

# VINOBA BHAVE UNIVERSITY,HAZARIBAG

## REGULATION FOR MASTER'S EXAMINATION IN HUMANITIES, SOCIAL SCIENCES, SCIENCE AND COMMERCE

This regulation has been framed by carrying out partial amendments of the preceding regulation wherever it was required for introducing Choice Based Credit System (CBCS) w.e.f. the academic session 2015-16.

- 1. Name of the course:** Vinoba University, Hazaribag in Master of Arts (M.A.) Course in Humanities and Social Science faculties; Master of Science (M.Sc.) Course in Science faculty and Master of Commerce (M.Com.) in Commerce faculty. The Hindi equivalent of M.A., M.Sc., M.Com, will be कला निष्णात, विज्ञान निष्णात एवं वाणिज्य निष्णात, respectively.

Subject in which Masters Programme is Imparted;

<b>Sl.No.</b>	<b>Faculty</b>	<b>Subjects</b>	<b>Degree awarded</b>
1.	Humanities	1. English 2. Hindi 3. Urdu 4. Sanskrit 5. Philosophy 6. Bengali	M.A.
2.	Social Science	1. History 2. Political Science 3. Psychology 4. Geography 5. Economics 6. Sociology 7. Anthropology 8. Home Science 9. Mathematics	M.A.
3.	Science	1. Botany 2. Chemistry 3. Physics 4. Zoology 5. Geology 6. Mathematics 7. *Computer Application	M.Sc.

		8. *Biotechnology 9. *Clinical Nutrition & Dietetics 10.Environmental Science 11.Anthropology	
4.	Commerce	Alternative group of subjects Prescribed in the syllabi of M.Com	M.Com

\* Teaching and examination of these subjects shall be held under their specific regulations.

**2.1 Duration of the Course:** The duration of the course for Master's degree in Arts, Science and Commerce shall cover a period of two academic sessions divided into four semesters, each semester of six months duration.

**2.2 Fee Structure:** The candidate shall have to pay all kinds of fees fixed by the Academic Council of the University at the commencement of each semester, the examination fee for end semester examinations shall have to be paid if the candidate is found fit to take the end semester examination. The University shall have rights to revise/charge any kind of fee any time. The fee structure for NRI and Foreign Nationals shall be fixed in terms of U.S. dollar separately through notification

**3.1 (A) Eligibility Criteria for Admission in M.A/M.Sc./M.Com (1<sup>st</sup> Semester) Course:**

A candidate will be eligible for admission in the M.A/M.Sc./M.Com (1<sup>st</sup> Semester) Course only if he/she has passed one of the following examinations from Vinoba Bhave University or a recognized University, or an examination recognized equivalent thereof:-

- (i) A Bachelor's Three Year Degree course examination with Honours/ Major in the subject concerned.
- (ii) A Bachelor's Three Year Degree course examination of general course. Provided that he/she has secured a 1<sup>st</sup> division in that examination and in case no division is awarded by the concerned examination board/university, the candidate must have secured a minimum of 60% marks in the aggregate and also in the subject concerned. Provided that such a candidate will be treated as equivalent to Honours graduate for the purpose of the admission only.

- (iii) A Bachelor's Three Year Degree course examination of open University or Distance Education Programme of an institution recognized by Distance Education Council of India.  
Provided that the candidate has obtained a minimum of 60% marks in the aggregate and also in the major/main subject in which he/she desires to pursue the Master's Course.
- (iv) No candidate who holds a whole-time employment shall be admitted as a regular student.  
Provided that a whole time employee may be admitted to the course if he has valid permission from his employer to do so.
- (v) No student shall be permitted to take admission in two Post-graduate courses of the University belonging to the same or overlapping sessions.
- (vi) A student who has passed the qualifying examination with major/Honours in the subject of Physics, Chemistry, Botany, Zoology, Geology, Sociology and Home Science, shall be eligible for consideration of admission in Anthropology or Home Science.

### **3.1.(B) Eligibility Criteria for Admission in 2<sup>nd</sup> /3<sup>rd</sup>/4<sup>th</sup> Semester:-**

All candidates who have passed or been promoted in the previous semester may take admission in the next semester.

### **3.2 Method of Admission:**

The admission to the 1<sup>st</sup> Semester of Master's Course will be made in general on the basis of a merit list of the application prepared on the basis of marks obtained in the last qualifying examination or on the basis of the written entrance test conducted by the university for the purpose. However, a P.G. Department may be directed or allowed if the Departmental Council so resolves, to conduct a written entrance test for preparing the merit list.

