

DIBRUGARH UNIVERSITY REGULATIONS FOR THE UNDER GRADUATE ACADEMIC PROGRAMMES IN THE CHOICE BASED CREDIT SYSTEM (CBCS), 2019

Short title, definitions and commencement:

These Regulations shall be called the Dibrugarh University Regulations for the Under Graduate Academic Programmes in the Choice Based Credit System, 2018. These Regulations shall be effective for the Courses of Study leading to the Bachelor Degree(s) in Arts (BA), Science (B.Sc.) and Commerce (B.Com), which shall be of three years duration comprising of six semesters. Hereinafter, it will be referred to as DU-UGCBCS Regulations, 2018. The Regulations shall come into effect from the Academic Session, 2019-2020.

The Regulations shall be applicable to the students enrolled in the aforementioned Academic Programmes under CBCS conducted by the Colleges/ Institutes affiliated to/ permitted by Dibrugarh University from the Academic session 2019-2020.

Short Title, Definitions and Commencement:

Definitions:

- a) **CBCS:** CBCS means Choice Based Credit System. 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 for the programme
 - 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.
- b) **College:** The term 'College' means the Colleges and Institutes affiliated to or permitted by Dibrugarh University for conducting different academic programmes.
- c) **Department:** The term 'Department' is used to mean a Department of a College/ Institute affiliated to/permitted by Dibrugarh University.
- d) **Programme:** The term 'programme' is used to mean the whole learning experience or combination of courses in a particular field of study.
- e) **Course:** A Programme is divided into a number of courses. A course is a unit of instruction or segment of subject area under any programme. The traditional concept 'paper' is replaced by 'course'.
- f) **Academic Year:** An academic year means a period of twelve months consisting of two semesters.
- g) **Semester:** The word "semester" is used to mean a half-yearly term or term of studies including examinations, vacations and semester breaks.
- h) **Semester Duration:** A semester normally extends over a period of 15 class weeks. Each week has 30 hours of instruction spread over the week.
- i) **In-semester:** The word "in-semester" is used to refer to the continuous evaluation within the half-yearly term.
- j) **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.

- k) **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 14-15 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 Hours duration per week = 1 Credit

Note: *The lecture sessions and tutorials shall not be substituted with any other activities like seminars, group discussions etc.*

Semester Duration:

- i) **Odd Semesters:** June– November (including end-semester examinations and semester breaks)
 - ii) **Even Semester:** December - May (including end-semester examinations and semester breaks)
- Any change in the Academic Calendar/Schedule may be made by the University whenever necessary.

Academic Schedule:

The Academic Schedule of the Bachelor degrees in Arts (BA), Science (B.Sc.) and (B.Com) Programmes under the CBCS shall be administered as per the Academic Calendar of the University published for every academic session.

Admission Criteria:

- (i) Newspaper Notice inviting applications for admission into the different programmes shall be issued by the Principals of the colleges/institutes as per the Academic Calendar of the University. The minimum eligibility for admission into the following Programmes shall be as below:
 - a) **Bachelor of Arts (B.A.) :** A student passed the Higher Secondary Examination (10+2) of the Assam Higher Secondary Education Council, or an equivalent examination (10+2) recognized as such by the University.
 - b) **Bachelor of Science (B.SC.) :** A student passed the Higher Secondary Examination (10+2) of the Assam Higher Secondary Education Council, or an equivalent examination (10+2) recognized as such by the University.
For admission into the B.Sc in Chemistry, Physics and Geology Honours, a candidate must pass the Higher Secondary Examination (10+2) recognized in Science Stream of the Assam Higher Secondary Education Council or an equivalent examination with passing Mathematics as a subject.
- (ii) The admission or eligibility criteria shall be fixed by the Academic Council from time to time whenever necessary. The University/colleges/institutes may also adopt own policy for admission or selection of eligible candidates for admission complying with the eligibility criteria prescribed in the clause 2.5(i).
- (iii) No student shall be eligible for admission to an Academic Programme in any discipline unless he/she has successfully passed the qualifying examination fulfilling the minimum eligibility criteria from a University/Institute recognized by Dibrugarh University.
- (iv) Statutory reservation policy of the government shall be followed in case of selection of eligible candidates for admission.

