

Kolhan University

Chaibasa



New Admission

&

Examination

(CBCS) Regulation

For

Post Graduate Courses

Effective from Academic Session (2020-2022)

New Admission & Examination Regulations for CBCS P. G. Programmes Kolhan University, Chaibasa

1. TITLE AND COMMENCEMENT

These Regulations shall be called the Kolhan University regulations for Choice Based Credit System (CBCS) and Continuous Assessment Grading Pattern (CAGP) for Post-Graduate (PG) Degree Programmes. These Regulations shall be applicable to all candidates admitted into the full-time post-graduate programmes run under Kolhan University, Chaibasa. These Regulations (as amended up-to-date) shall come into force from the Academic year 2020-21.

2. PROGRAMMES OFFERED

2.1. M.A./M. Com.: Anthropology, Bengali, Commerce, English, Economics, Geography, Hindi, History, Home Science, Political Science, Philosophy, Psychology, Sanskrit, Sociology, Ho, Santhali, Kurmali, Urdu, Odia

2.2. M. Sc.: Botany, Chemistry, Geology, Mathematics, Physics, Zoology

2.3. Professional PG programmes (Self-financed): All two years (4 Semesters) full time professional (Self-financed) programmes under Kolhan University, Chaibasa

3. PREAMBLE

The University Grants Commission (UGC), the National Assessment and Accreditation Council (NAAC), the Distance Education Council (DEC) and even the National Knowledge Commission (NKC) have time and again come out with recommendations for improving the quality and effectiveness of Higher Educational Institutions (HEIs) in India. The ministry of Human Resource Development at the Central level and the Ministry of Higher & Technical Education, Government of Jharkhand have also repeatedly stressed on the need for universities to pay prompt attention to some of the weaknesses that plague the system and undermine its very credibility. The Kolhan University, in consonance with the aforesaid bodies, hereby resolves to develop a system of Choice-Based Credit System aiming at an overall improvement in the higher education system. To bring in the desired uniformity, in grading system and method for computing the cumulative grade point average (CGPA) based on the performance of students in the examinations, the Kolhan University hereby formulates these guidelines.

4. INTRODUCTION OF CHOICE-BASED CREDIT SYSTEM

The Choice-Based Credit System (CBCS) provides an opportunity for the students of Kolhan University to choose courses from the prescribed courses comprising core/major, elective/minor elective or skill based courses. The courses shall be evaluated following the uniform grading system, as recommended by the UGC, to enable students to move across institutions within India and even across countries. The uniform grading system will also enable potential employers in assessing the performance of the candidates. CBCS essentially implies a restructuring of the curriculum into smaller measurable entities or 'modules' with the hours required for studying/ 'learning' these modules. These modules can be combined in different ways so as to qualify for a Certificate, Diploma or Degree.

Thus, CBCS:

- a) Represents a much-required shift in focus from teacher-centric to learner-centric education since the workload estimated is based on the investment of time in learning, not in teaching.

- b) Helps to record course work and to document learner workload realistically since all activities are taken into account - not only the time learners spend in lectures or seminars but also the time they need for individual learning and the preparation of examinations etc.
- c) Segments learning experience into calibrated units, which can be accumulated in order to gain an academic award.
- d) Helps self-paced learning. Learners may undertake as many credits as they can cope with/without having to repeat all the courses in a given semester if they fail in one or more courses. Alternatively, they can choose other courses and continue their studies.
- e) Affords more flexibility to the learners allowing them to choose inter-disciplinary courses.
- f) Respects 'Learner Autonomy'. Allows learners to choose according to their own learning needs, interests and aptitudes.
- g) Makes education more broad-based. One can take credits by combining unique combinations. For example, if a learner is studying music, he/she can also simultaneously take a course in Business Management.
- h) Facilitates Learner Mobility. Offers the opportunity to study at different times and in different places. Credits earned at one institution can be transferred to another.
- i) Helps in working out twinning programmes.
- j) Is beneficial for achieving more transparency and compatibility between different educational structures.
- k) A credit system can facilitate recognition procedures as well as access to higher education for non-traditional learners.

5. DEFINITION OF TERMS

5.1 Academic Year: A sum of two consecutive (one odd + one even) semesters constitute one academic year. The annual teaching days for CBCS should not be less than 180 working days.

Semesters	PG
Odd Semester: 1 st & 3 rd semester	July – December
Even Semesters: 2 nd & 4 th semesters	December – June

5.2 Academic Week: 'Academic Week' is a unit of six working days during which distribution of work is organised from five to six hours of one-hour duration on each day.

5.3 Course: A course (a Paper) is essentially a component of a 'programme' and may be conceived of as a composite of several learning topics taken from a certain knowledge domain, at a certain level. A course may be designed to involve lectures / tutorials / laboratory work / seminar / project work/ practical training / report writing / Viva voce etc. or a combination of these, to meet effectively the teaching and learning needs and the credits may be assigned suitably.