### **3.3 Reservation and Weightage:**

- (i) The reservation rules of the Jharkhand state government framed for the purpose of admission shall be applicable. 5% seats will be reserved for NRI categories, but no caste reservation shall be applied to such category of candidates. In case candidates of a particular category are not available, the vacant seats will be treated as general.

(ii) The following categories of candidates will be provided weightage of marks mentioned against each category for preparing merits list.

**Category Weightage (percent of marks to be added in the relevant marks obtained by the candidate in the subject concerned for preparing merit list)**

(i)	Girl Student	3%
(ii)	Dependent of Ex-Serviceman	2%
(iii)	Ward of the teaching and Non-teaching Staff of the University/ College under Privilege of the University	7%
(iv)	N.C.C.-	
	(a) N.C.C. Cadet having camp certificate	1%
	(b) N.C.C. Cadet having state comp Certificate	2%
	(c) N.C.C. Cadet having National camp Certificate	3%
	(d) N.C.C. C-Certificate –	5%
	(e) N.C.C. B-Certificate _	4%
(v)	N.S.S.	
	(a) N.S.S. Special Camp Certificate (unit level) –	1%
	(b) N.S.S. Zonal Level –	2%
	(c) PRD – Camp N.S.S. National Level Camp –	3%
	(d) R.D. Parade/ National award –	5 %
(vi)	Sports/Cultural Activities/ Fine Art and music/ Drama:	
	(a) International Level Representation	
	(i) Olympic or Equivalent	20%
	(ii) Asian Level	15%
	(b) National Level	10%
	(c) Representation at the Zonal/State Level	5%
	(d) Represented College in Inter-College meet	2%

Provided that no candidate shall be allowed two benefits at the same time.

**3.4** The total number of seats allotted to a University Department/College P.G. Department shall be fixed by the Syndicate on the recommendation of the Academic Council.

Provided that if the Academic Council does not ratify the increase in the number of seats, the increase will be reverted back only in the next academic session.

#### **4. Attendance Rule:**

All students must attend every lecture, practical classes and other activities of the Department. However, the attendance requirement will be a minimum of 75% of the classes held.

##### **4.1 Absence during the Semester-**

- (a)** A student must inform the HOD concerned immediately of any instance of continuous absence from classes.
- (b)** A student who is absent due to illness should approach the teachers concerned for makeup quizzers, assignment and laboratory work.
- (c)** A student who has been absent from a sessional test due to illness shall approach the teacher concerned for the test immediately on return to class. The request should be supported with a medical certificate issued by a registered medical practitioner.
- (d)** In case the period of absence on medical grounds or more than 20 working days during the Semester a student may apply for withdrawal from the semester. Such application must be made as early as possible. No applications for semester withdrawal will be considered after End Semester examination has commenced. Partial withdrawal in a semester is not allowed.
- (e)** If a student is continuously absent from the institute for more than four weeks without permission of the Head of the Department concerned, his/her name will be removed from the institute rolls.
- (f)** (f) If a candidate represents his/her institution/University/Jharkhand State/Nation in Sports/ NCC/ NSS/Cultural or any officially sponsored activity, he/she may be permitted to claim attendance for the actual number of days participated including the congruent journeys, based on the recommendation of the Head of the Institution concerned. If a candidate is selected to participate in national level events such as Republic Day Parade etc, he/she may be permitted to claim attendance for the actual number of days participated (including journey days) based on the recommendation of the head of the Institution concerned.
- (g)** In extraordinary cases the Vice-Chancellor can utilize his discretionary power to condone the shortage of attendance

## **5. Syllabi:**

5.1 The syllabus in each subject and in each paper shall be demarcated into well-defined units/areas of content along with a topic-wise break up. The Board of Studies of the subject concerned constituted by the Vice-Chancellor shall be responsible for framing the Syllabus subject to the provisions of this regulation.

5.2 The syllabus of one semester shall comprise topics the teaching and examination of which may be completed in six months duration of the earmarked academic session. Subjects where practicals have not been prescribed shall have four papers of 100 marks, a written examination of 70 marks to be taken in three hours in one sitting, at the end of the semester comprising all the topics of the paper concerned, by the University, the remaining 30 marks of each paper shall be allotted to sessional work (Internal Evaluation) to be evaluated by the Departmental Council concerned in the form of written component (20 marks) of the topics of the paper taught, 05 marks pertaining to his/her performance at the extracurricular activities, and 05 marks for attendance.

