



OFFICE OF THE REGISTRAR : : SIBSAGAR UNIVERSITY

Ref. SU/ACR/Academic/Curriculum/2025/ 618

Date 18-07-2026

Notification of PGP Curriculum and Regulations

Pursuant to the approval of the Academic Council vide Resolution No. **R/AC-01/2026/5(iv)** dated 01-06-2026, the recommendation of the UG Board vide Resolution No. **R/PGB-1/2026/3** dated 10-06-2026, and the approval of the Executive Council vide Resolution No. **R/EC-01/2026/05** dated 24-06-2026, the undersigned is directed to apprise all concerned that, the 'Sibsagar University Post-Graduate Programme Curriculum Framework and Regulations, 2026' is notified as appended below. These Regulations shall be applicable to the newly admitted batch of Post-Graduate Programme (PGP) and effective from the 2026-27 academic session onwards only, while for the batches admitted in previous academic sessions, the old Master's Degree Programme Regulations shall remain applicable.

(Dr. Profulla Ch. Kalita)
Registrar

Copy to :-

- 1) The OSD to the Hon'ble Vice-Chancellor for his kind appraisal
- 2) The Academic Registrar i/c for information
- 3) All Deans for information
- 4) All HoD(s) for information with a request to apprise their colleagues and students
- 5) The Controller of Examinations i/c for information
- 6) The Deputy Controller of Examinations i/c for information
- 7) The Finance and Accounts Officer for information
- 8) The Head Assistant for information
- 9) Notice Board/Website
- 10) Guard file

(Dr. Profulla Ch. Kalita)
Registrar

18/07
2026



SIBSAGAR UNIVERSITY

SIBSAGAR UNIVERSITY POST-GRADUATE PROGRAMME CURRICULUM FRAMEWORK AND REGULATIONS, 2026

(w.e.f. 2026-27 Session)



Prepared by
Curriculum Review Committee

Approved by
Academic Council
(Vide Resolution No. R/AC-01/2026/5(iv) dated 01-06-2026)

Recommended by
Post-Graduate Board
(Vide Resolution No. R/PGB-1/2026/3 dated 10-06-2026)

Approved by
Executive Council
(Vide Resolution No. R/EC-01/2026/05 dated 24-06-2026)

Sibsagar University

P.O. Joysagar – 785665 (Assam)

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18/06
2026

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SIBSAGAR UNIVERSITY

SIBSAGAR UNIVERSITY POST-GRADUATE PROGRAMMES

CURRICULUM FRAMEWORK AND REGULATIONS, 2026

(w.e.f. 2026-27 Session)

1. SHORT TITLE, APPLICABILITY AND COMMENCEMENT:

- 1.1. This Curriculum Framework and Regulations are framed and shall be called Sibsagar University Post-Graduate Programme Curriculum Framework and Regulations, 2026 under the relevant Clauses of the First Statutes, the First Ordinances and the First Regulations of the University. This Curriculum Framework and Regulations shall be applicable and effective for all the Programmes leading to the Master's Degree in various subjects of Arts & Humanities (MA) and Science (MSc), which shall have two structures – the Two-Year Post-Graduate Programme and the One-Year Post-Graduate Programme. The Two-Year Post-Graduate Programme shall be applicable for those who have completed a Three-Year Bachelor's degree, and for those who have completed a Four-Year Degree – Honours / Honours with Research, the One-Year Post-Graduate Programme shall be applicable. It shall be conducted under the Choice Based Credit System (CBCS) as per the guidelines of National Education Policy – 2020 (NEP-2020) and shall be henceforth referred to as SU-PGP-Regulations, 2026.
- 1.2. This SU-PGP-Regulations, 2026 shall be applicable for the students admitted into various Master's Degree Programmes as MA & MSc. in Sibsagar University from the Academic Session, 2026-2027 onwards.
- 1.3. This SU-PGP-Regulations, 2026 shall come into effect from the Academic Session, 2026-2027.

2. OBJECTIVES:

This SU-PGP-Regulations, 2026 have the following objectives –

- 2.1 To conduct post graduate programmes of study with experience of research in Science and Arts streams in various subjects as per guidelines of 'The National Higher Education Qualification Framework (NHEQF)' *vis-à-vis* NEP-2020.
- 2.2 To provide opportunity to teaching-learning community to enter into a setting of academics through a Choice Based Credit System (CBCS) in which the learners shall primarily earn credits from the core discipline of study beside opportunity to earn a few credits from other disciplines/subjects/areas.
- 2.3 To create avenue for holistic development of the students through a wide range of curriculum in which, besides normal classroom teaching-learning, there shall be focus on learning through practicum, field work, project work, community work, co-curricular and extra-curricular activities etc.

3. PROGRAMME OUTCOMES:

The curriculum of Sibsagar University Post-Graduate Programme has certain attributes which are stated here as Programme Outcomes (POs). These attributes include capabilities that help broaden the current

knowledge base and skills, gain and apply new knowledge and skills, undertake future studies independently, perform well in a chosen career, and play a constructive role as a responsible citizen in society.

The Programme Outcomes (POs):-

PO-1 (Disciplinary & Scientific Knowledge): Ability to acquire a comprehensive and specialized knowledge of the chosen discipline, including its history, major theories, and contemporary debates, and ability to acquire a comprehensive scientific knowledge of the chosen discipline, including its major theories and contemporary debates, to apply advanced principles of the specific science domain (Physics, Chemistry, Biology, etc.)..

PO-2 (Research Knowledge, Skills & Innovation): Capability to formulate research questions, conduct literature reviews, and use qualitative/quantitative methodologies (e.g., ethnography, archival research), capability to participate in and earn research knowledge and skills through Research Internship, capacity to identify research problems and contribute original findings through Dissertation.

PO-3 (Problem Solving, Critical Thinking and Analytical Reasoning): Ability to think critically to solve complex problem, analyze complex social, political, or cultural issues using various theoretical lenses and evidence-based reasoning, design experiments, interpret data using statistical/mathematical/software tools, and derive logical conclusions, use advanced laboratory equipment, software (e.g., MATLAB, Python, SPSS), and ICT tools for scientific modelling.

PO-4 (Inculcation of Creativity): Capability to inculcate creativity through performing or thinking in different and diverse ways, dealing with problems and situations that do not have simple solutions, having innovation in performing tasks in a better manner.

