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**REGULATIONS FOR CBCS MASTER'S PROGRAMME OF
THE UNIVERSITY OF KALYANI (2017-18)**

1. GENERAL

These Regulations shall be called the University of Kalyani regulations for Choice Based Credit System (CBCS) with Internal / Continuous Assessment Pattern for Post- Graduate Degree Programme. These regulations will come into effect from the academic year 2017-18. Notwithstanding anything contained anywhere in the Regulation and Rules (otherwise decided by the Executive Council), it is hereby provided that the Master's Programme in the Faculty of Science (Biophysics, Biochemistry, Botany, Chemistry, Environmental Science, Geography, Mathematics, Microbiology, Molecular Biology & Biotechnology, Physics, Physiology, Sericulture, Statistics, Zoology, Environmental Management), Master's Programme in the Faculty of Arts & Commerce (Bengali, English, Hindi, History, Folklore, Sanskrit, Political Science, Philosophy, Economics, Sociology, Commerce, Library and Information Science, Rural Development Studies), Master's Programme in the Faculty of Education (Education, Physical Education/ Fine Arts) (Semester System) will be held according to the following regulations. The Kalyani University Executive Council makes this Regulation in exercise of the power conferred upon it by section 49 of the KALYANI UNIVERSITY ACT, 1981 (amended up to 2012).

2. DEFINITIONS OF KEY WORDS

- 2.1 **Academic Year:** Two consecutive (one odd + one even) semesters constitute one academic year.
- 2.2 **Choice Based Credit System (CBCS):** The CBCS provides choice for students to select from the prescribed courses (core, elective or minor or soft skill courses).
- 2.3 **Course:** Usually referred to, as 'papers' is a component of a programme. All courses need not carry the same weight. The courses should define learning objectives and learning outcomes. A course may be designed to comprise lectures/ tutorials/laboratory work/ field work/ outreach activities/ project work/ vocational training/viva/ seminars/ term papers/assignments/ presentations/ self-study etc., or a combination of some of these.
- 2.4 **Credit Based Semester System (CBSS):** Under the CBSS, the requirement for awarding a degree or diploma or certificate is prescribed in terms of number of credits to be completed by the students.
- 2.5 **Credit Point:** It is the product of grade point and number of credits for a course.

- 2.6 **Credit:** A unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work/field work per week.
- 2.7 **Cumulative Grade Point Average (CGPA):** It is a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters. It is expressed up to two decimal places.
- 2.8 **Grade Point:** It is a numerical weight allotted to each letter grade on a 10-point scale.
- 2.9 **Letter Grade:** It is an index of the performance of students in a said course. Grades are denoted by letters O, A+, A, B+, B, C, P, F and I.
- 2.10 **Programme:** An educational programme leading to award of a Degree, diploma or certificate.
- 2.11 **Semester Grade Point Average (SGPA):** It is a measure of performance of work done in a semester. It is ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places.
- 2.12 **Semester:** Each semester will consist of 18 weeks of academic work equivalent to 90 actual teaching days. The odd semester may be scheduled from July to December and even semester from January to June.
- 2.13 **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

3 PROGRAMME STRUCTURE AND ADMISSION

- 3.1: Students shall be admitted into the following Master's Programme under the Faculty of, Science, Arts & Commerce and Education.
- i) 2 year Master's Programme (Semester System in CBCS) or,
 - ii) 5 years Integrated Master's Programme (Semester System in CBCS) or,
 - iii) Any other Master's Programme introduced by the University.
- 3.2: Duration of the Semesters shall normally be as follows:

