
Kanyashree University

Uniform Examination Regulations for Two-Year Post Graduate (M.A./ M.Sc./ M.S.W./L.L.M.) Courses (Under C.B.C.S.) With effect from the academic year 2021 – 2022

1. Preamble:

The Kanyashree University was established to serve the society as a Centre of Excellence devoted to the teaching, learning and research in various branches of study related to environmental studies, surface management studies, bio-diversity management aiming to reduce the harmful effect of pollution both in the land, water, surface, noise and sight.

- Hence, this regulation is framed to uphold the mission of the University at large and to regularise and control the system of examinations for various Post Graduates (M.A./ M.Sc./ M.S.W./L.L.M.) Courses under Choice Based Credit System (C.B.C.S.) concerning achieving the highest goal of the University.
- The provisions contained in this set of regulations shall govern the policies and procedures regarding the conduction of examinations of various Post Graduate (M.A./ M.Sc./ M.S.W./L.L.M.) Courses under Choice Based Credit System (C.B.C.S.) and its evaluation and certification of student's performance.
- All the students appearing in the examinations of each and every semester of various Post Graduate Programme(s) under CBCS shall be bound to abide by this set of regulations.
- This set of regulations may evolve and get modified or revised or refined or updated or amended or changed through appropriate approvals from the Governing Board of the University, from time to time, and shall be binding on all parties concerned.
- In order to guarantee fairness and justice to all the parties concerned, in view of the periodic evolutionary refinements, any specific issues or matters of concern shall be addressed to the Governing Board through the Vice-Chancellor of the University, as and when found necessary through appropriate authorities.
- All disputes arising from this set of regulations must be addressed to the Governing Board through the Vice-Chancellor of the University. The decision of the Governing Board of the University is final and binding upon all the parties concerned. Further, any legal disputes arising from this set of regulations shall be limited to the legal jurisdiction of the Hon'ble Calcutta High Court and not that of any other parties.

2. Definitions:

In this regulation, unless the context otherwise requires –

“**University**” means Kanyashree University.

“**Governing Board**” means the highest administrative body of this University as prescribed and specified in the Act of the University.

“**Vice Chancellor**” means the Vice Chancellor of Kanyashree University.

“**Post Graduate programmes**” means Master’s Degree programmes offered by the University.

“**Student**” means student admitted to the Post Graduate programmes under this Regulation.

“**Degree**” means Post Graduate Degree.

“**Board of Studies**” means PG Board of Studies of the University in the discipline/subjects concerned.

“**C.B.C.S.**” means Choice Based Credit System.

“**Course**” means a specific subject usually identified by its course number and course title, with a specified syllabus/ course description, a set of references, taught by some teacher(s) to a specific class (group of students) during a specific academic session/ semester. “**Credit**” means the unit by which the course work is measured. In this Regulation, one credit means one hour of teaching work or two hours of practical work per week for 18 weeks in a Semester.

“**Grade letter**” is an index to indicate the performance of a student in a particular course /Paper. It is the transformation of actual marks secured by a student in a course/paper.

“**Grade Point**” is the weightage allotted to each grade letter depending on the range of marks awarded in a course/paper.

“**Credit Points**” refer to the product of No. of credits multiplied by the Grade Point for a given course/paper.

“**Semester Grade Point Average (SGPA)**” refers to the performance of the student in a given semester. SGPA is based on the ratio of the total credit points earned by the student in all the courses and the total number of credits assigned to the courses/papers in a Semester.

“Cumulative Grade Point Average (CGPA)” refers to the Cumulative Grade Point Average weighted across all the semesters (here 4 semesters).

3. Commencement of classes:

The odd semesters will generally commence in July, and the even semesters will commence in January of every year.

4. Duration of the Course:

The Post Graduate Course of Study (M.A./ M.Sc./ M.S.W./L.L.M.) under C.B.C.S. shall consist of a minimum duration of four (04) consecutive semesters of Six (06) months each, covering a total of two (02) Academic Years.

5. Uniform span period for completion of two-year Post Graduate course:

A student pursuing a regular course of study for a two-year Post Graduate (M.A./ M.Sc./ M.S.W./L.L.M.) course under C.B.C.S. shall have to clear all the semesters successfully in all respects within four (04) years from the year of admission to a particular course and combinations, failing which the candidature of the student shall stand cancelled.

