

SIBSAGAR COLLEGE, JOYSAGAR (AUTONOMOUS)

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MASTER'S DEGREE (CBCS) PROGRAMMES

REGULATIONS, 2022

(w.e.f. 2022-23 Session)



Prepared by

Internal Quality Assurance Cell

Approved by

Academic Council

(meeting held on 08-08-2022)

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1. SHORT TITLE, COMMENCEMENT AND APPLICABILITY:

- 1.1. This Regulations shall be called Sibsagar College, Joysagar (Autonomous) Master's Degree (CBCS) Programmes Regulations, 2022. This Regulations shall be applicable and effective for all the Programmes leading to the Master's Degree in various subjects of Arts & Humanities (MA) and Science (MSc), which shall be conducted in two years consisting of four semesters and shall be henceforth referred to as SC-MDP-Regulations, 2022.
- 1.2. This Regulations shall come into effect from the Academic Session, 2022-2023.
- 1.3. The Regulations shall be applicable for the students admitted into various Master's Degree Programmes as MA and MSc in Sibsagar College, Joysagar (Autonomous) from the Academic Session, 2022-2023 onwards.

2. OBJECTIVES:

This Regulations has the following objectives –

- 2.1 To conduct post graduate programmes of study with experience of research in Science and Arts streams in various subjects.
- 2.2 To provide opportunity to teaching-learning community to enter into a setting of academics through a choice based system in which the learners shall primarily earn credits from the core discipline of study beside opportunity to earn a few credits from other disciplines.
- 2.3 To create avenue for holistic development of the students through a wide range of curricula in which, besides normal classroom teaching-learning, there shall be focus on learning through practicum, field work, project work, community work, co-curricular and extra-curricular activities etc.

3. DEFINITIONS:

In this Regulations, unless the context otherwise requires:

- 3.1 **'College'** means Sibsagar College, Joysagar (Autonomous) particularly unless otherwise stated differently.
- 3.2 **'Bachelor's Degree Programme'** means any Bachelor's Degree (BA/BSc) Programme viz. BA

- (History), BSc (Zoology) etc.
- 3.3 **‘Master’s Degree Programme’** means any Master’s Degree (MA/MSc) Programme viz. MA (English), MSc (Life Sciences) etc.
 - 3.4 **‘Course’** means a theory or practical course/paper under a Programme with specified number of credits/hours.
 - 3.5 **‘Discipline’** means a subject viz. Assamese, Education, Chemistry, Computer Science etc.
 - 3.6 **‘Department’** means various academic departments of the College which are conducting various UG and PG programmes of study.
 - 3.7 **‘Stream’** means a group consisting similar kind of subjects viz. English, Economics, Political Science and others as ‘Arts & Humanities Stream’ and Botany, Geology, Mathematics and others as ‘Science Stream’
 - 3.8 **‘Core Courses (CC)’** means the compulsory papers/courses that a student shall study in his/her core discipline.
 - 3.9 **‘Discipline Specific Elective Courses (DSEC)’** means the elective papers/courses that a student shall choose from the same discipline from which he/she would study his/her core courses.
 - 3.10 **‘Open Elective Courses (OEC)’** means paper or course that a student shall choose from across all disciplines/subjects without being restricted to a particular stream e.g. a student choosing English as major/main subject shall choose another subject(s) from the pool of the subjects either Arts & Humanities Stream, or Science Stream or both.
 - 3.11 **‘Research and Experiential Courses (REC)’** means the courses which involves teaching-learning activity through field works, community works, projects, dissertation, internship etc.
 - 3.12 **‘Academic Year’** means a period of twelve months consisting of two semesters.
 - 3.13 **‘Semester’** means a half-yearly term of studies which includes examinations, vacations and semester breaks as well. A semester normally has a period of – a) 16 weeks for teaching-learning, each week having 24 hours of class periods for a student ; b) 4 weeks for examination and evaluation process ; c) 4 weeks as Semester break.
 - 3.14 **‘In-Semester’** means academic activity adopted within the period of 16 class weeks in a particular semester, e.g. sessional examination.
 - 3.15 **‘Mid-Semester’** means academic activity adopted in the middle of the period of 16 class weeks in a particular semester.
 - 3.16 **‘End-Semester’** means academic activity adopted after the period of 16 class weeks in a particular semester, e.g. End-Semester examination.
 - 3.17 **‘Continuous Internal Assessment and Evaluation (CIAE)’** means an in-house mechanism and process in which the performance of each student is assessed and evaluated through in-semester activity such as unit test, sessional examination, seminar/group discussion presentation, assignment, project work etc.
 - 3.18 **‘Credit’** means the quantum of contents/syllabus prescribed for a course and also the number of teaching-learning hours required per week. Thus, 1 credit is equal to the quantum of contents/syllabus prescribed and covered in 1 hour of study per week spreading over 16 weeks of teaching-learning which is inclusive of normal class and tutorial. But, for laboratory work, field study/work etc. the duration shall be 2 hours to equate with 1 credit.
 - 3.19 **‘Teaching days’** means the actual days of a semester on which teaching-learning activities in terms of classroom teaching, online teaching, laboratory works, conduct of seminar/group

