

REGULATIONS FOR
CHOICE BASED CREDIT SYSTEM (CBCS)
FOR POST-GRADUATE COURSES

Raiganj University
Raiganj, Uttar Dinajpur



To be implemented from
The Academic Session 2017-2018

Raiganj University

P.O.: - Raiganj, Dist.-: Uttar Dinajpur, Pin : 733134, West Bengal, India.

Regulation relating to PG course of studies & Examinations

Preamble: In exercise of the power conferred upon it by section 56 and 57 of The Raiganj University Act. 2014 (West Bengal Act XXVI of 2014) the University makes the following regulations.

01. Short Title, Application and Commencement:

These regulations may be called The Raiganj University regulations:

“Regulation relating to PG course of studies & Examinations”

Notwithstanding anything contained in any other rules or regulation in force relating to PG course of study & Examination of Raiganj University shall be guided by these regulations.

02. General Definitions:

In this regulations following general definitions have been incorporated:

2.1 “University” means Raiganj University established and incorporated under The Raiganj University Act. 2014 (West Bengal Act XXVI of 2014).

2.2 “PG Course of study” means two-year post-graduate academic programmes, namely, M.A., M. Sc, M.Com., LL.M. M.B.A. and hold Examinations of the above said courses in the Semester system and it is consists of 4 (four) Semester courses (Semester-I, Semester-II, Semester-III and Semester-IV) after completion of three years Under Graduate Honours/Programme Course of study.

2.3 “Academic Session” means academic year from July to June.

2.4 “Year” means the period commencing from 1st day of July and ending 30th June following.

2.5 “Semester” means a period of six months beginning from July to December and January to June of each academic session.

2.6 “Enroll” means enrollment of a student for appearing at first Semester final Examination.

2.7 “Executive Council” means University Executive Council of the Raiganj University.

2.8 The Words and Expressions used but not defined shall be interpreted to have the same meaning as they have in The Raiganj University Act. 2014 (West Bengal Act XXVI of 2014).

03. Regulation Relating to PG Course of Studies and Examinations:

The choice based credit system (CBCS) 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. 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.

3.1 Definitions of Key Words

3.1.1 “Academic Year” means Two consecutive (one odd + one even) semesters constitute one academic year.

3.1.2 “Course” means usually referred to, as ‘papers’ is a component of a programme. All courses need not carry the same weight. A course may be designed to comprise of lectures/ tutorials/laboratory work/ field work / project work/viva/GD/seminars/assignments/ presentations etc. or a combination of some of these.

3.1.3 “Choice Based Credit System (CBCS)” means the CBCS which provides choice for students to select from the prescribed courses.

3.1.4 “Credit Based Semester System (CBSS)” means under the CBSS, the requirement for awarding a degree is prescribed in terms of number of credits to be completed by the students.

3.1.5 “Credit” means 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.

3.1.6 “Grade Point” means it is a numerical weight allotted to each letter grade on a 10-point scale.

3.1.7 “Letter Grade” means it is an index of the performance of students in a said course. Grades are denoted by letters O, A+, A, B, C, P and F.

3.1.8 “Credit Point” means it is the product of grade point and number of credits for a course.

3.1.9 “Semester Grade Point Average (SGPA)” means it is a measure of performance of work done in a semester. It is the 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.

3.1.10 “Cumulative Grade Point Average (CGPA)” means 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 shall be expressed up to two decimal places.

3.1.11 “Grade Card/Grade Certificate” means 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.

3.1.12 “Core Course” means there may be a Core Course in every semester. This is the course which is to be compulsorily studied by a student as a core requirement to complete the requirement of a programme in a said discipline of study.

3.1.13 “Internal Assignment” means a compulsory assignment of the students which is to be completed to appear at any semester Examination.

