

**"Regulation for Examination (Semester System)
At Post Graduate Level, Under Autonomous Scheme"**

Bilaspur Universtiy, Bilaspur (C.G.) vide letter No. 277/Bub/Acad/2012dated 12/9/2012 has granted affiliation to the Govt. Girls' P.G. College, Bilaspur (C.G.) Further the University Grants Commission, New Delhi vide letter No. F-22.01.2005 (Desk-AC) December 2005 and Guru Ghasidas University, Bilaspur (C.G.) vide letter No. 81/CDC/Auto/2006 dated 22.05.2006 have extended the autonomous Govt. Girls' P.G. College upto 2011 which has been again extended till the session 2016-17 vide letter No. UGC F-22-1/2011 AC January 2012. The University has authorized Govt. Girls' P.G. College, Bilaspur (C.G.) to frame syllabus and conduct examination in the following faculties the subjects at the Post Graduate level.

FACULTY	SUBJECT
I. Arts	1. M.A. Economics 2. M.A. English 3. M.A. Geography 4. M.A. Hindi 5. M.A. History 6. M.A. Political Science 7. M.A. Sociology 8. M.A. Urdu. 9. M.A. Psychology
II. Science Faculty	1. M.Sc. Botany 2. M.Sc. Chemistry 3. M.Sc. Food & Nutrition 4. M.Sc. Human Deveiopment 5. M.Sc. Mathematics 6. M.Sc. Physics 7. M.Sc. Zoology 8. P.G. Diploma in Computer Science.
III. Commerce	1. M.Com.
IV. BJLib. I.Sc.	

1. As per the decision taken by the Co-ordination Committee in its Eleventh meeting, and in compliance of the order issued by the Directorate of Higher Education, vide letter No. 341/187/CHE/Co-ord/06 dated 27.04.2006 Govt. Girls' P.G. College Bilaspur (C.G.) is semester system of examination from the session 2007 at post Graduate Level.

2. The course, of study at the post Graduate Level (Master of Science, Master of Arts and Master of Commerce) is extended over four semesters in two academic Sessions. Examination of the first & Second semesters will be held in the first academic session and the third and fourth semesters in the second academic session.
3. Practical Examination of the science Faculty / Subjects will be held with the theory examination in each semester, where as Viva-Voce Examination of Arts and Commerce Faculty will be held with the theory examination of second and fourth semester.

ADMISSION:

4. The admission in the Post Graduate Classes shall be strictly on merit basis in accordance to the admission rules of Govt. of Chhattisgarh State.
5. A graduate from any recognized University of Chhattisgarh State is eligible for admission in the Post Graduate Classes. A graduate from any recognized University outside of the Chhattisgarh state will also be eligible for admission in the Post Graduate Classes provided, she fulfills all other conditions of eligibility.

SYLLABUS:

6. Each course shall be framed and approved by the Board of studies of that subject and Academic Council of the college.
7. There shall be four or five theory papers in each subjects in each semester Practical examination of the subjects shall be conducted as per the syllabus framed and approved by the Board of Studies of that subject.
8. A student who has 60% or more aggregate marks in three semester can opt Dissertation as an Optional Paper in the forth semester if there is such a provision in the course of that subject.
9. In the theory papers of semester examination, there shall be 80 marks for external examination and 20 marks for internal examination. Each theory paper of the semester examination shall be of 80 marks in which there shall be ten questions in total out of which a candidate will have to attempt five questions Maximum marks of the practical decided by the board of studies of the subject.

