

EXAMINATION REGULATIONS FOR POSTGRADUATE PROGRAMME



S.B.Women's AUTONOMOUS COLLEGE, CUTTACK

Effective from: Academic Session 2022

1. GENERAL REGULATIONS GOVERNING PG EXAMINATIONS

(i) Commencement of Regulations: These Regulations shall be deemed to have come into force retrospectively with effect from the academic session 2022–23, as adopted by the Examination Committee of S.B. (Autonomous) College, Cuttack for the PG Regular Courses.

(ii) Applicability: These Regulations shall apply to all PG Regular Courses offered under the Choice Based Credit System (CBCS).

(iii) Board Of Studies (BOS) - Each teaching department shall have a Board of Studies (BOS) comprising the Head of the Department or Coordinator as the Ex-officio Chairperson, all teachers of the department, two subject experts from outside the college nominated by the Principal, and one expert nominated by the Vice-Chancellor of Ramadevi University from a panel of six names recommended by the Principal, one member from industry, one member from alumnus. With the approval of the Principal, the Controller of Examinations shall prepare the schedule and convene the meetings of the BOS for different departments. Each BOS shall ordinarily meet at least once a year. In case of requirement BOS may meet more than once.

(iv) Moderation Board: For the End Semester Examinations, question papers shall be set by external examiners approved by the BOS, following the pattern specified in Clause 13. A Moderation Board, comprising of members as mentioned in the BOS, shall be constituted to moderate the question papers. The primary responsibility of the Moderation Board is to scrutinize the submitted question papers and, if necessary, make modifications to ensure that both the questions and the distribution of marks conform to the prescribed norms and pattern of the UGC and/or the University. The Board shall also ensure that all questions are within the scope of the syllabus and course of studies.

(v) External Evaluation: The answer scripts of the End Semester Examinations shall be evaluated by external examiners, as specified and approved by the Board of Studies (BOS). For End Semester Practical, Project, Dissertation, Field Study, and similar components, one external examiner shall be appointed for the concerned paper, as per the recommendations of the BOS. The detailed evaluation procedure is outlined in Clause (13) of the Examination Regulations.

(vi) Board of Conducting Examiners (BCE)- There shall be a BCE for each teaching department, consisting of the Head of the Department as the Chairperson and members from both within the teaching department of the college and from outside the college.

2. ADMISSION TO THE COURSE

- i. The eligibility criteria for admission into the course, as well as the admission procedure, shall be governed by the rules and guidelines prescribed by the Higher Education Department, Government of Odisha. These regulations shall be issued and updated from time to time through the Student Academic Management System (SAMS) portal.

- ii. It is mandatory for every candidate to submit their APAAR ID/ABC ID number at the time of admission, in accordance with the guidelines of the Government and UGC for academic credit tracking and student identification.

3. COURSE STRUCTURE

Semester-I								
Sl. No.	Nature of Course	Course Code	Paper Title	Units	Credits	Marks		
						Mid-Sem.	End-Sem.	Total
1	Hard Core	HC-101	Theory	5	5	30	70	100
2	Hard Core	HC-102	Theory	5	5	30	70	100
3	Hard Core	HC-103	Theory	5	5	30	70	100
4	Hard Core	HC-104	Practical (Theory for non-practical subjects)	--	5	30	70	100
5	Allied Core	AC-101	Computer Application Course by e-learning centre	3	3	Mid-Sem10+ Practical10=20 marks	30	50
	Total				23	135	315	450
Semester-II								
Sl. No.	Nature of Course	Course Code	Paper Title	Units	Credits	Marks		
						Mid-Sem.	End-Sem.	Total
6	Hard Core	HC-201	Theory	5	5	30	70	100
7	Hard Core	HC-202	Theory	5	5	30	70	100
8	Hard Core	HC-203	Theory	5	5	30	70	100
9	Hard Core	HC-204	Practical (Theory for non-practical subjects)	--	5	30	70	100
10	Core Elective	CE-201	Theory (Options will be given to choose any one out of 2or3)	5	5	30	70	100
11	Open Elective	OE-201	Theory (Open for other PG students) OR MOOCs (From SWAYAM/ NPTEL etc.)	--	4	--	50	50
	Total				29	150	400	550
Semester-III								
Sl. No.	Nature of Course	Course Code	Paper Title	Units	Credits	Marks		
						Mid-Sem.	End-Sem.	Total
12	Hard Core	HC-301	Theory	5	5	30	70	100
13	Hard Core	HC-302	Theory	5	5	30	70	100
14	Hard Core	HC-303	Practical (Theory for non-practical subjects)	--	5	30	70	100
15	Core Elective	CE-301	Theory (Options will be given to choose any one out of 2or3)	5	5	30	70	100
16	Core Elective	CE-302	Theory (Options will be given to choose any one out of 2or3)	5	5	30	70	100