PO-5 (Communication Skills): Ability to demonstrate the skills that enable them to communicate, listen, read, share views and express herself/himself, express thoughts and ideas effectively and construct logical arguments using correct technical language in both oral and written forms.

PO-6 (Collaborating and Leadership Skills): Ability to coordinating/collaborating with others' work effectively and respectfully with diverse teams, facilitate cooperative or coordinated effort on the part of a group, act together as a group or a team ; ability to demonstrate leadership readiness/qualities such as mapping out the tasks of a team, setting direction, formulating inspiring vision, motivating and inspiring team members to engage with that vision, using management skills to guide people to the right destination etc.

PO-7 (Global & Interdisciplinary Perspective): Ability to understand global trends and cross-cultural contexts, apply knowledge in international and multidisciplinary environments.

PO-8 (Multicultural Competence): Ability to demonstrate multicultural competence and inclusive spirit.

PO-9 (Empathy to Community and Engagement): Ability to participate in community-engaged services/ activities for promoting the well- being of society, showing empathy to understand the perspective, experiences, or points of view of another individual or group.

PO-10 (Ethics and Social Responsibility): Ability to recognize the ethical implications of research and professional practice, with a commitment to social justice and constitutional values.

4. DEFINITIONS:

In this Regulations, unless the context otherwise requires:

4.1 'University' means Sibsagar University particularly unless otherwise stated differently.

- 4.2 **‘Master’s Degree Programme’** means any Master’s Degree (MA/MSc) Programme viz. MA (History), MSc (Zoology) etc., it does not include the professional programmes such as MBA, MCA, LLM etc. for which separate Regulations/Curriculum shall apply.
- 4.3 **‘Course’** means a theory or practical course/paper under a Programme with specified number of credits/hours.
- 4.4 **‘Discipline’** means a subject viz. Assamese, Education, Chemistry, Computer Science etc.
- 4.5 **‘Department’** means various academic departments of the University which are conducting various UG and PG programmes of study.
- 4.6 **‘Stream’** means a group consisting similar kind of subjects viz. English, Economics, Political Science and others as ‘Arts & Humanities Stream’ and Botany, Geology, Mathematics and others as ‘Science Stream’
- 4.7 **‘Core Courses (CC)’** means the compulsory papers/courses that a student shall study in his/her core discipline including Dissertation.
- 4.8 **‘Discipline Specific Elective Courses (DSEC)’** means the elective papers/courses that a student shall choose from the same discipline from which he/she would study his/her core courses.
- 4.9 **‘Open Elective Courses (OEC)’** means paper or course that a student shall choose from across all disciplines/subjects without being restricted to a particular stream e.g. a student choosing English as major/main subject shall choose another subject(s) from the pool of the subjects either Arts & Humanities Stream, or Science Stream or both.
- 4.10 **‘Research and Experiential Courses (REC)’** means the courses which involves teaching-learning activity through field works, projects, research internship etc.
- 4.11 **‘Academic Year’** means a period of twelve months consisting of two semesters.
- 4.12 **‘Semester’** means a half-yearly term of studies which includes examinations, vacations and semester breaks as well. A semester normally has a period of – a) 15 weeks for teaching-learning, each week having 24 hours of class periods for a student ; b) 4 weeks for examination and evaluation process ; c) 4 weeks as Semester break.
- 4.13 **‘In-Semester’** means academic activity adopted within the period of 15 class weeks in a particular semester, e.g. sessional examination.
- 4.14 **‘Mid-Semester’** means academic activity adopted in the middle of the period of 15 class weeks in a particular semester.
- 4.15 **‘End-Semester’** means academic activity adopted after the period of 15 class weeks in a particular semester, e.g. End-Semester examination.
- 4.16 **‘Continuous Internal Assessment and Evaluation (CIAE)’** means an in-house mechanism and process in which the performance of each student is assessed and evaluated through in-semester activity such as class test, mid-semester examination, seminar/group discussion presentation, assignment, project work etc.
- 4.17 **‘Credit’** means the quantum of contents/syllabus prescribed for a course and also the number of teaching-learning hours required per week. Thus, 1 credit is equal to the quantum of contents/syllabus prescribed and covered in 1 hour of study per week spreading over 15 weeks of teaching-learning which is inclusive of normal class and tutorial. But, for laboratory work, field study/work etc. the duration shall be 2 hours to equate with 1 credit.

- 4.18 **‘Teaching days’** means the actual days of a semester on which teaching-learning activities in terms of classroom teaching, online teaching, laboratory works, conduct of seminar/group discussion, field work are performed.
- 4.19 **‘Working days’** means the actual days of a semester on which, besides teaching, the activities like conduct of admission, examination, evaluation, excursion trip (one week of more days) etc. are performed.
- 4.20 **‘Semester-break’** means the period in which admission and evaluation works are performed as well as the period in which vacation is availed by teaching staff
- 4.21 **‘Executive Council’** is the apex statutory body of the University being formed and functional as per guidelines and norms of the University Act, Statutes and Ordinances.
- 4.22 **‘Academic Council’** is the statutory body of the University being formed and functional as per guidelines and norms of the University Act, Statutes and Ordinances.
- 4.23 **‘Research Council’** is the statutory body of the University being formed and functional as per guidelines and norms of the University Act, Statutes and Ordinances.
- 4.24 **‘Post-Graduate Board’** is the statutory body of the University being formed and functional as per guidelines and norms of the University Act, Statutes and Ordinances for dealing with the post-graduate programmes/courses.
- 4.25 **‘Board of Studies’** are the statutory bodies of the University being formed for each and every discipline/subject and functional as per guidelines and norms of the University Act, Statutes and Ordinances.
- 4.26 **‘Mentor-Mentee Committee’** means various semester-wise, department-wise and student-wise committees comprising the concerned mentor and the assigned mentees which shall be responsible for transaction of curriculum and performing all other activities.
- 4.27 **Vice-Chancellor’** means the Vice-Chancellor of the University.
- 4.28 **‘Registrar’** means the Registrar of the University.
- 4.29 **‘Academic Registrar’** means the Academic Registrar of the University.
- 4.30 **‘Dean of Students’ Welfare’** means the Dean of Students’ Welfare of the University.
- 4.31 **‘Dean of Arts’** means the Dean of Arts of the University.
- 4.32 **‘Dean of Science’** means the Dean of Science of the University.
- 4.33 **‘Dean of Professional Programmes’** means the Dean of Professional Programmes of the University who will look after the academic functions of LLB, MBA, Teacher Education programmes etc.
- 4.34 **‘Dean, Research and Development’** means the Dean who looks after and promote the activities of research and development in the University.
- 4.35 **‘Controller of Examinations (COE)’** means the Officer/Authority of the University who is responsible for all activities of the Examinations.
- 4.36 **‘Deputy Controller of Examinations (DCOE)’** means the Officer of the University who operates the examination related works as assigned by COE.
- 4.37 **‘Associate Dean of Professional Programmes’** means the Associate Dean of Professional Programmes of the University who will assist the Dean of Professional Programmes.

