



Madhabdev University

Regulations for the Post Graduate Programmes, 2022

(As recommended by the 1st meeting of the Post Graduate Board held on 04.12.2021, approved by the 1st meeting of the Academic Council held on 17.12.2021 and the 1st meeting of the Executive Council held on 18.12.2021)

1. Introduction:

- 1.1. This document will be called the Madhabdev University Regulations for Post Graduate Programmes 2021. It embodies regulations relating to the Post Graduate (PG) Programmes offered by Madhabdev University.
- 1.2. These Regulations shall be applicable to all students enrolled to any PG Degree/Diploma/Certificate Programme of the University.
- 1.3. Subject to such advice as may be given by the Academic Council of the University, the decision of the Vice-Chancellor shall be final in respect of interpretation of the Regulations.
- 1.4. The Vice-Chancellor shall be empowered to take decisions on matters, which are not covered in the Regulations or beyond the purview of the Regulations, subject to ratification by the Academic Council of the University.

2. Academic Year and Semester:

- 2.1. An Academic Year of the University shall be the period from the month of July of a calendar year to the month of June of the next calendar year.
- 2.2. Each Academic Year shall comprise two Semesters, one from July to December (shall be called Odd Semester) and the other from January to June as the second Semester (shall be called Even Semester). The exact durations of the Semesters in a particular Academic Year shall be specified in the Academic Calendar of that Academic Year.
- 2.3. The number of academic days in a week shall be 5, from Monday to Friday in the 1st and 3rd week of the month and 6 from Monday to Saturday in the 2nd and 4th week of the month except the listed holidays.
- 2.4. A Semester shall span over a minimum of 90 academic days, or 18 (eighteen) academic weeks excluding holidays.

3. Academic Programme:

- 3.1. An Academic Programme, shall comprise a fixed set of compulsory Courses as well as

some choice-based Courses with a minimum Credit requirement. Successful completion of such Courses by a student by fulfilling the minimum Credit requirement prescribed for a Programme shall lead the student to be awarded with the Degree/Diploma/Certificate for the Programme.

3.2. All Academic Programmes shall be offered under the two Faculties of the University, namely- Faculty of Science and Technology, Faculty of Humanities and Social Sciences. The Faculty of Science and Technology shall be comprised of School of Biological Sciences, Schools of Chemical Sciences and School of Physical Sciences, School Life Sciences, while the Faculty of Humanities and Social Sciences shall be comprised of School of Languages, School of Humanities, School of Social Sciences. The Faculties shall be headed by a Dean, while the Schools shall be headed by a Chairperson. The Schools shall be further divided into departments as mentioned below-

<i>Faculties</i>	<i>Schools</i>	<i>Departments</i>
Faculty of Humanities and Social Sciences	School of Humanities	Education
		History
		Philosophy
	School of Languages and Culture	Assamese
		English
	School of Social Sciences	Economics
		Political Science
		Sociology
	Faculty of Science and Technology	School of Life Science and Technology
Zoology		
School of Mathematical Science and Technology		Computer Science and Electronics
		Mathematics
		Statistics
School of Physical Science and Technology		Chemistry
		Physics

3.3. The University shall offer Certificate, Diploma, Under Graduate Degree, Integrated Post Graduate Degree, and Post Graduate Degree Programmes in various Disciplines.

4. Curriculum:

4.1. Curriculum Structure:

There shall be a well-defined Curriculum structure for each Academic Programme specifying the following:

- (i) Duration of the Programme.
- (ii) Minimum Credit requirement in total, as well as under different categories of Core

and Elective Courses.

- (iii) Semester-wise list of Courses along with their types (Core/Elective) and L-T- P (Lecture-Tutorial-Practical) wise Credit structures.
- (iv) In the case of Elective Courses, their categories (Programme Elective/ Specialization Elective/ Open Elective) shall also be mentioned.
- (v) A set of Programme Educational Objectives (PEOs) and also a set of Programme Outcomes (POs), along with mapping of POs with PEOs.

4.2. *Syllabus:*

There shall be a well-defined syllabus for each Course containing the following:

- (i) A set of learning objectives of the Course.
- (ii) Broad topics of theory and/or practical components to be covered in the Course, along with topic-wise a set of Intended Learning Objectives (ILOs).
- (iii) A set of Course Outcomes (COs), along with mapping of ILOs with COs.
- (iv) Mapping of COs with POs in the case of Core, Programme Elective, Specialization Elective and other mandatory non-credit Courses.
- (v) Short lists of textbooks and reference books.
- (vi) Prerequisite of the Course, if any.