- a) I and III Semesters (I, III, V, VII, IX semesters for Integrated Five Years Master's Programme in Statistics) - July to December
- b) II and IV Semesters (II, IV, VI, VIII, X semesters for Integrated Five Years Master's Programme in Statistics) - January to June
- 3.3: The admission to the PG programme shall be as per the regulations and rules of the University.
- 3.4: The eligibility criteria for admission shall be announced by the University from time to time in adherence to guideline of the State Government and Executive Council of the University. However, in general,
- a) Candidates with Undergraduate Degree (with Honours/ Major in respective/allied subject) shall be eligible for the 2 year Master's Programme (M.Sc./M.A./M.Com./M.F.A./MLIS/MRS/M.Ed./ M.P.Ed.)
- b) In case of Master's Programme (M.A./M.Sc.) in Education, candidates having Undergraduate degree with Honours /Major in Education or B.Ed. degree, as per NCTE guideline, preceded by an Undergraduate Degree (with Honours/Major) in any subject, shall be eligible. .
- (c) In case of the 5 year Integrated Master's Programme (Statistics), candidates with at least 60% marks in aggregate, on the basis of best five subjects including Mathematics & English, in Higher Secondary or equivalent examination, shall be eligible.
- 3.5: The admission to the Master's Programme shall only be in the first semester, at the beginning of each academic year.
- 3.6: M.Sc./M.A./M.Com/M.F.A./MLIS/ MRS/M.Ed./ M.P.Ed degree shall be awarded to students who complete the entire programme (Four semesters Master's Programme).
- 3.7: M.Sc. degree (5-year Integrated programme) shall be awarded to students who complete the entire programme with a total of 160 credits. No lateral entry and lateral exit to and from the Programme will be entertained.
- 3.8: Each course offered will have three components associated with teaching learning process namely,
- (i) Lecture-L (ii) Tutorial-T, (iii) Practical-P

L- is for class lecture session.

T- is for session consisting of participatory discussion/ self study/ brief seminar presentation/ solving problem sheet by students or any other novel method to make student absorb and assimilate more effectively.

P- is for Practical /Practice session for hands on experience/laboratory experiment/field studies/ case studies so that students acquire skill component.

In term of credit every 1 h of L is equivalent to 1 credit per semester. 2h session of T or P is equivalent to 1 credit. The total credits earned by a student at the end of the semester upon successful completing the course are L+T+P.

3.9 Types of Courses

Courses in a programme may be of three kinds: Core, Elective and Foundation.

- **Core Course**

There may be a Core Course in every semester. This is the course which is to be compulsorily studied by a student as a core requirement to complete the requirement of a programme in a said discipline of study.

- **Elective Course**

Elective course is a course which can be chosen from a pool of papers. It may be:

1. Supportive to the discipline of study
2. Providing an expanded scope
3. Enabling an exposure to some other discipline/domain
4. Nurturing student's proficiency/skill.

An elective may be "Generic Elective" focusing on those courses which add generic proficiency to the students. An elective may be "Discipline centric" or may be chosen from an unrelated discipline. It may be called an "Open Elective."

- **Foundation Course**

The Foundation Courses may be of two kinds: Compulsory Foundation and Elective foundation. "Compulsory Foundation" courses are the courses based upon the content that leads to Knowledge enhancement. They are mandatory for all disciplines. Elective Foundation courses are value-based and are aimed at man-making education.

3.10 In the Semester II Semester a student will be offered a paper as open choice. For this, the student has to pick a course from any other department other than his own subject. This will be offered as the first paper in the Semester II course. This course would be designated as OC-(a three to four letter code indicating the subject chosen).

3.11 Compulsory interdisciplinary courses in postgraduate courses under CBCS

A large number of students admitted in Post-Graduate courses of the University are not well equipped with writing and speaking skills in English language for various reasons. There is a need for enhancing the understanding of areas such as Human Rights, Environment, Ethical values. Further, the students need to be trained in soft skills including personality development. It is also important for the student to understand the grass root level problems in the society and provide him/her a sense of participation in community development.

In view of the above, each student shall choose at least three compulsory add-on courses for their PG curriculum. These courses are taken by the students at any time between the first three semesters. The timing of when and what course is being offered will be decided upon by the University authority.

