. COMPULSORY ADD-ON COURSE:

14.1 Each student enrolled for the UG –Courses (Hons. & Pass) has to complete the different Compulsory Add-On Courses, like Computer Fundamentals, Communicative- English etc. offered by the College within the 6 Semesters .

14.2 Only one chance will be available for each of the Compulsory Add-On Course. It cannot be repeated or reappeared .

14.3 A student must have to secure at least 30% marks in each Compulsory Add-On Course to be declared as successful in the course.

14.4 Each successful student will get separate certificate from the College for each of the Compulsory Add-On Course.

14.5 Marks obtained in Compulsory Add-On Courses will not be taken into account for calculation of degree or class .

15. CLEARANCE OF ARREAR PAPERS:

15.1 If a UG student has **arrear paper in 4th semester**, it has to be clear in the next appropriate semester. In that case he/she may continue 5th semester, but will be debarred from being admitted to 6th semester even if qualifies 5th semester before clearing the arrear papers of 4th semester.

15.2 If there is **arrear paper paper in 5th semester**, it has to be cleared in the next appropriate semester before being admitted to semester to 6th semester.

15.3 **All arrear papers from 1st semester to 5th semester must be cleared before being promoted to 6th semester.**

16. PASS / FAIL CRITERIA: FOR BCA :

16.1 For provisional promotion to the next Semester a student shall have to obtain minimum qualifying marks; 35% separately in theory papers and practical papers.

16.2 If a student fails to appear in one of theory papers or one of the practical papers, but obtained 35% marks separately in remaining theory papers and remaining practical paper, will be provisionally promoted to the next Semester with arrear papers in which the student failed to appear.

16.3 If a student fails to appear in more than one theory papers or in both the practical papers, will be declared failed and have to clear that semester in next appropriate semester before being promoted to next semester.

16.4 The **arrear-papers of the first to fifth semesters** shall only be cleared with the regular semester examinations in the next appropriate semester. Before being promoted to the 6th semester he/she has to clear all the previous back papers.

16.5 The arrear- papers of 6th semester shall be cleared in a special examination to be conducted within six weeks of the publication of the results or in the regular examinations in the next appropriate semester, to be decided by the Controller of Examinations.

16.6 A student shall have to qualify in all the semesters to qualify for the degree.

16.7 A student shall be allowed a maximum of consecutive 06 years to complete the three year course .

17.PASS /FAIL CRITERIA: FOR PG COURSES:

17.1 The qualifying marks for each practical paper shall be 50%. For provisional promotion to the next Semester a student shall have to pass in all the Practical Papers.

17.2 The qualifying marks promotion to next semester for each theory paper shall be 30% and in the aggregate in each Semester it shall be 40%.

17.3 A student who secures 40% in aggregate in a Semester but scores less than 30% in not more than two theory papers (for non-lab-based subjects) and scores less than 30% in not more than two theory papers and less than 50% in one practical paper (for lab-based subjects) shall be provisionally promoted to the next Semester, but declared failed in the papers in which he / she secured less than 30% (theory-paper) or less than 50% (Practical paper). He / she shall be required to clear these papers as arrear -papers in one more chance in the next appropriate semester. For these papers the qualifying marks shall be 30% (theory-paper) or 50% (Practical paper).

17.4 A student who does not secure 40% in aggregate in the Semester but secures 40% in all but two theory papers in the Semester, (for non-lab-based subjects) and secure 40% in all but two theory papers and at least 50% in one practical paper (for lab-based subjects) shall provisionally be promoted to the next Semester but declared failed in these papers , called arrear-papers. He / she shall be required to clear these arrear-papers in one more chance in the next appropriate semester.

17.5 If a student fails to qualify in more than two theory papers (for non-lab-based subjects) and more than two theory papers and one practical paper (for lab-based subjects) in a particular Semester, he/she will not be promoted to the next semester and have to repeat the Semester in the next appropriate semester.

17.6 A student may have maximum of 4 arrear papers (theory, for non-lab-based subjects) and maximum 4- theory and 2-practical papers for lab-based subjects in whole of his / her tenure.

17.7 The arrear-papers of the first, second and the third semesters shall only be cleared with the regular semester examinations in the next appropriate semester. Before being promoted to the 4th semester he/she has to clear all the previous back papers.

17.8 The arrear- papers of fourth semester shall be cleared in a special examination to be conducted within six weeks of the publication of the results or in the regular examinations in the next appropriate semester, to be decided by the Controller of Examinations.

17.9 A student shall have to qualify in all the semesters to qualify for the degree.

17.10 A student shall be allowed a maximum of consecutive four years to complete the two year Post-Graduate Programme.

17.11 Non appearance in any paper/s will be treated as arrear-paper

18. Number of chances for appearing in ESE:

18.1 For UG students (including BCA) in a particular semester two chances (including first appearance) are allowed, However one additional chance may be allowed as a special case only for the students of 3rd or 4th semester (2nd yr) if he/ she fails to qualify even after availing two chances in a semester. In that case, remaining chances allotted for 5th or 6th (3rd year) will be reduced by one.

18.2 For a PG student, in a particular semester two chances (including first appearance) are allowed, as a special case one additional chance may be allowed in the 2nd year (4th sem). This will be restricted to those students who did not avail any chance in the 1st year (1& 2-Sem).

18.3 No additional chance will be given to the student who does not qualify even after availing the special chance, his/her registration will be cancelled without any intimation.

18.4 In no circumstances, registration will exceed more than six years for UG and more than four years for PG courses.

19. REVIEW / RE-EXAMINATION

19.1 Review of papers not more than 50% of the total papers will be allowed in a particular semester.

19.2 There will be no review for Practical Examinations but there will be a provision for re-addition of marks obtained in the practical papers.

19.3 Any examiner who originally assessed the particular paper shall not be selected as the reviewer for that particular paper.

19.4 A Hons student of semester-I in non-lab based course may apply for re-examination of only one Hons. theory paper provided the student obtain 40% marks in other theory paper.

19.5 A Hons student of semester-I in lab based course may apply for re-examination of only one Hons. theory paper provided the student obtain 40% marks in practical paper or may apply for re-addition of marks in practical paper provided he/ she obtain 40% marks in the Hons theory paper

19.6 A student of semester-I, Hons / General/ lab-based /non-lab based may apply for re-examination of only one general theory paper/subject provided the student obtain 35% marks aggregate in other theory paper/subject.

19.7 A Hons student of semester-II and onwards in non-lab based course may apply for re-examination of two Hons. theory paper provided the student obtain 40% marks in aggregate.

