



OFFICE OF THE REGISTRAR:: DIBRUGARH UNIVERSITY:DIBRUGARH

Memo No.: DU/DR-A/8-1/16/1817

Date: 30.12.2016

NOTIFICATION

As recommended by the 143rd Meeting of the Post Graduate Board held on 17.11.2016, the 108th Meeting of the Academic Council, Dibrugarh University held on 29.11.2016 vide Resolution No. (09) approved the draft of the Dibrugarh University Regulations for the Post Graduate Programmes in the Choice Based Credit System, 2016 in principle. The Regulations is attached with this Notification as Annexure II.

Further, the esteemed stakeholders are hereby requested to send any observation for proposal for modification to the undersigned through the **email:** binod@dibru.ac.in which will be received for further discussion till 15.03.2017.

The Regulations shall come into effect from the 2017-2018 academic session.

Issued with due approval.

Sd/-Dr. B.C. Borah
Deputy Registrar (Academic)
Dibrugarh University

Copy to:

1. The Vice-Chancellor, Dibrugarh University.
2. The Deans, Dibrugarh University
3. The Registrar, Dibrugarh University.
4. The Controller of Examinations, Dibrugarh University.
5. The Director, College Development Council, Dibrugarh University.
6. All Heads and Directors of the Teaching Departments/ Centres for Studies, Dibrugarh University.
7. The Principals and Directors of the Colleges/ Institutes affiliated to/ permitted by Dibrugarh University for information and needful.
8. The Deputy Controllers of Examinations (A, B & C), Dibrugarh University.
9. The Programmer, Dibrugarh University for information and with a request to upload the notification in the D.U. Website for all concerned.
10. File.

Sd/-Dr. B.C. Borah
Deputy Registrar (Academic)
Dibrugarh University

**New Dibrugarh University
Regulations for the
Post Graduate Programmes in the
Choice -Based Credit System,
2016**





DIBRUGARH UNIVERSITY REGULATIONS FOR THE ACADEMIC PROGRAMMES UNDER THE CHOICE BASED CREDIT SYSTEM (CBCS), 2016

(As recommended by the 143rd Meeting of the Post Graduate Board held on 17.11.2016 and approved the 108th Meeting of the Academic Council, Dibrugarh University held on 29.11.2016)

1 Introduction:

Choice Based Credit System is a flexible system of learning. ‘Credit’ defines the quantum of contents/ syllabus prescribed for a course and determines the number of hours of instruction required. This system permits students to-

- learn at their own pace
- choose electives from a wide range of elective courses offered by the University Departments/ Centres
- undergo additional courses and acquire more than the required number of credits
- adopt an inter-disciplinary approach in learning
- make best use of the expertise of available faculty.

2 Short Title, Definitions and Commencement:

2.1 These Regulations shall be called the Dibrugarh University Regulations for the Academic Programmes under the Choice Based Credit System (CBCS), 2015, hereinafter referred to as DUCBCS Regulations.

2.2. The Regulations shall be applicable to the students enrolled in different Academic Programmes conducted under CBCS by the various Teaching Departments and Centres for Studies of Dibrugarh University from the Academic year 2017-2018.

2.3 Definitions:

- a) Department: The term ‘Department’ is used to mean a Department or a Centre for Studies of Dibrugarh University or that of a College affiliated to the Dibrugarh University conducting different academic programmes under the CBCS.
- b) Programme: The term ‘programme’ is used to mean the whole learning experience or combination of courses in a particular field of study.
- c) Course: Programme is divided into a number of courses. A course may be considered as a paper in conventional education system.

- d) Academic Year: An academic year means a period of twelve months consisting of two semesters.
- e) Semester: The word “semester” is used to mean a half-yearly term or term of studies including examinations, vacations and semester breaks.
- f) Semester Duration: A semester normally extends over a period of 16 class weeks. Each week has 30 hours of instruction spread over the week.
- g) In – semester: The word “in-semester” is used to refer to the continuous evaluation within the half-yearly term.
- h) End-semester: The word “end-semester” is used to refer to the terminal processes of examinations and evaluations at the end but within the half-yearly term.
- i) Credits: *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 course, credits will be assigned on the basis of the number of lectures/ tutorials/ laboratory work and other forms of learning required to complete the course contents in a 16 week schedule:
 - i) 1 Lecture per week = 1 Hour duration per week =1 Credit
 - ii) 1 Tutorial per week = 1 Hours duration per week =1 Credit
 - iii) 1 Practical per week = 2 Hours duration per week =1 Credit

Note: *The lecture sessions and tutorials shall not be substituted with any other activities like seminars, group discussions etc.*