3.2 Examination and Assessment of Theoretical and Practical Paper/Course

3.2.1 All the PG Students will have to complete 128 Credits (1600 Marks) to obtain Master Degree.

3.2.2 The total 128 credits (1600 Marks) in Post graduate academic programme are divided equally 32 credits (400 Marks) among the four Semesters. In Semester-I & Semester-II there will be one Interdisciplinary Course IDC-1(8 credits) and IDC-2 (8 credits) respectively; Semester-III: there will be Viva-voce (2 credits), Seminar (4 credits) & Group discussion (2 credits); Semester-IV: there will be a course of Project work/ Field studies/ Book Review (8 credits).

3.2.3 Before each of the Semester Examinations, a student will enjoy study leave of 7-14 days for preparation.

3.2.4 A candidate shall be eligible for appearing at any of the Semester of P.G. Examination, fulfilling the following two essential conditions:

(i) Minimum 75% attendance of lectures delivered.

(ii) Students must complete internal assignments as per schedule.

3.2.5 All the internal evaluation will be conducted by the internal teachers of the Department. It shall be on the basis of Class Test, Viva-voce, reports, seminar presentations etc. or a combination of some of these.

3.2.6 Two sets of question paper for each paper/course/unit will be set by internal/ external paper setter(s) and two sets Moderation of the paper/course/unit will be done. The answer script will be examined by internal/external examiner(s). The Board of Studies will recommend the names of the paper-setters, moderators, examiners, coordinators, etc.

3.2.7 100% weight of any Course/paper of any Credit:

(a) 25% weight for Class Test for the Theoretical paper/course; 10% weight for Viva-Voce & 15% for Laboratory Note Book for practical paper/course.

(b) Semester Theoretical Examination: 75% weight

3.2.8 Examinee shall have to pay fees for each Examination as prescribed from time to time by the University at the time of filling up of Examination Forms.

3.2.9 Duration of Examinations

Time / Duration of Examination (h = hour)			
Master Degree			
Marks	Theory	Marks	Practical
35-40	2.0h	50 & less than 50	4.0h
50-56	3.0h	75	5.0h
75 & above	4.0h	100 & above	5.0h

3.3 Grading of Successful Students

3.3.1 The 10-point grading system with the following letter grades as given below which is adopted.

Grade Point to Letter grade on a 10-point scale

Range of numerical Marks in percentage	Performance	Letter Grade	Grade point Value per Credit
90% - 100%	Outstanding	O	10
80% - 89%	Excellent	A+	9
70% - 79%	Very Good	A	8
60% - 69%	Good	B	7
50% - 59%	Average	C	6
40% - 49%	Pass	P	5
Below 40%	Fail	F	0
	Absent	AB	0

3.3.2 Marks are converted into Grades (O, A+, A, B, C, P, F) according to the 100% weight of any Course.

3.3.3 A student will have to obtain **Minimum 40% marks** in each course/paper to pass.

3.3.4 Marks obtained by a student will be rounded off to nearest integer.

3.3.5 A student obtaining Grade F (below 40%) in any course shall be considered failed and obtaining Grade AB be considered absent, will be required to reappear in the examination for next year.

3.3.6 A student will get next two consecutive years only for clearing that course (having F or AB Letter Grade). A student may be promoted to next Semester without clearing (having F or AB Letter Grade) of **maximum 8 Credits at any stage**.

3.3.7 Passed in all the courses in Semester-I and promoted next semester, denotation PS1; similarly Passed in all the courses in Semester-II and promoted next semester, PS2 and so on PS3 and finally QM (Qualified in Master Degree).

3.3.8 Not passed in any course in Semester 1 and promoted next semester, denotation NPS1; similarly not passed in Semester 2 and promoted next semester, NPS2 and so on. **If a student failed/ absent more than 8 Credits at any stage the result will be (×) Crossed (not to be promoted to the next semester).**

3.4 Computation of SGPA/CGPA and Results

3.4.1 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.

3.4.2 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.