19.8 A Hons student of semester-II and onwards in lab based course may apply for re-examination of only one Hons. theory paper provided the student obtain 40% marks in other Hons theory paper and may also apply for re-addition of marks in practical paper.

19.9 A student of semester-II, Hons / General/ lab-based /non-lab based may apply for re-examination of only one general theory paper/subject provided the student obtain 35% marks in other theory paper/subject.

19.10 A student of **semester-III and onward** , Hons / General: i) in non-lab based course may apply for re-examination of only **two general** theory paper/subject provided the student obtain 35% marks in aggregate in other theory paper/ ii) in lab-based course/ may apply for re-examination of only **two general** theory paper/subject provided the student obtain 35% marks in aggregate in other paper/subject or may apply for re-examination of only one **general** theory paper/subject and re-addition of one practical paper , provided the student obtain 35% marks in aggregate in other paper/subject.

19.11 For PG Courses 50% of the theory /practical papers may be re-examined / re-addition on request by the examinee subject to the condition that he / she secures a minimum of 40% of marks in the rest of papers.

19.12 A Student of **PG non-lab-based course** is eligible to apply for re-examination/ review of maximum two theory papers, if he/she has Secured at least 40% marks in aggregate in other theory paper/s in particular semester.

19.13 A Student of **PG lab-based course** is eligible to apply for re-examination/ review of maximum two theory papers, if he/she has Secured at least 40% marks in aggregate in other theory paper/s and Re-addition of Marks in one Practical paper only .

19.14 A student of **BCA** may apply for re-examination of maximum three theory or re-examination of two theory papers and re-addition of one practical paper, provided he/she secured at least 40% in aggregate in other papers in a particular semester.

19.15 Review is offered for both Regular and Arrear Papers.

19.16. All eligible candidates should apply to the Controller of *Examinations* for re-examination/ re-view or re-addition in the prescribed form available in the website of the College within 15 day from the issue of the mark-sheet after remitting requisite fees prescribed by the authority

19.17 In case of variation of 5% (calculated on marks awarded) or less marks between the initially awarded and the re-viewed marks the change shall be ignored. **(Amended in the Meeting of Examination Committee dt. 18.11.2016 and subsequently approved by the Meeting of AC and GB, Midnapore College).**

19.18 In case of variation of marks for more than 5% (calculated on marks awarded), the marks initially obtained and marks obtained after review will be averaged out to find out the final marks.

19.19 **Final marks may be more or less than the marks awarded initially.** However class or division initially awarded will not be lowered in any case due to re-examination of answer script. Similarly a candidate declared passed initially will not be declared unsuccessful candidate in any case. In such cases marks initially awarded remain unchanged.

20. SELF INSPECTION OF THE ANSWER SCRIPTS:

20.1 A student may apply to see his/her answer script of ESE in prescribed format after remitting requisite fees within 15 days from the date of issue of mark sheet.

20.2 A student cannot apply for review after he/she has seen his/her answer script. A student will not be allowed to apply for self-inspection and re-examination simultaneously. However, **report of self-inspection by the student will be considered by the controller of Examinations and necessary measures will be taken.**

21. CLASSIFICATION OF SUCCESSFUL CANDIDATES

The division or class of a student will be decided by taking together his / her performance in all the Internal Examinations (Theory and Practical), Project and Seminar and the all End Semester Examinations

Course	Marks	Class/Grade
B.A./B. Sc.(General)	75% and Above	1 st division with star
	60% and above & below 75%	1 st Division
	Less than 60% but 45% and above	2 nd Division
	Marks from 30% but below 45%	Pass
B.A./B.Sc. (Hons.)	75% and Above	1 st class with star
	60% and above & below 75%	1 st Class
	Less than 60% but 40% and above	2 nd Class
	Less than 40% but qualified all the semester	Pass
M.A./M.Sc.	80% and Above	1 st class with star
	60% and above & below 80%	1 st Class
	Less than 60% but 45% and above	2 nd Class
	Less than 45% but qualified	Pass
BCA	80% and Above	Distinction
	60% and above & below 80%	1 st Class
	Less than 60% but 45% and above	2 nd Class
	Less than 45% but qualified	Pass

21.1 Compulsory papers will not be taken into account to calculate a student's result\ Class. However a student must pass in all Compulsory Papers to be awarded a degree certificate.

22. CONDUCT OF EXAMINATIONS:

22.1 ESE at the end of each Semester shall be conducted by the office of Controller of Examination, Midnapore College.

22.2 ESE will be supervised by at least teaching and two non-teaching staff appointed by the Principal of the College for one academic session.

22.3. Internal Examinations will be conducted either by the respective department or will be conducted centrally by appointing at least two teaching -supervisors and two non-teaching supervisors by the Principal of the College for one academic session

22.4 Entry into the Examination Hall shall be restricted to the holders of valid Admit Cards only.

22.5 Students coming late by more than 30 minutes will not be allowed to sit for the End Semester Examination without approval of Principal.

22.6 No student will be allowed to submit the answer script before the completion of first hour of the examination. Temporary exit will not be allowed before one hour from the commencement of the examination.

22.7 Students using unfair means in Examinations will be marked Reported Against (RA) and face Disciplinary Committee for disciplinary actions.

22.8 No student will be allowed to keep mobile phone in his/her possession or any other electronic devices (except calculator, if allowed) during the time of examination.

22.9 Instructions on the admit card/ answer booklet and other related examination rules must be strictly followed.

23. PUBLICATION OF RESULTS

23.1 The Controller of Examinations shall publish a list of successful candidates based on the marks of all the six Semester after the same is passed by the Examination Committee.

23.2 The result of the R.A. (Reported Against) candidate will remain withheld till a committee headed by Principal settle the case.

23.3 The result of the Semester Examinations (Except the 6th in case of UG Course and 4th in case of PG Course) shall be notified without mentioning his/her division/class and the mark-sheet shall be issued only mentioning the marks secured in the respective Semesters. Only a statement of marks secured by the student shall be issued for his her reference. But after the 6th Semester in case of UG course and 4th Semester in case of PG course a consolidated mark-sheet shall be issued to each student. In this consolidated mark-sheet the grade/division /class secured by the candidate shall be mentioned in the column specific for result.

24. ISSUE OF MARK SHEETS

24.1 Every student who has appeared at the Semester Examination after paying the requisite examination dues shall be issued a mark sheet by the Controller of Examinations. In the mark sheet the aggregate of the marks secured in CIA and End Semester Examination shall be mentioned, CIA marks will not be mentioned separately..

24.2 Consolidated mark-sheet shall be issued to the students only after the completion of 6th Semester Examinations in case of Three Year Degree UG Course, and after the completion of the 4th Semester in case of Two Year P.G Courses.

