



**OFFICE OF THE REGISTRAR :: DIBRUGARH UNIVERSITY : DIBRUGARH**

Ref. No. DU/DR-A/6-1/17/1637

Dated:19.09.2017.

**NOTIFICATION**

As recommended by the 145<sup>th</sup> Meeting of the Post Graduate Board (Emergent) held on 18.09.2017 vide Resolution No.06, the Hon'ble Vice Chancellor is pleased to approve *the draft of the Regulations for the MA, M.Sc. and M.Com Programmes in the Open and Distance Learning Mode, 2017* under report to the Academic Council, Dibrugarh University in principle.

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, Directorate of College Development Council, Dibrugarh University.
6. The Director, Directorate of Open and Distance Learning, Dibrugarh University for information and needful.
7. The Programmer, Dibrugarh University with a request to upload the Notification in the Dibrugarh University website.
8. File.

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

**DIBRUGARH UNIVERSITY**  
**REGULATIONS FOR THE M.A./M.Sc./M.Com PROGRAMMES IN DISTANCE**  
**EDUCATION, 2017**

**1. Short title, definitions and commencement:**

- 1.1 These regulations shall be called the Dibrugarh University Regulations for the M.A./M.Sc./M.Com Programmes in Distance Education, 2017.
- 1.2 Directorate of Open and Distance Learning (DODL): There shall be a Directorate of Open and Distance Learning (DODL) as may be constituted by the Executive Council.
- 1.3 Distance Education: The Term 'Distance Education' is used to mean an alternative non-formal, non-institutional and cost-effective channel for tertiary education with the help of self-instructional materials.
- 1.4 Programme: A programme means the whole learning experience or combination of courses in a particular field of study. For example, M.A. Programme in Assamese.
- 1.5 Course: Programme is divided into a number of courses. A course may be considered as a paper in conventional education system.
- 1.6 Block: A course is divided into 'blocks'. The block appears in the form of a booklet. Generally each block presents one unified theme.
- 1.7 Unit: The term 'unit' of a course is used to denote a division of a block.
- 1.8 Self Learning Materials/ Self Instructional Materials: Materials which are specially prepared to help self-study by including feature that provides continuous feedback on performance and devices for self learning.
- 1.9 Credit System: The DODL, D.U. has newly introduced Credit System for all Programmes. Each Credit in our system is equivalent to 30 hours of student study comprising all learning activities (i.e. reading and comprehending the print material, listening to audio, watching video, attending counseling sessions and writing assignment responses). Thus, a 6-credit course involves 180 hours of study.
- 1.10 These Regulations shall be effective from the session 2018-2019.

**2. Extent of Application:**

- 2.1 These Regulations shall be applicable to the students enrolled for the M.A./M. Sc./ M.Com. Programmes under the Directorate of Open and Distance Learning, Dibrugarh University in the Distance Education System.

**3. Eligibility Criteria for admission :**

- 3.1 News paper Notice inviting applications for admission into the different programmes of studies shall be issued by the Director at least six weeks in advance of the date of admission. Each applicant shall have to submit within the prescribed date his/her application with requisite documents as indicated.
- 3.2 The minimum qualifications for admission into various programmes shall be fixed by the Academic Council from time to time.
- 3.3 Eligibility for admission, submission of application for admission, Admission Procedure, Fee structure and mode of payment etc shall be determined by the University from time to time.

**4. Schedule of Programme:**

- 4.1 A Post-Graduate programme under Distance Education shall be conducted in two parts - Previous and Final. The schedule for the Distance Education System shall be as shown below :
  - (i) Previous : July to June (including Previous Examination)
  - (ii) Final : July to June (including Final Examination)

- 4.2 : The total marks in a Post-Graduate Programme in Distance Education shall be as follows:
- All the M.A. /M.Sc. / M.Com. Programmes of DODL, D.U. are of 2-years duration and the total credit ranges from 64-72.
  - Total marks for the two years M.A. /M.Sc. / M.Com. Programmes of DODL, D.U. shall be 1200 per programme.
  - 20% of the marks in each course shall be assessed through Assignments.
  - Rest 80% of the marks in each course (paper) shall be assessed through University Annual Examination (Previous & Final)
- 4.3 The syllabi for the programmes to be offered in DDE, D.U. shall be separate, but at par with the syllabi of Semester system of MA/M.Sc./M.Com courses in the subject concerned.
- 4.4 The syllabus for each course (paper) shall be divided into block and units keeping in view the Credit value of the course. The norms for delivery of courses through distance mode are as under:

Credit Value of the course	Study input (hours)	Size of SLMs (unit)	No. of Counselling Sessions Theory (10% of total Study hours)	* Practical Session (hours)
2 credits	60	6 – 8	6	60
4 credits	120	14 – 16	12	120
6 credits	180	20 – 24	18	180
8 credits	240	30 – 34	24	240

- \* Some Programmes have practical component also. Practicals are held at designated institutions/ study centres for which schedule is provided by the study centre. Attendance at practical is compulsory.

## 5. Admission Procedure :

- Graduates (10 + 2 + 3 pattern) from any recognized university in the Major Honours or General courses may apply for admission into a post-graduate course offered in Distance Education, D.U. and get themselves registered as students of Distance Education, D.U. in the Previous Year Course.
- Provisionally admitted students shall have to produce the transcript issued by the institution last attended or, the original marksheet and other testimonials for verification at the Office of the DDE, D.U. at the time of their first Personal Contact Programme to be held in the month of December.  
On production of transcript/original marksheet and other testimonials their admission to the DDE, D.U. will be confirmed latest by January.
- Students admitted shall be issued student Roll Numbers and shall be intimated to them.
- Notwithstanding any rules and procedures, a student may be refused admission if his/her past conduct in the educational institution last attended has not been satisfactory. A student who has been expelled/ rusticated or disqualified by the university may also be refused admission.
- Admission of a student can be cancelled at any stage if it is found that he/she furnished incorrect information or has suppressed facts to secure admission. If any dispute arises out of such refusal/ cancellation, the decision of the Vice-chancellor, D.U. shall be final.
- The fees for the Post-Graduate Programmes in Distance Education shall be fixed

by the university from time to time. Such fee shall include Admission Fee, Counselling Fee, Course Material Fee, Postal charges etc., payable in single installment at the time of admission. Fees shall be accepted only in the form of a demand draft and non-refundable.

- 5.7 The subject taken for Previous Examination may not necessarily be one of the subjects in his/her degree course. The candidate may be allowed to appear in any subject having relevant/ allied subject at the degree level.
- 5.8 An MA under Distance Education may be allowed to appear at the MA Examination again in a different subject or group if otherwise eligible.
- 5.9 Students will be required to admit themselves into the Final year class within one month after completion of their Previous Year Examination.
- 5.10 Medium of Instruction (course materials & counselling) and Examination for the courses shall be English except for M.A. in language subjects.
- 5.11 Study materials with Guidelines will be supplied to a student within a month from the last date of admission.

#### 6. Assignment :

- 6.1 Assignment shall be a compulsory component of the evaluation process.
- 6.3 The assignments to be submitted by a student would depend upon the Credit value of the Course, as follows:

Credit value of the course	No. of Assignments
2 Credits	1
4 credits	2
6 credits	2
8 credits	3

- 6.4 A candidate may submit assignments in the office of the Directorate of Distance Education or at the Study Centres within the stipulated time. Subsequently the study centres shall transmit all the assignments programme-wise and course-wise to the office of the DODL for assessment.
- 6.5 Marks secured on the assignments by the candidates, who appeared in the examinations (Previous & Final) but failed, shall be carried over to the next permissible chances.
- 6.6 Marks secured on the assignments by the candidates who filled in the examination forms but did not appear in the examination, shall also be carried over the next permissible chances.
- 6.7 The students, who have submitted the assignments but have not filled in the examination forms, shall have to re-submit the assignments in order to appear in the examination in the next permissible chance(s).
- 6.8 A candidate who fails to submit the assignments as per clauses 6.1-6.7 shall not be allowed to appear in the concerned University Examination (Previous & Final)
- 6.9 The Internal Assessment evaluation system for the Post Graduate Programme under DODL, Dibrugarh University shall also be assessed and evaluated in OMR (Optical Marks Response) Sheet through Multiple Choice Objective Type Questions and Answers by conducting mid-term examinations. In the process of conducting the Internal Assessment for the PG Programmes of DODL, DU be made with the following provisions:
- i) The Internal Assessment (IA) will be conducted once in a year preferably in the month of April in all study centres falls under the territorial jurisdiction of the University.