17	Field Internship	FI-201	Field Internship	--	3	--	50	50
	Total				28	150	400	550

Semester-IV								
Sl. No.	Nature of Course	Course Code	Paper Title	Units	Credits	Marks		
						Mid-Sem.	End-Sem.	Total
18	Hard Core	HC-401	Theory	5	5	30	70	100
19	Hard Core	HC-402	Practical (Theory for non-practical subjects)	--	5	30	70	100
20	Hard Core	HC-403	Dissertation	--	5	--	100	100
21	Core Elective	CE-401	Theory (Options will be given to choose any one out of 2or3)	5	5	30	70	100
22	Allied Core	AC-401	Theory: 'Women and Society' (For All PG Subjects/Programs)	3	3	15	35	50
	Total				23	105	345	450

HC-Hard Core	14x100	1400
CE-Core Elective	4x100	400
OE-Open Elective	1x50	50
AC-Allied Core	2x50	100
FI-Field Internship	1x50	50
Total Marks:		2000
Semester	Credits	Total Marks
Sem-I	23	450
Sem-II	29	550
Sem-III	28	550
Sem-IV	23	450
TOTAL	103	2000

- i. The detailed courses for a Programme will be prepared by the respective Board of studies taking into account the above structure. Each semester of the PG course will consist of 5 /6 papers including Practical Paper (if any). Hard Core and Core Elective papers will be of 100 marks with 5 credits, Open Elective paper will be of 4 credits, with 50 marks, Allied Core/MOOC Course/Field Internship papers will be of 50 marks with 3 credits. Hence for structural uniformity in each semester of a Department/Subject there will be total 2000 marks and total credits 103.
- ii. Allied Elective/Open Elective/MOOC Course (if any) shall be available to the students in the different Semesters. There will be a paper for Field Internship in 3rd semester and Project/Dissertation/Thesis/Viva Voce/Field Study/Seminar in the 4th Semester.
- iii. Hard Core Courses: Core courses comprise a set of courses that are identified as compulsory for students registered for a degree in a particular subject. This is the core requirement of the programme.
- iv. Core Elective Courses: It comprises a pool of courses related to the same subject in which a student may choose to study in a semester.

- v. Open elective courses: The student has option to choose the courses of other departments / may also choose some Courses from the 'SWAYAM' programme of UGC.
- vi. Allied Core Courses: Compulsory multidisciplinary courses for all departments.
- vii. Project works/ Dissertation/Field Internship: Wherever a PG Programme involves field internship has to be done by a student at any institute/company of minimum 21 days duration and Project work under the guidance of a teacher of Department/HOD/ Co-ordinator. Project Work/Dissertation/ Field Study etc. will be assigned to the students individually. On completion of the field study/ project work, a student has to submit two copies of field study Report/Project Work Dissertation to the Department which will be evaluated by a committee consisting of an external examiner from outside the College and an internal examiner/supervisor.

Seminar: Wherever seminar presentation is part of learning outcomes, each student shall be evaluated by a committee consisting of teachers of the department.

Assignment: The Assignment will be evaluated based on content quality, originality, research, and timely submission. Marks allotted for assignments shall form a part of the Mid Semester Evaluation.

4. QUALIFICATION AND ELIGIBILITY CRITERIA FOR APPEARANCE IN EXAMINATION

All Bonafide students admitted as per the admission rule of the College are eligible to appear at the Semester Examination fulfilling the following criteria:

- i. A student must have attended at least 75% of the classes held in theory and practical in each subject during each semester. In exceptional cases, the Principal may condone a shortage of attendance up to 15%, and an additional condonation of up to 10% may also be granted for students who have represented the College or State, or have been deputed to participate in National or International competitions or functions, provided such participation is duly recorded in writing during the concerned semester period.
- ii. 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.
- iii. A student may be allowed to combine attendance in previous College/ Colleges, if admitted on transfer.
- iv. A student admitted to the first-year class of this College may be admitted to the First Semester Examination if he/she has completed a regular course of study during the duration of the Semester in the subjects he/she has offered.
- v. Compulsory Registration for 1st Semester:
Registration for 1st Semester is compulsory. A candidate admitted to P.G. Course but not registered for 1st Semester Examination, her admission will be automatically cancelled.