- discussion, field work are performed.
- 3.20 **‘Working days’** means the actual days of a semester on which, besides teaching, the activities like conduct of admission, examination, evaluation, excursion trip (one week of more days) etc. are performed.
 - 3.21 **‘Semester-break’** means the period in which admission and evaluation works are performed as well as the period in which vacation is availed by teaching staff
 - 3.22 **‘Governing Body’** is the supreme statutory body of the College being formed and functional as per guidelines and norms of the University Grants Commission (UGC).
 - 3.23 **‘Academic Council’** is the statutory body of the College being formed and functional as per guidelines and norms of the UGC.
 - 3.24 **‘Board of Studies’** are the statutory bodies of the College being formed for each and every discipline/subject and functional as per guidelines and norms of the UGC.
 - 3.25 **‘Mentor-Mentee Committee’** means various semester-wise, department-wise and student-wise committees comprising the concerned mentor and the assigned mentees which shall be responsible for transaction of curriculum and performing all other activities.
 - 3.26 **‘Parent University’** means Dibrugarh University, Dibrugarh
 - 3.27 **‘Principal’** means the head of the College
 - 3.28 **‘Vice Principal’** means the academic staff of the College who acts as the deputy of the Principal
 - 3.29 **‘Chief Controller of Examinations (CCOE)’** means the Principal of the College who is the overall authority of all activities relating to conduct and operation of the Examinations.
 - 3.30 **‘Controller of Examinations (COE)’** means the Officer/Authority of the College who is responsible for all activities of the Examinations.
 - 3.31 **‘Deputy Controller of Examinations (DCOE)’** means the Deputy Officer of the College who is responsible for all activities of the Examinations under CCOE and COE.
 - 3.32 **‘Academic Coordinator (Arts)’** means the academic staff who looks after academic activity of the Arts stream.
 - 3.33 **‘Academic Coordinator (Science)’** means the academic staff who looks after academic activity of the Science stream.
 - 3.34 **‘Head of the Department (HOD)’** means the Head of an Academic Department
 - 3.35 **‘Faculty’** means teacher of the College
 - 3.36 **‘PG Coordinator’** means the faculty who looks after the day-to-day and overall management and conduction of PG programme in a concerned Department
 - 3.37 **‘Mentor’** means a mentor who is assigned certain number of mentees to guide them in pursuing all academic activities.
 - 3.38 **‘Student’** means bona-fide pupil/learner of the College.
 - 3.39 **‘Mentee’** means a student who is assigned to a particular mentor.
 - 3.40 **‘Librarian’** means the academic staff who officiates over the Library establishment of the College
 - 3.41 **‘Non-teaching staff’** means the employees of the College other than Principal, Vice- Principal, Teacher and Librarian

4. ADMISSION

4.1. Eligibility

Candidates seeking admission to the first semester of the 2 years MA/MSc Programme in a particular discipline/subject should have passed the 3 years BA/BSc programme in the same discipline/subject with at least **50 % marks/scores or equivalent CGPA**.

4.2. Reservation Policy

Statutory reservation policy of the Government of Assam shall be followed for selection of eligible candidates for admission which may be amended from time to time.

4.3. Admission procedure

4.3.1. Advertisement

The College shall announce the dates of – (a) commencement and closing of submission of application form, (b) declaration of merit lists, (c) actual admission etc. through publication of advertisement in – (a) local newspaper (at least one), (b) College website/web-portal, and (c) College Notice Board along with stating other relevant information viz. rules, documents/testimonials to be submitted, and all that shall happen well ahead of admission.

4.3.2. Entrance test and merit for admission

The College may hold entrance test on its own for selecting the candidates for admission. In this case, the overall percentage of marks in the BA/BSc examination (**with cap of minimum 50 % marks/score** as mentioned in **Clause No. 4.1** above) as well as the Merit Score in the entrance test shall be taken into account. If, under any certain circumstances, the College does not hold the entrance test, the overall percentage of marks in the BA/BSc examination shall be taken into account. Alternatively, the College may also adopt the Merit Score of the entrance test conducted by Dibrugarh University for the purpose.

4.3.3. Merit list

There shall be Department-wise Merit List of all PG Departments, which shall be strictly in order of merit scores for filling up all the seats. In the event of non-filling up of available quota of seats from 1st round of Merit Lists, subsequent rounds of Merit Lists may be prepared and declared by the College.

4.3.4. Actual admission

Actual admission shall be held as per announced dates which may be held **ONLINE or OFFLINE** as per convenience of the College. Actual admission shall be deemed to have completed for a candidate, only when his/her original testimonials/documents are checked and verified, and he/she deposits admission fee, failing which his/her candidature shall get cancelled.

4.4. Admission fee

Candidates seeking admission to academic programmes shall have pay admission fee as may be fixed by the College from time to time

5. STRUCTURE OF PROGRAMMES

5.1. Categorization of Courses

Every MA/MSc Programme shall have a curriculum with syllabi consisting of theory and practical courses that shall be categorized as follows:

- 5.1.1. 'Core Courses (CC)' are the compulsory courses which shall be taught in concerned Core discipline(s)/subject(s) as major/main course (Refer to Clause 3.8).
- 5.1.2. 'Discipline Specific Elective Courses (DSEC)' are the elective courses which shall be taught in the same discipline from which a student takes up his/her core courses (Refer to Clause 3.9).
- 5.1.3. 'Open Elective Courses (OEC)' are the courses which a student may opt from the courses offered across all PG running Departments irrespective of stream including the Core Discipline/Subject/Department, and also from online courses offered in the platform of SWAYAM (Refer to Clause 3.10).
- 5.1.4. 'Research and Experiential Courses (REC)' are the courses through which a student shall obtain knowledge through experiential learning through the activities – research methodology, field works, community works, projects, dissertation, internship etc. (Refer to Clause 3.11).