- j) Course teacher: A Professor/ Associate Professor/ Assistant Professor or any person engaged by the University for teaching a Course shall be called a Course teacher. He/ she shall perform the following functions:
 - i) Preparing and teaching a course with due approval from the statutory authorities.
 - ii) Preparing and/or teaching the core courses along with other faculty members, wherever necessary.
 - iii) Maintaining attendance and performance records of all the students registered for the Course(s) he/she offers.
 - iv) Conducting In Semester Assessment and End Semester Examinations
 - v) Involving himself/ herself in preparation and moderation of question papers, evaluation, scrutiny and finalization of results of the course(s) etc. whenever needed.
- k) Student Advisor: The Departmental/ Centre CBCS Board shall appoint a Student Advisor from amongst the faculty members for each group of maximum of 15 students of the Department/Centre

concerned. A Student Advisor shall perform the following functions:

- i) Counseling the students in choosing Elective, Optional and Audit Courses.
- ii) Recommending students for course registration.
- iii) Offering all possible student support services relevant to the programmes of study including redressal of the grievances of the students.

l) CBCS Board for Department/Centre: The CBCS Board for the Department/ Centre shall be constituted as below:

- i) Head of the Department - Chairperson.
- ii) All course teachers - Members

m) Dibrugarh University CBCS Board: There shall be a Dibrugarh University CBCS Board to be constituted as below:

- i) Vice Chancellor – Chairperson
- ii) Registrar – Member
- iii) The Deans of the Schools - Members
- iv) The Dean, Students' Affairs - Member
- v) The Dean, Research & Development - Member
- iv) The Controller of Examinations -Member
- v) The Deputy Registrar (Academic) – Member Secretary

2.4 Semester Duration:

- i) Odd Semesters: July - December (including end-semester examinations and semester breaks)
- ii) Even Semester: January -June (including end-semester examinations and semester breaks)

Any change in the Academic Calendar/Schedule may be made by the University whenever necessary.

3 Admission Process:

- 3.1. Newspaper Notice inviting applications for admission into the different academic programmes shall be issued by the Registrar or any other person authorized for the purpose at least six weeks in advance of the date of admission. Each applicant shall have to submit the Application in the prescribed Form with the requisite documents.
- 3.2 The minimum qualification for admission into various Programmes under the CBCS shall be fixed by the Academic Council from time to time.
- 3.3 No student shall be eligible for admission to an Academic Programme in any Department unless he/she has successfully passed the qualifying examination

fulfilling the minimum eligibility criteria from a University /Institute recognized by Dibrugarh University.

4 Course Structure:

4.1 The Course Structure of the Academic Programmes under the CBCS shall be as follows:

a) Core Courses: Compulsory components of an Academic Programme. These Courses are to be compulsorily studied as a core requirement for the programme.

b) Elective Courses: Elective courses shall be chosen by each student from a pool of courses. These courses may be intra-departmental (Generic Elective/ Discipline Centric Elective) as well as inter-departmental (Open Elective). The students shall be allowed to choose a particular subject area of interest. These courses shall be:

- (i) supportive to the discipline of study
- (ii) providing an expanded scope
- (iii) enabling an exposure to some other discipline/ domain
- (iv) nurturing student proficiency/ skill

Elective Courses shall be of equal credits.

c) Foundation Courses: The Foundation Courses shall be of two kinds- 'Compulsory Foundation' and 'Optional Foundation'. These courses shall be inter-disciplinary in nature.

'Compulsory Foundation' courses shall be based on those contents that lead to knowledge and skill enhancement relevant to the discipline of study. Minimum credit on 'Compulsory Foundation' courses shall be mandatory for all students.

Optional Foundation courses shall be value based and life-skill oriented.

4.2 A course may also take the form of a Dissertation/ Project work/ Practical training/ Field work/ Seminar, etc.

4.3 The number and credits of the courses shall be determined by the Departmental CBCS Board subject to the approval of the Board of Studies and/or statutory bodies concerned.

- 4.4 A student shall have to study the academic programme as per the scheme of the programme. Even if a candidate earns the required number of credits before completion of the full duration of the programme, he/she shall not be entitled for the degree.

