

# **ACADEMIC REGULATIONS**

**(With effect from the session 2018-2019)**



**PANSKURA BANAMALI COLLEGE**

**(AUTONOMOUS)**



**Affiliated to**

**VIDYASAGAR UNIVERSITY**

**Midnapore, W.B.**

**Panskura, Purba Medinipur**

**West Bengal - 721152**

# ACADEMIC REGULATIONS

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# **ACADEMIC REGULATIONS**

## **PART-A : INTRODUCTION**

### **1. THE COLLEGE**

Panskura Banamali College, Purba Medinipur, established in the year 1960 under the University of Calcutta, but presently affiliated to Vidyasagar University, Midnapore is an Autonomous college. The College is an 'A' grade institute accredited by NAAC in the year 2004, and re-accredited in 2016 with CGPA score of **3.11** (on **4.0** point scale). The College has been conferred autonomy by UGC that comes into effect from the academic session 2018- 2019.

### **2. PATTERN OF STUDY:**

**2.1** The institute follows the Semester<sup>1</sup> Pattern of Study for both the Under-Graduate (Honours & General) Courses and Post-Graduate Courses.

**2.2** Each Academic Year<sup>2</sup> is divided into two semesters: July - December (to be called 'odd' semester) and January - June (to be called 'even' semester)<sup>3</sup>.

**2.3** The minimum time span required for the under-graduate degree course leading to the award of Bachelor degree in Arts/Science/Commerce is three years, ideally three (03) academic years, *i.e.* six (06) semesters in consecution. Whether the student enrolled for the course is eligible for the award of the concerned degree on completion of the course shall only be decided and declared on the basis of his/her marks secured in all the Internal Assessment tests and End Semester Examinations held during the three years of the Degree Course.

**2.4** The minimum time span required for the under-graduate training course leading to award of B.P.Ed. and B.Ed. is two years, ideally two (02) academic years, *i.e.* four (04) semesters in consecution. Whether the student enrolled for the course is eligible for the award of the concerned degree on completion of the course shall only be decided and declared after the Second Year on the basis of his/her marks secured in all the Internal Assessment Tests, Practicum, School Internship and End Semester Examinations held during these two years of the Degree Course.

**2.5** The minimum time span required for the post-graduate degree course leading to the award of Master Degree in Arts and Science is two years, ideally two (02) academic years, *i.e.* four (04)

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<sup>1</sup> A six-month time span;

<sup>2</sup> An academic year is the period of time starting in the month of July of each calendar year and ended in the month of June of the next calendar year.

<sup>3</sup> During any degree course the 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> semesters would be the 'odd' semesters, whereas the 2<sup>nd</sup>, 4<sup>th</sup> and 6<sup>th</sup> semesters would be called the 'even' semesters.

semesters in consecution. Whether the student enrolled for the course is eligible for the award of the concerned degree on completion of the course shall only be decided and declared after the Second Year on the basis of his/her marks secured in all the Internal Assessment Tests and End Semester Examinations held during these two years of the Degree Course.

### **3. COURSES OFFERED:**

Panskura Banamali College offers—

#### **3.1 Three-year courses leading to the award of **Bachelor Degree in Arts, Science and Commerce (Honours)** in the following subjects:**

Bengali, Biotechnology, Botany, Chemistry, Commerce, Computer Science, Economics, Education, English, Geography, History, Mathematics, Microbiology, Music, Philosophy, Physics, Physiology, Political Science, Sanskrit, Santhali, Zoology;

#### **Three-year courses leading to the award of **Bachelor Degree in Arts, Science and Commerce (General)** in:**

B.A (General), B.Sc. (General), B.Com (General), Physical Education;

#### **3.2 Three-year professional course leading to the award of Bachelor Degree in Computer Applications (B.C.A);**

#### **3.3 Two-year courses leading to the award of B.Ed., B.P.Ed. , M.P.Ed. Degrees;**

#### **3.4 Two-year courses leading to the award of Master Degree in Arts and Science in the following subjects:**

Bengali, Chemistry, Computer Science, Geography, History, Mathematics, Physics;

#### **3.5 Research level courses as partial fulfillment of the requirements of M.Phil./Ph.D. degree (for details the M.Phil./Ph.D. Regulations to be consulted).**

#### **3.6 Apart from these, new courses may also be offered from time to time. In such cases, there will be fresh notifications and necessary addendum in the relevant document containing academic regulations.**

#### **4. ADMISSION PROCESS**

- 4.1 Admission to the first semester of UG courses starts around two (02) months before the commencement of the odd semester<sup>4</sup> every year. Successful completion of the H.S./+2 or equivalent course is the minimum eligibility criterion (There may be subject-wise cut-off marks for application). No candidate shall be eligible for admission after a lapse of more than two years from the year of passing the qualifying examination. The year of admission will not be taken into account while calculating two years from the year of passing the qualifying examination. Admission will be strictly on the basis of merit *i.e.* marks obtained at the XII level. The policy of the credit ranking will be formulated each year by the respective admission committee. Admission Committee will be formed every year by the Principal in consultation with the Teachers' Council (TC), and the committee will set the norms and criteria for admission to the relevant courses. The Admission process will be executed strictly through online mode using ICT.
- 4.2 Admission to the first semester of PG courses starts around two (02) months before the commencement of the odd semester<sup>5</sup> every year. Successful completion of the B.A./B.Sc./B.com (with Hons./Major) course in relevant or allied subject from the recognized universities/institutes is the minimum eligibility criterion to apply for admission. No candidate shall be eligible for admission after a lapse of more than one year from the year of passing the qualifying examination. The year of admission will not be taken into account while calculating one year from the year of passing the qualifying examination. Admission will be strictly on the basis of merit *i.e.* marks obtained at the admission test.

#### **5. ADMISSION OF INTERNATIONAL STUDENTS**

- 5.1 Foreign nationals, PIO (Person of Indian Origin), Overseas Citizenship of India (OCI, Dual citizenship) card holders, and NRI (non-residential Indian) students can apply for admission under the category of International students as per UGC rules. PIO and OCI card holders will only be considered equivalent to NRI students as far as education and academic purpose is concerned. Details of the admission procedures for international students will be available on the College Website.

#### **6. ENROLMENT & REGISTRATION**

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<sup>4</sup> College Website is to be checked for the UG Admission announcement;

<sup>5</sup> College Website is to be checked for the PG Admission announcement.

6.1 A student after being selected for admission in a particular course offered by the college shall have to complete provisional admission procedures first, and then have to get himself/herself registered within the notified time period (in the prescribed proforma, **Form-02**).

6.2 All admissions are 'provisional', and may be cancelled any time on grounds of (i) submission of false/fake/forged documents, (ii) serious breach of discipline, (iii) unapproved long absence. Other reasons (as will be decided by the appropriate authority) may also lead to termination/cancellation of 'provisional' studentship.

**If a student remains absent continuously for 15 working days (VU statute to be at par) from the commencement of classes without any intimation, his/her admission will stand cancelled by default (without any further notice). Prior intimation about such probable absence may be routed through the concerned department in the form of a written application to the Principal ((in the prescribed proforma, **Form-03, Part A**).**

6.3 **Registration of the UG students is valid for five (05) years, for the B.P.Ed. & B.Ed. students three (03) years and for the PG Students three (03) years from the academic year in which the registration was granted, or as decided by the relevant regulatory body from time to time.**

6.4 After being admitted provisionally (but before registration), a student may apply for the cancellation of his provisional admission in a given proforma (**Form-04**). In case of such voluntary cancellation of the same, refund of admission fees, in full or part, may be permissible as per the directives of the appropriate authority/relevant body.

6.5 The Registration of a student (B.Ed., B.P.Ed. / PG) is valid for three (03) years including the academic year in which the registration was granted. This will be applicable for the students who are registered with effect from the academic year 2018-19. Registration process will be conducted by the main office of the college under the supervision of the Controller of Examinations. The registration database will be shared with the affiliating university. Registration fee will be decided by the Finance Committee and be subject to revision whenever necessary.

## **7. DISCIPLINARY COMMITTEE**

7.1 Disciplinary Committee will look after the various disciplinary matters relating to Examination and related matters. The members of this committee will be nominated by the Governing Body of the college. Principal will be the chairman of this committee. Other members will be the

- Teachers' Representatives (TR) to the Governing Body (GB) of the college,
- Secretary, Teachers' Council (TCS),
- Member Secretary, Academic Council, and
- Secretary, Women's Cell.

**7.2 Powers and functions of the disciplinary committee shall be as laid down below.**

## **8. PREVENTION OF RAGGING**

### **8.1 BEFORE AND DURING ADMISSION AND REGISTRATION**

- Every public declaration, brochure of admission/instruction booklet or the prospectus to print these regulations in full.
- Telephone numbers of the Anti-Ragging Helpline and all the important functionaries in the institution, members of the Anti-Ragging Committees and Anti-Ragging Squads etc. to be published in brochure of admission/instruction booklet or the prospectus.
- Every student and his/her parents to file an affidavit avowing not to indulge in ragging. The institution to prominently display posters detailing laws and punishment against ragging.
- Anti-ragging squad to ensure vigilance at odd hours during first few months at hostels, inside institution premises as well as privately commercially managed hostels.

### **8.2 AFTER ADMISSION:**

- Printed leaflet to be given to every fresher detailing addresses and telephone numbers of the Anti-Ragging Helpline, Wardens, and Head of the institution, all members of the anti-ragging squads and committees, and relevant district and police authorities.
- Identity of informants of ragging incidents to be fully protected.
- Faculty members assigned to students to make surprise visits and to maintain a diary of his/her interaction with the freshers.
- Freshers to be accommodated, as far as practicable, in a separate hostel block.
- Head of the institution, at the end of each academic year, to send a letter to the parents/guardians of the students who are completing their first year in the institution informing them about these Regulations.

