



# Examination Department

# Examination-related terminology

- Programme: A programme means a set of pre-defined courses selected from the Course Catalogue and approved by the Academic Council of the university; successful completion of which will lead to the award of a degree. The Master of Arts (International Studies) programme follows a semester pattern.
- Course: A course means individual subjects that would be included from the Course catalogue to become part of the predefined courses of a programme. e.g. - International Organizations.
- Term: A term in the semester pattern means one semester.
- Semester: A semester consists of a minimum of 90 days of teaching learning. Any programme of 2 years, will have 4 semesters.
- Credit: A credit is defined as 15 contact hours (or 30 hrs. of lab work/project). Each credit is assessed for 50 marks at post graduate level.



# Examination-related terminology

## Permanent Registration Number ( PRN)

1.First two digits -- year of joining -- **16**

2.Next two digits are for faculty -- Faculty of Humanities and Social Sciences -- **06** ( given in the approved programme structure)

3.Next two digits -- Institute/ Department code -- **04** ( given in the approved programme structure)

4.Next two digits-- Programme Code-- **44**( given in the approved programme structure)

5.Next three digits --- **001** -- randomly generated roll number by coordinator.

So the first registered student for SSIS will have the PRN -- **16060444001** and the sequence will continue chronologically for the batch.



# Examination-related terminology

**Examination** – It is the entire session of assessment carried at SSIS and university level which includes both continuous and term-end evaluation

**Examination Session** : It is the time slot assigned for a particular examination. Generally there shall be two sessions per day , however additional sessions might be conducted with prior permission.

## **Examination Season :**

The academic year is divided into two examination seasons – October Season and April Season. All examinations held between September to December will be counted as held in October Season. All examinations held between January to June will be counted as held in April Season.

**CBCS:** Choice Based Credit System

**Evaluation:** The evaluation includes **continuous and term end evaluations**. The term end evaluation, summative in nature, is conducted by the University at the end of every term. The continuous evaluation pattern, formative in nature, aims at multi- level assessment and is spread across the term. Passing in a course means securing **40% of absolute marks** in each of the heads of Continuous evaluation and Term end examination.



# Examination-related terminology

**Evaluation** : The evaluation includes continuous and term-end evaluation. Continuous evaluation in general , is formative while the term-end evaluation is summative in nature.

- **Term- End Evaluation** – At the end of each term the University shall conduct ‘Term End’ Examination. Evaluation is done under the supervision and jurisdiction of University .
- **Continuous Evaluation** – The University has adopted the policy of continuous evaluation which shall be carried out but the respective Institute/ department in accordance with the rules and regulations of the University.

Continuous Evaluation aims at multi –level assessment and may include components like classroom/online test, open book test, research essay, assignment, quizzes, case studies, practical ,presentation,viva and others as approved by Board of Studies of SSIS. All the components of evaluation are spread across the term.



# Layout of the Examination

Passing Marks = 40% of the maximum marks .  
Candidates has to obtain 40% in Continuous evaluation and External evaluation  
as well individually

Continuous Evaluation  
Total marks 120  
Passing marks 48

External Evaluation  
Total Marks 80  
Passing marks 32

# Examination-related terminology

**Course Not Granted (CNG)**-Minimum 75 % attendance is mandatory for a student to be eligible for appearing in the term-end examination of a particular course . If the course attendance is below 75% then the student will not be granted the permission to appear for the examination of the concerned course. If cumulative attendance for all courses of the semester is more than 75% CNG should not be given.

**Term not Granted (TNG )**- Minimum 75% attendance is mandatory for all the students to be eligible to appear for the external examination of all courses of the term . If the aggregate attendance is below 75% then the student will not be granted the permission to appear for the term-end examination

# Examination-related terminology

**Grade point average (GPA) :** The grade point average for the semester will be calculated by taking weighted average of the course grade points.