6. Issuance of notification for examinations and commencement of examinations:

- a) The schedule for the End-Semester Examination shall be prepared and announced by the Controller of Examinations in consultation with the concerned Post Graduate Board of Studies and with the approval of the Faculty Council (if any) / any other appropriate body of the University.
- b) End semester examinations of Semester I and Semester III shall be held generally in December-January and Semester II and Semester IV in June-July of every academic session.

7. Eligibility Criterion for Appearing Examinations

A student shall be eligible for appearing at any of the semesters of Post Graduate Examination, provided she prosecutes a regular course of studies in the concerned subject offered by the University considering the percentage of attendance of the student as specified below –

- a) A student attending at least 75% of the total number of classes held from the date of commencement of classes or date of admission, whichever is later shall be allowed to appear at the concerned Semester Examination subject to fulfillment of other conditions laid down in this regulation and/or the other regulations of the University.

-
- b) A student attending at least 60% but less than 75% of the total number of classes held from the date of commencement of classes or date of admission, whichever is later shall, however, be eligible to appear at the concerned Semester Examination upon obtaining condonation order from the Vice-Chancellor and on payment of requisite condonation fees/ short attendance fees as may be prescribed by the Rules/ Regulations/ Act/ Statute of the University from time to time.
 - c) A student attending less than 60% of the total number of classes held from the date of commencement of classes or date of admission, whichever is later shall not be allowed to appear at the concerned Semester Examinations and she has to take re-admission to the same Semester in the very next academic session for attending the classes and appearing at the said Semester Examination subject to fulfillment of **Clause 5** and clause 6(a) or 6(b) above.

8. The evaluation scheme for each course shall contain two parts:

a) Internal Assessment and

b) Semester End Examination

9. Internal Assessment

- The weightage given to semester end examination and the internal assessment shall be 80: 20 should be highlighted in the Course/Syllabus outline of each Department. Each Department shall formulate its own method of Internal Assessment, which shall be communicated to the students at the beginning of the Course.
- To ensure transparency of the evaluation process, the internal assessment marks awarded to the students in each course in a semester shall be preserved by the HoD/Coordinator of the concerned Department and should be in a position to show the marks on demand by any student, at least one week prior to the commencement of the semester end examination. Class tests and or tutorial evaluation may be shown to the concerned students.
- In case, internal assessment is conducted by class tests, there shall generally be no retest if a student misses such a class test during an ongoing semester. She may be given a second chance only with the permission of the Departmental Committee, provided she makes an appeal to the Chairperson of the PGBOS. In that case, the concerned student has to justify her absence by providing an authentic certified document.

-
- Marks obtained in Internal Assessment (i.e., marks for attendance, if any, and marks of written examination or any other component of internal assessment, taken together) shall be retained for the entire duration of her enrolment.
 - The students remaining absent in the class tests for Internal Assessment (after availing the second chance, if so allowed/offered) will be awarded zero (0) marks in the written part of the internal examination.

10. Time Allotment for the Semester End Examinations

Duration of the theoretical examinations shall be as follows:

- Up to 25 marks: 1 hour
- 26 to 50 marks: 2 hours
- 51 to 80 marks: 3 hours
- 81 to 100 marks: 4 hours

However, a blind/physically handicapped candidate may be allowed to have grace period at the time of examination beyond the normal examination period as per the existing provisions of the Govt. Rules.

The duration for the practical examinations shall be as follows:

- Up to 25 marks: 3 hours
- 26 to 50 marks: 5 hours
- 51 to 100 marks: 6 to 8 hours (as decided by the concerned PGBOS)

11. Minimum Criterion for Pass

- a) A student is required to appear (in examination) in each and every course of the respective syllabus. A candidate pursuing Post Graduate Programme has to secure the minimum of qualifying 40% marks, including the marks secured in Internal Assessment in each course [irrespective of the nature of the course]. If a course contains both theoretical and practical portions, a candidate is required to secure 40% marks, including Internal Assessment, separately in the theoretical and practical portions in that course.
- b) The result status for a candidate securing qualifying marks in all courses [with letter grade D or above in the grade point table] will be "Q" i.e., Semester Cleared.
- c) To appear at the higher semester examination, a candidate must secure qualifying marks in at least three courses in each semester. Corresponding result status for the

candidates with unsuccessful courses of less than three will then be “SNC” Semester Not Cleared. She will be allowed to join classes for the next higher semester.