### **8.3 ANTI-RAGGING COMMITTEE AND ANTI RAGGING SQUAD**

- a) Anti-Ragging Committee members to be nominated by the Head of the institution, and the committee will consist of representatives of civil and police administrations, local media, non-Government Organizations involved in youth activities, representatives of faculty members, representatives of parents and representatives of students belonging to the freshers category.
- b) Duty of the Anti-Ragging Committee to ensure compliance with the provisions of these Regulations.
- c) Anti-Ragging Squad to be nominated by the Head of the Institution for maintaining vigilance, oversight and patrolling functions and shall remain mobile, alert and active at all times.
- d) Anti-Ragging Squad to make surprise raids on hostels.
- e) Discreet random surveys to be conducted among the freshers every fortnight during the first three months.
- f) The Principal of Panskura Banamali College shall submit a weekly report on the status of compliance with Anti-Ragging measures and a monthly report on such status thereafter, to the Vice-Chancellor of the affiliating University.

## **8.5 HOSTELS, WARDENS, ETC.**

The institution shall take the following other measures, namely;

- a) Each hostel or a place where groups of students reside, forming part of the institution, shall have a full-time Warden,... and who shall reside within the hostel, or at the very least, in the close vicinity thereof.
- b) Warden shall be provided with a mobile phone by the institution, the number of which shall be publicized among all the students residing in the hostel.
- c) The institution shall undertake measures for extensive publicity against ragging by means of audio-visual aids, counseling sessions, workshops, painting and design competitions among students and such other measures, as it may deem fit.
- d) Discreet random surveys shall be conducted amongst the freshers every fortnight during the first three months of the academic year to verify and cross-check whether the institution is indeed free of ragging or not and for the purpose the institution may design its own methodology of conducting such surveys.
- e) During the first three months of an academic year, the Head of institution shall submit a weekly report on the status of compliance with Anti-Ragging measures under these Regulations to the VC of the affiliating university, and a monthly report on such status thereafter, to the Vice-Chancellor of the affiliating University.

## **8.6 Complaint of ragging**



The following are the actions to be taken by the Head of the institution on receiving a complaint of or report on any incident of ragging:

- (a) On receipt of the recommendation of the Anti-Ragging Squad or on receipt of any information concerning any reported incident of ragging, the Head of institution shall immediately determine if a case under the penal laws is made out, and if so, will proceed to file a First Information Report (FIR), within twenty-four hours of receipt of such information or recommendation, with the police and local authorities.
- (b) The Head of the institution shall forthwith report the occurrence of the incident of ragging to the District Level Anti-Ragging Committee and the Nodal officer of the affiliating University.
- (c) The institution shall also continue with its own enquiry initiated under clause 9 of these Regulations and other measures without waiting for action on the part of the police/local authorities and such remedial action shall be initiated and completed immediately and in no case later than a period of seven days of the reported occurrence of the incident of ragging.

## **9. INTERNAL COMPLAINTS COMMITTEE FOR PREVENTION OF SEXUAL HARASSMENTS**

*As per S.H. Act, 2013. (Details as per the Annexure)*

## **10. GRIEVANCE REDRESSAL CELL**

*(Details as per the Annexure)*

## **11. DISSEMINATION OF INFORMATION**

College Rules, which are applicable to the students of the college, will be published in the college website. Students should also follow the Students' Notice Board for periodical notification. General information and important announcements may also be made available through the College Website ([www.panskurabanamalicollege.com](http://www.panskurabanamalicollege.com)). The Rules may be amended time to time and the students will be informed accordingly.

## **12. STUDENTS' FEEDBACK SYSTEM**

Students' feedback system is focused on (i) teaching-learning process; (ii) course curriculum and coverage and (iii) infrastructural facilities and general support system provided by College.

Semester-wise feedback is to be collected, either online or manually, on each course offered. Students need to submit their feedback in prescribed format (for semester-wise, **Form-05, Part A**; for the final exit feedback, **Form-05, Part B**) supplied by the IQAC under the supervision of the Coordinator, IQAC. The identity of the student giving feedback must not be called for.

## **13. STUDENTS' ATTENDANCE (UG & PG)**

- 13.1 A student must maintain a minimum average of 75% attendance in the papers<sup>6</sup> taught in a semester – Honours / Major / General / Discipline Specific Elective / Generic Elective / Compulsory.
- 13.2 Decimal values would always be rounded-off as per rule in calculating the attendance percentage, on the aggregate or paper-wise.
- 13.3 For attendance in the band of 75% to 80% (*i.e.* Band 'C') 2 mark will be awarded, of 81% to 90% (*i.e.* Band 'B') 4 marks will be awarded, and for attendance above 90% (*i.e.* Band 'A') 5 marks will be awarded. Thus, the scheme of the award for attendance percentage would be the following:

Attendance Band	Percentage	Award	Remark
A	91% — 100%	5	Attendance and resultant award paper-wise;
B	81% — 90%	4	Attendance and resultant award paper-wise; Medical reasons not to be accepted for upgradation to higher band;
C	75% — 80%	2	Attendance and resultant award paper-wise; Medical reasons not to be accepted for upgradation to higher band;
D	60% — 74%	1	Subject to condonation of short attendance by the Principal on grounds as laid down in 13.4 below

- 13.4 A student in the 'D' band, who has between 60% and 74% attendance will be put in the debarred list and won't be allowed to take examination.
- After the announcement of the eligible candidates, the debarred students may seek condonation from the Principal (**Form-06**) on grounds of illness or engagement with the extra-curricular activities assigned by the College. For attendance below 75% 1 mark will be awarded, if condoned by the Principal.
  - Anytime during the semester, in case of illness, the student concerned must submit an application with supporting documents for the grant of leave. Leave application (**Form-03, Part B**, to be directed to the Principal through the HOD who is to forward the same) must be submitted within three working days after the student re-joins classes. Submission of leave-application *per se* will not ensure grant of leave. As application is on medical ground,

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<sup>6</sup> A paper is a part of a course, consisting of some specific topics. Each paper in UG and PG Course is of 75 Marks and 50 / 100 Marks respectively.

recommendation of the college-appointed physician is required. The Principal would take the final decision in consultation with the concerned HOD<sup>7</sup>.

- c. In case of extra-curricular activities like engagements with NCC, NSS, sports, cultural events etc. anytime during the semester, the student thereby representing the College will be fully exempted from class attendance (subject to the final approval by the Principal) for the days of participation. However, to intimate the authority officially about his/her participation and resultant absence, the student needs to make a prior application for the grant of leave (on **Form-03, Part A**). Once he/she re-joins classes, he /she must complete formalities about the leave application and submit the relevant documents like the copy of certificate of participation along with the application (**Form-03, Part C**), forwarded by Head of Department/Presidents of College Societies/Director of Sports/Director of NSS/NCC officer-in-Charge. Such application for the grant of leave/treating the absence as 'on duty' must be submitted (addressing the Principal through the HOD<sup>8</sup> who is to forward the same) within seven working days after the extra-curricular event is over.
  - d. Condonation/approval in each case must be in explicit written form authorized by the Principal.
- 13.5 A student will be debarred from appearing for the Internal Assessment and End Semester Examination (ESE) in papers/semesters in which he/she has less than the required attendance of 60%.
- 13.6 Immediately after a month is over, course-wise/paper-wise attendance of each student will be uploaded at the college/department notice board.

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<sup>7</sup> In case of the students of the General stream belonging to no Honours department, the recommendation/forwarding may be done by the HoD of any one department that has offered courses/papers to the student concerned in that particular semester.

<sup>8</sup> In case of the students of the General stream belonging to no Honours department, the recommendation/forwarding may be done by the HoD of any one department that has offered courses/papers to the student concerned in that particular semester.

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## 14. OUTLINE OF THE COURSE STRUCTURE UNDER CHOICE BASED CREDIT SYSTEM (CBCS)

### 14.1 Definitions of Key Words in CBCS

- ✓ **Choice Based Credits System (CBCS):** A 'cafeteria' type approach in which the students can take courses of their choice, learn at their own pace, undergo additional courses, acquire more than the required credits, and adopt an interdisciplinary approach to learning. The CBCS provides choice for students to select from the prescribed courses ( Core, Elective or soft skill courses)
- ✓ **Courses:** Course usually referred to as 'paper' is a component of programme. All courses need not carry the same weight. The courses should define learning objectives and learning outcomes. A course may be designed to comprise lectures/ tutorials / laboratory work/ field work/project work/ seminars/term papers/assignments etc.
- ✓ **Credit:** It is 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 or tutorial) or two hours of practical work/ field work per week.
- ✓ **Credit Point:** It is the product of grade point and number of credits for a course.
- ✓ **Grade Point:** It is a numerical weight allotted to each letter grade<sup>9</sup> on a 10-point or a 5-point scale.
- ✓ **Letter Grade:** It is an index of the performance of students in a said course. Grades are denoted by letters O, A+, A, B+, B, C, P and F for 10 – point scale.
- ✓ **Semester Grading Point Average (SGPA):** It is a measure of performance of work done in a semester. It is the ratio of total credit points earned by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places.
- ✓ **Cumulative Grading Point Average (CGPA):** It is the measurement of average grade points obtained by a student in all the semesters. It shall be expressed up to two decimal places.

### 14.2 Semester-wise course structure of B.A./ B.Sc./ B.Com. Hons or General under the Choice Based Credit System (CBCS)

Under the **CBCS** there are broadly two types of courses: i) **Honours** Course, ii) **General /Regular** Course.

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<sup>9</sup> Letter Grade is an indicator of the level of achievement of the student with reference to the alphabetic characters like 'O', 'A', 'B', 'C' etc.

