

## **Master's Degree Programme**

**Rules and Regulations (Applicable up to academic session 2014-15)**

**{Sub – section (1) (b) of Section 28 of the Central Universities Act, 2009}**

### **1. TITLE AND COMMENCEMENT**

1.1 These rules and regulations shall be called the Rules and Regulations of Master's Degree Programme hereinafter referred to as the Programme, and shall be applicable to all the Masters Degree programmes up to academic session 2014-15 unless otherwise stated.

1.2 Subject to the overall control of the Academic Council, the programme shall be administered by the concerned School/Centre.

1.3 These rules and regulations shall come into force with immediate effect.

### **2. DURATION**

2.1 **Unless otherwise provided** in the statutes governing Master's Degree Programme, the minimum duration for completion of each Master's Degree Programme shall be 04 semesters (2 academic years) and the maximum duration shall be 6 semesters (3 academic years).

2.2 In respect of candidates who had discontinued for a valid reason (with the permission of competent authority) and are readmitted to the programme by the School, the period for which such candidates had discontinued shall not be counted while calculating the maximum period of 06 semesters (3 years) prescribed in clause 2.1

2.3 A semester (s) may be declared a zero semester (s) in case of a student who could not continue with the programme during that period due to illness and hospitalization or due to accepting a foreign scholarship/fellowship *or any other valid reason accepted by the vice chancellor* subject to the fulfillment of requirements as laid down by the relevant rules. Such zero semester (s) shall not be counted for calculation of the duration of the programme in case of such a student.

### **3. NUMBER OF SEATS**

The number of seats in each of the Master's programme, shall be as approved by the statutory bodies of the university.

#### **4. ADMISSION CRITERIA**

4.1 Admission of a candidate to the programme would be made only in its first semester. He/she shall be promoted to the subsequent semesters of the programme after completing necessary formalities as specified under clause 8.

4.2 In exceptional cases lateral entry of a candidate, shall be considered for admission to a later semester of any programme following the prescribed procedure.

4.3 International students may be admitted to this programme according to the policy guidelines laid down by Central University of Punjab.

4.4 No candidate shall be eligible for admission to the programme if he/she is already registered for any other full time programme of this university or any other university/Institute.

**Note:** However, students admitted to evening Post Graduate Diploma Programmes shall be permitted to pursue any regular programme in other institutions. Students admitted to a regular programme in the university shall also be permitted to pursue part-time evening Certificate/Diploma Programmes of professional nature in the university or other institutions with the permission of competent authority of the university.

4.5 No candidate admitted to this programme shall undertake any employment or join any other course of study before completing the minimum residency period as may be decided by the university.

#### **5. ELIGIBILITY FOR ADMISSION**

5.1 A candidate shall be eligible for admission to the programme in any discipline provided he/she fulfills the minimum eligibility conditions as notified by the university.

5.2 For SC/ST and PWD (Persons with Disabilities) candidates, relaxation in minimum eligibility shall be given as per policy of the Government of India and the guidelines of the UGC.

5.3 The policy of the Government of India and the guidelines of the UGC, regarding reservation of seats for candidates belonging to Scheduled Castes, Scheduled Tribes, OBCs and for Persons With Disabilities candidates shall be implemented.

#### **6. PROCEDURE FOR ADMISSION**

6.1 As per Academic Calendar, the University shall invite applications from eligible candidates for admission to the programme in each academic session, giving details of the academic calendar, number of seats available, eligibility criteria, prescribed fees, etc.

6.2 Admission for the programme shall be advertised in leading newspapers at the national level and also on the university website.

6.3 The admission to the programme shall be made on the basis of the entrance test to be conducted by the university as per a schedule to be notified for the purpose and/or score in qualifying degree/examination or as decided by the statutory bodies of the university. The entrance test shall be conducted at national level at the designated centers to be decided by the university, depending upon the number of students opting for a centre.

6.4 The selected candidates shall submit the prescribed fee and other relevant documents to the university within the stipulated time.

## **7. PROGRAMME STRUCTURE**

7.1 The Programme would comprise of theory and practical courses (wherever applicable) and a dissertation.

7.2 A candidate may be required to take additional non credit courses on the recommendation of Supervisor, Coordinator of Centre and Dean of the concerned School. Only letter grades "S" (Satisfactory) or "US" (Un-satisfactory) for such courses shall be awarded and the marks shall not be counted towards CGPA.