- ii) Another Internal Assessment will be conducted at DODL, DU centrally in the month of May (preferably) for only those learners who fail to attend the 1<sup>st</sup> one.
- iii) For the 2<sup>nd</sup> Internal Assessment, the learners have to register with deposition of a Fee to be fixed by the Committee constituted for the conduct of the Internal Assessment. Examination.

7. **Counselling Sessions:** Normally counseling sessions shall be held as per schedule given by the Study Centre. These sessions shall mostly be held outside the regular working hours of the host institutions where the Study Centres are located. The DODL, D.U. shall arrange such Programmes during the weak-ends.

8. **Examination:**

- 8.1 The Previous Examination shall be open to candidates who have got themselves registered as students of Distance Education in the Previous Year Class, and have completed the Previous Year programme for not less than one academic year under Distance Education.
- 8.2 A student shall have to appear previous examination within three years from the admission to the programme, provided that a candidate who fails to appear in the Previous Examination to the programme shall have to take a fresh admission.
- 8.3 A candidate who have appeared in the previous examination may be admitted to the Final Year class.
- 8.4 No candidate shall be admitted to the Final Examination unless he/she has prosecuted the programme of study for not less than two academic years (including the Previous year course) under Distance Education and has appeared in the Previous examination.
- 8.5 The candidates will be required to pass the Previous and the Final Examinations separately and, must obtain at least 45% marks in each course (paper). The result of the successful candidates in the Previous Examination shall be announced in the simple pass list without declaring class. The classification of the final result will be declared on the combined assessment of the Previous and Final Examinations.
- 8.6 A candidate who fails to secure 45% marks in aggregate (subject to the fulfillment of Sub-Clause 8.10) in MA/M.Sc./M.Com. Previous Examination shall be declared to have failed in the Previous Examination. Such a candidate will be allowed to reappear in the subsequent two Previous Examinations. In case he/she fails to pass the Previous Examination in all his/her three chances he/she shall have to take fresh admission into the programme.
- 8.7 A candidate who has prosecuted his/her studies in the Final Year for one academic year after appearing in the Previous Examination may be allowed to appear in the M.A./M.Sc./M.Com. Final Examination.
- 8.8 A candidate who has failed in the M.A./M.Sc./M.Com. Previous Examination but has completed the Final year course may be allowed to appear in the M.A./M.Sc./M.Com. In case of such candidates, the results of the Final Examination shall be kept withheld unless and until he/she has passed the Previous Examination.  
Final Examination may be held simultaneously with the Previous Examination.
- 8.9 A candidate for the MA/M.Sc/M.Com. Examinations must pass the Final Examination within a period of three years from the date of passing the Previous Examination.
- 8.10 A candidate who fails in not more than two courses (papers) in both Previous and Final Examination shall be allowed to appear in the failed courses (papers) as backlog(s) in the permissible chance(s).

- 8.11 Setting of Question papers, moderation of question papers, evaluation of answer scripts, scrutiny, tabulation of marks etc and announcement of results shall be governed by the Dibrugarh University Examination Ordinance 1972 ( as amended up to date).

### 9. Examination Fee

- 9.1 An examination fee as fixed by the university from time to time, is payable at the time of filling up the examination forms in each of the Previous and Final Examinations.
- 9.2 A candidate who fails to appear himself/ herself at the Previous or Final Examination shall not be entitled to claim a refund of the Examination Fees or will such fee be carried over for a subsequent Examination. Examination fee once is not refundable.

### 10. Evaluation and Grading

- 10.1 The system of evaluation in DODL, D.U. is different from that of the Conventional Department of the University. It has a multi-tire system of evaluation:
- (i) Self-assessment exercise within each unit of study.
  - (ii) Continuous evaluation mainly through assignments and/or Internal Assessment Examination through Multiple Choice Questions (MCQ) using OMR sheet.
  - (iii) Term-end examination.
  - (iv) Project work (Programme specific)
- 10.2 The marks secured by a student in the Home Assignment/IA Examination (20% of each course) is added with the marks secured in that course in Term End examination (Previous & Final), which is 80% of the course.
- 10.3 The following scale of grading system shall be applied to indicate the performance of students in terms of letter grade and grade points as given below:

% of marks obtained in a course (Assignment + Term End)	Letter Grade	Grade Point	Qualitative Level
Above 95	A <sup>+</sup>	10	Outstanding
85 – < 95	A	9	Excellent
75 – < 85	B <sup>+</sup>	8	Very Good
65 – < 75	B	7	Good
60 – < 65	C <sup>+</sup>	6	Above Average
50 – < 60	C	5	Average
45 – < 50	D <sup>+</sup>	4	Pass
Below 45	D	0	Fail
0	Abs/I	0	Absent / Incomplete

Minimum Grade for First Class – C<sup>+</sup>

Minimum Grade for Second class – D<sup>+</sup>

Candidates securing D grade shall be declared as **FAIL**.

### 10.5 Conversion of Marks to Grades and Calculation of GPA (Grade Point Average)

In the Credit and Grade Point System, the assessment of individual courses in the concerned examinations will be on the basis of marks only, but the marks shall later be converted into Grade by some mechanism wherein the overall performance of the learners can be reflected after considering the Credit Points for any given course. However, the overall evaluation shall be designated in terms of Grade. There are some abbreviations used here that need understanding of each

and every parameter involved in grade computation and the evaluation mechanism. The abbreviation and formulae used are as under:

**Abbreviations and Formula's Used:**

G : Grade

GP : Grade Points

C ; Credits

CP : Credit Points

CG : Credit X Grade (Product of Credit & Grades)

$\Sigma$  CG : Sum of Product of Credits & Grade Points

$\Sigma$  C : Sum of Credit Points.

$$\text{GPA} = \frac{\Sigma \text{CG}}{\Sigma \text{C}}$$

GPA : Grade Point Average shall be calculated for each Previous and Final Year Examination.

CGPA : Cumulative Grade Point Average shall be calculated for the entire programme by considering both Previous & Final Year taken together. It shall be calculate by the formula given below:

$$\text{CGPA} = \frac{(\Sigma \Sigma C_{ni} G_{ni})}{(\Sigma \Sigma C_{ni})}$$

Here,

$C_i$  = number of credit for the  $i^{\text{th}}$  course,

$G_i$  = grade point obtained in the  $i^{\text{th}}$  course,

$C_{ni}$  = number of credit if the  $i^{\text{th}}$  course  $n^{\text{th}}$  the year,

$G_{ni}$  = grade point of the  $i^{\text{th}}$  course of the  $n^{\text{th}}$  year

After calculating the GPA for an individual year and the CGPA for the entire Programme, the value can be matched with the grade in the Grade Point table in 10.3

GPA and CGPA shall be rounded off to 2 decimal points and reported to the Grade Card (Sheet) and Transcript.

**11. Conversion Formula:**

Ordinarily the CGPA earned by a student may be converted to percentage of marks by following the formula mentioned as under:

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

**12. Grade Card / Sheet (Reporting of Learners Performance):**

The Grade Card / Sheet issued at the end of end term examination to each learner shall contain the following:

- a. The marks obtained by a learner in each course,
- b. The credit earned for each course registered for that year,
- c. The performance in each course indicated by the letter grade,
- d. The Grade Point Average (GPA),
- e. The cumulative Grade Point Average (CGPA) and
- f. Conversion formula.

**13. Transcript:**

The University may issue consolidated Transcript on request to the Controller of Examinations which shall contain letter grades, grade points, GPA and CGPA mentioning the Course Title in detail, medium of instruction and programme duration.

**14. Student Redressal**

14.1 A candidate may apply to the Department/ 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.

14.2 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.

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

**15. Rules for admission of Unsuccessful and Absentee Candidates**

If a student after completion of his/ her course in Distance Education for the Previous or Final Examination does not present himself/herself at or fails to pass the examination held immediately succeeding such completion he/she may appear at the next examination by paying examination fee.

**16.General :**

16.1 For any matter not covered under these Regulations for the Directorate of Open and Distance Learning, the existing Dibrugarh University Rules, Ordinances and the Dibrugarh University Act, 1965 (as amended ), The Dibrugarh University Examination Ordinance, 1972 (as amended up to date) and the Dibrugarh University Distance Education Ordinance, 2006 (amended up to date) shall be applicable.

16.2 The Examination Committee of the University shall remove any difficulty, which may arise in the course of operations relating to execution of the DODL programmes.

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