

MAHAPURUSA SRIMANTA SANKARADEVA VISWAVIDYALAYA

**REGULATIONS FOR THE POST GRADUATE
PROGRAMMES IN THE CHOICE -BASED CREDIT SYSTEM**

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MAHAPURUSHA SRIMANTA SANKARADEVA VISWAVIDYALAYA
Regulations for the Post Graduate Programmes in the Choice -Based Credit System

1. Short Title, Definitions and Commencement:

- 1.1 These Regulations shall be called the Mahapurusha Srimanta Sankaradeva Viswavidyalaya Regulations for the Post Graduate Programmes in the Choice-Based Credit System, hereinafter referred to as MSSV CBCS.
- 1.2. The Regulations shall be applicable to the students enrolled for the Post Graduate Programmes conducted as MSSV CBCS in the various Departments or Centres for Studies of Mahapurusha Srimanta Sankaradeva Viswavidyalaya.
- 1.3 **Definitions:**
- (a) **Department:** The term 'Department' is used to mean a Department of the Mahapurusha Srimanta Sankaradeva Viswavidyalaya and designated as such by the University.
 - (b) **Centre:** The term 'Centre' is used to mean a Centre of Study in Mahapurusha Srimanta Sankaradeva Viswavidyalaya with reference to a subject of Post-Graduate study under MSSV CBCS.
 - (c) **Programme:** The term 'programme' is used to mean the whole learning experience or combination of courses in a particular field of study.
 - (d) **Course:** Programme is divided into a number of courses. A course may be considered as a paper in conventional education system.
 - (e) **Academic Year:** An academic year means a period of twelve months consisting of two semesters.
 - (f) **Semester:** The word "semester" is used to mean a half-yearly term or term of studies including examinations, vacations and semester breaks.
 - (g) **Semester Duration:** A semester normally extends over a period of 16 class weeks. Each week has 30 hours of instruction spread over the week.
 - (h) **In-semester:** The word "in-semester" is used to refer to the continuous evaluation within the half-yearly term.
 - (i) **End-semester:** The word "end-semester" is used to refer to the terminal processes of examinations and evaluations at the end but within the half-yearly term.
 - (j) **Credits:** Credit defines the quantum of contents/ syllabus prescribed for a course and determines the number of hours of instruction required per week. Thus, normally in each of the course, credits will be assigned on the basis of the number of lectures/tutorials/ laboratory work and other forms of learning required to complete the course contents in a 16 week schedule:
 - (i) 1 Lecture per week = 1 Hour duration per week =1 Credit
 - (ii) 2 Tutorial per week = 2 Hours duration per week =1 Credit
 - (iii) 1 Practical per week = 2 Hours duration per week =1 Credit

Note: The lecture sessions and tutorials shall not be substituted with any other activities like seminars, group discussions etc.

- (k) **Course teacher:** A Professor/Associate Professor/Assistant Professor of a Department/Centre shall be called a Course teacher. He/ she shall perform the following functions:
- (i) Preparing and offering a course with due approval from the statutory authorities.
 - (ii) Preparing and/or teaching the core courses along with other faculty members, wherever necessary.
 - (ii) Maintaining attendance and performance sheets of all the students registered for the course(s) he/she offers.
 - (iii) Conducting all in-semester and end-semester examinations including preparation of question papers, evaluation, scrutiny and finalization of results of the course(s) he/she offers.
- (l) **Student Advisor:** The Departmental/ Centre CBCS Board shall appoint a Student Advisor from amongst the faculty members for each group of maximum of 15 students of the Department/Centre. A Student Advisor shall perform the following functions:
- (i) Counselling the students in choosing Elective, Optional and Audit Courses.
 - (ii) Recommending students for course registration.
 - (iii) Offering all possible student support services relevant to the programmes of study.
- (m) **CBCS Board for Department/Centre:** The CBCS Board for the Department/Centre shall be constituted as below:
- (i) Head of the Department - Chairperson.
 - (ii) All course teachers - Members
- (n) **MSSV CBCS Board:** There shall be a MSSV CBCS Board which shall be constituted as below:
- (i) Vice Chancellor – Chairperson
 - (ii) Registrar – Member.
 - (iii) Chairpersons of the CBCS Board of the Departments/ Centres
 - (iv) Two members of the Examination Committee.
 - (v) Controller of Examinations – Member Secretary.
- 2.4 A Post-Graduate Programme shall be of 2 (two) to 6 (six) semesters covering one, two or three Academic years respectively. The Schedule for the MSSV CBCS system shall be as shown below:
- (i) 1st, 3rd and 5th Semesters (Odd Semester): 1st July 31st December (including end-semester examinations and semester breaks)
 - (ii) 2nd, 4th and 6th Semesters (Even Semester): 1st January to 30th June (including end-semester examinations and semester breaks)
- Any change in the Academic Calendar/Schedule may be made by the Academic Council, whenever necessary.

