

**REGULATION FOR POST GRADUATE PROGRAMMES UNDER CHOICE BASED
CREDIT SYSTEM (CBCS) OFFERED BY THE UNIVERSITY
DEPARTMENTS/SCHOOLS/CENTRES**
(To be effective from 2021 admissions)

1. **SCOPE**

- 1.1 These Regulations shall apply to all M. Sc., MA, MBA and MCA, programmes conducted by the Departments/Schools of the Cochin University of Science and Technology with effect from 2021 admissions.
- 1.2 The provisions herein supersede all other Regulations with respect to such PG programmes unless otherwise provided.

2. **DEFINITIONS**

- 2.1 *Academic Committee* means the committee constituted by the Vice-Chancellor under this regulation to monitor the conduct of the programmes.
- 2.2 *Core course* means a course that the student admitted to a particular programme must successfully complete in order to receive the Degree and which cannot be substituted by any other course.
- 2.3 *Elective course* means a course, which can be substituted by equivalent courses from the same or other Departments/Schools.
- 2.4 *Audited course* means a course which can be opted by a student but which will not accrue any credit.
- 2.5 *Department/School* means Departments/Schools instituted in the University as per Statutes and Act.
- 2.6 **All PG programmes following this regulation will be of Second Level.**

3. **ELIGIBILITY FOR ADMISSION**

As per the eligibility criteria prescribed by the University from time to time.

4. **ADMISSIONS**

As per the Regulations prescribed by the University from time to time.

After completing the admissions, each student shall be assigned a Unique Registration Number, in a format suggested by the university, by the concerned department which will be valid throughout his/her programme of study in the University.

5. COURSE REGISTRATION

5.1 Every Department/School shall have Faculty Members as Student Advisors. Each student will be assigned to an Advisor/Mentor, within one week from the commencement of the course, by the Department council. He/She will advise the student about the academic programme and counsel the student on the choice of courses for the coming semester depending on the student's academic background and objective. The student will then register for the courses he plans to take for the semester before the classes begin and within the time prescribed by the University. The student should have completed the prescribed prerequisites if any for a course before registration. The Advisor/Mentor can be a contract/adjunct faculty. The student has to be closely monitored and motivated by the Advisor. The Advisor/Mentor should have up-to-date knowledge on the performance of the students as he/she go through the programme and must keep frequent contact with the students. In addition, one faculty coordinator will be assigned to an incoming batch of students to each Programme by the Department council. The faculty-coordinator will synchronize the activities of the batch. The mentor may induct in the student with his research activities. The Department should document the mentor- mentee interaction systematically.

The Department offering any course shall prescribe the maximum number of students that can be admitted taking into consideration the facilities available. Core courses of any programmes are to be compulsorily offered by the respective Department that offers the programme.

In any Department, preference shall be given to those students for whom the course is a core-course.

A student can drop an elective/audit course(s) within **10** working days after the commencement of the classes.

5.2 University shall make available to all students through CUSAT website a Bulletin listing all the courses offered in every semester specifying the credits, prerequisites, list of topics, the course intends to cover, the instructor who is giving the courses, the time and place of the classes for the courses. Each course shall have a code consisting of first two digits indicating the year of revision of syllabus/curriculum, following three characters/digits denoting the Department and the next four digits of which the first digit will be 2 indicating the level of the course, second indicating the Semester and third and fourth digits the serial number of the course. However in such Departments having more than one Masters programme of the same level, of the three characters/digits denoting the Department, the third one will represent the course of study.

6. COURSE STRUCTURE

6.1 The CBCS system will be fully internal in all sense. There shall be three kinds of courses: Core, Elective and Audit courses. Normally all core courses shall have two / three / four credits except in cases where only project/dissertation including seminars are involved in a semester in which case the minimum credit shall be sixteen. Elective courses, if any offered through Massive Open On line Course (MOOC) can have two/three/four credits. Any such online courses should be pre- approved by the Department Council before the beginning of a semester to ensure quality and suitability.

In the case of online courses attended by the student, a proof of satisfactory completion and marks/grade issued by the authority who conducted the course must be submitted to the Head of the Department. Head/mentor/advisor may conduct a viva on the subject of the online course if found necessary.

6.2 The minimum number of the Credit in a semester shall not be less than 16. For Departments under Science faculty conducting Integrated Programmes, the minimum total credits required for the last four semesters of integrated programmes should be 80 and it should be the same as total credits required for two year M.Sc. Programmes.