5. GUIDELINES FOR PERSONS WITH DISABILITIES

The facility of Scribe/Reader will be allowed to the students who have disability of 40% or more if so desired by the students on production of her medical certificate not below the rank of CDMO or equivalent. Scribe will produce her identity proof with educational qualification. The candidate will take prior permission to avail this facility atleast one day before in the prescribed format with the details of scribe including photograph. These students shall be accommodated in a separate room preferably in the ground floor and compensatory/additional time 20 minutes per hour of examination will be given to the candidates.

6. MANNER OF CONDUCT OF EXAMINATIONS

All courses, including Core and Elective papers (excluding Practical, Field Study, Project Work, Dissertation, etc.), shall be evaluated through two components: Mid Semester and End Semester Examinations, as detailed below.

i. Mid-Semester Examination:

This test shall be of 30 marks which includes 10 marks of assignment. Question patterns, total marks of the test etc. are to be fixed by the concerned Department. If a student fails to appear at the Mid-Semester examination, then she will appear special mid semester examination in the next year. If a student does not appear at the Mid-Sem Examination and Special Mid Sem Examination the student shall be awarded '0(Zero)' mark for the concerned test.

ii. End-Semester Examination

a. End-Sem Examination shall be conducted as per the schedule notified by the College.

b. Special provision can be made only for the students representing College at State/National/International level in NCC / NSS/Games and Sports with prior permission from the Principal in an extraordinary situation.

iii. Practical/Project/Field Study/Dissertation/ Seminar/Assignment Examinations

Evaluation of practical, field study, project works, Dissertation, Seminar, Assignment etc. will be conducted as per the Clause (13) of this regulation.

iv. A student must successfully complete such requirements wherever appropriate in order to qualify for a Degree.

7. BACK/IMPROVEMENT/REPEAT EXAMINATION

i. A student has to clear back papers (i.e. in the paper / papers one has failed) by appearing at subsequent two semesters only / next odd or even semester as the case may be. A student has to pass the Post Graduate course within four years from the admission year.

ii. A Candidate securing less than 60% but more than 40% (subject to clearance of all semester examinations) in all papers combined together can appear for improvement after she passes the final degree examination. For improvement a student can avail two immediate chances with the next batch of students, once during the odd semester and the other during the even semester such attempts for improvement shall not be treated as back paper. On the basis of the marks of improvement (Only if the candidate improves) fresh and revised mark sheet and provisional certificates shall be issued to her with intimation to the Controller of Ramadevi University.

- iii. Subject to approval of competent authority, a special back examination may be held for students who failed to clear the semester examination in the stipulated three chances.
- iv. Students coming from Autonomous College/Non-Autonomous on transfer shall have to appear in the papers in which they have not appeared /passed in their previous College. They shall have to appear in such examination by paying the requisite fee, in earliest possible chance.

8. GRADING SYSTEM

Qualification	Grade	Mark Secured from 100	Grade Point	Classification for Pass
Outstanding	'O'	90-100	10	Pass
Excellent	'A+'	80-89	9	
Very Good	'A'	70-79	8	
Good	'B+'	60-69	7	
Average	'B'	50-59	6	
Fair	'C'	45-49	5	
Pass	'D'	40-44	4	
Fail	'F'	Below 40	0	Fail
Absent	'ABS'	0	0	Fail
Malpractice	'M'	0	0	MP

N.B.

- (i) A candidate has to secure Grade - D or above to pass in each of the papers.
- (ii) In Practical/Project/Field Study/Seminar/Assignment etc: Pass Mark is 40% & above
- (iii) In addition to the points, marks / percentage would also be awarded and shall also be reflected in the Mark Sheet.
- (iv) The details of Grading System shall be printed on the backside of Term-End /College Mark sheets
 - i. Hard Case Rules
 - 1% of grace mark on the aggregate mark of the semester subject to maximum of 2 (two) in two papers shall be given to pass the student.