EXAMINATION PATTERN :-

10. There shall be main examination at the end of the each semester First and Third semester examination shall be held as for a possible in the month of November and second & fourth semester examination shall be held as for as possible in the month of April.
11. To be successful in the exam a student has to score at least 20% marks in each Internal & External theory papers with an aggregate of 36% marks. Also to be successful in each practical paper a student has to score 36 marks. Best marks of the two internal text examination will be incorporated in the marks of semester examination. The head of the department shall submit the detailed mark list to the controller of Examination after the completion of all tests and seminars.
12. A student declared fail in one paper in the semester examination can appear in the second attempt examination in the same paper which will be held after two months of the main semester examination but if a student declared failed in more than two papers of semester examination will be not eligible to appear second attempt examination.
13. If a student is absent in all the papers of the main semester examination then she will be ineligible to appear in the second attempt examination, but if a student appears in some papers and fail to appear in the remaining papers of the main semester examination then she will have to submit an application giving reason to . the principal / Controller with sufficient proofs. On the basis of proofs a High level committee will decide upon the matter. High level committee will have power to allow the student to appear in the second attempt examination.
14. A student who fails in a semester examination shall be eligible to take admission in the course of study of next semester but she shall not be eligible to appear in the next semester examination unless has passed all the remaining papers of the previous semester in the second attempt examination.
15. The admission of the student who fails in the second attempt examination of a semester, the admission to the next semester will automatically be cancelled and she will have to appear in all the papers of the semester examination in the next academic session as an Ex-student but marks of the internal examination will carry forward.

- 16 .It is a must for the students to appear in the Internal test on the scheduled dates which will be declared by examination cell failing to which she shall be declared fail. If due to some unavoidable circumstances and sufficient reason the students fails to appear in the test on scheduled dates they have to appear before the High level Committee comprising of the Principal, Controller of Exam and Head of the Department of the particular subject with sufficient proof. The high level committee will decide the matter based on the proofs submitted by the students.
- 17 If a student leaves the college after taking admission in a course of study of semester without appearing in Internal & External examination and if she would like to take admission in any forthcoming academic session in the same semester she shall be given admission in the same session as a regular student but her status will be of Ex-student,
18. For Diploma courses there shall be annual examination pattern in which only external examination and practical examination will be held. There shall be no internal examination and seminars for these courses. Syllabus of these courses shall be framed by the board of studies, of the particular subject.
19. For B.Lib. I.Sc. course there shall be Annual Examination pattern and Internal tests & seminars will be organized.

Marks Scheme/Pattern of Question-

According to decision taken by the academic council of the college the pattern and marks scheme of question paper for P.G. as follows –

Type of Question	Q. to be set From each Unit/ Content	Q. to be solved	Marks Assigned	Total marks
Objective / In few words	10	06	02	12
Short Answer type Questions	07	04	05	20
Long / Essay type of question	07	04	12	48
			Total -	80

DIVISION AWARD

20. The division shall be awarded at the end of the Fourth Semester on the basis of taking together the aggregate of marks obtained by the students in all the four semester examination. The division shall be awarded on the following basis –

1- I Division - 60% & above

2- II Division - 48% & above but less than 60%

3- III Division - 36% & above but less than 48%

21. A candidate who fails by one mark in a pair or in aggregate, shall be given grace mark but this one mark shall no where be added. Such candidate shall be declared pass with grace.

22. A candidate who lacks one mark to attain division shall be given one grace marks.

23. The names of first five candidates who have obtained first division at the end of the forth Semester will be declared in the order of merit.

REVALUATION :-

24. A candidate can apply for revaluation of answer books in one theory papers: She has to pay prescribed fee for each paper within 15 days after the publication of the result of the semester examination. The provision of revaluation is only for the main exam and there is no provision of revaluation for the second attempt examination.

25. The change in the marks will depend upon the rules of revaluation issued by the Bilaspur University, Bilaspur from time to time.

26. The points, which are not covered in the regulation mentioned above shall be governed by the existing rules, regulation and ordinance of Bilaspur University, Bilaspur (C.G.)

GUIDELINES ON SEMESTER SYSTEM

(Three Year Pass Course / Honours Degree Course)

(2014-15)

1. Duration- Duration of course is of six semesters. Each semester is of six month duration.
2. Total Marks- Total Marks for Pass Course / Honours Degree Course will be of 2400/2800 marks, respectively.
3. Subject Groups for Pass Course / Honours Degree Course