5.2. Co-curricular and Holistic Development Programmes

All students shall enroll, on admission, in any one of the Co-curricular and Holistic development programmes – NCC/NSS/Sports Society/Cultural Society/Literary Society/Science Society/Fine Art Society/Eco Society/village development society etc.

- 5.2.1. **National Cadet Corps (NCC)** will have parades/drills/training/camping etc..
- 5.2.2. **National Service Scheme (NSS)** will have social service activities in and around the College as well as in the neighbouring locality, viz. Swachata Abhiyan, blood donation camp, health camp etc.
- 5.2.3. **Sports Society** shall have activities in sports, games, drills and physical exercises.
- 5.2.4. **Cultural Society** shall have activities in music, dance, drama etc.
- 5.2.5. **Literary Society** shall have activities in poetry, story, essay, debate, quiz, speech etc.
- 5.2.6. **Science Society** shall have activities of popularisation of science and scientific temper through various activities, works of great scientists, observing National Science Day etc.
- 5.2.7. **Fine Arts Society** shall have activities in painting, sculpture, craft making etc.
- 5.2.8. **Eco Society** shall have activities relating to environmental promotion and awareness, plantation of tree saplings etc.
- 5.2.9. **Village Development Society** shall have activities relating to development and awareness programme to be conducted in adopted and nearing villages
- 5.2.10. Students who enroll and take active participation in anyone of the above activities and undergo training/conduct activities for about at least 20 hours every year (2 Semester period) and in total 40 hours in all 4 Semesters. On completion of every 20 hours of activity they shall be awarded a certificate by the Principal on being forwarded by the concerned Teacher-in-charge.

5.2.11. While the training activities will normally be during weekends, the camp will normally be during vacation period.

5.3. Number of courses per semester

Each semester curriculum shall normally have a blend of courses having theory classes / practicum / seminar / group discussion / assignment / project work / field work / internship / apprenticeship.

5.4. Credit Assignment

Each course shall be assigned certain number of credits based on the following:

Contact hour per week	CREDIT
1 Lecture contact hour	1
1 Tutorial contact hour	1
2 Laboratory contact hours (also applicable for seminar/ group discussion/ assignment/ project work/ field work etc.)	1

5.5. Training/Internship/Apprenticeship

5.5.1. The students may undergo training/internship/apprenticeship for a period as specified in the Curriculum during the summer / winter vacation. In this case, the training has to be undergone continuously for a period of at least two weeks in an organization.

5.5.2. The students may undergo Internship at a Research organization / University/ Industry (after due approval from the HoD and the Principal) for the period prescribed in the curriculum during the summer / winter vacation. Attendance Certificate mentioning the period of Training / Internship and signed by the competent authority of the organization/institution, as per the prescribed format. The HoD shall forward each such case to the Principal. The attendance certificate shall be forwarded to the COE by the concerned HoD for processing results.

DURATION OF TRAINING/INTERNSHIP	CREDITS
2 Weeks*	2 (64 hours)
4 Weeks	4 (128 hours)

***1 Week = 32 Internship Hours**

5.6. Medium of Instruction

The medium of instruction is English for all courses, examinations, Seminar presentations and Project Work reports, except for the courses of PG programme in Assamese which shall be Assamese.

5.7. Credit transfer

There shall be provision of credit transfer from SWAYAM and to and from other institutions through Govt. of India's flagship initiative 'Academic Bank of Credits' vide its web portal

5.8. Duration of the Programme

- 5.8.1. The total duration of MA/MSc Programme is 2 years which is divided into 4 semesters having 2 semesters in a year.
- 5.8.2. A student is ordinarily expected to complete the MA/MSc Programme with Research in 4 semesters, but under any circumstance not more than 5 academic years.
- 5.8.3. Each semester shall normally consist of 90 teaching days or 360 periods of 1 hour each combining all courses under a programme.
- 5.8.4. Each semester shall normally consist of 24 working days for conduct of end-semester examination including conduct of examination for practicum, project work etc.
- 5.8.5. Each semester shall normally have 30 or 31 days (as the case may be) as semester break to complete the process of evaluation works of examinations held and also to enable the faculty members avail remaining period as vacation

5.9. Semester periodization :

- 5.9.1. Odd Semesters: July – December (including end-semester examinations and semester breaks)
- 5.9.2. Even Semester: January - June (including end-semester examinations and semester breaks)

NB: Any change in the Academic Calendar/Schedule may be made by the College whenever necessary.