#### **14.2.1 Components of the courses are as following:**

**Core Course (CC):** A course that should compulsorily be studied by a candidate as a core requirement is termed as a Core course.

**Elective Course :** Generally a course which can be chosen from a pool of courses and which may be very specific or specialized or advanced or supportive to the discipline / subject of study or which provides an extended scope or which enables an exposure to some other discipline/ subjects/domain or nurtures the candidates' proficiency/skill is called an Elective Course.

(i) **Discipline Specific Elective (DSE) Course:** An Elective course which may be offered by the main discipline/ subjects of study is referred to as Discipline Specific Elective courses of interdisciplinary nature (to be offered by main discipline/ subject of study).

(ii) **Generic Elective (GE) Course:** An elective course chosen generally from an unrelated discipline / subjects, with an intention to seek exposure is called a **Generic Elective**.

**N.B. :** A Core Course offered in a discipline / subject may be treated as an elective by other discipline / subjects and vice versa and such electives may also be referred to as **Generic Elective**.

**Ability Enhancement courses (AEC):** The Ability Enhancement (**AE**) Courses may be of two kinds :

- Ability Enhancement Compulsory Courses (**AECC**) and Skill Enhancement Courses (**SEC**).

- ✓ **Ability Enhancement Compulsory Courses (AECC):** These are the courses based upon the contents that lead to knowledge enhancement and consist of Environmental Sc. & English/ MIL Communication. These are mandatory for all discipline.
- ✓ **Skill Enhancement Courses (SEC):** SEC courses are expected to impart value-based and /or skill-based knowledge. The number of such courses to be pursued will be minimum **2** for honours courses and **4** for General Courses. These may be chosen from a pool of courses designed to provide value-based and / or skill-based knowledge. They would consist of both theory and Lab / hands-on-training/ field work. The main purpose of these courses is to provide the students with life-skill in hands-on-mode so as to increase their employability.

**Practical/Tutorial:** One each with every Core, Discipline Specific and Generic Elective papers.

**Dissertation/Project:** An elective course, designed to acquire special / advanced knowledge, is termed as dissertation/project. This is considered as a special course involving application of knowledge in solving / analyzing/exploring a real life situation/ difficult problem. A dissertation / project work will be of 6 credits. A dissertation / project work may be given in lieu of a Discipline Specific Elective.

#### 14.2.2 Distribution of courses in B.A./B.Sc./B.Com. (Honours & General) is as follows:

Course Components	B.A.		B.Sc.		B.Com.	
	Honours	General	Honours	General	Honours	General
Core Course/ Discipline Specific Core (CC/DSC)	14	8	14	12	14	8
Ability Enhancement Compulsory Course (AECC) – Core (L1, L2)		4				4
Discipline Specific Elective (DSE)	4	4	4	6	4	4
Ability Enhancement Compulsory Course (AECC)	2	2	2	2	2	2
Generic Elective Course (GE)	4	2	4		4	2
Skill Enhancement Course (SEC)	2	4	2	4	2	4
TOTAL NUMBER OF PAPERS	26	24	26	24	26	24

**14.2.3** An Under-graduate degree with Honours in a discipline may be awarded if a student completes **14 core papers** in that discipline, **2** Ability Enhancement Compulsory Courses (**AECC**), minimum **2** Skill Enhancement Courses (**SEC**) and **4 papers** each from a list of Discipline Specific Elective (**DSE**) papers and **4** Generic Elective (**GE**) papers respectively.

**14.2.4** An undergraduate degree in Science disciplines may be awarded if a student completes **4 core papers** each in three disciplines of choice, **2** Ability Enhancement Compulsory Courses (**AECC**), minimum **4** Skill Enhancement Courses (**SEC**) and **2** papers each from a list of Discipline Specific Elective (**DSE**) papers based on **three** disciplines of choice selected above, respectively.

**14.2.5** An Undergraduate degree in Humanities/ Social Sciences/ Commerce may be awarded if a student completes **4 core papers** each in **two** disciplines of choice, **2** core language papers (**CCL**) each in English and Bengali/MIL respectively, **2** Ability Enhancement Compulsory Courses (**AECC**), minimum **4** Skill Enhancement Courses (**SEC**), **2** papers each from a list of Discipline Specific Elective (**DSE**) papers based on the **two** disciplines of choice selected above, respectively, and **two** papers from the list of Generic Electives papers.

#### 14.2.6 Mechanism for the purpose of Work- Load per week

1. **1 Credit** = 1 Theoretical class of **1 hour** duration.
2. **1 Credit** = 1 Tutorial class of **1 hour** duration.
3. **1 Credit** = 1 Practical class of **2 hour** duration.
4. **Semester duration:** 15weeks of academic work

### 14.2.7 Course Structure B.A./ B.Sc. / B. Com. ( Honours)

Course Component	No. of Papers	Credit (per paper)	Total Credit
Core Course (CC)	14	6	84
Discipline Specific Elective (DSE)	4	6	24
Generic Elective (GE) (from other disciplines)	4	6	24
Ability Enhancement Compulsory (AECC) English & ENVIS	2	2 + 4	6
Skill Enhancement Course (SEC)	2	2	4
<b>TOTAL</b>	<b>26</b>		<b>142</b>

### 14.2.8 SCHEME FOR CHOICE BASED CREDIT SYSTEM IN B.A./B.Sc./B.Com. (Honours)

Semesters	Core Courses (CC) (14)	Ability Enhancement Compulsory Courses (AECC) (2)	Skill Enhancement Courses (SEC) (2)	Elective Courses	
				Discipline-Specific Elective (DSE) (2)	Generic Elective (GE) (4)
I	CC-1	Environmental Sc./ (English Communication)			GE-1
	CC-2				
II	CC-3	English Communication/ (Environmental Sc.)			GE-2
	CC-4				
III	CC-5		SEC-1		GE-3
	CC-6				
	CC-7				
IV	CC-8		SEC-2		GE-4
	CC-9				
	CC-10				
V	CC-11			DSE-1	
	CC-12			DSE-2	
VI	CC-13			DSE-3	
	CC-14			DSE-4	

### 14.2.9 COURSE STRUCTURE OF B.Sc. (GEN.)

Course Component	No. of Papers		Credit	Total Credit
Core Course (CC)*	4 + 4 + 4		6	72
Discipline Specific Elective (DSE) Course**	2 + 2 + 2		6	36
Ability Enhancement Compulsory Course (AECC)	English Communication	1	2	6
	Environmental Science	1	4	
Skill Enhancement Course (SEC)	4		2	8
TOTAL	24			122
* Discipline-specific core - 4 each from three disciplines				
** Two papers from each discipline of choice including paper of interdisciplinary nature				

#### 14.2.10 SCHEME FOR CHOICE BASED CREDIT SYSTEM IN B.Sc. (GEN)

Semester	Core Courses (CC) (12)	Ability Enhancement Compulsory Courses (AECC) (2)	Skill Enhancement Courses (SEC) (4)	Elective Course
				Discipline-Specific Elective (DSE) (6)
I	DSC – 1A DSC – 1B DSC – 1C	English Communication/ (Environmental Sc.)		
II	DSC – 2A DSC – 2B DSC – 2C	Environmental Sc./ (English Communication)		
III	DSC – 3A DSC – 3B DSC – 3C		SEC-1	
IV	DSC – 4A DSC – 4B DSC – 4C		SEC-2	
V			SEC-3	DSE – 1A DSE – 1B DSE – 1C
VI			SEC-4	DSE – 2A DSE – 2B DSE – 2C

#### 14.2.11 Course Structure B.A./B.COM (GEN)

Course Component	No. of Papers	Credit	Total Credit
Core Course (CC)*	2 + 2 + 4 + 4	6	72
Discipline Specific Elective (DSE) Course**	2 + 2	6	24
Elective Course (Inter-disciplinary)	2	6	12
Ability Enhancement Compulsory Course (AECC)	English Communication	1	6
	Environmental Science	1	
Skill Enhancement Course (SEC)	4	2	8
<b>TOTAL</b>	<b>24</b>		<b>122</b>
* Two Language Courses (CCL): English-2, Bengali-2 plus Discipline-specific core papers - 4 each from two disciplines			
** Two papers from each discipline of choice			

#### 14.2.12 SCHEME FOR CHOICE BASED CREDIT SYSTEM IN B.A./B.Com (GEN)

Semesters	Core Courses (CC) (12)	Ability Enhancement Compulsory Courses (AECC) (2)	Skill Enhancement Courses (SEC) (2)	Elective Courses	
				Discipline-Specific Elective (DSE) (4)	Generic Elective (GE) (2)



I	English/Bengali-1	Environmental Sc./ (English Communication)			
	DSC-1A DSC-1B				
II	Bengali/English-1	English Communication/ (Environmental Sc.)			
	DSC-2A DSC-2B				
III	English/Bengali-2				
	DSC-3A DSC-3B		SEC-1		
IV	Bengali/English-2				
	DSC-4A DSC-4B		SEC-2		
V			SEC-3	DSE-1A DSE-1B	GE-1
VI			SEC-4	DSE-2A DSE-2B	GE-2

#### 14.2.13 Marks Distribution of B.A./B.Sc./B.Com (Hons & General) Theory and Practical:

Sr. no	Course	Credit	No. of hours / week	Marks Distribution				ESE		
				CA*	IA	ESE	FM	Theory	Practical	Project
1	CC /DSC (Th+Pr)	6(4+2)	4-0-4	05	10	60	75	40	20	
2	GE(Th+Pr)	6(4+2)	4-0-4	05	10	60	75	40	20	
3	DSE(Th+Pr)	6(4+2)	4-0-4	05	10	60	75	40	20	
4	SEC(Th+Pr)	2(1 +1)	1-0-2	05	05	40	50	25	15	
5	AECC-ENGLISH	2	1-1-0	05	05	40	50	40	-	
	AECC-ENVS	4		05	15	80	100	50	-	30

#### 14.2.14 Marks Distribution of B.A./B.Sc./B.Com (Hons & General) Theory only:

Sr. no	Course	Credit	No. of hours/ week	Marks Distribution				ESE		
				CA*	IA	ESE	FM	Theory	Practical	Project
1	CC/DSC/ L1/L2	6	5-1-0	05	10	60	75	60		
2	GE	6	5-1-0	05	10	60	75	60		
3	DSE	6	5-1-0	05	10	60	75	60		
4	SEC	2	1-1-0	05	05	40	50	40		
5	AECC-ENGLISH	2	1-1-0	05	05	40	50	40	-	
	AECC-ENVS	4		05	15	80	100	50	-	30

#### 14.2.15 Distribution of marks for Class Attendance (CA)

% of Class attended	Marks allotted (Out of 05)
91 - 100	5
81 - 90	4
75 - 80	2
60 - 74	1*
* Conditions apply (please refer to section 13.3)	

Values in the decimal places would always be rounded off as per rule in calculating the attendance percentage, on the aggregate or paper-wise.