- d) If a candidate fails to qualify or fails to appear in more than three courses (irrespective of the nature of the course) in a semester, she shall be treated as Failed, with result status “F” and shall have to repeat the semester as a whole in the next year (subject to compliance of Clause 5). She shall not be allowed to join classes of the next semester.
- e) To appear at the (final) 4th semester examination (subject to fulfillment of Clause No. 5), a student must qualify all the previous semester examinations as a whole. However, if any student fails to secure qualifying marks in the 4th semester, then she needs to appear at the preceding 4th semester as and when it will be held.
- f) If a student secures qualifying marks in practical components/field work/project work/etc. (i.e., non-theoretical components) of a course but fails to secure qualifying marks in the theoretical component of that course, the marks secured in the non-theoretical component along with Internal Assessment shall be retained for the entire duration of her enrolment.
- g) A student who is eligible to appear at any of the end-semester examinations but does not enroll or does not appear at the examinations or fails in any semester examination, as stated above in Clause 11 (a), will not be allowed to attend the classes in the next higher semester of that specific course of study, as applicable.
- h) Failure to submit the examination form is considered a chance failure. Absence from an examination for any course is also considered a failure.
- i) A failed student intending to re-appear in a subsequent semester examination has to submit the examination form/application to the Controller of Examinations through the Head of the Department (or the appropriate body of the University) as per the notification to be issued from the office of the Controller of Examinations, subject to fulfillment of Clause 5.

12. Function of the Post-graduate Board of Studies relating to the Examination

The Post Graduate Board of Studies shall recommend the names of the paper-setters (at least one internal paper setter from the concerned faculty members (as and when available) of the University and one external paper setter (when available) who shall be a permanent teacher having teaching experience in Post Graduate Courses but is not engaged in teaching either in the concerned academic department of this University),

head-examiner (if required, preferably regular faculty of the concerned academic department of the University), examiners, scrutineers, re-examiners, and third examiners (if required) of each subject/course and the board of moderators to the Controller of Examinations for approval of the Vice-Chancellor and further process.

The concerned Post Graduate Board of Studies will recommend the following for approval of the higher authorities.

- a. Pattern of questions with marks distribution.
- b. Modalities for holding Internal assessment.
- c. Modalities for holding the examinations for practical/non-theoretical papers/ courses (if any).

13. The Board of Moderators and its Functions

The Board of Moderators, as recommended by the Post Graduate Board of Studies and approved by the Vice-Chancellor, shall be comprised of the following composition (at least three members)*:

- i. Chairman of the Board of Studies (Dean, concerned Faculty Council/Nominee of the Vice-Chancellor) in the subject concerned.
- ii. The Head/ Co-ordinator of the concerned academic department.
- iii. One regular faculty member of the concerned academic department of this University and
- iv. At least one external expert of the concerned discipline from other University.

** If the Post Graduate Board of Studies feels any need for specialised member(s) in the moderation board for moderating a special paper/ course, the Post Graduate Board of Studies may invite extra expert(s) for the same purpose with prior approval of the Vice-Chancellor of the University.*

The Board of Moderators shall –

- ensure that the question paper has been set strictly in accordance with the syllabus and instructions given by the University covering broad areas adequately;
- delete question(s) set from outside of the syllabus and to make the necessary substitution, if required;
- remove ambiguity in the language of the questions set by the paper setters, if any;
- moderate all the questions properly giving ample opportunity to students of average

as well as exceptional capabilities;

- ensure proper distribution and an indication of total marks/ weightage for the paper/ course and marks/ weightage for each paper/ course or parts thereof, the time prescribed for the paper and to correct errors, if any.
- bring to the notice of the Controller of Examinations lapses or omission on the part of the paper-setter, if any.
- ensure that the question papers are written legibly and clearly.

Honorarium will be paid to all paper-setters, examiners, scrutinizers, reviewers, third examiners, external moderators. TA will be paid to the external moderators/examiners (if deployed for practical or other non-theoretical examinations) as per the university rules.

14. Medium of Question Paper

Question papers shall be set in English Version. However, for language-based subjects, question papers will be set in the particular language only.