5.10. Semester-wise Structure of the Programmes

The template for semester wise structure of the programmes of study under the CBCS is as cited below:

SEM	CC			DSEC	OEC	REC	Total credits
SEM 1	CC-1 (4 credits)	CC-2 (4 credits)	CC-3 (4 credits)	DSEC-1 (4 credits)	OEC-1 (4 credits)		20
SEM 2	CC-4 (4 credits)	CC-5 (4 credits)	CC-6 (4 credits)		OEC-2 (4 credits)	Internship/Field Survey/Community Work (2 credits)	18
SEM 3	CC-7 (4 credits)	CC-8 (4 credits)	CC-9 (4 credits)	DSEC-2 (4 credits)	OEC-3 (4 credits)	Research Methodology (4 credits)	24
SEM 4	CC-10 (4 credits)	CC-11 (4 credits)			OEC-4 (4 credits)	Project Work/ Dissertation (6 credits)	18
Total							80

5.11. Template for course structure and applicability

Course	Credit per course	Number of courses	Total credits	Applicability
Core Courses (CC)	4	11	44	Graduate students of the Department
Discipline Specific Courses (DSEC)	4	2	8	Graduate students of the Department
Open Elective Courses (OEC)	4	4	16	Graduate students of the Department and also graduate students of other Depts
Research and Experiential Course (REC)	2/4/6	3	12	Graduate students of the Department and also graduate students of other Depts
Total credits			80	

** The Board of Studies of various subjects shall have the right to slightly deviate from this above-cited two templates (Clause No. 5.10 & 5.11) and adjust courses in different semesters as per feasibility. However, the total number of credits shall be 80 for Assamese, English, History, Chemistry, Mathematics and Physics, and 90 for Life Sciences.*

6. REGISTRATION

6.1. General Registration

Each student of 1st Semester has to make one time general registration for himself/herself in the College which is to be completed within 1 month from starting of courses. The general registration of the student shall be approved by the Parent University with issue of Registration Certificate to those who have not earlier registered with the Parent University.

6.2. Course and Examination Registration

6.2.1. Each student in each semester has to make course and examination registration for himself/herself selecting all the courses to be undergone in the curriculum of a particular semester and also the backlog courses of previous semester(s) which is to be completed within 2 months from starting of courses.

6.2.2. The course registration details of the student shall be approved by the Principal and forwarded to the Controller of Examinations. This registration is for undergoing the course as well as for writing the End Semester Examinations.

7. ATTENDANCE REQUIREMENTS FOR COMPLETION OF THE SEMESTER

A student who fulfills the following conditions shall be deemed to have satisfied the requirements for completion of a semester.

- 7.1. Ideally every student is expected to attend all classes of all the courses and secure 100% attendance. However, in order to give provision for certain unavoidable reasons such as medical / participation in sports, the student is expected to **attend at least 85%** of the classes.
- 7.2. However, a student who secures overall attendance **between 75% and 84%** in any course in the current semester due to medical reasons / participation in sports events may be permitted to appear in the current semester examinations for the respective course/paper as **Specially Considered Collegiate**, subject to the condition that the student shall submit the medical certificate /sports and other participation certificate attested by the concerned HoD and the Principal. The information of the same shall be forwarded to the Controller of Examinations for record.
- 7.3. A student who **secures less than 75% overall attendance in a course** shall be declared having **Shortage of Attendance** for that particular course/paper, who shall not be permitted to sit for the end-semester examination in that course/paper, even if he/she has completed Course and Examination Registration for that course/paper. They are required to repeat the incomplete and arrear course/paper in any of subsequent odd/even semester, as the case may be. For attempting such arrear course/paper, the fulfillment of minimum attendance norms may be condoned, subject to Course and Examination Registration again for that course/paper and submission of a certificate that he/she has studied that course/paper under supervision of a concerned faculty member of the College at extra/spare time. Such condoning shall be approved and recorded by the concerned HoD via concerned Mentor, and thereafter information of the same to be sent by the HoD to the Controller of Examinations COE for record.
- 7.4. **Attendance Record** : Every teacher is required to maintain an '**Attendance and Assessment Record**', which consists of attendance marked in each lecture or practical or project work class, the test marks and the record of class work (topic covered), separately for each course. This should be submitted to the Head of the Department periodically (at least two times in a semester) for checking the syllabus coverage and the records of test marks and attendance. The Head of the Department will put his/her signature and date after due verification. At the end of the semester, the record should be verified by the Principal who will keep this document in safe custody (for five years).

8. MENTOR-MENTEE FORUM

8.1 There shall be separate Mentor-Mentee Forum semester-wise, department-wise and student-wise comprising the mentor to be appointed by concerned HoD and the assigned mentees which shall be responsible for transaction of curriculum and performing all other activities for the assigned mentees in which the concerned mentor shall act as Chairperson and a nominated/selected mentee as Coordinator. It is like the 'Quality Circle' with the overall goal of improving the teaching- learning process.