**14.3 Semester-wise course structure of M.A./M.Sc. under the Choice Based Credit System (CBCS):** Course structures have been prepared by the respective Department following the Course structure provided by UGC / Higher Education Department, Govt. of West Bengal / Parent University.

**14.4 Semester wise course structure of B.P.Ed. / M.P.Ed. under the Choice Based Credit System (CBCS):**

##### 14.4.1 Distribution of courses in B.P.Ed. (as per NCTE regulation)

Course Components	Semester I		Semester II		Semester III		Semester IV	
	Papers	Credits per paper	Papers	Credits per paper	Papers	Credits per paper	Papers	Credits per paper
Core Course	3	4	3	4	3	4	3	4
Elective Course	1	4	1	4	1	4	1	4
Practical Course	4	4	4	4	4	4	4	4
TOTAL	8	32	8	32	8	32	8	32

##### 14.4.2 Distribution of courses in M.P.Ed. (as per NCTE regulation)

Course Components	Semester I		Semester II		Semester III		Semester IV	
	Papers	Credits per paper	Papers	Credits per paper	Papers	Credits per paper	Papers	Credits per paper
Core Course	3	3	3	3	3	3	3	3
Elective Course	1	3	1	3	1	3	1	3
Practical Course	4	3	4	3	4	3	4	3
TOTAL	8	24	8	24	8	24	8	24

**14.5 Semester-wise course structure of Two year B.Ed. Programme:** Course structure as per NCTE regulation/ Higher Education Department, Govt. of West Bengal.

**15. EXAMINATIONS**

15.1 Under the autonomous system, examinations are conducted by the Office of the Controller of Examinations of the College.

15.2 **In each of the two semesters** in an academic year, **there shall be two-tier examination system to assess the achievements of a student irrespective of the stream to which he/she belongs:**

a) **Continuous Internal Assessment (CIA), and**

b) **End Semester Examination (ESE).**

15.3 In the odd semesters under this system (I, III & V) ESE will be conducted in December, whereas in the even semesters (II, IV & VI) ESE will be conducted in June of every academic year.

**15.4 CIA FOR UG (HONS & GEN) & PG COURSES**

15.4.1 CIA will be conducted by the concerned departments under the supervision of the office of the COE.

**CIA structure for UG Courses:**

15.4.2 CIA comprises 15 marks for each paper. But there will be no minimum qualifying mark for the students. The Components of CIA are as follows

Full marks -15	COMPONENTS	MARKS
	Written Internal Assessment (IA)	10
	Class Attendance	05
	<b>Total</b>	<b>15</b>

15.4.3 Except the AECCEL courses, in each semester there will be two phases of written internal assessment (IA) tests. The first phase will take place 08 weeks after the commencement of a semester. It will be of 10 marks with 5 questions to be attempted for 2 marks each. The second one will be conducted after 16 weeks since the commencement of the semester. It will be of 20 marks comprising questions for 5 and 10 marks. (For more specific information about the schedule of CIAs, academic calendar may be consulted)

15.4.4 In a given semester the total **Marks obtained** by a student **(in two IAs)** in any given paper /group of a paper **will be averaged** for computing the CIA marks in that particular paper. In case of any fraction, rule of rounding-off is permissible.

**CIA structure for PG Courses:**

15.4.5 CIA comprises 10 marks for each paper. The components for this continuous internal assessment are only two class tests – 10 marks each. But there will be no minimum qualifying mark for the students. Marks from class test will be evaluated by averaging two marks obtained in two class tests.

**CIA structure for B.Ed. Courses:**

15.4.6 CIA comprises 15 marks for each paper. The components for this continuous internal assessment are: (i) one class test – 10 marks, and (ii) attendance – 05 marks. But there will be no minimum qualifying mark for the students. Forms of CIA in theory papers include only class tests or as per NCTE norms.

**CIA structure for B. P. Ed. & M. P. Ed. Courses:**

15.4.7 CIA comprises 30 marks for each paper. But there will be a minimum qualifying mark *i.e.* 40% for each paper. The components for continuous internal assessment are:

Full marks 30	COMPONENTS	Marks
	Written Tests	15
	Assignments/Lab Practical/Seminar	10
	Class Attendance	05
	<b>Total</b>	<b>30</b>

15.4.8 Concerned department will inform the students about the CIA programme at the beginning of the semester. CIA results will be displayed on the Students' Notice Board. Subsequently the marks will be sent to the Controller of Examinations and will also reflect in the final mark sheet.

15.4.9 The evaluated answer scripts of each written Test (as a mode of CIA) must be shown to their students by the teachers of all the Departments.

15.4.10 **No marks will be awarded if a student remains absent in CIA in a particular semester for whatsoever the reason may be.**

15.4.11 CIA evaluation would be done only internally. Marks of CIA will have to be submitted by the Head/Coordinator of the Department to the Controller of Examinations by the date as per notification by the Controller of Examinations.

## **16. ELIGIBILITY FOR APPEARING FOR EXAMINATIONS**

In order to sit for either Internal Assessment (IA) or End Semester Examinations, a student must fulfill certain eligibility criteria.<sup>10</sup>

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<sup>10</sup> 'Eligibility criteria' would mean the minimum pre-requisites that a prospective examinee must testify to and fulfill as per the prescribed norms to be allowed to sit for the End Semester Examination.

- 16.1 A Student must get himself/herself admitted in each semester as per the admission rules of the College.
- 16.2 A student must have at least 75% class attendance in a paper to sit for any test (ESE as well as CIA) on that paper. **The student must have the minimum requisite 75% class attendance in each Theory and Practical part/paper separately.** Condonation may be granted in case of shortage of attendance provided due procedure (as described in section 13.4) is followed by the applicant.
- 16.3 Each and every student should maintain good conduct and show proper respect to *the alma mater* as well as to the teachers and staff members. A student who has any disciplinary charge against his/her name may not be permitted to appear for the End Semester Examination.
- 16.4 Each Semester shall end with an End Semester Examination (ESE). Those, who are allowed to take the ESE, must pay the examination fees and submit the duly filled-in Examination Form by the notified last date. Only those students who fulfill all the eligibility criteria will be issued Admit Card for the End Semester Examination (ESE).
- 16.5 A student who has disciplinary charge/report against his/her name may not be permitted to appear at the ESE.
- 16.6 Admit Cards for the ESE shall be issued only to those students who fulfill all the above eligibility criteria.
- 16.7 **Filling-in of Examination Forms for the End Semester Examination shall be treated as having made 1 (one) attempt out of 3 total permissible attempts. Any student who fails to fill-in the examination form would be treated henceforth as a casual student.**

## **17. EVALUATION OF PRACTICAL PAPERS: UG (HONS & GEN), PG & OTHER COURSES**

- 17.1 **For UG courses: 75% marks of a practical paper will be devoted to conducting Experiments:** it may consist of a token experiment/part of experiment / a full experiment. The remaining 25% marks will be allotted for viva-voce and practical notebook. In case of non-availability of full time teacher on substantive basis, one external examiner will be appointed by the College for evaluation of practical papers.
- 17.2 **For PG courses: 80% marks of a practical paper will be devoted to conducting Experiments.** The remaining 20% marks will be allotted for viva-voce and practical notebook. One external examiner will be appointed by the College for evaluation of practical papers.
- 17.3 **For B. P. Ed. and M.P.Ed. Courses:** all practical activities will have both Internal (30%) as well as External (70%) Assessment. One internal and one external examiner will be appointed by the College for evaluation of practical papers.

**17.4 For B.Ed. Courses:** all practical activities (Practicum)/Engagement with field done by the trainees will be evaluated both internally (40%) as well as externally (60%). One internal and one external examiner will be appointed by the College for evaluation of practical papers and School Internship. They will jointly evaluate the following three files prepared by each student along with the viva voce:

- a) File containing 60 learning designs delivered during Internship;
- b) File for practicum of pedagogy on school subjects;
- c) File for community-based activities or any other conditions laid down by NCTE.

**17.5** In case of any query or dissatisfaction regarding the results, a student may appeal to the Departmental Committee headed by the Head of the Department or any other teacher nominated by the Principal.

**17.6** Semester-wise marks of practical examination shall be submitted by the Head/Coordinator of the Department to the Controller of Examinations at least 15 days before the commencement of End Semester Examination (ESE).

