



**REVISED REGULATIONS FOR CONDUCT OF THE POST GRADUATE
ACADEMIC PROGRAMMES IN THE CHOICE -BASED CREDIT
SYSTEM, 2023**

MAJULI UNIVERSITY OF CULTURE

Approved Vide Memo No. MUC/RG/AC/22-23/11, Date 31.07.2023

REVISED REGULATIONS FOR THE ACADEMIC PROGRAMMES UNDER THE CHOICE BASED CREDIT SYSTEM (CBCS), 2023, MAJULI UNIVERSITY OF CULTURE

(As recommended by the 2nd Meeting of the Admission Committee held on 13.05.2023 and approved in the 6th Meeting of the Academic Council, Majuli University of Culture held on 18.07.2023)

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 departments.
- 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 Majuli University of Culture Regulations for the Academic Programmes under the Choice Based Credit System (CBCS), 2023, herein after referred to as MUC-PG Regulations.

2.2 The Regulations shall be applicable to the students enrolled in different Academic Programmes conducted under CBCS by the various Departments for Studies of Majuli University of Culture from the Academic year 2023-2024.

2.3 Definitions:

- (a) Department: The term ‘Department’ is used to mean a Department for Studies of Majuli University of Culture 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 processes of 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 of a semester but within the half-yearly term.
- (i) Credit: *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 Hour duration per week =1 Credit
 - (iii) 1 Practical per week =2 Hour 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) Maintaining attendance and performance records of all the students registered for the Course(s) he/she offers.
 - (iii) Conducting In-Semester Assessment and End-Semester Examinations.
 - (iv) 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 Board shall appoint a Student Advisor from amongst the faculty members for each group of a maximum of 15 students of the Department concerned. A Student Advisor shall perform the following functions:
- (i) Counsel the students in choosing the Elective and Ability Enhancement Courses.

- (ii) Recommend students for course registration.
- (iii) Offer all possible student support services relevant to the programmes of study including redressal of the grievances of the students.

(l) CBCS Board for Department:

The CBCS Board for the Department shall be constituted as below:

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

(m) Majuli University of Culture CBCS Board:

There shall be a Majuli University of Culture CBCS Board to be constituted as below:

- (i) Vice Chancellor – Chairperson
- (ii) Registrar – Member
- (iii) All Deans & HoDs – Member
- (iv) Controller/ Assistant Controller of Exams. – Member
- (v) Director/ Coordinator, IQAC – Member
- (vi) Academic Registrar/Academic cum Language Officer – 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 Notices 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 Majuli University of Culture.

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. All Core Courses shall be of 4 (four) credits each.

b) Elective Courses: Elective courses shall be chosen by each student from a pool of courses. The Courses shall be of 4 (four) credits each. The Elective Courses shall be of two kinds as below:

(I) Discipline Specific Elective (DSE): These courses shall be intra-departmental. These courses shall be:

- (i) Supportive to the discipline of study
- (ii) Provide an expanded scope
- (iii) Enable an exposure to some other discipline/ domain
- (iv) Nurture student's proficiency/ skill

(II) Generic Elective (GE): These Courses shall be Inter-departmental/ Inter-disciplinary. The students shall have to opt for at least 2 (two) courses from other Departments according to his/ her area of interest.

c) Ability Enhancement Courses (AEC): The Ability Enhancement Courses shall be inter or intra disciplinary in nature. These courses shall be of 2 (two) credits each. The AECs may be either an Ability Enhancement Compulsory Course (AECC) or Skill Enhancement Course (SEC) in nature.

Besides, there shall be few courses conducted under the UGC's Programmes on Massive Open Online Course (MOOC)s like SWAYAM. The University may from time to time fix relevant criteria for choosing the MOOCs.

4.2 Distribution of Courses (Minimum)

Semester	Courses with Credits				Total
	Core (fixed)	Elective (minimum)		AEC /SEC (minimum)	
		DSE	GE		
I	3 Courses × 4 Credits = 12	1 Course × 4 Credits = 4	---	1 Course × 2 Credits = 2	18
II	3 Courses × 4 Credits = 12	1 Course × 4 Credits = 4	1 Course × 4 credits = 4	—	20
III	3 Courses × 4 Credits = 12	1 Course × 4 Credits = 4	1 Course × 4 credits = 4	1 Course × 2 Credits = 2	22
IV	3 Courses × 4 Credits = 12	1 Course for Dissertation /Project Work as DSE or GE of 8 Credits		—	20

* Credits earned through MOOCs are not covered in this Course structure.

- 4.3 A course may also take the form of a Dissertation/ Project work/ Practical training/ Field work/ Seminar, Internship, etc.
- 4.4 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.
- 4.5 A student shall have to study an 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, until completion of the specified duration for completion of the Programme.

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 pro-forma duly signed by the candidate and student advisor. The Office of the Head/Director/Chairperson of the Department concerned shall enroll the student for the relevant Course within the stipulated time notified by the Department/ 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	18	26	36	52
Two Year	18	26	72	104
Three Year	18	26	108	156
Four Year	18	26	144	208
Five Year	18	26	180	260

- 5.3 Late Registration may be permitted by the University on recommendation of the Head of the Department up to two weeks after the commencement of the semester.
- 5.4 Withdrawal and change from an 'Elective' Course or an 'Ability Enhancement Course (AEC)/ 'Skill Enhancement Course' (SEC)' 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/Chairperson of the Department (*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 80% 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 80%

attendance for valid reasons, on recommendation of the Head/Director of the Department on payment of a prescribed fee(s).