5.4 Credit: The term 'credit' refers to the weightage given to a course, usually in terms of the number of instructional hours per week per semester. This explains why usually 'credit' is taken to mean 'credit hours'. The credits also determine the volume of course contents and delivery of programme such as lectures, tutorials, practicals, assignments etc. One credit is equivalent to one hour of teaching/lecture/tutorial or two hours of practical work/field

work per week per semester. For the purpose of credit determination, instructions are divided into three components: **Lectures (L)**, **Tutorials (T)** and **Practicals (P)**. The total weightage given to a course in terms of credits will be equal to $L + T + P$. This can be written in symbols as: $C = L + T + P$ Where, C is the credit weightage for a particular course. The fallacy of assigning credits to a course purely based on how many lectures (contact hours) are conducted for a learner at a certain level needs to be avoided. However, number of credit should never be greater than the number of lectures per week per semester in any case. For instance, a 4-credit course will require 4 to 6 hours of lectures per week per semester. Although there is no hard and fast rule regarding how many credit points a single course should have, by and large a course may be assigned anywhere between 2 to 8 credit points. Though credits are not directly related to marks as thumb rule, we may consider 1 credit = 25 marks. Credit score earned by a student for any elective paper has to be included in the student's overall score tally irrespective of whether the paper is offered by the parent university (degree awarding university/institute) or not. 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 courses, credits will be assigned on the basis of the number of lectures/tutorial laboratory work and other forms of learning required completing the course contents a 15-week schedule:

One Credit=1 hour of lecture (2 hours of Practical) per week (1Credit course=15 hours of lectures per semester)

4 credits = 4 hours of instruction per week (4 Credit course = 60 hours of lectures per semester)

Instructions can take the form of lectures/tutorials/laboratory work/fieldwork or other forms, in determining the number of hours of instruction required for a course involving laboratory/field-work.

- a. **Credit Point (P):** It is the value obtained by multiplying the grade point by the credit. ($P = G \times C$)
- b. **Cumulative Grade Point Average (CGPA):** It is a measure of overall cumulative performance of a student over all semesters. It is the value obtained by dividing the sum of credit points in all the courses earned by a student for the entire programme, by the total number of credits. CGPA shall be rounded off to two decimal places. CGPA indicates the comprehensive academic performance of a student in a programme. An overall letter grade (Cumulative Grade) for the entire programme shall be awarded to a student depending on his/her CGPA.
- c. **Course Exemption:** Occasionally, two academic programmes offered by a single university or by more than one university may have some common or equivalent course-content. The learner who has already completed one of these academic programmes is then allowed to skip these 'equivalent' courses when registering for the new programme. He is then 'exempted' from 'relearning' the common or equivalent content area and from re-appearing for the concerned examinations.
- d. **Credit Transfer:** Apart from maintaining an account of credits acquired by a learner over a period of time for a wide range of courses, the main idea behind implementing the credit system is to make provision for learner mobility. Credit Transfer means that credits earned at one institution for one or more courses under a given programme are accepted under another programme either by the same institution or another institution. In practice this

means that it is accepted that a certain chunk of learning has already been successfully completed by a learner. This acceptance of earlier acquired credits may be reflected in one of two ways: (i) Direct Performance Transfer, or(ii) Course exemption.

- e. **Dimensions of Credit Transfer:** Credit Transfer may be conceived of as operating along two planes: lateral (or horizontal) and vertical. When an individual having successfully completed the courses included in an academic programme at a certain level, is allowed to transfer his achievement in some of these courses to another same-level academic programme having these courses in common, this may be referred to as 'Horizontal or Lateral credit transfer'. This would mean in practice that credit transfer takes place between two post-graduate level programmes.
- f. **Grade Point:** Grade point is an integer indicating the numerical equivalent of the letter grade on a 10-point scale.
- g. **Lecture:** This consists of classroom dialogues and discussions of one-hour duration between teacher and learners.
- h. **Letter Grade:** It is an index of the performance of students in a said course. Grades are denoted by letters like O, A, A+ etc.
- i. **Non-Academic Credit (NAC):** NAC refers to credits earned for Extra-Curricular Activities (ECA). Extra credits may be awarded to a student for achievements in co-curricular activities carried out outside the regular class hours, as decided by the University. These credits shall not be counted while considering the minimum credits for completing the programme. The University shall frame detailed guidelines for the award of co-curricular credits and grades.
- j. **Programme:** A Programme is a set of courses that are linked together in an academically meaningful way and generally ends with the award of a Certificate or Diploma or Degree depending on the level of knowledge attained and the total duration of study. Over the years, most of the Universities have been using the term 'Course' to indicate what is meant here by 'Programme'. In order to use common nomenclature, therefore, let us refer to B.A, B. Sc and B.Com as Programmes, and not Courses.
- k. **Performance Transfer:** When a learner who has successfully completed a certain academic programme, is allowed to transfer his past performance to another academic programme having some common courses, performance transfer is said to have taken place. In such cases, the grades or marks obtained by the learner in the common courses of the earlier completed programme are reflected unchanged in the new programme. Thus for example, if two academic programmes have 3 common courses, the grades (or marks) in each of them would be reflected in the same way when considering the new academic programme.
- l. **Practical:** This consists of hands on experience/ laboratory experiments/ Field Studies/Case studies of two hours' duration that equip students to acquire the much required skill component.
- m. **Semester:** An academic year comprising 180 working days, divided into two semesters, each semester having at least 90 working days over a period of 14 to 15 weeks. Therefore, with six working days in a week, this would mean that each semester will be having $90 \div 6 = 15$ teaching / working weeks (approx.). Considering that each teaching day has 4 teaching / working hours, a teaching week would have $4 \times 6 = 24$ working / teaching hours and each semester will have $24 \times 15 = 360$ teaching hours available for each student.