8.2 The functions of each Mentor-Mentee Forum include :

- 8.2.1. Solving problems experienced by the mentees in the class room, laboratories, internship, field work, project work, seminar, group discussion etc.
- 8.2.2. Clarifying the regulations of the degree programme and the details of rules therein particularly.
- 8.2.3. Informing the mentees, the academic schedule including the dates of assessments and the syllabus coverage for each assessment.
- 8.2.4. Informing the mentees the details of Regulations regarding weightage used for each assessment. In the case of practical courses (laboratory / drawing / project work / seminar etc.) the breakup of marks for each experiment / exercise / module of work, should be clearly discussed and informed to the mentees.
- 8.2.5. Analyzing the performance of the mentees after each test and finding the ways and means of solving problems, if any.
- 8.2.6. Identifying the slow-learners, if any, and requesting the teachers concerned to provide some additional help or guidance or coaching to such students.
- 8.2.7. At least one meeting in a month shall be held.

8.3 The functions of each mentor shall be :

- 8.3.1. To act as the channel of communication between the HoD and the mentees of the respective semester.
- 8.3.2. To collect and maintain various statistical details of the mentees.
- 8.3.3. To help the HoD in planning and conduct of teaching-learning agenda.
- 8.3.4. To guide the mentees in taking up field works, project works, internship etc.
- 8.3.5. To monitor the academic performance of the mentees including attendance and to inform the HoD,
- 8.3.6. To take action on the matters of feasibility of condoning in case of re-attempt in arrear course/paper by a Mentee due to Shortage of Attendance in the corresponding semester.
- 8.3.7. To attend to the mentees' welfare activities like awards, medals, scholarships etc. visits.

9. SYSTEM OF EXAMINATION

9.1. Performance in each course of study shall be evaluated based on (i) Continuous Internal

- Assessment and Evaluation (CIAE) throughout the semester and (ii) End-Semester examination at the end of each semester.
- 9.2. For all theory and practical courses, the CIAE will carry **40 % of marks** while the End-Semester examination will carry **60 % of marks** (Refer to Annexure I).
 - 9.3. A theory course having 4 credits shall be evaluated for a maximum of 100 marks in which 60 marks shall be assigned to theory paper in End-Semester Examination and 40 marks shall be assigned to CIAE of theory paper.
 - 9.4. A theory course having 2 credits shall be evaluated for a maximum of 50 marks in which 30 marks shall be assigned to theory paper in End-Semester Examination and 20 marks shall be assigned to CIAE of theory paper.
 - 9.5. A course having 4 credits with both theory and practicum (including project work/dissertation/community work/field survey/internship & viva voce examinations) shall be evaluated for a maximum of 100 marks in which 45 and 15 marks shall be assigned to theory paper and practicum in End-Semester Examination, and 30 and 10 marks shall be assigned to CIAE of theory paper and practicum.
 - 9.6. A course having 2 credits with both theory and practicum (including project work/dissertation/community work/field survey/internship & viva voce examinations) shall be evaluated for a maximum of 50 marks in which 22 and 8 marks shall be assigned to theory paper and practicum in End-Semester Examination, and 15 and 5 marks shall be assigned to CIAE of theory paper and practicum respectively.
 - 9.7. End-Semester examination (theory and practical) shall ordinarily be conducted in December during the odd semesters and June during the even semesters.
 - 9.8. For End-Semester examination of practical courses including project work/dissertation/community work/field survey/internship, the internal and external examiners shall be appointed by the Controller of Examinations.

10. PROCEDURE OF CONTINUOUS INTERNAL ASSESSMENT AND EVALUATION

For all theory, laboratory courses, theory courses with laboratory component and project work the process of continuous internal assessment and evaluation shall be done for each student, he/she shall be awarded marks as per the procedure stated below.

THEORY COURSES				
Parameter of CIAE	1 st In-Semester examination (Maximum Marks = 40 for a Theory Course/Paper of 4 credits ; 20 for a Theory Course/Paper of 2 credits)	2 nd In-Semester examination (Maximum Marks = 40 for a Theory Course/Paper of 4 credits ; 20 for a Theory Course/Paper of 2 credits)	Seminar/Group Discussion/ Assignment etc. (Maximum Marks = 40 for a Theory Course/Paper of 4 credits ; 20 for a Theory Course/Paper of 2 credits)	Percentage of class attendance in excess of 85% (0.67 per 1% excess attendance) (Maximum Marks = 10)

Weightage of CIAE	Adjusted to 30 % of total 40 % of CIAE	Adjusted to 30 % of total 40 % of CIAE	Adjusted to 30 % of total 40 % of CIAE	Adjusted to 40 % of total 10 marks
PRACTICAL COURSE				
Parameter of CIAE	Regular practical works	Writing in practical khata	Seminar/Group Discussion/Assignment/Viva voce	Percentage of class attendance in excess of 85% (0.67 per 1% excess attendance) (Maximum Marks = 10)
Weightage of CIAE	Adjusted to 30 % of total 40 % of CIAE	Adjusted to 30 % of total 40 % of CIAE	Adjusted to 30 % of total 40 % of CIAE	Adjusted to 40 % of total 10 marks
PROJECT WORK/DISSERTATION/COMMUNITY WORK/FIELD SURVEY/INTERNSHIP				
Parameter of CIAE	Progress of the work – data collection, experiment, field works etc.	Writing of report	Seminar/Presentation/Assignment/ Viva voce	Percentage of participation in project work related activities in excess of 85% (0.67 per 1% excess attendance) (Maximum Marks = 10)
Weightage of CIAE	Adjusted to 30 % of total 40 % of CIAE	Adjusted to 30 % of total 40 % of CIAE	Adjusted to 30 % of total 40 % of CIAE	Adjusted to 40 % of total 10 marks

11. CONFIDENTIAL WORKS

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 College rules framed from time to time.