- 6.4 The Head of a Department 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 inter-departmental transfer of credits, there shall be a uniform procedure of examination to be adopted by all Departments. 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 each 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 or internal assessment.
- 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: Concept Note, Group Discussion, Objective tests, Home Assignment, Paper presentation, Laboratory work, Project work, Field report, or any other assessment tool suitable to the Courses as decided by the Course teacher. The students are to be informed in advance about the nature of assessment. Students shall compulsorily attend the two In-semester assessment examinations, failing which they will not be allowed to appear for the End-semester examination.
- 7.5 The tools of Internal Assessment adopted by a Course Teacher must be endorsed by the Departmental CBCS Board at the beginning of the Semester.
- 7.6 Ordinarily, a student cannot repeat In-semester assessment. However, the Course Teacher may arrange an in-semester assessment beyond the regular schedule under special circumstances, as deemed valid by the Course Teacher. The in-semester assessments must be completed before the End-semester examinations.
- 7.7 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.
- 7.8 The mode of End-Semester Examination and evaluation of the Course shall be specified in the Course Structure.
- 7.9 End-semester Practical examinations shall normally be held before the theory examinations.

7.10 The mode of the conduct and evaluation of the End-Semester Examinations of the Theory Courses shall be partially external; as shown below:

- a) The question papers of at least 50% of the Core Courses shall be set by external experts.
- b) The question papers shall be moderated by a Board of Moderators appointed by the Controller of Examinations.
- c) At least 50% of the Core Courses shall be evaluated by the examiners other than the Course teachers appointed by the Departmental CBCS Board.

7.11 The mode of the conduct of the End-Semester Examinations of the Practical/ Dissertation courses shall be partially external as shown below:

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 the concerned Department or from outside the Department concerned.

7.12 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.

7.13 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-

- (a) At least 45% of marks in each Course in the End Semester Examinations.
- (b) At least 'C' grade (in the 10-point scale) combining both the In-semester and End semester examination performances.

There shall be no separate pass mark for Internal Assessment.

8.2 A candidate shall be declared as passed a Semester/ Programme, provided he/ she secures at least 'C' grade in the 10-point scale 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 all 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 the 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

9. Evaluation and Declaration of Results:

- 9.1 The Examiners shall evaluate the answer scripts and submit the marks, as well as letter grades, to the Chairperson of the Departmental CBCS Board.
- 9.2 The Departmental CBCS Board shall finalize the results of each Examination/Semester and notify the same before sending it to the Controller of Examinations for preparation of Grade sheet and declaration of results.
- 9.3 The distribution of marks for periodical Presentations, Dissertation and Viva-voce shall be decided by the Course Teacher/Supervisor of a Programme as per recommendation of the respective 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 from within the Department/ University or from outside the University, appointed by the Controller of Examinations, on the recommendation of the concerned Course teacher, through the Chairperson of the Departmental CBCS Board. The modalities and timing of Presentation, Interview etc. shall be decided by the concerned Departmental CBCS Board.
- 9.5 Before declaring the results of End-Semester Examinations, the Controller of Examinations shall convene a meeting of the Majuli University of Culture CBCS Board to scrutinize the results of both Internal 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 Majuli University of Culture CBCS Board shall recommend the results of the Department and recommend for declaration of results by the Controller of Examinations.
- 9.7 The Controller of Examinations shall declare the results of the MUC 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.

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 'C' grade to pass a course, taking into consideration the In-semester 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 90%)
A+	Excellent	9 (Marks securing 80%-90%)
A	Very Good	8 (Marks securing 70% -80%)
B+	Good	7(Marks securing 60% -70%)
B	Average	6 (Marks securing 55% -60%)
C	Pass	5 (Marks securing 45% -55%)
F	Fail	0 (Marks securing below 45%)
I	Absent/ Incomplete	0

Note: *Exclusive class interval is used here. For example, the class interval 60-70 includes candidates scoring percentage of marks starting from 60 upto any percentage less than 70.

- 10.5 The Letter Grade 'A' and above shall be considered as First Class; and Letter Grade(s) 'C' to 'B+' shall be considered as Second Class with minimum of 45% marks. (*this needs to be specified in the Grade Sheet*)
- 10.6 A student will be considered to have completed a Course successfully and earned the prescribed Credits if he/she secures a letter grade other than 'F' (Failed) or 'I' (Absent/ Incomplete).
- 10.7 If a candidate secures 'F' or 'I' 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' or 'I' 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 'I' grade shall be awarded to a candidate if:
- He/she fails to appear in any Course(s) in an End-semester examination.

- (ii) He/she fails to submit the Project Work/Dissertation / Assignment of an End-semester examination within the regulatory specified time period.
- (iii) He/she 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 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.

10.11 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:

$$\begin{aligned} \text{SGPA} &= (\sum C_i G_i) / (\sum C_i) \\ \text{CGPA} &= (\sum \sum C_{ni} G_{ni}) / (\sum \sum C_{ni}) \end{aligned}$$

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.*

10.12 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 CBCS Board for scrutiny/revision of the grades awarded in any of the Courses within one week, on payment of a prescribed fee, which may be fixed by the University from time to time, after notification of results by the concerned Departments.

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

11.2 The Departmental 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 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 Majuli University of Culture CBCS Board on recommendation of the CBCS Board of the Department concerned.

13 General:

13.1 It shall be ensured that the University shall maintain fundamental code of professional ethics in implementing these Regulations.

13.2 For any other matter not covered under these Regulations for the MUC CBCS Programmes, the existing Majuli University of Culture Rules, Ordinances and the Majuli University of Culture Act, 2021 (as amended) shall be applicable.

13.3 The Examination Committee of the University shall remove any difficulty, which may arise in the course of operations relating to execution of the MUC CBCS Programmes.