- 4.38 **‘Head of the Department (HOD)’** means the Head of an Academic Department of the University
- 4.39 **‘Faculty Member’** means teacher of the University.
- 4.40 **‘Mentor’** means a mentor who is assigned certain number of mentees to guide them in pursuing all academic activities.
- 4.41 **‘Student’** means bona-fide pupil/learner of the University.
- 4.42 **‘Mentee’** means a student who is assigned to a particular mentor.
- 4.43 **‘Librarian’** means the academic staff who officiates over the Library establishment of the University.
- 4.44 **‘Non-teaching staff’** means the employees of the University other than Registrar, Academic Registrar, Controller of Examinations, Deputy Controller of Examinations, Teachers, Librarian etc.

5. ADMISSION

The admission into SU-PGP in the University shall be done in conformity of the Clause No. 2, 3 and 4 of the First Ordinances and as stated below.

5.1. Eligibility

- 5.1.1 Candidates seeking admission to the first semester of the Two-Year Post-Graduate Programme in a particular discipline/subject should have passed the 3 years BA/BSc programme in the concerned/relevant discipline/subject with at least **50 % marks/scores or equivalent CGPA**.
- 5.1.2 Candidates seeking admission the One-Year Post-Graduate Programme in a particular discipline/subject should have passed the Four Year Under Graduate Programme (FYUGP), Honours with Research or Honours in the concerned/relevant discipline/subject with at least **50 % marks/scores or equivalent CGPA**.
- 5.1.3 Admission as a Lateral Entrant to the One-Year Post-Graduate Programme in a particular discipline/subject may be given as per the provisions mentioned in Clause No. 6.11.3.

5.2. Reservation Policy

Statutory reservation policy of the Government of Assam as well as the Clause No.2 of the First Ordinances shall be followed for selection of eligible candidates for admission which may be amended from time to time.

5.3. Admission procedure

5.3.1. Advertisement

The University shall announce the dates of – (a) commencement and closing of submission of application form, (b) entrance test, (c) declaration of merit lists, (d) actual admission etc. through publication of advertisement in – (a) local newspaper (at least one), (b) University website/web-portal, and (c) University Notice Board along with stating other relevant information viz. rules, documents/testimonials to be submitted, and all that shall happen well ahead of admission.

5.3.2. Entrance test and merit for admission

The University shall hold entrance test on its own for selecting the candidates for admission. In this case, the overall percentage of marks in the BA/BSc examination (with cap of minimum 50 % marks/score as mentioned in **Clause No. 5.1** above) and/or the Merit Score in the entrance test, shall be taken into account. For this purpose, separate guidelines/rules shall be framed and applicable to all.

5.3.3. Merit list

There shall be Department-wise Merit List of all PG Departments, which shall be strictly in order of merit scores for filling up all the seats. In the event of non-filling up of available quota of seats from 1st round of Merit Lists, subsequent rounds of Merit Lists may be prepared and declared by the University.

5.3.4. Actual admission

Actual admission shall be held as per announced dates which may be held **ONLINE or OFFLINE** as per convenience of the University. Actual admission shall be deemed to have completed for a candidate, only when his/her original testimonials/documents are checked and verified, and he/she deposits admission fee, failing which his/her candidature shall get cancelled.

5.4. Admission fee

Candidates seeking admission to academic programmes shall have pay admission fee as may be fixed by the University from time to time.

6. STRUCTURE OF PROGRAMMES

The structure of SU-PGP is formulated under the provisions of the Clause No. 3 of the First Ordinances of the University which is detailed further as stated below.

6.1. Categorization of Courses

Every PG programme shall have a curriculum with syllabi consisting of theory and practical courses that shall be categorized as follows which have been defined in Clause 4 above as DEFINITIONS.

6.1.1. 'Core Courses (CC)' are the compulsory courses which shall be taught in concerned Core discipline(s)/subject(s) as major/main course including Dissertation (Refer to Clause 4.7).

6.1.2. 'Discipline Specific Elective Courses (DSEC)' are the elective courses which shall be taught in the same discipline from which a student takes up his/her core courses (Refer to Clause 4.8).

6.1.3. 'Open Elective Courses (OEC)' are the courses which a student may opt from the courses offered across all PG running Departments irrespective of stream including the Core Discipline/Subject/Department, and also from online courses offered in the platform of SWAYAM (Refer to Clause 4.9).

6.1.4. 'Research and Experiential Courses (REC)' are the courses through which a student

shall obtain knowledge through experiential learning through the activities – research methodology, research internship, field works, projects, etc. (Refer to Clause 4.10).

- 6.1.5. The syllabi of these courses shall be designed and approved by the Board of Studies (BOS) concerned which shall be ratified by the Academic Council in due course of time.

6.2. **Mapping of Programme Outcome, Programme Specific Outcome and Course Outcome**

Each broad programme of study viz. SU-PGP (Arts) and SU-PGP (Science), etc. ; each specific programme viz. MA in English, MSc in Geology etc. ; and each course viz. ‘History of India’, ‘Entomology’, etc. shall have estimated outcome which are to be mapped appropriately in line with the systems like *Bloom’s Taxonomy* or others.

6.3. **Co-curricular and Holistic Development Programmes**

All students shall enroll, on admission, in any one of the Co-curricular and Holistic development programmes – NCC/NSS/Sports Society/Cultural Society/Literary Society/Science Society/Fine Art Society/Eco Society/village development society etc.

- 6.3.1. **National Cadet Corps (NCC)** will have parades/drills/training/camping etc..

