



சென்னைப் பல்கலைக்கழகம்  
**UNIVERSITY OF MADRAS**

Estd. 1857, State University

NAAC 'A++' Grade, MHRD NIRF Universities Ranking 2023: 50, UGC-UPE

**HANDBOOK**  
**ON**  
**INTEGRATED COMMON REGULATIONS UNDER CBCS 2019**

**REGULATIONS OF M.A. MSW, M.SC, M.COM**  
**AND**  
**MBA DEGREE PROGRAMS**

# UNIVERSITY OF MADRAS

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## **1. DURATION OF THE PROGRAM**

**1.1.** Two years (four semesters) full time

**1.2.** Each academic year shall be divided into two semesters. The odd semesters shall consist of the period from June to November of each year and the even semesters from December to April of each year.

**1.3.** There shall be not less than 90 working 'days for each semester.

## **2. ELIGIBILITY FOR ADMISSION**

Pass in any under graduate degree program offered by any College or a University recognized by the UGC

## **3. CREDIT REQUIREMENTS AND ELIGIBILITY FOR AWARD OF DEGREE**

**3.1.** A Candidate shall be eligible for the award of the Degree only if he/she has undergone the prescribed course of study in a College affiliated to the University for a period of not less than two academic years and passed the examinations of all the four Semesters prescribed earning a minimum of 91 credits as per the distribution given in Regulation 4 and also fulfilled such other conditions as have been prescribed thereof.

## **4. COURSE OF STUDY, CREDITS AND SCHEME OF EXAMINATION**

**4.1.** The Course Components and Credit Distribution shall consist of the following (Minimum Number of Credits to be obtained):

<b>COURSE COMPONENTS/ NAME OF THE COURSE</b>	<b>NUMBER OF COURSES</b>	<b>CREDITS</b>	<b>CREDITS ALLOTTED</b>
Core subject including Project	15 Courses	4	60
Elective	5 Courses	3	15
Extra Disciplinary	2 Courses	3	6
Soft Skill	4 Courses	2	8
Internship	1 Course	2	2
<b>Total Credits</b>			<b>91</b>

**4.2.** Scheme of Examinations and Syllabus of programme are given separately

**4.3.** Inclusion of the Massive Open Online Courses (MOOCs) available on SWAYAM, NPTEL and other such portals approved by the University Authorities.

**4.3.1.** The Chairperson, Board of Studies (Both autonomous and non-autonomous colleges) consider the available MOOCs and choose the courses to be included under Core, Elective and Soft Skill category and also the number of credits for such courses based on the content and duration of course. The credit for such courses shall be included as part of the Core, Elective and Soft Skill to award the Degree. The number of credit will be decide at the University level for such courses which are relevant to more than one department such as soft skills and elective courses.

## **5. REQUIREMENTS FOR PROCEEDING TO SUBSEQUENT SEMESTERS**

**5.1. Eligibility:** Students shall be eligible to go to subsequent semester only if they earn sufficient attendance as prescribed therefor by the Syndicate from time to time.

**5.2. Attendance:** All Students must earn 75% and above of attendance for appearing for the University Examination. (Theory/Practical)

**5.3. Condonation of shortage of attendance:** If a Student fails to earn the minimum attendance (Percentage stipulated), the Principals shall condone the shortage of attendance upto a maximum limit of 10% (i.e. between 65% and above and less than 75%) after collecting the prescribed fee of Rs.250/-each for Theory/Practical examination separately, (Theory Rs.250/- Per semester/Per Student: Practical Rs.250/- Per semester/Per Student) towards the condonation of shortage of attendance. Such fees collected and should be remitted to the University.

**5.4.Non-eligibility for Condonation of shortage of attendance:** Students who have secured less than 65 % but more than 50 %of attendance are NOT ELIGIBLE for condonation of shortage of attendance and such Students will not be permitted to appear for the regular examination, but will be allowed to proceed to the next year/next semester of the program and they may be permitted to take next University examination by paying the prescribed condonation fee of Rs.250/- each for Theory/Practical separately. Such fees shall be remitted to the University. Name of such Students should be forwarded to the University along with their attendance details in the prescribed format mentioning

the category (3 copies). Year wise/Branch wise/Semester wise together with the fees collected from them, so as to enable them to get permission from the University and to attend the Theory/Practical examination subsequently without any difficulty.

**5.5. Detained students for want of attendance:** Students who have earned less than 50% of attendance shall be permitted to proceed to the next semester and to complete the Program of study. Such Students shall have to repeat the semester, which they have missed by re-joining after completion of final semester of the course, by paying the fee for the break of study as prescribed by the University from time to time.

**5.6. Condonation of shortage of attendance for married women students:** In respect of married women students undergoing PG programs, the minimum attendance for condonation (Theory/Practical) shall be relaxed and prescribed as 55% instead of 65% if they conceive during their academic career. Medical certificate from the Doctor (D.G.O) attached to the Government Hospital and the prescribed fee of Rs.250/-therefor together with the attendance details shall be forwarded to the university to consider the condonation of attendance mentioning the category.

**5.7. Zero Percentage(0%) Attendance:** The Students, who have earned 0% of attendance, have to repeat the program (by rejoining) without proceeding to succeeding semester and they have to obtain prior permission from the University immediately to rejoin the program.

