

Guidelines for Comprehensive Examination

After having successful completion of 75% of approved course work in major field and 100% in minor field(s) with an OGPA of not less than 6.50/10.00, every postgraduate student shall have to pass a Comprehensive Examination.

The Comprehensive Examination shall consist of both written and oral tests. The details are as given below:

<u>Subject</u>	Master's Programme	Doctoral Programme
Major subject	One paper	One paper
Minor subject	One paper	One paper
Paper setting	Internal	Internal
Evaluation	Internal	Internal
Qualifying marks	60%	70%
Viva-voce	-----	External
Grading	Satisfactory' or 'Unsatisfactory'	Satisfactory' or 'Unsatisfactory'

Written Comprehensive

The Major Advisor shall forward the request of the student submitted on the **Academic Form No-01** to the Head of the Department, a proposal for holding the Comprehensive Examination of the student who shall forward the same to the Dean, Postgraduate Studies.

After examination of student's record, permission of the Dean, Postgraduate Studies shall be conveyed to the Head of the Department under intimation to the Major Advisor concerned to proceed with the Comprehensive Examination only after the student has satisfied the minimum condition laid down. The Written Comprehensive Examination shall normally be completed within 60 days from the date of issue of permission from the office of the Dean, Postgraduate Studies.

The Written Comprehensive Examination for Ph.D. student shall cover, besides the courses taken by the student in major field, all aspects of the major discipline of study in which the degree is to be awarded.

Written Comprehensive Examination shall be conducted as per procedure laid down below:

- (i) The Head of the Department shall announce a schedule of the examination within three days from the issue of permission from the Dean, Postgraduate Studies. As far as possible, the **Written Comprehensive Examination of all the eligible students is to be conducted on same date in semester.**
- (ii) **The Paper shall be of 100 marks each and for passing a candidate shall have to secure at least 70% marks.**

- (iii) The question paper for the major field shall be set by the Major Advisor of the student concerned or by a board of examiners to be constituted by the Head of the Department.
- (iv) The question paper for the minor field shall be set up by the member of the Advisory Committee representing the minor discipline in consultation with the course instructor(s).
- (v) The answer books shall be evaluated by the Major Advisor in the major field with the help of the teachers who assisted in setting the question paper and the result should be submitted to the Head of the Department. The answer books, in the minor field, shall be evaluated by the concerned member of the Advisory Committee who will submit its result along with the question paper and the answer sheet within five days from the conduct of examination to his/her Head of the Department, who will further send it to the concerned Head of Department under a confidential cover .
- (vi) The Head of Department after having received the results of the written comprehensive examination, shall forward its report to the Dean, Postgraduate Studies within three days on **Academic Form No- 02**. The Dean, Postgraduate Studies shall forward the report to the Registrar within 3 days of its receipt in his/her office.
- (vii) Normally no make up examination shall be allowed in lieu of the missed examination.

If a student secures unsatisfactory grade in one or more subjects in the written comprehensive examination, he/she shall be re-examined in that/those subjects only after the passage of at least 2 months and not more than 3 months with the prior permission of the Dean, Postgraduate Studies. For obtaining the permission of the Dean, Postgraduate Studies for conducting examination, the student shall apply through Major Advisor and Head of the Department concerned indicating the subjects in which the student has got unsatisfactory grade(s).

Oral Comprehensive (for Ph.D. Programme)

- a) The Oral Comprehensive Examination shall cover both the major and minor fields and shall be conducted by the examining committee composed of the Advisory Committee, Head of the Department (major field) and one External Examiner.
- b) The Major Advisor of the student shall suggest a panel of three names for appointing the External Examiner with latest contact numbers/email IDs for conducting comprehensive examination on the **Academic Form No-03**. The Head of the Department may add one name before forwarding the panel to the Dean, Postgraduate Studies who may add or delete a name from the above panel, and thereafter convey its approval to the Registrar who will contact the Examiner in order of approved panel for his/her consent for conducting the examination.
- c) No person should be appointed as External Examiner more than twice in each academic session consecutively. However, after the period of one year, the same Examiner may be appointed again.