- 6.3.2. **National Service Scheme (NSS)** will have social service activities in and around the University as well as in the neighbouring locality, viz. Swachata Abhiyan, blood donation camp, health camp etc.

- 6.3.3. **Udyamita Society shall have activities to encourage and promote entrepreneurship activities.**

- 6.3.4. **Sports Society** shall have activities in sports, games, drills and physical exercises.

- 6.3.5. **Cultural Society** shall have activities in music, dance, drama etc.

- 6.3.6. **Literary & Media Society** shall have activities in poetry, story, essay, debate, quiz, speech, electoral literacy, campus radio, newspaper etc.

- 6.3.7. **Science Society** shall have activities of popularisation of science and scientific temper through various activities, works of great scientists, observing National Science Day etc.

- 6.3.8. **Fine Arts Society** shall have activities in painting, sculpture, craft making etc.

- 6.3.9. **Eco Society** shall have activities relating to environmental promotion and awareness, plantation of tree saplings etc.

- 6.3.10. **Village Development Society** shall have activities relating to development and awareness programme to be conducted in adopted and nearing villages.

- 6.3.11. **Any other society** that the University may deem fit to operate from time to time.

- 6.3.12. Students who enroll and take active participation in anyone of the above activities and undergo training/conduct activities for about at least 20 hours every year (2 Semester period) and in total 40 hours in all 4 Semesters. On completion of every 20 hours of activity they shall be awarded a certificate by the Registrar/Dean Students Welfare/HOD of the concerned Department on being forwarded by the concerned Teacher-in-charge.

- 6.3.13. While the training activities will normally be during weekends, the camp will normally be during vacation period.

6.4. Number of courses per semester

Each semester curriculum shall normally have a blend of courses having theory classes / practicum / seminar / group discussion / assignment / project work / field work / internship / apprenticeship.

6.5. Credit Assignment

Each course shall be assigned certain number of credits based on the following:

Contact hour per week	CREDIT
1 Lecture contact hour	1
1 Tutorial contact hour	1
2 Laboratory contact hours (also applicable for seminar/ group discussion/ assignment/ project work/ field work etc.)	1

6.6. Research Internship/Apprenticeship

6.6.1. The students shall undergo Research Internship/Apprenticeship for a period as specified in the Curriculum during the summer / winter vacation. However, there may be a special provision of undergoing Training/Internship/Apprenticeship during the actual teaching-learning period itself without hampering the regular classes.

6.6.2. The students shall undergo Research Internship/Apprenticeship in Research organizations / Higher Educational Institutions (HEI)/ Govt. Departments, PSUs /Industries, etc (after due approval from the HOD and the Director, Research & Development Cell) for the period as prescribed in the curriculum. Attendance Logbook, Activity Logbook, Progress Report etc. mentioning the period of Research Internship/Apprenticeship and recommended by the Mentor/Internal Mentor (as the case may be), as per the prescribed format. The Director, Research and Development Cell (RDC) shall take final decision on the basis of such recommendation.

DURATION OF TRAINING/INTERNSHIP/ APPRENTICESHIP/COMMUNITY WORK	CREDITS
30 hours	2
60 hours	4

6.7. Medium of Instruction

The medium of instruction is English for all courses, examinations, Seminar presentations and Project Work reports, except for the courses of PG programme in Assamese which shall be Assamese.

6.8. **Dissertation**

- 6.8.1 The students need to undertake a Dissertation of 12 credits which is split in the 3rd Semester (Course Work of 4 credits) and the 4th Semester (Research Work of 8 credits) for which a set of guidelines shall be applicable.
- 6.8.2 The topic of the Dissertation shall belong to the Core discipline or any domain of Multidisciplinary/Interdisciplinary nature as decided by the HoD of the core subject.
- 6.8.3 The topic of the Dissertation approved/fixed in the 3rd Semester shall remain the same for the entire period of study.

6.9. **Choice of Courses**

- 6.9.1. **Prerequisites** : Prerequisites are conditions which need to be fulfilled prior to admission into the SU-PGP. Each subject and its course (paper) has its own prerequisites, which need to be fulfilled by a student prior to enrolment. For example, having Degree-level Mathematics is a prerequisite to opt for Mathematics at the SU-PGP. Here, having a prerequisite necessarily means that the student needs to have passed the subject. The details of these prerequisites are available in the SU-PGP Prospectus.
- 6.9.2. **Course options** : Subject to fulfilment of prerequisites, a student can choose any subject as core subject. The nomenclature of the degree awarded (whether MA or MSc) will be decided based on the core subject to which it belongs.

6.10. **Registration in Academic Bank of Credits & National Academic Depository and Provision of Credit transfer and Credit redemption**

All the students of the University shall be made registered in Govt. of India's flagship initiatives i.e. Academic Bank of Credits & National Academic Depository vide its web portals <https://www.abc.gov.in> & <https://nituk.ac.in/national-academic-depository-nad>. There shall be provision of credit transfer to and from other institutions as well as credit redemption through Academic Bank of Credits. Credits earned from SWAYAM, NPTEL etc. may also be transferred and redeemed.

6.11. **Multiple entry, exit and re-entry options :**

- 6.11.1. Those students, who would have successfully completed a Three-Year Bachelor's degree up to the 6th Semester, may be admitted to the Two-Year Post-Graduate Programme (refer to Curriculum Structure in Clause No. 6.15.1).
- 6.11.2. Those students, who would have successfully completed Four Year Under Graduate Programme (FYUGP) up to the 8th Semester – Honours with Research / Honours only, may be admitted to the One-Year Post-Graduate Programme (refer to Curriculum Structure Model-1 & Model-2 in Clause No. 6.15.2 & 6.15.3 respectively).
- 6.11.3. Lateral entry option shall also be provided to those students coming from other HEIs after securing valid credit points in accordance with provisions, rules and regulations of UGC whose credit points have been registered in the Govt. of India's flagship initiative 'Academic Bank of Credits' vide its web portal <https://www.abc.gov.in>.
- 6.11.4. If a student wants to exit the Programme after the completion of the first year, s/he will

be allowed to exit. S/he will be permitted to re-enter the programme at a later period but subject to the condition that s/he finally needs to complete the degree programme within the period of **maximum five years**.