4.3. *Approval of Curriculum Structure and Syllabus:*

- (i) The Curriculum Structure of every Academic Programme and the Syllabus of every Course shall be approved by the Academic Council of the University on recommendation of the Board of Studies (BOS) of the concerned Department/Centre and the School Board.
- (ii) Any modification in the Curriculum Structure and/or the Syllabus of a Course shall also be approved by the Academic Council of the University following the same process as in Para (i) above.
- (iii) Further, the adoption of Massive Open Online Courses (MOOCs) under various Agencies as Elective Courses (Discipline-centric or Generic Electives) as stated in Clause 1.4.1, shall also be approved by the Academic Council of the University following the same process as mentioned above.

4.4. *Academic Calendar:*

The Academic Calendar for an Academic Year of the University shall be prepared and notified by the Academic Registrar in consultation with the Controller of Examinations with due approval of the Academic Council. The Academic Calendar shall contain the following:

- (i) Schedule of academic activities, such as Semester enrollment, Course registration, commencement of classes and examinations, etc.
- (ii) Co-curricular activities of students, such as sports meet and cultural meet, etc.
- (iii) Students' holidays and Semester breaks.

4.5. Semester Break:

There shall be a break for UG and PG students at the end of each Semester. Students may utilize Semester breaks for various co-curricular activities, such as study tour, short-term course, workshop/seminar, project work, research, internship, industrial training, NCC/NSS camp, and sports/athletics.

5. Academic Programmes Under the Choice Based Credit System (CBCS):

5.1. 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-

- choose electives from a wide range of elective courses offered by the 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.

5.2. Definitions:

- a) *School*: The term 'school' is used to mean a set of conventional Departments conducting different academic Programmes.
- b) *Programme*: The term 'Programme' is used to mean the whole learning experience or combination of courses in a study.
- c) *Course*: Programme is divided into a number of Courses. A course may be considered as a paper in conventional education system.
- d) *In-Semester*: The word "In-Semester" is used to refer to the continuous evaluation within the half-yearly term.
- e) *End-Semester*: The word "End-Semester" is used to refer to the continuous processes of examinations and evaluations at the end of a Semester but within the half-yearly term.
- f) *Credits*: Credit defines the quantum of contents/ syllabi 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 16week schedule:

1 Lecture per week = 1 Hour duration per week =1 Credit

1 Tutorial per week = 1 Hour duration per week =1 Credit

1 Practical per week = 2 Hours duration per week =1 Credit

- g) *Course Instructor*: A Professor/ Associate Professor/ Assistant Professor or any person engaged by the University for teaching a Course shall be called a Course instructor. He/ she shall perform the following functions:
- (i) Preparing and teaching a Course with due approval from the statutory authorities.
 - (ii) Preparing and/or teaching the Core Courses along with other faculty members, wherever necessary.
 - (iii) Maintaining attendance and performance records of all the students registered for the Course(s) he/she offers.
 - (iv) Conducting In-Semester Assessment and End-Semester Examinations.
 - (v) Involving himself/ herself in preparation and moderation of question papers, evaluation, scrutiny and finalization of results of the course(s) etc. whenever needed.
- h) *Mentor*: The Departmental/ Centre CBCS Board shall appoint a Mentor from amongst the faculty members for each group of maximum 15 students of the School/Centre concerned. A Mentor shall perform the following functions:
- (i) Counsel the students in choosing 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.
- i) *CBCS Board for School/Centre*: The CBCS Board for the Department/ Centre shall be constituted as below:
- (i) Chairperson of the School/ Centre for Studies - Chairperson
 - (ii) All course Instructors - Members
- j) *Madhabdev University PG-CBCS Board*: There shall be a Madhabdev University CBCS Board to be constituted as below:
- (i) Vice Chancellor : Chairperson
 - (ii) Registrar : Member
 - (iii) Deans of the Schools : Members
 - (iv) Dean, Students' Affairs : Member
 - (v) Dean, Research & Development : Member

(vi) Controller of Examinations	: Member
(vii) Director, IQAC	: Member
(viii) Two HoD	: Member Nominated by the Vice-Chancellor
(ix) Academic Registrar	: Member Secretary

6. Admission Process:

6.1. *Notification for Admission:*

Advertisement for admission to various Academic Programmes shall be published by the Registrar or any other person authorized for the purpose at least four weeks in advance of the date of admission through leading Newspapers well in advance of conduct of entrance examinations and/or counseling. The details of the advertisement shall be made available on the webpage of the University. Each applicant shall have to submit the Application in the prescribed format with the requisite documents.

