



# West Bengal State University

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## WEST BENGAL STATE UNIVERSITY

### DRAFT REGULATION FOR POST GRADUATE EXAMINATIONS

(Under CBCS Curriculum effective from July 2019)

Examination Regulation for M.A./ M.Sc./ M.Com /MRS. programme of Study in Four-Semester (2 years) Examination System.

1. A candidate who has passed the three-year B.A./ B.Sc./ B.Com (Honours) course or equivalent examinations in a subject/ related subject from this university or any other university recognized by University Grants Commission is eligible to seek admission to the M.A./ M.Sc./ M.Com/ MRS programme in that subject/ corresponding subject as may be approved and notified from time to time by the University, provided that the number of seats as determined through a separate notification may be available as per University Rules and Regulations framed from time to time in this regard.
2. Selection for admission shall be based on marks and/or written /viva voce examination as might be decided by the appropriate authority.
3. A candidate for the Masters' Degree shall be examined in M.A./ M.Sc./ M.Com/M.R.S. through Semester I, II, III, IV (Final) examination and the total credit will be 92 as shown in Table I :
4. End Semester Examination will be held at the end of every semester. The duration of each semester (including examinations) shall be ordinarily as mentioned below. There should be at least 15 direct teaching weeks in a semester and one week study leave before the end semester examination.

Semester	Duration
First Semester	July to Mid January
Second Semester	Mid January to June
Third Semester	July to Mid January
Fourth Semester	Mid January to June

5. Every M.A/ M.Sc./ M.Com./MRS Degree programme shall comprise of Core, Discipline Specific Elective (DSE), Ability Enhancement Core Course (AECC), Skill Enhancement Course (SEC) and Generic Elective Course (GEC). Credit count for a specific course of a semester will be determined by considering the number of contact hours which include lectures/laboratory work/tutorials. The credit of a theoretical course shall be made equal to the number of teaching hour per week. The credits for laboratory courses would be half the number of laboratory hours allotted per week. For the library/preparation/ laboratory time for a seminar/dissertation/project course will be at least 6 hours per week for a 4 credit course and at least 12 hours per week for a 8 credit course.

The schedule of courses, distribution of marks and credits thereof for the four Semesters of M.A/ M.Sc./ M.Com./ MRS Degree Courses are laid down in Table I. .

6. The number of courses in each semester in a subject shall be as per the University norms. The syllabi will be decided by the respective Board of Post Graduate Studies and approved by the appropriate authority.
7. The Courses may be in the following form:
  - i) Theoretical Courses
  - ii) Practical Courses
  - iii) Dissertation/Project/Long Essay/Seminar/Grand Viva

**Table I. Postgraduate CBCS structure of WBSU**

Semester	Type of course	Credit	Marks	Total
I	Departmental 1	4	50	Marks : 300  Credits : 22
	Departmental 2	4	50	
	Departmental 3	4	50	
	Departmental 4	4	50	
	Departmental 5	4	50	
	AECC	2	50	
II	Departmental 6	4	50	Marks : 300  Credits : 22
	Departmental 7	4	50	
	Departmental 8	4	50	
	Departmental 9	4	50	
	Departmental 10	4	50	
	SEC	2	50	
III	Departmental 11	4	50	Marks : 300  Credits : 24
	Departmental 12	4	50	
	Departmental 13	4	50	
	Departmental 14	4	50	
	Departmental 15	4	50	
	GEC	4	50	
IV	Departmental 16	4	50	Marks : 300  Credits : 24
	Departmental 17	4	50	
	Departmental 18	4	50	
	Departmental 19	4	50	
	Departmental 20	8	100	
	(Project)			

1. Departmental course: Total 20 courses (Offered by the department): Consists of Core courses, Discipline Specific Elective (DSE) courses. These courses may be either theoretical or practical. It is to be noted that in case of Practical a 4 credit course needs 8 teaching hrs per week.  
Departmental 20 is project which is 8 credit, rest are 4 credit courses  
Minimum requirement: Department must offer at least 10 Core courses and at least 2 DSEs. DSEs are not to be offered in first two semesters.
2. GEC : one courses of 4 credits in semester 3 from other departments
3. SEC : one courses of 2 credits, in semester 2 from the parent department
4. AECC : 1 courses of 2 credits, in semester 1 from the parent department  
(Department may collaborate with laboratories, other universities, central institutions for conducting AECC/SEC course)
5. Besides the above mentioned credit courses each student has to attend at least one *non-credit* Value Added Course which will be organized by the university in regular intervals. Participation certificate in at one such