6.11.5. **However, for the Lateral entrants and Re-entrants stated in Clause No. 6.11.3 and 6.11.4 above, the University shall adopt a policy and process of selection which may be either on the basis of merit of the applicants or a selection test. Moreover, the University shall reserve some seats in the respective semesters for the applicants selected through this process.**

6.11.6. Moreover, the University will award a degree to a student, only when the student will have earned 60% of the credits from the courses of the University, whereas the threshold of earning credits from other HEIs, SWAYAM, etc. shall be 40%.

6.12. Levels of Courses

6.12.1 Level 400-499 : PG 1st & 2nd Semesters

6.12.2 Level 500-599 : PG 3rd & 4th Semesters

6.13. Duration of the Programme

6.13.1. The total duration of SU-PGP is 2 years which is divided into 4 semesters having 2 semesters in a year.

6.13.2. A student is ordinarily expected to complete the SU-PGP in 4 semesters, but under any circumstance not more than 5 academic years.

6.13.3. Each semester shall normally consist of 90 teaching days or 360 periods of 1 hour each combining all courses under a programme.

6.13.4. Each semester shall normally consist of 24 working days for conduct of end-semester examination including conduct of examination for practicum, project work etc.

6.13.5. Each semester shall normally have 30 or 31 days (as the case may be) as semester break to complete the process of evaluation works of examinations held and also to enable the faculty members avail remaining period as vacation.

6.14. Semester periodization :

6.14.1. Odd Semesters: July – December (including end-semester examinations and semester breaks)

6.14.2. Even Semester: January - June (including end-semester examinations and semester breaks)

NB: Any change in the Academic Calendar/Schedule may be made by the University whenever necessary.

6.15. Semester-wise Structure of the Programmes

6.15.1 Two-Year Post-Graduate Programme:

The template for semester-wise structure of the programmes of study under the CBCS and applicable for the students who have completed a Three-Year Degree (up to 6th Semester).

SEM	CC / DSEC / OEC					REC		Total credits
SEM 1	CC-1 (4 credits)	CC-2 (4 credits)	DSEC-1 (4 credits)		OEC-1 (4 credits)	Research Methodology (4 credits)		20
SEM 2	CC-3 (4 credits)	CC-4 (4 credits)	DSEC-2 (4 credits)	DSEC-3 (4 credits)	OEC-2 (4 credits)			20
SEM 3	CC-5 (4 credits)	CC-6 (4 credits)			OEC-3 (4 credits)	Research Internship (4 credits)	Dissertation-Course Work (4 credits)	20
SEM 4	CC-7 (4 credits)	CC-8 (4 credits)			OEC-4 (4 credits)	Dissertation-Research Work (8 credits)		20
Total								80

6.15.2 One-Year Post-Graduate Programme (Model-1):

The template for semester-wise structure of the programmes of study under the CBCS and applicable for the students who have completed a Four-Year Degree – **Honours with Research** (up to 8th Semester).

SEM	CC / DSEC / OEC					REC	Total credits
SEM 1	CC-5 (4 credits)	CC-6 (4 credits)	DSEC-4 (4 credits)		OEC-3 (4 credits)	Research Internship (4 credits)	20
SEM 2	CC-7 (4 credits)	CC-8 (4 credits)	DSEC-5 (4 credits)	DSEC-6 (4 credits)	OEC-4 (4 credits)		20
Total							40

6.15.3 One-Year Post-Graduate Programme (Model-2):

The template for semester-wise structure of the programmes of study under the CBCS and applicable for the students who have completed a Four-Year Degree – **Honours only** (up to 8th Semester).

SEM	CC / DSEC / OEC			REC		Total credits
SEM 1	CC-5 (4 credits)	CC-6 (4 credits)	OEC-3 (4 credits)	Research Internship (4 credits)	Dissertation-Course Work (4 credits)	20
SEM 2	CC-7 (4 credits)	CC-8 (4 credits)	OEC-4 (4 credits)	Dissertation-Research Work (8 credits)		20
Total						40

6.16. Template of applicability of the courses

Course	Applicability
Core Courses (CC)	Students of the Department only
Discipline Specific Courses (DSEC)	Students of the Department only
Dissertation – Coursework and Research work	Students of the Department only
Open Elective Courses (OEC)	Students of the Department, and also students of other Departments

7. REGISTRATION AND EXAMINATION FORM FILL-UP

7.1. General Registration

Those students of MA/MSc 1st Semester, who studied degree programme in other universities and have been registered there, have to make one time general registration for themselves in the University. For this, they need to obtain a Migration Certificate from the respective university, and submit the Migration Certificate along with the application for registration to Sibsagar University. The general registration of the student shall be approved by the University with the issuance of Registration Certificate to them. The entire registration process needs to be completed within 6 months from the start of programme.

7.2. Course selection and Examination Form fill-up

- 7.2.1. Each student in each semester has to make course selection and fill out the examination form for himself/herself selecting all the courses to be undergone in the curriculum of a particular semester and also the backlog courses of previous semester(s).
- 7.2.2. The course selection and form fill-up processes shall be approved by the Controller of Examinations.

8. ATTENDANCE REQUIREMENTS FOR COMPLETION OF THE SEMESTER

A student who fulfills the following conditions shall be deemed to have satisfied the requirements for completion of a semester.

- 8.1. Ideally every student is expected to attend all classes of all the courses and secure 100% attendance. However, in order to give provision for certain unavoidable reasons such as medical / participation in sports, the student is expected to **attend at least 75%** of the classes.
- 8.2. However, a student who secures overall attendance **between 60% and less than 75%** in any course in the current semester due to medical reasons / participation in extracurricular events / other unavoidable reasons may be permitted to appear in the current semester examinations for the respective course/paper as '**Specially Considered Examinee**', subject to the condition that the student shall submit application online through his/her login account which shall be / shall not be (as the case may be) approved by the competent Board / Official(s). The information of the same shall be forwarded to the Controller of Examinations for record. In certain cases, the

authority may impose fine on the students under ‘**Specially Considered Examinee**’ category.

