

5. EXAMINATION & EVALUATION

5.1 The evaluation scheme for each course shall contain two parts:

- (a) Semester end examination and
- (b) Internal Assessment

The weight age given to semester end examination and the internal assessment shall be 40:10 this 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. Generally, there should be two assessment examinations at the 9th weeks and 14th week of the course.

5.2 The paper setters, examiners, scrutinizers, reviewers and members of the Board of Moderator for each semester will be appointed by the Controller of Examinations on the recommendation of the respective Post Graduate Board of Studies (PG-BOS) as per University Statute.

- a) Moderation of question papers will be done by the Board of Moderators (consisting of internal and at least one external moderator). Chairperson of the PG-BOS will be the Chairman of Board of Moderators.
- b) All the theoretical answer scripts of the semester end examinations will be evaluated by the internal examiners only.
- c) External examiners will be appointed for conducting practical examinations.
- d) Honorarium will be paid to all paper-setters, examiner's, scrutinizers, reviewers and external moderators. In addition, TA will be paid to external moderators/examiners as per university rules.
- e) Moderator question papers will be handed over to the Controller of Examinations for printing, preservation and distribution by the respective Chairperson of PGBOS.
- f) Distribution of answer scripts to the concerned examiners for evaluation will be done by the Chairperson of PGBOS. After evaluation, the award lists in sealed packet will be sent to the Controller of Examinations for publication of results.

5.3 Duration of examination of theoretical papers up to 50 marks shall be two hours, up to 60 marks two and half hours, up to 75 marks three hours and above 75 marks four hours. The duration for the practical examinations up to 50 marks/points shall be four hours and up to 100 marks/points six to eight hours.

- 5.4 To ensure transparency of the evaluation process, the internal assessment marks awarded to the students in each programme in a semester shall be published and put up on the notice board of the Department, at least one week before the commencement of semester end examination.
- 5.5 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. He/she may be given a second chance only with the permission of the Departmental Committee, provided he/she makes an appeal to the Chairperson of the PGBOS. The student has to justify his/her absence by providing an authentic certified document.
- 5.6 A student cannot be allowed to consider his/her appeal for internal assessment second time. Internal Assessment answer scripts (in case of class tests) shall be shown to the students concerned.
- 5.7 Students who have failed in any semester examination may reappear for the same examination only twice in the subsequent period.
- 5.8 In order to qualify in a semester examination, a student shall have to get minimum aggregate 40% marks (D and above on grade point scale) in each paper.

6. SUPPLEMENTARY EXAMINATION

- 6.1 (a) A candidate who fails to qualify or fails to appear in not more than two theoretical / practical paper (s) but secure 40% marks in the remaining papers in a semester, he/she shall be treated as Failed but Supplementary (FS) and shall be allowed to pursue studies in the next semester. He/she shall generally be allowed to appear in supplementary examination(s) for only those papers in which he/she has failed. For 2-year Master's Programme semester I & II, first supplementary examination will be held in the next year along with regular examination the second and last supplementary examination will be held within three-weeks of the declaration of first supplementary results. But for III & IV, first supplementary examination will be held within three-weeks of the declaration of results and if a student fails to clear the first supplementary examination, he/she will appear in second and last supplementary examination along with regular semester examinations. A student will be allowed to attempt one regular examination and at most two supplementary examinations to pass any paper of the course.

- (b) If a candidate fails to qualify or fails to appear in more than two papers (theoretical/practical) in a semester or fails to secure 40% marks/points in the aggregate of all papers, he/she shall be treated as Failed but Repeat (FR) and shall have to repeat the semester as a whole in the next year. He/she shall not be allowed to join classes of the next semester.
- (c) The evaluated answer scripts of class tests taken for the internal assessment shall be preserved by the Office of the Chairperson of respective PGBOS.
- 6.2 A candidate eligible for supplementary examination as per 6.1(a) or eligible for repeat semester as per 6.1(b) of this Regulation, shall get a chance to appear at maximum of two consecutive supplementary examinations in the concerned semester.
- (a) In case of 2-year Master's Programme, a candidate will have to qualify in all the semesters within a period of four years from the year of admission.
- 6.3 A candidate who has failed in a theoretical paper but has passed the practical, based on that course, need not appear in the practical examination of that course in the supplementary examination, unless the theory and practical courses are integrated.
- 6.4 Where a candidate is eligible to appear again in any semester examination or to appear at supplementary examination as per 6.1(a) and 6.1(b) of this Regulation, he/she shall be required to apply to the Controller of Examinations, through the Chairperson of the concerned PGBOS, for enrollment as a casual / supplementary candidate within 15 working days from the publication of the results.