Faculty of Arts

Compulsory

Environment

F.C. English Language

F.C. Hindi Language

Skill Based Course

Elective Subject

Political Science

Sociology

Economics / Geography / Psychology

History / Hindi Literature/ Music

Home Science / Sanskrit / English Literature / Urdu

Faculty of Science

Mathematics Group

Compulsory

Environment

F.C. English Language

F.C. Hindi Language

Skill Based Course

Elective Subject

Physics/Chemistry/Mathematics

Physics/Mathematics/Computer Science

Biology Group

Compulsory

Environment

F.C. English Language

F.C. Hindi Language

Skill Based Course

Control

Elective Subject

Chemistry/ Zoology/ Botany

Chemistry/Zoology/Clinical Nutrition & Dietetics

Chemistry/ Zoology/ Food Science & Quality

Faculty of Home Science

Semester - I & II

Compulsory

Environment

F.C. English Language

Gr.-I -

(i) Anatomy and Physiology

(ii) Anatomy and Physiology

Gr.-II -

(i) Human Development

(ii) Human Development

Gr.-III -

(i) Textiles & Fiber Science

(ii) Textiles & Fiber Science

Semester - III & IV

Compulsory

F.C. English Language

F.C. Hindi Language

Gr.-I -

(i) Nutritional Management in Health and Diseases.

(ii) Textile and Laundry Science

Gr.-II -

(i) Community Nutrition and Applied Life Science

(ii) Communication process

Gr.-III -

(i) Life Span Development

(ii) Consumer Economics

Semester - V & VI

Compulsory

F.C. Hindi Language

Skill Based Course

curriculum

Gr.-I -

(i) Nutrition Biochemistry

(ii) Food Preservation

Gr.-II -

(i) Principles of Early Childhood Education and

(ii) Extension Education

Gr.-III -

(i) Foundation of Art and Design

(ii) Apparel making & Fashion Designing

Faculty of Commerce

Semester - I & II

Compulsory

Subject Group

Environment (i) Financial Accounting (ii) Business
 Mathematics
 F.C. English Language (iii) Business Communication (iv) Business
 Regulatory Framework

(v) Business Economics (vi) Business

Environment

B.Com. Computer

Or

Or

(i) Computer Fundamental (ii) Computer Financial

Accounting

And Office Automation (vii) Practical Exercise
 (Computer)

Semester - III & IV

Compulsory

Subject Group

F.C. English Language
 Accounting
 F.C. Hindi Language
 Law

(i) Corporate Accounting (ii) Cost
 (iii) Business Statistics (iv) Company
 (v) Business Management (vi)
 Fundamental of

Entrepreneurship

B.Com. Computer

Or

Or

(i) Internet Application (ii) Rational

Database

Management

System

E-commerce (vii) Practical
 Exercise (Computer)

Semester - V & VI

Compulsory

Subject Group

Optional Group

F.C. English Language Management	(i) Income Tax	(i) Financial
F.C. Hindi Language Market Operation	(ii) Indirect Tax	(ii) Financial
	(iii) Management Accounting	Or
Management	(iv) Auditing	(i) Marketing
Marketing		(ii) International
B.Com. Computer in Visual Basic		(i) Programming
		(ii) System Analysis, Designing, MIC Practical Exercise

At the Graduate Level of Commerce subject courses related to the computer has been kept as compulsory subject in B.Com. (Plain).

- (i) These subjects are compulsory for all students:-
 - (a) Environmental Studies (I Semester)
 - (b) General English (II and III Semester)
 - (c) General Hindi (IV and V Semester)
 - (d) Skill Based Course (VI Semester)
- (ii) In each semester there will be only one theory paper in each elective group.
- (iii) For Honours Degree Course, There will be one additional theory paper in each semester i.e. semesters III and IV.
- (iv) For Honours Degree Course, separate practical classes will be held round the year but the examinations shall be held only in even semesters i.e. semesters II, IV and VI.

4. Marks Pattern :-

- (i) For non practical subjects each theory paper will be of 100 marks i.e. 80 External + 20 Internal.

(ii) For practical subjects each theory paper will be of 75 marks i.e. 60 External + 15 Internal.

(iii) Practical examination will be of 50 marks. Practical Classes will be held round the year but examination shall be held only in even semesters i.e. semesters II, IV and VI.

5. Theory Examination:-

Duration for theory examination shall be of two and half hours.

6. Practical Examination :-

Duration for Practical examination shall be as suggested in the syllabi.

7. Admission Period:-

(i) Admissions in the First Semester shall be completed before 15 July every year.