5.2.1 The Course material for I, II (except one paper of skill development) and III (except one open elective paper) Semester shall be compulsory for all the candidates.

5.2.2 The course materials for the 4<sup>th</sup> semester shall be elective (Discipline Centric). A candidate shall have the choice to choose a course from the alternative groups for which teaching is available in the Department in that academic session.

Provided that one paper (of 100 marks) in the IV Semester will be of dissertation/project.

### **5.3 Medium of Instruction and Examination:**

Except language subjects medium of instruction/examination shall be Hindi/English.

## **6. Scheme of Examination of a Semester**

The following are the detailed schemes of examination of a Semester:

### **(A) Non-Practical Subjects:**

Item	Written End Semester Examination	Sessional Work	
		Written component	Day to Day assessment includes extracurricular activities (5 marks) + Attendance (5 marks)
(a) Frequency	Once at the End of Semester	After Completion of a portion; 2 examination in each paper	
(b) Duration	3 Hours	1 Hour	
(c) Number of Papers	04	04	
(d) Full Marks	70	20	5+5 = 10
(e) Full marks in all papers	280	80	40
(f) Pass marks	112	32	16

### **(B) Subjects where Practical is prescribed:**

Item	Written End Semester Examination	Sessional of Theory Papers		Practical Sessional Work	
		(a) Written component	(b) Day to Day Assessment + Seminar/NSS etc.	Practical	(b) Day to Day Assessment
(a) Frequency	Once at the End of Semester	2 examinations in each paper	Day to Day assessment (5 marks) + Attendance (5 marks)	After Completion of a portion but at least 2 exams	
(b) Duration	3 Hours	1 Hour		Six Hours	
(c) Full Marks of a Paper	70	20	5+5	20	10
(d) Number of Papers	03	03		01	
(e) Full marks in all papers	210	60	15	20	10

(f) Pass Marks	84	Total	30	Total	13
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Each written component of 1 hour of sessional work shall comprise four questions of ten marks each, out of which the candidate will have to answer only two questions. Two midterm examinations will be held in each semester.

Note: The Departmental Council of the university department/Post Graduate college concerned shall be responsible for the conduct of the sessional examination. Normally the test of a portion shall be conducted by the teacher who has imparted the teaching of the relevant portion and he shall evaluate the answer books and submit the result to the HOD within a week from the date of the conduct of examination/test. The best of two internal assessments shall be taken as the score of the internal assessments.

### 6.1 The Course Structure of Semester I to IV shall be as under:

#### First Semester

Paper	Subject code	Nature of the course	No. of Credits	Teaching (in hours) per week	Minimum Teaching required (in hours)
I	XYZF 01	Foundation	5	5	60
II	XYZC 02	Core	5	5	60
III	XYZC 03	Core	5	5	60
IV	XYZC/P04	Core/Practical (based on paper II & III)	5	5	60/120

#### 2<sup>nd</sup> Semester

Paper	Subject code	Nature of the course	No. of Credits	Teaching (in hours) per week	Minimum Teaching required (in hours)
V	XYZS05*/ XYZS05A & XYZS05B**	Skill Development	5	5	60
VI	XYZC06	Core	5	5	60
VII	XYZC07	Core	5	5	60
VIII	XYZ C/P	Core/ practical (based on paper VI & VII)	5	5	60/120

\*= Paper will be of 100 marks for non-practical subjects.



\*\*= Theory paper (XYZS05A) will be of 50 marks and practical paper (XYZS05B) of 50 marks.

### **3<sup>rd</sup> Semester**

Paper	Subject code	Nature of the Course	No. of Credits	Teaching (in hours) per week	Minimum Teaching required (in hours)
IX	XYZA09	Open Elective	5	5	60
X	XYZC10	Core	5	5	60
XI	XYZC11	Core	5	5	60
XII	XYZ C/P 12	Core/Practical (based on paper X & XI)	5	5	60

### **4<sup>th</sup> Semester**

Paper	Subject code	Nature of the course	No. of Credits	Teaching (in hours) per week	Minimum Teaching required (in hours)
XIII	XYZE13	Elective Theory	5	5	60
XIV	XYZE14	Elective Theory	5	5	60
XV	XYZE15	Elective Theory/ Elective Practical (based on paper XIII & XIV)	5	5	60
XVI	XYZD16	Dissertation/Project	5	5	60/120

One of the papers in the 4<sup>th</sup> semester in a subject shall be dissertation/project. Pass marks shall be 40%.