- n. **Semester Grade Point Average (SGPA):** Semester Grade Point Average (SGPA) is the value obtained by dividing the sum of credit points (P) earned by a student in various courses taken in a semester by the total number of credits earned by the student in that semester. SGPA shall be rounded off to two decimal places.
- o. **Teaching:** Teaching involves lectures, tutorials and practicals interspersed with continuous comprehensive assessment in the form of quizzes, assignments, group discussions, class tests, seminars etc. followed by mid-term test.
- p. **Tutorial:** This Consists of participatory discussion/desk work/ problem solving/ brief seminar on a topic or any such other novel method of one-hour duration that makes learners absorb and assimilate more effectively the contents delivered in a lecture session.
- q. **Transfer Agreement:** This is an agreement that must be made between two institutions (a sender and a receiver) that specifies how the sending institution's course or programme will be accepted (for transfer of credits) at the receiving institution.
- r. **Types of Credit Transfer:** Besides the fact that credit transfer may operate along either of the two above-mentioned plans, it may also be seen as being of one of two **types: intra-institutional** or **inter-institutional**. When the process of credit transfer takes place *within* a university or institution, it may be called intra-institutional credit transfer; on the other hand, when the credit transfer process operates *across two or more* institutions, this may be viewed as inter-institutional credit transfer. Both inter-institutional / intra-institutional credit transfer may operate across levels- vertical or horizontal. Thus, the following four possible combinations of credit transfer emerge: **Intra-institutional lateral credit transfer, Intra-institutional vertical credit transfer, Inter-institutional lateral credit transfer, and Inter-institutional vertical credit transfer.**

5.23. Transcript or Grade Card or Certificate: Based on the grades earned, a grade certificate shall be issued to all the registered students after every semester. The grade certificate will display the course details (code, title, number of credits, grade secured) along with SGPA of that semester and CGPA earned till that semester.

6. DURATION OF PROGRAMME

The Master's programmes in the Faculties of Science, Social Sciences, Social Sciences, Humanities and Commerce leading to Master's degree shall consist of two academic years. Each academic year shall consist of two semesters, viz, Odd and Even semesters. Odd semesters shall be generally from June/July to November/December and Even semesters shall be normally from November/December to April/May. There shall be not less than 90 instructional days excluding examination days/Sundays/Holidays/etc. Each semester shall comprise a total of 450 instruction hours. All academic activities such as registration, commencement of classes, last date of classes, date of internal examinations, date of quizzes and schedule of end semester examination shall be announced by the concerned department/college prior to the commencement of the semester programme.

7. UNIVERSITY ADMISSION POLICY

ELIGIBILITY FOR ADMISSION UNDER CBCS IN PG PROGRAMME

7.1. The candidate seeking admission in PG course must have to secure at least 45% marks (in Honours) or 60% marks in aggregate & the subject concerned at the Undergraduate General Level/ Programme.

7.2. 85% seats in all Postgraduate excluding self-financing degree and diploma courses shall be filled up from, against the student belonging in the territorial jurisdiction Kolhan University.

Selection for the remaining 15% seats is made open for all i.e. Kolhan University as well as other University students on the basis of merit. These seats shall also be filled up by the students belonging to all categories. For admission in any programme of P.G. course and other self-financing course under Kolhan University Constituent College / Affiliated College, the Admission – in-Charge / Principal / HOD must see that 50% of the seats are filled up by open merit (i.e. irrespective of sex / caste etc. or even students belonging to SC/ST/OBC, may complete under this category because of their merit, and the rest 50% of the seats are to be filled up exclusively by the students belonging to the reservation category.