(ii) Admissions in other Semesters i.e. II, III, IV, V and VI shall be completed within 7 days after the completion of examinations and provisional basis.

(iii) The provisional admission shall be regularized within 7 days from the date of declaration of result.

(iv) Request for permission for late admission shall not be entertained.

8. Schedule of Classes-

(i) I Semester's classes will be commenced from 16th July every year

(ii) III and V Semester's classes will be commenced from 2nd July every year.

(iii) II, IV and VI Semester's classes will be commenced from 2nd January every year.

(iv) All the classes shall be continued till seven days before the commencement of the examination.

9. Examination Schedule- Tentative Schedules of examinations are as under-

(i) Odd semester – 20th November to 20th December.

(ii) Even semester- 15th April to 14th May.

Examination Pattern -

(a) Questions will be asked Unit wise and Section wise. Questions will be set from all Units covering the entire syllabi.

(b) For non practical subjects, maximum marks will be 80 (External).

(c) For the practical based subjects, maximum marks will be 60 (External).

(d) In each theory paper there will be three sections and the marks distributed for different sections will be in the following manner-

Theory (Non- Practical) :- There will be three sections A, B and C in the question paper.

Section - A Objective Type/ In few words (30 words)

There will be 15 questions to be set, three from each unit and 10 to be attempted. Each question carries 2 marks.

Section - B Short Answer Type (60 words)

There will be 5 questions to be set, 1 from each unit and all five questions to be attempted. Each question carries 6 marks.

Section - C Long Answer / Eassy Type Question

There will be 5 questions to be set, 1 from each unit and 2 to be attempted. Each question carries 15 marks.

Marks Scheme for – Non-practical subject –

Types of Questions	Questions to be set from each unit	Total No. of Ques.	Questions to be solved Set	Marks assigned	Total Marks
Objective / In few words	03	15	10	02	20
Short Answer type Questions	01	05	05	06	30
Long / Eassy type of question	01	05	02	15	30
				Total -	80

Theory (Practical Subject) :- There will be three sections A, B and C in the question paper.

Section - A Objective Type/ In few words (30 words)

There will be 15 questions to be set, three from each unit and 10 to be attempted. Each question carries 2 marks.

Section - B Short Answer Type (60 words)

There will be 5 questions to be set, 1 from each unit and all five questions to be attempted. Each question carries 4 marks.

Section - C Long Answer / Eassy Type Question

There will be 5 questions to be set, 1 from each unit and 2 to be attempted. Each question carries 10 marks.

Marks Scheme for – Practical Subject –

Types of Questions	Questions to be set from each unit	Total No. of Ques.	Questions to be solved Set	Marks assigned	Total Marks
Objective / In few words	03	15	10	02	20

Short Answer type Questions	01	05	05	04	20
Long / Eassy type of question	01	05	02	10	20
				Total -	60

For question papers of compulsory papers of General group subjects i.e. Environmental Studies, General English, General Hindi and Skill Based Course, the pattern of question shall be applicable as suggested by the concerned Board of Studies.

(ii) Practical

	Each practical
Laboratory note book/ project	10
Viva voce	10
Lab work / Field work	30
Total -	50

(e) In odd semester examination, a candidate shall appear in papers of odd semester(s) only. Similarly in even semester examinations, a candidate shall appear in papers of even semester(s) only. Papers of odd and even semesters shall not be confined in one examination.

(f) Minimum passing marks for external/ semester end theory and practical shall be 34%.

(g) There shall be provision of 3 grace marks and it would be distributed in maximum two theory paper.

Internal Assessment

Internal Tests are compulsory for theory papers and must be held as per following calendar:-

Odd Semester 1st Test- August , 2nd Test October and 01 Assignment (during semester)

Even Semester 1st Test February , 2nd Test March and 01 Assignment (during semester)

Each test & Assignment will be of 20 marks for the subjects without practical & 15 marks for the subjects having practicals. Average of the marks obtained in the best two tests & assignment shall be incorporated as the final mark. Qualifying marks is 40%.

If a candidate failed to attend the test on bonafide grounds, one special test may be arranged on the production of relevant documents, before submission of application forms and fees to the office.