15. Medium of writing Answer

For examinations in subjects (other than language-based ones), students shall have the option of writing their answers in either Bengali or English unless instructed otherwise in respective question paper(s). For examinations in language-based subjects (e.g., Bengali, English, Sanskrit, Arabic, etc.) students shall have to write their answers in the respective language only.

16. Publication of Result and the Contents of the Grade Card

- a) The provisional result of each semester will be published by the Department of the Controller of Examinations. The Grade Card for a student shall show the details of courses studied like – Paper Course Code, Course Title, Credits, and Letter Grade along with Semester Grade Point Average (SGPA) of that semester and Cumulative Grade Point Average (CGPA) at the final semester.
- b) Grade Card shall be made as per the grading system. Course-wise marks (Internal and End Semester Examination added together) will be converted into percentage of marks. The percentage of marks will be converted into Letter Grade and Grade Point. Credit and Grade Point will be converted into Credit Point. Finally, Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) will be computed.
- c) The final result of a student shall be determined on the basis of CGPA on a 10-point scale.

- d) The date of publication of final result for a regular student shall be the date of publication of result of the 4th Semester.
- e) Grading and marking system will be followed as-

Course wise marks and Grading			
% of marks	Grade Point	Letter Grade	Remarks
$90 \leq M \leq 100$	10	O	Outstanding
$80 \leq M < 90$	9	A ⁺	Very Good
$70 \leq M < 80$	8	A	Good
$60 \leq M < 70$	7	B ⁺	Above Average
$50 \leq M < 60$	6	B	Average
$40 < M < 50$	5	C	Below Average
$M = 40$	4	D	Pass
$M < 40$	0	F	Failed
ABSENT	0	AB	ABSENT

***In case the Percentage value of Marks involves decimal figures, the candidate shall be awarded the next higher integer value if the decimal value (Rounded off up to two decimal places) exceeds 0.50.*

***Numerical Grade Point shall not be calculated in respect of a failed course. Numerical Grade Point shall be Rounded off up to two decimal places.*

The multiplicative factors shall be 0.10 for all Grades for the purpose of calculating numerical Grade Points.

Formula for calculating Grade Point:

If the student secures P%, where $P \geq 40$, her Grade Point will be –

$$[4.0 + \{(P - 40) \times 0.10\}] \text{ or equivalently } P \times 0.10.$$

For example, If the student secures 63% in a particular course, her Grade Point for the course will be $[4.0 + 13 \times 0.10] = 6.3$ or simply $63 \times 0.10 = 6.3$.

f) Computation of SGPA

The performance of a student in n^{th} Semester examination, who earns all the Credit of that semester, will be assessed by the “**Semester Grade Point Average**” (SGPA), “ S_n ” to be computed as:

$$SGPA[S_n] = \frac{\sum_{k=1}^{D_n} C_{nk} GP_{nk}}{\sum_{k=1}^{D_n} C_{nk}}$$

Where, ' GP_{nk} ' denotes the grade point obtained in k^{th} Course of n^{th} Semester;

' C_{nk} ' denotes the credit of k^{th} Course of n^{th} Semester;

' D_n ' denotes the number of Courses in n^{th} Semester.

Example of Computation of SGPA:

Course	Credit	Letter Grade	Grade Point	Credit Point
Course 1	3	A ⁺	9	$3 \times 9 = 27$
Course 2	4	A	8	$4 \times 8 = 32$
Course 3	3	B ⁺	7	$3 \times 7 = 21$
Course 4	4	B	6	$4 \times 6 = 24$
Total	14			104

$$SGPA = 104/14 = 7.42$$

g) Computation of CGPA

On completion of the Post Graduate course, the overall performance of a student will be assessed by the '**Cumulative Grade Point Average**' (CGPA) to be computed as:

$$CGPA[C] = \frac{\sum_{n=1}^4 Q_n S_n}{\sum_{n=1}^4 Q_n} \quad \text{Where, } Q_n = \sum_{k=1}^{D_n} C_{nk} = \text{total credit in } n\text{-th Semester;}$$

Example of Computation of CGPA:

	Semester1	Semester2	Semester3	Semester4
SGPA	7.42	6.56	6.60	6.71
Credit	14	16	15	14
SGPA×Credit	104	105	99	94

$$CGPA: 402 \text{ (i.e., } 104+105+99+94)/59 \text{ (i.e., } 14+16+15+14) = 6.814.$$