Provided that for Post Graduate Diploma programmes the academic schedule shall be determined by the University from time to time.

3. Eligibility Criteria for Admission:

- 3.1. Newspaper Notice inviting applications for admission to the different programmes of studies shall be issued by the Registrar or any other person authorized for the purpose at least six weeks in advance of the date of admission. Each applicant shall have to submit within the prescribed date his/her application with the requisite documents.
- 3.2. The minimum qualification for admission to the various Programmes shall be

fixed by the Academic Council from time to time.

- 3.3 No student shall be eligible for admission to a post graduate programme in any Department/ Centre unless he/she has successfully completed a three year undergraduate degree or earned prescribed number of credits for an undergraduate degree through the examinations conducted by a University /autonomous institution or possesses such qualifications recognized by Mahapurusha Srimanta Sankaradeva Viswavidyalaya as equivalent to an undergraduate degree.

4. Structure of Courses and Credits of the Programmes:

- 4.1 The term '**Post Graduate programme**' is used to denote M.A., M.Sc., M. Com., M.B.A., M.C.A., M.Ed., M.Tech and such other Post Graduate Degree and Diploma Programmes offered by Mahapurusha Srimanta Sankaradeva Viswavidyalaya under CBCS. All Post Graduate programmes may have one or more of the following components, viz.

- (i) Core Courses (2-6 Credits in each course)
- (ii) Elective Courses (2-6 Credits in each course)
- (iii) Optional Courses (2-6 Credits in each course)

Provided that in case of a semester having only project work/dissertation the minimum and maximum credits for the semester shall be 16 and 22 respectively.

- 4.2 **Core Courses:** There shall be core courses in every semester. These courses are the compulsory courses for the students of different disciplines/ Departments/ Centres, which are deemed essential for students registered for a particular Post Graduate programme.

- 4.3 **Elective Courses:** Elective courses shall be chosen by each candidate. These courses shall be intra-departmental. These courses are intended to:

- (i) Allow students to specialize in one or more branches of broad subject area; or
- (ii) Acquire knowledge and skills in a related area that may have applications in the broad subject area.
- (iii) Elective Courses shall be of equal credits.

- 4.4 **Additional Courses:** A department may allow students to choose elective courses beyond the stipulated number of minimum credits fixed for the subject, who intends to cover more areas within his/her own subject. In such cases, the elective courses securing better grades within the stipulated minimum credits shall be taken into account in calculating SGPA/CGPA. The remaining courses shall be taken as additional courses pursued by the students. However, the extra credit earned and grade secured in additional course(s) shall be shown in the grade sheet.

- 4.5 **Optional Courses:** A student can choose maximum of two optional courses in any of the semesters, which shall be inter-disciplinary in character. The courses shall intend to bridge any gap between/among different disciplines as well as to minimize any possibility of course/content repetition. These courses shall also help in pursuing an area of interest to the students. The grade secured in the optional course(s) **shall not be taken into account in calculating SGPA/CGPA. However, the extra credit earned and grade secured in optional course(s) shall be shown in the grade sheet.**

- 4.6 **Audit Courses:** Students will be permitted to take maximum of two audit courses without assigning any credit. A course teacher can offer maximum number of three students in a particular course. However, it is left to the discretion of the individual course teacher to permit students as well as the recommendation of the concerned student advisor. However, in order to show the audit courses pursued by a student in the grade card, he/ she shall have to secure at least C grade.

- 4.7 A course may also take the form of a Dissertation/ Project work/ Practical training/ Field work/ Seminar, etc.
- 4.8 The number and credits of the courses shall be determined by the Departmental/Centre CBCS Board subject to the approval of the Board of Studies and/or statutory bodies concerned.
- 4.9 The minimum duration for completion of a two year Post Graduate Programme in any subject is four semesters. Even if a candidate earns the required number of credits in less than four semesters, he/she has to necessarily study for four semesters for the two year Post Graduate programme.