## 8. Different Categories of Courses:

### Departmental Course:

i) **Core course:** Every PG programme will offer at least 10 courses which every student enrolled for that programme has to take for the corresponding PG degree. These will contain the essential parts of the curriculum.

ii) **Discipline Specific Elective:** Every department has to offer at least two elective courses each of which will offer students choices among a prescribed set of alternative courses.

iii) **Project:** Students will have to work for an independent research/review work under the supervision of the teachers of the department or individual supervisors from the department or supervisors from other HEIs (Higher Education Institutions). Each student has to submit a written report/paper and also have to present the findings before a duly constituted Board of Examiners (As explained in Section 9.2)

iv) **AECC:** Ability Enhancement **Core** Course. Each department will decide on a course of 2 credits to enhance the ability of the students for working in the professional world. This course may be offered by the individual department or alternatively a number of departments may cooperate in offering a common AECC course, or the course may be offered through a collaborative academic structure with another educational institution to be decided by the department with approval from the Vice Chancellor.

v) **SEC:** Skill Enhancement Course: Each department has to offer a 2 credit course specifically designed to impart some discipline related skill for their students to enable them for employment/ entrepreneurship. However, a number of departments may cooperate in offering a common SEC course if necessary

vi) **GEC:** Generic Elective Course. Every student has to take a course from a department other than his/her parent department. The evaluation of the course will be done by the department offering the course. After self-inspection of the corrected answer-scripts by the students (explained in section 11) the marks of the student has to be sent to his/her parent department.

vii) **Value added Course:** University will organize from time to time different value added courses on Gender/Sustainability/Educational Issues/ Professional Ethics/Skill Enhancement . Duration of such a course will be minimum 30 hours which are optional, and will be offered outside the curriculum and will add value and help students acquire life skills and placements. . Participation in at least one such course is essential for obtaining master degree from this university. However, no marks or credit will be associated with such a course.

## 9. Evaluation

The evaluation of the students will be carried out through – i) Continuous evaluation and ii) End Semester Examination:

9.1 Continuous evaluation : The Departments shall conduct Continuous evaluation for each course during the period of teaching the course based on the extent of syllabus covered up to the time.

For Continuous evaluation the mode of evaluation may include:

- Mid-term examination

- Term Courses/ Reviews/ Small Research Projects/ Case Studies.
- Group Discussions
- Field Work
- Seminar Presentations
- Home Assignments
- Laboratory assignments
- Class Assignments/ Tests
- Class Presentation

9.2 A) In case of any course on Project/Dissertation/ Seminar/Research Paper Marks will consist of

- (i)- Marks awarded by the supervisor on the basis of work done
- (ii) Marks awarded by a board of examiners (formed by the department), which should include one expert from other institution/University on the basis of
  - (a) the written report/paper and
  - (b) the seminar and/or viva-voce on the relevant work.

Students may be sent to other universities/ institutes to work for such a course under the supervision of regular teacher(s) of that university/ institute. If any student does not take part in any of the above mentioned components (i)-(ii) then he/she will obtain 'F' grade in that course and he/she has to clear that component in a subsequent examination as explained in section 14.1

B) Apart from Departmental Course number 20 (in the Table I) if Seminar Presentation/ Group Discussions is a part of any course a board of examiners consisting of at least two teachers of the department or allied department shall be responsible for the assessment.

C) If Grand Viva is a separate course there should be one external expert from another Higher Education Institution in the board of examiners in the grand viva during the end semester examination.

9.3 Copies of the term course, reviews or reports of projects, case studies and similar assignments shall be submitted ordinarily seven days before the date of final evaluation.