5. Course Registration

- 5.1 Every student must register (in consultation with his/her student advisor) for the courses he/she intends to undergo in a semester by applying in the prescribed proforma duly signed by the candidate and student advisor. The Office of the Head/Director/Coordinator of the Department/Centre concerned shall enroll the student for the relevant course within the stipulated time notified by the Department/ Centre/ University.
- 5.2 The minimum and maximum credits to be registered by a student shall be as follows:

Duration	Per semester		Total	
	Minimum	Maximum	Minimum	Maximum
One Year	16	26	32	52
Two Year	16	26	64	104
Three Year	16	26	96	156
Four Year	16	26	128	208
Five Year	16	26	160	260

- 5.3 Late Registration may be permitted by the University on recommendation of the Head/ Director/Coordinator of the Department/Centre up to two weeks after the commencement of the semester.
- 5.4 Withdrawal and change from an 'Elective' or an 'Optional Foundation' course may be permitted up to one week from the date of commencement of classes. Withdrawal and change from a course shall not be permitted for those who take late registration.

6 Attendance

- 6.1 The course teacher shall be responsible for maintaining a record of attendance of students who have registered for the course.
- 6.2 All course teachers shall intimate the Head/Director/Coordinator of the Department/Centre at least fifteen calendar days before the last instruction day in the semester, the particulars of all students who have less than 85% attendance.
- 6.3 A student who has less than 85% attendance shall not be permitted to sit for the End-semester examination in the course in which the shortfall exists.

Provided that it shall be open to the University to grant exemption to a student who has attended a minimum of 75% classes but failed to obtain the prescribed 85% attendance for valid reasons on recommendation of the

Head/Director/ Coordinator of the Department/ Centre on payment of a prescribed fee(s).

- 6.4 The Head / Director/Centre in charge of a Department/Centre shall announce the names of all students who shall not be eligible to take the End-semester examinations in the various courses and send a copy of the same to the Controller of Examinations. Registrations of such students for those courses shall be treated as cancelled and they shall have to repeat the course when it is offered next.

7. Examination

- 7.1 Examination and evaluation shall be done on a continuous basis, at least three times during each semester. For the purpose of uniformity, particularly for interdepartmental transfer of credits, there shall be a uniform procedure of examination to be adopted by all departments/ centres. The Examination of all courses shall have two parts-
- a) In-Semester Assessment
 - b) End Semester Examinations
- 7.2 There shall be at least two in-semester assessments and one End-semester examination in each course during every semester. The result of in-semester assessment shall be notified by the concerned course teacher(s) within seven days of the examination.
- 7.3 40% of the total marks of each course shall be allotted for in-semester evaluations.
- 7.4 In in-semester assessments, two sessional tests shall have to be conducted for each course, which shall carry 50% of the total marks allotted for in-semester assessment. For the remaining 50% of total marks allotted for in-semester assessment, course teachers may employ two or more assessment tools such as objective tests, assignments, paper presentation, laboratory work, project work, field report, etc. suitable to the courses. The students are to be informed in advance about the nature of assessment. Students shall compulsorily attend the two In-semester examinations, failing which they will not be allowed to appear for the End-semester examination.
- 7.5 Ordinarily, a student cannot repeat in-semester assessment. However, the Course Teacher may arrange in-semester assessment beyond the regular schedule under special circumstances as deemed valid by the Course Teacher. However, the in-semester assessment must be completed before the end-semester examinations.
- 7.6 There shall be one End semester examination carrying 60% Marks in each course covering the entire syllabus of the course. The End semester examination is normally a written/ laboratory-based examination/Project Work/Dissertation.
- 7.7 The mode of end-semester examination and evaluation of the Course shall be specified in the Course Structure.
- 7.8 End-semester Practical examinations shall normally be held before the theory examinations.

- 7.9 The mode of the conduct and evaluation of the end-semester examinations of the theory courses shall be partially external as below:
- a) The question papers of at least 50% of the theory courses shall be set by external experts.
 - b) The question papers shall be moderated by the Board of Moderators appointed by the Controller of Examinations.
 - c) At least 50% of the theory courses may be evaluated by the examiners other than the course teachers appointed by the Departmental/ Centre CBCS Board.
- 7.10 The mode of the conduct of the end-semester examinations of the practical/ dissertation courses shall be partially external as below:
- a) The end-semester examinations of all practical/ dissertation courses shall be conducted by a Board of Examiners consisting of the internal examiner (the concerned course teacher) and an external examiner appointed by the Controller of Examinations. The external examiner may be from in and outside of the department/ centre concerned.
- 7.6 The end-semester examination schedule shall be notified by the Controller of Examinations in consultation with the Deans of the Schools of Studies. The date and schedule shall be notified at least Fifteen days in advance.
- 7.7 A student shall not be allowed to take more than one project work in a single semester.

