



TRIPURA UNIVERSITY
(A Central University)
Suryamaninagar: 799022

**RULES & REGULATIONS FOR THE POST GRADUATE PROGRAMMES UNDER THE CHOICE
BASED CREDIT SYSTEM**
(With effect from the Academic Session 2015 -16)

1. Introduction:

Choice Based Credit System is a flexible system of learning. This system permits students to-

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

2. Short Title, Definitions and Commencement:

- a) These Rules & Regulations shall be called the "Tripura University Rules Regulations for the Post Graduate Programmes under Choice -Based Credit System, 2015 - 16", hereinafter referred to as TU CBCS.
- b) These Rules & Regulations shall be applicable to the students enrolled for the Post Graduate Programmes of *MA, M.Sc. M.Com, MCA, M.Tech, M.F.A, M.Mus., LL.M, MBA, M.Pharm and all PG Diploma* conducted in the various Departments or Centres for Studies of Tripura University from the Academic year 2015-2016.

3. Definitions:

- a) **Department:** The term 'Department' is used to mean a Department of the Tripura University.
- b) **Centre :** The term 'Centre' is used to mean a Centre of Study in Tripura University with reference to a subject of Post Graduate study under TU CBCS.

- c) **Programme:** The term 'programme' is used to mean the whole learning experience or combination of courses in a particular field of study.
- d) **Course:** Programme is divided into a number of courses. A course may be considered as a paper in conventional education system.
- e) **Academic Year:** An academic year means a period of twelve months consisting of two semesters.
- f) **Semester:** The word "semester" is used to mean a half-yearly term or term of studies including examinations, vacations and semester breaks.
- g) **Semester Duration:** A semester normally extends over a period of 14 - 16 class weeks. Usually each week has 30 hours of instruction spread over the week.
- h) **Internal Assessment (IA):** The word "Internal Assessments" is used to refer to the continuous evaluation within the half-yearly term.
- i) **End-semester:** The word "end-semester" is used to refer to the terminal processes of examinations and evaluations at the end but within the half-yearly term.
- j) **Credits:** 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 etc.
- k) **Course teacher:** A Professor/ Associate Professor/ Assistant Professor / Guest faculty of a Department/ Centre shall be called a Course teacher. He/ she shall perform the following functions:
 - i. Preparing and offering a course with due approval from the statutory authorities.
 - ii. Preparing and/or teaching the core and or elective courses along with other faculty members, wherever necessary.
 - iii. Maintaining attendance and performance sheets of all the students registered for the course(s) he/she offers.
 - iv. Conducting all internal assessments and end semester examinations including preparation of question papers, evaluation, scrutiny and finalization of results of the course(s) he/she offers.
- l) **Student Advisor/ Mentor:** The Departmental/ Centre CBCS Board shall appoint a student mentor / advisor for at least 15 students of the Department/Centre. A Student mentor /advisor shall perform the following functions:
 - i. Counselling the students in choosing Elective/ Outer Departments Elective/ Foundation Elective/ Online Courses and other University Courses.
 - ii. Recommending students for course registration.

iii. Offering all possible student support services relevant to the programmes of study.

m) CBCS Board of Internal Examiners for Department / Centre: The CBCS Board for the Department / Centre shall be constituted to consider the End Semester result. The Board shall be constituted as below:

- i. Head of the Department – Chairperson
- ii. All internal examiners – members.

4. Semesters:

A Post-Graduate Programme shall be of two to six semesters covering one, two and three Academic years respectively. The Schedule for the TU CBCS system shall be as shown below:

- a. 1st, 3rd and 5th Semesters (Odd Semesters): July – December (including end-semester examinations and semester breaks)
- b. 2nd, 4th and 6th Semesters (Even Semesters): January – June (including end-semester examinations and semester breaks)

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

5. Duration of the Programme:

The general formula for duration prescribed for any Program should be as follows:

- a. Time Span = $N + 2$ years for the completion of the programme,
Where N stands for the normal or minimum duration prescribed for completion of the programme. Details are given in Table – 1.
- b. In exceptional circumstances a further extension of one more year may be granted. The exceptional circumstances be spelt out clearly by the relevant statutory body concerned of the university.
- c. During the extended period the student shall be considered as a private candidate and also not eligible for ranking.

