

AC 23/05/2016

Item No. 4.17

## **University of Mumbai**

Masters of Arts (M.A.) Degree Program  
Four Semesters/ Two Years

**Detailed Regulations for the Choice-Based Credit System to be  
implemented from 2016-17**

**1.1 Credits:** A course that is taught for 4 hours a week for a period of 15 weeks will carry six credits.

**1.2. Course credits:** To qualify in a given course, a student will have to acquire six credits in the course. Out of these, four credits are central teaching component and two credits are for the self-study component. The self study component will consist of academic tasks outside the classroom that will be assigned by the teacher from time to time. The self study component assigned in this manner will be related to or an extension of but not in lieu of the prescribed syllabus. The self-study component will be given a weightage of 33% in the evaluation of the student. In case of courses with practical component/ field-work components, four credits are for theory course and two credits shall be practical component/field-work component (regulation 5.1 to 5.9).

**1. 3. M. A. Programme:** A student who acquires a minimum of 100 credits over four semesters will be declared eligible for the award of the M.A. degree.

**1.4. Courses:** There shall be five types of courses: (i) Core Course; (ii) Elective Course; (iii) Interdisciplinary/Cross-disciplinary Courses; (iv) Audit Courses; (v) Project-based Courses; (vi) Ability Enhancement Courses

**(i) Core Course:** Core courses are courses that impart instruction in the basic non-specialized aspects of a discipline that constitute the minimum basic competency in that discipline, regardless of any specialization that the learner might choose in the future. Core-Courses shall be offered by the parent department. Core courses shall be for six credits. Minimum 50% courses of the MA programme over four semesters must be core courses.

**(ii) Elective Courses:** Elective courses shall be courses offered by the parent department that impart instructions in specialized/advanced/supportive aspects of the relevant discipline. Each department shall offer a pool of such courses from which a student can choose. Elective Courses shall be for six credits. The syllabus for each elective course will have a preamble clearly stating the course and the learner objectives for the elective, along with the pre-requisites if any and a detailed list of references.

**(iii) Interdisciplinary/Cross Disciplinary Courses (I/C courses):** I/C courses shall be offered by parent department and departments other than parent department. One 'course basket' shall be created for the same. Each MA program has to offer a minimum of two courses and maximum of four courses in the basket. Every I/C course shall be for six credits. A student may opt for an I/C course offered by his/her parent department.

**(iv) Audit Courses:** Students can audit a course from the parent department as well as from other departments in addition to the core, elective and I/C courses that are

mandatory, with the prior permission of the head/s of the relevant department/s. Such a student will have to apply in writing at most a week after the relevant course has commenced. For the audit course, a student shall attend lectures of the audited course. The student cannot appear for the semester-end examination for the audited course. However, the student shall appear for the internal examination/assessment. The audit course appears on the mark-sheet only when the student passes the internal assessment with minimum 50% marks, failing to which, the student cannot claim the audit for that course. The internal marks shall not be displayed on final mark-sheet. The internal marks shall not be used for the credit computation. A student is permitted to audit maximum four courses in the MA program.

**(v) Ability Enhancement Course:** The ability enhancement courses are skills based course. The ability enhancement courses are to be offered at fourth semester.

**(vi) Project based courses:** Project based courses shall consist of a dissertation. Each dissertation course will carry 10 credits. Every learner shall choose one project based course.

## **2: Rules for programmes not having a practical component**

2.1: Four core courses shall be offered in semesters 1 and 2 each.

2.2. Five elective courses shall be offered in the third semester. No other courses will be offered in the third semester.

2.3. The fourth semester shall consist of one ability enhancement course, one interdisciplinary/cross disciplinary courses (I/C courses) and one project based course.

2.4 Each department will offer at least one I/C course during semester 4. The learner can choose any one course from this basket, including the course offered by his/her parent department. The preamble to this course will clearly specify the prerequisites for this course.

2.5 A learner will have to apply to the relevant department in writing no later than two weeks after the commencement of the fourth semester for taking the I/C course offered by that department.

2.6. A learner can relinquish an I/C course chosen by him/her no later than two weeks after the commencement of the fourth semester by applying to the Head of the Department whose I/C course the student wishes to opt for. The application will have to be endorsed by the head of the Department whose I/C course the student has relinquished and the Head of the parent department.