8. Result and Progression

- 8.1 A candidate shall be declared as passed a course, provided he/ she secures at least 'P' grade in the 10 point scale (given in clause) combining both the in-semester and end semester examination performance.
- 8.2 A candidate shall be declared as passed a semester/ programme, provided he/ she secures at least 'P' grade in the 10 point scale (given in clause) in all the courses separately.
- 8.3 A candidate who fails or does not appear in one or more courses of any end semester examinations up to the final Semester shall be provisionally promoted to the next semester with the failed course(s) as carry over course(s). Such candidates will be eligible to appear in the carry over course(s) in the next regular examinations of those courses.
- 8.4 If a candidate clears the final semester examination before clearing all the courses of the previous semesters, the result of the final semester examination of that candidate shall be kept withheld and his/ her results shall be announced only after he/ she clears the courses of the previous semesters.
- 8.5 A student must clear all his/her semester examinations within the stipulated duration shown as below irrespective of number of chances to appear in an end semester examination:

Number of Semesters	Maximum duration for completion of the Programme from the date of admission to the programme
2 (two) Semesters	3(Three) years*
4 (four) Semesters	5 (five) years
6 (six) Semesters	6 (six) years
8 (eight) Semesters	7 (six) years
10 (ten) Semesters	8 (eight) years

*** UGC has prescribed Uniform Span period for completion of a Degree. We may need to follow it.**

9. * Evaluation and Declaration of Results

9.1 The Course Teacher shall evaluate the answer scripts and submit the marks as well as letter grades to the Chairperson of the Departmental/ Centre CBCS Board.

9.2 The Departmental/Centre CBCS Board shall finalize the results of each examination/semester and notify the same before sending to the Controller of Examinations for preparation of Grade sheet and declaration of results.

9.3 In case of the distribution of marks for periodical presentation, dissertation and viva-voce shall be decided by the Course Teacher/Supervisor as per recommendation of the Board of Studies and duly approved by the statutory Bodies of the University.

9.4 Project report/ Dissertation shall be evaluated jointly by the supervisor and another examiner within the Department/ Centre/ University or from outside the University appointed by the Controller of Examinations as recommended by the course teacher through the Chairperson of the Department/Centre CBCS Board. The modalities and timing of presentation, interview etc. shall be decided by the concerned Departmental/Centre CBCS Board.

9.5 Before declaring the results of end semester examinations, the Controller of Examinations shall convene a meeting of the Dibrugarh University CBCS Board to scrutinize the results of both in and end semester examinations. The Board may seek clarification or call for answer scripts if it feels necessary from the course teacher(s) concerned in the matters of over marking or under marking during examination(s).

9.6 The Dibrugarh University CBCS Board shall recommend the results of the Departments/ Centres and recommend for declaration of results by the Controller of Examinations.

9.7 The Controller of Examinations shall declare the results of the DU CBCS programmes and issue Grade-sheets.

9.8 The first rank holder of a programme may be decided on the basis of Overall Weighted Percentage of Marks (OWPM) of the core and elective courses considered for calculation of CGPA.

*** As 50% of the theory courses to be evaluated externally we may need to develop a different model of evaluation.**

10. Grading System

- 10.1 The absolute grading system shall be applied in evaluating performance of the students.
- 10.2 A candidate shall have to secure at least 'P' grade to pass a course taking in and end semester marks together.
- 10.3 The marks of in-semester examinations obtained shall be carried over for evaluating the grade of a course.
- 10.4 The following scale of grading system shall be applied to indicate the performances of students in terms of letter grade and grade points as given below:

Letter Grade with meaning		Grade Point
O	Outstanding	10 (Marks securing above 95%)
A+	Excellent	9 (Marks securing 85%-95%*)
A	Very Good	8(Marks securing 75% -85%)
B+	Good	7(Marks securing 65% -75%)
B	Above Average	6(Marks securing 55% -65%)
C	Average	5(Marks securing 50% -55%)
P	Pass	4 (Marks securing 45% -50%)
F	Fail	0(Marks securing below 45%)
Abs	Absent/ Incomplete	0

Note: *Exclusive class interval technique is used here. For example, the class interval 55-65 includes candidates scoring percentage of marks starting from 55 upto any percentage less than 65.

- 10.5 The letter grade 'B⁺' and above shall be considered as First Class and letter grade 'B' shall be considered as Second Class with minimum of 55% marks.
- 10.6 A student is considered to have completed a course successfully and earned the prescribed credits if he/she secures a letter grade other than F (Failed) or 'Abs' (Absent/ Incomplete).