## **18. CONTINUATION FROM 1ST YEAR TO 2ND YEAR/ 2ND YEAR TO 3RD YEAR**

**18.1 For the Students of UG courses:** By satisfying the criteria 13.1, 13.3 & 13.4 the student will get automatic promotion to the upper classes, irrespective of his/her semester results. If in an 'odd' semester the student fails in a paper, he/she can sit for it in the next 'odd' semester (in the same way, an unsuccessful 'even' semester paper can be attempted again in the next 'even' semester.). But finally, each student has to pass every paper separately. Final year students will get supplementary exams. in backlog/unsuccessful theory papers in 3<sup>rd</sup> year (5<sup>th</sup> and 6<sup>th</sup> semesters), provided they have no back paper in 1st year & 2nd year class *i.e.* in 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup>/4<sup>th</sup> semester.

### **Pass marks for individual paper**

Papers	Pass Marks per Paper (Theory and Practical separately)
Core Paper (CC)	: 40%
Discipline-specific Core	: 40%
Generic Elective (GE)	: 40%
Discipline-specific Elective	: 40%
CCL/SEC/AECC	: 40%

**N.B.** No student shall be permitted to sit for the End Semester Examination after the lapse of 5 years from the date of admission to the B.A./B. Sc./B.Com. first year 1st semester class. (Registration of the B.A./B. Sc./B.Com. Students would remain valid for 5 years).

**18.2 For the Students of PG courses** satisfying the criteria 13.1, 13.3 & 13.4 the student will get automatic promotion to the upper classes, irrespective of his/her semester results. If in an

'odd' semester the student fails in a paper, he/she can sit for it in the next 'odd' semester (in the same way, an unsuccessful 'even' semester paper can be attempted again in the next 'even' semester.). But finally, each student has to pass every paper separately. Final year students will get supplementary examinations in theory subjects in 2<sup>nd</sup> year (3<sup>rd</sup> & 4<sup>th</sup> semesters), provided they have no back paper in 1<sup>st</sup> year *i.e.* in 1<sup>st</sup> and 2<sup>nd</sup> semesters.

**Pass marks for individual paper: 40% separately for both theory & practical papers.**

**N.B.** No student shall be permitted to sit for the End Semester Examination after the lapse of 3 years from the date of admission to the M.A./M.Sc. first year 1<sup>st</sup> semester class. (Registration of the M.A. /M. Sc. students would remain valid for 3 years).

- 18.3 **For the Students of B.Ed. course:** By satisfying the criteria 13.1, 13.3 & 13.4 the student will get automatic promotion to the upper classes, irrespective of semester results. But finally, each student has to pass every paper separately. Final year students will get supplementary examinations in backlog/unsuccessful theory papers in 2<sup>nd</sup> year (3<sup>rd</sup> and 4<sup>th</sup> semesters), provided they have no back paper in 1<sup>st</sup> year *i.e.* in 1<sup>st</sup> and 2<sup>nd</sup> semesters.

**Pass marks for individual paper: 50% in aggregate and 40% separately for both theory & practical papers.**

**N.B.** No student shall be permitted to sit for the End Semester Examination after the lapses of 3 years from the date of admission to the 1<sup>st</sup> year first semester class (Registration would remain valid for 3 years).

- 18.4 **For the Students of B.P.Ed. & M.P.Ed. courses:** By satisfying the criterion 13.1 & 13.2 the student will get automatic promotion to the upper classes, irrespective of semester results. But finally each student has to pass every paper separately. Final year students may sit for supplementary examinations in backlog/unsuccessful theory papers in 2<sup>nd</sup> year (3<sup>rd</sup> and 4<sup>th</sup> semesters), provided they have no arrear paper in 1<sup>st</sup> year *i.e.* in 1<sup>st</sup> / 2<sup>nd</sup> semester.

**Pass marks for individual paper: 40% for theory & 50 % for practical papers**

**N.B.** No student shall be permitted to sit for the End Semester Examination after the lapses of 3 years from the date of admission to the B.P.Ed./M.P.Ed. first year first semester class (Registration would remain valid for 3 years).

## 19. CASUAL STUDENT

- 19.1 A Student having at least 75% attendance and having appeared at one of the internal examinations (written CIA test) **but not having filled-in the examination form for ESE** will be treated as casual student.
- 19.2 **A casual student will not be allowed to take further admission for promotion or not be allowed to continue in the next semester until the particular semester is cleared.**
- 19.3 When the particular semester is cleared, a casual student will be allowed to continue with the course of study and be treated again as a 'regular' student.

19.4 **A casual student may appear at ESE in the next appropriate semester by filling up the examination form.** It means, any casual student would have to wait for one academic year to sit for the ESE papers for which he failed previously to fill-in the exam form. However, by not filling-in the exam. form, a student can only keep the permissible number of attempts (to clear a paper) intact.

## **20 ARREAR PAPER**

An Arrear Paper is a backlog paper, for which a student got registered but is yet to pass in the same. **Arrear Paper may arise either through absence on the examination day or failure to obtain the required qualifying/pass marks.** Any such case of arrear paper(s) will be indicated in the Semester Marks Sheet but not in the Consolidated Mark Sheet.

- 20.1 When an Arrear Paper arises due to absence, it means the student does not appear for the ESE paper (theoretical/practical/project work). Alternatively it may arise when he/she fails to secure the minimum pass marks in that paper with different assessment results (except the practical exam/project work/Dissertation work) taken together (ESE + CIA).
- 20.2 A student will be permitted to appear for an Arrear Paper in the next appropriate semester. But the marks for the CIA and practical examination obtained in the first attempt will be retained, provided the minimum qualifying marks of 40% has been obtained in the practical examination.
- 20.3 A student will have to pass in the modules on (i) Theory, (ii) Practical and (iii) Project/Dissertation works (whichever applicable) separately, no matter whether Theory, Practical and Project/Dissertation works are designed as separate papers or prescribed as components of the same paper. However, a student will be permitted to appear in the next appropriate semester only for the part (Theory or Practical or Project work) in which he/she has failed/been absent. In Composite papers, a student registered for B.A., B.Com. and B.Sc. programme/B.P.Ed./M.P.Ed./B.Ed./PG courses, must pass in Theory, Practical and Project/Dissertation work separately. However, a student will be permitted to appear in the next appropriate semester only for the part (Theory or Practical or Project/Dissertation work) in which he/she has failed/been absent.
- 20.4 Whenever the question of passing in the theory paper arises, the concept of theory paper will also include the performance in CIA.
- 20.5 A special supplementary examination will be held within a month after publication of final results to allow the students to clear their arrear/backlog papers of 5<sup>th</sup> & 6<sup>th</sup> semesters for the UG level and 3<sup>rd</sup> & 4<sup>th</sup> semesters for the PG level, including the practical component of a lab-based paper. Supplementary examination is applicable to none other than back loggers.



## **21. SUPPLEMENTARY EXAMINATION**

- 21.1 A supplementary examination will be held for the 3<sup>rd</sup> year UG (including BCA) students who have arrear/backlog papers only from Semesters **V** and **VI**, as well as for 2<sup>nd</sup> year PG **students** who have arrear/backlog papers only from Semesters **III** and **IV**.
- 21.2 Supplementary examination for UG will be held after semester VI if arrear/backlog papers of semesters V and VI are not cleared and for PG/B.P.Ed/M.P.Ed./B.Ed. will be held after semester IV if arrear paper of semesters III and IV are not cleared.
- 21.3 There will be no supplementary examination for project/dissertation/term paper.
- 21.4 There will be no Supplementary Examination for Arrear/backlog Papers accrued from Semesters I to IV for a three year degree student and Semester I to II for PG/B.P.Ed/M.P.Ed./B.Ed.

## **22. CONDUCT OF EXAMINATION**

### **I. Administrative**

- 22.1 **Paper setting:** Three (3) Paper setters (comprising both internal and external) will be appointed by the COE from the list of subject experts approved by the Board of Studies (BoS) of the respective departments. The Board of Moderators will finalize two sets of questions for each paper and submit the sets separately (in hard copy) to the CoE in two (2) sealed envelopes. Of the two sets of proposed questions the Principal will select a particular set for examination.

- 22.1.1 The Board of Moderators will include the following members:

#### **UG courses**

At least two (2) external members;

#### **PG courses**

Internal and external members as per requirement;

The concerned HoD will provide secretarial assistance to the Board members.

- 22.2 Examination Supervisor: For End-semester Written Examinations (Theory), there will be two joint-supervisors to look after the smooth conduct of the examination. One of these supervisors will be selected by the Teachers' Council of the college. The other will be from among the PTT/CWTT. The said supervisory work would be done by the COE if the situation demands.
- 22.3 For End-semester Examinations (Practical), office of the CoE will supervise all the affairs in consultation of the HoD concerned.

- 22.4 In the ESE when any other mode of examination is adopted than written examination, there must be an external examiner.
- 22.5 **Evaluation:** At least 25 percent of the theory papers (ESE only) will be evaluated externally. The CoE will decide which paper will be evaluated externally. Under special circumstances Principal will take the required decision in consultation with the respective HoD.

## **II. Examinee-Related**

- 22.6 Entry into the Examination hall will be allowed only on production of Admit Card.
- 22.7 No entry will be allowed 30 minutes after the commencement of examination without the written permission of Controller of Examinations. But any such permission will be given only during the first 30 minutes after commencement of examination.
- 22.8 No student will be permitted to submit the answer script before the completion of the first hour of the examination.
- 22.9 Temporary exit will not be permitted before one hour from the commencement of the examination. Such exits may be permitted only once during the examination except in special cases.
- 22.10 In the examination hall, examinees will not be allowed to keep mobile phone in his/her possession or any other electronic device except calculator (if not permitted). However, the use of scientific 'programmable' calculator is strictly not allowed during the time of examination.
- 22.11 Instructions on the Admit Card/Answer booklet and other related examination rules are to be strictly followed.
- 22.12 The examinees resorting to copying and gossiping, objectionable behavior to the invigilator or any other staff member or unfair means in any form during the examination is liable to face disciplinary steps. Disciplinary actions will be initiated by the Controller of Examinations.
- 22.13 The student who has a disciplinary charge against his/her name may not be allowed to appear for the examination.