9.4 The marks obtained in Continuous evaluation for *theoretical* courses will comprise of 20% of the total marks in the course concerned and will be added to the End Semester Examination marks, which will carry 80% of the total marks in the course. For example if the full marks of a theoretical course is 50 then 10 marks will be allotted to Continuous evaluation while the remaining 40 marks will be evaluated in end semester examination.

9.5 The *practical courses* will be evaluated on (a) continuous basis, which would carry 80% of the marks allotted for the course. (b) The rest 20% of the marks will be given to the students on the basis of a *viva-voce* to be conducted by internal and external examiners during the End Semester Examination. The two marks of (a) and (b) added together will comprise the total marks obtained by the student in such practical course.

9.6 The mode of evaluation of AECC and SEC course will be determined by the corresponding PGBOS. However, this number will appear as single component and no break up of continuous evaluation and end semester examination will be shown in the grade card.

- 9.7. All the records of continuous evaluation should be retained by the department for a period of not less than five years.

9.8. End Semester Examination

- 9.8.1 A student admitted to the M.A./ M.Sc./ M.Com./MRS Degree Course of studies, having completed a regular course of studies at the Post Graduate Department of the university, may be allowed to appear for the End Semester Examination at the end of the course of each semester, subject to the conditions stipulated in the regulations and the rules as may be framed there under.
- 9.8.2 The time frame of End Semester Examination will normally be announced in the academic calendar of the University at the beginning of the academic session.
- 9.8.3 There shall be one set of question for each theoretical course set internally by the concerned tutor of the course. In special cases another set may be invited from the external course setter(s) if deemed necessary by the concerned Board of Post Graduate Studies (PGBOS). A Board of Moderators shall moderate the questions. The composition of the Board of Moderators shall be as decided by the respective Board of Studies.
- 9.8.4 Duration of Examination for theoretical courses will be as follows:

Full marks of courses	Duration
<25 marks	1 hour
25 marks	1 hour 30 minutes
More than 25 and up to 40	2 hours

- 9.8.5 Marks obtained by a student in Continuous evaluation and End semester will be added together to calculate the *marks obtained* by the student in a given course and the grades will be calculated from the *marks obtained* of the course as explained in Section 11. However, for obtaining a valid grade in a course the student has to appear in the end semester examination in that course failing which the candidate will be declared “failed” (“F” grade) and has to reappear in the end semester examination for obtaining the grade as explained in section 14.

**10. Attendance of student**

The minimum percentage of attendance to qualify for appearing in the End Semester Examination shall be strictly 60 %. If the attendance is less than 60% but not below 50%, the candidate may appear for the examination with a fine as decided by the University Authority. Any discrepancy in this regard shall be referred to the Vice-Chancellor for final decision.

**11. Publication of Result :**

In normal cases results of a semester shall be published within three weeks from the last date of the semester examination. Prior to the publication of the result the corrected answer scripts of the theoretical courses will be shown to the candidates in presence of the teachers of the department and the shortcomings for which the marks have been deducted will be explained to them. However, if a student is not satisfied he/or she may apply to the Head of the department citing specific ground of dissatisfaction. The case will be referred to the departmental committee and if necessary to the corresponding PGBOS. The decisions regarding such grievances and if necessary re-evaluation by another examiner (From a panel recommended by the PGBOS) must be completed before formally publishing the result in a Departmental Committee meeting.

**11.1 Grading System:**

Under CBCS system grades will be calculated on a 10 point scale as shown in Table II

Table II : Look up table for calculation of the grade in a course of Full Marks 100

Percentage (M)	Letter grade	Grade point
$M \geq 80$	O	10
$70 \leq M < 80$	A+	9
$60 \leq M < 70$	A	8
$55 \leq M < 60$	B+	7
$50 \leq M < 55$	B	6
$45 \leq M < 50$	C	5
$40 \leq M < 45$	P	4
$M < 40$	F	GPW (Grade Point Withheld)

Look up table of Grade Points for FM 50

Table III

Marks	Letter grade	Grade Point
$M \geq 40$	O	10
$35 \leq M < 40$	A+	9
$30 \leq M < 35$	A	8
$28 \leq M < 30$	B+	7
$25 \leq M < 28$	B	6
$23 \leq M < 25$	C	5
$20 \leq M < 23$	P	4
$M < 20$	F	GPW (Grade Point Withheld)