Table - 1

Duration of the Programmes with Extension Period

Sl no	Name of the Programme (s)	Duration	
		Usual (N)	On Extension (N+2)
1	All PG Diploma	One Year (Two Semester)	Three Year (Six Semester)
2	M.A/ M.Sc / M.Com / MFA / M.Mus / LLM / M.Pharm / MBA M.Tech. etc.	Two Year (Four Semester)	Four Year (Eight Semester)
3	MCA	Three Year (Six Semester)	Five Year (Ten Semester)

- d. The minimum duration for completion of a two year Post Graduate Programme in any subject is four semesters. Even if a candidate earns the minimum required number of credits in any programme less than 4 semesters, he/she has to necessarily study for 4 semesters for the two year Post Graduate programme to obtain his / her Degree.
- e. The minimum duration for completion of a three year Post Graduate Programme in any subject is six semesters in that programme. Even if a candidate earns the minimum required number of credits in less than 6 semesters, he/she has to necessarily study for 6 semesters for the three year Post Graduate programme to obtain his / her Degree.

6. Eligibility Criteria for Admission:

Admission of the students in Tripura University shall be on the basis of the relevant Rules & Regulations for admission made by the university for the purpose.

7. Structure of Courses and Credits of the Programmes:

- a. The term 'Post Graduate programme is used to denote MA, M.Sc. M.Com, MCA, M.Tech, M.F.A, M.Mus., LLM, MRMD, MBA , M.Pharm and all PG Diploma and such other Post Graduate Degree and Diploma Programmes offered by Tripura University Departments and Centre of Studies under CBCS. All Post Graduate programmes shall have one or more of the following components, viz.
- i. Core Courses (2-8 Credits in each course)
 - ii. Elective Courses (2-4 Credits in each course)
 - iii. Compulsory Foundation (2-4 Credits in each course)
 - iv. Elective Foundation (2-4 Credits in each course) and
 - v. Open Electives (1 - 2 Credit Course)
- b. Core Courses: There shall be core courses in every semester. These courses are the compulsory courses for the students of different disciplines/ Departments/ Centres, which are considered essential for students registered for a particular

Post Graduate programme. Projects are the part of Core Courses. Core Courses will comprise of 60 – 70% of total Credits offered in any Programme.

- c. **Elective Courses:** Elective Course is a course which can be chosen from Annexure – I. It may be:

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

An elective may be "Generic Elective" focussing 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 "Open Elective".

Elective courses shall be chosen by each candidate with the permission from their mentor. These courses shall be intra-departmental/ Inter Departmental/ Outer University / MOOC/ ODL etc, as determined from time to time. These courses are intended to:

- i. Allow students to specialize in one or more branches of broad subject area; or
 - ii. Acquire knowledge and skills in a related area that may have applications in the broad subject area.
 - iii. Each Elective Courses shall have a defined number of credits.
- d. **Foundation Courses:** 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 Foundations are value-based and are aimed at man-making education.
- e. **Open Electives:** A student may enrol in open electives like NSS / Self- Defence/ Martial Art / Yoga / Teaching activities / and different scheme programme like Abhiskar Abhiyan etc. Credit shall be defined for such open electives and shall be notified accordingly. The grade secured in the Open electives(s) shall be taken into account in calculating SGPA/CGPA.
- f. Other than Compulsory foundation a student has to take at least 4 Credits from outer department during his/her course of study
- g. A course may also take the form of a Dissertation/ Project work/ Practical training/ Field work/ Seminar, etc.
- h. The number and credits of the courses shall be determined by the Department /Centre by its BPGS (Board of Post Graduate Studies) and shall be approved by the statutory bodies concerned.

