
Rani Rashmoni Green University

Uniform Examination Regulations for Two-Year Post Graduate (M.A. /M.Sc.) Courses (Under C.B.C.S.) *With effect from the academic year 2022– 2023*

1. Preamble:

The Rani Rashmoni Green University was established to serve the society as a Centre of Excellence devoted to the teaching, learning and research in various branches of studies related to environmental studies, surface management studies, bio-diversity management aiming to reduce the harmful effect of pollution both in the land, water, surface, noise and sight.

- Hence, this regulation is framed to uphold the mission of the University at large and to regularize and control the system of examinations for various Post Graduates (M.A./M.Sc.) Courses under Choice Based Credit System (C.B.C.S.) concerned in achieving the highest goal of the University.
- The provisions contained in this set of regulations shall govern the policies and procedures regarding the conduct of examinations of various Post Graduate (M.A./M.Sc.) Courses under Choice Based Credit System (C.B.C.S.) and its evaluation and certification of student's performance.
- All the students appearing in the examinations of each and every semester of various Post Graduate Programme (s) under CBCS shall be bound to abide by this set of regulations.
- This set of regulations may evolve and get modified or revised or refined or updated or amended or changed through appropriate approvals from the Governing Body of the University, from time to time, and shall be binding on all parties concerned.
- In order to guarantee fairness and justice to all the parties concerned, in view of the periodic evolutionary refinements, any specific issues or matters of concern shall be addressed to the Governing Body through the Vice-Chancellor of the University, as and when found necessary through appropriate authorities.
- All disputes arising from this set of regulations must be addressed to the Governing Body through the Vice-Chancellor of the University. The decision of the Governing

Body of the University shall be final and binding upon all the parties concerned. Further, any legal disputes arising from this set of regulations shall be limited to the legal jurisdiction of the Hon'ble Calcutta High Court and not that of any other parties.

2. Definitions:

In this regulation, unless the context otherwise requires–

“**University**” means Rani Rashmoni Green University.

“**Governing Body**” means the highest administrative body of this University as prescribed and specified in the Act of the University.

“**Vice Chancellor**” means the Vice Chancellor of Rani Rashmoni Green University.

“**Post Graduate programmes**” means master’s degree courses in the Schools of various Post-graduate Studies in this University.

“**Student**” means student admitted to the Post Graduate programmes under this Regulation.

“**Degree**” means Post Graduate Degree.

“**Board of Studies**” means PG Board of Studies of the University in the discipline/ subjects concerned.

“**C.B.C.S.**” means Choice Based Credit System.

“**Course**” means a specific subject usually identified by its course number and course title, with a specified syllabus/course description, a set of references, taught by some teacher(s) to a specific class (group of students) during a specific academic session/ semester.

“**Credit**” means the unit by which the course work is measured. In this Regulation, one credit means one hour of teaching work or two hours of practical work per week for 18 weeks in a Semester.

“**Grade letter**” is an index to indicate the performance of a student in a particular course (Paper). It is the transformation of actual marks secured by a student in a course/paper.

“**Grade Point**” is the weightage allotted to each grade letter depending on the range of marks awarded in a course/paper.

“**Credit Points**” refer to the product of No. of credits multiplied by the Grade Point for a given course/paper.

“**Semester Grade Point Average (SGPA)**” refers to the performance of the student in a given semester. SGPA is based on the ratio of the total credit points earned by the student in all the courses and the total number of credits assigned to the courses/papers in a Semester.

“Cumulative Grade Point Average (CGPA)” refers to the Cumulative Grade Point Average weighted across all the semesters (4 semesters).

3. Duration of the Course:

The Post Graduate Course of Study (M.A. / M.Sc.) under C.B.C.S. shall consist of a minimum duration of four (04) consecutive semesters of Six (06) months each, covering a total of two (02) Academic Years.