2.7. The Head of the Department offering a specific I/C course will convey the marks of the internal examination obtained by students taking the course to the Head of

the parent department before the commencement of the end semester examination of the parent department.

### **3. Project based courses**

3.1 Project based courses will be offered in the fourth semester. Every learner will have to choose one project based course, which will be for ten credits. The project based course will be in the form of a dissertation based on a live project or a research assignment related to the specific discipline of the parent department.

3.2: Every Teacher from every department will announce four to five broad topics at the beginning of the second semester, reflecting degree of relevance and rigour suitable to a post graduate programme, along with an indicative reading list. These will be screened by the Board of Studies in the subject and a final list of approved topics along with a reading list will be displayed in the first week of the third semester.

3.3: The student will submit a list of his/her three most preferred topics in the order of preference by the fifth week of the third semester to the Head of the parent department.

3.4: Each Department will constitute a project committee consisting of the Head of the Department ( Chairperson) and two other teachers from the department. The purpose of this committee is to oversee the functioning of the project component in the department.

3.5: All post graduate teachers in the Department will be guides for the project component.

3.6: The project committee will allocate students to guides within the department in order of the average of marks obtained in semesters 1 and 2.

3.7: If it is felt necessary, the project committee can assign a co-guide to a student, depending upon specific disciplinary needs.

3.8: The student will make a preliminary presentation in the seventh week of the fourth semester. The presentation will be attended by the guide and a committee consisting of two other teachers from the department. The committee will make necessary suggestions to improve the dissertation.

3.9: The student will make a final presentation in the 10<sup>th</sup> to the 12<sup>th</sup> week of semester four. The presentation will be evaluated by the same committee that evaluated the preliminary presentation. The criteria for evaluation will be as follows:

- i) 10 marks for the quality of presentation
- ii) 15 marks for answers to questions

The marks given by the three members of the evaluation committee will be averaged in each head and the total marks decided by totaling the averages under the three heads.

3.10: The student will submit a bound hard copy of the dissertation to the Department by the end of the fourth semester, along with a soft copy on a CD/DVD.

3.11: The final dissertation will have a word limit of 5000-8000 words and will be typed in one and a half spacing on one side of the paper.

3.12: The final dissertation will be evaluated out of 75 marks by the guide.

3.13: The project will be given a grade point as per the following scheme:

### **10 Point Grading System**

<b>Marks</b>	<b>Grade Points</b>	<b>Grade</b>	<b>Performance</b>
Less than 40	0	F	Fail
40 – 44.99	4	D	Pass
45 – 49.99	5	C	Average
50 – 54.99	6	B	Above Average
55 – 59.99	7	B +	Good
60 – 69.99	8	A	Very Good
70 – 79.99	9	A +	Excellent
80 & Above	10	O	Outstanding
<b>Note : The Subject weight will remain as earlier.</b>			

3.14: A student who gets a letter grade F in the course will be deemed to have failed in the course.

3.15: A student who feels aggrieved by the grading received will have the option of applying to the project committee for re-evaluation of the project within a period of one week after the declaration of the result. . If the project committee feels that the claim is justified, it shall appoint a fresh examiner who will submit his/her evaluation in a weeks time. If the marks by the re-evaluating examiner exceed the marks of the original examiner by a margin of 10% or more, the latter set of marks will be considered final.

3.16: The student who has got a letter grade F in the project course will have the option of resubmitting a revised version within 2 months from the date of

declaration of the result. If a student fails this time too, he/she will not get any more chances and will be ineligible to be awarded the MA degree.

3.17: If a student is unable to submit his/her dissertation in the stipulated time or fails to make the presentations at the appointed time, he/she will be deemed to have failed the course and will have the option given in 3.16.

3.18: The schedule for preliminary presentation, final presentation and dissertation submission is displayed in the first week of the fourth semester.

3.19: Ethical Standards regarding Dealing with Human Participants:  
Students should refrain from acts which he or she knows, or under the circumstances has reason to know, spoil the academic integrity of the academic program. Violations of academic integrity include, and not limited to: plagiarism; violation of the rights and welfare of human participants in research and practice; cheating, knowingly furnishing false information; misconduct as a member of department or college, and harm to self and others.

