

**Rules and Regulations for Credit and Semester System in  
Post-Graduate Departments of the University  
w.e.f . Academic Year 2018-2019**

**I. General Administration of the Credit & Semester System**

1. There shall be a Coordination committee for Credit & Semester system, with Pro-Vice chancellor as its chairperson, consisting of not less than three professors and two associate/assistant professors from teaching Departments across faculties. This committee will, from time to time take appropriate policy decisions regarding the functioning of the Credit & Semester system and give instructions to the examination section. All matters regarding the conduct of Credit & Semester system shall be referred to this Coordination Committee for decision. Ordinarily, the duration of this Committee shall be for three years. Any issue not covered by this set of Rules and Regulations, but covered by the Rules previously existing, shall be governed by the rules existing before the commencement of these Rules.
2. Any issue arising out of the implementation of the Credit and Semester system which are of a specific nature relating to any particular department shall be resolved by the concerned departmental committee and reported to the Coordination Committee.
3. The Coordination committee shall from time to time consider suggestions received from Heads, Faculty, Students and the Examination Section and wherever the matter pertains to the overall functioning of the credit and semester system, shall recommend new rules, modifications in the existing rules or clarifications thereof.

**II. Admission and Conduct of the Credit System**

1. Postgraduate courses are conducted under four different faculties, viz. Social Sciences and Humanities, Science and Technology, Commerce and Management and Interdisciplinary faculty and the requirement of credits to be completed for each degree course is mentioned in Table 1.
2. The M.A. degree (Social Sciences and Humanities) will be awarded to students who complete a total of 64 credits in a minimum of two years by completing on an average 16 credits per semester. The M.Sc. degree (Science and Technology) will be awarded to students who complete a total of 80 credits (120 credits) in a minimum of two (three) years by completing on an average 20 credits per semester. The M. Tech. degree (Science and Technology) will be awarded to students who complete a total of 100 credits in a minimum of two years by completing on an average 25 credits per semester. For the postgraduate degrees from Commerce and Management faculties and the interdisciplinary faculty, the requisite number of credits need to be completed in the minimum duration of two years as specified in Table 1.

3. Except practical credits wherever applicable, students may be allowed to complete less courses per semester on a condition they complete the two-year degree course in a maximum of four years and a three-year degree course in a maximum of five years. This facility will be available subject to the availability of concerned courses in a given semester and with a maximum variation of 25 per cent credits (in case of fresh credits) per semester.
4. A student may opt for courses equivalent to 25 percent credits from any other department than the one where he/she is registered. In case a student wishes to take all courses from the parent department he/she can also do so.
5. Each credit will be equivalent to 15 clock hours of teaching.
6. The department can announce seminar courses to introduce students to recent advances in research. Seminar credits are to be conducted through discussion and presentation by the student and the personal guidance by the teacher. Seminars shall not exceed a maximum of two credits.
7. Each department should decide the minimum eligibility for all the credits including the seminar credits.
8. The duly constituted Departmental Committee consisting of teachers in the department
  - a. will nominate the faculty for each course to be taught in the department;
  - b. will approve the plan for the evaluation prepared by the faculty for the credits concerned as internal continuous assessment of 50 percent from among the nine options given in the III.12 below. Ordinarily the teacher may opt for an internal assessment procedure other than written exams;
  - c. will evolve the norms for evaluating oral examinations whenever necessary in relation to term paper/assignments;
  - d. will constitute the Departmental Examination Committee (DEC) that will nominate the faculty concerned as the paper setter and examiner for the semester-end examination (50 percent component);
  - e. will decide eligibility norms for students from other departments offering courses at the department;
  - f. will identify the core credits that a student registered in the department must necessarily study to obtain a post-graduate degree in that subject;
  - g. will announce at the commencement of each semester which credits are available to students from other departments;

- h. will take appropriate decisions in the cases of readmissions of students during transition from old to revised syllabus by deciding which credits from the revised syllabus are equivalent to credits from the old syllabus;
  - i. will revise the syllabus at least every three years;
9. Regular Students can also audit courses if the departmental committee agrees. A student must at the commencement of the semester communicate which credits he/she is going to audit. Students can also audit courses from other departments with prior approval from that department. Such Audited credits will be mentioned separately in the Grade sheet.
10. Regular students can take extra credit courses from their own department or from other departments. In such cases, students shall specify the extra credits and this will be so noted on their Grade sheets. The CGPA of a student will be computed on the basis of
- a. his/her performance in the core courses from parent Department
  - b. best performance of the required number of credits from all elective courses opted by him/her.
11. University departments will also permit students to be admitted as casual students and enroll themselves for the courses being conducted by the departments in the respective semesters.
12. Students may opt for credits from diploma/certificate credit courses offered by the university departments as elective credits.

### **III. EXAMINATION RULES**

1. A student cannot appear for semester end examination unless he/she has maintained 75% attendance during the teaching period of that course. If a student fails to maintain attendance up to 75%, at the time of filling of examination forms, an undertaking from the student should be taken stating that he/she will be allowed to appear for examination subject to fulfillment of required attendance criteria during the remaining period of teaching of the course.
2. Each credit will be evaluated for 25 marks.
3. Each course will have
  - a. 50% of marks as semester-end examination of minimum 30 minutes to maximum 45 minutes per credit and
  - b. 50% marks for internal (i.e. in-semester) assessment.

