

**Sido – Kanhu Murmu University**

**Dumka**

**Regulations for Postgraduate Programs under Choice Based Credit System (Semester System) and Grading 2016**

1. Total number of credits to be acquired by a student to be eligible for a post graduation degree will be 80.

**2. Duration of the course:**

**2.1** The minimum duration for completion of a two year post graduation program in any subject is 4 semesters. Even if a candidate earns the required number of credits in less than 4 semesters, he/she has to necessarily study for the two years Master's Program.

**2.2** Though the normal duration of the program will be 4 semesters, a student will enjoy the flexibility to complete the program in a maximum duration of 8 semesters.

**3. Semester**

A semester normally extends over a period of 16 weeks. Each week has 30 hours of instruction spread over the week.

**4. Credit**

**4.1** The successful completion of each post graduation program will require the acquisition of a minimum of 80 credits.

**4.2** A credit means one teaching period per week for one semester (16 weeks) for theory courses and one laboratory session of 2 periods per week for one semester.

**4.3** One teaching period will be of one hour duration.

**5. Courses**

A course is a set of instructions pertaining to pre-determined contents (Syllabus), delivery mechanism, and learning objectives. Every course offered will have three components associated with the teaching-learning process of the course, namely:

- (i) Lecture – symbolized as *L*;
- (ii) Tutorial – symbolized as *T*; and
- (iii) Practical – symbolized as *P*.

*L* stands for one one-hour lecture session per week; *T* stands for one two-hour tutorial session per week consisting of participatory discussion (between teacher and students or teaching assistant and students) or self study / desk work / brief seminar presentations etc. by students (these can include such novel methods that make a student absorb and assimilate more effectively the contents delivered in lecture classes); and *P* stands for one two-hour practice (laboratory work) session per week (this consists of hands-on experience, laboratory experiments, field studies, case studies, etc. that equip students to acquire the much-required skill component).

**5.1 Mandatory Credit Courses:**

Mandatory credit Courses are those courses in which the student takes admission to complete a post graduation program. Such courses will be of two types:

- (a) **Core Courses:** Courses which are compulsory for the students admitted in a specific post graduate program are core courses. Total credits for core courses are 45. Students will study these courses from Semester I to Semester III.
- (b) **Elective Courses:** Such courses may be chosen by the student from the optional courses offered by the Department. The Departments are expected to offer as many optional courses as possible. Total credits for Elective Courses are 15. Students will study these courses in Semester IV.
- (c) **Project:** 5 credits (Semester IV)

Total credits in core courses: 65

## 5.2 Optional Credit Courses:

**Supportive Courses/ Open Courses:** Each student enrolled in a post graduate program will choose from a list of courses offered by other disciplines within the same faculty to earn the minimum number of credits required to be eligible for degree. Total credits for supportive courses are 10. (Semester II – Semester III)

- 5.2.1 **Open Elective Course:** Each student will opt for a course offered by other disciplines within the faculty of his/her core course to be treated as open elective course. Such course will carry 5 credits.
- 5.2.2 **Skill Development Course:** Each discipline will offer all the students enrolled in its postgraduate program a course aimed to develop their skills. Such skill development course will carry 5 credits.

## 5.3 Course Structure and Credit :

Each course shall have a specified number of credits. These credits describe the weightage of the concerned courses. The number of credits that a student has satisfactorily completed measures the performance of the student. Satisfactory progress of a student is subject to his/her maintaining a minimum Cumulative Grade Point Average (CGPA). A certain minimum number of credits as specified in the syllabus must be earned by the student to qualify for the degree.

	<b>Course</b>	<b>Credits</b>
(i)	Core Courses	45
(ii)	Elective (Discipline Centric)	15
(iii)	Open Elective	05
(iv)	Skill Development	05
(v)	Foundation course	05
(vi)	Dissertation/ Project	05
		<b><u>Total:- 80</u></b>

- **One theory paper shall have teaching content of minimum of 60 contact hours.**
- **Assignment of credits:**

- a) For theory/tutorial lecture one credit shall be assigned for one contact hour per week in a semester (15 week duration).
- b) For laboratory/field work, two contact hours per week in a semester shall be assigned one credit.

#### 5.4 The Course Structure of Semester I to IV shall be as under:

##### First Semester

Paper	Subject code	Nature of the course	No. of Credits	Teaching (in hours) per week	Minimum Teaching required (in hours)
I	XYZF 01	Foundation	5	5	60
II	XYZC 02	Core	5	5	60
III	XYZC 03	Core	5	5	60
IV	XYZC/P04	Core/Practical (based on paper II & III)	5	5	60/120

##### 2<sup>nd</sup> Semester

Paper	Subject code	Nature of the course	No. of Credits	Teaching (in hours) per week	Minimum Teaching required (in hours)
V	XYZS05*/ XYZS05A & XYZS05B**	Skill Development	5	5	60
VI	XYZC06	Core	5	5	60
VII	XYZC07	Core	5	5	60
VIII	XYZ C/P	Core/ practical (based on paper VI & VII)	5	5	60/120

\*= Paper will be of 100 marks for non-practical subjects.