A student pursuing a regular course of study for a two-year Post Graduate (M.A./ M.Sc.) course under C.B.C.S. **shall have to clear all the semesters successfully in all respects within four (04) years from the year of admission to the particular course and combinations, failing which the candidanship of the student shall stand cancelled.** The odd semesters will generally commence in July, and the even semesters will commence in January of every year.

4. Commencement of Examinations:

- a) The schedule for the End-Semester Examination shall be prepared and announced by the Controller of Examinations in consultation with the concerned Post Graduate Board of Studies and with the approval of the Examination Monitoring Committee (if any) /any other appropriate body of the University.
- b) End semester examinations of Semester I and Semester III shall be held generally in December-January and Semester II and Semester IV in June-July of every academic session.

5. Eligibility Criterion for Appearing Examinations

A student shall be eligible for appearing at any of the semesters of Post Graduate Examination, provided he/she pursues a regular course of studies in the concerned subject offered by the University considering the percentage of attendance of the student as specified below –

- a) A student attending at least 75% of the total number of classes held from the date of commencement of classes or date of admission, whichever is later shall be allowed to appear at the concerned Semester Examination subject to fulfillment of other conditions laid down in this regulation and/or the other regulations of the University.
- b) A student attending at least 60% but less than 75% of the total number of classes held from the date of commencement of classes or date of admission, whichever is later shall, however, be eligible to appear at the concerned Semester Examination

upon obtaining condonation order from the Vice-Chancellor and on payment of requisite condonation fees /short attendance fees as may be prescribed by the Rules/ Regulations/ Act/ Statute of the University from time to time.

- c) A student attending less than 60% of the total number of classes held from the date of commencement of classes or date of admission, whichever is later shall not be allowed to appear at the concerned Semester Examinations and he/she has to take re-admission to the same Semester in the very next academic session for attending the classes and appearing at the said Semester Examination subject to fulfilment of clause (a) or (b) above.

6. Time Allotment for the Examinations

Theoretical examinations would be held after the completion of the specified syllabus of the semester at the end of each semester (clause 4.b).

Duration of the theoretical examinations shall be as follows:

- Up to 25 marks: 1 hour
- 26 to 50 marks: 2 hours
- 51 to 75 marks: 3 hours
- 76 to 100 marks: 4 hours

However, a blind/physically handicapped candidate may be allowed to have grace period at the time of examination beyond the normal examination period as per the existing provisions of the Govt. Rules.

7. Internal Assessment

- a) Internal Assessment has to be done in the semester in which a student becomes eligible to appear in the concerned end semester examination. The students remaining absent in the written examination for Internal Assessment will be awarded zero (0) marks in the written part of the internal examination.
- b) Marks obtained in Internal Assessment (i.e., marks for attendance, if any, and marks of written examination or any other component of internal assessment, taken together) shall be retained for the entire duration of his/her enrolment.

8. Minimum Criterion for Pass

- a) A student is required to appear (in examination) in each and every paper/ course/ module/ part/ group of the respective syllabus. A student in order to be declared to have qualified/ passed a particular End-Semester examination must obtain at least 40% marks (including Internal Assessment) in each and every paper/ course/ module/ part/

group of the respective syllabus. In case of a paper/ course containing both theoretical and practical portions, a student is required to secure at least 40% marks (including Internal Assessment) separately in the theoretical and practical portions and at least 40% marks (including Internal Assessment) in aggregate in that paper.

A student who is eligible to appear at any of the End Semester Examinations does not enroll or does not appear at the examinations or fails to secure pass marks in any paper(s) at the concerned examinations, as stated above in Clause 8(a), will be allowed to attend the classes in the next higher semester of that specific course of study, as applicable.