Course Structure:

The Course Structure of the Academic Programmes under the CBCS shall be as per the Course Structure given in **Annexure I**. The nature of the Courses for all Under Graduate Academic programmes shall be as below:

- a) **Core Courses:** Compulsory components of an Academic Programme. These Courses are to be compulsorily studied as a core requirement for the programme. The contents of the Core Courses shall be as per the UGC Model Curriculum for the subject/discipline concerned. However, the Boards of Studies concerned may recommend maximum of 20% deviation from the UGC Model Syllabi wherever requires. In case, UGC does not provide model Syllabi/Curriculum, the Board of Studies shall propose their own Core Courses keeping parity of total numbers of credits/courses with other similar subjects/disciplines.
- b) **Elective Courses:** Elective courses shall be chosen by each student from a pool of courses. These courses may be intra-departmental, i.e. Discipline Specific Elective (DSE) as well as inter-departmental, i.e., Generic Elective (GE). The students shall have to choose minimum number of DSE and GE in every semester as prescribed in the Course Structure. These courses shall be :
 - (i) supportive to the discipline of study
 - (ii) providing an expanded scope
 - (iii) enabling an exposure to some other discipline/domain
 - (iv) nurturing student proficiency/skillThere shall be a basket of at least eight Elective Courses having equal number of credits. For the students of the same discipline/subjects these elective courses shall be intra-disciplinary and shall be called DSE Courses. If the students of other discipline/subjects (within the Programme) opt these electives shall be considered as inter-disciplinary and shall be called GE courses.
- c) **Ability Enhancement Courses (AEC) :** The Ability Enhancement Courses shall be of two kinds-‘Ability Enhancement Compulsory Courses’ and ‘Skill Enhancement Courses’. These courses shall be inter-disciplinary (within the Programme) in nature. ‘AEC’ Courses are the courses based upon the content that leads to Knowledge enhancement.
 - i. **Ability Enhancement Compulsory Courses (AECC):** (a) Environmental Science (2Credit), (b) Communicative English (2 Credit) and (c) Alternative English/ Communicative Hindi /MIL (2 Credit).

For BA (Non Honours) Programmes, there shall be a Multi-disciplinary Course of 4 Credits.
 - ii. **Skill Enhancement Courses (SEC): (minimum 4 credits):** These courses may be chosen from a pool of courses designed to provide value-based and/or skill-based knowledge and should contain both theory and lab/hands-on/training/fieldwork. The main purpose of these courses is to provide students life-skills in hands-on mode so as to increase their employability. The list provided under this category are suggestive in nature and each University has complete freedom to suggest their own papers under this category based on their expertise, specialization, requirements, scope and need.

The List of Skill Enhancement Courses (SEC) are given as **Annexure II**.

- A Course may also take the form of a Dissertation/Project work/Practical training/Field work/Seminar, etc.
- A student shall have to study the 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.

Course Enrolment

- The minimum and maximum credits to be opted by a student for qualifying of a graduate degree shall be as per the Course Structure given as **Annexure I**.
- Change of Courses shall not be permitted after sending the records of the students to the University for Registration.

Attendance

- The course teacher shall be responsible for maintaining a record of attendance of students who have enrolled for the course.
- All course teachers shall intimate the Principal/Director of a college/Institute through the Head of the Department concerned at least thirty calendar days before the last instruction day in the semester, the particulars of all students who have less than 80% of attendance during the total number of class days.
- A student who has less than 80% attendance in average shall not be permitted to sit for the End-semester examination.

Provided that it shall be open to the University to grant exemption to a student who has attended a minimum of 70% classes but failed to obtain the prescribed 80% attendance for valid reasons, on recommendation of the Head/Chairperson/Principals of the Department/Centre/College on payment of a prescribed fee(s).