24.3 In the consolidated mark sheet the division/class /grade of results of the students shall be mentioned.

25. CANCELLATION OF RESULT:

25.1 A candidate may apply for cancellation of his / her **entire result of any semester** to the Controller of Examinations for his improvement of his/ her results within 30 (thirty) days since the publication of results/ mark sheet. However, there will be no provision for cancelling result of any singular subject/paper in any case.

25.2 In all cases, **cancellation of result will be counted as one chance lost**. Such candidates shall have to surrender their original mark sheet along with the application for cancellation of the results.

26. SUPPLEMENTARY EXAMINATION:

26.1 A supplementary examination will be held for 3rd year UG (including BCA) students who have arrear papers only from Semester VI and for 2nd year PG students who have arrear papers only from Semester IV.

26.2 A 3rd year student who has a disciplinary charge against his/her name may not be allowed to appear at the supplementary examination.

26.3 There will be no supplementary examination for any practical paper.

27. **A provisional Certificate** shall also be issued to the successful candidates from the end of the Controller of Examinations duly signed by both Controller and Principal/Teacher-in-Charge. This provisional certificate will remain valid till the issue of certificate from the end of Vidyasagar University.

28. FINAL DEGREE CERTIFICATE:

Vidyasagar University will award degree to the students evaluated and recommended by Midnapore College (Autonomous). The degree certificates will be in a common format devised by the University. **The name of the College will be mentioned in the degree certificate.**

29. MIGRATION CERTIFICATE

Students from other Universities (UG and PG) must submit the Migration Certificate from University under which they appeared for the last examination, within one month from the date of their admission into this College.

Migration Certificate shall be issued to the registered students moving from this College to other College/University on request and on submission of the requisite fees.

PART-B

Pattern & Language of Questions

30.1 Pattern of Question in the Internal Examination for UG Courses including BCA:

Full-Marks: 25 & Time:1hr

Group-A: One question of maximum 10 -marks to answered out of two such questions

Group-B: , One question of maximum 5 -marks is to answered out of two such questions.

Group-C :Five questions of 2- marks are to answered out of 10 such questions.

30.2 PG Courses:

Pattern of questions in **internal examinations** of PG courses will be decided by the class teacher of the particular teacher of particular paper/ Group of a paper.

QUESTION PATTERN FOR ESE:

30.3 Pattern of Questions to be set for all the semester for UG (Hons & General), except for Math (H), Stat(H), Chemistry (H), and compl English, compl.Bengali , Environmental sc.:

Each paper Full-Marks: -40 (10 marks for CIA) and Time: 2hr

Consisting of:

Group-A: Two question each of 10 marks are to be answered out of four such questions

Group-B: Two question each of 5 marks are to be answered out of four such questions

Group-C: Five question each of 2 marks are to be answered out of 10 such questions

30. 4 For Math (H) and Stat (H): Each paper : Full-Marks: -40 (10 marks for CIA)and Time: 2hr

Consisting of:

Group-A: Two question each of 10 marks are to be answered out of four such questions

Group-B: Two question each of 6 marks are to be answered out of four such questions

Group-C: 4 question each of 2 marks are to be answered out of 8 such questions

30. 5 For Paper or Group of a paper of 20 Marks:e.g. Chem(H), Stat & Math (H):

Full-Marks:20 (05 marks for CIA)and Time:1hr

Consisting of:

Group-A: one question of 10 marks is to be answered out of two such questions

Group-B: one question of 6 marks are to be answered out of two such questions

Group-C:two questions each of 2 marks are to be answered out of four such questions

30. 6 For BCA:

Each paper : Full-Marks: 70 (30 marks for CIA) and Time: 3hrs

Consisting of:

Group-A: Four Two question each of 10 marks are to be answer out of six such questions

Group-B: five question each of 4 marks are to be answer out of eight such questions

Group-C: Five question each of 2 marks are to be answer out of 10 such questions

30. 7 **Question pattern of PG Courses:**

Question pattern of different PG Courses will be suggested by the respective Board Of Studies

30. 7.1 _Questions of each group will necessarily be from all portions of the syllabus and not from particular portion of the syllabus.

31. **8 LANGUAGE FOR SETTING QUESTION PAPERS:**

31.8.1 Question papers of all subjects of PG-courses (except in language subjects), BCA and Hons-papers of Science subjects will be set only in English version.

31.8.2 Question papers of Hons-papers of Arts and Social Sc. subjects will be set in English with translation form in Bengali.

31.8.3 Questions papers of UG-General subjects will normally be set in English with translation form in Bengali.

PART-C

32. **INTERPRETATION AND AMENDMENT**

32.1 Any amendment of this Regulation can be made under a due process by the Academic Council and approved by the Governing Body.

The decision of the Principal/Teacher-in-Charge is final in interpretation of this regulation. The Principal, Midnapore College (Autonomous), Midnapore shall have the power to add new provision/s to these regulations if necessary and as and when required in emergent situation. But such provision/s shall have to be placed before the AC and Governing Body citing valid reasons for such step/s for final approval and inclusion in the Examination Regulations.

32.2 Printed copy of this Regulation shall be available for purchase from the College Counters. It will also be upload in College website in pdf form.

PART-D

33. PAPER SETTING:

33.1 In both UG (Hons.& General) and PG courses there will be **three paper setters. One from an full-time internal faculty** members of the College and **two from external** full-time faculty members of a College/ University.

33.2 Approved Part-time Teachers or Contractual teachers will be engaged as paper-setter and internal examiners only in extreme urgent cases for the Departments where there is no full time teachers. The Part-time Teachers who have at least 3 Years experience may be recommended by Board Of Studies for these purpose.

33.3 Each paper set must be in conformity with the syllabus. Paper set should cover whole syllabus uniformly.

34. Moderation:

34.1 **For moderation, there will one/ two external moderator/s (from reputed College /University) & Head /Coordinator of the Department or faculty deputed by Head /Coordinator of the Department.**

34.2 For the moderation of PG subjects the external moderators must be either from any university or from College where there is PG Course in that subject .

35.3 **Presence of one of the external moderator is mandatory in times of moderation process.**

35.4 **At least one question paper set by external paper-setter will be required for the process of the moderation.**

35.5 Moderation will be such that the question paper finally set conforms to the regulations, particularly to the Syllabus prescribed and weightage will be evenly distributed to all the Units/ topics .. **Questions will be chosen in equal proportion from all sets of questions received.**

35.6. **Two sets of questions will be prepared during moderation.**

36. EVALUATION PROCEDURE

36.1 **After the end of the examination the answer scripts shall be coded.** For the purpose a coding zone shall be organized in the office of the Controller of Examinations.

