

6 COURSE STRUCTURE

Note: *MBA (PT) Programme is stretched to 6 semesters with the same content as the full-time programme with 4 semesters.

Each semester shall have a minimum of 90 working days and one credit shall be given for one hour lecture or 2 hours of practical work per week. No regular student shall register for more than 24 credits per semester and less than 16 credits per semester. In case of MBA (PT) programme, the minimum and maximum credits per semester will be 12 and 19 respectively.

6.1	The CBCS system will be fully internal in all sense. There shall be three kinds of courses: Core, Electives and Audit courses. Elective courses, if any offered through Massive Open Online Course (MOOC) shall be limited to have two credits*.
6.2	Total number of credits for the core courses shall not exceed 60 for MA/M.Sc., 80 for MCA/MBA (FT) & (PT), and shall not be less than 48 for MA/M.Sc., 72 for MCA and for MBA (FT & PT).
6.3	<p>The Department Council shall make recommendations on the content of core and elective courses including the detailed syllabus pertaining to each programme offered by the Department to the University and approved by the concerned Board of Studies, Faculty and Academic Council. The Department Council shall have the freedom to design and introduce new electives and or audited courses, to modify/redesign existing electives and to replace any existing electives with new or modified/redesigned electives to facilitate better exposure and training for the students. Prior approval from the Board of Studies and Academic Council is not required for such modifications in the electives, but shall be done only with the approval of the Academic Committee. Such courses approved by the Academic Committee shall be placed before the Academic Council in a subsequent meeting for ratification*.</p> <p><i>*Added the amendment vide Notification No.Conf.II/2941/2/2017(4) dated 22.08.2017</i></p>
6.4	<p>The general structure of the programme shall be as given below:</p> <p>A minimum 75% attendance is compulsory. But the Vice-Chancellor shall have the power to condone shortage of attendance up to 10% on medical grounds on the recommendations of the Head of Department. However such condonation for shortage of attendance shall be given only once during the entire programme of study.</p>

	MA/ M.Sc.	MBA/ Full-Time	MBA* Part-Time	MCA
Programme duration	4 Sem.	4 Sem.	6 Sem.	6 Sem.
Accumulated minimum credit required for successful completion of the programme	72	87	87	108
Minimum Attendance required	75%	75%	75%	75%

7. EVALUATION

7.1	The entire system of evaluation is internal. The evaluation scheme for each semester contains two parts, a continuous assessment and a semester end examination. The continuous assessment shall consist of minimum of two tests and
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	<p>assignments/seminars/quizzes etc for which proportionate weightage shall be decided by the Departmental Council*and shall be noticed to the students at the beginning of the semester. Marks obtained in the continuous assessment shall be displayed on the notice board and grievances if any may be addressed to the Head of the Department. The Department Council shall finalise the marks of the continuous assessment of each course after addressing such grievances.</p> <p>The semester end examination which will be of 3 hours duration shall cover the entire syllabus of the course. Equal weightage shall be given for the continuous assessment and the semester end components.</p> <p>All practical examinations will also be internally evaluated as per the procedures laid down by the Department Councils concerned.</p>
7.2	<p>The question paper for the semester end examination shall be set by the concerned teacher in advance, which shall be scrutinized by the respective Department council or by a committee consisting of the HOD and faculty members offering courses in that semester to ensure that questions are within the scope of the syllabus and that the entire syllabus of the course is fairly covered in the question paper. Modifications can be suggested by the council if necessary and such suggestions shall be incorporated in the final version of the question paper.</p> <p>There shall be only a single evaluation for the semester end examination. Immediately after the examination is over, the Head of the Department shall make arrangements to complete the evaluation and finalize the results within 10 working days. The marks and grade in all the courses obtained by the students have to be displayed in the notice board and the answer scripts can be shown to the students for scrutiny if requested.</p>
7.3	<p>For each course, there shall be a separate minimum of 45% marks for the semester end examination.</p>
7.4	<p>The Department shall publish the marks obtained by the students, in the continuous assessment and semester end examination. If the student has any grievance, he/she can approach the concerned teacher and submit grievance with supporting documents/arguments. The teacher and the HOD will examine the case and decide on his/her grievance. If the student is not convinced with the decision, he/she can approach the appellate authority, which is the department council, in writing and the council shall examine the same and take a final decision which has to be intimated to the student in writing. The decision of the appellate authority shall be final.</p> <p>The final marks and grades obtained by the students shall be published in the notice board. Those who could not obtain at least Grade D in total for a course will be declared as failed in that course. Those who fail in any core or elective course shall submit an application to the Head of the Department within 5 working days if necessary for a re-examination of the semester end examination. Within ten days of the display of the results in the notice board, the department shall conduct an additional semester end</p>
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	examination for these candidates. This re examination is only to provide the student a chance to complete the course successfully. If he/she completes the course successfully making use of this additional chance, he/she will be awarded only a D grade enabling the candidate to be declared successful in that course. If he/she cannot make it up, he/she may repeat the semester end examination of that course in the next available chance. In this case, he/she may be awarded whatever grade he/she has secured. If the candidate fails in this chance also, for the successful completion of the programme, the student has to re-register and repeat those courses in which he/she has failed. In this case also, the student may be awarded whatever grade he/she has secured. The maximum duration for completing any PG degree programme will be 4 years except for MCA/MBA (PT) for which it will be 6 years from the date of commencement of first semester.