7.3. The evaluation of dissertation shall be done as per Clause 16 and no marks/grade shall be awarded.

7.4 Subject to the approval of the Academic Council, the syllabus for the courses and the methodology and instructional designs to be used shall be prepared, prescribed and published by the respective School Boards.

7.5 The topic of the dissertation shall be approved by the School/Center on a proposal submitted by the student through his/her supervisor.

7.6 The topic of dissertation, once decided shall ordinarily remain unchanged during the whole programme. However, the Dean of the concerned School on the recommendations of Centre Coordinator and Supervisor of the student may permit a modification in the topic, if considered necessary. Major changes can be made in the topic only after the approval by the Vice Chancellor.

7.7 A student who does a part of his/her dissertation work at any centre other than the centre concerned (External Centre) shall be required to submit a progress report on the work carried out by him/her as well as a certificate regarding regular attendance at the External Centre duly approved by the external Supervisor (s) as well as by the internal supervisor (s).

## **8. REGISTRATION AND PROMOTION TO THE NEXT SEMESTER**

8.1 Every student admitted to the programme shall get registered at the beginning of the 1st semester of the programme in the Centre/School by completing the necessary formalities as per the schedule announced by the university.

8.2 A student shall be promoted and permitted to get registered in the next semester provided he/she:

8.2.1 Fulfils the requirements of Continuous Internal Assessment/project work/practical work as required under the regulations.

8.2.2 Passes at least 50% of courses in the semester concerned.

8.2.3 Puts in required attendance in each course/semester as provided under clause 9.

8.3 A student found not eligible to appear in the End-Semester Examination of a course of the programme due to shortage of attendance or those who fail in more than 50% of the prescribed courses in any semester shall be required to repeat the courses and take readmission in respective semester of the programme in the following academic year.

8.4 A student shall not be permitted to register in a subsequent semester of a programme unless he/she has been a registered student of the immediate preceding semester and has pursued the course (s) of that semester as a regular student.

8.5 In each semester, a last date shall be fixed and notified in the beginning of the semester after which admissions/re-admissions/promotion/registration shall not be ordinarily made.

8.6 Under special circumstances, the students may be allowed late registration by a specified date, by paying a late fee fixed for the purpose, along with the other prescribed fees.

## **9. ATTENDANCE**

9.1 A candidate to be eligible for Continuous Internal Assessment/End Semester Examination of a course or a complete semester shall have to put in a minimum of prescribed attendance in that course/semester in addition to satisfying all other relevant conditions laid down in the regulations.

9.2 The Dean of School, on recommendation of the Centre Coordinator concerned, may condone the shortage of attendance to a maximum of 5% if the claim is justified and supported by valid documents and on payment of fine as approved by competent authority.

9.3 The Dean Academic Affairs, on recommendation of the Centre Coordinator and Dean of the School may condone shortage of attendance beyond 5% but only up to a maximum of 10% for valid reasons (to be supported by documentary evidence) and on payment of fine as approved by the competent authority.

9.4 The teacher concerned shall be responsible for maintaining the record of attendance of the students registered for the course.

## **10. SUSPENSION/WITHDRAWAL**

A student suspended or debarred from attending the classes due to any reason, whatsoever, or having withdrawn from a semester (s) on medical grounds or for any other cogent reason, shall have to seek re-admission in the appropriate semester in the next academic session as a regular student. Such students shall have to meet the requirement of prescribed attendance in each course in the semester.

## **11. FEES TO BE PAID**

The amount and mode of payment of fees payable at the time of admission, registration during subsequent semesters, at the time of examination and refund of fee under special circumstances will be governed by the relevant Rules and Regulations of the university in this regard.

## **12. MEDIUM OF INSTRUCTION AND EXAMINATION**

12.1 The language for the instruction and examination shall be English.

12.2 In cases where the programme pertains to any language other than English, the instructions and examinations would be in that language.

## **13. EXAMINATION AND EVALUATION**

13.1 A student shall be continuously evaluated for academic performance in a course through Continuous Internal Assessment (tutorials, practical work, assignment (s), term paper, field work, seminar (s), periodical tests etc.) and the End-Semester Examination, as prescribed in the examination scheme of the respective course and duly approved by the authority concerned.

