

To  
The Head,  
Dept. of Zoology,  
C. U.



## UNIVERSITY OF CALCUTTA

### Notification No. CSR/ 57 /17

It is notified for information of all concerned that in terms of the provisions of Section 54 of the Calcutta University Act, 1979, (as amended), and, in exercise of his powers under 9(6) of the said Act, the Vice-Chancellor has, by an order dated 18.07.2017 approved the **modalities for conducting M.Sc. Course of study in Zoology, imparted in the affiliated and constituent colleges of this University**, as laid down in the accompanying pamphlet.

The above shall be effective from the academic session 2017-2018 and onwards.

SENATE HOUSE  
KOLKATA-700073  
The 18<sup>th</sup> July, 2017

  
(Prof. Dr. Rajagopal Dhar Chakraborti)

Registrar

## CSR on Modalities of M.Sc. Course in Zoology at affiliated and constituent colleges of the University of Calcutta

This CSR supercedes the previous Syndicate resolutions dated 19<sup>th</sup> November, 2004 and the 3<sup>rd</sup> March, 2005 regarding the M.Sc. Course in Zoology at affiliated and constituent colleges of the University of Calcutta.

1. There will be a single PG Board of Studies (PGBoS) for all the affiliated and constituent colleges in this university. The BoS will comprise:
  - a. Senior most substantive teacher of at least 4 years of service and two other substantive teachers involved in PG teaching in respective colleges.
  - b. Six teachers from the Department of Zoology, University of Calcutta (UoC) as decided by the Departmental Committee.
  - c. Convenor of the committee will be nominated by the university from the existing regular teachers of the Department of Zoology, UoC.
  - d. The term of the committee will be for a period of 4 years.
  - e. The functions of the committee will be the following:
    - i. To advise college authorities on admission,
    - ii. To advise college authorities on course curriculum and syllabus
    - iii. To advise college authorities on examination system
    - iv. To advise college authorities on prescribed text books
    - v. To make recommendations to college authorities regarding conduct of instruction, teaching, training and research in the department
    - vi. To make proposals to the college authorities regarding minimum number of teachers needed and other resources and facilities necessary for proper instruction
    - vii. Recommendation to college authorities regarding library policy and procedure with respect to requisition of library materials
    - viii. To appoint examiners including Head examiner, moderators, paper setters and scrutineers.
    - ix. To appoint External Examination conducting agency as advised by the university. (University will appoint the External Examination conducting agency using a confidential mechanism).
    - x. To advise the college authorities on publication of results upon receiving the tabulation sheet prepared by the Head Examiners.
2. The PG BoS shall –
  - a. Arrange for centralized admission following the university system for all the affiliated and constituted PG colleges offering M.Sc. (Zoology). Following preparation of a merit list (Merit list will be prepared keeping 60% of the seats based on marks obtained by candidates in B.Sc. (Hons.) in Zoology and 40% through admission tests). It will also arrange for counseling in order to prepare the final admission list for the respective colleges. The PG BoS will constitute a team for the counseling with representatives from each college and Department of Zoology, University of Calcutta.

- b. Issue appointment letters to Head examiners, paper setters, examiners, scrutineers and re-examiners (wherever applicable).
  - c. Arrange for receiving questions from the setters through the appointed external agency, getting the questions moderated, printed and sending the same to the respective examination venues at colleges through the appointed external agency maintaining due secrecy at each and every stage of work.
  - d. Prepare format of the answer book and instruct the colleges for preparing blank answer books according to the format.
3. The Colleges shall –
- a. Admit students from the merit list as advised by the PG BoS
  - b. Impart teaching with its set of teachers. Appoint guest teachers as necessary.
  - c. Arrange to provide blank answer books for examinations
  - d. Conduct examination with the questions set by the BoS
  - e. Remit a fee to the university to be fixed by the university every semester for conducting the examination system
  - f. Issue M.Sc. mark sheets and certificate to the successful candidates according to the proforma provided by the university
4. There will be a single syllabus followed in all the affiliated and constituent colleges offering M.Sc. (Zoology). The Syllabus will be prepared under the aegis of the PG BoS and would have to be reviewed for improvement at a regular interval.
5. Examination system: Examination will be conducted in the following manner:
- a. Each college will set #4 questions for a particular paper which will be collected by the appointed External Agency.
  - b. External agency will submit all such questions to the board of moderators on the day of moderation.
  - c. Eight questions for a paper will be selected from a set of all such questions from all the colleges by the board of moderators.
  - d. The University Press will print these questions.
  - e. The external agency will deliver the sealed questions to the colleges on the day of examination.
  - f. The External agency will collect the answer scripts from the colleges and will deliver to the assigned Head examiners.
  - g. The PGBoS will select 5 examiners for a given paper and will make the list of examiners available to the Head Examiner of the respective paper.
  - h. The agency will also collect the corrected answer scripts and will tabulate the scores to the Head Examiner. The HE will then advise the agency to deliver the scripts to the assigned examiner/s.
  - i. Supplementary examination will be conducted as per the university regulations.

- j. Practical examination will be conducted in the respective colleges. There will be one external examiner and one internal examiner to be appointed by the Convenor, PGBoS.

The above will come into effect from the academic session 2017 – 18.