36.2 Coding & Decoding process will be Supervised be Controller/ Deputy Controller/s of examinations Coding & Decoding assistants will be selected by the coding supervisor.

36.3 Regarding evaluation, **the college will attempt for 100% external evaluator under Co-ordination of Internal Member. In case of unavailability of External Examiners inspite of all efforts by the Controller of examination or his / her cell, Internal Examiners will be appointed as per recommendation of Board Of Studies (BOS).**

36.4 Regarding evaluation, if a student answers more questions than required, the examiner must evaluate answer of all the questions and exclude the answer/s of lower marks.

36.5 **Spot evaluation is compulsory for all internal examiners** as recommended by BOS of all End Semester Examinations.

36.6 Approved Part-time Teachers or Contractual teachers may be engaged as internal examiners only in extreme urgent cases and for the Departments where there is no full time teachers. The Part-time Teachers who have at least 3 Years experience may be recommended by BOS for these purpose

36.7 The day/s during which the evaluation process will be done by the internal examiner will be exempted from other duties of the College.

36.8 An examiner will have to evaluate minimum 20 answer scripts of 40-marks / 40 answer scripts of 20-marks (either UG & PG) on an average per working day.

37. DEFICIT AWARD.

37.1 A student appearing in any semester may be given maximum two (02) marks & one (01) mark in case of 100 Full Marks and 50 Full Marks respectively as deficit award to enable a student for acquiring minimum qualifying marks .

37.2 Only one mark (01) may be awarded as deficit award for obtaining 1st class in the final examination.

37.3. Only one mark (01) may be awarded as deficit award for obtaining 55% marks in the final examination only to the PG students.

37.3 There will be no separate display of deficit award in the mark-sheet.

PART-E

Examination Cell and Duties of persons associated to examinations

Content:

- 38. POWER AND FUNCTIONS OF THE CONTROLLER OF EXAMINATIONS:
- 39. DEPUTY CONTROLLERS OF EXAMINATIONS:
- 40. SUPERVISORS OF INTERNAL AND END SEMESTER EXAMINATIONS
- 41. INVIGILATOR:
 - 41.1 DUTIES OF THE INVIGILATORS:
 - 41.2 RESPONSIBILITIES OF THE INVIGILATORS:
- 42. SCRUTINIZER: 42.1 HIS/ HER DUTIES WILL BE :
- 43. HEAD EXAMINER (HE):
 - 43.2 DUTIES AND RESPONSIBILITIES OF HE:

Composition of Examination Cell

- 1. **The Principal of the College is to be the Chief Controller of Examinations.**
- 2. Controller of Examinations
- 3. Deputy Controllers;
- 4. the nominated persons.

38. Power and functions of the Controller of Examinations: The Controller of Examinations shall supervise and look after the day-to-day activities of the Autonomous Examination Section. He shall

38.1. Supervise the enrolment & registration of the students of Midnapore College (Autonomous) College.

38.2. With the approval of the Principal/Teacher-in-Charge convene the meetings of the Exam Committee .

38.3 Take necessary steps to prepare question manuscripts, to print the questions and make the question available at the time of examination both Internal Assessment Examinations and End Semester Examination.

38.4 Supervise the conduct of examination, coding, valuation, tabulation and publication of result.

38.5 Issue mark sheets and provisional certificate to the students.

38.6 Prepare budget of the Examination Section and put it before the FC for approval

38.7 Keep the Accounts and record of the stock of the Examination Section.

38.8 The Controller of Examinations shall be the ex-officio Member – Secretary of Examination Committee.

38.9 Supervise & Maintain confidentiality of the process relating to :

- a) Question setting
- b) Moderation
- c) Question Printing

d) Preparation of Code Sheets.

e) Admit Cards

d) Mark-Sheets

e) Certificates

38.10. Custodian of the confidential papers relating to examination.

39. Deputy Controllers of Examinations: There shall be at least two Deputy Controllers of Examinations from among the teaching staff to assist the Controller of Examinations. They will require performing the duties Controllers Section/ Examination Cell entrusted on them in addition to their regular academic duties as faculty members of the departments concerned. Controller of Examinations may assign them any duty related to controller section to the Deputy Controllers from time to time. In the absence and unavailability of Controller of Examinations the Principal may authorize the Deputy Controllers in discharging different regular duties of the controller section

40. Supervisors of Internal and End Semester Examinations – Principal shall appoint at least two Supervisors from UGC approved teaching staff and two assistant supervisors from non-teaching staff for conducting two Internal Examinations and one End Semester Examinations for Each Semester Slot of an Academic Year. They will perform duties as per guidance of the Controller of examinations of the College. Supervisors and assistant supervisors must work in coordination. All preparatory arrangements for holding examinations, including seating arrangements for candidates will be done by the supervisors. Controller/ Deputy Controllers must arrange a formal meeting of supervisors and assistant supervisors before the commencement of each Examination of a Semester Period and forward the guidelines.

41. INVIGILATOR: The teachers/Academic staff members of the College, recommended by the principal shall perform duties as invigilators in different halls/ rooms in the specified examination. The Duty Ros-ter of the invigilators must be maintained by supervisor. The same along with day-wise signatures of the invigilators must be sent to the Controller of Examinations.

41.1 Duties of the Invigilators:

(a) The sanctity of the examination depends greatly on the conduct of an invigilator. Any laxity on the part of an invigilator is likely to result in undesirable consequences affecting the reputation of the College.

(b) An invigilator is expected to be alert at every moment beginning from the entry of the candidates till such time that all answer scripts are collected from them.

(c) An invigilator is under the control of the Centre-in-Charge during the period they are on duty and she/he should not leave the Examination hall without the permission of the Centre-in-Charge.

(d) An invigilator should report to officer-in-charge at least half-an-hour before the time fixed for commencement of the examination.

(e) An invigilator may be required to act as witness when desired by the Centre-in-Charge for opening of the question paper packets and sealing of the packets of answer scripts.

(f) It shall be the duty of the invigilators to guard against all kinds of malpractice or misconduct on the part of any candidate at the Hall/ Centre. She/he will report such malpractice or misconduct to the Centre-in-Charge and render such assistance to the Centre-in-Charge as required, in regard to the conduct of the examination.

41.2 Responsibilities of the Invigilators: (i) To ensure that the examinees occupy their allotted seats in the room.

(ii) To check the Admit card and Registration Certificate

(iii) To distribute amongst the examinees Question papers.

(iv) **To make announcements asking the examinees to –**

(a) Produce the Admit Card and Registration Certificate

(b) Leave books, notes, copying material, wireless communication set, Mobile phone and / or paper at specified place outside the Examination Hall.