- d) After the consent of the External Examiner is received, the Registrar shall inform the Head of the Department under intimation to the Major Advisor concerned to arrange the Oral Comprehensive Examination of the Ph.D. student.
- e) For holding the Oral Comprehensive Examination, notice shall be given to all members of the Advisory Committee by Head of Department. The members of the Advisory Committee shall be present at the time of student's examination. In extraordinary circumstances, the Dean, Postgraduate Studies may permit substitution of the member of the Advisory Committee.
- f) The student's performance in the oral comprehensive examination may be considered 'Satisfactory' or 'Unsatisfactory' on the unanimous recommendation of the Examining Committee. It shall also be within the competence of the Committee to indicate deficiencies, if any, and may recommend suitable measures to make up these deficiencies.
- g) A student failing in the oral comprehensive examination shall apply for permission to appear for a second time to the Dean, Postgraduate Studies with the recommendation of the Major Advisor and Head of the Department concerned. Permission to appear for the second time may be given, but the re-examination shall take place only after the expiry of 3 months of last examination.
- h) A report on the performance of a student in the oral comprehensive examination (**Academic Form No. 16**) shall be sent as soon as examination is held by the Major Advisor to the Head of the Department who shall forward it to the Registrar through the Dean, Postgraduate Studies. The result shall be notified by the Registrar.

Application for Appearing in the Written Comprehensive Examination

1. Name of Department :

2. Name of College :

PART I

(To be filled in by the student and submitted in duplicate to the Major Advisor at least fortnights before the proposed date of comprehensive examination)

1. Name in full

2. Admission Number

3. Date of joining the M.Sc. /M.V.Sc. /Ph.D. Programme

4. Periods of discontinuance if any

5. Proposed date of written comprehensive examination

a) Major:

b) Minor:

6. Approved title of thesis

7. Order No. approving the title of thesis

8. Total credits requirements for the degree Programme and percentage completed and OGPA

Name of credits/equivalents	Total credits programmed	Credits completed so far	Percentage of credits completed	OGPA
a) Major Field				
b) Minor Field				
c) Supporting Field				
Total				

10. Major Field of Specialization

11. Minor fields

12. Name and designation of the members of the Advisory Committee

Place:

Date:

Signature of Student

PART II
(Remarks of Major Advisor)

Place:

Date:

Signature
Name & Designation
(Chairperson & Major Advisor)

Recommendation of the Head of Department:

PART III
(Approval by the Dean, Postgraduate Studies)

Place:

Date:

Signature of Dean Postgraduate Studies

Academic Form -02
Form for Submission of Result of Written Comprehensive Examination

Result of Written Comprehensive Examination

1. Name in full

2. Admission Number

3. Major Field of Specialization

4. Minor fields

S. No.	Name of the Advisory Committee Member	Paper {Major/minor(s)}	Date of holding of Examination	Marks obtained	Result
1.					
2.					
3.					

Endst. No.

Head of the Department
Dated:

Forwarded to the Dean, Postgraduate Studies, BASU, Patna for information & necessary action please with intimation to the Major Advisor.

Head of the Department

Panel for Appointment of External Examiner for Conducting Oral Comprehensive Examination

Name of the student	
Admission Number	
Major Field	
Major Field	
Title of Thesis	
No. & date of the letter vide which result of written comprehensive examination intimated to the Dean Postgraduate Studies	

Panel proposed by the Major Advisor

<u>S. No</u>	<u>Name</u>	Address (including contact number & email ID)	Field of Specialization

Signature of Major Advisor

Recommendation of Head of the Department with addition(s), if any.

<u>Sr. No</u>	<u>Name</u>	Address (including contact number & email ID)	Field of Specialization

Certified that the above panel is in accordance with the Academic Regulation 7.12.2 governing the postgraduate programmes.

Signature of the Head of the Department

Endst. No.

Dated:

Forwarded to the Dean, Postgraduate Studies, BASU, Patna for information & necessary action please.

Head of the Department

Report of Oral Comprehensive Examination

This is to certify that the Examining Committee approved by the Dean, Postgraduate Studies, BASU, Patna has conducted the Oral Comprehensive Examination of Sh./Ms. _____ (Adm. No _____) student of Department of _____, College of _____, on _____ and found his/her performance satisfactory/unsatisfactory in the discipline of _____.

External Examiner

S. No	Advisory Committee Chairperson	Member

Certified that the above panel is in accordance with the Academic Regulations governing the postgraduate programmes.

Signature of the Head of the Department

Endst. No.

Dated:

Forwarded to the Dean, Postgraduate Studies, BASU, Patna for information & necessary action please.

Head of the Department