Look up table of Grade Points for FM 25

Table IV

Marks	Letter grade	Grade Point
$M \geq 20$	O	10
$18 \leq M < 20$	A+	9
$15 \leq M < 18$	A	8
$14 \leq M < 15$	B+	7
$12 \leq M < 14$	B	6
$11 \leq M < 12$	C	5
$10 \leq M < 11$	P	4
$M < 10$	F	GPW (Grade Point Withheld)

A candidate *clears* a course when he obtains a valid grade (grade point greater than or equal to 4). He/she *earns* the corresponding credit which was allotted to the course.

- 11.2 A) Semester Grade Point Average: With the calculated grade point in each course the Semester Grade Point Average (SGPA) of a student in the semester shall be calculated in the following manner:

$$\text{Semester Grade Point Average} = \text{SGPA} = \frac{\sum_{i=1}^n c_i G_i}{\sum_{i=1}^n c_i}$$

Where  $n$  is the number of courses in the Semester,  $c_i$  stands for the credit allotted to a particular course and  $G_i$  is the Grade Point of the corresponding course.

B) Year Grade Point average (YGPA): The same formula as explained in section 11.2 A) will be adopted but in this case  $n$  stands for all the courses in that year. YGPA will be calculated in the grade card of 2<sup>nd</sup> and 4<sup>th</sup> semester.

C) Cumulative Grade Point Average (CGPA): The same formula as explained in section 11.2 A) will be adopted but in this case  $n$  stands for all the courses in the masters

curriculum. CGPA will be calculated in the grade card of the fourth semester examination and will reflect the final grade indicator of the student. .

### 11.3 Rule to convert SGPA/CGPA to equivalent percentage

Let SGPA is X.y where X is the integer part and y the fractional part

And the Upper cut off percentage of Grade X is PL in Table II

And the Lower cut off percentage of Grade X+1 is PU in Table II

And the Upper cut of percentage of X+1 is PUU is Table II

Then Equivalent Percentage is  $P_{eq} = PL + (PUU - PU) * 0.y$

For example for SGPA is 6.8

X=6, y=8

PL=54, PU=55, PUU=59,  $P_{eq} = 54 + 0.8 * 4 = 57.2$

11.4 Both SGPA and CGPA will be rounded off to the second place of the decimal and recorded as such.

11.5 A student securing a CGPA 4 or above but below 7.12 will be placed in *second class* and a student who secured CGPA of 7.12 or above shall be declared to have passed with *first class*. Securing a CGPA of 5.25 or above shall be considered as having secured at least 50% of marks. Similarly CGPA of 6.25 or above would ensure 55% marks.

12. **Grade Card:** A student shall be given a grade card after each End Semester Examination which will clearly state the following:

- Course name and credit details of each course.
- Marks obtained in Continuous Evaluation Examination and End Semester Examination.
- The Letter Grade and the Grade Point obtained by the student in each course.
- SGPA and equivalent percentage (for successful candidates only)
- The final grade card will be given to the student after the completion of the Fourth Semester examination. This grade card, apart from the above mentioned points, will state the SGPA obtained in each of the semesters along with the CGPA (for successful candidates only) and the Class in which he/she has been placed.

### 13. Final Merit List

A Final merit list will be prepared on the basis of Cumulative Grade Point Average (CGPA). Those students having cleared any course in a Supplementary Examination (see sec. 14) shall be excluded from such merit list