12. CONDUCT OF INTERNAL ACADEMIC AUDIT

Internal Academic Audit shall be done for every course taught and CIAE conducted during every semester by the IQAC. The Audit Report in a prescribed format shall be put in the College website and kept in record basket for future reference.

13. REQUIREMENTS FOR APPEARING IN END-SEMESTER EXAMINATIONS

13.1. A student shall normally be permitted to appear in the end-semester examination for all the

courses registered in the current semester, and also the backlog/arrear course(s), if he/she satisfies the semester completion requirements of the College.

- 13.2. Further, course and examination registration by a student is mandatory for all the courses in the current semester and the backlog/arrear course(s) for the end-semester examination failing which, the student will not be permitted to appear in the concerned examination.
- 13.3. A student who has already appeared for any course in a semester and passed the examination is not entitled to reappear in the same subject for improvement of grades.

14. SEMESTER PROGRESSION AND PASSING REQUIREMENTS

- 14.1. A student who completes a semester may be allowed to proceed to the next semester, irrespective of the number of courses/papers in which she/he fails.
- 14.2. A student who fulfills two conditions – (1) secures at least 45% of total marks prescribed for the course (CIAE + End semester Examination) **AS A WHOLE** ; (2) secures **SEPARATELY** at least 45% of total marks prescribed for the course in End Semester Examination – shall be declared to have passed the course and acquired the relevant number of credits. This is applicable for both theory and practicum courses (including project work, dissertation etc.).
- 14.3. If a student fails to secure the pass marks (i.e. 45%) in a course as stated in **Point No. 14.2** above, he/she shall have to register and appear only for the end semester examination in the subsequent semester. In such case, the CIAE marks obtained by the student in the first appearance shall be retained and considered valid for all subsequent attempts till the student secures overall pass marks.
- 14.4. If a student is absent during an examination of any course/paper, it would be considered as fail.
- 14.5. If a student fails to secure pass marks in Project Work, he/she **shall register** for the course again in the subsequent semester and can do the Project Work again.

15. TRANSPARENCY AND GRIEVANCE REDRESSAL MECHANISM IN CIAE

Internal marks approved by the concerned faculty member/HoD shall have to be displayed in the departmental Notice Board for at least 10 days within the period of which a student may lodge his/her grievance to the concerned HoD regarding less or over scoring. The HoD shall place the grievance case in the Department Management Committee (DMC) meeting in presence of the complainant and a final decision shall be adopted there well ahead of finalizing the CIAE marks.

16. EVALUATION OF ANSWER SCRIPTS AND GRIEVANCE REDRESSAL MECHANISM

- 16.1. The HoD of each Department shall arrange for evaluation of answer scripts of End Semester Examinations by engaging evaluators from amongst the departmental faculty members, and also in some situations from the faculty members of other institutions.

- 16.2. After evaluation of the answer scripts, the latter may be shown to the respective examinees. If there is any grievance from the examinee relating to evaluation, the same shall be reasonably redressed immediately.
- 16.3. Thereafter, the final consolidated marksheet shall be made ready and sent to the COE.
- 16.4. The entire evaluation process shall be completed within 15 days from the end of the respective examination which is inclusive of redressal of grievances (if any).
- 16.5. The COE will arrange for the re-evaluation and the results will be intimated to the student concerned through the HoD.
- 16.6. Re-evaluation is not permitted for any theory, practical course/paper and Project Work.

17. AWARD OF LETTER GRADES

17.1 Letter grade, Grade points and Marks

Letter Grade	Grade Points*	Percentage of Marks
O (Outstanding)	10	95 to 100
A+ (Excellent)	9	85 to less than 95
A (Very Good)	8	75 to less than 85
B+ (Good)	7	65 to less than 75
B (Average)	6	55 to less than 65
C (Pass)	5	45 to less than 55
F (Fail)	0	Less than 45
Ab (Absent)	0	----
SA (Shortage of Attendance)	0	----

- 17.2 The award of letter grades will be decided using absolute grading principle. The performance of a student will be reported using letter grades, each carrying certain points as detailed below:
- 17.3 A student is deemed to have passed and acquired the corresponding credits in a particular course if he/she obtains any one of the following grades: 'O', 'A+', 'A', 'B+', 'B' & 'C'.
- 17.4 'F' denotes that the student fails to pass in that course. The grade 'F' will figure in the Grade Sheet and the Result Sheet. In this case, the student has to appear for the End Semester Examinations as per the Regulations.
- 17.5 'Ab' denotes the student has not appeared in the examination, and 'Ab' shall appear in both the Grade Sheet and the Result Sheet. In this case, the student has to appear for the End Semester Examinations as per the Regulations.
- 17.6 'SA' denotes shortage of attendance and hence prevented from writing the end semester examinations. 'SA' will appear only in the result sheet.
- 17.7 If the grade F is given to **Theory Courses/ Laboratory Courses, it is not required to satisfy**

the attendance requirements, but the student has to appear for the end semester examination to earn a pass in the respective courses.