The result of the examinations will be finalized and published within 30 days from the last date of examinations by the department council, which will act as the passing board and the minutes shall be sent to the controller of examinations for issue of grade card.

8 GRADE CARD

8.1	The University under its seal shall issue a Grade Card to the students on completion of each semester. The Grade card shall contain the following:																						
	a.	Title of the course taken as core, elective and audit. (An audit course shall be listed only if the student has secured a pass)																					
	b.	The credits associated with and the grades awarded for each course.																					
	c.	The number of credits (core and elective separately) earned by the student and the Grade Point Average.																					
	d.	The total credits (core and elective) earned till that semester.																					
8.2	<p>The following grading system be adopted for all the Programmes. The following grades will be awarded based on the overall performance in each subject.</p> <table border="1"> <thead> <tr> <th><u>Range of marks</u></th><th><u>Grades</u></th><th><u>Weightage</u></th></tr> </thead> <tbody> <tr> <td>90 and above</td><td>S-Outstanding</td><td>10</td></tr> <tr> <td>80 to 89</td><td>A-Excellent</td><td>9</td></tr> <tr> <td>70 to 79</td><td>B-Very good</td><td>8</td></tr> <tr> <td>60 to 69</td><td>C-Good</td><td>7</td></tr> <tr> <td>50 to 59</td><td>D-Satisfactory</td><td>6</td></tr> <tr> <td>Below 50%</td><td>F-Failed</td><td>0</td></tr> </tbody> </table>		<u>Range of marks</u>	<u>Grades</u>	<u>Weightage</u>	90 and above	S-Outstanding	10	80 to 89	A-Excellent	9	70 to 79	B-Very good	8	60 to 69	C-Good	7	50 to 59	D-Satisfactory	6	Below 50%	F-Failed	0
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Overall performance at the end of the semester will be indicated by Grade Point Average (GPA) calculated as follows.

$$\text{GPA} = \frac{G_1C_1 + G_2C_2 + G_3C_3 + \dots + G_nC_n}{C_1 + C_2 + C_3 + \dots + C_n}$$

$$C_1 + C_2 + C_3 + \dots + C_n$$

Where 'G' refers to the grade weightage and 'C' refers to the credit value of corresponding course undergone by the student. At the end of the final semester Cumulative Grade Point Average (CGPA) will be calculated based on the above formula, considering the Credits and Grades earned during the entire programme of study.

Classification for the Degree/Diploma will be given as follows based on the CGPA:

First Class with distinction	8 and above
First Class	*6.5 and above
Second Class	6 and above

**Added the amendment vide Notification No.Conf.II/2941/2/2017 (4) dated 05.08.2017/22.082017*

8.3	The Grade Card issued at the end of the final semester shall contain the details of all the courses taken which shall include the titles of the courses, the credits associated with each course and the grade obtained the GPA of earlier semesters, the CGPA, the class, the grading scale and the classification scale.
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9 MONITORING AND MANAGEMENT OF PROGRAMMES

9.1	Every post graduate programme conducted in the Departments shall be Monitored by the Department Council subject to these regulations. Such monitoring shall include design of programmes, prescribing the mode of conduct of the programmes and monitoring the evaluation process of students.
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10 ACADEMIC COMMITTEE

10.1	There shall be an Academic Committee constituted by the Vice-Chancellor to monitor and co-ordinate the working of the CBCS System.		
10.2	The Committee shall consist of:		
	A	The Pro-Vice-Chancellor	Chairman
	B	The Registrar	Secretary
	C	The Controller of Examinations	
	D	One Teacher from each Department nominated by the Department Council	
10.3	A Senior Professor nominated by the Vice-Chancellor from among the members of the Committee shall be the Vice-Chairman of the Committee.		
10.4	The term of the office of the committee shall be two years, but the committee once constituted shall continue in office until a reconstituted committee assumes office.		