6.3 The Department Council shall make recommendations on the content of core and elective courses including the detailed syllabus pertaining to each programme offered by the Department to the University to be approved by the concerned Board of Studies, Faculty and Academic Council. The Department Council shall have the freedom to design and introduce new electives and audited courses, to modify/redesign existing electives and to replace any existing electives with new or modified/redesigned electives to facilitate better exposure and training for the students. Prior approval from the Board of Studies and Academic Council is not required for such modifications in the electives, but shall be done only with the approval of the Academic Committee. Such changes shall be placed in the Board of Studies, Faculty and Academic Council in the next meeting for ratification.

6.4 The general structure of the programme shall be as given below:

A minimum 75 % attendance is compulsory. Heads of Department can give five percent condonation with the approval of Department Council. The Vice- Chancellor shall have the power to condone shortage of attendance upto 10% on medical grounds on the recommendations of the Head of Department. However, such condonation for shortage of attendance shall be given only once during the entire programme of study.

	MA/ M.Sc other than from the Faculty of Science	M.Sc from the Faculty of Science	MBA (Full Time)	MBA (Part Time)*	MCA
Programme duration	4 Sem	4 Sem	4 Sem	6 Sem	4 Sem
Accumulated minimum credit required for successful completion of the programme	72	80	102	102	72

Note: *MBA (Part Time) Programme is stretched to 6 semesters with the same content as the full-time programme with 4 semesters.

Each semester shall have a minimum of 16 weeks duration and one credit shall be given for one-hour lecture or 2 hours of practical work per week. No regular student shall register for more than 24 credits per semester and less than 16 credits per semester. In the case of MBA (Part Time) programme, the minimum and maximum credits per semester will be 12 and 19 respectively.

6.5 A student shall compulsorily register and complete atleast one Online course/ Interdisciplinary Elective (IE) course/ Industry based course (one of the Electives) from other Departments/Schools/Industry before registering for the final semester of the Programme. However, MBA (PT) programme may be exempted from this clause. For the 'Industry based course' one faculty member from the department will be responsible along with the industry partner in designing course and evaluating the student and awarding the grade.

Each department shall encourage the students to register for MOOC/ SWAYAM/ NPTEL Courses during the second or third semester.. The Students in consultation with the course adviser or the Department council have to register for the course. **The conduct of such courses will be done as per regulations appended as Annexure I.**

- 6.6 At the end of the second semester, students should be encouraged to go for an internship or carry out a mini project in the area of their interest. For the internship/mini project, a candidate can have an internal guide and external guide (Institution /Industry).

7. **EVALUATION**

- 7.1 The entire system of evaluation is internal. The evaluation scheme for each semester contains two parts, a continuous assessment and a semester end examination. The continuous assessment shall consist of minimum of two tests and assignments/seminars/quizzes etc. which shall be notified to the students at the beginning of the semester. The marks obtained in the continuous assessment shall be displayed on the notice board and grievances if any may be addressed to the Head of the Department. The Department Council shall finalise the marks of the continuous assessment of each course after addressing such grievances.

The semester end examination will be of 3 hours duration and shall cover the entire syllabus of the course. Equal weightage shall be given for the continuous assessment and the semester end components.

All practical examinations will be internally evaluated as per the procedures laid down by the Department Councils concerned.

- 7.2 The question paper for the semester end examination shall be set by the concerned teacher in advance, which shall be scrutinized by the respective department council or by a committee consisting of the HOD and faculty members offering courses in that semester to ensure that questions are within the scope of the syllabus and that the entire syllabus of the course is fairly covered in the question paper. Modifications can be suggested by the council if necessary and such suggestions shall be incorporated in the final version of the question paper.

There shall be only a single evaluation for the semester end examination. Immediately after the examination is over, the Head of the Department shall make arrangements to complete the evaluation and finalize the results within 10 working days from the date of the last examination. The marks and grade in all the courses obtained by the students have to be displayed in the notice board and the answer scripts can be shown to the students for scrutiny if requested.