3.4.3 The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the Transcripts.

3.4.4 Computation of SGPA for example

Semester 1

Course	Credit	Letter Grade	Grade Point	Credit Point Credit \times Grade Point
Course 1	4	A+	9	$4 \times 9 = 36$
Course 2	2	B+	7	$2 \times 7 = 14$
Course 3	4	A	8	$4 \times 8 = 32$
Course 4	8	B	6	$8 \times 6 = 48$
	Total 18			Total = 130

$$\text{SGPA} = 130/18 = 7.22 \text{ (rounded off to 2 decimal)}$$

3.4.5 Computation of CGPA for example

CGPA

	Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6
Credit	18	20	18	22	24	26
SGPA	7.22	6.90	7.89	6.55	7.67	7.89

$$\text{CGPA} = \frac{18 \times 7.22 + 20 \times 6.90 + 18 \times 7.89 + 22 \times 6.55 + 24 \times 7.67 + 26 \times 7.89}{128}$$

$$\text{CGPA} = 7.37$$

3.4.6 In each Semester for any course minimum “P” Letter Grade and overall minimum Cumulative Grade Point Average (CGPA) 5.00 value must be obtained to qualify Master Degree.

3.4.7 A student must have to complete Mater degree within five years from the date of registration.

3.4.8 The conversion formula for converting CGPA to percentage (%) and Declaration of Class for Master Degree.

A. The conversion formula for converting CGPA to the corresponding percentage of marks will be as follows:

$$\mathbf{X = 10 Y - 4.5 \text{ (Where, X = Percentage of Marks, Y = CGPA)}}$$

B. Declaration of Class :

A candidate, who has passed all the courses of Examination in the Semester I, II, III & IV and obtained minimum CGPA 5.00 after completion of 4th Semester, is qualified in Master Degree (QM). Such QM candidates may be awarded with the Class according to the following criterion.

- | | |
|---|--|
| 1 | First Class with distinctionCGPA 8.5 and above |
| 2 | First ClassCGPA 6.5 and above but below 8.5 |
| 3 | Second ClassCGPA 5.00 and above but below 6.5. |

3.4.10 There is **no re-assessment** of any paper/course, only scrutiny may be done on request by students.

04. Compensatory time for PWD Candidates:

4.1 PWD Candidates are provided extra time of 20 minutes for every hour of examinations subject to maximum limit of one hour as Compensatory time.

4.2 PWD Candidates are allowed the use of a scribe (amanuensis) who holds lesser qualification than the candidate. Scribe is allowed to candidates (i) who have disability in the upper limbs or have loss of finger /hands thereby preventing them from writing. (ii) who are blind or have impaired vision. (iii) who are dyslexic. (iv) who are autistic.

4.3 If a PWD candidate wants to avail compensatory time or scribe he/she must apply with all relevant documents to the Principal/Head of the department during form fill up of each part/semester examination and the same application be forwarded by the Principal/H.O.D to the Controller of Examinations in time.

4.4 In case of temporary disability (accidental), the applicant shall apply with certificate issued by a registered medical practitioner and in such cases the decision of the University shall be final.

4.5 If it is found that a candidate has used the service of a scribe and/or extra time but does not possess the extent of disability that warrants of use the service of a scribe and/or extra

time, he/she will be excluded from the process of evaluation and legal action may be initiated by the authority in this regard.

05. Breach of Discipline During Examination:

5.1 If a Candidate is found copying or possessing any paper, book or such other incriminating material or smuggling written answer scripts / loose sheets from outside or if he/she uses filthy language, threatens the person(s) connected with examination, or talking to each other during examination, changing of seats or changing of answer scripts and engaged in such other activities which in the opinion of the invigilator(s) is not conducive in running the examination smoothly, may call for disciplinary action. In each of the above cases the answer script(s) of the concerned student(s) with the incriminating documents (if any) found in his/her possession should be sent to the Controller of Examinations with a detailed report from the invigilators and Centre-in-Charge (Proforma-A and Proforma-B; Annexure - I & Annexure - II).

