



JSS COLLEGE OF ARTS, COMMERCE & SCIENCE

(An Autonomous College of University of Mysore)

**Re-accredited by NAAC with 'A' grade
Recognised by UGC as "College with Potential for Excellence"**

**RULES
&
REGULATIONS
CBCS & CAGP SCHEME of
PG PROGRAMMES**

[Approved by 17th Governing Body at its meeting held on 6-09-2011]

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Postgraduate Programmes:

13.0 Regulations:

The Regulations are applicable to the PG programmes namely, M.Sc in Computer Science (M.Sc.,CS), M.Sc in Bio-technology (M.Sc.,BT), M.Sc in Biochemistry (M.Sc.,BC), M.Sc in Physics (M.Sc., Phy), M. Sc in Chemistry (M.Sc, Chem), M.Sc in Mathematics (M.Sc Maths), Master of Commerce (M.Com), Master of Social Work (MSW), M A in Kannada (M.A., Kan) and M A in English (M A Eng).

To obtain a Master's degree, a candidate has to earn a total of 76 credits by successfully completing various courses in the respective programme as mentioned in the following table.

<u>Course Type</u>	<u>Credits</u>
<u>Hard Core</u>	<u>A minimum of 42, but not exceeding 56</u>
<u>Soft Core a minimum of 16</u>	<u>A minimum of 16</u>
<u>Open Elective</u>	<u>A minimum of 04</u>

Every course including project work, practical work, field work, seminar, self study elective should be entitled as Hard Core or Soft Core or Open Elective by the BOS concerned.

A candidate can enroll for a maximum of 24 credits per semester.

Only such candidates who register for a minimum of 18 credits per semester and complete successfully 76 credits in 4 successive semesters shall be considered for declaration of ranks, medals and are eligible to apply for student fellowship, scholarship, free ships and hostel facilities.

In excess to the minimum of 76 credits for master degree in the concerned discipline / subject of study, a candidate can opt to complete a minimum of 18 extra credits to acquire add on proficiency diploma in that particular discipline / subject along with the master degree. In such of the cases wherein a candidate opts to earn at least 4 extra credits in different discipline / subjects

in addition to a minimum of 76 credits at master level as said above then an add on proficiency certification will be issued to the candidate by listing the courses studied and grades earned.

Eligibility, Mode of selection and Intake

13.1 Eligibility and mode of selection

See Annexure II.

13.2 Intake

As fixed by the University.

Duration of the programmes

The programmes of study shall be of four semesters. Each semester is of 16 weeks duration. However, a candidate can avail a maximum of 8 semesters – four years (in one stretch) to complete the Master's degree as per double the duration norm.

13.3 Progress and Conduct

As per prevailing rules

13.4 Hours of Instructions/week

Each course may have different credit pattern. Credit pattern for courses in different programmes is given in Annexure III.

13.5 Titles of Courses, Practicals offered for the programme with teaching hours/week for each course/ practicals.

As per Annexure VI.

13.6 Scheme of Evaluation/Assessment

The evaluation of the candidate shall be based on continuous assessment. The structure for evaluation is as follows:

13.6.1 Assessment and evaluation processes happen in a continuous mode. However, for reporting purposes, a semester is divided into 3 discrete components identified as C₁, C₂, and C₃.

13.6.2 The performance of a candidate in a course will be assessed for 100 marks as explained below.

13.6.2.1 *The first component (C₁), of assessment is for 15 marks. This will be based on test, assignment and seminar. For any other similar performance evaluation activities, prior permission of the Principal is to be obtained. During the first half of the semester, the first 50% of the syllabus will be completed. This shall be consolidated during the 8th week of the semester. Beyond 8th week, making changes in C₁ is not permitted.*

13.6.2.2 *The second component (C₂), of assessment is for 15 marks. This will be based on test, assignment and seminar. For any other similar performance evaluation activities, prior permission of the Principal is to be obtained. The continuous assessment and scores of second half of the semester will be consolidated during the 16th week of the semester. During the second half of the semester the remaining units in the course will be completed.*

- The outline for continuous assessment activities for Component-I (C₁) and Component-II (C₂) will be proposed by the teacher(s) concerned before the commencement of the semester and will be discussed and decided in the respective Departmental Council and to be brought to the notice of the Principal. The students should be informed about the modalities well in advance. The evaluated courses/assignments during component I (C₁) and component II (C₂) of assessment are immediately returned to the candidates after obtaining acknowledgement in the register maintained by the concern teacher for this purpose.