(c) Announce that students should Write Subject, Paper, Roll Number and Registration Number, Semester & Year in the allotted spaces in the answer script.

(d) To take care whether attendance of examinees are taken.

(v) sign on the answer books at the appropriate place within one hour of starting of examination.

(vi) To prepare the absentee statement in respect of the room under his/her charge and submit the same within one hour of start of examination.

(vii) To collect answer scripts from the examinees as soon as the examination is over and to hand over the same to the officer-in-Charge in sequential order of roll after duly counting and tallying these with students' attendance sheet.

(viii) To return surplus copies of loose sheets to the Centre-In-Charge immediately after the examination.

(ix) **Not to allow any examinee who reports after 30 minutes of commencement of the examination to sit for the examination. But it must be reported to the centre-in-charge immediately.**

42. Scrutinizer: A scrutinizer will be appointed by the controller of examinations as recommended by the BOS for each paper (**including practical papers**) of each subject, both for UG & PG. A scrutinizer shall work under the overall supervision of the controller of examinations.

42.1 His/ her duties will be :

To see and report to the H.E. / co-ordinator –

i) Whether each answer has been evaluated,

ii) whether given credit in more than the requisite number of questions to be answered.

iii) to verify the entries of marks in the award – slip with reference to answer-scripts.

iv) to verify the total of the marks awarded.

v) A scrutinizer should on no account go beyond the limits of his duties as specified .

42.2 He/ She may submit a report to the H.E./ controller of Examinations stating any irregularity, if any,/ if required.

42.3 Under no circumstances an examiner will be permitted to scrutinize the scripts which he/ she has evaluated himself/ herself.

43. **Head Examiner (H.E.):**

There shall be an H.E. for each of the papers for both UG (Hons. & General) & PG courses.

43.1 Board of studies of the respective Department will recommend the name of H.E. **from internal teachers only** for each the papers .

43.2 **Duties and responsibilities of H.E.:**

(i) H.E. will look-after the standard of evaluation of answer paper.

(ii) H.E. may prepare instruction sheet for examining the answer scripts in discussion with the examiner/s.

(iii) H.E. will supervise the evaluation of answer scripts and ensure the uniformity and standard of evaluation.

(iv) **If H.E. observes that the standard of evaluation is not maintained (either high or low scoring or any thing else) in any paper/subject, H.E. must discuss the matter with the Controller of Examination. If necessary, the paper may be re-examined by the second examiner.** If the marks obtained after re-examination differs upto 15% , then average of the two marks will be awarded. **If the marks obtained after re-examination differs by more than 15% , then the paper will be re-evaluated by the third examiner** and the marks thus obtained will be the final.

Date:22.09.2015/Modified:25.10.15

.....X.....

Amendment in XC Meeting on 02.08.2016

11.5 A: UG (Hons. Subjects/Papers) for Semesters- I, II, III, IV & V – minimum 35% marks in theory and practical papers separately for Lab-based subjects and Semesters- I, II, III, IV & V – minimum 35% marks in theory for Non-Lab based subjects. b) UG (Gen. Papers/Subjects) – minimum 30% marks in theory and practical papers separately in all Semesters.

Amendment in XC Meeting on 18.11.2016

Modification Clause 19.17 of Academic Regulations: In case of variation of 5% (**calculated on total marks of theory paper**) or less marks between the initially awarded and marks obtained after re-examination (review) will be averaged out to find out the final marks.

PART-F

MIDNAPORE COLLEGE

(AUTONOMOUS)

(Affiliated to Vidyasagar University)

MIDNAPORE, W.B., INDIA

REGULATIONS FOR POSTGRADUATE COURSES UNDER **CHOICE BASED CREDIT SYSTEM**

1. INTRODUCTION:

The University Grants Commission (UGC) has initiated several measures to bring equity, efficiency and excellence in the Higher Education System of country. The important measures taken to enhance academic standards and quality in higher education include innovation and improvements in curriculum, teaching-learning process, examination and evaluation systems, besides governance and other matters.

The UGC has formulated various regulations and guidelines from time to time to improve the higher education system and maintain minimum standards and quality across the Higher Educational Institutions (HEIs) in India. The academic reforms recommended by the UGC in the recent past have led to overall improvement in the higher education system. However, due to lot of diversity in the system of higher education, there are multiple approaches followed by universities towards examination, evaluation and grading system. While the HEIs must have the flexibility and freedom in designing the examination and evaluation methods that best fits the curriculum, syllabi and teaching-learning methods, there is a need to devise a sensible system for awarding the grades based on the performance of students. Presently the performance of the students is reported using the conventional system of marks secured in the examinations or grades or both. The conversion from marks to letter grades and the letter grades used vary widely across the HEIs in the country. This creates difficulty for the academia and the employers to understand and infer the performance of the students graduating from different universities and colleges based on grades.

The grading system is considered to be better than the conventional marks system and hence it has been followed in the top institutions in India and abroad.

So it is desirable to introduce uniform grading system. This will facilitate student mobility across institutions within and across countries and also enable potential employers to assess the performance of students. To bring in the desired uniformity, in grading system and method for computing the cumulative grade point average (CGPA) based on the performance of students in the examinations, the UGC has formulated these guidelines.

2. Definitions of Key Words:

1. **Academic Year:** Two consecutive (one odd + one even) semesters constitute one academic year.
2. **Semester:** Each semester will consist of 15-18 weeks of academic work equivalent to 90 actual teaching days. The odd semester may be scheduled from July to December and even semester from January to June.
3. **Programme:** An educational programme leading to award of a Degree, diploma or certificate.
4. **Course:** Usually referred to, as 'papers' is a component of a programme. All courses need not carry the same weight. The courses should define learning objectives and learning outcomes. A course may be designed to comprise lectures/ tutorials/laboratory work/ field work/ outreach activities/ project work/ vocational training/viva/ seminars/ term papers/assignments/ presentations/ self-study etc. or a combination of some of these.
5. **Choice Based Credit System (CBCS):** The CBCS provides choice for students to select from the prescribed courses (core, elective or minor or soft skill courses).
6. **Credit Based Semester System (CBSS):** Under the CBSS, the requirement for awarding a degree or diploma or certificate is prescribed in terms of number of credits to be completed by the students.
7. **Credit:** A unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work/field work per week.
8. **Grade Point:** It is a numerical weight allotted to each letter grade on a 10-point scale.
9. **Credit Point:** It is the product of grade point and number of credits for a course.
10. **Letter Grade:** It is an index of the performance of students in a said course. Grades are denoted by letters O, A+, A, B+, B, C, P and F.
11. **Semester Grade Point Average (SGPA):** It is a measure of performance of work done in a semester. It is ratio of total credit points 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.
12. **Cumulative Grade Point Average (CGPA):** It is a measure of overall cumulative performance of a student over all semesters. The CGPA 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 the semesters. It is expressed up to two decimal places.
13. **Transcript or Grade Card or Certificate:** Based on the grades earned, a grade certificate shall be issued to all the registered students after every semester. The grade certificate will display the course details (code, title, number of credits, grade secured) along with SGPA of that semester and CGPA earned till that semester.