18. MARKS/GRADE SHEET

After results are declared, Grade Sheets will be issued to each student which shall contain the following details:

- 18.1 The list of courses registered during the semester and the grade scored.
- 18.2 The Semester Grade Point Average (SGPA) for the semester
- 18.3 The Cumulative Grade Point Average (CGPA) of all courses enrolled from first semester onwards.
- 18.4 SGPA is the result obtained through division of the sum of the figures obtained through multiplication of the Credit Point earned for each course with the corresponding Grade Point of the course by the sum of the Credit Point earned from each course in the semester.
Let x_i be Credit Point earned by a candidate in any semester and f_i be his/her corresponding Grade Point.

$$\text{then SGPA, } S = \frac{\sum x_i f_i}{\sum x_i}$$

- 18.5 CGPA is the result of the sum of SGPA of all semesters divided by the number of semesters
Let there are total i semesters and S_i be summation of SGPA of i semesters, $i = 2, 4$

$$\text{then CGPA, } C = \frac{\sum S_i}{i}$$

- 18.6 The formula for converting Grade points to Percentage shall be **Grade Points multiplied by 10** which shall be stated at the bottom of the Marks/Grade Sheet.
- 18.7 'F' and 'SA' grades will be excluded for calculating SGPA and CGPA.

19. ELIGIBILITY FOR THE AWARD OF THE DEGREE

- 19.1. A student shall be declared to be eligible for the award of the MA/MSc degree provided the student has successfully gained the required number of total credits as specified in the curriculum corresponding to the student's programme within the stipulated time.
- 19.2. Successfully completed the course requirements, appeared for the End - Semester examinations and passed all the subjects within the stipulated time.
- 19.3. The maximum years for completion and passing requirement of all the courses of the MA/MSc programme as stated in **Clause No. 19.2** above is **5 (five) years** which is inclusive of regular 2 (two) years.
- 19.4. No disciplinary action pending against the student.
- 19.5. The award of Degree shall be approved by the parent university i.e. Dibrugarh University.

20. CLASSIFICATION OF THE MA/MSc DEGREE TO BE AWARDED

20.1 First Class with Distinction

A student who satisfies the following conditions shall be declared to get awarded the 2 years MA/MSc degree with **First class with Distinction**:

- 20.1.1. Should have passed the examination in all the courses of all the four semesters in the student's First Appearance within **two** years.
- 20.1.2. Should have secured a CGPA of not less than **8**.

20.2 First Class:

A student who satisfies the following conditions shall be declared to get awarded the 2 years MA/MSc degree in **First class**:

- 20.2.1. Should have passed the examination in all the courses of all four semesters within **five years**.
- 20.2.2. One year authorized break of study (if availed of) or prevention from appearing in the End Semester examination due to lack of attendance (if applicable) is included in the duration of three years.
- 20.2.3. Should have secured a CGPA of not less than **7**.

20.3 Second Class:

A student who satisfies the following conditions shall be declared to get awarded the 2 years MA/MSc degree in **Second Class**.

- 20.3.1. Should have passed the examination in all the courses of all four semesters within **five years**.

- 20.3.2. Three years authorized break of study (if availed of) or prevention from appearing in the End Semester examination due to lack of attendance (if applicable) is included in the duration of five years.
- 20.3.3. Should have secured a CGPA of not less than 5.

NB : A student who is absent in end semester examination in a course / project work after having registered for the same shall be considered to have appeared in that examination for the purpose of classification.

21. ACCESS OF EXAMINEE TO ANSWER SCRIPTS

An examinee can apply for seeing the answer scripts of a theory course of his/her semester to the COE through the respective HoD examination by paying the prescribed fee within 30 days of the declaration of results. The same will be shown to the student within 30 days of submitting application.

22. MAINTENANCE OF DISCIPLINE AND DISCIPLINARY ACTION

- 22.1. Every student is required to maintain Code of Conduct of the College (CoCC–2022)
- 22.2. Every student is required to observe discipline and decorous behaviour both inside and outside the college and not to indulge in any activity which will tend to bring down the prestige of the College. In the event of any such indiscipline, the Disciplinary Committee shall enquire into acts of indiscipline, draw proceeding and take decision on the matter.
- 22.3. In case of serious indiscipline, the decision may go in favour of suspension or dismissal of guilty student from the College or the matter may be reported to Police/legal body.
- 22.4. If a student indulges in malpractice or unfair means in any of the End-Semester / In-Semester examination he /she shall be liable for punitive action as prescribed by the College from time to time.

23. REPEAL, REVISION AND AMENDMENT OF REGULATIONS, CURRICULUM, SYLLABI ETC.

The College may from time to time repeal, revise, amend the regulations, curricula, syllabi and scheme of examinations through the Academic Council with the approval of the Governing Body.