5. Course Registration

- 5.1 After admission to a Programme, a Programme Registration Number shall be assigned to every student by the Department/Centre.
- 5.2 Every student must register (in consultation with his/her student advisor) for the courses he/she intends to undergo in a semester by applying in the prescribed proforma or in an OMR Sheet duly signed by the candidate, student advisor and concerned Head/Director/Coordinator of the Department/Centre, within the stipulated time notified by the Department/Centre/ University.
- 5.3 The minimum and maximum credits to be registered by a student shall be as follows:

| Duration | Per Semester | | Total | |
|----------|--------------|---------|---------|---------|
| | Minimum | Maximum | Minimum | Maximum |
| One Year | 16 | 26 | 32 | 52 |
| Two Year | 16 | 26 | 64 | 104 |

- 5.4 Late Registration may be permitted by the University on recommendation of the Head/ Director/Coordinator of the Department/Centre up to two weeks after the commencement of the semester.
- 5.5 Withdrawal from an Elective/ Optional/ Audit course is permitted up to one week from the date of commencement of classes, which will be substituted by another Elective/ Optional/ audit course for valid reasons with the consent of the Student Advisor. Withdrawal from a course shall not be permitted for those who take late registration.

6 Attendance

- 6.1 The course teacher shall be responsible for maintaining a record of attendance of students who have registered for the course.
- 6.2 All course teachers shall intimate the Head/Director/Coordinator of the Department/Centre at least seven calendar days before the last instruction day in the semester, the particulars of all students who have less than 85% attendance.
- 6.3 A student who has less than 85% attendance shall not be permitted to sit for the End-semester examination in the course in which the shortfall exists. Provided that it shall be open to the University to grant exemption to a student who has attended a minimum of 75% classes but failed to obtain the prescribed 85% attendance for valid reasons on recommendation of the Head/Director/ Coordinator of the Department/ Centre on payment of a prescribed fee(s).
- 6.4 The Head of a Department/ Director/Coordinator of a Department/Centre shall announce the names of all students who shall not be eligible to take the End-semester examinations in the various courses and send a copy of the same to the Controller of Examinations. Registrations of such students for those courses shall be treated as cancelled and they shall have to repeat the course when it is offered next.

7. Examination

- 7.1 Examination and evaluation shall be done on a continuous basis, at least three times during each semester. For the purpose of uniformity, particularly for Inter departmental transfer of credits, there shall be a uniform procedure of examination to be adopted by all departments. There shall be **at least two in semester (sessional) evaluations** and **one end-semester examination in each course during every semester**. The result of in-semester examinations shall be notified by the concerned course teacher(s) within seven days of the examination.
- 7.2 **40% of the total marks** of each course shall be **allotted for in-semester evaluations**.
- 7.3 In in-semester evaluations, two sessional tests shall have to be conducted for each course, which shall carry 50% of the total marks allotted for in-semester evaluations. For the remaining 50% of total marks allotted for in-semester evaluations, 25% marks shall be given for attendance as shown below and for the rest 75% marks, course teachers may employ two or more assessment tools such as **objective tests, assignments, paper presentation, laboratory work**, etc., suitable to the courses. Table: Break up marks for attendance for courses having 40 marks for in-semester evaluation)

| Ranges of Attendance | Marks |
|----------------------|-------|
| 86-90% | 2 |
| 91-95% | 3 |
| 96-100% | 5 |

The students are to be informed in advance about the nature of assessment. Students shall compulsorily attend the two In-semester examinations, failing which they will not be allowed to appear for the end-semester examination. **A Student cannot repeat In-semester examinations**. Provided that if for any compulsive and valid reason a student could not appear in the In-semester examination(s), the course teacher may arrange a special In-semester examination before the end-semester examination with approval of the Departmental/Centre CBCS Board.

- 7.4 There shall be one end-semester examination carrying 60% of the total marks in each course covering the entire syllabus prescribed for the course. The end-semester examination is normally a written/ laboratory-based examination / project work / dissertation. The mode of end-semester examination and evaluation shall be decided by the teacher in consultation with the Departmental / Centre CBCS Board. Model Question Paper for each course has to be prepared by the teacher and the same should be forwarded to the Head of the Department.
- 7.5 The end-semester examination schedule shall be notified by the Departmental / Centre CBCS Board with intimation to the Controller of Examinations. The date and schedule shall be notified at least Fifteen days in advance by the Departmental/Centre CBCS Board.
- 7.6 A student shall not be allowed to take more than one project work in a single semester.
- 7.7 End-semester practical examinations shall normally be held before the theory examinations.
- 7.8 A candidate shall not be entitled to more than two chances including the 'regular' and 'compartmental' examinations in general to clear a particular semester. Provided that a candidate may avail a special third chance to clear a particular semester once in the whole programme he/she pursues. In such cases, the candidates shall have to appear in the special third chance in the next regular end-semester examination. In no circumstances, the total number of chances to clear all the four semesters shall exceed nine.