3. Courses under Choice Based Credit System:

3.1 Core Courses :

A course under CBCS is a combination of **compulsory Core Courses** in the subject of the Master's Degree,

3.2 Elective Courses :

i. Discipline Specific Elective (DSE) **courses/papers** in the subject of the Master's Degree,

ii. General Elective (GE) courses/papers in related/inter-disciplinary/subjects),

iii. **Open Elective Courses** in unrelated subjects.

iv. **Project work/Dissertation** is considered as a special course involving application of knowledge in solving / analyzing /exploring a real life situation / difficult problem. A Project/Dissertation work **would be of 6 credits.**

A Project/Dissertation work may be given in lieu of a discipline specific elective paper.

- The **General Elective (GE)** and/or **Open Elective (OE)** Courses, which are inter-disciplinary or supportive or may even be totally unrelated, are central to the CBCS.
- The idea here is that, a student of **MSc. in Physics**, for example, must be given an option of doing courses/papers in **Mathematics/ Chemistry** and at the same time in **History/Economics/English Literature/Sociology**. Similarly, a student of MA in History must be given option of doing courses in Political Theory/Women Studies/ Economics/ Film or Media Studies.

4. Regulations and Guidelines of CBCS in PG-Courses:

1. CBCS be introduced for PG- courses from the academic session 2016-2017.

2. To keep uniformity, all the PG Departments will allot subject content for **CBCS in paper-204 in 2nd semester and paper-304 in 3rd semester as Open Elective (OE) / Generic Elective(GE)..**

3. .Each PG student will be given scope for choice of **Open Elective (OE) / General Elective(GE) paper [i.e , paper-204 in 2nd semester and paper-304 in 3rd semester]** from the course offered by any department except the department of his/her core subject (at present scope is 1:11).

4. Each paper under CBCS will be of **50 marks and equivalent credit will be 4.**

5. M.sc programme will have 1200 marks equivalent to 96 credit .

6. M.A. programme will have 800 marks equivalent to 64 credit.

7 . 'Grade -Card' will be in format as per UGC guidelines.

8. Marks obtained or % of Marks obtained will not be displayed in 'Grade -Card' .

9. Each paper/course shall consist of 50 marks (40 (ESE)+10 (CIA)) However, marks will be converted in to Grade as per CBCS pattern. In no way marks/ percentage of marks be reflected on the Grade Card.

10. The provision of DSE / Discipline specific Elective and GE (General Elective) will be there in the Syllabus.

11. Open elective course i.e. content in paper which will be unrelated subject. For example, a student of science stream may opt an 'OE' from Humanities group.

12. 'OE' is a must in the syllabus of every Department.

13. There shall be **no provision of practical in paper -204 and -304** which are allowed for CBCS subject content.

14. Paper 204 and 304 will be self-content having no continuity.

15. A P.G. student under CBCS syllabus may seek change in option in the next semester, if he/she so likes.

16. P.G. students be asked to give choice, at least of two subjects for CBCS Paper on preference basis from among the option (11-eleven PG-subjects) available to him/her, and selection will be done on the basis of availability of seats in the subject.

17. Qualifying in the ESE in PG course under CBCS Pattern: The qualifying marks for each practical paper shall be 50%. (Equivalent Credit Points:24) For provisional promotion to the next Semester a student shall have to pass in all the practical papers. The qualifying marks for promotion to next semester for each theory paper shall be 30% (Equivalent Credit Points:16)and in aggregate in each Semester it shall be 40%. (For non-lab-based subjects SGPA: 5; for lab-based subjects (Except Math.) SGPA: 5.33; for Mathematics SGPA: 4.67)

18 A student obtaining Grade F (<30% marks) shall be considered failed and will be required to re-appear in the examination (considered as arrear paper).

19. Non appearance in any paper/s will be treated as arrear-paper

20. For non credit courses 'Satisfactory' or "Unsatisfactory' shall be indicated instead of the letter grade and this will not be counted for the computation of SGPA/CGPA.

29.14 Eligibility for Re-examination/Review –PG course under CBCS Pattern: A student of PG non-lab-based course is eligible to apply for re-examination/ review of maximum two theory papers, if he/she has Secured at least 40% marks in aggregate (Equivalent Credit Points on Av.: 20) in other theory paper/s in particular semester. A student of PG lab-based course is eligible to apply for re-examination/ review of maximum two theory papers, if he/she has Secured at least 40% marks in aggregate in other theory paper/s and **Re-addition of marks** in one practical paper only .

5. Course Structure for M.A. under CBCS System:

Semester	Papers	Th/Pr	Nature of course	Topics	Marks	Credits	Total credit /sem
I	PG-101	Theory	Core		50	4	16
	PG-102				50	4	
	PG-103				50	4	
	PG-104				50	4	
II	PG-201	Theory			50	4	16
	PG-202				50	4	
	PG-203				50	4	
	PG-204 (CBCS)		OE/GE	50	4		
III	PG-301	Theory	DSE		50	4	16
	PG-302				50	4	
	PG-303				50	4	
	PG-304 (CBCS)		OE/GE	50	4		
IV	PG-401	Theory	DSE		50	4	16
	PG-402				50	4	
	PG-403				50	4	
	PG-404		Project	50	4		
TOTAL					800	64	64
<p>N.B.: 20% marks of each theory paper are allotted for Continuous Internal Assessment.</p> <p>80% marks of each theory paper are allotted for End Semester Examination.</p>							

Course Structure for M.Sc. under CBCS System:

Semester	Papers	Th/Pr.	Nature of course	Topics	Marks	Credits	Total credit/sem
I	PG-101	Theory	core		50	4	24
	PG-102				50	4	
	PG-103				50	4	
	PG-104				50	4	
	PG-105	Practical			50	4	
	PG-106				50	4	
II	PG-201	Theory	Core		50	4	24
	PG-202				50	4	
	PG-203				50	4	
	PG-204 (CBCS)		OE/GE		50	4	
	PG-205	Practical	Core		50	4	
	PG-206				50	4	
III	PG-301	Theory	DSE		50	4	24
	PG-302				50	4	
	PG-303				50	4	
	PG-304 (CBCS)		OE/GE		50	4	
	PG-305	Practical	DSE		50	4	
	PG-306				50	4	
IV	PG-401	Theory	DSE		50	4	24
	PG-402				50	4	
	PG-403				50	4	
	PG-404				50	4	
	PG-405	Practical			50	4	
	PG-406				50	4	
TOTAL					1200	96	96
<p>N.B.: 20% marks of each theory paper and 50% marks of each Practical paper are allotted for Continuous Internal Assessment.</p> <p>80% marks of each theory paper and 50% marks of each Practical paper are allotted for End Semester Examination.</p>							

7. Letter Grades and Grade Points

Score (Marks) Range	Score (Marks) Range (%)	Letter Grade	Grade Point
≥ 45	≥ 90	O (Outstanding)	10
<45 ≥ 40	<90 ≥ 80	A+(Excellent)	9
< 40 ≥35	< 80 ≥70	A(Very Good)	8
< 35 ≥30	< 70 ≥60	B+(Good)	7
< 30 ≥25	< 60 ≥50	B(Above Average)	6
< 25 ≥20	< 50 ≥40	C(Average)	5
< 20 ≥15	< 40 ≥30	P (Pass)	4
< 15	< 30	F(Fail)	0
		A (Absent)	0

8. Computation of SGPA :

The UGC recommends the following procedure to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

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

$$\text{SGPA (Si)} = \frac{\sum(C_i \times G_i)}{\sum C_i}$$

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.

9. Computation of CGPA

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.

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

where S_i is the SGPA of the i^{th} semester and C_i is the total number of credits in that semester.

The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts

10.1 Illustration of Computation of SGPA

Course	Credit	Grade letter	Grade point	Credit Point (Credit x Grade Point)
Course 1	4	A	8	4x8 = 32
Course 2	4	C	6	4x6 = 24
Course 3	4	B	7	4x7 = 28
Course 4	3	O	10	3x10= 30
Course 5	3	D	4	3x4 = 12
Course 6	3	C	6	3x6 = 18
Course 7	2	S	9	2x9 = 18
Course 8	2	C	6	2x6 = 12
	25			174

Thus, SGPA= 174/25=6.96

10.2 Illustration of Computation of SGPA

- Illustration No.2

Course	Credit	Grade letter	Grade point	Credit Point (Credit x Grade Point)
Course 1	4	A	8	4x8 = 32
Course 2	4	C	6	4x6 = 24
Course 3	4	B	7	4x7 = 28
Course 4	3	O	10	3x10= 30
Course 5	3	F	0	3x0 = 00
Course 6	3	C	6	3x6 = 18
Course 7	2	S	9	2x9 = 18

Course 8	2	C	6	2x6 = 12
	25			162

Thus, SGPA= 162/25= 6.48

Illustration of Computation of SGPA

10.3 Illustration No.2(a)

Course	Credit	Grade letter	Grade point	Credit Point (Credit x Grade Point)
Course 5	3	E (B)	4	3x4 = 12
	25			Ci(First Attempt)162 + Ci (subsequent attempt) 12= 174

Thus, SGPA= 174/25 = 6.96

10.4. Illustration of Computation of CGPA

- ***CGPA after Final Semester***

Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6	Semester 7	Semester 8
Credit : 25 SGPA:7	Credit : 25 SGPA:8.5	Credit : 27 SGPA:9.2	Credit : 27 SGPA:6.86	Credit :27 SGPA:8.18	Credit : 24 SGPA:7.73	Credit : 24 SGPA:8.68	Credit : 24 SGPA:9.4

Thus, CGPA=

$$\frac{25x7 + 25x8.5 + 27x9.2 + 27x6.86 + 24x8.18 + 24x7.73 + 24x8.68 + 24x9.4}{200} =$$

= 8.18

REGULATIONS FOR UNDER-GRADUATE COURSES UNDER CHOICE BASED CREDIT SYSTEM

Outline of Choice Based Credit System:

1. **Core Course:** A course, which should compulsorily be studied by a candidate as a core requirement is termed as a Core course.

2. **Elective Course:** Generally a course which can be chosen from a pool of courses and which may be very specific or specialized or advanced or supportive to the discipline/ subject of study or which provides an extended scope or which enables an exposure to some other discipline/subject/domain or nurtures the candidate's proficiency/skill is called an Elective Course.

2.1 **Discipline Specific Elective (DSE) Course:** Elective courses may be offered by the main discipline/subject of study is referred to as Discipline Specific Elective. The University/Institute may also offer discipline related Elective courses of interdisciplinary nature (to be offered by main discipline/subject of study).

2.2 **Dissertation/Project:** An elective course designed to acquire special/advanced knowledge, such as supplement study/support study to a project work, and a candidate studies such a course on his own with an advisory support by a teacher/faculty member is called dissertation/project.

Project work/Dissertation is considered as a special course involving application of knowledge in solving / analyzing /exploring a real life situation / difficult problem. A Project/Dissertation work would be of 6 credits. A Project/Dissertation work may be given in lieu of a discipline specific elective paper.

2.3 **Generic Elective (GE) Course:** An elective course chosen generally from an unrelated discipline/subject, with an intention to seek exposure is called a Generic Elective. P.S.: A core course offered in a discipline/subject may be treated as an elective by other discipline/subject and vice versa and such electives may also be referred to as Generic Elective.

3. **Ability Enhancement Courses (AEC):** The Ability Enhancement (AE) Courses may be of two kinds: Ability Enhancement Compulsory Courses (AECC) and Skill Enhancement Courses (SEC). "AECC" courses are the courses based upon the content that leads to Knowledge enhancement; i. Environmental Science and ii. English/MIL Communication. These are mandatory for all disciplines. SEC courses are value-based and/or skill-based and are aimed at providing hands-on-training, competencies, skills, etc.

3.1 Ability Enhancement Compulsory Courses (AECC): Environmental Science, English Communication/MIL Communication.

3.2 Skill Enhancement Courses (SEC): These courses may be chosen from a pool of courses designed to provide value-based and/or skill-based knowledge.

4. Implementation:

4.1. An undergraduate degree with Honours in a discipline may be awarded if a student completes 14 core papers in that discipline, 2 Ability Enhancement Compulsory Courses (AECC), minimum 2 Skill Enhancement Courses (SEC) and 4 papers each from a list of Discipline Specific Elective and Generic Elective papers respectively.

4.2 The credit(s) for each theory paper/practical/tutorial/project/dissertation will be as per the details given in Table-1 for B.A./B.Sc. Honours.,.