9. PUBLICATION OF RESULT

- I. The result of two year PG and the grades to be awarded shall be published within 45 days of the completion of the last Semester Examination (theory or practical, whichever is later) and the controller of Examinations shall publish the list of successful candidates combining the result of all semesters together after the approval of the final result by the Vice-Chancellor of the Rama Devi Women's University.
- II. The list of the successful candidates shall be prepared in accordance with the following principles.
 - (a) The merit list of successful candidates of each subject shall be prepared separately on the basis of the marks secured by the candidates in order of merit.

- (b) There is no provision of distinction in PG courses.
- III. Before finalization of the results to be placed before the Vice-Chancellor, Rama Devi Women's University, Bhubaneswar the draft result shall be processed through the following stages.
- (a) Draft results prepared by the Computers Firm shall be placed before the Board of Conducting Examiners of the concerned subjects for passing. Subject wise performance, Examiners Report, other result related statistics shall be provided to the board of conducting examiners for consideration.
 - (b) After passing of results by the Board of Conducting Examiners of different subjects, the results shall be placed before the Examination Committee for approval.
 - (c) After the approval of the XC in which the Principal is the Chairman, the results duly signed by the Controller of Examinations page wise shall be recommended by the principal to the Vice-Chancellor, Rama Devi Women's University for approval.
 - (d) After the approval of the Vice-Chancellor the result shall be published on the Notice Boards as well as on the College web-site for information of the students.
 - (e) The Principal shall put the results before the Executive Committee ipso facto for approval.
- IV. Results of individual semesters (Except 4th in case of PG courses) shall be referred to the Board of Conducting Examiners of each subject for approval. However, in such cases the approval of Vice-Chancellor, Rama Devi Women's University shall not be necessary for the publication of the results. After the passing of Semester result by the BCE the Controller shall obtain the approval of the Principal for publication of semester result. In extraordinary cases if necessary, the Controller may refer the result to the Examination Committee. But such a meeting of the XC is not mandatory.

10. RECHECKING/RE-ADDITION OF MARKS

- (i) A student can apply for rechecking/re-addition of marks awarded in any paper/papers of any term end examination within 15 days from the publication of result of the term end examination or date notified which is later. For this purpose, the students are required to deposit Rs. 50/- per paper online and obtain the prescribed form for applying from the office of COE. The filled-in form along with the original transaction receipt will be submitted in the Controller of Examinations section.
- (ii) In case there is any answer unvalued, the same will be valued by the teacher duly appointed by the Controller of Examinations on the approval of the Principal. Under usual circumstances, information regarding the re-addition of marks shall be communicated to the concerned candidates within 30 days atmost from the date of application.
- (iii) There will be no re-evaluation process of answer scripts.

11. OBTAINING PHOTOCOPY OF ANSWER SCRIPTS

- i. A student can apply for a Photocopy of valued answer scripts of any paper / papers of any Term End Examination within 15 days from the date of publication of the result of that Term End Examination. For this purpose, the concerned student / ex-student is required to deposit Rs.300/- per paper online and obtain the prescribed form for applying such. The filled in form along with transaction receipt will be submitted in the Controller of Examinations Section.

The Photocopy of the answer scripts will be e-mailed to the e-mail id of the student within 30 days from the last date of submission of application form.

- ii. The College authority will preserve the answer script of the Mid Semester/End semester examination for 06 months from the date of publication of result of concerned semester for reference.

12. MALPRACTICE CASES (Award of Punishment)

The punishment shall be awarded to the candidate as detailed below:

- i. Possession and/or utilization of incriminating material - The result of paper concerned of the examination shall be cancelled and awarded Zero in that paper. Any student found man-handling/threatening the officers/staff connected with the examinations (Invigilator, Centre Superintendent, Supervisors, Principal, Members of the squad etc.) will be awarded "M" grade having 0(zero) Grade Point in all the of that Examination and will be expelled from the college for one year. Other disciplinary actions as deemed fit as per the Odisha conduct of examination Act-1988.
- ii. Misconduct outside the examination hall - The present result shall be cancelled & FIR shall be lodged under Odissa Conduct of Examination Rules - 1988. All such reports shall be communicated to her parent.
- iii. Possession of incriminating material not connected to the subject/paper of examination - The candidate shall be exonerated of the M.P. charges and her result shall be published on merit. The report of malpractice and report submitted by the subject expert and decision of M.P. committee shall be placed before the Examination Committee for award of punishment. The result of the candidate shall be marked as M.P. and the result will be withheld in case the punishment has not been awarded till the date of publication of the result.