**Cumulative Grade Point Average(CGPA):** The Cumulative grade point average for the programme will be calculated by taking the weighted average of the GPA of each semester.

**Un-fair means-** Un-fair means includes any unethical means and mal practices adopted by the student during the examination and is a punishable offence.





## The Grading System of revised CGPA

As per the CBCS, grade point will be allotted to each letter grade on a 10 point grade scale with grades denoted by letters O, A+, A, B+, B, C, P, F and AB. The table is given below:

<b>Letter Grade</b>	<b>Proportion</b>	<b>Grade Point</b>
O (Outstanding)	Top 3%	10
A+ (Excellent)	12%	9
A (Very Good)	21%	8
B+ (Good)	28%	7
B (Above Average)	21%	6
C (Average)	12%	5
P (Pass)	Bottom 3%	4
F (Fail)		0
AB (Absent)		0

The programme structure for the M.A. (International Studies), for the academic year 2016 have the assessment, standard of passing and award of degree as per the above grading pattern.

# Examination-related terminology

The Department declares the list of **TNG**; it consists of students with **OVER ALL** attendance below 75% for the term.

The Department also declares the list of **CNG**; it consists of students who are not in the TNG list but have attendance below 75 % in each course individually.

Students with **TNG/CNG** will not be permitted to appear for the term end examination in that particular course.

They will be appearing in the examination in the next season as a backlog.

A student who has failed in continuous/ term-end evaluation of a course shall appear in subsequent examinations known as **BACKLOG** examinations.



# Examination-related terminology

**Internal Backlog** :if a student fails to obtain the passing marks in the continuous evaluation of a course

**External Backlog**: if a student fails to obtain the passing marks in the external exams of a course.

For backlog examinations, the latest version of the syllabus is used for paper setting.

**REVALUATION** is a grievance redressal mechanism which facilitates the students to get the answer scripts reassessed by a different examiner. A student can fill in revaluation only for external examination.

There is no provision to appear for any exams to improve marks or grades.



# Examination Rules

## **ATKT ( Allowed to keep Term ) Rules :**

A student cannot appear for end Semester 3 exams if he/ she has CGPA less than 4.00 up to Semester -1 irrespective of number of backlogs in Semester I.

He/she cannot appear for end Semester 4 exams if he/ she has CGPA less than 4.00 up to Semester -2 irrespective of number of backlogs in Semester II.

## **Validity of terms:**

- The students admitted to all post graduate programmes of the University, will be allowed to keep terms for a period of one year from the date of admission beyond the normal period of the programme, i.e. the students joining a two years programme must complete the programme in three years from the date of admission.

# Examination Rules

Students need to sign on their candidature for fresh exams.

Students must carry proof of Id ( Id Cards ) during examination.

Students must carry Hall tickets during examination.

Students have to be in uniform for the internal (mid –term) as well as external evaluations.

Getting a cell phone in the classroom during examination will be considered as a copy material.

Students have to bring their own stationery and calculator( if required for the paper and pre approved) at the time of examination in a transparent pouch .

Student are not allowed to carry any material other than the approved stationery inside the exam room.



# Examination Rules

Students are permitted to use only BLUE/BLACK pen during the University Examination unless instructed otherwise .

Use of pencil is permitted only in case of diagrams , graphs etc. as per instructions.

Rude behavior with any of the exam staff will call for appropriate action.

Candidates are expected to be at their place of examination fifteen minutes before the commencement of examination.

The university awards mark sheets at the end of each term.



# Back log Rules

A student should fill the online form for Internal Backlog as well as External Backlog.

The students will procure the bank challan and backlog form from the examination department and submit it on time.

The dates for collection and submission of backlog forms are declared by the University.

The students will be informed about the examination dates by exam department (SSIS) through mail and notice .

A student can appear for the Internal backlog however the change in grade sheet would appear only if the backlog form for the concerned subject has been filled and submitted .



# Thank You

Further details are available with the Examination Department.