The Principals of the Colleges 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. Such candidates shall have to repeat the concerned course (s) when it is offered next.

- A student declared as discollegiate shall not be allowed to proceed to the next higher Semester. He/She shall need to pursue the Semester afresh in which he/she was declared as discollegiate along with the next fresh batch.

Examination and Evaluation:

- (a) Examination and evaluation shall be done on a continuous basis, at least three times during each semester.
- (b) There shall be 20% marks for internal assessment and 80% marks for End-semester examination in each course during every semester.
- (c) There shall be no provision for re-evaluation of the answer scripts of the end-semester examinations. However, a candidate may apply for re-scrutiny.
- (d) Internal Assessment:
 - (i) In internal assessment, different tools such as objective tests, written tests, assignments, paper presentation, laboratory work, etc. suitable to the courses may be employed. The Procedure for Internal Assessment is prescribed in **Annexure III**.
 - (ii) The students shall be informed in advance about the nature of assessment. Students shall be required to compulsorily attend internal assessment including appearing the Sessional Tests, failing which they will not be allowed to appear for the End-semester examination.

A Student cannot repeat In-semester examinations. The department may arrange special in-semester examination whenever necessary.

- (e) End Semester Examination :
 - (i) There shall be one End semester examination carrying 80% Marks in each course of a Semester covering the entire syllabus prescribed for the Course. The End semester examination is normally a written/laboratory-based examination/Project Work/Dissertation.
 - (ii) The Controller of Examinations shall make necessary arrangements for notifying the dates of the End semester examinations and other procedures as per Dibrugarh University Rules (at least 20 days in advance) and the Academic Calendar notified by the University.
 - (iii) Normally, the End-semester examination for each course shall be of three hour duration.
- (f) 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 Dibrugarh University Examination Ordinance.
- (g) The mode of the conduct of the end-semester examinations of the practical/dissertation courses shall be partially external as below:
 - 1. 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.
 - 2. A student shall not be allowed to take more than one project work in a single semester.
- (h) The mode of end-semester examination and evaluation of the Course shall be specified in the detailed syllabus of the Course concerned.
 - (i) End-semester Practical examinations shall normally be held before the theory examinations.
- (k) Betterment Examination:
 - (i) A student shall be entitled to take the “betterment examinations” in any two theory courses of any of the six semesters after passing the Sixth Semester examination only once. In this case, the higher marks secured by the student shall be retained. The candidates shall have to apply for betterment examination within one year of passing the Sixth Semester examination.
 - (ii) No betterment shall be allowed in the practical examination

Results and Progression:

- a) A candidate shall be declared as passed a course, provided he/she secures-
 - (i) at least 40% of marks in each Course in the End Semester Examinations.
 - (ii) at least ‘P’ grade in the 10 point scale combining both the in-semester and End Semester Examination performance.
 - (iii) There shall be no separate pass mark for Internal Assessment.
- b) A candidate shall be declared as passed a semester/programme, provided he/ she secures at least ‘P’ grade in the 10 point scale (given in clause) in all the Courses separately.
- c) There may be moderation of Internal Assessment marks/End Semester marks as and when necessary.

- d) The marks of In-semester examinations obtained by the candidate shall be carried over for declaring any result.
- e) A candidate who fails or does not appear in one or more courses of any end semester examinations up to Sixth Semester shall be provisionally promoted to the next higher semester with the failed course as carry over course(s). Such candidates will be eligible to appear in the carry over course in the next regular examinations of those courses.
- f) If a candidate clears the sixth semester examination before clearing all the courses of the previous semesters, the result of the sixth semester examination of that candidate shall be withheld and his/her results shall be announced only after he/she clears the courses of the previous semesters.