8. Students' Enrolment:

- a. After admission to a Programme, Head / Coordinator of the concerned Department/Centre shall send a list of admitted students of the programme to the Academic Section which shall allot a Registration Number to each and every student which is unique and shall remain valid throughout the programme. However Examination Roll number of the students shall be different and shall be allotted by the Controller of Examinations when students shall fill up the examination form(s) along with requisite fees.
- b. Every student must enrol (in consultation with his/her student advisor) for the courses he/she intends to undergo in a semester by applying in the prescribed proforma to the concerned Head/Director/Coordinator of the Department/Centre, within the stipulated time notified by the University. Provided that late enrolment may be permitted by the University on recommendation of the Head/Director/Coordinator of the Department/Centre up to two weeks after the commencement of the semester classes on submission of late fee. After that no enrolment shall be made for the courses.
- c. The minimum and maximum credits to be registered by a student in a semester shall be 12 and 24 respectively.

9. Attendance / Eligibility of Appearing Semester End Examinations

- a. The course teacher shall be responsible for maintaining a record of attendance of students who have been registered for the course. Attendance shall be marked for each and every course separately.
- b. All course teachers shall intimate the Head/Director/Coordinator of the Department/Centre at least seven calendar days before the last instruction day in the semester, the particulars of all students who have less than 65% attendance
- c. A student who has less than 65% attendance shall not be permitted to sit for the End-semester examination in the course in which the shortfall exists. However, 5% of the attendance may be condoned by the authority on recommendation of the Head of the Department / Coordinator. The students who have attendance in between 65% to 75% but not less than 65% attendance shall be termed as non-collegiate students. Such students shall have to pay non-collegiate fees along with examinations fees.
- d. The, Head of a Department/ Director/Coordinator of a Department/Centre shall announce the names of all students who shall not be eligible to appear at 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. In their Grade Card it shall be marked as "Ab" for the particular course concerned.

10. Examination:

- a. Conduct of Examination: Examination shall be conducted by the concerned Head of the Department / Coordinator of the Centre with help of other faculties/ Research Scholar. He / She shall do the needful for smooth conduct of the Examinations.
- b. In case of dishonesty, copying and other forms of misconduct the general rules & regulations in this regards shall be applicable to the students:
- c. Examination and evaluation shall be done on a continuous basis. For the purpose of maintaining uniformity, particularly for interdepartmental transfer of credits, there shall be a uniform procedure of examination to be adopted by all departments. There shall be at least two Internal Assessment (sessional) evaluations and one End-semester examination in each course during every semester. The result of internal assessment examinations shall be notified by the concerned course teacher(s) at least before seven days of the examination.
- d. 30% of the total marks of each course shall be allotted for Internal Assessment evaluations.
- e. Internal Marks (30 marks) shall be assessed as follows:
 - i. Class Test / Seminar - 15 Marks.
 - ii. Class assignments/objective tests / Paper Presentation/ laboratory work/Project / Viva - Voce- 15 Marks
 - iii. Each course teacher shall take at least two Internal Assessment Tests. Out of which first test shall be conducted within first six weeks of commencement of the Semester Classes and second test shall be conducted within next four weeks of the first test.
 - iv. The students are to be informed in advance about the nature of assessment.
 - v. Students shall compulsorily appear in at least two internal assessment examinations, and shall have to obtain at least 40% marks, falling which they will not be allowed to appear at the End Semester examination.
 - vi. Marks of all internal assessments shall be displayed in the departmental notice board within a week from the date of assessment.
 - vii. Final marks of internal assessment shall be the average of the two higher marks obtained in IA.
- f. There shall be one End semester examination carrying 70% Marks in each course covering the entire syllabus prescribed for the course. The End semester examination is normally a written/ laboratory-based examination/Project Work/Dissertation. The mode of End semester examination and evaluation shall be decided by the teacher in consultation with the Departmental/Centre CBCS Internal examiner's Board. Model Question Paper for each course has to be prepared by the teacher and the same should be forwarded to the Head of the Department.