4. To pass a course, the student has to obtain forty percent marks in the combined examination of in-semester assessment and semester-end assessment with a minimum of thirty percent in both these separately.
5. If a student misses an internal assessment examination, he/she will have a second chance with the permission of the teacher concerned. Such a second chance shall not be the right of the student; it will be the discretion of the teacher concerned to give or not to give second chance to a student to appear for internal assessment.
6. Students who have failed semester-end exam may reappear for the semester-end exam in the subsequent period. The student will be finally declared as failed if he/she does not pass in all credits within a total period of four years in case of two year courses and five years in case of three year courses. After that, such students will have to seek fresh admission as per the admission rules prevailing at that time.
7. A student cannot register for the third semester, if he/she fails to complete 50% credits of the total credits expected to be ordinarily completed within two semesters. In this case, a student can seek admission to first or second semester in order to complete the requisite number of credits and to be able to seek admission in the third semester.
8. Internal marks will not change. A student cannot repeat internal assessment. In case he/she wants to reappear for the internal assessment he/she can do so only by registering for the said courses during the semesters in which the courses are being conducted.
9. There shall be revaluation of the answer scripts of semester-end examination but not of internal assessment papers as per Ordinance no 134 A and B.
10. While marks will be given for all examinations, they will be converted into grades. The semester end and final grade sheets and transcripts will have only grades and grade points average.
11. Except for the technology faculty, in subjects or departments where project work is part of the credits, the project will consist of not more than ten percent of the total credits for the degree course.
12. Each credit will have an internal (continuous) assessment of 50% of marks and a teacher must select a variety of procedures for examination such as:
  - a. Written Test and/or Mid Term Test (not more than one for each course);
  - b. Term Paper;
  - c. Journal/Lecture/Library notes;
  - d. Seminar presentation;
  - e. Short Quizzes;
  - f. Assignments;
  - g. Extension Work;
  - h. Research Project by individual students or group of students; or
  - i. An Open Book Test (with the concerned teacher deciding what books are to be allowed for this purpose.)

Marks	Grade	Grade Points
80-100	O: Outstanding	10
70-79	A+: Excellent	9
60-69	A: Very Good	8
55-59	B+: Good	7
50-54	B: Above Average	6
45-49	C: Average	5
40-44	P: Pass	4
0-39	F: Fail	0
-	Ab: Absent	0

13. The system of evaluation will be as follows: Each assignment/test will be evaluated in terms of grades. The grades for separate assignments and the final (semester-end) examination will be added together and then converted into a grade and later a grade point average. Results will be declared for each semester and the final grade-sheet will give total grades and grade point average as per the tables given below.

14. Grade Point Average =

$$\frac{\text{Total of Grade Points Earned for a course X Credit hrs for each course}}{\text{Total Credits Hours}}$$

$$GPA = \frac{\sum_{i=1}^n P_i \times C_i}{\sum_{i=1}^n C_i}$$

where,

n = Total number of courses.

$P_i$  = Grade points secured for  $i^{\text{th}}$  course.

$C_i$  = Number of credits for  $i^{\text{th}}$  course.

15. The formula for GPA is based on weighted average as mentioned above. The final GPA will not be printed unless a student passes courses equivalent to the requisite number of credits for the concerned degree.

16. A ten-point grade system [UGC Circular, vide D. O. No. F. 1- 1/2014 (Secy) dated 12th November, 2014] will be followed uniformly for all the four faculties. The corresponding grade table is detailed below.

Final Grade Point Average	Final Grade
09.00-10.00	O
08.50-08.99	A+
07.50-08.49	A
06.50-07.49	B+
05.50-06.49	B
04.25-05.49	C
04.00-04.24	P
00.00-03.99	F

17. If the GPA is higher than the indicated upper limit in the three decimal digits, then the student be awarded higher final grade (e.g. a student getting GPA of 8.492 may be awarded 'A+' grade).
18. While declaring the result, the existing relevant ordinances are applicable. There is also a provision for verification and revaluation. In case of verification, the existing rules will be applicable. The revaluation result will be adopted if there is a change of at least 10% marks and in the grade of the course.
19. For grade improvement a student will have to take minimum 30% of the requisite number of credits for the concerned degree. These courses will be theory courses from the parent department. Grade improvement programme will be implemented at the end of the academic year. A student can opt for the grade improvement programme only after the declaration of the result for his/her final semester exam, i.e., at the end of the next academic year after passing the final examination and within two years of completion of the degree and only once.
- 20.
20. The explanation of the grades is provided below.

**O: Outstanding:** Excellent analysis of the topic (80% and above)

Accurate knowledge of the primary material, wide range of reading, logical development of ideas, originality in approaching the subject, Neat and systematic organization of content, elegant and lucid style;

**A+: Excellent:** Excellent analysis of the topic (70 to 79%)

Accurate knowledge of the primary material, acquaintance with seminal publications, logical development of ideas, Neat and systematic organization of content, effective and clear expression;

**A: Very Good:** Good analysis and treatment of the topic (60 to 69%)

Almost accurate knowledge of the primary material, acquaintance with seminal publications, logical development of ideas, Fair and systematic organization of content, effective and clear expression;

**B+: Good:** Good analysis and treatment of the topic (55 to 59%)

Basic knowledge of the primary material, logical development of ideas, Neat and systematic organization of content, effective and clear expression;

**B: Above Average:** Some important points covered (50 to 54%)

Basic knowledge of the primary material, logical development of ideas, Neat and systematic organization of content, good language or expression;

**C: Average:** Some points discussed (45 to 49%)

Basic knowledge of the primary material, some organization, acceptable language or expression;

**P: Pass:** Any two of the above (40 to 44%)

**F: Fail:** None of the above (0 to 39%)

## 21. Payment of examination Fees:

Examination form should be filled in online and fees to be paid online as per the circular from examination section.