

## Rules and Regulations For M.Phil. Programmes

### 15. Examinations:

**15.1 Examination Fee:** University examination fee shall be charged at the time of enrollment of each semester.

### 15.2 Tests and Examinations:

**a)** There shall be two examinations mid and final in each semester. In addition to these examinations the teacher shall give home assignments and quizzes etc. to the students. The form of these examinations will be left to the teacher who will be solely responsible for the conduct of examination as well as evaluation in her course. The grade given in the course by the teacher shall be final.

**b)** Only those students, who have at least 75% attendance in theory and practical separately in each course, shall be eligible to appear in the final examination.

**c)** A teacher shall report to the Dean/Coordinator/Director/Principal concerned through the Chairperson/Incharge of the concerned department the names of students who are absent from the lectures/practicals continuously for seven days to enable Director Advanced Studies to strike off the names of such students. She may be re-admitted under the University rules or refused admission if the reasons given for readmission are not convincing enough.

**15.3** The final examination for a semester shall be held on a date, time and place to be notified by the department in advance.

**15.4** To pass a deficiency course, a student is required to obtain at least "C" grade.

**15.5** The scripts of each examination shall be discussed with the students.

**15.6** The mid-semester examination shall be held during 9th week of the semester which shall carry 30 per cent of the total marks allocated for the course. This examination shall be held by the teacher concerned who shall determine the form of the examination.

**15.7** For the purpose of evaluation, one credit hour will carry 20 marks e.g. a four credit course will carry 80 marks. These marks will be divided in accordance with the credits assigned to theory and practical for each course.

**15.8** The following weightage shall be given to the examinations and home assignments;

<b>(a) Mid-semester examination</b>	<b>30%</b>
<b>(b) Home assignments, quizzes, presentations etc.</b>	<b>20%</b>
<b>(c) Final examination</b>	<b>50%</b>

**Total:** **100%**

(Fraction in total marks of a course will be rounded to the nearest to one decimal point)

**15.9** The duration of examination shall be as under;

**Mid-Semester Examination** **One hour**

**Final Examination** **Two to three hours**

**15.10** Final examination covering the full syllabus with at least 25% of the course of mid-semester as well shall be held at the end of each semester.

**15.11** Question paper for the mid and final semester examination shall be set by the respective teacher. However, Chairperson/Incharge/Dean/Coordinator /Principal/Director shall ensure the quality and standard of the question paper set by the teacher.

**15.12** To qualify a course, it is essential to pass separately in the theory and practical examinations.

**15.13** The teacher shall send the final award list along with answer sheets of mid, final and practical for the course to the office of the Controller of Examinations within 10 days after the end of a semester. The Vice Chancellor may condone the delay in result submission. A soft copy of the award list should also be sent to the office of the Chairperson Incharge/Director/Principal of the College & Director Advanced Studies.

**15.14** On receipt of the award lists, the Controller of Examinations shall notify the results and send copies to the Director Advanced Studies, Dean/Coordinator/Director/Principal and the Chairperson/Incharge of the Departments concerned.

## **16. GRADE POINT AVERAGE:**

14.1 Grade point and equivalence between letter grading and numerical grading shall be as follows:

<b>Grade</b>	<b>Value</b>	<b>Marks (%)</b>	<b>Remarks</b>
<b>A</b>	<b>4</b>	<b>80-100</b>	<b>Excellent</b>
<b>B</b>	<b>3</b>	<b>65-79.99</b>	<b>Good</b>
<b>C</b>	<b>2</b>	<b>50-64.99</b>	<b>Satisfactory</b>
<b>F</b>	<b>0</b>	<b>Below 50%</b>	<b>Fail</b>

**16.2** If a student fails to obtain CGPA of 2.50 at the end of each academic year (Fall and Spring) her admission shall stand cancelled. However she may seek fresh admission as and when the University offers. Notes: The student who avails only one regular semester (Fall or Spring) must obtain GPA of 2.50 at the end of the same academic year to remain on roll.

**16.3** A student, who obtains CGPA of 2.50 or more but less than 3.00 upon the completion of entire approved course work, may be allowed to repeat once the course(s) of the previous semesters in which she obtained the lowest grades in order to improve the CGPA so as to obtain the minimum of 3.00 failing which she shall cease to be on the rolls. A student is allowed to improve only those number of C grades required to get 3 CGPA for obtaining her degree, failing which the students shall cease to be on the rolls provided that she has availed the maximum permissible repetitions.