- 7.3 For each course there shall be a separate minimum of 50% marks for both the semester end examination and the continuous assessment part. A student who fails to obtain 50% marks in the continuous assessment part of a course will have to re-register and repeat the course at a suitable later time when the course is offered again (if the failed course is a core course) or re-register for the same or a different course (if the failed course is an elective).
- 7.4 The Department shall publish the marks obtained by the students, in the continuous assessment and semester end examination. If the student has any grievance, he/she can approach the concerned teacher and submit his/her grievance with supporting documents/arguments. The teacher and the HOD will examine the case and decide on his/her grievance. If the student is not convinced with the decision, he/she can approach the appellate authority, which is the department council, in writing and the council shall examine the same and take a final decision which has to be intimated to the student in writing. **The decision of the appellate authority shall be final.** Finalized continuous assessment marks should be uploaded in the University Examination web portal at least 5 working days before the commencement of the end semester examinations.
- 7.5 The final marks and grades obtained by the students shall be published in the notice board. Those who fail in the end-semester examination of any core or elective course shall approach the concerned teacher if necessary, for a re-examination. Within ten days of the display of the results in the notice board, the department shall conduct an additional semester end examination for these candidates. This reexamination is only to provide the student a chance to pass the examination by completing the course successfully. If he/she completes the course successfully making use of this additional chance, he/she will be awarded only a 'D' grade enabling the candidate to be declared successful in that course. If he/she cannot make it up, he/she may repeat the semester end examination of that course in the next available chance. If the student re-registers and repeats the course, he/she may be awarded the actual grade he/she obtains. The maximum duration for completing any PG degree programme will be 4 years except for MCA/MBA (PT) for which it will be 6 years from the date of commencement of first semester. The marks of the end-semester examinations should be uploaded in the University Examination web portal.
- 7.6 The result of the examinations will be finalized and published by the department council, which will act as the passing board and the minutes shall be sent to the controller of examinations for issue of semester grade transcript.

8. SEMESTER GRADE-TRANSCRIPT

- 8.1 The University under its seal shall issue a semester Grade transcript to the students on completion of each semester. The semester Grade transcript shall contain the following:
- Title of the course taken as core, elective and audit. (An audit course shall be listed only if the student has secured a pass).
 - Title of the online course.
 - Title of the Major project if any.
 - The credits associated with and the grades awarded for each course.
 - The number of credits (core and elective separately) earned by the student and the Grade Point Average.
 - The total credits (core and elective) earned till that semester.
- 8.2 The following grading system shall be adopted for all the programmes. The following grades will be awarded based on the overall performance in each subject.

<u>Range of Marks</u>	<u>Grades</u>	<u>Weightage</u>
90 and above	S-Outstanding	10
80 to 89	A-Excellent	9
70 to 79	B-Very good	8
60 to 69	C-Good	7
50 to 59	D-Satisfactory	6
Below 50%	F-Failed	0

Overall performance at the end of the semester will be indicated by Grade Point Average (GPA) calculated as follows.

$$\text{GPA} = \frac{G1C1+G2C2+G3C3+\dots+\text{GnCn}}{C1+C2+C3+\dots+Cn}$$

‘G’ refers to the grade weightage and ‘C’ refers to the credit value of corresponding course undergone by the student. At the end of the final semester Cumulative Grade Point Average (CGPA) will be calculated based on the above formula, considering the Credits and Grades earned during the entire programme of study.

Classification for the Degree/Diploma will be given as follows based on the CGPA:

First Class with distinction	8 and above
First Class	6.5 and above
Second Class	6 and above

8.3 The Semester Grade transcript issued at the end of the final semester shall contain the details of all the courses taken which shall include the titles of the courses, the credits associated with each course, the CGPA and the class.

8.4 **The CGPA to percentage conversion may be done via the formula**
%marks = (CGPA-0.5)*10.

9. **MONITORING AND MANAGEMENT OF PROGRAMMES**

9.1 Every post graduate programme conducted in the Departments shall be Monitored by the Department Council subject to these regulations. Such monitoring shall include design of programmes, prescribing the mode of conduct of the programmes and monitoring the evaluation process of students.

10. **ACADEMIC COMMITTEE**

10.1 There shall be an Academic Committee constituted by the Vice-Chancellor to monitor and co-ordinate the working of the CBCS System. The committee can approve the elective courses suggested by the respective departments, and ensure that the syllabi of such elective courses are passed by respective Board of Studies and Academic Council.

10.2 The Committee shall consist of:

- a The Pro-Vice-Chancellor - Chairman
- b The Registrar - Secretary
- c The Controller of Examinations
- d One Teacher from each Department

10.3 A Senior Professor nominated by the Vice-Chancellor from among the members of the Committee shall be the Vice-Chairman of the Committee.

10.4 The term of the office of the committee shall be two years, but the committee once constituted shall continue in office until a reconstituted committee assumes office.

11. **TRANSITORY PROVISION**

Notwithstanding anything contained in these regulations, the Vice-Chancellor shall, for a period of one year from the date of coming into force of these regulations, have the power to provide by order that these regulations shall be applied to any programme with such modifications as may be necessary.

12. **REPEAL**

The Regulations now in force, in so far as they are applicable to programmes offered in the University Departments and to the extent they are inconsistent with the existing regulations, and the regulations relating to the CBCS System in their application to any programme offered in a University Department, the latter shall prevail.