Thus, the name of students seeking admission should first be arranged in order of merit. The 50% name of the sanctioned number of seats is admitted irrespective of caste/community. In the rest 50% of the seat Jharkhand State reservation policy is be followed.

7.3. A separate panel for SC/ST and OBC students, based on merit shall be prepared separately. In case some seats remain unfilled by any of these above three categories (ST/SC/OBC) of students the vacant seats shall be filled up in the following manner –

- (a) Against the vacant seats of SC, the ST candidates be admitted
- (b) Against the vacant seats of ST, the SC candidates if available, be admitted
- (c) If no candidates of SC and ST are available for admission, the vacant seats are filled up by the students belonging to OBC in addition to their quota.
- (d) If the specific reservation quota for SC/ST/OBC remains unfilled, the admission of general category students is made in order of merit.

7.4. A weightage of 10% marks shall be given to the employees/wards of employees of the university (Ward would mean – son/daughter/husband/wife/dependent own brother and sisters) subjects to be the conditions that if should not exceed 10 per cent of the total seats.

7.5. A weightage 5% in total marks obtained at the last examination shall be given to all the girls students (Except in Women College) including those who belong to reservation categories. However, the benefit on account of such a weightage in marks shall be restricted to 50% of the total sanctioned seats.

7.6. NCC cadets holding “C” Certificate are given weightage of 5% marks over the marks obtained at their respective examination and 3% weightage on “B” Certificate in matter of admission.

7.7. The Scouts & Guide recipient of Rastrapati Award shall be given weightage of 5% marks on total marks obtained in the last examination.

7.8. A weightage of 2% marks shall be given to trained First Class third stage of Jharkhand State institute of Scout and Guide.

- 7.9.** In addition to the above 3% of seats may be allotted for outstanding sports person cultural activates / NSS of all categories who represented the National/State/University at the University College/School level.
- 7.10.** 2% seats shall be reserved for widows / wards of armed forces personnel and the reservation policy shall be as stipulated in the Ministry of Defense Letter No. 3547/AS(R)/94 dated 03/06/1994.
- 7.11.** 3% seats shall be reserved for Persons with physical disability which will be distributed as below:
- a. 1% for persons with vision impairment,
 - b. 1% for the persons with hearing impairment
 - c. 1% persons with loco motor disability
- 7.12.** 3% seats, over and above the sanctioned strength, will be reserved for meritorious students participating in Youth Festival.
- 7.13.** The principal is authorized to admit the wife/son/daughter of military personnel in active service whose family is residing in territorial jurisdiction of Kolhan University in addition to regular sanctioned number of sheet.
- 7.14.** The principal is authorized to admit physically handicapped students in PG class in addition to regular sanctioned number of seats.
- 7.15. Lateral Entry**
Lateral entry in a programme shall be permitted only in the Second year (3rd Semester) subject to
1. The fulfillment of the UGC regulations/norms concerning lateral entry
 2. The availability of seat(s) in the programme concerned.

8. SUPPRESSION/CONCEALMENT OF INFORMATION

The candidate must ensure that he/she is qualified to be admitted in the course as specified earlier. If, at any stage, it is detected that he/she did not fulfill the minimum qualification for admission, or, there was something against the candidate that would have prevented him/her from being admitted in the concerned subject/programme, or, the candidate has provided false information or no information about his/her pervious involvement in an act punishable under law or act of gross misconduct and indiscipline, then his/her candidature shall not be considered and his admission, if already admitted, shall be immediately cancelled and he/she shall be debarred from appearing any of the future examination of the University.

9. COURSE STRUCTURE

A course is a unit of instruction under any discipline carrying a specific number of credit hours as its weightage. The courses, which a student must take in a programme, are basically of the following types:

9.1. Summary of Course Categories:

9.1.1) Core Course (CC): A course considered as foundational to the discipline will be mandatorily studied by the students.

9.1.2) Discipline Specific Elective (DSE): A course considered as special thrust area of the discipline will be studied by the students. A group of courses will be offered by the department from which students are required to opt.

9.1.3) Project/ Dissertation: A course offered by other allied departments for the students other than those departments will be opt by the students of the Department of Comparative Indian Language and Literature.

9.2. Summary of Courses offered:

9.2.1) Five (5) Core Courses each of 4 credits to be offered in each of Semester-I and Semester II.

9.2.2) Two (2) Core Courses (CC) and Two (2) Discipline Specific Elective Courses (DSE) of 4 credits each to be offered in each of Semester-III and Semester –IV.

9.2.3) One (1) Project/ Dissertation (PR) of 6 credits to be taken by each student in each of Semester-III and Semester-IV.