**CGPA of 3.00 out of 4.00 is required to qualify for the award of degree.**

## **17. THESIS EXAMINATION**

**17.1** Thesis must be submitted latest by the 60 days grace period after the closing date of the semester or any date announced by the Director Advanced Studies with the permission of the Competent Authority as otherwise candidate admitted to a degree Programme shall so long as she has not submitted thesis, has to enroll for next semester.

**17.2** The thesis shall be completed according to the guidelines approved by the Board of Advanced Studies and Research and shall be submitted to the office of the Director Advanced Studies according to the schedule announced by the DAS for Semifinal and Final thesis.

**17.3** The thesis duly certified by the Supervisory Committee that the contents and form of the thesis are satisfactory for submission shall be sent to the External Examiner by the office of the Controller of Examinations (CE) for evaluation. A panel of three examiners per student shall be submitted to the CE office by the Chairperson of the respective Board of Studies on or before the submission of thesis.

**17.4** The thesis shall be evaluated by a Board of Examiners comprising members of the Supervisory Committee and one External Examiner appointed by the Vice Chancellor from the panel of names recommended by the Board of Studies. At least three members of the Boards of Examiners of whom one must be an external examiner shall “for the purpose of evaluating the thesis,” hold a viva voce examination and such other tests as they consider necessary. The External Examiner shall be given reasonable time to go through the contents of the thesis critically. The viva voce examination would be conducted at least one week after of the receipt of thesis by the External Examiner.

**17.4.1** There shall be 120 marks corresponding to 6 credit hours allocated for thesis.

**17.4.2** Total marks so awarded will be converted into a letter grade as prescribed in regulation No. 16.1 and average grades on the basis of coursework and thesis will then be worked out to calculate the final CGPA.

**17.4.3** The thesis evaluation will be conducted within six months from the date of dispatch of thesis from the Controller of Examinations to the quarter concerned failing which the student will be declared/assumed fail in the thesis examination and shall be notified by the office of the Controller of Examinations. However, the Vice Chancellor may allow extension for thesis evaluation up to one year in hardship cases.

**17.4.4** The thesis evaluation should be completed within six months from the date of submission of thesis to the Controller of Examination: The Controller of Examination shall get the approval of the two external examiners (one as an alternative in case of regret of the examiner) from the Vice Chancellor and thesis shall be dispatched.

**17.4.5** Supervisor after consultation with external examiner shall write to the Controller Examinations for notifying the date, time and venue of thesis evaluation.

**17.4.6** The Supervisor shall send the award list of thesis examination after counter signature of the Chairperson to the office of the Controller of Examinations after making sure that the student has incorporated the suggested improvements. The Controller of Examinations shall notify the result of the student after receiving three bound copies of thesis.

**17.4.7** Original Plagiarism report along with the Certificate from Supervisor and Declaration by the student must be submitted while submitting the thesis to the Directorate of Advanced Studies. The Directorate of Advanced Studies shall notify the dates for the semifinal and final phases of thesis submission.

**17.4.8** The colour of hard bound cover of M.Phil. Programme should be maroon with title superimposed in golden.

**17.5** In case of disagreement between the Supervisory Committee and the External Examiner regarding the acceptance of the thesis it shall be referred to another external examiner, with the due approval of the Competent Authority (the Vice Chancellor), whose decision shall be final.

**17.6** If a candidate fails in the thesis examination, she may enroll again and will submit a revised thesis within six months after the date of declaration of the result of the last thesis examination, on payment of the prescribed thesis examination fee. She can avail this chance only once.

**17.7** If the thesis, submitted by a candidate for final evaluation, is proved to be copied/ plagiarized at the time of viva-voce examination, it will be liable to be rejected on the report of Board of Examiners and the Controller of Examinations will declare the candidate fail in thesis examination. The admission of such candidate shall be cancelled and she shall not be readmitted under any circumstances.

**17.8** If the thesis of a candidate is proved to be plagiarized after its evaluation and declaration of result, previous result of the candidate will be cancelled and she will be declared as fail in thesis examination. Such a candidate shall not be re-admitted to M.Phil. Under any circumstances.