- b) If a student secures pass marks in Practical Paper(s)/ Module(s)/ Project Work(s), etc. (i.e., non-theoretical courses) but fails to secure pass marks in other papers, the marks of Practical Paper(s)/ Module(s)/ Project Work(s), etc. (i.e., non-theoretical courses) along with Internal Assessment of the other papers shall be retained for the entire duration of his/ her enrolment.
- c) A student who fails to secure pass marks (as stated in Clause 8. (a) above) in one or more papers of a semester may appear in those paper(s) when the concerned End Semester Examinations will be held in the next academic session, subject to fulfillment of Clause- 3. However, for 3rd SEM & 4th SEM students refer point 13(e) of this regulation.
- d) Non-appearance (absence) in any examination for any reason shall be counted as a chance. Failure to fill up the examination form shall also be considered as missing a chance.
- e) A failed student, intending to re-appear in a subsequent semester examination has to submit the examination form/ application to the Controller of Examinations through the Head of the Schools of Post-graduate Studies as per the notification of the Department of Controller of Examinations of the University, subject to fulfillment of Clause- 3.

9. Function of the Post-graduate Board of Studies relating to the Examination

The Post Graduate Board of Studies shall recommend the names of the paper-setters (at least one internal paper setter from the concerned academic Schools of Post-graduate Studies of this University), head-examiner/ Coordinator of the concerned Board of studies (if required, preferably regular faculty of the concerned academic Schools of Post-graduate Studies of the University), examiners, scrutineers, re-examiners, third examiners

(if required) of each subject/ course/ paper and the board of moderators to the Controller of Examinations for approval of the Vice-Chancellor and further process.

The concerned Post Graduate Board of Studies will recommend the following for approval of the higher authorities.

- a. Pattern of questions with marks distribution.
- b. Modalities for holding internal assessment.
- c. Modalities for holding the examinations for practical/ non-theoretical papers/courses (if any).

10. The Board of Moderators and its Functions

The Board of Moderators, as recommended by the Post Graduate Board of Studies and approved by the Vice-Chancellor, shall be comprised of the following composition (at least three members)*:

- i. Chairman of the Board of Studies in the subject concerned.
- ii. The Coordinator of the concerned academic Schools of Post-graduate Studies
- iii. Nominee of the Vice-Chancellor,
- iv. One regular faculty member of the concerned academic Schools of Post-graduate Studies of this University and
- v. At least one external expert of the concerned discipline from other University.

**If the Post Graduate Board of Studies feels any need for specialized member(s) in the moderation board for moderating a special paper/ course, the Post Graduate Board of Studies may invite extra expert(s) for the same purpose with prior approval of the Vice-Chancellor of the University.*

The Board of Moderators shall –

- ensure that the question paper has been set strictly in accordance with the syllabus and instructions given by the University covering broad areas adequately;
- delete question(s) set from outside of the syllabus and to make the necessary substitution, if required;
- remove ambiguity in the language of the questions set by the paper setters, if any;
- moderate all the questions properly giving ample opportunity to students of average as well as exceptional capabilities;
- Ensure proper distribution and an indication of total marks/ weightage for the paper/ course and marks/ weightage for each paper/course or parts thereof, the time

prescribed for the paper and to correct errors, if any.

- Bring to the notice of the Controller of Examinations lapses or omission on the part of the paper-setter, if any.
- Ensure that the question papers are written legibly and clearly.

11. Medium of Question Paper

Question papers shall be set in English Version. However, for language-based subjects, question papers will be set in the particular language only.

12. Medium of writing Answer

For examinations in subjects (other than language-based ones), students shall have the option of writing their answers in either Bengali or English unless instructed otherwise in respective question paper(s). For examinations in language-based subjects (e.g., Bengali, English, Sanskrit, Arabic, etc.) students shall have to write their answers in the respective language only.