Discipline Specific Elective (DSE) Course: This is a course which can be chosen from pool of papers. It may be:

- (a) Supportive to the discipline of study
- (b) Providing an expanded scope
- (c) Enabling an exposure to some other discipline/domain
- (d) Nurturing students' proficiency/skill

The course structure, the credits assigned to each course and the details of instruction hours per week (L, T and P) for different programmes are summarized in the following section/subsections and the associated tables.

10. SEMESTER WISE DISTRIBUTION OF COURSES

10.1 M.Sc. / M. A. with Practical Programme

Table – 1 : Course Structure for M. Sc./ M. A. with Practical Programme			
Semesters	Courses	Credit	Total Hrs.
I	Core Course – 1 (CC-101)	4	60
	Core Course – 2 (CC-102)	4	60
	Core Course – 3 (CC-103)	4	60
	Core Course – 4 (CC-104)	4	60
	Core Course (P) – 5 [CC (P) – 105]	6	120
II	Core Course – 6 (CC-201)	4	60
	Core Course – 7 (CC-202)	4	60
	Core Course – 8 (CC-203)	4	60
	Core Course – 9 (CC-204)	4	60
	Core Course (P) – 10 [CC (P) – 205]	6	120
III	Core Course – 11 (CC-301)	4	60
	Core Course – 12 (CC-302)	4	60
	Discipline Specific Elective –1 (DSE-301)	4	60
	Discipline Specific Elective(P) –2 [DSE(P)-302]	6	120
	Project (PR) – 1 [PR – 301]	6	120
IV	Core Course – 13 (CC-401)	4	60
	Core Course – 14 (CC-402)	4	60

	Discipline Specific Elective – 3 (DSE-401)	4	60
	Discipline Specific Elective(P)– 4 [DSE(P)-402]	6	120
	Project (PR) – 2 [PR – 401]	6	120
Total Credit		92	

10.2 M.A., M. Sc. and M.Com. without Practical Programmes

Table – 2: Course Structure for M. A., M. Sc. and M.Com. without Practical Programmes			
Semesters	Courses	Credit	Hrs./Week
I	Core Course – 1 (CC-101)	4	60
	Core Course – 2 (CC-102)	4	60
	Core Course – 3 (CC-103)	4	60
	Core Course – 4 (CC-104)	4	60
	Core Course – 5 (CC-105)	4	60
II	Core Course – 6 (CC-201)	4	60
	Core Course – 7 (CC-202)	4	60
	Core Course – 8 (CC-203)	4	60
	Core Course – 9 (CC-204)	4	60
	Core Course – 10 (CC-205)	4	60
III	Core Course – 11 (CC-301)	4	60
	Core Course – 12 (CC-302)	4	60
	Discipline Specific Elective –1 (DSE-301)	4	60
	Discipline Specific Elective –2 (DSE-302)	4	60
	Project (PR) – 1 [PR – 301]	6	120
IV	Core Course – 13 (CC-401)	4	60
	Core Course – 14 (CC-402)	4	60
	Discipline Specific Elective – 3 (DSE-401)	4	60
	Discipline Specific Elective –4 (DSE-402)	4	60
	Project (PR) – 2 [PR – 401]	6	120
Total Credit		84	

10.3 Professional PG (Self-Financed) Programmes

The Department/College running self-financed programmes will have to follow the above mentioned general framework. The total credit for the whole programme may have the following range:

Table – 3 : Credit Structure for Professional (Self-Financed) Programmes	
Self-Financed Courses Under any Faculty	84 – 92 Credit Range

10.4. Project Work:

The credits for the project(s) may vary from 4 (Four) to 12 (Twelve) depending on the prescription for the contents and the number of hours assigned to the same. Normal projects would carry 6 (Six) credits with 12 hours per week of time involvement.

11. BREAK-UP OF COURSE CREDITS

The Following table reflects a general break-up of course credits for all the programmes :

Programme	CC	DSE	Project	Total
With Practical Stream	60	20	12	92
Without Practical Stream	56	16	12	84
Self-financed		Ref. Table – 3		84-92

12. COURSE CODES

Each course shall have a distinctive code. The following scheme will be followed for assigning codes to the courses:

Project/ Dissertation Course – PR [xxx(X)] [0] [00], where xxx(x) is three/four letters for a subject, like PHY for Physics, PSC for Political Science, etc., the first [0] is the Semester No. and the last [00] are for serial number of the course. Example, PRBOT301, BOT for Botany and 3-Semster Three, 01 – paper number one.

Core Courses – CC [xxx(x)] [0][00] -----Example, CCPHY102 represents core course of the Physics programme, semester one and course number 02; CCECO402 represents core course of economics, semester 4 and core paper 2, and so on.