**Note:-**

1. The scheme of examination for each semester shall be the same.
2. Passing in written examination, sessional, Practical and Dissertation/Project is required separately.

## **6.2 SYSTEM OF EXAMINATION**

1. The Examinations of P.G.programmes shall be conducted in four semesters, ordinarily in December/May or on such dates as may be fixed by the University.
2. The academic performance of a candidate shall be evaluated in respect of the courses of study prescribed for each semester of the concerned PG Programme through the examinations held in that semester.

## 7. Course Structure and Credit :

Each course shall have a specified number of credits. These credits describe the weightage of the concerned courses. The number of credits that a student has satisfactorily completed measures the performance of the student. Satisfactory progress of a student is subject to his/her maintaining a minimum Cumulative Grade Point Average (CGPA). A certain minimum number of credits as specified in the syllabus must be earned by the student to qualify for the degree.

	<b>Course</b>	<b>Credits</b>
(i)	Core Courses	45
(ii)	Elective (Discipline Centric)	15
(iii)	Open Elective	05
(iv)	Skill Development	05
(v)	Foundation course	05
(vi)	Dissertation/ Project	05
		<b><u>Total:- 80</u></b>

- **One theory paper shall have teaching content of minimum of 60 contact hours.**
- **Assignment of credits:**
  - a) For theory/tutorial lecture one credit shall be assigned for one contact hour per week in a semester (15 week duration).
  - b) For laboratory/field work, two contact hours per week in a semester shall be assigned one credit.

## 8.0) EXAMINATION, EVALUATION AND DECLARATION OF RESULTS

(i) The duration of a paper of an end-semester examination shall normally be three hours and that of a mid-sem examination shall be one hour.

ii) **Assessment and Progression:** The performance of a student shall be evaluated through Internal Assessment that will include the average of two mid-semester examinations in each paper on the pattern of the end-semester examination, regularity of attendance and other activities, carrying 30% marks in all. The end-semester examination shall carry 70% marks.

iii) **Activities for Internal Assessments:** The Internal Assessment for 30% marks of a paper shall be made in the following categories of activities:

- a) Mid-semester examination (average of two written internal examinations) = 20%

b) Day to day assessment including extra-curricular activities:		05%
b) Attendance	=	05%
		Total= 30%

**Classroom Attendance Incentive:** Those having greater than 75% attendance will be awarded Continuous Comprehensive Assessment marks as follows:-

- 75% but < 80%            1 mark
- 80% but <85%            2 marks
- 85% but <90%            3 marks
- 90% but < 95%           4 marks
- ≥ 95%                      5 marks

**Evaluation of Day to Day Assessment including Extracurricular Activities:** The student's performance shall be examined by the staff in-charge of extension activities along with the Head of the respective department and a senior member of the Department on the following parameters.

- 20% of marks for quizzes/assignments/participation in seminars, behaviour, etc.
- 60% of marks for active participation in classes/camps/games/special camps/programmes in the college/district/state/ University activities.
- 10% of marks for exemplary awards/certificates/prizes.
- 10% of marks for other social components such as blood donation, Fine Arts, etc.

The above activities shall be conducted outside the regular working hours of the college.

If a differently able student is unable to participate in any of the above activities, he/she shall be required to take a test in the theoretical aspects of any one of the above

- (a) The assessment (sessional) in theory courses shall comprise two tests of 1.0 hour duration each for 20 marks, 5 marks for attendance and 5 marks for day to day assessment including extracurricular activities.
- (b) The concerned Head of the Department shall fix the programme of the internal examination; and the class tests (including evaluation) shall be conducted by the teacher (or group of teachers) teaching the course, the evaluated answer papers shall be shown to the student, and the marks shall be displayed on the Notice Board.
- (c) At the discretion of the concerned Head of the post-graduate department, a student who has not appeared in the internal test(s) already conducted on account of some cogent reasons, such as late

admission, illness etc., may be allowed to appear in the internal assignment/test held for such a student.