The following are the list of add-on courses –

Course No.	Course Code	Name of the Course
CIC-1	BCESS	Basic Communicative English and Soft Skills
CIC-2	CSB	Computer skill/Bioinformatics
CIC-3	EVHREA	Ethical Values, Human Rights, Environment Awareness
CIC-4	ACCESS	Advanced Communicative English and Soft Skill
CIC-5	ET	Entrepreneurship Training
CIC-6	STR	Skill and Techniques in Research
CIC-7	SD	Self- Defense

Each of the add on courses shall have **18 teaching periods (contact hours)** [12 days] in each semester. Each period shall be of one and half hours duration. i.e 18 hours of teaching. Each of these add on courses are assigned **two credits./50 marks**. The contact classes shall be held by spreading them during the entire semester. Each of the add on courses shall have one internal assessment test (10 marks) and semester end examination (40 marks). A pass in the examination in these four courses/papers and getting 2 x 4 credits is a must for the student to get the PG Degree. The course done by the student will be shown in their final mark sheet. **The grades/credit points of add-on courses however shall not be included in the SGPA and CGPA**

4. ATTENDANCE

- 4.1: A student is required to attend all classes. Attendance in Theory and Practical classes shall be counted separately as per UGC guideline.
- 4.2: A candidate shall be allowed to appear at any of the semester examinations if he/she has attended 75% or above of the programme lectures/practical classes held during that semester. If the attendance falls short of 75%, he/she shall not be allowed to appear in the examination. He/she shall be allowed to take re-admission in corresponding semester, only in the next year as provided in clause no. 18(b) & 18(c).
Candidate having the attendance below 75% but above 60% may be considered for appearing in the semester examination subject to approval of the appeal of the concerned student with the medical certificate or any other relevant documents, by the University authority.

5. EXAMINATION & EVALUATION

- 5.1: The evaluation scheme for each course shall contain two parts:
- (a) Semester end examination and
 - (b) Internal Assessment

The weightage given to semester end examination and the internal assessment shall be 80: 20 this should be highlighted in the Course/Syllabus outline of each Department. Each Department shall formulate its own method of Internal Assessment, which shall be communicated to the students at the beginning of the Course. Generally there should be two assessment examinations at the 9th week and 14th week of the course

5.2: The paper setters, examiners, scrutinizers, reviewers and members of the Board of Moderator for each semester will be appointed by the Controller of Examinations on the recommendation of the respective Post Graduate Board of Studies (PG-BOS) as per University Statute.

- a) Moderation of question papers will be done by the Board of Moderators (consisting of internal and at least one external moderator). Chairperson of the PG-BOS will be the Chairman of Board of Moderators.
- b) All the theoretical answer scripts of the semester end examinations will be evaluated by the internal examiners only.
- c) External examiners will be appointed for conducting practical examinations.
- d) Honorarium will be paid to all paper-setters, examiners, scrutinizers, reviewers and external moderators. In addition, TA will be paid to external moderators/ examiners as per university rules.
- e) Moderated question papers will be handed over to the Controller of Examinations for printing, preservation and distribution by the respective Chairperson of PGBOS.
- f) Distribution of answer scripts to the concerned examiners for evaluation will be done by the Chairperson of PGBOS. After evaluation, the award lists in sealed packet will be sent to the Controller of Examinations for publication of results.

5.3: Duration of examination of theoretical papers up to 30 marks shall be one hour, up to 60 marks two and half hours, up to 75 marks three hours and above 75 marks four hours. The duration for the practical examinations up to 50 marks/points shall be four hours and up to 100 marks/points six to eight hours.

5.4: To ensure transparency of the evaluation process, the internal assessment marks awarded to the students in each programme in a semester shall be published and put up on the notice board of the Department, at least one week before the commencement of semester end examination.

