

THE UNIVERSITY OF BURDWANExtract from the minutes of the meeting of the Executive Council held on 02.01.2020ITEM NO-341

To consider the procedure of holding Internal Examination for Sem.-I exam, 2019 i.r.o. five programmes under the D.D.E. viz. M.Com, MBA, M.A in Pol.Sc, M.Sc in Comp. Sc. and M.A./M. Sc in Mathematics.

Resolution

The Council considered the procedure of holding Internal Examination for Sem.-I exam, 2019 i.r.o. five programmes under the D.D.E. viz. M.Com, MBA, M.A in Pol.Sc, M.Sc in Comp. Sc. and M.A./M. Sc in Mathematics and approved the same.

Draft for approval

Approved

JH
02.01.2020

Registrar(officiating) & Secretary
Executive Council

(Signature)
02.01.2020

Vice-Chancellor & Chairman
Executive Council

Director, DDE

JH
03.01.2020

D.No - 360 /

03/1/2020

(Signature)
03/01/2020

THE UNIVERSITY OF BURDWAN
DIRECTORATE OF DISTANCE EDUCATION

Item for EC meeting to be held on 02.01.2020

Item : i) Introduction of CBCS system in five programmes under the DDE and ii) nomination of Course coordinators for M.B.A. and Mathematics programmes in the D.D.E

Note : Common Examination System (same question papers) as suggested by the UGC-DEB has been introduced in five programmes under the D.D.E. viz. M.Com , MBA, M.A in Pol.Sc, M.Sc in Comp. Sc. and M.A/M.Sc. in Mathematics with effect from July 2019-2021 academic session vide E.C's resolution dt. 27.5.19 (Item no. 603).

The CIQA in its 3rd meeting held on 12.12.19 vide its resolution on item no. 5, made the following suggestions for the sake of smooth functioning of the system on which a verbal discussion was also made with the Dean(Sc), Dean(Arts etc.) and Asst. Controller of Exams.:

1. That the five programmes noted above would run under CBCS as follows :

- Students of M.A. in Pol. Sc may choose Bengali/History as minor subject.
- Students of M.Com may choose Business administration as minor subject.
- Students of M.B.A may choose Commerce as minor subject.
- Students of M.Sc in Comp. Sc may choose Mathematics as minor subject.
- Students of M.A./M.Sc in Mathematics may choose Comp. Sc as minor subject.

2. That for the five programmes, the H.O.Ds should act as Course Coordinators of the DDE as well as chairman of the Common PGBS for both regular and distance mode for smooth functioning of the Common Examination system and the Hon'ble V.C. be requested to nominate the H.O.D. of M.B.A to act as Course Coordinator of M.B.A. (in place of the existing course coordinator) and the H.O.D. of Mathematics to act as Course Coordinator of Mathematics (in the vacant position now) in the respective programmes under DDE.

The above-noted proposals i.e. i) That the five programmes noted above may run under CBCS and ii) that the Hon'ble V.C. be requested to nominate the H.O.D. of M.B.A to act as Course Coordinator of M.B.A. (in place of the existing course coordinator) and the H.O.D. of Mathematics to act as Course Coordinator of Mathematics (in the vacant position now) in the respective programmes under DDE are submitted herewith for consideration and necessary approval.

Submitted for consideration and necessary approval.

Registrar

Hon'ble V.C.

Director, DDE

D.F.A.
27.12.19

Place before E.C.
27.12.19

27.12.19
Director, DDE

**MODIFIED UNIVERSITY REGULATIONS RELATING TO POST GRADUATE PROGRAMME OF
STUDIES AND EXAMINATIONS
(M.A./M.SC./M.COM./M.LIB.I.SC./M.C.A./M.B.A./M.B.A.(HR)/M.B.A.(T)/M.P.ED UNDER
THE CHOICE BASED CREDIT SYSTEM
(TO BE EFFECTIVE FROM THE ACADEMIC YEAR 2014-15)**

**[Approved by the Executive Council dated 12.06.2015 (vide Item No. 34(AOM)] and
subsequently modified by the Executive Council in its meeting held on 17.08.2016 vide Item No.91
(AOM)**

In exercise of the powers conferred upon it by Section 52 and Sub-Section (XX),(XXI),(XXII) & (XXIII) of Section 21 of the Burdwan University Act, 1981 (West Bengal Act XXIII of 1981) read with the update amendments, the Executive Council makes the following Regulations, namely :

**THE UNIVERSITY REGULATIONS RELATING TO
(M.A./M.Sc./M.Com./M.Lib.I.Sc./M.C.A./M.B.A./M.B.A.(HR)/M.B.A.(T)/M.P.Ed UNDER THE
CHOICE BASED CREDIT SYSTEM.**

U.Reg. (CBCS.) 1 : The entire PG (four-semester / six-semester) programme of studies in different subjects *shall be divided* into four/six semesters as per the relevant approved syllabi.