- (d) A tabulation register shall be maintained in each department in which these marks shall be tabulated, marks foil containing the amalgamated marks of all the portions of a paper of the internal assessment (paper-wise) shall be sent to the Examination Department of the University prior to the commencement of End Semester Examination.
- (e) Internal assessment marks shall be shown separately in the marks card of final examination after the end-semester examination. A candidate, who has failed or rejected the result, shall retain the internal assessment marks for the next examination.
- (f) A student, who is successful in the internal examination, shall only be allowed to fill up the examination form of end semester, provided the attendance criteria is fulfilled and nothing is found against his/her character.
- (g) **The University Head of the Department shall have powers to review the whole process and marks awarded in internal assessments of students of post graduate departments of colleges under the privilege of the University.**

## **9. End Semester Examination and Evaluation (for 70 marks):**

### **2.3 Admit Card (for End Semester Examinations):**

Admit Card for end semester examination shall be issued to only a student who clears the internal assessment, fulfills attendance criteria, has nothing against his/her character, filled in examination form within stipulated time, and deposited the prescribed examination fees.

A candidate may not be admitted into examination room unless he/she produces his/her admit card to the officer conducting the examination or satisfies such officer that it will be subsequently produced.

The Controller of Examinations may, if satisfied that an examinee's admit card has been lost or destroyed, issue a duplicate admit card on payment.

#### **2.4 The Nature and Type of Questions:**

In all usually nine questions of equal value will be set, out of which a student shall have to answer five questions. Q. no. 1 will be compulsory, consisting of seven very short answer type questions (each of two marks) covering the entire syllabus and the candidates shall be required to give their answers in maximum 50 words.

#### **9.3. There shall be No Provision for Re-evaluation.**

There shall be no supplementary examination for I & II semesters. However, there shall be supplementary examination for III and IV semesters after declaration of the results of IV Semester. Students failing in courses of III and IV semesters may appear in supplementary examination(s) or subsequent main examination(s).

### **10. PROMOTION RULES AND SUPPLEMENTARY EXAMINATION**

There shall be no supplementary examination for I and II semesters. However, there shall be supplementary examination for III and IV semesters after the declaration of the result of 4<sup>th</sup> semester. The students failing in courses of III & IV semester may appear in supplementary examination(s) or subsequent main examination(s).

#### **10.1 First Semester Course & Examination:**

The candidates who have taken admission in the First Semester of a 2-year P.G. programme in a session can be put in the following two categories on the basis of their attendance in the Semester:

- I. (i) Those who have put in the required minimum percentage of attendance for appearing in the First Semester Examination and filled up the examination form in time for appearing at the First Semester Examination.
- (ii) Those who did not put in the required minimum percentage of attendance for appearing at the First Semester Examination or did not fill up examination form in time for appearing at the First Semester Examination.

*Candidates under Category I(i)* are eligible for appearing at the examination of First Semester, while *candidates under Category I(ii)* are not allowed to

appear at the examination of the Semester. However, category *I (ii)* candidates are allowed to take readmission in the 1<sup>st</sup> semester afresh.

10.1.1. After appearing at the examination of First Semester the candidates can be put in the following categories in the context of declaration of the results of the First Semester Examination:

- (i) **Passed**, i.e., those who have passed in examinations of all courses of the Semester.
- (ii) **Promoted**, i.e., those who have not passed in examinations of all the courses of the Semester.
- (iii) **Minimum Passing Grade-** Grade 'P' for all courses. However, candidates with grade 'P' in a course shall also be considered as passed in that course.

## 10.2 Promotion to Second Semester:

All Students who have put in the minimum percentage of attendance in Semester I and filled up the examination form in time shall be promoted to the Semester II.

### 10.2.1: Second Semester Course & Examination:

As in the First Semester, in all subsequent Semesters, all the candidates who have put in the minimum percentage of attendance for appearing at the End Semester Examination shall be allowed to appear at the respective examinations. However, students who have not put in the minimum percentage of attendance or did not fill up the Examination form in time in Semester shall be allowed to take re-admission in that Semester.

### 10.2.3. Declaration of Results after II<sup>nd</sup> Semester (based on the results of I<sup>st</sup> and II<sup>nd</sup> Semester Examination):

After declaration of results of the First & Second Semesters, a candidate can be put in the following categories:

- (i) **Passed:** A candidate who has passed in examinations of all the courses of the First & Second Semester.
- (ii) **Promoted:** A student, who has not passed in all the courses of Either I<sup>st</sup> or II<sup>nd</sup> semester or both, shall be promoted to the III<sup>rd</sup> semester if he/she has obtained at least 4.0 CGPA. All such

students shall have the option to clear the courses, in which they had failed, in the subsequent available examination(s) of the concerned semester as ex-students.

- (iii) **Failed:** A candidate who has failed in one or more courses or failed to appear at any of the examinations of I<sup>st</sup> and II<sup>nd</sup> Semesters taken together, and has obtained less than 4.0 CGPA shall be treated as failed.