6.2. *Academic Qualification for Admission:*

The minimum qualification for admission into various Programmes under the CBCS shall be fixed by the Academic Council from time to time. 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.

6.3. *Screening and Selection of Candidates for Admission:*

To prepare guidelines for admission to the Academic Programmes and also to oversee the smooth conduct of the admission process, there shall be a committee, called the Madhabdev University Admission Committee (MDUAC), with the Deans of the Schools and the Dean of Students Welfare as Members, the Academic Registrar as the Member Secretary and the Dean of Academic Affairs as the Chairperson. Also, the Vice-Chancellor shall appoint one senior faculty member from each School as a Member of the MDUAC for a tenure of one year. On recommendation of the MDUAC, the Vice-Chancellor shall constitute a committee, called the Madhabdev University Entrance Examinations (MDUEE) Committee, with 6 to 10 faculty members drawn at least two from each School. The MDUEE Committee shall be responsible for conducting MDUEE examinations and preparing lists of candidates selected for admission to the Programmes based on their ranks in MDUEE, academic qualifications and seat reservation/allotment policies, etc.

6.4. *Intake Capacity:*

The intake capacity for admission to a Programme in a Session shall be decided by the Academic Council of the University. The same shall be stated in the Prospectus of the

University for admission in a given Session.

6.5. Reservation of Seats:

Admission to each Academic Programme shall be held as per the reservation policy of the Government of India.

6.6. Admission Fees:

The amount of tuition fees and other charges to be paid by a selected candidate at the time of his/her admission shall be decided by the Academic Council from time to time and the same shall be incorporated in the Prospectus of the University for admission in a given Session.

7. Course Structure:

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-school.
 - (ii) *Generic Elective (GE)*: These Courses shall be interschool/ inter-disciplinary. The students shall have to opt at least 2 (two) courses from other schools according to his/her area of interest.
- c) *Ability Enhancement Courses (AEC)*: The Ability Enhancement Courses shall be inter-disciplinary in nature. These courses shall be of 2 (two) credits. The AECs may be either 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 time to time fix the criteria for MOOCs as per the relevant UGC Guidelines on digital education.

8. Distribution of Courses:

8.1. Distribution of courses under CBCS shall be as mentioned below-

Semester	Courses & Credits				
	Core	Elective		AEC	Total
		DSE	GE		
I	3Coursesx4 credits=12 credits	1Course x 4 credits=4credits	-----	1Course x 2 credits=2 credits	18

II	3Courses x 4 credits=12 credits	1Course x 4 credits=4 credits	1Course x 4 credits=4 credits	-----	20
III	3Courses x 4 credits=12 credits	1Course x 4 credits=4 credits	1Course x 4 credits=4credits	1Course x 2 credits=2 credits	22
IV	3Courses x 4 credits=12 credits	1Course x 4 credits=4 credits	-----		16
Total	48 credits	16 credits	8 credits	4 credits	76

8.2. A course may also take the form of a dissertation/ project work/ practical training/ fieldwork/ seminar, internship, etc.

8.3. The number and credits of the Courses shall be determined by the corresponding CBCS Board with due approval by the Board of Studies and/or statutory bodies concerned.

8.4. 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.

9. Course Registration:

9.1. Every student must register (in consultation with his/her student mentor/advisor) for the courses he/she intends to undertake in a semester by applying in the prescribed proforma duly signed by the candidate and the student advisor/mentor. The Office of the Chairperson of the School/Centre concerned shall enroll the students for the relevant course within the stipulated time notified by the School/ Centre/ University.

9.2. Late Registration may be permitted by the University on recommendation of the Chairperson/ Director/Coordinator of the School/Centre up to two weeks after the commencement of the semester.

9.3. Withdrawal and change from an Elective 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.

10. Attendance:

10.1. The course instructor shall be responsible for maintaining a record of attendance of students who have registered for the course.

10.2. All course instructors shall intimate the Chairperson/Director of the School/Centre (at least fifteen calendar days before the last instruction day in the semester), the particulars of all students who have less than 80% attendance.