U.Reg.(CBCS.)2:A student who has been admitted to M.A./M.Sc./M.Com./M.Lib.I.Sc./M.C.A./M.B.A./M.B.A. (HR)/ M.B.A. (Tourism)/M.P.Ed programme of studies and has prosecuted a regular course of studies in the subject at the University Department of Studies or in a constituent college of this University may be admitted to the Semester-end examination at the end of course work of each semester subject to the conditions as stipulated in these Regulations and the rules as may be framed there under.

1.U.Reg. (CBCS.). 3 : Credit Point refers to the Workload of a learner. It is an index of the number of learning hours deemed for learning of a certain segment or Unit. These learning hours are classified into hours spent on *attending lectures/tutorials/laboratory works/seminar* etc and notional hours spent on projects, writing assignments etc. In terms of credit, every one hour *per week* of L amounts to 1 credit per semester and a minimum of *two hours per week* session of T or P amounts to 1 credit per semester, over a period of one semester. Each 'Course', called 'Paper' in the traditional system, offered may have three components associated with the teaching-learning process of the course, namely (i) Lecture- L, (ii) Tutorial -T, (iii) Practical-P. A course shall have one/ two/ three components. This means a course may have only lecture component, or only practical component or combination of two or all the three components. The total credits earned by a student at the end of the semester upon successful completion of the course is L+T+P.

U.Reg. (CBCS.). 4 : Different courses of study are labelled and defined as follows: (a) Core Course, (b) Elective Course. A course which should compulsorily be studied by a student as a core-requirement in the mother department is termed as a Core Course. Of the Elective Courses, a candidate would opt for two types of electives. An Elective Course that a student would choose from a pool of courses from the main discipline/subject of study can be named as Major Elective. An Elective Course the student would choose from a pool of courses from other departments may be named as Minor Elective.

U.Reg. (CBCS.). 5 : Students will have to opt for Major Elective Courses (Special Papers) along with core course. In addition, students will opt for one Minor Elective Course to be offered by other P.G. departments *in the third semester*. Project work/dissertation based on major elective course where applicable will have to be submitted in the *relevant Semester(s)*. Students will have to undertake one

Social Outreach Programme of minimum 1 credit in the Semester IV which will be related to the dissertation.

U. Reg. (CBCS). 6 : (i) A student *has to undergo* a minimum of 80 credits and maximum of 110 credits (150 Credits for MCA) for successful completion of a Master's degree.

(ii) A student can enrol normally for a minimum of 20 credits and a maximum of 30 credits per semester.

U. Reg. (CBCS). 7 : The evaluation of the candidate shall be based on continuous assessment. The structure of evaluation shall be as follows:

(i) Assessment and evaluation processes take place in a continuous mode. A semester-assessment shall be divided into 2 discrete components, identified as E_1 and E_2 . E_1 stands for the Internal Assessment, which may be held in one or two parts as decided by the Departmental Committee concerned and E_2 stands for the Semester-end Examination. Appearance in E_1 is mandatory. Marks secured in E_1 will be carried forward for the semester concerned.

(ii) The first component (E_1) of assessment is for 20% of total marks in each course of the semester. This will be based on *attendance*, class test, assignment, seminar etc. If this assessment is held in two parts then the first assessment for 10% of total marks shall be conducted internally by the department concerned during the first half of the semester, when the first 50% of the syllabus will be completed. The second component of assessment is also for 10% of total marks.

(iii) The outline for continuous assessment activities of Component 1 (E_1) will be proposed by the teacher(s) concerned before the commencement of the course and will be discussed and decided in appropriate forum. The students should be informed about the modalities well in advance.

(iv) During the 18th – 20th week of the semester, a semester-end examination of 2/3 hours duration shall be conducted for each course. This forms the final component of assessment (E_2) and the *marks* for the final component will be 80% of the total marks.