## **PART-F : RESULTS & CERTIFICATION**

### **23. PUBLICATION OF RESULTS**

- 23.1 The Controller of Examinations shall publish a list of successful candidates based on the performances/marks of all the Semesters in the course after the same is passed by the Examination Committee.
- 23.2 The result of the R.A. (Reported Against) candidate will remain withheld till a committee headed by the COE settles the case (to be settled within a fortnight from the last date of examination).
- 23.3 The result of all the examinations up to the penultimate semester (except the final semester) shall be notified without mentioning the division/class secured by the student, and the mark-sheet shall be issued only mentioning the SGPA in the respective Semesters. Only a statement of marks in terms of SGPA secured by the student shall be issued for his/ her reference. But after the completion of the final semester a consolidated mark-sheet shall be issued to each student. In this consolidated mark-sheet the CGPA secured by the candidate shall be mentioned.
- 23.4 The publication of result may be expected in around one (1) month from the last date of examination.

## 24. CLASSIFICATION OF SUCCESSFUL CANDIDATES

Based on the overall performance of the students, students would be awarded Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) points.

- 24.1 Each student of UG and PG will be awarded Grade in each subject at the end of the semester following grading system on the base of 10 (ten). The letter grades and the corresponding grade points are as shown below:

% of Marks	Letter Grade	Grade Value	Qualitative Description
90 - 100	O	10	Outstanding
80 - 89	A+	9	Excellent
70 - 79	A	8	Very Good
60 - 69	B+	7	Good
55 - 59	B	6	Above Average
49- 54	C	5	Average
40 - 49	P	4	Pass
Below 40	F	0	Fail
	AB	—	Absent

- 24.2 Students of B.P.Ed and M.P.Ed. will be awarded Grade in each subject on completion of the semester following grading system on the base of 10 (ten).

The letter grades and the corresponding grade points are as shown below:

% of Marks	Letter Grade	Grade Value	Qualitative Description	Final Achievement
85 -100	O	8.5-10.0	Outstanding	1 <sup>st</sup> class with Distinction
70-84.99	A+	7.0-8.49	Excellent	
60-69.99	A	6.0-6.99	Very Good	First Class
55-59.99	B+	5.5-5.99	Good	Higher Second Class
50-54.99	B	5.0-5.49	Above Average	Second Class
40-49.99	C	4.0-4.99	Average	Pass Class
Below 40	F	0.0	Fail/Dropped	Dropped
	AB	—	Absent	

24.3 Students of B.Ed. will be awarded Grade in each subject at the end of the semester following grading system on the base of 5 (five). The letter grades and the corresponding grade points are as shown below:

% of Marks	Letter Grade	Grade Value	Qualitative Description
90-100	A	5	Excellent
80-89.99	B	4	Very Good
70-79.99	C	3	Good
60-69.99	D	2	Average
50-59.99	E	1	Pass
Below 50	F	0	Failed
	AB	—	Absent

**The Semester Grading Point Average (SGPA) will be computed in each semester as per following formula:**

$$SGPA = \frac{\sum_i C_i G_i}{\sum_i C_i}$$

Where  $C_i$  = the number of credits allotted Where  $C_i$  = the number of credits allotted for particular course,  $G_i$  = the corresponding grade value for the particular course,  $i = 1, 2, \dots$  represent the number of course in which a student is registered in the concerned semester. The SGPA is rounded off to two decimal places.

**The Cumulative Grading Point Average (CGPA) will be computed at the end of all semesters as per following formula:**

$$CGPA = \frac{\sum_i C_i S_i}{\sum_i C_i}$$

Where  $C_i$  = Total credits allotted for  $i^{\text{th}}$  semester,  $S_i$  = the corresponding SGPA value for  $i^{\text{th}}$  semester,  $i = 1, 2, \dots$  represent the number of course in which a student is registered in the concerned semester. The CGPA is rounded off to two decimal places.

24.4 Conversion of SGPA /CGPA to percentage of Marks obtained (10 point scale):

Percentage of marks scored= [SGPA Earned] x 10

Percentage of marks scored= [CGPA Earned] x 10

## 25 ISSUE OF MARK SHEETS

- 25.1 Every student who has appeared at the Semester Examination after paying the requisite examination fees shall be issued a mark sheet by the Controller of Examinations. In the mark sheet the aggregate of the marks secured in both CIA and End-Semester Examination will be shown together. CIA marks will not be mentioned separately. Except for the final semester examination during the course, mark sheets/grade cards will be issued only in the soft copy format (that can be downloaded from the web portal)
- 25.2 Consolidated mark sheet (in Hard copy) shall be issued to the students only on successful completion of the 6<sup>th</sup> Semester Examinations in case of Three Year Degree UG Course, and on completion of the 4<sup>th</sup> Semester in case of Two Year P.G, B.P.Ed, M.P.Ed. & B.Ed. Courses.
- 25.3 In the consolidated mark sheet, results of the students shall be mentioned in terms of CGPA.

## 26. SELF-VERIFICATION OF ANSWER SCRIPTS (SAS) BY THE STUDENTS & RE-VIEW

There is a provision for inspection of the evaluated answer scripts by the examinees themselves:

- 26.1 Application for self-verification of the answer scripts by the examinees themselves will be called for by the Controller of Examination (COE) within seven (7) working days after the publication of the results.
- 26.2 To avail themselves of the SAS facility, examinees need to submit an application in a prescribed proforma (**Form-08, Part A**) to the COE and pay the requisite fees by the deadline set in the call for SAS. Such verification facility is permissible for a maximum of 2 paper(s) evaluated in a given semester.
- 26.3 There would not be any such verification facility for practical paper or project/dissertation paper.
- 26.4 This facility is offered for both Regular/Arrear/Backlog or supplementary papers (ESE theoretical papers only).
- 26.5 There will not be any requirement of minimum cut-off marks to be eligible for SAS.
- 26.6 At the time of verification by the student, photography without permission is prohibited.
- 26.7 Post-SAS response (may include claims for change/rectification) is to be submitted to the COE in a prescribed proforma (**Form-08, Part B**) within two (02) working days after SAS. These responses will be considered by the departmental committee; and finally the committee would send reports to the Controller's office. Late submission of such response may lead to the termination of the whole process.

- 26.8 **Review:** Alternatively, a student may directly apply for re-view/re-examination. In this case the applicant should apply to the CoE in a prescribed proforma (**Form-09**) by the stipulated deadline as notified after the publication of results.
- 26.9 Such facility is permissible for the maximum of two (2) papers in a given semester provided s/he has scores the minimum pass mark of 40% in the remaining papers not being applied for Review.
- 26.10 Re-Examination/re-view is applicable only for theoretical papers of different end semester examinations of three years B.A. /B.Sc. /B.Com. , B.C.A and two years P.G. & Training Courses. Re-examination/ Re-view is not permissible for internal assessment, practical & tutorial examinations, project work/dissertation and backlog papers.
- 26.11 In re-examination of papers for any end-semester examinations (ESE), the marks awarded by the re-examiner in a paper will be taken as the marks obtained by the candidate in that paper. If there is a difference of more than 15% marks of the full marks in the paper between the first examiner and the reviewer, then the answer script will be sent to the third examiner and the average of two closer marks thus received, will stand as his final marks.
- 26.12 It's advisable for any examinee exercising RTI not to apply for these above-mentioned SAS provisions or for direct review in order to avoid complications.

## **27. CANCELLATION OF RESULTS**

- 27.1 A candidate may apply for cancellation of his / her result of any given semester entirely (in the prescribed format, **Form-10**) to the Controller of Examinations within 15 (fifteen) days after receiving mark sheet for the improvement of his/ her results. However, there will be no provision for cancelling result of any single subject/paper in any case.
- 27.2 In all cases, cancellation of result will be counted as one chance lost. In case the candidate apply for the cancellation of results of the final semester, he/she needs to apply to the CoE in a prescribed format attaching the copies of the mark sheet/grade card and the admit card. The final semester candidates applying for such cancellation shall have to surrender their original mark sheet along with the application. They can apply for cancellation provided the time needed to clear those outstanding courses never exceeds the permitted span of the registration period.
- 27.3 The semester courses/papers the results of which are cancelled thereby must be repeated and the student has to sit for examinations of those courses/papers in the next appropriate semester.

## **28. PROVISIONAL CERTIFICATE**

A provisional certificate will be issued to the successful candidates by the Controller of Examinations duly signed by both CoE and Principal. This certificate will remain valid till the issue of the final certificate by the parent university.

#### **29. FINAL DEGREE CERTIFICATE**

The parent university will award degree to each of the successful students recommended by Panskura Banamali College (Autonomous).

#### **30. MIGRATION CERTIFICATE**

Students from other Universities (either UG or PG) must submit the Migration Certificate from the University under which they appeared for the last examination, within one month from the date of their admission into this College. Migration Certificate shall be issued to the **registered students** when they would be moving from this College to other College/University on request (on the prescribed application form, Form-13) and on submission of the requisite fees.

### 31. PATTERN OF QUESTION IN THE INTERNAL ASSESSMENT (IA)

#### 31.1 IA FOR UG COURSES

- a) 1<sup>st</sup> Internal Assessment: Full Marks: 10 & Time: 30 min  
Five questions of 2 marks each are to be answered out of 8 alternatives.
- b) 2<sup>nd</sup> Internal Assessment: Full Marks: 20 & Time: 1 hour  
Group A: Two 5 mark questions are to be answered out of 4 alternatives.  
Group B: One 10 mark question is to be answered out of 2 alternatives.