Disciplinary Specific Elective Courses – DSE [xxx(x)][0][00], the symbols have the usual meanings. The following table states the codes of different programmes:

Table – 5 : Subjects and Their Codes			
Subject	Code [xxx(x)]	Subject	Code [xxx(x)]
Anthropology	ANTH	Kurmali	KUR
Bengali	BENG	Mathematics	MATH
Botany	BOT	Odia	ODIA
Chemistry	CHEM	Physics	PHY
Commerce	COM	Philosophy	PHIL
English	ENG	Political Science	PSC
Economics	ECO	Sanskrit	SANS
Geology	GEOL	Sociology	SOC
Geography	GEOG	Santhali	SANT
History	HIST	Urdu	URDU
Hindi	HIN	Zoology	ZOOL

Home Science	HOSC	Psychology	PSY
Ho	HO		

13. BOARD OF STUDIES

Every Department /College running a programme shall constitute a board of studies, duly approved by the University, to frame the courses. The Head of the Department / Principal shall be the Chairman of the board and it will essentially have at least one invited external expert in addition to the faculty members of the Department as per the provisions of the statute. The elective courses shall be framed with the help of the experts to include the recent advances in the subject/field concerned and would focus on the discipline/interdisciplinary specific areas of research.

14. EXAMINATION FRAMEWORK

14.1. Marks Weightage and Scheme of Examination

(a) **Mark Weightage of a Course: Each** non-practical/non-project course (FC/CC/EC) shall be of 100 Marks having two components: **70 Marks shall be assigned to the End Semester University Examination (ESUE), conducted by the University, and 30 marks for Sessional Internal Assessment (SIA), conducted by the Department/College.**

The marks of SIA shall further break into, 20 for Internal Written Examinations, 05 for Written Assignment and 05 for overall performance of a student including regularity in the class room lectures/ seminars and other activities of the Department/College. There shall be two written internal examinations, each of 1-hour duration and each of 20 marks, in a semester out of which the best one shall be taken for computation of marks under SIA. Project courses would also be of 100 marks but there shall be no internal written examinations of the type specified above. The total 100 marks will have three components: Periodical presentation for 20 marks, the written component of the project (Project Report) shall be of 60 marks and 20 marks will be for the Viva-voce examination jointly conducted by an external examiner, appointed by the University, and the internal supervisor/guide. Practical courses would also be of 100 marks. The total 100 marks will have two components: 80 marks for the practical ESUE and 20 marks for the Viva-voce examination conducted during the ESUE to assess the applied and practical understanding of the student.

(b) **ESUE:** End semester University examination for ODD semesters (1st& 3rd semesters) will normally be held in the month of December every current academic year and will be of **three hours' duration**. Similarly, the end semester University examinations for EVEN semesters (2nd& 4th semesters) will normally be conducted in the month of June every current academic year and will be of **three hours' duration**.

There will be a uniform pattern of questions for all the courses and of all the programmes. A total of **EIGHT** questions will be set in each course for the ESUE in which Question 1 will be Objective Type Question (MCQ/ True-False/Fill in the Blanks etc.) consisting 10 questions of 1 mark each and will be **COMPULSORY**. Any **FOUR** questions shall have to be answered by the examinees out of the remaining **SEVEN** questions carrying 15 marks each.

(c) **The minimum duration for completion of a two-year Master Programme in any subject is four semesters. The maximum period for completion is Ten semesters counting from first semester.**

14.2. Coverage of the Syllabus

The teacher(s) slotted to teach a course shall be responsible for completion of the entire syllabi and other associated responsibilities. The Head of the Department/Principal of the College shall co-ordinate the entire teaching programme. In case a teacher fails to complete the course within the time frame due to some unforeseen circumstances, he/she shall take extra classes to complete the course. The Head of the Department/Principal of the College shall get a course completion certificate from every course teacher(s) at the end of the semester.

14.3. Eligibility Criteria for appearing in Semester Examinations

To qualify for appearing to the first, second, third and fourth semester course examinations in the various programmes in the Facilities of Science, Social Science, Humanities and Commerce, a candidate must have:

- (a) completed a regular course of study in the University Department/College in the programme in which he/she is registered,
- (b) attended at least 75% of the lectures, tutorials and practical sessions, whichever applicable, separately during a semester and
- (c) Have been registered in the University as a student.

Provided in case of a candidate earning less than 75% of attendance in any of the semesters due to any extraordinary circumstance, like illness, accident, mishap in the family and deputation by the University/Department/College, condonation shall be granted by the Head of the Department/Principal of the College only to the extent of 25%.