(v) The grade point/ description/ percentage shall be determined as below :

PERCENTAGE OF MARKS	GRADE (G_i)	Letter Grade	GRADE POINT ($G_i \times V_i$)
90% to 100%	10	O (Outstanding)	$10 \times V_i$
80% to less than 90%	9	A ⁺ (Excellent)	$9 \times V_i$
70% to less than 80%	8	A (Very Good)	$8 \times V_i$
60% to less than 70%	7	B ⁺ (Good)	$7 \times V_i$
50% to less than 60%	6	B (Above Average)	$6 \times V_i$
40% to less than 50%	5	C (Average)	$5 \times V_i$
35% to less than 40%	4	P (Pass)	$4 \times V_i$
Below 35%	0	F (Fail)	$0 \times V_i$

Formula for grade point: $= G_i \times V_i$, V_i = credit value of the course, G_i = Grade

vi) After the results of the semester are declared, Grade Card will be issued to each candidate which will contain the list Course(s) for that semester and the grades obtained by the candidates. Course Code will be an alpha-numeric symbol that would signify the course, semester and the department. The grade card will show in a tabular form the Course Code, Course Title, Credit Earned and Grade Points received and SGPA.

$$\text{vii) } \text{SGPA } (S_i) = \frac{\sum (G_i V_i)}{\sum (V_i)}$$

Where V_i is the number of credit of a Course, $G_i V_i$ is the grade point scored in that Course and n is the total number of courses in a particular semester.

viii) On successful completion of the programme, CGPA will be calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e.

$$\text{CGPA} = \frac{\sum (V_i \times S_i)}{\sum (V_i)}$$

Where S_i is the SGPA of the i th semester, V_i is the total number of credits in that semester and N is the total number of Semesters in the Programme.

The SGPA & CGPA shall be calculated upto 2 decimals (ignoring 3rd decimal & above) and reported in the Grade Cards.

The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the Grade Cards. (To be effective from the session 2016-2018 and onwards)

SGPA – Semester Grade Point Average, CGPA – Cumulative Grade Point Average

PERCENTAGE CONVERSION FORMULA = [SGPA OR CGPA X 10]-5

ILLUSTRATION OF COMPUTATION OF SGPA AND CGPA, AND FORMAT OF GRADE CARD

(i) Computation of SGPA and CGPA

Illustration for SGPA

Course	Credit	Letter Grade	Grade	Grade Point
Course 1	3	A	8	3 x 8 = 24
Course 2	4	B ⁺	7	4 x 7 = 28
Course 3	3	B	6	3 x 6 = 18
Course 4	3	O	10	3 x 10 = 30
Course 5	3	C	5	3 x 5 = 15
Course 6	4	B	6	4 x 6 = 24
	20			139

Hence SGPA = 139/20 = 6.95

Illustration for CGPA

Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6
Credit : 20 SGPA : 6.9	Credit : 22 SGPA : 7.8	Credit : 25 SGPA : 5.6	Credit : 26 SGPA : 6.0	Credit : 26 SGPA : 6.3	Credit : 25 SGPA : 8.0

Hence, CGPA = (20 x 6.9 + 22 x 7.8 + 25 x 5.6 + 26 x 6.0 + 26 x 6.3 + 25 x 8.0)/144 = 6.73

(ii) Format of Grade Card

GRADE CARD				
PROGRAMME- M.Sc. in Physics			SEMESTER- I	
Roll No	Name of the Candidate		Month & Year of Examination	
BURMPHY 1011	Dipak Kumar Mondal		March 2015	
Course Code	Course Title	Credit Value (v)	Grade (G)	Grade Point (GxV)
MPHY0101	Mathematical Methods I	2	9	18
MPHY0102	Classical Mechanics	2	7	14
MPHY0103	Quantum Mechanics I	2	8	16
MPHY0104	Classical Electrodynamics I	2	9	18
MPHY0105	Solid State Physics	2	7	14
MPHY0106	Electronics I	2	7	14
MPHY0107	Atomic Spectroscopy	2	5	10
MPHY0108	Nuclear Physics I	2	6	12
MPHY0109	Practical	8	8	64
		$\Sigma V = 24$		$\Sigma(GxV) = 180$
			Credit Earned = ΣV = 24	SGPA = $\frac{\Sigma(GxV)}{\Sigma V} = \frac{180}{24} = 7.5$

U.Reg. (CBCS.). 8 : The Board of PG Studies in the subject concerned shall recommend the names of examiners including one external expert (not below the rank of Associate Professor) for the purpose of viva-voce examination wherever applicable.

U.Reg. (CBCS.). 9 : Attendance in the classes for all semesters shall be governed by the existing Ordinances of the University.