- g. A student shall have to appear all semester end courses examinations. If a student remain absent in any semester end course examination or secures less than 40% marks (in case of M.Pharm it is 50%), he / she shall be awarded 'F' grade in the said course.
- h. The total marks of a Course shall be the summation of Internal Assessment Marks and marks of End Semester Examinations.
- i. The end-semester examination schedule shall be notified by the Controller of Examinations on recommendation of the concerned Head of the Department. The date and schedule shall be notified at least Fifteen days in advance of End Semester Examinations by the Controller of Examinations.
- j. If a student fails to earn at least "P" Grade in a course, that course (s) shall be treated as "Back Paper" for the student concerned. In such cases student shall have to re-appear the course(s) semester end examination afresh.
- k. Project report/ Dissertation shall be evaluated jointly by the supervisor and another examiner from within the Department/ Centre/ University or from outside the University appointed by the Controller of Examinations as recommended by the course teacher through the Head of the Department. The modalities and timing of presentation, interview etc. shall be decided by the concerned Departmental CBCS Internal Examiners Board. The project report must be submitted to the Chairman of the CBCS Examiners Board at least seven days before commencement of the Semester End Examinations.
- l. A student can appear in Back Paper(s) along with its appropriate Semester Examination, i.e. Odd to Odd and Even to Even Semester Examination. Example – A student of First Semester carrying back paper can only appear that Back Paper along with Third Semester Examination and a student of Second Semester can appear the Back Paper along with Fourth Semester Examination.
- m. Improvement Examination:
- i. If a Student obtains "P" or "C" Grade in any course he / she shall be allowed to appear at the improvement Examinations for the said course(s).
 - ii. In a semester a student shall be allowed to appear in Improvement Examination in only one course. And only one chance shall be available for improvement for a particular course.
 - iii. If marks obtained by student in improvement examination is less than the original marks, then original marks will be considered as final marks.
 - iv. A student can appear Improvement examination in appropriate semester i.e. Odd to Odd and Even to Even.
- n. **Special Supplementary Examination:** There shall be a Special Supplementary Examination within three months after publication of Final Semester Result for the students who have appeared at the Final semester examinations and have back paper in previous semesters and / or in Final semester. However, Students

shall be allowed for improvement examination of the courses of third and fourth semester as per norms along with the special supplementary examinations in case of two years programme. And in case of three year Programme, students shall be allowed for improvement examination of the courses of fifth & sixth semesters.

11. Evaluation and Declaration of Results:

- a. The course examiners shall evaluate the answer scripts and submit the total marks within four working days of the receipt of answer scripts to the Chairperson of the Departmental CBCS Examiners Board who shall send the marks of all the courses within 2 days of receipt of all marks in a sealed envelope to the Controller of Examinations. The external Examiner shall send the mark slip directly to the Controller of Examinations within 4four days of receipt of answer scripts.
- ✓ b. There shall be no re-evaluation of answer scripts of any examination.
- c. The Controller of Examinations shall prepare a tabulation sheet of results of each examination/semester.
- d. The Controller of Examinations shall convene a meeting of Departmental CBCS Internal Examiners Board which after scrutiny of the tabulation sheet shall recommend for publication of result.
- e. Controller of Examinations with the approval of the Vice Chancellor shall publish the result and issue Grade Card.
- f. The first rank holder of a programme shall be decided on the basis of calculated CGPA. Grade in Back paper and Grade in improvement examination shall not be considered for rank. When CGPA of two or more students is same then total marks may be considered to decide the first rank.
- g. If a student fails to clear a back paper in semester special examination he / she may re-appear the course as and when such course examination is conducted.
- h. A student will pass in a course if he / she secures at least 40 marks (taking together the end semester examination marks and Internal Assessment marks) in that course subject to minimum 40% marks in IA portion.
- ✓ i. For being promoted to next higher semester a student has to earn at least 'P' grade in a minimum 8 (eight) Credits out of which at least 4 (four) Credits are to be earned from the Core Courses. For shortfall of any of these conditions a student shall be declared failed (X.in result) in the semester. In such cases, below P Grade courses of the semester are to be repeated by the student afresh with the appropriate semester (Odd to Odd and Even to Even). However for the courses where student has secured 'P' or higher grade, the result of those courses shall remain at the credit of the candidate.
- ✓ j. To get a degree a student has to clear all the core courses offered for the programme. In addition to that he has to earn at least 4 credits in compulsory foundation (Skill-I/Skill-II/Skill-III) and at least 4 credits from any other department. Moreover, he has to earn minimum number of credits fixed for the programme. However minimum number of credits may vary from Programme to Programme.