- 10.3. 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 Chairperson/Director of the School/Centre on payment of a prescribed fee(s).
- 10.4. The Chairperson/Director of a School/Centre 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.
- 10.5. A student declared as discollegiate shall not be allowed to proceed to the next higher Semester. He/ She shall need to pursue the Semester a fresh in which he/ she was declared as discollegiate along with the next fresh batch.

11. Continuation of Study after a Gap

- 11.1. If a student avails a long leave with prior written permission from the Chairperson of the concerned School in connection with joining a start-up Programme or a job or due to any genuine reason, the student may be allowed to enroll and continue his/her study after the leave period subject to the following conditions:
- (i) Sufficient time is available for completing the remaining part of his/her study within the maximum duration of the concerned Programme.
 - (ii) Production of a Completion Certificate from the concerned authority, if the leave was in connection with joining a start-up or any such relevant Programme.
 - (iii) Production of a No Objection Certificate (NOC) with relieving order from the employer for continuing his/her study as a full-time student, if the leave was in connection with joining a job.
 - (iv) Production of a Fitness Certificate issued or endorsed by a Government Doctor of the minimum rank of Chief Medical Officer or Medical Superintendent or equivalent, if the leave was on some medical ground of the student.
 - (v) Production of a Gap Certificate issued by the District Police Authority of the student or an Affidavit declaring his/her occupation during the gap period, if the leave was not in connection with any of the cases stated in Para (ii), (iii) and (iv) above.
- 11.2. Upon fulfillment of above conditions and recommendation of the Chairperson/Director of the concerned School/Centre and Dean of the Faculty, the Controller of Examinations

shall notify for enrollment and continuation of the study of the student.

11.3. During the entire period of study in a Programme, a student shall be allowed to avail long leave up to a maximum of (i) two Semesters if the minimum duration of the Programme is one or two Semester(s) only, and (ii) four Semesters if the minimum duration of the Programme is more than two Semesters.

12. Examination:

12.1. Examination and evaluation shall be done on a continuous basis, at least three times during each semester. For the purpose of uniformity, particularly for interdepartmental transfer of credits, there shall be a uniform procedure of examination to be adopted by all Schools/Centres. The Examination of all courses shall have two parts-

a) In-Semester Assessment

b) End-Semester Examinations

12.2. There shall be at least two In-Semester assessments and one End-Semester examination in each Course during every semester. The result of In-Semester assessment shall be notified by the concerned course teacher(s) within seven days of the examination.

12.3. 40% of the total marks of each Course shall be allotted for In-Semester evaluations or internal assessment.

12.4. 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 Instructor 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 Instructor. The students are to be informed in advance about the nature of assessment. Students shall compulsorily attend the two In-Semester examinations, failing which they will not be allowed to appear for the End-Semester examination.

12.5. The tools of Internal Assessment adopted by a Course Instructor must be endorsed by the School/ Centre CBCS Board at the beginning of the Semester.

12.6. Ordinarily, a student cannot repeat In-Semester assessment. However, the Course Instructor may arrange an In-Semester assessment beyond the regular schedule under special circumstances as deemed valid by the Course Instructor (with due information to the Chairperson of the Department/Centre). The In-Semester assessment must be completed before the End-Semester examinations.

- 12.7. 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.
- 12.8. The mode of End-Semester examination and evaluation of the Course shall be specified in the Course Structure.
- 12.9. End-Semester Practical examinations shall normally be held before the theory examinations.
- 12.10. The mode of the conduct and evaluation of the End-Semester examinations of the theory courses shall be partially external as below:
- (i) The question papers of at least 50% of the Core Courses shall be set by external experts.
 - (ii) The question papers shall be moderated by the Board of Moderators appointed by the Controller of Examinations.
 - (iii) At least 50% of the Core Courses shall be evaluated by the examiners other than the Course Instructor recommended by the School/ Centre CBCS Board. In extraordinary circumstances, the CoE shall take necessary action as deemed to be fit subject to approval from the authority.
- 12.11. The mode of the conduct of the End-Semester Examinations of the Practical/ Dissertation courses shall be partially external as 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 Instructor) and an external examiner appointed by the Controller of Examinations. The external examiner may be from the concerned School/ Centre or from outside of the School/Centre/University.
- 12.12. The End-Semester examinations shall be conducted as per the Madhabdev University Examination Ordinances.
- 12.13. The End-Semester examination schedule shall be notified by the Controller of Examinations in consultation with the Chairpersons of the Schools of Studies. The date and schedule shall be notified at least fifteen days in advance.
- 12.14. A student shall not be allowed to take more than one project work in a single semester.