U.Reg. (CBCS.). 10 : The provisional results of each semester will be published stating only the SGPA *obtained by the student*. The Grade Card would be issued showing the grade points obtained in each course. If a candidate secures a minimum qualifying Grade 4 (Letter Grade P) in all the Courses, he /she will be declared to have Qualified in the said Semester and the result will be shown as 'Q'. However, if a student fails to secure a minimum qualifying Grade 4 (Letter Grade P) in a particular course, his/her result of the concerned semester-end examination(s) will be declared SNC (Semester Not Cleared).

U.Reg. (CBCS.). 11 : (i) Students will be considered passed in a particular course if they secure a minimum qualifying Grade 4 (Letter Grade P) in that course. Credits will be retained course-wise within the prescribed chances in each semester.

(ii) The final result of a student shall be determined on the basis of total SGPA obtained and the total credit earned in all semesters taken together. Students will be considered to have passed a programme of studies provided they secure a minimum Grade 5 (Letter Grade C) in CGPA subject to the provisions as laid down above. Failing to secure a minimum Grade 5 (Letter Grade C) , the result of the candidate be declared as PNC (Programme not Cleared).

(iii) On the basis of the CGPA, the result of the Final Semester-end examination shall be considered as follows:

CGPA	
7.50 and above	Passed in First Division with Distinction
6.50 and above but less than 7.50	Passed in First Division
5.00 and above but less than 6.50	Passed in Second Division
Below 5.00	Failed

U.Reg. (CBCS). 12 : A student shall get three consecutive chances including the original one, to appear in a semester-end examination, within a total period of four/five years (Four Years for four semester programme and Five Years for Six Semester Programme), as applicable, calculated from the year of admission to the programme during which he/she has to complete the programme. The chance not availed of by the candidate shall be deemed to have lapsed.

U.Reg. (CBCS). 13: Subject to the fulfilment of the conditions stipulated, a student who, after prosecuting a regular programme of studies, does not register himself/herself for it or fails to appear at the examination, or appears at but fails to secure the minimum qualifying grade point and credit, as stipulated in any semester-end examinations may be permitted to continue studies in the next semester(s) as well as to appear at his/her semester(s)-end examinations within the prescribed chances.

U.Reg. (CBCS). 14 : If a student after qualifying his/her final semester-end examination, clears his/her any previous back semester-end examination within the prescribed chances, he/she would be declared to have passed the final examinations in the year in which he/she clears his/her back semester.

U.Reg. (CBCS). 15 : A student who, after undergoing a regular programme of studies, appear at any semester-end examination, in part, or in full, and intends to seek for cancellation of the same may apply for the said purpose to the Controller of Examinations through the Head of the Department concerned within fifteen days from the last date of completion of the theoretical courses of the said examination. In that case, the entire examination including practical course(s), if any, would be treated as cancelled. He/she may be permitted to appear at the relevant semester-end examinations afresh in the succeeding years(s) if chance remains.

U.Reg. (CBCS). 16: (i) A candidate may avail of the benefit of re-appearing in a maximum number of 50% of the theoretical courses in *any semester* examination for improvement of results once only in

the immediately succeeding year provided chance remains and the grade of the said examination would be final and binding. However, if on re-appearance, the candidate fails to obtain the qualifying grade in that / those paper (s) owing to decrease in grade, only qualifying grade in that / those paper (s) will be retained. The prayer for Post Publication Review of answer-scripts of re-appeared semester-end examinations (improvement) will not be allowed. However, in final Semester-end Examinations any lowering of *grade* as a consequence of the results of Improvement / Post Publication Review will not affect the *qualifying grade* of the candidate.

(ii) There will be no scope of re-appearing in Term Paper(s)/ Project Work(s)/ Internal assessment/ Viva-voce/ Field Report/ Survey Report, if any, for improvement of results.

(iii) A candidate may apply for Post Publication Review of his/her answer-scripts in a maximum number of 50% theoretical courses in each semester-end examination as per rules.

U.Reg. (CBCS.). 17: To qualify for position in the merit list, a candidate shall have to pass all the semesters in his/her due first original chances.

U.Reg. (CBCS.). 18: *Marks* awarded in the Internal Assessment/ Viva-voce portion will be credited to a candidate's performance in subsequent chances.

U.Reg. (CBCS.). 19 : The Board of PG Studies in the subject concerned shall recommend the names of paper-setters, examiners, members of the Board of Moderators and members of the Viva-voce Board including one external expert member.

U.Reg. (CBCS.). 20: Answer-scripts will be examined by the Internal Examiners, on the basis of the recommendation of the Board of PG Studies concerned.

U.Reg. (CBCS.). 21: If any situation arises which may not be covered by any of these Regulations, the matter shall be referred to the Executive Council whose decision shall be final and binding.