*Note: There shall be no supplementary examination for the courses of I<sup>st</sup> And II<sup>nd</sup> semesters.*

### **10.3. Promotion to the Third Semester:**

- (i) A candidate who comes under the category ‘**Passed or Promoted**’ is eligible to be promoted to the third Semester, if otherwise eligible.
- (ii) Failed candidates shall not be promoted to the III<sup>rd</sup> Semesters. However, they shall be promoted to the third semester when they become eligible to come under the category of either ‘Passed’ or ‘Promoted’ as explained above after passing the failed courses in the subsequent available examination(s) as ex-students.

### **10.4 .Promotion to the Fourth Semester:**

All students who have put in the minimum percentage of attendance in III<sup>rd</sup> Semester and filled in the examination form in time shall be promoted to the IV<sup>th</sup> Semester.

#### **10.4.1 .Declaration of Results after Fourth Semester( Based on the results of the I, II, III and IV Semester Examination):**

After declaration of results of III and IV Semesters, a candidate can be put in the following two categories

- (i)**Passed:** A candidate who has passed in all the courses of I, II, III and IV Semesters and obtained at least CGPA of 5.0.
- (ii)**Failed:** All those students who have not “Passed” shall be Categorized as “Failed”.

Such failed students may clear their failed courses in subsequent examinations as ex-students. There shall be a provision of supplementary examination for III and IV Semesters after declaration of results of IV Semester. Students failing in

courses of III and IV Semesters may appear in the supplementary examination or subsequent main examination(s).

*A student who has failed in a course shall get two more chances to clear this course subject to the maximum duration for passing the course. Further, each candidate shall have to clear all the courses within the maximum period of 4 years from the date of his/her latest admission.* Such candidates shall be eligible for the degree only after completion of all the lower semester examinations within the stipulated maximum time period. Such candidate shall be admitted to the Degree of the year in which he/she has finally cleared all the papers, but the name of such a student shall not be incorporated in the merit list.

### **11. Maximum Duration for Passing the PG Programme:**

The maximum duration for passing the 2-years PG programme shall be 4 years, which shall be counted from the year of latest admission in the I<sup>st</sup> semester of the PG programme. No student shall be allowed to take further admission in the programme after the expiry of four years.

### **12) Preparation of Results**

An examinee's performance shall be evaluated in terms of Percent Marks, Letter Grades, Grade and SGPA in a semester and CGPA in all the semesters taken together.

12.1) Each semester result shall be declared in terms of grades. The score card of each semester shall comprise paper wise number of credits, % of marks, letter grade, grade point and SGPA. A ten point grading system which is based on the actual absolute marks scored as described below shall be adopted.

Table-1

<b>* Marks %</b>	<b>Letter Grade</b>	<b>Grade Point</b>
90-100	<b>O (Outstanding)</b>	<b>10</b>
80-<90	<b>A+ (Excellent)</b>	<b>9</b>



70-<80	<b>A ( Very Good)</b>	<b>8</b>
60-<70	<b>B+ (Good)</b>	<b>7</b>
50----<60	<b>B (Above Average)</b>	<b>6</b>
40-<50	<b>C (Average)</b>	<b>5</b>
40	<b>P (Pass)</b>	<b>4</b>
< 40	<b># F (Fail)</b>	<b>0</b>
-	<b>Ab( Absent)</b>	<b>0</b>

\*In case of fractional marks, 0.5 will be considered as higher whole number.

#A student obtaining Grade F shall be considered failed and will be required to reappear in the examination.

### 13 Computation of SGPA and CGPA

#### 13.1) Calculation of Semester Grade Point (SGPA)

- a) The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e.

$SGPA (S_i) = \frac{\sum(C_i \times G_i)}{\sum C_i}$  where  $C_i$  is the number of credits of the  $i^{th}$  course and  $G_i$  is the grade point scored by the student in the  $i^{th}$  course.

- b) The CGPA is also calculated in the same manner taking into account all the courses undertaken by a student over all the semesters of a programme i.e.

$CGPA = \frac{\sum(j \times S_j)}{\sum C_j}$  Where  $S_j$  is the SGPA of the  $j^{th}$  semester and  $C_j$  is the total number of credits in that semester.

