

NORTH-EASTERN HILL UNIVERSITY REGULATIONS

RC-5

ON POST-GRADUATE EXAMINATIONS

(Under Ordinance OC – 7)

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| Appointment of Paper-setter / Examiner | <p>1. The Board of Post-Graduate Studies in each subject shall draw a panel of Paper-Setters/Examiners ordinarily in the month of August every alternate year and forward the same to the Vice-Chancellor who shall appoint the Paper-Setter/Examiner for a period of two years from this panel. While drawing the panel, the Chairman of the Board of Post-Graduate Studies shall take into consideration the confidential aspect of the assignment so as to make it fool-proof. Criteria for recommending the names shall be as under:</p> <ul style="list-style-type: none"> (i) Ordinarily External teachers shall be appointed. (ii) A person to be appointed as a Paper-Setter must be a teacher not below the rank of a Reader in a University with at least 10 years' experience in teaching the subject/course at the Post-Graduate level provided that under unavoidable circumstances an internal teacher may be appointed as paper setter/examiner. (iii) Ordinarily the Paper-Setter shall act as Examiner. Under unavoidable circumstances the practice of appointment of paper setter as examiner may be linked. In case an examiner has to be appointed other than the Paper-Setter, the criteria shall be the same as for Paper-Setter. |
| Moderation Board | <p>2. There shall be a Moderation Board for each subject and it shall consist of:</p> <ul style="list-style-type: none"> (i) Dean of the School concerned; (ii) Chairman, Board of Post-Graduate Studies in the subject concerned and; (iii) One teacher teaching the concerned paper or a teacher nominated by the Head of the Department. |
| Functions of the Moderation Board | <p>3. (i) To ensure that the question paper has been set strictly in accordance with the syllabus and instructions given by the University covering broad areas adequately;</p> <p>(ii) to delete question(s) set from outside syllabus and to make necessary substitution, if required;</p> <p>(iii) to remove ambiguity in the language of question, if any;</p> <p>(iv) to moderate all the questions properly giving ample opportunity to candidates of average as well as exceptional capabilities;</p> <p>(v) to ensure proper distribution and indication of total marks for the paper and marks for each paper or parts thereof, time prescribed for the paper and to correct errors, if any.</p> |

NORTH-EASTERN HILL UNIVERSITY REGULATION

- Evaluation**
4. (vi) to bring to the notice of the Controller of Examinations lapses or omission on the part of the Paper-Setter, if any.
- (vii) At the time of the moderation every shall Chairperson ensure that the question papers are written legibly and clearly.
- (i) M.A./M.Sc./M.Com degrees shall be awarded on the basis of evaluation of a candidate, out of the mark prescribed for the subject concerned.
- (ii) 75% of the total weight-age of marks will be given to End Semester Examination whereas 25% of it will be given to continuous sessional work done during the semester.
- (iii) There shall be both an End Semester Examination and continuous sessional evaluation for each course of study. This applies also to all practical work done as part of the course requirement.
- (iv) A candidate shall be required to obtain a minimum of 35% in each paper to be eligible for the award of degree. A candidate shall not be required to pass sessional examination separately.

Continuous Sessional Work

- (v) Evaluation of continuous sessional work shall be made on the basis of the Student's performance in (i) tests organised for this purpose by the Department concerned (ii)
- Written assignments and/or seminars, field work, etc. The evaluation of Sessional work shall be done on the basis of three tests and counting the marks of the two best.
- (vi) The schedule for the tests shall be made known to the students at the beginning of the semester and each test shall assess the student on that part of the course which is covered during the period preceeding the test. The tests shall be evenly spaced out throughout the semester.
- (vii) The marks awarded for sessional test shall be made known to the candidates within fifteen days of the conduct of the test. Candidates may discuss and seek clarifications, if any, about their performance from the Chairman of the Examination Committee within a week of the declaration of marks.
- (viii) Each Department shall constitute an Examination Committee consisting of at least three members of its faculty to oversee all work connected with evaluation of sessional work. The Head of the Department shall be the ex-officio Chairman of this Committee.
- (ix) The awards given by the teacher(s) concerned shall be kept confidential until they are moderated and approved by the Departmental Examination Committee. It shall be the responsibility of this Committee to maintain the standard evaluation.

NORTH-EASTERN HILL UNIVERSITY REGULATION

End-semester Examination

- (x) The questions for the end semester examinations for each course of study shall ordinarily be set by an external paper setter. The teacher(s) responsible for instruction for each course shall model question, covering the entire syllabus of the course concerned, for the guidance of the external paper setter. The paper setter may, if he so wishes, incorporate in the final question paper not more than 50% of the total number of questions in the model paper.
- (xi) It shall be the responsibility of the external examiner to ensure that the syllabus for the course is adequately covered by the question paper.
- (xii) The answer scripts for End-Semester Examination shall be ordinarily evaluated externally, preferably, by the respective Paper-Setters.
- (xiii) End-Semester practical examination shall be jointly conducted by an external and an internal examiner. If for any reason, the external examiner is not available, a panel of atleast three internal examiners shall conduct the practical examination in question.
- (xiv) Submission of dissertation, if any, should be completed for evaluation within the concerned semester.

Moderation of Results

5. Ordinarily on the basis of the recommendation of the Department and the concerned Dean the Vice-Chancellor shall approve each result before their declaration/ publication.
- There shall be a Moderation Board consisting of the Vice-Chancellor as the Chairman and all the Deans as Members to moderate results before the declaration/publication of the results.

Function of the Board

6. The Board shall scrutinise the statistics of results prepared by the tabulators and moderate the same, if need be, before the declaration/ publication of results.