7. REVIEW AND SCRUTINY

- 7.1 There shall be re-evaluation (review) of the answer scripts of theoretical/practical papers of semester end examinations but not of Internal Assessment marks. However, for re-evaluation, the candidate has to apply through the concerned Head of the Departments, in a prescribed format, to the Controller of Examinations. Re-evaluation shall be permitted not more than two theoretical papers for any semester end examinations in the 2-year Master's Programme on submission of prescribed fees within 15 days from the publication of result of concerned semester. No application for re-evaluation of practical papers shall be entertained.

The examiner of a paper shall not be reviewer of the same paper. In case, if there is no other internal teacher teaching the same paper other than the examiner, an external examiner shall act as the reviewer.

- 7.2 Scrutiny of the theoretical answer scripts shall be done by the teachers of the Department before sending the marks to the Controller of Examinations. A teacher who is the examiner of a course paper shall not be the scrutinizer of the same paper.
- 7.3 The written answer scripts of each term end semester examination will be preserved in the concerned department till review, if any, is completed. After that the answer scripts shall be collected by the Controller of Examinations and shall be preserved according to the University Rules. Class test answer scripts or other records of Internal Assessment shall, however, be preserved in the Department for three years from the date of commencement of the concerned Semester. After that period, the scripts will be disposed of as per the rules of the University.

8. GRADING

- 8.1 (a) Based on Grade & Credit System, the semester end and final grade sheets and transcripts shall have the following scale (scores on 100%), latter grades and grade points, SGPA (Semester Grade Point Average) and CGPA (Cumulative Grade Point Average) :

PERFORMANCE	SCORE ON 100% POINTS	LETTER GRADE	GRADE POINTS
Outstanding	90 & above up to 100	O	10
Excellent	80 & above up to 89	E	9
Very Good	70 & above up to 79	A	8
Good	60 & above up to 69	B	7
Fair	50 & above up to 59	C	6
Below Average	40 & above up to 49	D	5
Failed	Below 40	F	0
Incomplete		I	0

$$\text{SGPA}^* = \frac{\text{Sum of [Credit X Grade Point]}}{\text{Sum of credits of all papers in that semester}} \text{ calculated for each semester}$$

CGPA** calculation for 2-year PG Course:

$$\text{CGPA} = (\text{Sem I SGPA} \times 1 + \text{Sem II SGPA} \times 1 + \text{Sem III SGPA} \times 1.5 + \text{Sem SGPA IV} \times 1.5) / 5$$

CGPA calculation for 5-year Integrated PG Course:

$$\text{CGPA} = (\text{Sem I SGPA} \times 0.5 + \text{Sem II} \times 0.5 + \text{Sem III} \times 1 + \text{Sem IV} \times 1 + \text{Sem V} \times 1 + \text{Sem VI} \times 1 + \text{Sem VII} \times 1 + \text{Sem VIII} \times 1 + \text{Sem IX} \times 1.5 + \text{Sem X} \times 1.5) / 10$$

CGPA of 8 & above up to 10.0	=	1 st Class with distinction
CGPA of 6.5 & above up to 7.9	=	1 st Class
CGPA of 5.5 & above up to 6.4	=	2 nd Class
CGPA of 6	=	2 nd Class with 55%
CGPA of 5 & above up to 5.4	=	3 rd Class

To complete the Course satisfactory & qualify for the degree, a student must obtain a minimum CGPA of 5.

*Semester Grade Point Average (SGPA)

** Cumulative Grade Point Average (CGPA)

(b) Full Marks and Marks obtained will also be shown in the Mark Sheets.

8.2 The Academic Calendar ratified by the Faculty Council (PG) will be announced by the University Authority before commencement of new academic session and shall be strictly followed for the duration of teaching, preparatory leave for students and examination and publication of results.

8.3 Without any contravention of the existing Act/Statute/Ordinance of the University, the Vice-Chancellor of the University shall have the power to settle any issue which is not covered under this Regulation including the issue of awarding grace mark of maximum one mark in the cases where a candidate has failed due to shortage of one marks/ has failed to secure 50%, 55% and 60% due to shortage of one mark.