5.2 If an examinee does not submit his/her answer script to the invigilator and/or wilfully taken it away from the hall then a diary should be lodged on the day in the local Police Station by the Centre-in-Charge. A report along with a copy of said diary and a statement from the invigilator(s) present in the hall must be sent to the Controller of Examinations.

5.3 In case of a script being wilfully torn by a Candidate, the fact should be reported by the Centre-in-Charge to the Controller of Examinations. The torn script in a separate packet along with a statement from the invigilator of the concerned examination hall stating the circumstances leading to the incident are to be sent to the Controller of Examinations.

5.4 If in the opinion of the examiner a candidate(s) has/have adopted unfair means in answering questions, he/she may report the matter to the Controller of Examinations through Centre-in-Charge.

5.5 On receipt of report of any kind of mal practice in the examinations as referred to above the Controller of Examinations will place the matter(s) before the Committee of Discipline and the concerned candidate be directed to appear before the said Committee.

5.6 If the Committee of Discipline is satisfied that the charges levelled against any candidate are true, it may recommend:-

- Cancellation of examination of the candidate in the concerned paper or cancellation of the entire examination of the candidate and, if necessary also
- Debarment of the candidate from appearing at the University examination for a specified period as it may deem fit according to the gravity of the offence(s) committed.
- If a candidate does not appear before the Committee of Discipline without assigning any reason, the Committee of Discipline may recommend any or all of the measure(s) as above, as it may deem fit, on the basis of available document(s) in absentia.
- The Committee after giving due consideration to the report of the Centre-in-Charge and giving the candidate a hearing, if necessary, may recommend exoneration of a candidate from the charges levelled against him/her if in its judgement the candidate concerned is innocent.

5.7 The recommendations of the Committee of Discipline will need approval of the Vice-Chancellor before any action can be taken thereon.

The Controller of Examinations will take action according to the recommendation of the Committee of Discipline, if approved by the Vice-Chancellor or as per orders of the Vice-Chancellor.

5.8 All questions arising in relation to the interpretation of these regulations, shall be referred to the University Council for decision and the decision of the University Council will be final and binding.

5.9 In all matters of discipline relating to conduct of the University Examination not expressly covered by these regulations, the Vice-Chancellor may take such course of action following the norms of natural justice as he/she may deem fit and proper.

5.10 The Committee of Discipline may be constituted with the following members.

- (i) Controller of Examinations (convener)
- (ii) Registrar
- (iii) One Court member
- (iv) One EC member
- (v) Centre-in-Charge of the Examination
- (vi) Head/Coordinator of the respective department
- (vii) One member to be nominated by the Vice-Chancellor

The tenure of this committee will be four years from the date of its constitution.

06. Guidance of Candidate for Examinations:

6.1 The examination will commence on the date specified and will be held according to the programme notified.

6.2 In the morning of the first day of the examination, the examination hall will be opened one hour earlier than the appointed time but on all subsequent days only 30 minutes earlier, the doors being closed each day 5 minutes before commencement.

6.3 A candidate coming late upto 20 minutes may be admitted to the examination hall at the discretion of the Officer-in-charge. Under no circumstances shall a candidate who is late by more than 20 minutes, be allowed to sit for the examination.

6.4 With one hour from the commencement, no candidate will be allowed to leave the examination hall.

6.5 Answer papers even if blank, are to be handed over to the invigilator and must not be left on the desk.

6.6 Except blank answer books, additional sheets, blotting paper and graph papers, the University will supply no other materials for use in the examination hall. Log tables will be supplied, if necessary.

6.7 On the answer books, the candidate is to write the name of the examination, her/his University Registration Number, Examination Roll and Number only (under no circumstances her/his name should be mentioned).

6.8 The candidate will be allowed to carry with her/him to the examination hall only the Admit Card, the University Registration Certificate and drawing implements which may be required for answering questions.