13.2 The distribution of weightage for each component of assessment shall be as decided by the School Board.

13.3 Unless provided otherwise the distribution of marks for each course shall be as under:

End Semester Examination (ESE)	:	50 Marks
Continuous Internal Assessment (CIA)	:	50 Marks

13.4 Unless provided otherwise the breakup of Continuous Internal Assessment shall be as below:

Average of two periodical tests (Sessionals) :	20 Marks
Assignment (s) :	10 Marks
Term paper :	10 Marks
Surprise Test (s) :	05 marks
Attendance* :	05 marks
	<b>50 Marks</b>

**\* Break-up of marks for attendance shall be as follows:**

- Attendance below 75 % : No marks
- Attendance 76% to 80% : 1 mark
- Attendance 81% to 85% : 2 marks
- Attendance 86% to 90% : 3 marks
- Attendance 91% to 95% : 4 marks
- Attendance 96% to 100% : 5 marks

13.5 The Continuous Internal Assessment and End-Semester Examination shall be conducted by the teacher concerned under the overall supervision of the Centre Coordinator and Dean of the School. The Coordinator of the Centre shall report the award list in respect of all courses taken by different students to the Controller of Examinations through the Dean of the School within seven days of the completion of examination.

13.6 In case of a student could not appear in any of the components of the Continuous Internal Assessment due to medical reasons or under exceptional circumstances, a separate examination in that component may be arranged by the concerned Centre Coordinator (supported by documentary evidence) before the End Semester Examination.

13.7 The End Semester Practical Examination (wherever applicable) shall ordinarily be held before the theory examinations.

13.8 A student shall be permitted to appear in the End-Semester Examination as per the Conduct of Examination Rules after filling up the prescribed examination form, payment of the prescribed examination fee, satisfying the attendance requirement and fulfilling other eligibility criteria.

13.9 The question paper pattern of End Semester Examination shall be prescribed by the School concerned.

13.10 Unless prescribed in the Regulations and the Scheme of Examination of a particular programme, a candidate shall be deemed to have completed his/her courses

successfully if he/she obtains at least 50% marks in each course and 50% marks in aggregate (Continuous Internal Assessment and End-Semester Examination) or 'B' Grade, measured on the following six point scale:

<b>Marks</b>	<b>Grade Point</b>	<b>Letter Grade</b>	<b>Class</b>
75-100	5.50-6.00	O	Outstanding
65-74	4.50-5.49	A+	High First
60-64	4.00-4.49	A	First
55-59	3.50-3.99	B+	High Second
50-54	3.00-3.49	B	Second
0-49	0.00-2.99	F	Fail

The calculation of exact Grade Point from percent marks obtained shall be as notified by the university.

13.11 If a student passes in at least 50% of prescribed courses of a semester he/she shall be allowed to appear in the End-Semester Examination of remaining course (s) in the supplementary examination that shall be arranged for such students within six weeks of beginning of succeeding semester. The marks of Continuous Internal Assessment as applicable shall however, be carried forward in such cases.

13.12 A student failing in more than 50% of the courses in a semester shall have to seek readmission in the appropriate semester as a regular student.

13.13 A student with a backlog can repeat End Semester Examination of a course for maximum of two chances, excluding the 1st appearance, in the subsequent supplementary examination or regular End Semester Examination without putting in any additional attendance. The marks of Continuous Internal Assessment as applicable shall however, be carried forward in such cases. Provided that on the recommendation of the Coordinator and Dean of concerned Centre, the Vice Chancellor, on merit of individual case, may consider giving one final chance (merci chance) to a student

13.14 The marks obtained in the Continuous Internal Assessment (CIA) shall be shown to the students.

## **14. AWARD OF MARKS SHEET**

14.1 On successful completion of each semester examination, the student shall be awarded marks for that semester indicating simultaneously the marks obtained in the previous semester (s).

14.2 The Marks-Sheet of last semester of programme shall indicate the marks obtained and credits earned for each course, consolidated marks of all the semesters separately for each programme, Overall Weighted Percentage Marks (OWPM), letter grade and Cumulative Grade Point Average (CGPA) as prescribed in the Regulations duly approved by statutory bodies of the university

## **15. IMPROVEMENT OF GRADE**

15.1 Students who have been declared pass in a course shall be allowed to repeat End Semester Examination in theory only, in order to improve his/her grade/marks/division, along with regular students in corresponding semesters, provided that CGPA of such a student is less than 4.0. No second chance to improve marks in a course shall be given and no separate examination would be arranged for such students.

15.2 Such students shall have to apply for improvement of grade/marks/division within one month of declaration of the result on a prescribed application form and pay the fees prescribed from time to time.

15.3 If the candidate improves grade/marks, then the improved grade/marks shall be taken into account for working out revised award and a revised marks sheet shall be issued to him/her on the surrender of the marks sheet issued earlier. Such improved marks will not be counted for the award of Prizes/Medals, Rank and Distinction. If the candidate does not show improvement in the grade/marks, his/her previous grade/marks will continue to be taken into account.