- 8.3. A student who **secures less than 60% overall attendance in a course** shall be declared ‘**Debarred for Shortage of Attendance**’ having shortage of attendance for that particular course/paper, who shall not be permitted to sit for the end-semester examination in that course/paper, even if s/he has completed Course and Examination Registration for that course/paper. S/he shall be required to repeat the incomplete and arrear course/paper in any of subsequent odd/even semester, as the case may be. For attempting such arrear course/paper, the fulfillment of minimum attendance norms may be condoned, subject to Course and Examination Registration again for that course/paper and submission of a certificate that s/he has studied that course/paper under supervision of an allotted faculty member as mentor of the University at extra/spare time, may be during break/vacation period through physical/blended mode. Such condoning shall be approved and recorded by the concerned HOD via concerned Mentor, and thereafter information of the same to be sent by the HOD to the Controller of Examinations COE for record.
- 8.4. **Attendance Record** : Every teacher is required to maintain an '**Attendance and Assessment Record**', which consists of attendance marked in each lecture or practical or project work class, the test marks and the record of class work (topic covered), separately for each course. This should be submitted to the HOD periodically (at least two times in a semester) for checking the syllabus coverage and the records of test marks and attendance. The HOD will put his/her signature and date after due verification. At the end of the semester, the record shall be verified by the Academic Registrar who will keep this document in safe custody (for five years).

9. MENTOR-MENTEE FORUM

- 9.1 There shall be separate Mentor-Mentee Forum semester-wise, department-wise and student-wise comprising the mentor to be appointed by concerned HoD and the assigned mentees which shall be responsible for transaction of curriculum and performing all other activities for the assigned mentees in which the concerned mentor shall act as Chairperson and a nominated/selected mentee as Coordinator. It is like the ‘Quality Circle’ with the overall goal of improving the teaching- learning process.
- 9.2 **The functions of each Mentor-Mentee Forum include :**
- 9.2.1 Solving problems experienced by the mentees in the class room, laboratories, internship, field work, project work, seminar, group discussion etc.
 - 9.2.2 Clarifying the regulations of the degree programme and the details of rules therein particularly.
 - 9.2.3 Informing the mentees, the academic schedule including the dates of assessments and the syllabus coverage for each assessment.
 - 9.2.4 Informing the mentees the details of Regulations regarding weightage used for each assessment. In the case of practical courses (laboratory / drawing / project work /

seminar etc.) the breakup of marks for each experiment / exercise / module of work, should be clearly discussed and informed to the mentees.

- 9.2.5 Analyzing the performance of the mentees after each test and finding the ways and means of solving problems, if any.
- 9.2.6 Identifying the slow-learners, if any, and requesting the teachers concerned to provide some additional help or guidance or coaching to such students.
- 9.2.7 At least one meeting in a month shall be held.

9.3 The functions of each mentor shall be :

- 9.3.1 To act as the channel of communication between the HoD and the mentees of the respective semester.
- 9.3.2 To collect and maintain various statistical details of the mentees.
- 9.3.3 To help the HoD in planning and conduct of teaching-learning agenda.
- 9.3.4 To guide the mentees in taking up field works, project works, internship etc.
- 9.3.5 To monitor the academic performance of the mentees including attendance and to inform the HoD,
- 9.3.6 To take action on the matters of feasibility of condoning in case of re-attempt in arrear course/paper by a Mentee due to Shortage of Attendance in the corresponding semester.
- 9.3.7 To attend to the mentees' welfare activities like awards, medals, scholarships etc. visits.

10. SYSTEM OF EXAMINATION

The system of the examinations shall be in conformity with the provisions stated in the Clause No. 13 of the First Ordinances as well as the provisions stated in the Clause No. 36 of the First Statutes of the University and also as stated below.

- 10.1. Performance in each course of study shall be evaluated based on (i) Continuous Internal Assessment and Evaluation (CIAE) throughout the semester and (ii) End-Semester examination at the end of each semester.
- 10.2. For all theory and practical courses except the course/paper on Environmental Science/Study, the CIAE will carry **40 % of marks** while the End-Semester examination will carry **60 % of marks**.
- 10.3. A course having 3 or 4 credits shall be evaluated for a maximum of 100 marks in which 60 marks shall be assigned to End-Semester Examination and 40 marks shall be assigned to CIAE of the course.
- 10.4. A course having 1 or 2 credits shall be evaluated for a maximum of 50 marks in which 30 marks shall be assigned to End-Semester Examination and 20 marks shall be assigned to CIAE of the course.
- 10.5. End-Semester examination (theory and practical) shall ordinarily be conducted in November-December during the odd semesters and May-June during the even semesters.
- 10.6. For End-Semester examination of practical courses including Project Work, the internal and external examiners shall be appointed by the Controller of Examinations.

- 10.7. The End semester examination in each course of a Semester shall cover the entire syllabus prescribed for the Course. The End semester examination is normally a written/laboratory-based examination/Project Work/Dissertation.
- 10.8. The Controller of Examinations shall make necessary arrangements for notifying the dates of the End semester examinations and other procedures as per Sibsagar University Rules (at least 20 days in advance) and the Academic Calendar notified by the University.
- 10.9. All other details about the system of examinations are stated in the Examination Manual of the University.

11. OPPORTUNITY FOR BETTERMENT

Provided, nothing in contravention of the provisions stated in Clause No. 13 of the First Ordinances of the University, a student may take the opportunity for 'Betterment Examination' in any two of the theory courses of each semester only once in the examination of the next respective semester. In this case, the higher marks secured by the student shall be retained. The candidates shall have to apply for the betterment examination. Students shall have to appear in the betterment examination with the regular batch. 'Betterment Examination' shall not be allowed in the practical/project/dissertation/internship examinations.

12. PROCEDURE OF CONTINUOUS INTERNAL ASSESSMENT AND EVALUATION

The system of the CIAE shall be in conformity with the provisions stated in Clause No. 13 of the First Ordinances of the University, and also as stated below.

For all theory, laboratory courses, theory courses with laboratory component, and project work, the process of Continuous Internal Assessment and Evaluation (CIAE) shall be done for each student, with the weightage of 40% for all the courses, except the courses – Dissertation & Research Internship, for which separate Rules and Guidelines shall be available and applicable. For the calculation of CIAE for both theory and practical courses, the calculation method and procedure shall be adopted, as stated below.