### 14. Supplementary Examination



- 14.1 If a student gets 'F' in one or more course(s), he/ she shall be deemed to have failed in that/those course(s) only and shall be required to repeat the end semester examination of that course/ those course(s) in a subsequent semester offering that/ those course(s). However, marks obtained in the continuous evaluation will remain unchanged.
- 14.2 The CGPA in the grade card of semester 4 shall be kept withheld unless a candidate has cleared all the courses required for the degree. The CGPA will be marked as 'INC' on the grade card. Fresh grade card with duly calculated CGPA will be issued only after he/ she clears all such courses subsequently.
- For such candidates one *Grand Supplementary Examination* may be arranged within three months of the publication of the result of the 4<sup>th</sup> semester. Grand supplementary examination will be counted among the three chances.
- 14.3 Candidate desirous of Supplementary Examination or Grand Supplementary Examination has to apply to the Controller of Examinations through the concerned Head of the Department.
- 14.4 If a candidate gets 'F' grade in one or more courses in an End Semester Examination his/her SGPA in that Semester will be temporarily withheld and GPW (Grade Point Withheld) will be marked against SGPA on the grade card. A fresh grade card with duly calculated SGPA will be issued to the candidate after successfully clearing that/ those courses.
- 14.5 Further, if a candidate obtains F letter grade in one or more courses in any Semester, then his/her CGPA will remain INC (Incomplete) till he/ she clears all such courses. The CGPA will be marked as 'INC' on the grade card. Fresh grade card with duly calculated CGPA will be issued only after he/ she clears all those such courses subsequently.
- 14.6 If a student is dropped from the University Rolls because of his/her failure to clear particular course/courses, he/ she may apply for readmission in the beginning of the next academic session along with the fresh applicants.
- 14.7 However, the candidate will be allowed to attend classes for any semester even if he/she has not appeared for the examinations for the previous semester provided he/ she has completed the internal assessments and satisfy the criteria of attendance as per the University norms.

## **15. Cancellation of Examination/ Discontinuity for one or more semester(s).**

15.1 A student may discontinue his/her study of a particular semester at any point during the semester and may join the semester subsequently when offered, subject to the permission of the appropriate authority. However, such a candidate may be allowed to attend classes for subsequent semester even if he/she has not appeared for the examinations for the previous semester. Such a candidate shall have to attend classes and appear for continuous evaluations and end semester examinations when he/she re-joins the discontinued semester.

15.2 A student, subject to the permission of the appropriate authority, may opt for cancellation of the entire result of a particular semester within 15 days of publication of the result of that semester and repeat the study of that particular semester. Such a candidate shall have to attend classes and appear for continuous evaluations and end semester examinations when he/she repeats the cancelled semester.

15.3 A candidate after successfully completing one semester may opt for not continuing the next semester immediately and may join the semester subsequently when offered, subject to the permission of the appropriate authority.

**16. Re-appearance for improvement:**

16.1 A student after clearing a course may choose to re-appear in any end semester examination of a course, on foregoing in writing her/his previous performance in the course/s concerned. A student reappearing in course prescribed for semester I and/or II examination may do so along with subsequent semester III /IV examination respectively and for courses of Semester III and IV the improvement test is to be given during grand supplementary (Section 14.2) or when the course is offered during the next academic session. In all such cases the result obtained after reappearance will be considered as final.

16.2 This option of reappearance for improvement will be available only once per course against prescribed fees and only for those courses which are cleared in the first chance (without supplementary). All request for reappearance for improvement must be made within 15 days of publication of result after which no such request will be entertained. A student can appear for improvement in end semester examination for a maximum of two courses in a semester.

**17. Shifting to other Universities:**

If a student after completing at least one semester but before completion of the fourth semester wants to shift to any other university he/she will have to apply through the concerned department to the University authority and an appropriate No Objection Certificate (NOC) along with the migration certificate may be issued to him/her provided he/she has paid all the dues for period of his/her study in this university.

18. **Validity period of registration : A candidate once registered for M.A/ M.Sc./ M.Com./MRS Course, has to complete all four semesters within 4 years from the date of admission.** The Vice Chancellor, however, may extend the period of registration of a candidate in an extraordinary situation

**18. Certificate**

A successful candidate after the completion of the Final End Semester Examination shall be awarded a certificate in the format as stated hereunder:

*“This is to certify that..... obtained the degree of Master of Science/ Arts/ Commerce/Rural Studies from this University in 20..... under the Choice Based Credit System in the Discipline..... and was placed in the ..... Class attaining the CGPA.....”*

19. The Vice-Chancellor shall instruct the concerned Office on any point, not covered/ clarified/ interpreted in the Regulations for PG Examination.