\*\*= Theory paper (XYZS05A) will be of 50 marks and practical paper (XYZS05B) of 50 marks.

##### 3<sup>rd</sup> Semester

Paper	Subject code	Nature of the Course	No. of Credits	Teaching (in hours) per week	Minimum Teaching required (in hours)
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IX	XYZA09	Open Elective	5	5	60
X	XYZC10	Core	5	5	60
XI	XYZC11	Core	5	5	60
XII	XYZ C/P 12	Core/Practical (based on paper X & XI)	5	5	60

#### 4<sup>th</sup> Semester

Paper	Subject code	Nature of the course	No. of Credits	Teaching (in hours) per week	Minimum Teaching required (in hours)
XIII	XYZE13	Elective Theory	5	5	60
XIV	XYZE14	Elective Theory	5	5	60
XV	XYZE15	Elective Theory/ Elective Practical (based on paper XIII & XIV)	5	5	60
XVI	XYZD16	Dissertation/Project	5	5	60/120

One of the papers in the 4<sup>th</sup> semester in a subject shall be dissertation/project.

**5.4** In the choice of the elective and supportive courses, the student will be guided by the faculty advisor/ head of the department.

**5.5** Time table of supportive courses will be formulated by the participating departments before the commencement of each semester.

**5.6** Total number of credits to be acquired by a student to be eligible for a post graduation degree will be 80.

- 6. Attendance:** A student shall be permitted to appear for the semester examination, only if he/she secures not less than 75% attendance in each semester. Condonation of shortage of attendance for a maximum of 12 days and (for a maximum of two spells) within a program may be granted as per the existing University rules. A student who is not eligible for such Condonation shall repeat the course along with the subsequent batch.

Credit Transfer: The credits acquired for courses in another University would be accepted on reciprocal basis subject to UGC norms.

#### **7. Admission**

Admission to all courses shall be as per the existing rules and regulations of the University. Eligibility criteria for admission shall be as announced by the University from time to time.

- 7.1** Students shall be admitted to a particular Program based on the marks/grades scored in the qualifying examination.

- 7.2 Separate rank lists shall be drawn up for reserved seats as per the existing rules.
- 7.3 The maximum number of students to be admitted to a Program shall be limited to the number of seats sanctioned by the University.
- 7.4 The College/University shall make available to all students a brochure listing all the courses offered by various departments in the entire program. The information so provided shall contain the title of the course, the semester in which it is offered, credits for the course, prerequisites and the name of the Faculty.
- 7.5 The University shall prepare a common calendar for the conduct of the courses, indicating the schedule of the courses, continuous and end semester examinations and publication of results.

## **8. Registration**

- 8.1 The strength of students for each course shall remain as per existing regulations.
- 8.2 Each student shall register for the courses he/she proposes to take in the prescribed registration form in consultation with the Faculty Advisor within two weeks from the commencement of each semester. Faculty Advisor shall permit registration on the basis of the preferences of the student and availability of seats.
- 8.3 No student shall be permitted to register for courses exceeding 25 credits per semester. However, registration for Repeat courses is allowed in excess of this limit.
- 8.4 If a student finds that he/she has registered for more courses than possible to study in a semester, he/she can drop one or more of courses within thirty days from the commencement of the semester.
- 8.5 A student, to retain his status, should register for at least a minimum of 10 credits in a semester.
- 8.6 The maximum number of students to be registered in each course shall depend upon the physical facilities available.
- 8.7 The College/Department shall send a list of students registered for each program in each semester giving the details of courses registered, including repeat courses, to the University in the prescribed form within 45 days from the commencement of the semester.

## **9. Examination and Evaluation**

- 9.1 Evaluation will be done on a continuous basis, two times during each semester. For the purpose of uniformity, particularly for interdepartmental transfer of credits, there will be a uniform procedure of examination to be adopted by all the teachers. There will be two mid-term sessional tests and one end semester examination in each course during every semester. The result of mid-term sessional tests shall be notified by the concerned course teacher (s) within ten days of the examination.
- 9.2 First Mid-term/Sessional Test will be held during the eighth week of the semester for the syllabi covered till then and the second Mid-term/Sessional Test will be held during the twelfth week of the semester.

**9.3** A student will be awarded the higher marks he/she obtains in the two mid-term/sessional tests.

**9.4** Sessional Test will be of one hour duration.

**9.5** Students shall compulsorily attend the sessional test, failing which they will not be allowed to appear at the end semester examination. A student can not repeat sessional test. However, if for any compulsive reason a student could not attend the test, the prerogative of arranging a special test lies with the teacher provided the concerned student reports the matter to the course teacher within one week of the date on which the test was conducted.

In the case of students who could not attend any of the sessional tests due to medical reason or under extraordinary circumstances, a separate test shall be conducted before the end semester examination by the concerned faculty member.

**9.6** The sessional test will carry 30% of total marks for the course. The marks of the sessional test shall be taken into account for the computation of grades.