- (d) Every candidate seeking to appear in the ESUE shall be issued an Admit Card by the University. No candidate will be permitted to appear in the examination without a valid admit card. The invigilators/other authorized officials will verify the admit card during the examination. If the identity of the candidate appears doubtful, the candidate may not be allowed to appear in the examination. However, the authorities responsible for managing the examination may at their discretion provisionally permit the candidate to appear in the examination after completing necessary formalities like taking his thumb impression and/or signatures for further verification. No extra time will be granted for these formalities to be completed. *A person found to impersonate a candidate shall be handed over to the Police under an FIR lodged by the University/College. The candidate in reference shall be debarred from future examination of the University.*

14.4. Assessment System to ensure Fairness

A fair, impartial, simple and effective assessment system will be followed for all the examinations. The process of assessment will be as follows:

- (a) The theoretical components of all the courses in a semester and of all the programmes shall be evaluated by external examiners from outside the University, except unforeseen circumstances. They will be appointed by the University and would set the questions and do the assessment as per the rules/guidelines of the University conducting the examination.
- (b) In case of the assessment of the practical component of the courses, wherever applicable, there will be an external and an internal examiner to conduct the ESUE. Here external examiner means an examiner appointed by the University

conducting the examination from outside the University and Internal examiner implies the examiner from the Department/College.

- (c) The assessment of project reports will be done by external as well as internal examiners including Supervisor.
- (d) The evaluation of sessional work shall be done on the basis of the student's performance in (i) tests conducted internally by the Department College (ii) written assignment, quizzes, and (iii) the continuous performance appraisal based on regularity in attending lectures, participation in academic activities (seminars, field work, personal initiatives, etc.)
- (e) The schedule for the tests shall be made known to the students at an appropriate time during the semester period and each test shall assess the student on the part of the course which has been covered during the period preceding the test.
- (f) The marks awarded by the teacher(s) concerned in sessional work shall be kept confidential until they are moderated and approved by the examination committee. The committee shall be responsible to maintain the standard of internal evolution.
- (g) **Examination Committee:** Each Department / College shall constitute an Examination committee consisting of the Head of the Department/ Principal of the College as its ex-officio Chairman and two/three members of the Department. This committee shall be responsible to oversee all works/issues pertaining to the SIA.
- (h) The marks awarded in the sessional tests shall be made known to the students after the committee has moderated and approved the same. The candidates may discuss and seek clarifications on their performance in the examination and may also seek redressal of their grievance(s), if any, with the Chairman of the Examination committee within a week of the display of marks.

15. GRADING SYSTEM

15.1. Letter Grades and Grade Points: The method of absolute grading system (AGS), based on a pre-determined class interval of the marks obtained in an examination as specified in the following table, shall be followed in awarding grades to the students. The marks obtained by them in an examination shall be converted into grades on the basis of the following 10-point grading system.

(i) **Table – 6 : Grade, Grade Point and Absolute Marks**

Grade (G)	Grade Point (GP)	Percentage Equivalent of Marks
O (Exceptionally Good)	10	95% to 100%
A ⁺⁺ (Outstanding))	9.0	90% to 94.99%
A+ (Excellent)	8.0	80% to 89.99%
A (Very good)	7.5	75% to 79.99%
B ⁺ (Good)	7.0	70% to 74.99%
B (Above average)	6.0	60% to 69.99%
C ⁺ (Average)	5.5	55% to 59.99%
C (Satisfactory)	5.0	50% to 54.99%
P (Pass)	4.5	45% to 49.99%
F (Fail)	0.0	Less than 45%

X (Absent)	-	-
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15.2 A student obtaining Grade F shall be considered failed and will be required to reappear in the examination.

15.3 For non-credit courses ‘Satisfactory’ or ‘Unsatisfactory’ shall be indicated instead of the letter grade and this will not be counted for the computation of SGPA/CGPA.

15.4 The Universities can decide on the grade or percentage of marks required to pass in a course and also the CGPA required to qualify for a degree taking into consideration the Recommendations of the statutory professional councils such as AICTE, MCI, BCI, NCTE etc.,

Note:

- Symbol ‘N’ in the grade column will indicate that the student has not appeared in the End-semester examination on account of low attendance
- Symbol ‘X’ in the grade column will indicate that the student was absent in the End-semester examination.
- Marks sheet issued to a student getting grade F or symbols N or X in any of the courses shall be marked ‘Provisional’.
- Symbol ‘U’ in the grade column will indicate that the student was found guilty of using unfair means in the examinations.

15.5 Minimum Passing Grade in a Course: To earn academic credits requisite for a non-practical/non-project course, a student would have to secure a grade ‘P’ specified in Table-6. In absolute terms of marks obtained in a course, a minimum of 45 marks is essential in the ESUE and in the SIA to clear the course. *In other words, a student shall have to pass combinable in the ESUE and in the SIA by securing the minimum marks prescribed here.*

For practical/project courses the grade to clear the same would also be ‘P’ to be determined by the cumulative marks obtained at the ESUE inclusive of the marks obtained in the Viva-voce component.

For non-credit courses, if any in a programme, “satisfactory or unsatisfactory” shall be indicated instead of the letter grade and this will not be counted for the computation of SGPA/CGPA.