13.6.2.3 *During the 18th -20th week of the semester, a semester-end examination of 3 hours duration shall be conducted for each course. This forms the third/final component of assessment (C₃) and the maximum marks for the final component will be 70.*

13.6.2.4 In case of a course with only practical component a practical examination will be conducted with both internal and external examiners. A candidate will be assessed on the basis of a) knowledge of relevant processes b) Skills and operations involved c) Results / products including calculation and reporting. If external examiner does not turn up then

both the examiners will be internal examiners. The duration for semester-end practical examination shall be decided by the departmental council.

13.6.2.5 If X is the marks scored by the candidate out of 70 in C_3 in theory examination, if Y is the marks scored by the candidate out of 70 in C_3 in Practical examination, and if Z is the marks scored by the candidate out of 70 in C_3 for a course of $(L=0):T:(P=0)$ type that is entirely tutorial based course, then the final marks M in C_3 is decided as per the following table.

L.T.P distribution	Find mark M in C_3
L:T:P	$\frac{[(L+T) \times X] + [(T+P) \times Y]}{L + 2T + P}$
L:(T=0):P	$\frac{(L \times X) + (P \times Y)}{L + P}$
L:T:(P=0)	X
L:(T=0):(P=0)	X
(L=0):T:P	Y
(L=0):(T=0):P	Y
(L=0):T:(P=0)	Z

13.6.2.6 The details of continuous assessment are summarized in the following Table.

Component	Units covered in a course	Weightage	Weightage Unit-wise	Period of Continuous assessment
I	1,2	15%	7.5%	First half of the semester - To be consolidated by 8th week
II	3,4	15%	7.5%	Second half of the semester. To be consolidated by 16th week
III	Semester end	70%	17.5%	To be completed

	examination			during 18 th -20 th Week.
Final grades to be announced latest by 24th week				

13.6.2.7 A candidate's performance from all 3 components will be in terms of scores, and the sum of all three scores will be for a maximum of 100 marks (15 + 15 + 70).

13.6.2.8 Finally, awarding the grades should be completed latest by 24th week of the semester.

14 Scheme of Examination:

14.1 The Board of Appointment of Examiners (BOAE) for each discipline constituted for appointing members for Board of Examiners (BOE) every year shall consist of :

- a. Principal of the college (Chairperson)
- b. Dean – Academic
- c. Chairperson of the BOS
- d. Controller of Examination (Member Secretary)

The BOE is responsible for scrutiny and passing of question papers of semester end examinations.

14.2 The duration for semester-end theory examination will be for 3 hours per course.

14.3 Three sets of question courses shall be set: two by internal and one by external examiner for semester-end examination. In case of non-availability of internals, the questions papers can be set by the external examiners.

14.4 A Board of Examiners (BOE) will scrutinize and approve three sets of question papers for semester-end examinations.

14.5 Answer scripts are coded. Double valuation, one by external and another by internal examiner shall be followed for evaluation of semester-end theory examination answer scripts. The marks to be awarded to the student shall be the average of these two evaluations. If the difference in marks between two evaluations exceeds 15% of the maximum marks, the answer script shall be evaluated by a third examiner. The marks awarded by the third examiner shall be averaged with nearest marks of earlier two evaluations and that shall be the final marks to be awarded to the student.

14.6 Self carbon / Photocopies of (i) the evaluation scripts must be provided to the candidate and (ii) evaluated answer books of semester-end examination may be provided to the candidates at the time of announcement of final grades after collecting prescribed fee and following the procedure prescribed by the college.

