

**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, PG admission section, IT Cell and the academic departments on the campus. 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.
2. Any issues 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, 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. Humanities, Science and Technology, Commerce and Management and Interdisciplinary faculty and the requirement of credits to be completed for degree courses under each of these faculties is different.
2. The M.A. degree (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; 200 credits; 240 credits) in a minimum of two (three; five; six) 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 70 (72) credits in a minimum of two years as per the AICTE guidelines by completing on an average 17-18 credits per semester. For the postgraduate degrees from Commerce and Management faculties and the interdisciplinary faculty, the requisite number of credits that need to be completed in the minimum duration are 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 in a maximum of four years, a three year degree in a maximum of five years, a five year degree in a

maximum of seven years and a six year degree in a maximum of eight years. This facility will be available subject to the availability of concerned courses in a given 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. Of the 75 percent credits to be earned from the parent department, student is expected to successfully complete the core courses of the parent department to get the degree. For remaining credits he/she can choose courses from electives offered by the department.
6. Each credit will be equivalent to 15 clock hours of teaching.
7. 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.
8. Each department should decide the minimum eligibility for all the credits including the seminar credits.
9. 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 opting for the courses at the department;
 - f. will identify the core credits that a student registered in the department must necessarily earn 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;
10. 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. For audit course, student will have to pay tuition fees however he/she will not be evaluated.
 11. 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 no. of credits from all elective courses opted by him/her.
 11. University departments will also permit students to be admitted as casual students (students who may not be currently registered as PG students on the campus) and enroll themselves for the courses being conducted by the departments in the respective semesters. Casual students will have to pay the tuition fees. In case, these students wish to receive a certificate for the completion of the course, they will be evaluated after payment of the examination fee for the corresponding subject.
 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 upto 75%, at the time of filling of examination forms, an undertaking from the student should be taken stating that he/she will be permitted 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.
6. In case student fails in internal assessment he/she can still be permitted to appear for semester end examination. However, final result of such student would be "Failed" in that subject.
7. Such student can attempt to clear his/her internal and end semester examination by registering for the course in the semester when the course is offered by the concerned department.

A student who has cleared internal assessment but failed in semester end examination and who wants to improve his/her performance in the internal assessment, may be permitted to register again for the course when that course is being offered.

Whenever student registers for the course he/she will have to pay tuition fees.

Department heads shall inform PG admission section regarding such students. PG admission would then convey it to IT cell so that the students would be able to pay tuition fees.

8. Students who have cleared the internal assessment but have failed in the 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 earn all required credits within a total period of four years in case of two year courses, five years in case of three year courses, seven years in case of five year courses, and eight years in case of six year courses. After that, such students will have to seek fresh admission as per the admission rules prevailing at that time if they wish to continue.
9. 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 the first 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. Information regarding such students should be sent to PG section so that IT cell can be informed to open the form for paying tuition fees.
10. 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. 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
 - i. Open book test (with the concerned teacher deciding what books are to be allowed for this purpose.)
13. The system of evaluation will be as follows: Each assignment/test will be evaluated; marks of all internal assessments would be compiled to generate the final score of internal assessment. For every course, the score for internal assessment and the semester-end examination will be added together and then converted into a grade and a grade point average. Results will be declared for each semester and the final grade-sheet will give total grades and grade point as per the table given below.

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

14. Cumulative Grade Point Average =
Total of Grade Points Earned for a course X Credit hrs for each course
 Total Credits Hours

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

where,

n = Total number of courses

P_i = Grade points earned in ith course

C_i = Number of credits in ith course

15. The will be average as final printed courses requisite the

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

formula for CGPA based on weighted mentioned above. The CGPA will not be unless a student passes equivalent to the number of credits for 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.

17. If the CGPA 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 CGPA of 8.492 may be awarded 'A+' grade).
18. While declaring the FINAL result, ordinances O2 (grace for getting a higher grade) and O4 (grace marks for passing in case a student has failed in only one head of passing) 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. The formula for conversion of CGPA to percentages is given in the following table.

Grade	CGPA Range	Formula
O	09.00-10.00	20 x CGPA - 100
A+	08.50-08.99	20 x CGPA - 100
A	07.50-08.49	10 x CGPA - 15
B+	06.50-07.49	5 x CGPA + 22.5
B	05.50-06.49	5 x CGPA + 22.5
C	04.25-05.49	4 x CGPA + 28
P	04.00-04.24	20 x CGPA - 40

20. 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. A student can opt for the grade improvement programme only after the declaration of the result for his/her final semester exam, and within two years of completion of the degree and only once.
21. 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%)

22. Every student registered for PG course has to pass ten credits (Human rights education - 2 credits; Cyber security- 4 credits; Skill development- 4 credits) as per UGC rules. Performance in these credits will not be considered for calculation of CGPA.

23. Payment of examination fees: Examination fees should be paid online as per the challan generated in the system.