13. Publication of Result and the Contents of the Grade Card

- a) The provisional result of each semester will be published by the Department of the Controller of Examinations. The Grade Card for a student shall show the details of courses studied like – Paper Course Code, Cause Title, Credits, and Letter Grade along with Semester Grade Point Average (SGPA) of that semester and Cumulative Grade Point Average (CGPA) at the final semester.
- b) Grade Card shall be made as per the grading system. Course-wise marks (Internal and End Semester Examination added together) will be converted into percentage of marks. The percentage of marks will be converted into Letter Grade and Grade Point. Credit and Grade Point will be converted into Credit Point. Finally, Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) will be computed.
- c) The final result of a student shall be determined on the basis of CGPA on a 10-pointscale.
- d) The date of publication of final result for a regular student shall be the date of publication of result of the 4th Semester. Though, the final date of publication of result for students, clearing previous semester(s) subsequent to their clearing 4th Semester examination shall be the date of publication of the last result (clearing all papers / courses).

- e) If a candidate fails to secure qualifying marks (i.e. 40% marks) in one or more papers in 3rd and or 4th semester examination, he/she may appear in the supplementary examinations to be held within 3 months of the publication of results of 3rd and or 4th semester examination.
- f) Grading and marking system will be followed as-

CLASSIFICATION OF GRADES			
% of marks	Grade Point	Letter Grade	Remarks
90% to 100%	10	O	Outstanding
80% to less than 90%	9	A+	Excellent
70% to less than 80%	8	A	Very Good
60% to less than 70%	7	B+	Good
50% to less than 60%	6	B	Above Average
40% to less than 50%	5	C	Average
Below 40%	F	-	Failed

**In case the Percentage of Marks involves decimal figures, the student shall be awarded the next higher integer value if the decimal value (Rounded off up to two decimal places) exceeds 0.50 (for example: 5.76 ≈ 6.00).*

***Numerical Grade Point shall not be calculated in respect to failed course.*

Numerical Grade Point shall be rounded off up to two decimal places.

g) Computation of SGPA

The performance of a student in n^{th} Semester examination, who earns all the Credit of that semester, will be assessed by the “**Semester Grade Point Average**”

(SGPA), “ S_n ” to be computed as:

$$SGPA[S_n] = \frac{\sum_{k=1}^{D_n} C_{nk} GP_{nk}}{\sum_{k=1}^{D_n} C_{nk}}$$

Where, ‘ GP_{nk} ’ denotes the grade point obtained in k^{th} Course of n^{th} Semester;

‘ C_{nk} ’ denotes the credit of k^{th} Course of n^{th} Semester;

‘ D_n ’ denotes the number of Courses in n^{th} Semester.

Example of Computation of SGPA:

Course	Credit	Letter Grade	Grade Point	Credit Point
Course 1	3	A ⁺	9	3 × 9 = 27
Course 2	4	A	8	4 × 8 = 32
Course 3	3	B ⁺	7	3 × 7 = 21
Course 4	4	B	6	4 × 6 = 24
Total	14			104

$$\text{SGPA} = 104/14 = 7.42$$

h) Computation of CGPA

On completion of the Post Graduate course, the overall performance of a student will be assessed by the ‘**Cumulative Grade Point Average**’ (CGPA) to be computed as:

$$\text{CGPA}[C] = \frac{\sum_{n=1}^4 Q_n S_n}{\sum_{n=1}^4 Q_n} \quad \text{Where, } Q_n = \sum_{k=1}^{D_n} C_{nk} = \text{total credit in } n\text{-th Semester;}$$

Example of Computation of CGPA:

	Semester1	Semester2	Semester3	Semester4
SGPA	7.42	6.56	6.60	6.71
Credit	14	16	15	14
SGPA×Credit	104	105	99	94

$$\text{CGPA: } 402 \text{ (i.e. } 104+105+99+94)/59 \text{ (i.e. } 14+16+15+14) = 6.81$$

Final Grade and Class will be determined as follows-

CLASSIFICATION OF GRADES			
90% to 100%	10	O	Outstanding
80% to less than 90%	9	A+	Excellent
70% to less than 80%	8	A	Very Good
60% to less than 70%	7	B+	Good
50% to less than 60%	6	B	Above Average
40% to less than 50%	5	C	Average
Below 40%	F	-	Failed

Both SGPA and CGPA will be rounded off to the second place of the decimal and will be shown as such on the mark sheet.