14.7 *In case a candidate secures less than 30% in C1 and C2 put together in a course, the candidate is said to have DROPPED that course, and such a candidate is not allowed to appear for C3 in that course.*

In case a candidate's class attendance in a course is less than 75% or as stipulated by the University, the candidate is said to have DROPPED that course, and such a candidate is not allowed to appear for C₃ in that course.

Teachers offering the courses will place the above details in the Department Council meeting during the last week of the semester, before the commencement of C₃, and subsequently a notification pertaining to the above will be brought out by the Chairman of the Department before the commencement of C₃ examination. A copy of this notification shall also be sent to the office of the Principal & Controller of Examinations.

14.8 In case a candidate secures less than 30% in C3, he/she may choose DROP/MAKEUP option.

In case a candidate secures more than or equal to 30% in C3, but his/her grade (G) = 4, as per section 14.10 below, then he/she may be declared to have been conditionally successful in that course, provided that such a benefit of conditional clearance based on G=4 shall be availed for maximum of 8 credits for the entire programme of Master's Degree of two years.

In case a candidate secures more than 30 % in C3 but G=4, then he/she may choose DROP/MAKE-UP option. The candidate has to exercise his/her option immediately within 10 days from the date of notification of results. A MAKE-UP examination will be conducted within 25 days from the date of notification of results. If the candidate still remains unsuccessful after MAKE-UP examination he/she is said to have DROPPED that course.

14.9 A candidate has to re-register for the DROPPED course when the course is offered again by the department if it is a hard core course. The candidate may choose the same or an alternate core/elective in case the dropped course is soft core / elective course. A candidate who is said to

have DROPPED project work has to re-register for the same subsequently within the stipulated period. The details of any dropped course will not appear in the grade card.

14.10 Procedure for awarding grades for Master's Degree

If P is the percentage of the marks scored by a student in a course, which is the sum of all the marks from the three components mentioned above, then the Grade Point (GP) earned by a candidate is as given below. (Note: V is the credit value for a course).

If $G = 0$ ($GP = 0$) then the candidate is assumed to have automatically dropped the course. He/she is not said to have failed in the course (the same thing is true if a candidate lacks in attendance).

A candidate can withdraw any course within ten days from the date of notification of final results. Whenever a candidate withdraws a course, he/she has to register for the same course in case it is hard core course, the same course or an alternate course if it is soft core/open elective.

<i>Marks</i>	<i>Grade</i>	<i>Grade Point ($GP = V \times G$)</i>
$0 \leq P < 39$	0	$V \times 0$
$40 \leq P < 49$	5	$V \times 5$
$50 \leq P < 59$	6	$V \times 6$
$60 \leq P < 64$	6.5	$V \times 6.5$
$65 \leq P < 69$	7	$V \times 7$
$70 \leq P < 74$	7.5	$V \times 7.5$
$75 \leq P < 79$	8	$V \times 8$
$80 \leq P < 84$	8.5	$V \times 8.5$
$85 \leq P < 89$	9	$V \times 9$
$90 \leq P < 94$	9.5	$V \times 9.5$
$95 \leq P < 100$	10	$V \times 10$

A DROPPED course is automatically considered as a course withdrawn.

The Cumulative Grade Point Average (CGPA) is given by the following formula

$$\text{CGPA} = \frac{\text{Sum of all GPs}}{\text{Sum of credits earned in the programme}}$$

14.11 Evaluation of a candidate in Term Work

A candidate shall register for the Term Work after having acquired a minimum of 20 credits in the programme. This is a compulsory part of the program with the credit pattern 0:1:3 with a credit value of 4.

Right from the initial stage of defining the problem, the candidate has to submit the progress report periodically and also present his progress in the form of seminars in addition to the regular discussion with the guide.

Components of evaluation are as follows:

<i>Component-1</i>	<i>15% (Periodic progress and progress reports)</i>
<i>Component-2</i>	<i>15% (Seminar / Discussions plus draft report)</i>
<i>Component-3</i>	<i>70% (Final viva-voce and evaluation)</i>

Component-3 is evaluated by panel of two members consisting, the guide and external examiner decided by BOE.