12.1 Theory Course

Parameter of CIAE	Weightage	3 or 4 credits	1 or 2 credits	3 or 4 credits	1 or 2 credits
		Marks		Parameter-wise Maximum Score of CIAE	
Mid-Semester Examination	50%	30	15	20	10
Class Test / Seminar / Assignment / Group Discussion	37%	60 (15+15+15+15)	30 (8+7+8+7)	15	7
Attendance	13%	20	10	5	3
Total	100%	110	55	40	20

12.2 Practical Course

Parameter of CIAE	Weightage	3 or 4 credits	1 or 2 credits	3 or 4 credits	1 or 2 credits
		Marks		Parameter-wise Maximum Score of CIAE	
Mid-Semester Examination	50%	30	15	20	10
Class Test / Seminar /	37%	60	30	15	7

Assignment / Group Discussion		(15+15+15+15)	(8+7+8+7)		
Attendance	13%	20	10	5	3
Total	100%	110	55	40	20

12.3 Attendance Marks for both Theory and Practical Courses

For 3 or 4 Credit Courses:

75–80% = 6 marks

81–90% = 12 marks

91–100% = 20 marks

For 1 or 2 Credit Courses:

75–80% = 3 marks

81–90% = 6 marks

91–100% = 10 marks

Example Calculation (Theory Course of 3 / 4 credits)

Suppose a student obtains:

- Mid-Sem Exam = 25 out of 30, his/her CIAE score in this segment shall be = 16.67, round off to 17, in the manner of calculation of $\rightarrow [\frac{25}{30} \times 20]$.
- Assignment/Seminar/Class Test = 55 out of 60, his/her CIAE score in this segment shall be = 13.75, round off to 14, in the manner of calculation of $\rightarrow [55 \div 4]$.
- Attendance (85%) = 12 out of 20, his/her CIAE score in this segment shall be = 3, in the manner of calculation of $\rightarrow [12 \div 4]$.

Hence, total CIAE Score of the student = 17 + 14 + 3 = 34 out of 40.

13. CONFIDENTIAL WORKS

Provided, nothing in contravention of the provisions stated in Clause No. 13 of the First Ordinances of the University, 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 University rules framed from time to time.

14. CONDUCT OF INTERNAL ACADEMIC AUDIT

Internal Academic Audit shall be done for every course taught and CIAE conducted during every semester by the IQAC. The Audit Report in a prescribed format shall be put in the University website and kept in record basket for future reference.

15. REQUIREMENTS FOR APPEARING IN END-SEMESTER EXAMINATIONS

Provided, nothing in contravention of the provisions stated in Clause No. 13 of the First Ordinances of the University -

- 15.1. A student shall normally be permitted to appear in the end-semester examination for all the courses registered in the current semester, and also the backlog/arrear course(s), if he/she

satisfies the semester completion requirements of the University.

- 15.2. Further, course and examination registration by a student is mandatory for all the courses in the current semester and the backlog/arrear course(s) for the end-semester examination failing which, the student will not be permitted to appear in the concerned examination.

16. SEMESTER PROGRESSION AND PASSING REQUIREMENTS

Provided, nothing in contravention of the provisions stated in the Clause No. 13 of the First Ordinances of the University -

- 16.1. A student who completes a semester may be allowed to proceed to the next semester, irrespective of the number of courses/papers in which she/he fails.
- 16.2. A student who fulfills two conditions – (a) secures at least 40% of total marks prescribed for the course (CIAE + End semester Examination) **AS A WHOLE** ; (b) secures **SEPARATELY** at least 40% of total marks prescribed for the course in End Semester Examination – shall be declared to have passed the course and acquired the relevant number of credits. This is applicable for both theory and practicum courses (including project work, dissertation etc.).
- 16.3. If a student fails to secure the pass marks (i.e. 40%) in a course as stated in **Point No. 16.2** above, he/she shall have to do examination form fill-up and appear only for the end semester examination in the subsequent semester. In such case, the CIAE marks obtained by the student in the first appearance shall be retained and considered valid for all subsequent attempts till the student secures overall pass marks.
- 16.4. If a student is absent during an examination of any course/paper, it would be considered as fail.
- 16.5. If a student fails to secure pass marks in Project Work, he/she shall fill out the examination form for the course again in the subsequent semester and can do the Project Work again.

17. TRANSPARENCY AND GRIEVANCE REDRESSAL MECHANISM IN CIAE

Provided, nothing in contravention of the provisions stated in Clause No. 13 of the First Ordinances of the University, CIAE marks approved by the concerned faculty member/HOD shall have to be displayed in the departmental Notice Board for at least 7 days within the period of which a student may lodge his/her grievance to the concerned HOD regarding less or over scoring. The HOD shall place the grievance case in the Department Management Committee (DMC) meeting in the presence of the complainant and a final decision shall be adopted there, well ahead of finalizing the CIAE marks.

18. EVALUATION/REEVALUATION OF ANSWER SCRIPTS AND GRIEVANCE REDRESSAL MECHANISM

Provided, nothing in contravention to the provisions stated in Clause No. 13 of the First Ordinances of the University -

- 18.1. The COE shall arrange for the evaluation of answer scripts of End Semester Examinations by engaging evaluators from amongst the departmental faculty members, and also, in some extraordinary situations, from the faculty members of neighbouring HEIs.
- 18.2. The entire evaluation process shall be completed within 20 days from the end of the respective examination, which includes redressal of grievances (if any).
- 18.3. Re-scrutiny/Reevaluation is permitted for any theory course only.

19. AWARD OF LETTER GRADES

Provided, nothing in contravention of the provisions stated in Clause No. 13 of the First Ordinances as well as the provisions stated in the Clause No. 68 of the First Statutes of the University -

19.1 Letter grade, Grade points and Marks

Letter Grade	Grade Points	Marks
O (Outstanding)	10	91 – 100
A+ (Excellent)	9	81 – 90
A (Very Good)	8	71 – 80
B+ (Good)	7	61 – 70
B (Above Average)	6	51 – 60
C (Average)	5	41 – 50
P (Pass)	4	40
F (Fail)	0	Less than 40
Ab (Absent)	0	----
SA (Shortage of Attendance)	0	----

- 19.2 The award of letter grades will be decided using absolute grading principle. The performance of a student will be reported using letter grades, each carrying certain points as detailed below:
- 19.3 A student is deemed to have passed and acquired the corresponding credits in a particular course if he/she obtains any one of the following grades: ‘O’, ‘A+’, ‘A’, ‘B+’, ‘B’ & ‘C’.
- 19.4 ‘F’ denotes that the student fails to pass in that course. The grade ‘F’ will figure in the Grade Sheet and the Result Sheet. In this case, the student has to appear for the End Semester Examinations as per the Regulations.
- 19.5 ‘Ab’ denotes the student has not appeared in the examination, and ‘Ab’ shall appear in both the Grade Sheet and the Result Sheet. In this case, the student has to appear for the End Semester Examinations as per the Regulations.
- 19.6 ‘SA’ denotes shortage of attendance and hence prevented from writing the end semester examinations. ‘SA’ will appear only in the result sheet.
- 19.7 If the grade F is given to **Theory Courses/ Laboratory Courses**, it is not required to satisfy the attendance requirements, but the student has to appear for the end semester examination to earn a pass in the respective courses.