Final Grade (G) for both SGPA and CGPA will be determined as follows-

CLASSIFICATION OF GRADES (SGPA /CGPA)		
Grade (G)	Letter Grade	Remarks
$9.000 < G \leq 10.000$	O	Outstanding
$8.000 < G \leq 9.000$	A ⁺	Very Good
$7.000 < G \leq 8.000$	A	Good
$6.000 < G \leq 7.000$	B ⁺	Above Average
$5.000 < G \leq 6.000$	B	Average
$4.000 < G \leq 5.000$	C	Below Average
$G = 4.000$	D	Pass
$G < 4$	F	Failed

Both SGPA and CGPA will be rounded off to the third place of the decimal and will be shown as such on the Grade-Sheet.

17. Grace Marks

- A student failing to obtain the qualifying marks in a semester examination due to a shortage of one mark (in any course) shall be given the benefit of one (01) additional mark in that course and the same shall be shown in the Tabulation Rolls. On the grade-sheet, however, only the total marks after such addition shall be shown.
- In addition to the above Grace Mark(s), one (01) additional Mark of Grace may be allowed to the following students: who misses to secure CGPA = 6.0; CGPA = 5.5) and CGPA = 5.0 in total by one (01) mark.

18. Rules for Re-Examination

Students seeking review may submit an application to the university in the prescribed form along with the required fees within seven (7) working days of the date of the grade card's issuance, subject to the following conditions:

- a. Application for review shall be restricted to ***theoretical modules/courses only***.
- b. A student will be eligible to re-examine her answer script if she appeared in the said semester of examinations as a whole but not as a supplementary student, i.e., any student who appeared in some courses (but not all courses) of the concerned semester of examinations will not be eligible to re-examine her answer scripts.
- c. A maximum of two (02) theoretical courses in any semester examination may be re-examined on the basis of examinee's request, provided she/he receives a minimum of 40% marks in the remaining theoretical courses in the semester.

-
- d. The marks awarded by the re-examiner in a particular course will be considered the examinee's final marks in that course.
 - e. If the marks on re-examination in a module/course increase by more than 20% or decrease by more than 10% of the full marks in that course, the script of the course is referred to a third examiner, and an average of two marks (excluding the lowest one) as awarded by the three examiners is taken as the marks obtained by the examinee in that course, provided that such a final award does not result in the examinee failing or lowering the Letter Graduation.

19. Cancellation of Examination

Students may apply for cancellation of enrolment of any end semester examination within ten (10) days from the completion of the examination of the theoretical portion. The said cancellation of the examination will also be counted as a chance.

20. Award of Distinction:

After re-examination and other processes (if any) of the Final Semester Examination, a Rank Certificate in order of Merit shall be issued to the first three (03) students (in each subject who have successfully completed/cleared all the semester examinations at the first available chance).

21. Additional instructions

- The academic calendar ratified by the Faculty Council (or any other appropriate University body) will be announced by the University Authority prior to the start of the new session and will be strictly followed for the duration of teaching, preparatory leave for students, examinations, and the publication of results.
- An examination shall be held under the current syllabus (if viable otherwise) only.
- After just completing a semester examination, students must apply for admission to the next higher semester (if applicable).

22. Preservation period of the assessed answer scripts

Answer scripts of the semester examinations must be preserved for a period of six (06) months from the date of publication of results of each semester. After that, the answer scripts may be disposed of.

23. Examination Monitoring Committee/ the appropriate body of the University will prepare the Proforma for Provisional Certificate.

24. Format of the Certificate

Each student shall receive her degree in the form of a Certificate stating the year of passing, letter grade, CGPA, and class on successful completion of the course in the specific format -

Roll No......

Degree/ Diploma No......

Registration No.

Kanyashree University

LOGO of the
University

This is to certify that(**Name of the Student**).....obtained the degree of Master of Arts/ Science/ Social Works/Law in (**Subject**)..... from the ...**of the Post Graduate Studies**)..... of this University in the semester system examination (under C.B.C.S.) in the year...(Year)...., and that she obtained / was placed in (**Letter**)Grade with CGPA ...()

Krishnagar

(Date of Issuance)

Logo embossed

**Vice-Chancellor,
Kanyashree University**