- c)The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcript.

d) Illustration of Computation of SGPA and CGPA and Format for Transcripts

Illustration for SGPA Calculation

Course	Credit	Grade Letter	Grade Point	Credit Point
Course1	3	A	8	3×8 = 24
Course2	4	B+	7	4×7 = 28
Course3	3	B	6	3×6 = 18
Course 4	3	O	10	3×10 = 30
Course5	3	C	5	3×5 = 15
Course-6	4	B	6	4×6 = 24
	20			= 139

Thus, SGPA =  $139/20 = 6.95$

Illustration for CGPA Calculation

Semester1	Semester2	Semester3	Semester4	Semester5	Semester6
Credit: 20	Credit: 22	Credit: 25	Credit: 26	Credit: 26	Credit: 25
SGPA: 6.9	SGPA: 7.8	SGPA: 5.6	SGPA: 6.0	SGPA: 6.3	SGPA: 8.0

$$\text{Thus, CGPA} = \frac{20 \times 6.9 + 22 \times 7.8 + 25 \times 5.6 + 26 \times 6.0 + 26 \times 6.3 + 25 \times 8.0}{144} = 6.7$$

**13.2. Grace Rule:** Tabulators shall award grace marks as per the following guidelines:

(1) A student who fails in not more than 3 theory courses by total marks of not more than  $\frac{1}{2}$  the number of total theory courses of the semester (any) fraction is rounded off to the next higher number), shall be awarded grade “P” (in place of grade “F”) of Grade Point 4 in the concerned courses.

(2) Grace mark will not be awarded for making up shortfall in minimum SGPA/CGPA or improving the grade.

**14) Announcement of Results:** The University shall announce results on the recommendation of the concerned Head of the Department under the following classification:

14.1) A candidate shall be declared to have passed the UG program if he/she secures at least an aggregate CGPA of 4.0.

#### **14.2. Declaration of Results:**

**Declaration of Classes on the Basis of CGPA:** CGPA GRADE CLASSIFICATION OF FINAL RESULT: First Class – Exemplary\* 9.0 – 10.0 ; First Class with Distinction\* 7.5 to 9.0; a First Class 6.0 to 7.5; Second Class 4.5 to 6.0; Pass: 4.0 and above but below 4.5.

**Note:** The SGPA and CGPA shall be computed upto 2 places of decimals (truncated at the second place).

The conversion formula for converting CGPA to the corresponding Percentage of Marks will be as follows:

$$X = 10 Y - 4.5, \text{ where, } X = \text{Percentage of Marks, } Y = \text{CGPA}$$

#### **15. Ranking to the Candidates**

Ranking shall be given to only those candidates who pass all the courses of the programme in one attempt. Notwithstanding any provision in the ordinances to the contrary, the following category of examinee is also eligible for ranking: The student who, having been duly admitted to a regular examination of the programme, was unable to take that examination in full or in part due to some disruption of examination, and took the next following examination of that programme and passed the course(s). The marks obtained by him/her at the examination shall be considered as the basis for the University Ranking, Scholarships and other distinctions. In order to get the benefit of this provision, the student should claim that he/she is eligible for this benefit and get a decision in writing after proving his/her eligibility therefore.

## **16. Re-admission to the Programme/Semester**

A student who does not put in at least the minimum percentage of attendance required in the I<sup>st</sup> semester shall not be promoted to the higher semesters. However, such students can take fresh admission in the PG programme on supernumerary seats if normal seats are not available. All such students of II, III, IV, semesters who have not put in the required minimum percentage of attendance or not filled in the examination form in time shall have the option to be re-admitted in the concerned semester available in the subsequent year(s).

## **17. Further Clarification**

A student who is promoted to a higher semester or readmitted to a semester due to shortage of attendance shall be required to study the same syllabus as being taught in that year.

## **18. Break in the Course**

Any student taking admission in any of the P.G. programmes of the Faculty shall not be allowed to pursue any other full time programme/course in the Faculty or elsewhere in the entire period of the programme meaning thereby that if a student leaves the programme after passing some of the semesters/courses and takes up a full-time programme/course elsewhere, then he/she shall not be allowed to continue the programme further in the Faculty.

## **19. Improvement in the Past Result:-**

A candidate who has qualified for the award of the degree may be allowed to reappear at later examinations with a view to improving the previous performance. Such a candidate will be allowed to reappear at the examination (as an ex-student) once only within a period of five years from the date of his/her first admission to Master's Course. Such a candidate may reappear either in 50% of the written (theory) papers prescribed for I, II, III and IV semesters or all the four semesters either in one year or two years. A candidate will be neither free to appear in the papers of any semester in practical courses, nor will be permitted to submit fresh dissertation, etc. and marks obtained previously in the same will be taken into account while determining his/her result of the examination taken under provisions of the clause. Such candidate will be required to follow the scheme of the examination and the syllabus prescribed for the year in which the examination is currently held.