A student obtaining Grade ‘F’ in a course shall be considered “failed” and will be required to reappear in the examination.

15.6 Computation of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA): The following formulae shall be used to calculate the SGPA and CGPA:

$$SGPA = \frac{\sum_{\text{All Courses}}[(\text{Credits in each course}) \times (\text{Grade point in that course})]}{\text{Total No. of Credits in that semester}}$$

Where the summation is over all the courses in a semester, SGPA shall be rounded up to 2 decimal places.

$$CGPA = \frac{\sum_{\text{All Semesters}}[(\text{SGPA of each semester}) \times (\text{Total Credits in that Semester})]}{\text{Total No. of Credits of all the semester}}$$

Where the summation is to be taken over all semesters in a programme, the result should be rounded up to 2 decimal places. For merit list, in case of equality, the CGPA shall be computed beyond two decimal places till the equality is resolved.

15.7 In order to pass in a Semester examination, the minimum **SGPA required is 4.5** and a minimum of **4.5 GP** in individual theory, practical and other credit components.

15.8 Requirement for Promotion to Higher Semester: A candidate shall be permitted to proceed from the First Semester to the 2nd, 3rd, and 4th semester but he has to pass in each paper of the course in every semester in theory and practical/project course taken within the period mentioned above in clause 14.1(C) to get the final result.

15.9 A candidate, who fails to clear course/courses in any semester, will have to clear the same in the succeeding relevant semesters but he/she shall have to clear all the failed courses of a programme within four years from the year of admission/registration in the programme concerned.

15.10 A total of maximum 5 grace mark(s) may be awarded once during the course period in a single paper in order to enable the candidate to qualify or pass the semester examination. Once this option is availed, no further grace mark will be awarded.

16. AWARD OF DEGREE

A candidate shall be eligible for the award of degree only if, he/she

- Has completed the prescribed courses of study in a Department/College of this University for all the four semesters
- Has passed all the examinations prescribed for all the four semesters
- Has secured the total number of credits including the project/dissertation of the concerned programme.

17. SPECIAL EXAMINATION

There will be a provision for one special examination, if the University deems it necessary, every year in the month of December/January on the recommendation of the Examination Board of the University for those students who failed to clear the course(s) in 4th Semester examination.

18. CONVERSION OF GRADES

Although the CBCS and CGPA system requires the quoting of the grade and SGPA (CGPA) in the result of a Semester (Programme), a formula for the conversion of CGPA into percentage of marks is desirable. The percentage of marks shall be calculated according to the formula,

$$\text{Percentage of Marks} = \text{CGPA} \times 10$$

Accordingly, a student after successful completion of all the semesters, the following classification may be stated in the Degree,

CGPA	Equal to or greater than 7.5	First Class with Distinction
- do -	Equal to or greater than 6.0 but less than 7.5	First Class
- do -	Equal to or greater than 4.5 but less than 6.0	Second Class
- do -	Less than 4.5	Fail

19. GRADE SHEET

Every candidate, at the end of each semester and after the publication of the result, shall be given 'Grade Sheet' and every successful candidate after the completion of all the four semesters course requirements shall be given 'Final Grade Sheet' and the 'Provisional Certificate' in a prescribed format. Degree shall be awarded to successful candidates in the ensuing convocation.

20. PROVISIONS FOR IMPROVEMENT

A candidate who has passed in a theory paper/in theory courses may be permitted to improve his/her marks by appearing in the ESUE, if he/she wishes to, by paying the requisite fee prescribed by the University time to time. However, this opportunity can be availed only once for any course and that also only within a maximum of 8 semesters counting from his/her first semester of admission. If a candidate avails this opportunity and improves the marks in a course or courses, the same shall be considered only for a change in his SGPA/CGPA as per the improved marks and such improvements will not be considered for the award of prizes/medals, rank and distinction, if any. If the candidate fails to improve the marks, his previous marks will remain unchanged.

A maximum of three courses of any or of all the semester, taken together, will be allowed for improvement. No candidate shall be allowed to appear for improvement of marks in the Practical/Project/Dissertation and Sessional work.

21. RANKING

The merit list and ranking thereupon shall be prepared only for regular examinees, who passed the examination in single attempt.

22. REVIEW

The University can, at any time, review, alter, substitute, amend or delete any of the provisions of this regulation subject to such conditions as may be prescribed by the UGC and as per any special situation arising during the operation of this regulation as felt by the Kolhan University.

23. REPEAL

The Regulations now in force in so far as they are applicable to programmes offered by the University and to the student admitted in the Academic Year 2016-17 and to the extent they are inconsistent with CBCS regulations are hereby repealed. In the case of any inconsistency between the existing regulations and these regulations relating to the Choice-Based Credit Semester System in their application to any course offered in a College, the latter shall prevail.