A student must clear all his/her Semester Examinations within Six (6) years from the dates of admission to the First Semester of any Programme irrespective of the number of examinations appeared by the student, viz. First and Second Semester Examinations shall have to be cleared in six consecutive chances, Third and Fourth Semester Examinations shall have to be cleared in five consecutive chances and Fifth and Sixth Semester Examinations in four consecutive chances.

However, after the first chance of the Fifth and Sixth Semester Examinations, the candidate shall be considered as a non-regular candidate.

- g) Since the Semester system involves continuous assessment, there shall be no scope for a student to appear as a private candidate in any programme in this system.
- h) A candidate shall be declared to have passed the Bachelors Degree in the concerned discipline provided he/she has passed all the Semesters and in all the Courses separately.
- i) The Controller of Examinations shall declare the results of the DU-UG CBCS Examinations and issue Grade-sheets.
- j) The first rank holder of a programme shall be decided on the basis of the CGPA. However, the Overall Weighted Percentage of Marks (OWPM) of a candidate shall be considered in case of tie in CGPA.

Grading System

- The absolute grading system shall be applied in evaluating performance of the students.
- 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	Above Average	6 (Marks securing 50% -60%)
P	Pass	5 (Marks securing 40% -50%)
F	Fail	0 (Marks securing below 40%)
Abs	Absent/ Incomplete	0

* Exclusive Class Interval technique shall be followed in calculation of Grade Point.

- The Letter grade 'B+' and above shall be considered as First Class and Letter grade 'B' shall be considered as Second Class.
- 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 'Abs' (Absent/Incomplete).
- If a candidate secures 'F' grade in a Course, he/she shall have to reappear in the Course in the next legitimate chance.
- If a student secures 'F' grade in Project Work/Dissertation/assignment etc., he/she shall have to re-submit it after necessary revisions. The Result shall be declared with next regular batch.
- 'Abs' 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.
 - (iii) If a candidate 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.
- The candidates not appearing in a Semester Examination shall be considered as an 'Abs' candidate and that will be reflected in the Grade Sheet of the candidate. These candidate shall have to convert the 'Abs' grade by appearing in the next examination on the Course (provided he/she has legitimate chance to appear the Course) concerned or by submitting project work/dissertation/assignment etc.
- Results of the candidates appeared in the Betterment or Backlog Examinations shall not be counted for the award of Prizes/Medals, Rank or Distinction.

Transcript

The University may issue consolidated Transcript on payment of a prescribed fee which shall contain Letter grades, grade points and SGPA and CGPA mentioning the Course Titles in details, medium of instruction and programme duration.

Credit Transfer

Inter- Institutional transfer of Credits may be considered by the Dibrugarh University on reciprocal basis or in compliance with the relevant Guidelines of the UGC.

Rules for Admission on Transfer from other University:

- (a) The University shall allow admission on transfer of students from other Universities. However, such transfer shall be permissible provided that-
 - (i) both the Universities conduct the same degree programmes under the CBCS.
 - (ii) the course structure along with the nomenclature of the courses are similar between the two Universities,
 - (iii) the combination of courses opted by the candidate are not changed.
- (b) In fulfillment of the conditions as laid down in clause I I (a) a candidate may be allowed to get admission on transfer from other Universities on production of transfer certificate, proof of classes attended, migration certificate, etc. not later than I (one) month from the commencement of the classes of the semester concerned. The records of class attendance, performance in internal assessment in his/her credit shall be carried over on admission and shall be computed for the purpose of examination.
With such permission of transfer, the Credits earned by the student shall also be accepted by the University.

- (c) A candidate shall have to apply for transfer in the prescribed format of the University.

General:

- a. It shall be ensured that the University shall maintain fundamental code of professional ethics in implementing these Regulations.
- b. For any matter not covered under these Regulations for the DU UGCBCS Programmes, the existing Dibrugarh University Rules, Ordinances and the Dibrugarh University Act, 1965 (as amended) shall be applicable.
- c. The Dibrugarh University CBCS Board and/or the Examination Committee of the University shall remove any difficulty, which may arise in the course of operations relating to execution of the DU CBCS programmes.