- 10.7 If a candidate secures 'F' grade in a Course, he/she shall have to reappear in the Course in the next legitimate chance.
- 10.8 If a student secures F grade in Project Work/ Dissertation/ assignment etc., he/she shall have to re-submit it after necessary revisions as suggested by the examiners/Course Teacher within 45 days after the declaration of the results.
- 10.9 'Abs' grade shall be awarded to a candidate if he/she has not fulfilled the following requirements:
- (i) If a candidate fails to appear in any Course(s) in an end semester examination.
 - (ii) If a candidate fails to submit the project work/dissertation / assignment of an end semester examination.
 - (iii) If a candidate is certified as not eligible to appear in any course(s) in an end semester examination by the Course Teacher(s) due to insufficient attendance in lectures, tutorials, practical or field works.
- 10.10 The list of candidates awarded 'Abs' shall be notified by the Head of the Department/ Centre on recommendation of the Course Teacher concerned and the copies of the notification shall be sent to the Controller of Examinations through Head of the Department/ Centre. They shall have to convert the 'Abs' grade by appearing in the next examination on the Course (provided he/ she has legitimate chance to appear the Course) concerned or by submitting project work/dissertation/ assignment etc. within 45 days after the declaration of results.
- 10.11 A candidate may apply for betterment chance in maximum of two papers of end semester examination in each semester. The betterment examinations shall be held with the compartmental examination within 45 days after the declaration of results. There shall be no provision for betterment examination in case of Practical/ Project work/ dissertation/ assignments/ Fieldwork etc.
- 10.12 Results of the candidates appeared in the 'Compartmental/Betterment examinations shall not be counted for the award of Prizes/Medals, Rank or Distinction.
- 10.13 A candidate shall have to pay a prescribed fee to appear in the 'Compartmental/Betterment examinations' fixed by the University from time to time.
- 10.13.1 Any candidate who falls short of the required number of credits for the award of the degree may be permitted to re-register in the Course(s) concerned, by paying the prescribed re-registration fee for the required number of Courses (core and/ or elective) when it is offered. However, that must be completed within the stipulated programme duration.
- 10.14 The total performance within a semester and the continuous performance from the second semester onwards shall be indicated by a Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA). Hence, CGPA is the real indicator of a student's performance. It shall be calculated by the formula given below:

$$\text{SGPA} = (\sum C_i G_i) / (\sum C_i)$$

$$\text{CGPA} = (\sum \sum C_{ni} G_{ni}) / (\sum \sum C_{ni})$$

Where,

C_i - number of credits for the i^{th} course,

G_i - grade point obtained in the i^{th} course,

C_{ni} - number of credits of the i^{th} course of the n^{th} semester,

G_{ni} - grade points of the i^{th} course of the n^{th} semester

*SGPA and CGPA shall be rounded off to 2 decimal points and reported to the Grade Sheet and Transcript.

10.15 Conversion Formula

Ordinarily, the CGPA earned by a student may be converted to percentage of Marks by following the formula mentioned as below:

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

10.16 Grade sheet:

The Grade Card issued at the end of the semester to each student will contain the following:

- a. The credits earned for each course registered for that semester
- b. The performance in each course indicated by the letter Grade
- c. The Semester Grade Point Average (SGPA) and
- d. The Cumulative Grade Point Average (CGPA).
- e. The Conversion Formula

10.17 Transcript

The University may issue consolidated Transcript on request to Controller of Examinations which shall contain Letter grades, grade points and SGPA and CGPA mentioning the Course Titles in details, medium of instruction and programme duration.

11 Student Redressal

11.1 A candidate may apply to the Departmental/Centre CBCS Board for scrutiny/revision of the grades awarded in any of the Courses within one week on payment of a prescribed fee may be fixed by the University from time to time after notification of results by the concerned departments/ centres.

Provided that revision should be done before the document reaches the Controller of Examinations.

11.2 The Departmental/Centre CBCS Board may have the answer scripts of the aggrieved candidates re-examined by the course teacher, if the appeal of the candidate(s) is found to be genuine.

- 11.3 An aggrieved candidate may be allowed to have a look on his/her answer script(s) by the Departmental/Centre CBCS Board, if the appeal of the candidate(s) is found to be genuine.

12 Credit Transfer

Inter- Institutional transfer of Credits may be considered by the Dibrugarh University CBCS Board on recommendation of the CBCS Board of the Department/Centre concerned.

13 General

- 12.1 It shall be ensured that the University shall maintain fundamental code of professional ethics in implementing these Regulations.
- 12.2 For any matter not covered under these Regulations for the DU CBCS Programmes, the existing Dibrugarh University Rules, Ordinances and the Dibrugarh University Act, 1965 (as amended) shall be applicable.
- 12.3 The Examination Committee of the University shall remove any difficulty, which may arise in the course of operations relating to execution of the DU CBCS programmes.