15.4 No candidate shall be allowed to improve grade/marks in the practical, project work, term paper and seminar and field work.

## **16. Evaluation of Dissertation**

16.1 Prior to submission of the dissertation student shall make a pre-submission presentation in the Centre that shall be open to all faculty members and research students, for getting feedback and comments, which shall be suitably incorporated into the draft dissertation under the advice of his/her supervisor.

16.2 Every candidate shall submit with his/her dissertation a certificate from the supervisor (s) that the dissertation submitted is a record of original research work carried out by the candidate under his/her supervision and that the dissertation has not previously formed the basis for the award of any degree/diploma, or other similar titles of this or any other university and that the dissertation represents independent work of the candidate.

16.3 A panel of not less than six experts having present or past affiliation with a reputed university or an accredited institution of higher learning, shall be submitted by the supervisor of the student to the Vice Chancellor for approval through the Coordinator of Centre and the Dean of concerned School for evaluating the dissertation and conducting the viva-voce examination to be held later. The Vice Chancellor may appoint



an examiner other than those proposed by supervisor of the candidate(s) also. The Controller of Examinations shall contact each of the approved examiners to seek their consent and arrange the evaluation of dissertations and conduct of viva-voce examination of the students.

16.4 The external examiner (s) shall not be connected with the university, and shall be known for having made rich contributions to knowledge in their respective area (s) of study.

16.5 Each examiner, after examining the dissertation submitted by the candidate for the award of degree, shall submit a detailed report on a prescribed format along with a clear recommendation whether, in his/her opinion:

(a) The dissertation should be accepted for the award of degree and the public defense and viva-voce examination of the candidate should be held.

or

(b) The dissertation should be referred back to the candidate for revision

or

(c) The dissertation should be rejected.

16.6 If the dissertation is approved, the examiner (s) may seek clarification questions, if any, to be answered by the candidate at the time of public defense and viva-voce.

16.7 In case the examiner does not approve the dissertation of a candidate, it would be referred to another examiner from the panel previously submitted or as approved by the Vice Chancellor. If the second examiner also does not approve the dissertation, then the student shall be required to resubmit the dissertation.

16.8 If the examiner(s) explicitly suggest revision and re-submission of dissertation for further examination, then the revised dissertation duly certified by the Supervisor, Centre Coordinator and the concerned Dean shall be sent to the same examiner for further evaluation unless he/she is unable or unwilling to act as such, in which case different examiner (s) may be appointed. If the examiner concerned specifically instructs that the revised dissertation need not be sent back to him/her, the revised dissertation duly certified by the Supervisor, Centre Coordinator and the concerned Dean shall be accepted and the candidate shall be allowed for public defense and viva-voce.

## **17. CONDUCT OF VIVA-VOCE**

17.1 After the dissertation is approved, a panel comprising the supervisor, the Coordinator of the concerned Centre and the Dean concerned or his nominee shall conduct viva-voce examination in the presence of interested faculty members and students.

17.2 A candidate, who is not successful in the viva-voce examination, shall undergo the viva-voce examination second time, within a period of four months. In the event he/she fails again, the Dean shall refer the matter to the concerned School Board for decision.

17.3 If the performance of a candidate in viva-voce examination is satisfactory, the Coordinator of concerned Center, through the Dean concerned shall forward the recommendations of the examiner (s) who adjudicated the dissertation and the evaluation of the candidate's performance in viva-voce examination along with other such documents as may be required, by the university to Controller of Examinations for consideration and approval by the Vice Chancellor.

## **18. AWARD OF DEGREE**

18.1 The successful candidates shall be admitted to and conferred the Degree of Master of Science/Master of Arts in the respective discipline, as the case may be, provided he/she has:

18.1.1 No pending dues to the university, hostel or library outstanding

18.1.2 No disciplinary action pending against him/her

18.1.3 Fulfilled such other conditions as prescribed under rules

18.2 For those candidates who have qualified for the degree in disciplines which are interdisciplinary in nature, the university may issue the degree in the respective discipline in which they have registered and have completed their programme.

## **19. POWER TO REMOVE ANY DIFFICULTY**

Notwithstanding what is contained in the Regulations; the Chairperson, Academic Council/Executive Council may in exceptional circumstances and on the recommendations of the School Board concerned or an appropriate Committee on the merits of each individual case consider, and for reasons to be recorded, allow relaxation of any of the provisions except those prescribing CGPA requirement.