#### **4. Evaluation of non-project courses**

4.1. The examinations shall be of two kinds:

- (i) Internal Assessment
- (ii) Semester End Examination.

4.2. The learner who obtains less than 40 % of the aggregate marks of the relevant examination in that course either in the internal assessment or in the end –semester examination will be awarded the letter grade F in that course.

4.3 Internal Assessment: The internal assessment shall be for 40 marks. Two internal assessment examination shall be scheduled for a course. The internal examination is to be conducted by the course teacher. The schedule for the internal assessment is announced within two weeks of the commencement of the semester. The answer-sheets for internal examination shall be masked before evaluation. The evaluated answer-sheets and marks shall be shown to the students on the date announce in advance.

4.4: The existing rules for moderation of answer sheets will be followed in the case of internal examinations in core courses.

4.5. Semester-End Examination: The semester end examination shall be for 60 marks.

4.6: If a student is absent from the internal or end semester examination in any course including the project course, he/she will get a grade point of 0 and a letter grade of F.

4.7: If a student fails in the internal examination of a core or elective course, he/she will have to appear for the internal examination of the course when the course is offered again.

4.8: If a student fails in the end-semester examination of a core or elective course, he/she may reappear for the same examination when it is held again in the following semester. A student can appear at the most three times, including the original attempt. If a student obtains a letter grade F in all the three attempts, he/she will have to seek fresh admission to the MA programme.

4.9. If a student obtains the letter grade F in any course in a given semester, the letter grade F will continue to be shown in the grade card for that semester even when the student passes the course subsequently in another semester.

4.10. If a student obtains minimum 40% marks in the internal assessment and fails to obtain minimum 40% percent marks in the end-semester examination of any course in any of the semester, the marks of the internal examination shall be carried forward.

4.11: The letter grade and the grade point for the course will be computed as in 3.13.

4.12: in any semester, the students GPA will be calculated as follows:

$$\text{grade point average (GPA)} = \frac{\sum_{i=1}^n c_i g_i}{\sum_{i=1}^n c_i} \quad \text{where } c_i = \text{credits for that course offered in}$$

that semester and  $g_i$  = grade point obtained in that course offered in that semester. Cumulative Grade Point Average (CGPA<sub>m</sub>) at the end of semester m is calculated as follows:

$$(\text{CGPA}_m) = \frac{\sum_{j=1}^m \sum_{i=1}^n c_{ij} g_{ij}}{\sum_{j=1}^m \sum_{i=1}^n c_{ij}}, \quad \text{where, } c_{ij} \text{ is the credits for the } i^{\text{th}} \text{ course offered in}$$

semester j and  $g_{ij}$  is the grade point obtained in the  $i^{\text{th}}$  course in semester j. There shall be no rounding of GPA and CGPA.

4.13. The semester wise GPA and CGPA shall be printed on the grade card of the student along with table 3.13.

4.14. The final semester grade card shall also have the aggregate percentage marks scored by the student in all the courses in which the student has obtained the relevant credits.

4.15: The rules for gracing: the existing ordinance for gracing shall continue to be used.

**5. Rules for MA programmes with practical component/field work components are as follows:**

5.1: Four core courses shall be offered in semesters 1 and 2 each.

5.2. Five elective courses shall be offered in the third semester. No other courses will be offered in the third semester.

5.3. The fourth semester shall consist of one ability enhancement course (6 credits), one interdisciplinary/cross disciplinary course (6 credits) and one project based course (10 credits).

5.4. The semester having Practical Component / Field Work Component shall be given four teaching hours per week per theory (core/elective) course. Each core/elective course shall have 4 credits in such semester.

5.5. There shall be 2 credits Practical Components/ Field Work Component per theory course (core/elective) in a semester one to three. The credits for practical and theory courses are obtained separately.

5.6. There shall be 8 credits Practical Component/ Field Work Component in semester one and two. There shall be 10 credits Practical Component/ Field Work Component in semester three. There shall be no practical/field work component in semester four. The practical/field work component shall be elective in semester three.