ANNEXURE I**Template of Semester-wise Distribution of Credits and Marks of End Semester Examination and CIAE of M.A.Programme****Semester – I**

Sl no.	Courses	Marks	Credits	Total Marks
1	CC - I	IA - 40	4	100
		End Sem - 60		
2	CC - II	IA - 40	4	100
		End Sem - 60		
3	CC – III	IA - 40	4	100
		End Sem - 60		
4	DSE – I	IA - 40	4	100
		End Sem - 60		
5	OEC-I	IA - 40	4	100
		End Sem - 60		
TOTAL			20	500

Semester – II

Sl no.	Courses	Marks	Credits	Total Marks
1	CC - IV	IA - 40	4	100
		End Sem - 60		
2	CC - V	IA - 40	4	100
		End Sem - 60		
3	CC - VI	IA - 40	4	100
		End Sem - 60		
4	DSE - II	IA - 40	4	100
		End Sem - 60		
4	OEC-II	IA - 40	4	100
		End Sem - 60		
5	REC-I	IA - 20	2	50
		End Sem - 30		
TOTAL			22	550

Semester – III

Sl no.	Courses	Marks	Credits	Total Marks
1	CC - VII	IA - 40	4	100
		End Sem - 60		
2	CC -VIII	IA - 40	4	100
		End Sem - 60		
3	DSE - III	IA - 40	4	100
		End Sem - 60		
4	OEC-III	IA - 40	4	100
		End Sem - 60		
5	REC-II	IA - 40	4	100
		End Sem - 60		
TOTAL			20	500

Semester - IV

Sl no.	Courses	Marks	Credits	Total Marks
1	CC - IX	IA - 40	4	100
		End Sem - 60		
2	CC - X	IA - 40	4	100
		End Sem - 60		
3	OEC-IV	IA - 40	4	100
		End Sem - 60		
4	REC-III	IA - 60	6	150
		End Sem - 90		
TOTAL			18	450

SEMESTER	TOTAL MARKS
SEM-I	500
SEM-II	550
SEM-III	500
SEM-IV	450
TOTAL	2000

ANNEXURE II**Template of Semester-wise Distribution of Credits and Marks of End Semester Examination and CIAE of M.Sc.Programme****Semester – I**

Sl no.	Courses	Marks	Credits	Total Marks
1	CC – I (TH)	IA - 30	3	75
		End Sem - 45		
2	CC – I (PR)	IA - 10	1	25
		End Sem - 15		
3	CC – II (TH)	IA - 30	3	75
		End Sem - 45		
4	CC – II (PR)	IA - 10	1	25
		End Sem - 15		
5	CC – III (TH)	IA - 30	3	75
		End Sem - 45		
6	CC – III (PR)	IA - 10	1	25
		End Sem - 15		
7	DSE – I (TH)	IA - 30	3	75
		End Sem - 45		
8	DSE – I (PR)	IA - 10	1	25
		End Sem - 15		
9	OEC-I (TH)	IA - 30	3	75
		End Sem - 45		
10	OEC-I (PR)	IA - 10	1	25
		End Sem - 15		
TOTAL			20	500

Semester – II

Sl no.	Courses	Marks	Credits	Total Marks
1	CC – IV (TH)	IA - 30	3	75
		End Sem - 45		
2	CC – IV (PR)	IA - 10	1	25
		End Sem - 15		

3	CC – V (TH)	IA - 30	3	75
		End Sem - 45		
4	CC – V (PR)	IA - 10	1	25
		End Sem - 15		
5	CC – VI (TH)	IA - 30	3	75
		End Sem - 45		
6	CC – VI (PR)	IA - 10	1	25
		End Sem - 15		
7	DSE – II (TH)	IA - 30	3	75
		End Sem - 45		
8	DSE – II (PR)	IA - 10	1	25
		End Sem - 15		
9	OEC-II (TH)	IA - 30	3	75
		End Sem - 45		
10	OEC-II (PR)	IA - 10	1	25
		End Sem - 15		
11	REC-I	IA - 20	2	50
		End Sem - 30		
TOTAL			22	550

Semester – III

Sl no.	Courses	Marks	Credits	Total Marks
1	CC – VII (TH)	IA - 30	3	75
		End Sem - 45		
2	CC – VII (PR)	IA - 10	1	25
		End Sem - 15		
3	CC – VIII (TH)	IA - 30	3	75
		End Sem - 45		
4	CC – VIII (PR)	IA - 10	1	25
		End Sem - 15		
5	DSE – III (TH)	IA - 30	3	75
		End Sem - 45		
6	DSE – III (PR)	IA - 10	1	25
		End Sem - 15		
7	OEC-III (TH)	IA - 30	3	50
		End Sem - 45		

8	OEC-III (PR)	IA - 10	1	25
		End Sem - 15		
9	REC-II	IA - 40	4	100
		End Sem - 60		
TOTAL			20	500

Semester – IV

Sl no.	Courses	Marks	Credits	Total Marks
1	CC – IX (TH)	IA - 30	3	75
		End Sem - 45		
2	CC – IX (PR)	IA - 10	1	25
		End Sem - 15		
3	CC – X (TH)	IA - 30	3	75
		End Sem - 45		
4	CC – X (PR)	IA - 10	1	25
		End Sem - 15		
5	OEC-IV (TH)	IA - 30	3	75
		End Sem - 45		
6	OEC-IV (PR)	IA - 10	1	25
		End Sem - 15		
7	REC-III	IA - 60	6	150
		End Sem - 90		
TOTAL			18	450

SEMESTER	TOTAL MARKS
SEM-I	500
SEM-II	550
SEM-III	500
SEM-IV	450
TOTAL	2000