- k. If a student fails to clear one or more Elective courses but if he earns required minimum number of elective credits (It equals to minimum number of Credits for the Programme – Core Credits – Compulsory foundation – Credits from other department) then the student shall be awarded degree in the programme. But the extra elective courses he/she opted for but fails to clear those courses shall be reflected in the mark sheet of concerned semesters as 'F' grade as per norms.
- l. Result shall considered on the basis of the courses having 'P' or higher grade.

12. Grading System

- a. The Absolute Grading system as per following table shall be applied in evaluating performance of the students.

Table – 2
Awards of Grade Using Absolute Grading System and Grade point

Marks Range	Grade	Grade Point
80.00 and above	O	10
70 – 79.99	A+	9
60 – 69.99	A	8
55 – 59.99	B+	7
50 – 54.99	B	6
45 – 49.99	C	5
40 – 44.99	P	4
0 – 39.99	F	0

- b. A student shall have to Secures at least 'P' grade taking IA and end semester marks together to pass a course.
- c. The marks of IA examinations of a failed course shall be retained provided the student secures at least 40% marks in IA portion.
- d. 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:

Table 3
Grades and Grade Points

Letter Grade	Grade Point
O (Outstanding)	10
A+ (Excellent)	9
A (Very Good)	8

B+ (Good)	7
B(Above Average)	6
C(Average)	5
P(Pass)	4
F(Fail)	0
Ab (Absent)	0

- e. A student shall 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 Ab (absent).
- f. If a student secures F grade in Project Work/ Dissertation/ assignment etc., he/she shall have to re-submit it after necessary revisions as suggested by the examiners/course teacher within 45 days of the declaration of the results.
- g. "Ab" grade shall be awarded to a candidate in the following cases:
 - i. If a candidate fails to appear in any course(s) in an end semester examination.
 - ii. If a candidate fails to submit the project work/dissertation / assignment of an end semester examination.
- h. A candidate shall have to pay a prescribed fee to appear at the 'Back Paper/Improvement examinations' fixed by the University from time to time.
- i. Any candidate who fails to earn required number of credits for the award of the degree he/ she may be permitted to register, by paying the prescribed re-registration fee for the required number of courses (core and/ or elective) when it is offered.

13. Calculation of SGPA and CGPA:

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 indicators of a student's performance. It shall be calculated by the formula given below:

$SGPA (S_i) = (\sum C_i G_i) / (\sum C_i)$ Where, C_i - number of credits for the i th course, G_i - grade point obtained in the i th course,

$CGPA = \sum (C_i \times S_i) / \sum C_i$

Where S_i is the SGPA of the i th semester and C_i is the total number of Credits in that semester.

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

- a. The credits for each course enrolled in 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).

(Note: SGPA will be shown in the grade card only when a student shall clear all the courses of a Semester. Accordingly CGPA shall be also be reflected in the Grade Card).

14. Student Redressal:

A student may apply to the Controller of Examinations on payment of prescribed fees for inspection of answer scripts as per relevant guidelines.

15. In case of any confusion or discrepancy, regarding these Rules and Regulations the decision of the Vice Chancellor shall be final.