The percentage scored by the candidate and its equivalent grade in the project is as defined earlier.

14.12 Evaluation of a candidate in Project Work / Dissertation

A candidate shall register for the project work in the 4th semester. This is a compulsory part of the program with a credit value of 8.

Right from the initial stage of defining the problem, the student has to submit the progress reports periodically and also present his progress in the form of seminars in addition to the regular discussion with the guide.

Components of evaluation are as follows:

<i>Component-1</i>	<i>15% (Periodic progress and progress reports)</i>
<i>Component-2</i>	<i>15% (Seminar / Discussions plus draft report)</i>
<i>Component-3</i>	<i>70% (Final viva-voce and evaluation)</i>

Component III is evaluated by a panel of two members consisting of the guide and an external examiner.

The percentage scored by the candidate and its equivalent grade in the project is as defined earlier in section 14.10.

14.13 Classification of successful candidates

Once a candidate accumulates 76 credits, he/she will be called a successful candidate. Such candidates are classified under different categories based on their overall CGPA as shown in the Table below.

CGPA	Numerical Index	Description gradation
$9 \leq \text{CGPA} \leq 10$	10	DISTINCTION
$8 \leq \text{CGPA} < 9$	9	
$7 \leq \text{CGPA} < 8$	8	FIRST CLASS
$6 \leq \text{CGPA} < 7$	7	
$5 \leq \text{CGPA} < 6$	6	SECOND CLASS
$4 \leq \text{CGPA} < 5$	5	

Overall percentage = $10 \times \text{CGPA}$ or is said to be 50% for the case $4 \leq \text{CGPA} < 5$

14.14 Issue of Grade card

The provisional / tentative grade card will be issued at the end of the every semester indicating the courses completed successfully. Upon successful completion of the Master's degree programme a formal consolidated grade card will be issued by the college.

14.15 Fee structure

As fixed by the college from time to time.

14.16 Provision for appeal

A candidate, if dissatisfied with the grades that he/she has got can approach the Grievance Cell with a written submission together with all the assignments, test papers etc, which were evaluated. He/she can do so before the semester-end examination (based on 2 continuous assessment components already completed) or after the semester-end examination. The Grievance Cell is empowered to revise the grades if the case is genuine and is also empowered to penalise the candidate if his / her submission is found to be baseless and unduly motivated. This Cell may recommend disciplinary/corrective action on an evaluator if he/she is found guilty. The decision taken by the Grievance Cell is final.

The Controller of Examination will be Chairman of the grievance cell.

For every subject, there will be one Grievance Cell.

The composition of the Grievance Cell is as follows :

1. A senior faculty member (other than those concerned with the evaluation of the course concerned) from the department/discipline and/or from sister departments/sister disciplines.
2. A senior faculty member/subject expert from outside the college / department.
3. The Controller of Examinations
4. Academic Dean of the college
5. A lady faculty member (in case not covered by 1,2,3,4, and 6).
6. Chairman of concerned discipline.

The appropriate fee as fixed by the college shall be collected by the candidate who goes for an appeal to the grievance cell.

14.17 Transitory provisions

The students who are already studying in our college will continue under the existing regulations. (This is required to clearly say that the ongoing students cannot switch over to new regulations)

15.0 Marks Cards

The laminated marks card shall be issued by the college in each semester after declaration of results.

16.0 Award of Degree

University of Mysore shall award the degree to successful candidates as per the resolution passed by Academic Council in this regard.

17.0 Barring of Simultaneous Study

- 17.1 No candidate admitted to a degree programme shall be permitted to study simultaneously in any other programme leading to a degree (regular, evening & morning) offered by any other college/University.
- 17.2 If a candidate gets admitted to more than one such degree programmes, the college shall cancel without giving prior notice, his/her admission to all the programmes to which he/she has joined.

18.0 Miscellaneous

- 18.1 These regulations will apply to candidates admitted for the academic year 2013-14 and onwards for the programme.
- 18.2 Any other issue not envisaged above, shall be resolved by the Principal in consultation with the appropriate Bodies of the college, which shall be final and binding.