20. GRADE SHEET

Provided, nothing in contravention of the provisions stated in the Clause No. 13 of the First Ordinances, as well as the provisions stated in Clause No. 68 of the First Statutes of the University, after the results are declared, Grade Sheets will be issued to each student, which shall contain the following details:

- 20.1 The list of courses registered during the semester and the grade scored.
- 20.2 The Semester Grade Point Average (SGPA) for the semester.

- 20.3 The Cumulative Grade Point Average (CGPA) from the second semester onwards.
- 20.4 The SGPA is the ratio of the sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e.

$$\text{SGPA} (S_i) = \sum(C_i \times G_i) / \sum C_i$$

Where C_i is the number of credits of the i^{th} course and G_i is the grade point scored by the student in the i^{th} course.

Example for Computation of SGPA

Semester	Course	Credit	Letter Grade	Grade point	Credit Point (Credit X Grade point)
I	Course 1	2	A	8	2 X 8 = 16
I	Course 3	4	B	6	4 X 6 = 24
I	Course 4	3	O	10	3 X 10 = 30
I	Course 5	3	C	5	3 X 5 = 15
I	Course 6	4	B	6	4 X 6 = 24
I	Course 7	4	B+	7	4 X 7 = 28
		20			137
	SGPA				137/20= 6.85

- 20.5 The Cumulative Grade Point Average (CGPA) is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e.

$$\text{CGPA} = \sum(C_i \times S_i) / \sum C_i$$

where S_i is the SGPA of the i^{th} semester and C_i is the total number of credits in that semester.

Example for Computation of CGPA

Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6	Semester 7	Semester 8
Credit: 20 SGPA: 8.2	Credit: 20 SGPA: 7.8	Credit: 20 SGPA: 5.6	Credit: 20 SGPA: 6.0	Credit: 20 SGPA: 6.3	Credit: 20 SGPA: 8.0	Credit: 20 SGPA: 7.5	Credit: 20 SGPA: 8.2
CGPA = 7.2 [(20 x 8.2) + (20 x 7.8) + (20 x 5.6) + (20 x 6.0) + (20 x 6.3) + (20 x 8.0) + (20 x 7.5) + (20 x 8.2)] / 160							

- 20.6 The formula for converting CGPA to Percentage shall be stated at the bottom of the Grade Sheet.
- 20.7 'F' and 'SA' grades will be excluded for calculating SGPA and CGPA.

21. ELIGIBILITY FOR THE AWARD OF THE DEGREE

Provided, nothing in contravention of the provisions stated in Clause No. 13 of the First Ordinances, as well as the provisions stated in Clause No. 68 of the First Statutes of the University -

- 21.1. A student shall be declared to be eligible for the award of the MA/MSc degree provided the student has successfully gained the required number of total credits as specified in the curriculum corresponding to the student's programme within the stipulated time.
- 21.2. Successfully completed the course requirements, appeared for the End - Semester examinations and passed all the subjects within the stipulated time.
- 21.3. The maximum years for completion and passing requirement of all the courses of the MA/MSc programme as stated in **Clause No. 21.2** above is **5 (five) years** which is inclusive of regular 2 (two) years.

22. GOLD MEDAL AWARD

Provided, nothing in contravention of the provisions stated in Clause No. 13 of the First Ordinances, as well as the provisions stated in Clause No. 68 of the First Statutes of the University, the students who would become the highest scorer in the concerned Subject/Discipline of SU-PGP, and satisfy the following conditions, shall be declared to be Gold Medal Awardee of the respective Subject/Discipline.

- 22.1 Should have passed the examination in all the courses of all the Four semesters in the student's First Appearance within Two years.
- 22.2 Should have secured a CGPA of not less than 8 in the Subject/Discipline.
- 22.3 No disciplinary action is taken against the student.

NB: A student who is absent in end semester examination in a course / project work shall be considered to have appeared in that examination for the purpose of being considered for the Gold Medal Award.

23. ACCESS OF EXAMINEE TO ANSWER SCRIPTS

Provided, nothing in contravention of the provisions stated in the Clause No. 13 of the First Ordinances of the University, an examinee can apply for seeing the answer scripts of a theory course of his/her semester to the COE through the respective HOD examination by paying the prescribed fee within 30 days of the declaration of results. The same will be shown to the student within 30 days of submitting application.

24. TRANSCRIPT

Provided, nothing in contravention of the provisions stated in the Clause No. 13 of the First Ordinances of the University, 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.

25. MAINTENANCE OF DISCIPLINE AND DISCIPLINARY ACTION

- 25.1. Every student is required to maintain Code of Conduct of the University.
- 25.2. Every student is required to observe discipline and decorous behaviour both inside and outside the University and not to indulge in any activity which will tend to bring down the prestige of the University. In the event of any such indiscipline, the Disciplinary Committee shall enquire into acts of indiscipline, draw proceeding and take decision on the matter.

- 25.3. In case of serious indiscipline, the decision may go in favour of suspension or dismissal of guilty student from the University or the matter may be reported to Police/legal body.
- 25.4. If a student indulges in malpractice or unfair means in any of the End-Semester / In-Semester examination he /she shall be liable for punitive action as prescribed by the University from time to time.

26. REPEAL, REVISION AND AMENDMENT OF REGULATIONS, CURRICULUM, SYLLABI ETC.

The University may from time to time repeal, revise, amend the regulations, curricula, syllabi and scheme of examinations through the Academic Council with the approval of the Executive Council.