- 5.5: In case, internal assessment is conducted by class tests, there shall generally be no retest if a student misses such a class test during an ongoing semester. He/she may be given a second chance only with the permission of the Departmental Committee, provided he/she makes an appeal to the Chairperson of the PGBOS. The student has to justify his/her absence by providing an authentic certified document.
- 5.6: A student cannot be allowed to consider his/her appeal for internal assessment second time. Internal Assessment answer scripts (in case of class tests) shall be shown to the students concerned.
- 5.7: Students who have failed in any semester examination may reappear for the same examination only twice in the subsequent period.
- 5.8: In order to qualify in a semester examination, a student shall have to get minimum aggregate 40% marks (D and above on grade point scale) in each paper.
- 5.9 B.Ed , B.P.Ed, M.Ed & M.P.Ed examination would be by the extent NCTE Regulations.

6. SUPPLEMENTARY EXAMINATION

- 6.1: (a) A candidate who fails to qualify or fails to appear in not more than two theoretical / practical paper (s) but secures 40% marks in the remaining papers in a semester, he/ she shall be treated as Failed but Supplementary (FS) and shall be allowed to pursue studies in the next semester. He/she shall generally be allowed to appear in supplementary examination(s) for only those papers in which he/she has failed. For 2-year Master's Programme semester I & II, first supplementary examination will be held in the next year along with regular semester examinations and if he/she again fails to clear the first supplementary examination the second and last supplementary examination will be held within three-weeks of the declaration of first supplementary results. But for semester III & IV, first supplementary examination will be held within three-weeks of the declaration of results and if a student fails to clear the first supplementary examination, he/ she will appear in second and last supplementary examination along with regular semester examinations. For 5-year Integrated Master's Programme semester I, II, III, IV, V and VI supplementary examination will be held in the next year with semester regular examination. If he/she fails to clear the paper(s) in the first

supplementary examination, he/she will appear next supplementary examination in the next year with the regular examinations. For semester VII & VIII, supplementary examination will be held in the next year with regular examinations of the concerned semester. If he/she again fails to clear the paper(s) in the next year, a special supplementary examination will be held within three-weeks of the declaration of supplementary results. But for semester IX & X, supplementary examination will be held within 3 weeks of the declaration of results and if a student again fails to clear the paper(s) in the supplementary examination, he/ she will appear in a special supplementary examination which will be held within 3 weeks of the declaration of supplementary results. A student will be allowed to attempt one regular examination and at most two supplementary examinations to pass any paper of the course.

- (b) If a candidate fails to qualify or fails to appear in more than two papers (theoretical /practical) in a semester or fails to secure 40% marks/points in the aggregate of all papers, he/she shall be treated as Failed but Repeat (FR) and shall have to repeat the semester as a whole in the next year. He/she shall not be allowed to join classes of the next semester.
 - (c) The evaluated answer scripts of class tests taken for the internal assessment shall be preserved by the office of the Chairperson of respective PGBOS.
- 6.2: A candidate eligible for supplementary examination as per 18(a) or eligible for repeat semester as per 18(b) shall get a chance to appear at maximum of two consecutive supplementary examinations in the concerned semester.
- (a) In case of 2-year Master's Programme, a candidate will have to qualify in all the semesters within a span of four years from the year of admission.
 - (b) In case of 5-year Integrated Master's Programme, a candidate will have to qualify in all the semesters within a span of seven years from the year of admission.
- 6.3: A candidate who has failed in a theoretical paper but has passed the practical, based on that course, need not appear in the practical examination of that course in the supplementary examination, unless the theory and practical courses are integrated.
- 6.4: Where a candidate is eligible to appear again in any semester examination or to appear at supplementary examination as per 18(a) or 18(b) of this Regulation, he/she shall be required to apply to the Controller of Examinations, through the Chairperson of the

concerned PGBOS, for enrollment as a casual / supplementary candidate within 15 working days from the publication of the results.