13. Result and Progression:

- 13.1. A candidate shall be declared as passed a course, provided he/ she secures-
- (i) at least 45% of marks in each Course in the End Semester Examinations.
 - (ii) at least 'P' grade in the 10point scale combining both the In-Semester and End-Semester

Examination performance.

(iii) There shall be no separate pass mark for Internal Assessment.

13.2. A candidate shall be declared as passed a Semester/ Programme, provided he/ she secures at least 'P' grade in the 10point scale in all the Courses separately.

13.3. 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.

13.4. 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 the courses of the previous semesters.

13.5. A student must clear all his/her semester examinations within the stipulated duration shown as below irrespective of number of chances to appear in an end semester examination:

<i>Number of Semesters</i>	<i>Maximum duration for completion of the Programme</i>
2 Semesters	3 years
4 Semesters	5 years
6 Semesters	6 years
8 Semesters	7 years
10 Semesters	8 years

14. Evaluation and Declaration of Results:

14.1. The examiners shall evaluate the answer scripts and submit the marks as well as letter grades to the Chairperson of the School/ Centre CBCS Board.

14.2. The Departmental/Centre CBCS Board shall finalize the results of each examination/semester and notify the same before sending to the Controller of Examinations for preparation of Grade sheet and declaration of results.

14.3. The distribution of marks for periodical presentation, dissertation and viva-voce shall be decided by the Course Instructor /Supervisor as per recommendation of the Board of Studies and duly approved by the statutory Bodies of the University.

14.4. Project report/ Dissertation shall be evaluated jointly by the Supervisor and another Examiner from within the School/ Centre/ University or from outside the University, appointed by the Controller of Examinations, on the recommendation of the concerned Course Instructor, through the Chairperson of the School/Centre CBCS Board. The

modalities and timing of Presentation, Interview etc. shall be decided by the concerned Departmental/Centre CBCS Board.

- 14.5. Before declaring the results of end semester examinations, the Controller of Examinations shall convene a meeting of the Madhabdev University CBCS Board to scrutinize the results of both In 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).
- 14.6. The Madhabdev University CBCS Board shall recommend the results of the Schools/ Centers and recommend for declaration of results by the Controller of Examinations.
- 14.7. The Controller of Examinations shall declare the results and issue Marksheets/Grade Card within one month from the last date of the examination.

15. Grading System:

- 15.1. The absolute grading system shall be applied in evaluating performance of the students.
- 15.2. A candidate shall have to secure at least 'P' grade to pass a course, taking into consideration the In-Semester and End-Semester marks together.
- 15.3. The marks of In-Semester examinations obtained shall be carried over for evaluating the grade of a course.
- 15.4. 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:

<i>Letter Grade</i>		<i>Semester GPA/ Programme CGPA</i>	<i>Semester/ Programme % of Marks</i>
O	Outstanding	9.00-10.0	90.0- 100
A +	Excellent	8.00- < 9.00	80.0- < 90.0
A	Very Good	7.00 - < 8.00	70.0 - < 80.0
B+	Good	6.00 - < 7.00	60.0 - < 70.0
B	Above Average	5.50 - < 6.00	55.0 - < 60.0
C	Average	5.00 - <5.50	50.00 - <55.0
P	Pass	4.50 - <5.00	45.0 - <50.0
F	Fail	Below 4.50	Below 45.0
Ab	Absent/Incomplete		

- 15.5. The Letter Grade ‘B+’ and above shall be considered as First Class.
- 15.6. A student is 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/ Incomplete).
- 15.7. If a candidate secures ‘F’ grade in a Course, he/she shall have to reappear in the Course in the next legitimate chance.
- 15.8. 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 Instructor within 45 days after the declaration of the results.
- 15.9. ‘Ab’ grade shall be awarded to a candidate if he/she has not fulfilled the following requirements:
- (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 within the regulatory specified period.
 - (iii) If a candidate is certified as not eligible to appear in any course(s) in an End Semester examination by the Course Instructor(s) due to insufficient attendance in lectures, tutorials, practical or field works.
- 15.10. Results of the candidates appeared in the ‘Compartmental/Betterment examinations shall not be counted for the award of Prizes/Medals, Rank or Distinction.
- 15.11. A candidate shall have to pay a prescribed fee to appear in the ‘Compartmental/Betterment examinations’ fixed by the University from time to time.
- 15.12. 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.
- 15.13. 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) respectively. Hence, CGPA is the real indicator of a student’s performance. It shall be calculated by the formula given below:

$$SGPA = (\sum C_i G_i) / (\sum C_i)$$

$$CGPA = (\sum \sum C_{ni} G_{ni}) / \sum C_{ni}$$

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 in the Grade Sheet and Transcript.