**9.7** In order to encourage regular presence of students in the class, 5% of the total marks for the course will be allocated for attendance. Those having greater than 75% attendance will be awarded marks as follows:-

More than 75% but less than 80% .....	1 marks
80% to 85% .....	2 marks
More than 85% but less than 90%.....	3 marks
90% to 95% .....	4 marks
More than 95% .....	5 marks

**9.8** In order to encourage students to participate in extracurricular activities, 5% of the total marks in each paper will be allocated for participation in such activities.

**9.9** There shall be one End semester examination of 3 hours duration carrying 70% of the total marks in each course covering the entire syllabus prescribed for the course. The end semester examination will normally be a written/laboratory based examination.

**9.10** The mode of end semester examination will be decided by decided by the Examination Board of the University. Pending the decision of the Examination Board on the issue, however, the evaluation pattern operative before the adoption of the semester system will continue to prevail.

**9.11** Valuation of Project Report/ Dissertation and Viva-voce

The distribution of marks for the dissertation will be as below:

Periodical presentation – 20 marks

Concise Dissertation – 60 marks

Viva-voce – 20 marks

Total - 100 marks

## **10. Pass Marks**

10.1 The passing minimum for CIA shall be 45% out of 30 marks i.e. 14 marks

Failed candidates in the Internal Assessment are permitted to improve their Internal Assessment marks in the subsequent semesters (2 chances will be given) by writing test and by submitting Assignments.

The passing minimum for University Examinations shall be 45% out of 70 marks (i.e. 32 marks)

10.2 A student with arrears can repeat end semester examinations for a maximum of four times (excluding the first appearance), along with the subsequent end semester examinations. Marks obtained by the student in sessional tests will be carried over for declaring the result.

10.3 A student who has passed in all the core courses and the minimum number of electives prescribed for the program and earned a minimum of 80 credits in a post graduate program will be considered to have passed the respective program successfully.

**11. Improvement** is allowed only for the end semester examination. Candidates who have passed in theory paper/papers are allowed to appear again for theory paper/papers only once in order to improve his/her marks, by paying the fee prescribed from time to time within a maximum period prescribed thereto, counting from his/her admission in the first semester. If candidates improve his/her marks, then such improved marks will be taken into consideration for the award of grading only. Such improved marks will not be counted for the award of Prizes/Medals, Rank and Distinction. If the candidate does not show improvement in the marks, his/her previous marks will be taken into consideration.

No candidate will be allowed to improve marks in the Practical Examination, Project, Viva-voce and Field work.

## **12. Progression to the next Semester**

Advancement to the next Semester shall be permitted only with a maximum of two backlog Papers/Subjects from the preceding semester. Such candidates shall be eligible for the degree only after completion of all the lower semester examinations within the stipulated maximum time period. Such candidate shall be admitted to the Degree of the year in which he/ she has finally cleared all the papers, but the name of such student shall not be incorporated in the merit list.

## **13. Pattern of Questions**

**13.1** Questions shall be set to assess knowledge acquired, standard application of knowledge, application of knowledge in new situations, critical evaluation of knowledge and the ability to synthesize knowledge. The question setter shall ensure that questions covering all skills are set. He/she shall also submit a detailed scheme of evaluation along with the question paper.

**13.2** In all usually nine questions of equal value will be set, out of which a student shall have to answer five questions. Q. no. 1 will be compulsory, consisting of seven very short answer type questions (each of two marks) covering the entire

syllabus and the candidates will be required to give their answers in maximum 50 words.

### 13.3 Components of Continuous Internal Assessment

#### Mid – Semester Sessional Test

- (a) Objective type (multiple choice questions) test – 20 marks
  - (b) Attendance – 05 marks
  - (c) Overall performance of the student measured through their participation in extracurricular activities – 05 marks
- Total – 30 marks

### 14. Computation of Marks/ Award of Grades:

13.1 Once the marks of the CIA (Continuous Internal Assessment) and end semester Examination for each of the courses are available, they will be added.

13.2 The following table reveals the range of marks and their equivalent Grade Point and Grade Letter

Range of percentage Of marks	Grade Point	Grade Letter
90-100	10	O (Outstanding)
80-89.9	9	A+ (Excellent)
70-79.9	8	A (Very good)
60-69.9	7	B+ (good)
55-59.9	6	B (Fair)
50-54.9	5	C (Average)
45 – 49.9	4	P (Pass)
Less than 45	0	F (Fail)
Absent	0	Ab

### 13.3 Computation of SGPA (Semester Grade Point Average) and CGPA (Cumulative Grade Point Average)

From the First semester onwards the total performance within a semester and continuous performance starting from the first semester are indicated respectively by Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA).

Computation procedure of SGPA and CGPA may be illustrated by the following formulae:

Credit Point = Credit X Grade Point

SGPA = Total credit points earned in a semester ÷ total credits

### 13.4 Computation of CGPA

**CGPA = Sum of Credit Points of all Semesters / sum of total credits of all semesters**



The SGPA and CGPA shall be calculated only when the student has successfully cleared all the courses of a particular undergraduate program.