The Unit tests/Assignment marks to be sent to the examination cell of the college as per notification to be issued by the Principal/ Controller Examination from time to time.

If a candidate (whose status is Regular / Ex/Supplementary) failed in First Year of the current session (2013-14) of annual system will be appeared in the first semester examination as ex-student with under the rules and regulations of Semester System. Number of Internal Test of passed year (2013-14) will not be incorporated or carried forward.

	Non practical subject		Practical subject	
	External	Internal	External	Internal
MAX MARKS	80	20	60	15
MIN MARKS	28	08	21	06

Eligibility criteria for appearing in the examinations

(i) A candidate should have 75% of attendance both in theory and practical classes. 65% attendance may be considered only on special circumstances and on certification by the Principal of the college.

(ii) A candidate shall have to qualify in the internal tests securing at least 40% marks.

(iii) A candidate shall be allowed to appear in those papers only in which she has secured qualifying marks in internal test.

(iv) If a candidate after taking admission in 1st semester could not continue the classes or could not obtain eligibility cannot appear in the 1st semester examinations. In such cases the student will not be allowed to continue in second semester and she has to continue the classes and obtain eligibility in 1st semester again in next academic year as ex-student.

Lecture Periods /Classes

There shall be a minimum of 50-60 hours Classes for each theory papers in respective course. Minimum of 50-60 hours shall be for each practical paper. This shall be strictly adhered to

Promotion Rules

(a) A candidate is eligible to continue the second semester classes immediately after the 1st semester examinations and can appear in the 2nd semester examinations notwithstanding the number of arrear papers in 1st semester provided she must have appeared in the 1st semester examinations.

(b) A candidate will be promoted to 3rd semester with not more than two back papers of 1st semester and she will continue to attend classes of 3rd semester provisionally.

She will be allowed to get final admission in the 3rd semester with maximum of four back papers in all in 1st semester and 2nd semester.

(c) A candidate will be promoted to 4th semester with not more than two back papers of 2nd semester and she will continue to attend classes of 4th semester provisionally. She will be allowed to get final admission in the 4th semester with maximum of four back papers in all in 2nd semester and 3rd semester.

(d) A candidate will be promoted to 5th semester with not more than two back papers of 3rd semester and she will continue to attend classes of 5th semester provisionally. She will be allowed to get final admission in the 5th semester with any number of back papers of 4th semester and only two back papers of 3rd semester.

(e) A candidate will be promoted to 6th semester with not more than two back papers of 4th semester. She will be allowed to take admission finally in the 6th semester with any number of back papers of 5th semester and only two back papers of 4th semester.

Other Guidelines:-

(i) There will be no provision for Revaluation, Supplementary or Betterment (Division Improvement).

(ii) A candidate has to clear all the papers within 12 semester (six years) from the year of first admission in the programme.

(iii) A candidate will choose Honours subject just before the start of third semester from any one of the three elective subjects /group selected by her in the first semester. A candidate can change the Honours subject within 15 days from the date of admission in the third semester.

(iv) The system of credit of ten point scale examination marks in the final mark sheet shall be introduced only after its formal approval by the competent authorities.

(v) The system of Choice based credit system and Gradation system shall be introduced only after its formal approval by the competent authorities.

For Honours Degree Course (Total Marks: 2800).

Admission - The process of admission in Honours Degree Course is as follows -

(i) Student's shall select courses (Pass Course / Honours Degree Course) at the time of first admission in the college.

(ii) Admission shall be on merit basis after receiving the application from students.

(iii) Number of seats for Honour Degree Course will be decided as per the Govt. Rules.

(A) Each theory Paper (Non Practical Subject)

Each theory Paper		Internal assessment	
Full Marks	Minimum Passing	Full Marks	Minimum Passing

	34%		40%
80	28	20	08

(B) Each theory Paper (Practical Subject)

Each theory Paper		Internal assessment	
Full Marks	Minimum Passing	Full Marks	Minimum Passing
	34%		40%
60	21	15	06

(C) Each Practical Paper

Minimum Passing Percentage	Full Marks	Min. Passing Marks
34%	50	17

(D) Grace Marks

Total/Maximum 03 in two theory paper