5.7. Two hours of laboratory work/ Field work per week for 15 weeks shall be considered as 1 credit. Two practical hours/ Field work hours are equivalent to one hour of theory teaching.

5.9. Regulation 2.4 to 2.7 and 3.1 to 3.19 shall be applicable to M.A. programs with practical component / field work component.

**6. Evaluation of non-project courses and practical component /field work component for courses having practical/field work component.**

6.1: The examinations shall be of two kinds:

- (i) Internal Assessment
- (ii) Semester End Examination.

6.2. The learner who obtains less than 40 % of the aggregate marks of the relevant examination in that course either in the internal assessment or in the end –semester examination will be awarded the letter grade F in that course.



6.3 Internal Assessment for theory courses: The internal assessment shall be for 40 marks. Two internal assessment examination shall be scheduled for a course. The internal examination is to be conducted by the course teacher. The schedule for the internal assessment is announced within two weeks of the commencement of the semester. The answer-sheets for internal examination shall be masked before evaluation. The evaluated answer-sheets and marks shall be shown to the students on the date announce in advance.

6.4 Internal Assessment for practical component/ field work component: The internal assessment shall be for 40 marks. The internal assessment is to be conducted by the course teacher. The practical/field work submission material (answer-sheets, journals, other submissions, etc.) for internal examination shall be masked before evaluation. The evaluated practical/field work submission material and marks shall be shown to the students on the date announce in advance.

6.5: The existing rules for moderation of answer sheets will be followed in the case of internal examinations in core courses excluding practical component/ filed work component.

6.6: Semester-End Examination: The semester end examination shall be for 60 marks for theory courses (core /elective) and for practical component/field work component. The semester–end examination for practical component/ filed work component shall be conducted separately.

6.7: If a student is absent from the internal or end semester examination in any course including the project course and practical/filed-work component, he/she will get a grade point of 0 and a letter grade of F.

6.8: If a student fails in the internal examination of a core or elective course, or practical/filed work component, he/she will have to appear for the internal examination of the course when the course is offered again.

6.9: If a student fails in the end-semester examination of a core or elective course or practical/filed work component, he/she may reappear for the same examination when it is held again in the following semester. A student can appear at the most three times, including the original attempt. If a student obtains a letter grade F in all the three attempts, he/ she will have to seek fresh admission to the MA programme.

6.10. If a student obtains the letter grade F in any course in a given semester including practical/filed work component, the letter grade F will continue to be shown in the grade card for that semester even when the student passes the course subsequently in another semester.

6.11. If a student obtains minimum 40% marks in the internal assessment and fails to obtain minimum 40% percent marks in the end-semester examination of any course in any of the semester, the marks of the internal examination shall be carried forward.

6.12: The letter grade and the grade point for the course will be computed as in 3.13.

6.13: In any semester, the students GPA will be calculated as follows:

grade point average (GPA) =  $\frac{\sum_{i=1}^n c_i g_i}{\sum_{i=1}^n c_i}$  where  $c_i$  = credits for that course offered in

that semester and  $g_i$  = grade point obtained in that course offered in that semester. Cumulative Grade Point Average (CGPA<sub>m</sub>) at the end of semester m is calculated as follows:

(CGPA<sub>m</sub>) =  $\frac{\sum_{j=1}^m \sum_{i=1}^n c_{ij} g_{ij}}{\sum_{j=1}^m \sum_{i=1}^n c_{ij}}$  , where,  $c_{ij}$  is the credits for the  $i^{\text{th}}$  course offered in

semester j and  $g_{ij}$  is the grade point obtained in the  $i^{\text{th}}$  course in semester j. There shall be no rounding of GPA and CGPA.

6.14. The semester wise GPA and CGPA shall be printed on the grade card of the student along with table 3.13.

6.15. The final semester grade card shall also have the aggregate percentage marks scored by the student in all the courses including practical/filed work component in which the student has obtained the relevant credits.

6.16. In case, if it is required to scale the internal assessment marks and end-semester examination marks to 400 marks per semester and 1600 marks for entire MA course, then internal assessment marks, end-semester examination marks and total marks shall be multiplied by factor 0.8.

6.17: The rules for gracing: the existing ordinance for gracing shall continue to be used.

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