REGULATION FOR POST GRADUATE PROGRAMMES UNDER CHOICE BASEDCREDIT SYSTEM (CBCS) OFFERED BY THE UNIVERSITYDEPARTMENTS/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 Technologywith 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 FORADMISSION

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 COURSEREGISTRATION

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 and will act as the go-to person for advice regarding various academic matters of the students.

The Department offering any course shall prescribe the maximum number of studentsthatcanbeadmittedtakingintoconsiderationthefacilitiesavailable. Core courses of any programmes are to be compulsorily offered by the respective Department that offers theprogramme.

In any Department preference shall be given to those students for whom the course is a core-course if the demand for registration is beyond themaximum prescribed.

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

5.2   UniversityshallmakeavailabletoallstudentsthroughCUSATwebsiteaBulletin listing all the courses offered in every semester specifying the credits, prerequisites, list of topics, the course intends to cover, theinstructorwho is giving the courses, the time and place of the classes for the courses. Eachcourseshallhaveacodeconsistingoffirsttwodigitsindicatingtheyear 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 ofstudy.

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6 **COURSESTRUCTURE**

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 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 andsuitability.

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 thesubject of the online course if found necessary.

6.2   The minimum number of the Credit of Core Courses shall not be less than 48.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 givenbelow:

A minimum 75 % attendance is compulsory.HODs can give five percent condonation with the approval DCM. But the Vice- Chancellor shall have the power to condone shortage of attendance upto10%onmedicalgroundsontherecommendationsoftheHead of Department. However, such condonation for shortage of attendance shall be given only once during the entire programme of study.

	MA/ M.Sc	MBA Full-Time		MBA* Part-Time	MCA
Programme duration	4 Sem.	4 Sem.		6 Sem.	4 Sem.
Accumulated minimum credit required for successful completion of the programme	72	102	102	108	72
Minimum Attendance required	75%	75%	75%	75%	75

Note: *MBA (PT) 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 19 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 (PT) programme, the minimum and maximum credits per semester will be 12 and 19respectively.

6.5   A student shall compulsorily register and complete atleast one 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.

6.6   Each Department/School must announce at least one interdisciplinary course (Elective) to be offered by them, in the "E" slot of the Common Time-table

6.7   This interdisciplinary course (Elective) shall not have any prerequisite.

6.8   At the end of the second semester, students should be encouraged to go for an internship/orcarry out a mini project in the area of their interest and prepare for competitive exams like NET/GATE etc. For the internship/mini project, a candidate can have an internal guide and external guide (institution /industry).

6.9.   Each Department has to offer an industry linked course/online courseas elective. The department has to ensure that, in the 2nd or 3rd semester, all the students are registered for the course. This is applicable for M.Sc programmes of Science and Technology Departments.

Each department shall encourage the students to register for MOOC/ SWAYAM/ NPTEL Courses during the second or third semester. The credit for the online courses shall be 2. The Students in consultation with the course adviser or the Department council have to register for the course.

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. At least 80% of the marks for continuous assessment should be based on the tests. 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 entiresyllabusofthecourse.Equalweightageshallbegivenforthecontinuous 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 questionpaper.

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 anelective).

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.

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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 reexamination. 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 awardedonlyaDgradeenablingthecandidatetobedeclaredsuccessfulinthat 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 gradehe/she obtains. The maximum duration for completing any PG degree programme will be 4 years except for MCA/MBA (PT) for whichit willbe 6 years from the date of commencement of first semester. The marks of the end-semester examinations should be uploaded in the University Examination webportal.

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

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 thefollowing:

a. Title of the course taken as core, elective and audit. (An audit course shallbe listed only if the student has secured apass).

b. Title of the onlinecourse.

c. Title of the Major project ifany.

d. The credits associated with and the grades awarded for eachcourse.

e. The number of credits (core and elective separately) earned by the student and the Grade pointAverage.

f. The total credits (core and elective) earned till thatsemester.

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.

Range of Marks	Grades	Weightage
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.

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

where '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 ofstudy.

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 OFPROGRAMMES

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 ofstudents.

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.Thecommitteecanapprovetheelectivecoursessuggestedbythe 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 eachDepartment

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 reconstitutedcommittee assumes office.

11. <u>TRANSITORYPROVISION</u>

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 programmewith such modifications as may benecessary.

12 <u>REPEAL</u>

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 shallprevail.

File Ref.No.Ac.C1/Faculty of Science/2021

COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY

(Abstract)

Revised PG Regulation 2021 - Approved - Orders issued

ACADEMIC C SECTION

No.CUSAT/AC(C).C1/2113/2021   Dated,KOCHI-22,24.06.2021

Read:-Item No. 57 of the minutes of the meeting of the Academic Council held on
03.03.2021.

ORDER

The Academic Council at its meeting held on 03.03.2021, vide minutes item read above, considered along with the recommendation of the Standing Committee, and resolved to approve the revised PG Regulation 2021 with effect from 2021 admissions (As in Appendix).

Orders are issued accordingly.

Dr. Meera V *
Registrar

To:

1. The Deans of all faculties, CUSAT, Kochi-22.
2. The Heads/ Directors of all departments, CUSAT, Kochi-22.
3. PS to V.C/PS to PVC/PA to Registrar
4. The Controller of Examinations/ The Director, Academic Admissions/ JR (Exams)/ DR (Exams/Academic Admissions)
5. All Exam sections/ Academic A/B sections
6. Day File/Stock File/File Copy.

* This is a computer generated document. Hence no signature is required.

InwardCUSAT/31730/2021 Description : : PG Regulation 2021

CUSAT

NOTE

Sub:- Academic - - Academic Matters

Note #1 Rajeev C R, COD.SO, 23-Jun-2021 12:38 PM

Inward Attached : CUSAT/28345/2021
Subject : DDFS Despatch
Sender Name : Leeja S
Subject Description : Academic Bulletin 2021-22-Proposals invited

Note #2 Rajeev C R, COD.SO, 25-Jun-2021 02:51 PM

Inward Attached : CUSAT/31730/2021
Subject : DDFS Despatch
Sender Name : Sumy Thomas
Subject Description : Orders reg