13. QUESTION PAPER PATTERN,DURATION, PASS CRITERIA AND EVALUATION

Name of the Examination	Question Pattern	Duration of the Exam	Pass Criteria & Evaluation
Mid Semester 30 Marks 20 marks	20 marks theory (12 marks one long question and two 4 marks questions with alternate choices) and 10 marks assignment. 10 marks theory carrying 1 long question and 10 marks practical	1 Hour	<ul style="list-style-type: none"> • Aggregate 40 % in a paper considering both Mid Semester & Semester Marks. • Mid Sem- Internal evaluation

15 marks	one long question of 10 marks and 1 short question of 5 marks		
End Semester (Full marks:70)	There shall be one long question (14 marks) with alternative of two short questions (7x2=14) from each unit. The paper consists of five units.	3 Hours	<ul style="list-style-type: none"> • End sem 30% • End Sem- External Evaluation
<u>Full Mark: 50</u> <u>Full Mark: 35</u>	<p>There shall be four long question with alternatives from each unit carrying $12\frac{1}{2}$ marks each.</p> <p>There shall be one long question with an alternative long question from each unit.</p> <p>Unit-1-12 marks</p> <p>Unit-2- 12 marks</p> <p>Unit-3- 11 Marks</p>	02 hrs $1\frac{1}{2}$ hrs	
Practical Examination (100 marks)	For 100 marks in, there will be 3 Parts Part-A-30 Marks- Expt Part-B- 30 Marks-Expt Part–C-Viva-25 Mark & Record- 15 Marks	6 Hours	<ul style="list-style-type: none"> • 40 % in the paper and non-appearance in Practical Examination will be declared fail in that paper. • External evaluation
Field Internship (50 marks)		21 days (min)	Certificate of completion from the institution/ company with a report to be submitted by the student
Project/ Dissertation /Field Study etc Examination (100 marks, 4 th Sem)	Project-70 marks Viva-30		

14. CALCULATION OF GP, SGPA, CGPA

A student's level of competence shall be categorised by a GRADE POINT AVERAGE to be specified as SGPA- SEMESTER GRADE POINT AVERAGE -It is a measure of performance of a student in a semester which is a ratio of total credit points secured by a student in various courses in a semester and the total course credits taken during that semester

CGPA- CUMULATIVE GRADE POINT AVERAGE- It is a measure of overall cumulative performance of a student over all semesters. It is computed as the Semester Grade Point Average for all completed semesters at any point of time.

Credit: Integer signifying the relative emphasis of individual course item(s) in a semester as indicated by the Course structure and syllabus. It refers to 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/ tutorial) or two hours of practical work/ project work per week

Grade: It is an index to indicate the performance of a student in a particular course which is determined by the marks secured in that course. Grades are denoted by O, A, A+, B+,B, C,D,F etc.

Grade Point (GP): It is the Equivalent numerical value for a grade .

Credit Point (CP): It is the product of grade point secured by a student in a course and the number of credits assigned to that course.

CREDIT POINT : CREDIT X GRADE POINT for each Course item

CREDIT NOTE : \sum CREDIT

CREDIT INDEX: \sum CREDIT POINTS (EACH PAPER)

Semester Grade Point Average (SGPA) = $\frac{\text{CREDIT INDEX for each semester}}{\sum \text{CREDIT}}$

Cumulative Grade Point Average (CGPA)

= $\frac{\text{CREDIT INDEX of all previous Semesters up to the 4}^{\text{th}} \text{Semester}}{\sum \text{CREDIT (ALL SEMESTERS)}}$

15. MISCELLANEOUS

- (i) Eligibility for Award of Degree In order to clear a Semester examination a candidate is required to pass in all theory & practical papers/project/Assignment/Field Internship of the said semester and a candidate will be eligible for award of MA/M.Sc. degree if she clears all semesters with minimum SGPA
- (ii) Formats of Grade Sheets, Degree Certificate etc: As determined by competent authority of

the College.

- (iii)** Answer to Issue Instruction : If on any particular point the Regulations are silent, the Principal may fill up the gap and supplement the Regulations by issuing administrative instructions.
- (iv)** Interpretations : If any question arises as to the interpretation of these Regulations the decision of the College Authority shall be final.