#### 31.2 IA FOR PG COURSES & B.P.ED./M.P.ED./B.ED. COURSES

Pattern of questions in **internal examinations** (IA) of the above courses will be decided by the class teacher or the teacher assigned for a particular paper/ Group (in a paper).

### 32 QUESTION PATTERN FOR ESE:

Question pattern of different UG & PG Courses will be suggested by the respective Board of Studies.

- 32.1 Questions of each group will necessarily be equitably distributed across the entire syllabus in order to touch upon all the components in the syllabus as much as practicable.
- 32.2 Blind repetition of questions from the last examination (ESE paper would be seriously discouraged. But 25% to 30% thematic and conceptive repetitions are permissible. The practice of blindly repeating questions set erstwhile would be done away with as much as possible.

### 33. LANGUAGE FOR SETTING QUESTION PAPERS

- 33.1 Question papers of all subjects of PG-courses (except the language/literature papers), B.P.Ed. BCA, Hons. & General papers of Science subjects will be set only in English version.
- 33.2 Question papers of Hons. & General papers of Humanities and Social Sc. Subjects, B.Ed. will be set in both English and Bengali versions (except the language/literature papers), where the only version would be the language concerned.
- 33.3 In AECC1 (Communicative English paper), in case of any question on English translation is set, the non-English source language would be both Bengali and Hindi.
- 33.4 In the Generic Elective courses offered by the different language/literature departments, subject-specific language only would be used in the question papers.



## **34. LANGUAGE FOR THE ANSWER PAPERS**

34.1 In consonance with the language version(s) in the question paper, the examinees can use the corresponding language in their answer papers. Whatever language it is, only one language should be used consistently throughout the paper.

## **PAR T-H : CONCLUSION**

## **35. INTERPRETATION AND AMENDMENT**

35.1 Any amendment of this Regulation can be made by the Academic Council (AC and approved by the Governing Body). In case of any doubt or confusion the decision of the Academic Council will be final.

The decision of the Principal is final in interpretation of this regulation. The Principal, Panskura Banamali College (Autonomous), Panskura has the authority to initiate the process to add new provision/s to these regulations if felt necessary as and when required in emergent situation. Such proposal/s for changes—omission/addition or alterations—will be placed before the AC and Governing Body behind such step/s. Once the proposal is approved by these bodies, the changes would come into effect immediately and would be notified to all the stakeholders. Then the revised version of these Academic Regulations will also be uploaded on the institute website at the earliest.

35.2 This document containing the Academic Regulations will also be uploaded in College website in the *pdf* format.

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## FIRST AMENDMENT

made to the

### ACADEMIC REGULATIONS

(with effect from the Session 2020-2021)

The following amendments have been made unanimously to the Academic Regulations of Panskura Banamali College (Autonomous) at the Third Meeting of the Academic Council held on the 7<sup>th</sup> of December 2019, Saturday:

In section **3. COURSES OFFERED** (Page3) the earlier version of the clause—

3.5 Research level courses as partial fulfillment of the requirements of M.Phil./Ph.D. degree (for details the M.Phil./Ph.D. Regulations to be consulted).

is hereby amended as

3.5 Research level courses as partial fulfillment of the requirements of M.Phil./Ph.D. degree (for details the M.Phil./Ph.D. Regulations as framed by the parent University and UGC to be consulted).

In the same section an extra clause is introduced as an addendum that reads—

3.7 For the detailed information regarding the permissible course combinations, the tables in the Appendix may be consulted. However, the admission committee may bring in any change /alteration in the course combinations from time to time.

Following the section **4. ADMISSION PROCESS** (Page4) the section **5. ADMISSION OF INTERNATIONAL STUDENTS** will be dropped.

Instead, there shall be the section **5. RESERVATION POLICY**, and under this the lone clause 5.1 as shown below—

#### 5. RESERVATION POLICY

5.1 In the admission process, reservation policy of the state government will be followed strictly.

In section **8.2 AFTER ADMISSION** (Page 6) the clause—

d) Freshers to be accommodated, as far as practicable, in a separate hostel block.

is henceforth removed.

In section **13. STUDENTS' ATTENDANCE (UG & PG)** (Page 9) the earlier version of the clause—

13.2 Decimal values would always be rounded-off as per rule in calculating the attendance percentage, on the aggregate or paper-wise.

is hereby amended as

13.2 Decimal values would always be kept as it were (but need not be rounded-off) in calculating the attendance percentage, on the aggregate or paper-wise.

In the same section, clause 13.3 (Page 9) including the percentage award tableau has been amended as

13.3 For attendance in the band of 75% to below 80% (*i.e.* Band 'C') 2 mark will be awarded, of 80% to below 90% (*i.e.* Band 'B') 4 marks will be awarded, and for attendance from 90% and above

(i.e. Band 'A') 5 marks will be awarded. Thus, the scheme of the award for attendance percentage would be the following:

Attendance Band	Percentage range	Award	Remark
	from below		
A	90% —	5	Attendance and resultant award paper-wise;
B	80% — 90%	4	Attendance and resultant award paper-wise; Medical reasons not to be accepted for upgradation to higher band;
C	75% — 80%	2	Attendance and resultant award paper-wise; Medical reasons not to be accepted for upgradation to higher band;
D	60% — 75%	1	Subject to condonation of short attendance by the Principal on grounds as laid down in 13.4 below

As the section **14. OUTLINE OF THE COURSE STRUCTURE UNDER CHOICE BASED CREDIT SYSTEM (CBCS)** needs to have a clarification/declaration at the outset, it is amended as—

#### **14. OUTLINE OF THE COURSE STRUCTURE UNDER CHOICE BASED CREDIT SYSTEM (CBCS)**

The following contains the course structure of different courses that are designed as per the recommendation of the UGC and the parent University (and they may change from time to time).

Except the last clause (i.e. 14.5 Semester-wise course structure of two-year B.Ed. Programme), UG courses offered are under the CBCS curriculum implemented across the country.

In section **15. EXAMINATIONS** (Page 19) the earlier version of the clause—

**15.3** In the odd semesters under this system (I, III & V) ESE will be conducted in December, whereas in the even semesters (II, IV & VI) ESE will be conducted in June of every academic year.

is hereby amended as

**15.3** End Semester Examinations (ESE) will be held as per the provisions in the Academic Calendar approved by the Academic Council of the institute.

Under normal circumstances, in the odd semesters under this system (I, III & V) ESE may be expected in December, whereas the even semesters (II, IV & VI) ESE in June of every academic year.

In section **15.** the sub-section under the title **CIA structure for UG Courses** (Page 19) had a clause—

**15.4.3** Except the AECC courses, in each semester there will be two phases of written internal assessment (IA) tests. The first phase will take place 08 weeks after the commencement of a semester. It will be of 10 marks with 5 questions to be attempted for 2 marks each. The second one will be conducted after 16 weeks since the commencement of the semester. It will be of 20 marks comprising questions for 5 and 10 marks. (For more specific information about the schedule of CIAs, academic calendar may be consulted).

But it is hereby amended as

**15.4.3** Except the 2-credit courses (i.e. SEC & AECC English/MIL Communication), in each semester there will be two phases of written internal assessment (IA) tests. The first phase

will take place 08 weeks after the commencement of a semester. It will be of 10 marks with 5 questions to be attempted for 2 marks each. The second one will be conducted after 16 weeks since the commencement of the semester. It will be of 20 marks comprising questions for 5 and 10 marks. (For more specific information about the schedule of CIAs, academic calendar may be consulted).

In the afore-said 2-credit courses, there will be only one IA of ten marks with 5 questions to be attempted for 2 marks each.

Concerned departments may change these question patterns and marks break-up, if felt necessary, in consultation with the CoE office.

There will be no minimum qualifying marks in any form of CIA for the students.

In section 15. the sub-section under the title **CIA structure for PG Courses** (Page 20) had a clause—

15.4.5 CIA comprises 10 marks for each paper. The components for this continuous internal assessment are only two class tests – 10 marks each. But there will be no minimum qualifying mark for the students. Marks from class test will be evaluated by averaging two marks obtained in two class tests.

But it is henceforth amended into:

15.4.5 CIA for each paper comprises 10 marks in total. The compulsory component is

(i) two class tests – 10 marks each

(Marks from class test will be evaluated by averaging two marks obtained in two class tests.)

-OR-

(ii) assignments/class presentation/project writing/term-paper writing.

Concerned departments may change these question patterns and marks break-up, if felt necessary, in consultation with the CoE office.

There will be no minimum qualifying marks in any form of CIA for the students.

In section 17. Clause 17.1(Page 21) that reads—

17.1 ... .. In case of non-availability of full time teacher on substantive basis, one external examiner will be appointed by the College for evaluation of practical papers.

is henceforth amended into:

17.1 ... .. In the ESE (Practical), at least one external examiner will be appointed by the College for the conduct of Practical examination and evaluation of practical papers.

In section 18. (Page 22) Pass marks for an individual core paper at the UG level would be 40% but for the rest of the papers (non-core) it will be 30%. The revised table would be like:

#### Pass marks for individual paper

Papers	Pass Marks per Paper (Theory and Practical separately)
Core Paper (CC)	40%
Discipline-specific Elective (DSE) for Honours /Major course	40%
Discipline-specific Elective (DSE) for General course	30%
Generic Elective (GE)	30%
Discipline-specific core (DSC)	30%
CCL/SEC/AECC	30%

In section 22. Clause 22.1(Page 25) that reads—

22.2 **Paper setting:** Three (3) Paper setters (comprising both internal and external) will be appointed by the COE from the list of subject experts approved by the Board of Studies (BoS)

of the respective departments. The Board of Moderators will finalize two sets of questions for each paper and submit the sets separately (in hard copy) to the CoE in two (2) sealed envelopes. Of the two sets of proposed questions the Principal will select a particular set for examination.

is henceforth amended into:

**22.1 Paper setting:** For each paper two (2) paper-setters (comprising both internal and external) will be appointed by the COE from the list of subject experts approved by the Board of Studies (BoS) of the respective departments. The Board of Moderators will finalize only one set of question from the two sets (one internal and the other external) for each paper. In case of non-receipt of any one set of question paper, the moderators would set the final copy out of the single set received. In that case the moderators may change upto 50% of the set received. Finally they would submit the moderated papers separately (in hard copy) to the CoE in one (1) sealed envelope.