8. Evaluation and Declaration of Results:

- 8.1 The course teacher shall evaluate the answer scripts and submit the marks as well as letter grades to the Chairperson of the Departmental/ Centre CBCS Board.
- 8.2 The Departmental/Centre CBCS Board shall finalize the results of each examination/semester and notify the same before sending to the Controller of Examinations for preparation of Grade sheet and declaration of results.
- 8.3 In case of the distribution of marks for periodical presentation, dissertation and viva-voce shall be decided by the course teacher/supervisor as per recommendation of the Board of Studies and duly approved by the statutory Bodies of the University.
- 8.4 Project report/dissertation shall be evaluated jointly by the supervisor and another examiner within the Department/ Centre/ University or from outside the University appointed by the Controller of Examinations as recommended by the course teacher through the Chairperson of the Department/Centre CBCS Board. The modalities and timing of presentation, interview, etc. shall be decided by the concerned Departmental/Centre CBCS Board.
- 8.5 Before declaring the results of end-semester examinations, the Controller of Examinations shall convene a meeting of the MSSV CBCS Board to scrutinize the results of both in and end-semester examinations. The Board may seek clarification or call for answer scripts if it feels necessary from the course teacher(s) concerned in the matters of over marking or under marking during examination(s).
- 8.6 The MSSV CBCS Board shall recommend the results of the Departments/ Centres and recommend for declaration of results by the Controller of Examinations.
- 8.7 The Controller of Examinations shall declare the results of the MSSV CBCS programmes and issue Grade-sheets.
- 8.8 The first rank holder of a programme may be decided on the basis of Overall Weighted Percentage of Marks (OWPM) of the core and elective courses considered for calculation of CGPA.

9. Grading System

- 9.1 The absolute grading system shall be applied in evaluating performance of the students.
- 9.2 A candidate shall have to secure at least 'B' grade to pass a course taking in and end semester marks together.
- 9.3 The marks of in-semester examinations obtained shall be carried over for evaluating the grade of a course.
- 9.4 The following scale of grading system shall be applied to indicate the performances of students in terms of letter grade and grade points as given below:

| Percentage of Marks obtained in a Course (In-Semester plus End-Semester) | Letter Grade | Descriptor | Grade Point | Result |
|--|----------------|--------------|-------------|------------|
| 95-100 | O | Outstanding | 10 | Pass |
| 85-95 | E | Excellent | 9 | |
| 75-85 | A ⁺ | Very Good | 8 | |
| 65-75 | A | Good | 7 | |
| 55-65 | B ⁺ | Satisfactory | 6 | |
| 45-55 | B | Average | 5 | |
| 0-45 | F | Fail | 4 | Fail |
| | I | Incomplete | | Incomplete |

Note: Exclusive class interval technique is used here. For example, the class interval 55-65 includes candidates scoring percentage of marks starting from 55 up to any percentage less than 65.

- 9.5 The letter grade 'A' and above shall be considered as First Class and letter grade 'B+' shall be considered as Second Class with minimum of 55% marks.
- 9.6 A student is considered to have completed a course successfully and earned the prescribed credits if he/she secures a letter grade other than F (Failed) or I (Incomplete).
- 9.7 If a candidate secures 'F' grade in a course, he/she shall have to clear it in the 'compartmental examination'.
- 9.8 If a student secures F grade in Project Work/ Dissertation/ assignment etc., he/she shall have to re-submit it after necessary revisions as suggested by the examiners/course teacher within 45 days after the declaration of the results.
- 9.9 'I' grade shall be awarded to a candidate if he/she has not fulfilled the following requirements:
- (i) If a candidate fails to appear in any course(s) in an end semester examination.
 - (ii) If a candidate fails to submit the project work/dissertation / assignment of an end semester examination.
 - (iii) If a candidate is certified as not eligible to appear in any course(s) in an end semester examination by the course teacher(s) due to insufficient attendance in lectures, tutorials, practical or field works.
- 9.10 The list of candidates awarded 'I' shall be notified by the course teacher and the copies of the notification shall be sent to the Controller of Examinations through Head of the Department/ Centre. They shall have to convert the 'I' grade by appearing in a 'Compartmental/Betterment' examination or by submitting project work/dissertation/ assignment, etc. within 45 days after the declaration of results.
- 9.11 A candidate may apply for betterment chance in maximum of two papers of end semester examination in each semester. The betterment examinations shall be held with the compartmental examination within 45 days after the declaration of results. There shall be no provision for betterment examination in case of practical / project work / dissertation / assignments / fieldwork etc.
- 9.12 Results of the candidates appeared in the 'Compartmental/Betterment examinations shall not be counted for the award of Prizes/Medals, Rank or Distinction.
- 9.13 A candidate shall have to pay a prescribed fee to appear in the 'Compartmental/Betterment examinations' fixed by the University from time to time.
- 9.14 Any candidate who falls short of the required number of credits for the award of the degree may be permitted to register, by paying the prescribed re-registration fee for the required number of courses (core and/ or elective) when it is offered.
- 9.15 The total performance within a semester and the continuous performance from the second semester onwards shall be indicated by a Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA). Hence, CGPA is the real indicator of a student's performance. It shall be calculated by the formula given below:
- $$SGPA = (\sum C_i G_i) / (\sum C_i)$$