14. Grace Marks:

- (i) A student failing to obtain the pass marks in a semester examination due to a shortage of one mark (in aggregate / in any course) shall be given the benefit of one (01) additional mark in the paper in which he/she secure the lowest marks and the same shall be shown in the Tabulation Rolls. However, in the Grade Card/ Sheet only the total marks shall be shown after such addition.
- (ii) In addition to the above Grace Mark(s), one (01) additional Mark of Grace may be allowed to the following students:
 - Who misses to secure CGPA = 6.0; CGPA = 5.5) and CGPA=5.0 in total by one (01) mark.

15. Rules for Re-Examination:

Students seeking review may apply to the University in a prescribed form along with requisite fees within seven (7) working days from the date of issue of Grade Card subject to the following conditions:

- a. Application for review shall be restricted to theoretical modules/ courses/ papers only.
- b. A student will be eligible to re-examine his/her script if he/she appeared the said semester of examination as a whole but not appeared as supplementary student i.e., any student who appears in some courses (but not all courses) of the

concerned semester of examinations will not be eligible to re-examine his/her scripts.

- c. Maximum two (02) theoretical modules/courses in any semester examination maybe re-examined on request by the examinee subject to the condition that she/he secures a minimum of 40% marks in the rest of the theoretical modules/courses in a semester.
- d. In re-examination of the module(s)/ course(s)/ paper(s) for any semester of Post Graduate Examinations, the marks awarded by the re-examiner in a particular module/ course/ paper will be taken as the marks obtained by the examinee in that module/ course/ paper.
- e. If on re-examination in a module/ course the marks get increased by more than 20% or get reduced by more than 10% of the full marks in that paper/ course, the script of the paper/ course be referred to a third examiner and average of two marks (excluding the lowest one) as awarded by the three examiners shall be taken as the marks obtained by the examinee in that paper/ course, provided that such a final award does not result in the failure of the examinee or in lowering of the Letter Grade of SGPA/ CGPA/ Class or status obtained by the examinee prior to re-examination in which cases the original award be retained.

16. Cancellation of Examination:

Students may apply for cancellation of enrolment of any end semester examination within ten (10) days from the completion of the examination of the theoretical portion. The said cancellation of the examination will also be counted as a chance.

17. Award of Distinction

After Re-examination and other processes (if any) of the Final Semester Examination, a Rank Certificate in order of Merit shall be issued to the first three (03) students on basis of CGPA, in case two CGPA's are the same then percentage of marks shall be taken into consideration (in each subject who has successfully completed/ cleared all the semester examinations at the first available chance).

18. An examination shall be held always under the current syllabus (if viable otherwise) only.

19. Students appearing in a semester examination shall have to take admission to the next higher semester (wherever applicable) immediately after completion of the examination.
20. Answer scripts of the semester examinations must have to preserve for a period of six (06) months from the date of publication of results. After that, the answer scripts may be disposed off.
21. Examination Monitoring Committee (if any) / the appropriate body of the University will prepare the proforma for Provisional Certificate.

22. Format of the Certificate

Each student shall receive his/her degree in the form of a Certificate stating the year of passing, letter grade, CGPA, and class on successful completion of the course in the specific format-

(Roll No.....)

Degree/Diploma No.....

(Registration No.)

Rani Rashmoni Green University

LOGO of the
University

This is to certify that(Name of the Student).....obtained the degree of Master of Arts/Science in.....(Subject) from the...(name of School of the Post Graduate Studies)..... of this University in the semester system examination (under C.B.C.S.) in the year...(Year)....,and that he/she obtained (Letter)....Grade with CGPA...

Address of the University

(Date of publication of result)

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**Vice-Chancellor,
Rani Rashmoni Green University**