In section 22. Clause 22.6(Page 26) that reads—

**22.6 Evaluation:** At least 25 percent of the theory papers (ESE only) will be evaluated externally. The CoE will decide which paper will be evaluated externally. Under special circumstances Principal will take the required decision in consultation with the respective HoD.

is henceforth amended into:

**22.6 Evaluation:** At least 25 percent of the theory papers (ESE only) will be evaluated externally. On recommendation of the concerned BoS, the CoE will decide which paper will be evaluated externally. Under special circumstances Principal will take the required decision in consultation with the respective HoD.

In section 26. Clause 26.10(Page 31) that reads—

26.11 In re-examination of papers for any end-semester examinations (ESE), the marks awarded by the re-examiner in a paper will be taken as the marks obtained by the candidate in that paper.

is henceforth amended into:

26.11 In re-examination of papers for any end-semester examinations (ESE), the marks/credit points awarded by the re-examiner in a paper will be taken as the final marks/credit points obtained by the candidate in that paper. Applying for Review would mean cancellation of the previous marks/credit points. The post-review marks/credit points would be final, no matter whether found more/less than or equal to the previous marks/credit points.

In section 30. **MIGRATION CERTIFICATE** (Page 32) the earlier version of the clause—

30. Students from other Universities (either UG or PG) must submit the Migration Certificate from the University under which they appeared for the last examination, within one month from the date of their admission into this College.

is hereby amended as

30. Students from other Universities (either UG or PG) must submit the Migration Certificate from the University under which they appeared for the last examination, within three months from the date of their admission into this College.

and the rest of the clause would remain unchanged.

As the section **32. PATTERN OF QUESTION FOR ESE** needs to have a clarification/ declaration at the outset, it is amended as—

### 32. PATTERN OF QUESTION FOR ESE:

The following contains the question patterns of the different UG and PG courses for the ESE.

The ESE question patterns for the B.Ed., B.P.Ed. and M.P.Ed. courses will be as per the NCTE norms/guidelines, whereas question patterns for the other UG and PG courses are like the following.

### Question patterns of End Semester Examination (ESE)

#### **B.A., B.Sc., B.Com(Hons. & GEN) course under CBCS**

Question pattern of 06 credit course (CC/ GE/DSC/L1/L2/DSE), 02 credit course (AECC-English), 04 credit course (AECC-ENVS), 02 credit course (SEC)

Course	Marks distribution				
<b>CC/GE/DSC/ DSE/L1 /L2 (6 credit course)</b>	ESE Full Marks : 60				
Theory + Practical	<b>A</b>	Theory : 40			Practical : 20
	1	Answer 05 question out of 08 carrying 02 marks each	5x02=10		
	2	Answer 04 questions out of 06 carrying 05 marks each	4x05=20		
	3	Answer 01 questions out of 02 carrying 10 marks each	1x10=10		
	<b>**Questions, carrying 05 or 10 marks need not necessarily to be a single question</b>				
Theory only	<b>B</b>	Theory : 60			Practical : Nil
	1	Answer 10 question out of 15 carrying 02 marks each	10x2=20		
	2	Answer 04 questions out of 06 carrying 05 marks each	4x05=20		
	3	Answer 02 questions out of 04 carrying 10 marks each	2x10=20		
	<b>**Questions, carrying 05 or 10 marks need not necessarily to be a single question</b>				
<b>AECC (2 credit course)</b>	<b>A</b>	ESE Full Marks :40			
		Theory :40			Practical: Nil
	1	Answer 05 question out of 08 carrying 02 marks each	5 x 2=10		
	2	Answer 04 questions out of 06 carrying 05 marks each	4x05=20		
	3	Answer 01 questions out of 03 carrying 10 marks each	01x10=10		
	<b>**Questions, carrying 05 or 10 marks need not necessarily to be a single question</b>				
<b>AECC (4 credit course)</b>	<b>B</b>	ESE Full Marks :80			
		Theory :50			Project : 30
	1	Answer 10 question out of 16 carrying 02 marks each	10x2=20	Report	15
	2	Answer 04 questions out of 06 carrying 05 marks each	4x05=20	Presentation	10

		3	Answer 01 questions out of 03 carrying 10 marks each	1x10=10	Viva-voce	5
<b>**Questions, carrying 05 or 10 marks need not necessarily to be a single question</b>						
	<b>SEC (2 credit course)</b>	<b>A</b>	ESE Full Marks :40			
	Theory + Practical		Theory :25		Practical : 15	
		1	Answer 5 question out of 8 carrying 02 marks each	5x02=10		
		2	Answer 03 questions out of 05 carrying 05 marks each	3x05=15		
<b>**Questions, carrying 05 marks need not necessarily to be a single question</b>						
	<b>SEC (2 credit course)</b>	<b>B</b>	ESE Full Marks :40			
	Theory only		Theory :40		Practical :Nil	
		1	Answer 05 question out of 08 carrying 02 marks each	5x02=10		
		2	Answer 04 questions out of 06 carrying 05 marks each	4x05=20		
		3	Answer 01 questions out of 03 carrying 10 marks each	1x10=10		
<b>**Questions, carrying 05 marks need not necessarily to be a single question</b>						

### Question patterns of End Semester Examination (ESE)

#### M.A. / M.Sc. course under CBCS

#### Question pattern of 03/04 / 06 credit course

	Course	Marks distribution				
	<b>03/04/ 06 credits course</b>	ESE Full Marks : 40				
	Theory		Theory : 40			
		1	Answer 04 question out of 06 carrying 02 marks each	4x02=08		
		2	Answer 04 questions out of 06 carrying 04 marks each	4x04=16		
		3	Answer 02 questions out of 03 carrying 8 marks each	2x08=16		
		<b>**Questions, carrying 08 marks need not necessarily to be a single question</b>				

**OR**

	Course	Marks distribution				
	<b>03/04/ 06 credits course</b>	ESE Full Marks : 40				
	Theory	<b>A</b>	Theory : 20			
		1	Answer 02 question out of 03 carrying 02 marks each	2x02=04		
		2	Answer 02 questions out of 03 carrying 04 marks each	2x04=08		
		3	Answer 01 questions out of 02 carrying 8 marks each	1x08=08		

		<b>**Questions, carrying 08 marks need not necessarily to be a single question</b>			
		<b>B</b>	Theory : 20		
		1	Answer 02 question out of 03 carrying 02 marks each	2x02=04	
		2	Answer 02 questions out of 03 carrying 04 marks each	2x04=08	
		3	Answer 01 questions out of 02 carrying 8 marks each	1x08=08	
		<b>**Questions, carrying 08 marks need not necessarily to be a single question</b>			

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## SECOND AMENDMENT

made to the

### ACADEMIC REGULATIONS

(with effect from the Session 2020-2021)

The following amendment has been made unanimously to the Academic Regulations of Panskura Banamali College (Autonomous) at the Fourth Meeting of the Academic Council held on the **19<sup>th</sup> September 2020**, Saturday:

In the said Regulation of the College (Clause 13.3), the following changes are to be made:

13.3 For attendance in the band of 75% to below 80% (*i.e.* Band 'D') 2 mark will be awarded, of 80% to below 85% (*i.e.* Band 'C') 3 mark will be awarded, of 85% to below 90% (*i.e.* Band 'B') 4 marks will be awarded, and for attendance of 90% or above (*i.e.* Band 'A') 5 marks will be awarded. Thus, the scheme of the award for attendance percentage would be the following:

Attendance Band	Percentage	Award	Remark
	from below		
A	90% — 100%	5	Attendance and resultant award paper-wise;
B	85% — 90%	4	Attendance and resultant award paper-wise; Medical reasons not to be accepted for upgradation to higher band;
C	80% — 85%	3	Attendance and resultant award paper-wise; Medical reasons not to be accepted for upgradation to higher band;
D	75% — 80%	2	Attendance and resultant award paper-wise; Medical reasons not to be accepted for upgradation to higher band;
E	60% — 75%	1	Subject to condonation of short attendance by the Principal on grounds as laid down in 13.4 below

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**THIRD AMENDMENT**

**made to the**

**ACADEMIC REGULATIONS**

**(with effect from the Session 2020-2021)**

The following amendments have been made unanimously to the Academic Regulations of Panskura Banamali College (Autonomous) at the Fifth Meeting of the Academic Council held on the **21<sup>st</sup> December 2021**, Tuesday:

In section **19 CASUAL STUDENT (Page 23)** is henceforth **removed**

In section **25. Clause 25.1(Page 29)** that reads—

25.1 Every student who has appeared at the Semester Examination after paying the requisite examination fees shall be issued a mark sheet by the Controller of Examinations. In the mark sheet the aggregate of the marks secured in both CIA and End-Semester Examination will be shown together. CIA marks will not be mentioned separately. Except for the final semester examination during the course, mark sheets/grade cards will be issued only in the soft copy format (that can be downloaded from the web portal)

is henceforth amended into:

Every student who has appeared at the Semester Examination after paying the requisite examination fees shall be issued a mark sheet (in hard copy) by the Controller of Examinations. In the mark sheet the aggregate of the marks secured in both CIA and End-Semester Examination will be shown together. CIA marks will not be mentioned separately. Total marks and marks obtained will be mentioned in the mark sheet

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