$$\text{CGPA} = (\sum \sum C_{ni} G_{ni}) / (\sum \sum C_{ni})$$

Where,

C_i - number of credits for the i^{th} course,

G_i - grade point obtained in the i^{th} course,

C_{ni} - number of credits of the i^{th} course of the n^{th} semester,

G_{ni} - grade points of the i^{th} course of the n^{th} semester

9.16 **Grade sheet:**

The Grade Card issued at the end of the semester to each student will contain the following:

- The credits earned for each course registered for that semester
- The performance in each course indicated by the letter Grade
- The Semester Grade Point Average (SGPA) and
- The Cumulative Grade Point Average (CGPA).

10 **Student Redressal:**

- A candidate may apply to the Departmental/Centre CBCS Board for scrutiny/revision of the grades awarded in any of the courses within one week after notification of results by the concerned departments/ centres. Provided that revision should be done before the document reaches the Controller of Examinations.
- The Departmental/Centre CBCS Board may have the answer scripts of the aggrieved candidates re-examined by the course teacher, if the appeal of the candidate(s) is found to be genuine.
- An aggrieved candidate may be allowed to have a look on his/her answer script(s) by the Departmental/Centre CBCS Board, if the appeal of the candidate(s) is found to be genuine.

11. **Credit Transfer:**

Inter- Institutional transfer of Credits may be considered by the MSSV CBCS Board on recommendation of the CBCS Board of the Department/Centre concerned.

12. **General:**

- The Examination Committee of the University shall remove any difficulty, which may arise in the course of operations relating to execution of the MSSV CBCS programmes.

Annexure

Example of calculating SGPA and CGPA

- Calculation of SGPA of 1st Semester

| Course | Credit (Ci) | Marks | Grade Point (Gi) | CiGi | SGPA ($\sum CiGi$)/ $\sum Ci$ |
|---------|----------------|-------|------------------|----------------------|---------------------------------|
| ASM 101 | 5 | 62 | 6 | 30 | 128/20=6.4 |
| ASM 102 | 4 | 65 | 7 | 28 | |
| ASM 103 | 3 | 58 | 6 | 18 | |
| ASM 104 | 4 | 70 | 7 | 28 | |
| ASM 105 | 4 | 60 | 6 | 24 | |
| ASM 106 | 4 | 45 | 4 | 16* | |
| SOC 106 | 3 | 70 | 7 | 21** | |
| | $\sum Ci = 20$ | | | $\sum Ci Gi = 126.4$ | |

- * Elective Course, in which grade secured is not among the best stipulated number of elective courses pursued by the candidate.
- ** Audit Course.

The same formula shall be applied in calculating the SGPA of the next consecutive semesters and all these results shall be used for calculating the CGPA after the final semester examination as below:

• **CALCULATION OF CGPA**

| Semester | Total Credits (Σ Cni) | Σ Cni Gni | CGPA($\Sigma \Sigma$ Cni Gni)/($\Sigma \Sigma$ Cni) | Grade |
|----------|----------------------------------|--------------------------------|--|-------|
| I | 20 | 128 | 583/85=6.8 | B+ |
| II | 19 | 150 | | |
| III | 26 | 146 | | |
| IV | 20 | 159 | | |
| | $\Sigma \Sigma$ Cni = 85 | $\Sigma \Sigma$ Cni Gni) = 583 | | |

| CGPA | Letter Grade | Descriptor | Result |
|-------------|----------------|--------------|------------|
| ≥ 9.50 | O | Outstanding | Pass |
| 8.50-9.50 | E | Excellent | |
| 7.50-8.50 | A ⁺ | Very Good | |
| 6.50-7.50 | A | Good | |
| 5.50-6.50 | B ⁺ | Satisfactory | |
| 4.50-5.50 | B | Average | |
| ≤ 4.50 | F | Fail | Fail |
| | I | Incomplete | Incomplete |

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