Table-1: Details of courses under B.Sc./B.A (Honou/rs)

Course	*Credits	
	Theory+ Practical	Theory + Tutorial
=====		
I. Core Course (6 credits)		
(14 Papers)	14X4= 56	14X5=70
Core Course Practical / Tutorial*		
(14 Papers)	14X2=28	14X1=14
II. Elective Course(6 credits)		
(8 Papers)		
A.1. Discipline Specific Elective	4X4=16	4X5=20
(4 Papers)		
A.2. Discipline Specific Elective		
Practical/ Tutorial*	4 X 2=8	4X1=4
(4 Papers)		
B.1. Generic Elective/		
Interdisciplinary	4X4=16	4X5=20
(4 Papers)		
B.2. Generic Elective		
Practical/ Tutorial*	4X 2=8	4X1=4
(4 Papers)		
• Optional Dissertation or project work in place of one Discipline Specific Elective paper (6 credits) in 6th Semester		
III. Ability Enhancement Courses		
1. Ability Enhancement Compulsory Courses (AECC)		
(2 Papers of 4 credit each)	2 X 4=8	2 X 4=8
Environmental Science		
English/MIL Communication		
2. Skill Enhancement Courses (SEC)		
(Minimum 2)	2 X 4=8	2 X 4=8
(2 Papers of 4 credit each)		
Total credit	148	148

/* wherever there is a practical there will be no tutorial and vice-versa

5. SCHEME FOR CHOICE BASED CREDIT SYSTEM IN B. Sc. /B.A. Honours

SEMESTER	CORE COURSE (14)	Ability Enhancement Compulsory Course (AECC) (2)	Skill Enhancement Course (SEC) (2)	Elective: Discipline Specific DSE (4)	Elective: Generic (GE) (4)
I	C1	(English/Hindi Communication/MIL)/ Environmental Science			GE-1
	C2				
II	C 3	Environmental Science/(English/Hindi/MIL Communication)			GE-2
	C 4				
III	C 5		SEC -1		GE-3
	C 6				
	C 7				
IV	C 8		SEC -2		GE-4
	C 9				
	C 10				
V	C 11			DSE-1	
	C 12			DSE -2	
VI	C 13			DSE -3	
	C 14			DSE -4	

6.Regulations and Guidelines of CBCS in UG-Courses (HONS: Sc. & Arts):

- 6.1. CBCS be introduced for UG- courses (Hons-Science & Arts) [except: BCA & General Courses] from the academic session 2017-2018.
- 6.2. Course structure of respective course will be at per with UGC guidelines (Table-1).
- 6.3. Each core-paper and Elective paper of credit-6 (4 credit theory and 2 credit practical) will be treated as two separate paper, each of 50 marks. Theory: ESE-40marks, CIA:10 Marks and Practical : ESE-25marks, CIA-25marks. Evaluation of theory and practical papers will be as per the existing academic guidelines of the College.
- 6.4. Each core-paper and Elective paper of 6 credit (5 credit theory and 1 credit tutorial) will be treated as a single paper of 75 marks. 5 credit theory will be equivalent to 50 marks and 1 credit

tutorial =25 marks. : Theory part: ESE-40marks, CIA:10 Marks as usual. Tutorial : Assessment through-assignments: 20 marks and attendance in the tutorial class-05 marks.

6.5 A teacher teaching a particular component/ part of a paper also has to take tutorial class for that specific portion.

6.6. **One Home -assignments for each paper (Hons & GE) will be given to the students.** The students have to submit the assignments within the period specified by the teachers, the teachers after assessing will submit the assignment copies to the HOD along with the award list. The respective HOD will submit the marks obtained in tutorial class out of 25marks to the Controller Section along with the assignment copies.

6.7. **Assignments will be in the form of short –answer type questions of two marks each (not objective type).** The assignment will be student's own hand written (not typed).

6.8. **The assignment question for HONS paper will consists of 25 short answer type questions each of two marks. The student has to answered 20 questions.**

6.9. **The assignment question for GE paper will consists of 15 short answer type questions each of two marks. The student has to answered 10 questions.**

6.10. Questions for assignment will be collected by HOD from all the teachers taking tutorial class of a particular paper/ from all the teachers teaching a particular paper. No. of question to be collected will be proportionate to component of the syllabus covered by the teacher so that question of the assignment cover whole syllabus of the paper.

6.11. **Each theory paper of AEC having credit-2 will be equivalent to 50 marks. It will be evaluated only in ESEs.**

6.12. **Paper on project works of 6 credit will be equivalent to 50 marks. ESE-25marks and CIA-25 and will be evaluated as the guideline of evaluation of project-work.**

6.13. Marks will be converted in to Grade as per the following table (Table-2):

6.14. Qualifying in the ESE in UG course under CBCS Pattern i) **The minimum qualifying marks for promotion to next semester for each paper shall be 30%** (Equivalent Credit Points:16 for 4-credit paper, 8 for 2-credit paper).

6.15. **A student obtaining Grade F (<30% marks) in a particular paper shall be considered failed in that paper** and will be required to re-appear in the examination (considered as arrear paper).

6.16. Non appearance in any paper/s will be treated as arrear-paper.

6.17. i) Arrear paper will be allowed in one Generic Elective paper provided a candidate obtain minimum qualifying marks in core course/papers.

ii) Arrear paper will be allowed in either in GE or in AECC or in SEC or in DSE in a particular semester.

iii) In semester –V & VI, arrear in DSE /DSC paper will be allowed provided the candidate obtain minimum qualifying marks (or grade) in the core papers.

6.18. **Minimum qualifying grade in a semester =4 Grade pt. x(sum of the credits of all the papers of a semester).**

6.19. **For non credit courses ‘Satisfactory’ or ‘Unsatisfactory’ shall be indicated instead of the letter grade and this will not be counted for the computation of SGPA/CGPA.**

6.20 Table-2 : Letter Grades and Grade Points:

Score (Marks) Range	Score (Marks) (%) Range	Letter Grade	Grade Point
≥ 45	≥ 90	O (Outstanding)	10
<45 ≥ 40	<90 ≥ 80	A+(Excellent)	9
< 40 ≥35	< 80 ≥70	A(Very Good)	8
< 35 ≥30	< 70 ≥60	B+(Good)	7
< 30 ≥25	< 60 ≥50	B(Above Average)	6
< 25 ≥20	< 50 ≥40	C(Average)	5
< 20 ≥15	< 40 ≥30	P (Pass)	4
< 15	< 30	F(Fail)	0
		A (Absent)	0

6.21 Computation of SGPA and CGPA

The UGC recommends the following procedure to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

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.

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.

The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts

.....X.....