6.9 To draw the attention of the invigilator, a candidate should only stand up. Under no circumstances any tapping of the desk will be allowed.

6.10 Admit Card and Registration Certificate are to be shown and signature given when the Officer-in-charge directs.

6.11 The candidate must write on both sides of each page of the answer book.

6.12 The candidate must not borrow drawing instruments, pencils, eraser, blotting paper etc. from other candidates in the examination hall.

6.13 Notwithstanding the issue of Admit Card, the University reserves to itself the right to cancel admission to any examination before, during or after such examination.

6.14 For and unfair means attempted or adopted by a candidate or breach of any of the rules above or any act indiscipline, a candidate is liable to be expelled by the centre-in-charge and her/his examination cancelled by the University.

6.15 Any alteration made in the entries on the card without the authority of the University shall render the candidates liable to be disqualified to sit for this or any subsequent examination.

6.16. Correction of any kinds on the card is required to be made before the commencement of examination.

6.17. No candidate will be allowed to enter the examination hall with Mobile phone.

[CONFIDENTIAL]**Annexure -I****RAIGANJ UNIVERSITY**

P.O. POLICE STATION, RAIGANJ, Dist. UTAR DINAJPUR, W.B., Pin - 733134

PROFORMA – A**FORM FOR REPORTING CASE OR ACTS OF UNFAIR MEANS USED BY THE STUDENT AT THE EXAMINATION CENTRE.**

[IT MAY BE KEPT IN A SEPARATE ENVELOPE SUPERCRIBING 'UNFAIR MEANS CASE' ALONGWITH THE ANSWER BOOK(S) OF CONCERNED STUDENT & OTHER MATERIAL, IF ANY, RECOVERED FROM HIM / HER AND SENT IN THE PACKET CONTAINING OTHER ANSWER BOOK(S) AND RELEVANT MATERIAL OF THAT SESSION]

Exam Centre Code

Date

Examination

Time of Detection

Paper

Room / Examination Hall No.

STUDENT'S PARTICULARS AND NATURE OF UNFAIR MEANS

01. Name of the Student

02. Roll No.

03. Father's Name

04. Contact No.

05. Permanent Address

06. Total No. of incriminating papers recovered:

(a) No. of printed papers (b) No. of handwritten paper (c) Torn Book Pages

(d) Any other material (Please specify the details)

(Note : The Detector should sign the recovered objectionable material)**07. Nature of offence (Strike off the portions which are not required)**

(i) Copying from a book / books / piece of paper / papers containing printed / hand written notes / a printed page / printed pages of book / books during examination hours : Yes / No

(ii) Possession of / consulting / reading a book / a piece of papers / loose papers containing printed / hand written notes / torn page / torn pages of a book / books / a printed page / printed pages detached from a book / books in the lavatory during examination hours. : Yes / No

(iii) When above noted (Sl. No. ii) recurred in more than one paper : Yes / No

(iv) Taking away the blank answer book / books / additional blank sheet / sheets / written answers thereon outside the examination hall before hand and stitching the same with the original answerscript. : Yes / No

(v) Leaving the examination hall without submitting the answerscripts and submitting the same later on the plea of inadvertence : Yes / No

(vi) Destroying he incriminating document, which are caught red handed during examination hours. : Yes / No

(vii) Creating disturbances in the examination hall / abusing / assaulting / threatening the invigilator, concerned authority and observer / destroying the property of the examination venue. : Yes / No

(viii) Forging the University Symbol / Number on the unauthorized sheets at the examination : Yes / No

(ix) A person appears on behalf of the candidate at the examination concerned. : Yes / No

(x) Candidate leaves the hall during the examination with the permission of the invigilator for the purpose of drinking water, use of toilet, etc. and comes back after 10 minutes to the hall. : Yes / No

08. Any other mode of use of unfair means

09. Misconduct, if any

Date

Signature

Name of the Detector

Designation