## **20.CREDIT TRANSFER POLICY**

### **Recognition/Accumulation (Credit Bank)/Transfer of Credits**

VBU facilitates transfer of credits through an evaluation process.

Requests for Transfer of Credits can be categorized as below:

#### **20.1 Taking Courses Outside while Enrolled in VBU (Under Collaboration)**

Current VBU students who are considering taking course(s) at another institution should obtain permission from their Principal/HOD. The information has to be sent to Dean, Students' Welfare (DSW). However, such arrangements require prior collaboration at the University level. Only the institutions signing MoUs for the purpose shall be admissible for the provision.

#### **20.2. Taking a Break/Dropping out (due to unavoidable circumstances) during Studies at VBU**

If a student has to take a break due to unavoidable circumstances during studies at VBU (with due permission from the competent authority) but wishes to complete his/her studies at VBU may also get the benefit of transfer of credits earlier earned. Such individuals may route the application through their Principal/HOD. The Principal/HOD shall then arrange for necessary approval from DSW/competent authority.

#### **20.3. Course Completed/Done at UGC Accredited Institutions and Other Reputed Institutions**

A Candidate can get the benefit of transfer of credits for graduate level courses completed at UGC accredited institutions and other reputed institutions such as IITs, IIMs, central, other state universities/deemed universities NITs, BITs, etc. provided that a grade of at least C of VBU (equivalent to 5.0 or above grade point) is earned and the course is similar in content as compared to what is offered at VBU.

#### **20.4. Course Completed/Done at An Institute/A University Abroad**

Credit earned due to the courses attended in the universities/institutes abroad as part of exchange/mobility/scholarships, etc. can be transferred based on the comparison with the equivalent courses at VBU. Generally, the

institutions/universities should be recognized by the Association of Indian Universities (AIU) or UGC. Such universities abroad should have the best accreditation of their country. All grade-cards/transcripts and course syllabi must be translated from the original language into English and certified by a committee (Credential Transfer Committee of VBU) and ratified by the Equivalence Committee of VBU.

### **20.5 Maximum Credits Allowed to be Transferred**

VBU will allow a maximum of 2 semesters' credits for a 3/2 year programme from accredited institutions (of highest accreditation of their country, in case of foreign Universities). Courses must be academic in nature and be similar in scope and content to the courses offered at VBU.

**21) Transfer of Admission:** Transfer of admissions permissible only for III semester for the students of other universities and within the University.

#### **21.1) Conditions for Transfer of Admission of Students within the University:**

- i) His/Her transfer/admission shall be within the intake permitted to the college.
- ii) Availability of same combination of subjects studied in the previous college.
- iii) He/she shall fulfill the attendance requirements as per the University Regulation.
- iv) He/She shall complete the programme as per the regulation governing the maximum duration of completing the programme.

#### **21.2) Conditions for Admission of Students of Other Universities for Transfer**

- i) A Candidate migrating from any other university may be permitted to join III semester of the degree programme provided he/she has passed all the subjects of previous semesters/years as the case may be. Such candidates must satisfy all other conditions of eligibility stipulated in the regulations of the University.
- ii) His/Her transfer/admission shall be within the intake permitted to the college.
- iii) He/she shall fulfill the attendance requirements as per the University Regulation.
- iv) The candidate who is migrating from another university is eligible for overall class and not for ranking.
- v) He/She shall complete the programme within stipulated period.

## **Foreign Nationals**

Eligible foreign nationals who have either:

- (i) been selected for award of Government assistantship/fellowship, or
- (ii) been permitted by the Government of India to undergo studies as self-financing foreign student may also be admitted to any of the courses subject to acceptance of the academic standard of the applicants by the University.
- (iii) However, a foreign national/Non Resident Indian who has passed the qualifying degree examination from any Indian university/institute and is desirous of admission to any of the courses either with Government of India assistantship/fellowship or as a self financing foreign student may also be eligible under Students Outside Jharkhand category.

## **22. Removal of Difficulties**

If any difficulty arises in implementing any of the clauses, the Vice-Chancellor shall remove the difficulties.

## **23.Board of Moderators-**

There will be a BOM for moderation of question papers and examination results:

The Board of Moderators will consist of the following:-

- (i) The Dean of concerned faculty.
- (ii) The Head of the Department concerned.
- (iii) Two persons nominated by the Vice Chancellor (one external and one internal), in the subject concerned.