An illustration of Calculation of SGPA for Semester-I

Course/ Paper	C1	C2	C3	DSE1	AEC1	Total
Max Marks	100	100	100	100	100	500
Marks Obtain	77	75	62	76	80	370
% of Marks	77	75	62	76	80	74.0
GP earned (G)	7.7	7.5	6.2	7.6	8.0	-
Credit for the course (C)	4	4	4	4	2	18
Credit Point earned (G x C)	30.8	30.0	24.8	30.4	16.0	132

$$\sum C_i = 18, \sum C_i G_i = 132$$

$$SGPA = (\sum C_i G_i) / (\sum C_i) = 132/18 = 7.33$$

Semester Grade= A+ (Very Good)

An Illustration of Calculation of CGPA for all Semesters

Semester	I	II	III	IV	Total
Total Marks per Semester	500	500	500	500	2000
Total Marks Secured	370	385	346	410	1511
Semester Grade	A	A	B+	A+	-
SGPA obtained	7.33	7.62	6.85	8.12	-
Semester Credit (C)	18	18	18	18	72
Semester Credit Point(CP):SGPA x C	131.94	137.16	123.3	146.19	538.59

$$(\sum C_{ni} G_{ni}) = 538.59, \sum C_{ni} = 72$$

$$CGPA = (\sum \sum C_{ni} G_{ni}) / \sum C_{ni} = 538.59/72 = 7.48$$

Cumulative Grade= A (Very Good)

15.14. *Conversion Formula:*

Ordinarily, the CGPA earned by a student may be converted to percentage of Marks by following the formula mentioned as below:

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

The percentage of marks in the above illustration shall be: $7.48 \times 10 = 74.8\%$

15.15. *Marksheet/ Grade Card:*

The Marksheet/ Grade Card issued at the end of the semester to each student shall contain the following:

- (i) The credits earned for each course registered for that semester
- (ii) The performance in each course indicated by the Letter Grade
- (iii) The Semester Grade Point Average (SGPA) and
- (iv) The Cumulative Grade Point Average (CGPA).
- (v) The Conversion Formula

15.16. Transcript:

The University may issue consolidated Transcript on request to the Controller of Examinations which shall contain Letter grades, grade points and SGPA and CCPA mentioning the Course Titles in details, medium of instruction and Programme duration.

16. Student Redressal:

16.1. A candidate may apply to the School/Centre 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 Schools/ Centers.

16.2. The School/Centre CBCS Board may have the answer scripts of the aggrieved candidates re-examined by the course instructor, if the appeal of the candidate(s) is found to be genuine.

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

17. Credit Transfer:

Inter- Institutional transfer of Credits may be considered by the Madhabdev University CBCS Board on recommendation of the CBCS Board of the Department/Centre concerned.

18. Release from Madhabdev University:

If a student seeks release at any time leaving his/her Academic Programme incomplete due to some personal reasons, the student shall be released officially by the Controller of Examinations on return of his/her Identity Card and production of clearance in a prescribed form from the relevant sections of the University.

19. Transfer from Madhabdev University:

For transfer from Madhabdev University to another University/Institute after completing the study in a Programme at Madhabdev University or quitting it incomplete with permission, a student may apply to the Controller of Examinations with necessary fee(s) for issuing him/her a Migration Certificate.

20. Refund of Caution Deposit:

After successful completion of a Programme or quitting it incomplete with permission, a student may apply for the refund of his/her caution money deposited at the time of admission after deduction of pending dues of the student, if any. Such request shall be made within one year from the date of declaration of result or release of the student from the University.

21. General:

- 21.1. It shall be ensured that the University shall maintain fundamental code of professional ethics in implementing these Regulations.
- 21.2. For any other matter not covered under these Regulations for the CBCS Programmes, the existing Madhabdev University Rules, Ordinances and the Madhabdev University Act, shall be applicable.
- 21.3. The Examination Committee of the University shall remove any difficulty, which may arise in the course of operations relating to execution of the Madhabdev University CBCS Programmes.



Registrar
Madhabdev University