7. REVIEW AND SCRUTINY

7.1: There shall be re-evaluation (review) of the answer scripts of theoretical papers of semester end examinations but not of Internal Assessment marks. However, for re-evaluation, the candidate has to apply through the concerned Head of the Department, in a prescribed format, to the Controller of Examinations. Re-evaluation shall be permitted not more than two theoretical papers for any semester end examinations in the 2 year Master's Programme or not more than 50% of the theoretical papers for any semester end examinations in 5 year Integrated Master's Programme, on submission of prescribed fees within 15 working days from the publication of result of concerned semester. No application for revaluation of practical papers shall be entertained.

The examiner of a paper shall not be the reviewer of the same paper. In case, if there is no other internal teacher teaching the same paper other than the examiner, an external examiner shall act as the reviewer.

7.2: Scrutiny of the theoretical answer scripts shall be done by the teachers of the Department before sending the marks to the Controller of Examinations. A teacher who is the examiner of a course paper shall not be the scrutinizer of the same paper.

7.3: The written answer scripts of each term end semester examination will be preserved in the concerned department till review, if any, is completed. After that the answer scripts shall be collected by the Controller of Examinations and shall be preserved according to the University Rules. Class test answer scripts or other records of Internal Assessment shall, however, be preserved in the Department for three years from the date of commencement of the concerned Semester. After that period, the scripts will be disposed of as per rules of the University.

8. GRADING

8.1: a) Based on Grade & Credit System, the semester end and final grade sheets and transcripts shall have following scale (scores on 100%), letter grades and grade points, SGPA (Semester Grade Point Average) and CGPA(Cumulative Grade Point Average) :

PERFORMANCE	SCORE ON 100% POINTS	LETTER GRADE	GRADE POINTS
Outstanding	90 & above up to 100	O	10
Excellent	80 & above up to 89	E	9
Very Good	70 & above up to 79	A	8
Good	60 & above up to 69	B	7
Fair	50 & above up to 59	C	6
Below Average	40 & above up to 49	D	5
Failed	Below 40	F	0
Incomplete		I	0

SGPA* = $\frac{\text{Sum of [Credits X Grade Point]}}{\text{Sum of credits of all papers in that Semester}}$ calculated for each Semester

CGPA** calculation for 2-year PG Course:

CGPA = $(\text{Sem1SGPA} \times 1 + \text{Sem2 SGPA} \times 1 + \text{Sem3 SGPA} \times 1.5 + \text{Sem SGPA} \times 4 \times 1.5) / 5$

CGPA calculation for 5-year Integrated PG Course:

CGPA = $(\text{Sem 1 SGPA} \times 0.5 + \text{Sem 2} \times 0.5 + \text{Sem 3} \times 1 + \text{Sem 4} \times 1 + \text{Sem 5} \times 1 + \text{Sem 6} \times 1 + \text{Sem 7} \times 1 + \text{Sem 8} \times 1 + \text{Sem 9} \times 1.5 + \text{Sem 10} \times 1.5) / 10$

The detailed grade information is as follows:

CGPA of 8 & above up to 10.0 = 1st Class with Distinction

CGPA of 6.5 & above up to 7.9 = 1st Class

CGPA of 5.5 & above up to 6.4 = 2nd Class

CGPA of 6 = 2nd Class with 55%

CGPA of 5 & above up to 5.4 = 3rd Class

To complete the Course satisfactorily & qualify for the degree, a student must obtain a minimum CGPA of 5.

*Semester Grade Point Average (SGPA)

**Cumulative Grade Point Average (CGPA)

(b) Full Marks and Marks obtained will also be shown in the Mark sheets.

- .2: The Academic Calendar ratified by the Faculty Council (PG) will be announced by the University Authority before commencement of new academic session and shall be strictly followed for the duration of teaching, preparatory leave for students and examination and publication of results.
- 8.3: Without any contravention of the existing Act/Statute/Ordinance of the University, the Vice- Chancellor of the University shall have the power to settle any issue which is not covered under this regulation including the issue of awarding grace mark of maximum one mark in the cases where a candidate has failed due to shortage of one marks/ has failed to secure 50%, 55% and 60% due to shortage of one mark.