**5.8. Transfer of Students and Credits:** The strength of the credits system is that it permits inter Institutional transfer of students. By providing mobility, it enables individual students to develop their capabilities fully by permitting them to move from one Institution to another in accordance with their aptitude and abilities.

**5.8.1.** Transfer of Students is permitted from one Institution to another Institution for the same program with same nomenclature. Provided there is a vacancy in the respective program of Study in the Institution where the transfer is requested. Provided the Student should have passed all the courses in the Institution from where the transfer is requested.

**5.8.2.** The marks obtained in the courses will be converted and grades will be assigned as per the University norms.

**5.8.3.** The transfer students are eligible for classification.

**5.8.4.** The transfer students are not eligible for Ranking, Prizes and Medals.

**5.8.5.** Students who want to go to foreign Universities upto two semesters or Project Work with the prior approval of the Departmental/College Committee are allowed to get transfer of credits and marks which will be converted into Grades as per the University norms and are eligible to get CGPA and Classification; they are not eligible for Ranking, Prizes and Medals.

**5.9.** Students are exempted from attendance requirements for online courses of the University and MOOCs.

## **6. EXAMINATION AND EVALUATION:**

**6.1.** Students shall register their names for the First Semester Examination after the admission in PG programs.

**6.2.** Students shall be permitted to proceed from the First Semester up to Final Semester irrespective of their failure in any of the Semester Examination and they should register for all the arrear courses of earlier semesters along with the current (subsequent) Semester courses.

### **6.3. Marks for Internal and End semester Examinations**

<b>Category</b>	<b>Theory</b>	<b>Practical</b>
Internal Assessment	25	40
End Semester (University) Examination	75	60

### **6.4. Procedure for Awarding Internal Marks**

<b>Course</b>	<b>Particulars</b>	<b>Marks</b>
Theory Papers	Tests (2 out of 3)	10
	Attendance	05
	Seminars	05
	Assignments	05
<b>Total</b>		<b>25</b>
	Attendance	05

Practical Papers	Test best 2 out of 3	30
	Record	05
	<b>Total</b>	<b>40</b>
Project	Internal Marks (best 2 out of 3 presentations)	20
	Viva-voce	20
	Project Report	60
	<b>Total</b>	<b>100</b>

### **6.5: (i) Awarding Marks for Attendance (out of 5)**

Attendance below 60%= 0 marks, 61 % to 75% = 3 marks, 76 % to 90% = 4 marks and above 91%= 5 marks

### **(ii) Conducting Practical and Project Viva-Voce Examination:**

By Internal and External Examiners.

## **6.6. Question Paper Pattern for End Semester (University Examination).**

**6.6.1.** All PG Programs except Mathematics.

### **PART A**

(50 words): Answer 10 questions out of 12 Questions:

10 x 1 Marks = 10 marks

### **PART B**

(200 words): Answer 5 questions out of 7 Questions:

5 x 5 Marks = 25 marks

### **PART C**

(500 words): Answer 4 questions out of 6 Questions:

4 x 10 Marks = 40 marks

Total = 75 Marks

## **6.7. PASSING MINIMUM:**

**6.7.1.** There shall be no Passing Minimum for Internal.

**6.7.2.** A Student who secures not less than 50 percent marks in the External Written Examination and the aggregate (i.e. Written Examination Marks and the Internal Assessment Marks put together) respectively of

each paper shall be declared to have passed the examination in that subject.

**6.7.3.** A Student shall be declared to have passed Project Work and Viva-Voce respectively, if he/she secures a minimum 50 percent marks in the Project Work Evaluation and the Viva Voce each.

**6.7.4.** A Student failing in any subject will be permitted to appear for the examinations again on a subsequent occasion without putting in any additional attendance.

**6.7.5.** A Student who fails in either Project Work or VivaVoce shall be permitted to redo the Project Work for evaluation and reappear for the Viva-Voce on a subsequent occasion, if so recommended by the Examiners.

**6.7.6.** A Student who successfully completes the Programme and passes the examinations of all the FOUR Semesters prescribed as per Scheme of Examinations earning 91 CREDITS shall be declared to have qualified for the Degree

## **6.8. INSTANT EXAMINATION:**

Instant Examinations is conducted for the students who appeared in the final semester examinations of the PG degree courses. Eligible criteria for appearing in the Instant Examinations are as follows:

**6.8.1. Eligibility:** A Student who is having arrear only in one theory paper in the final semester examination of the PG Degree program is eligible to appear for the Instant Examinations.

**6.8.2. Non eligibility for one Arrear Paper:** A Student who is having more than one arrear paper in the current appearance of Fourth Semester for PG Examinations is not eligible for appearing for the Instant Examinations.

**6.8.3. Non eligibility for Arrear in other semester:** Student having arrear in any other semester is not eligible and a candidate who is absent in the current appearance is also not eligible for appearing in the Instant Examinations and those Students who have arrear in Practical/Project are not eligible for the Instant Examinations.

**6.8.4. Non eligibility for those completed the programme:** Students who have completed their Program duration but having arrears are not eligible to appear for Instant Examinations.



## **6.9. RETOTALLING, REVALUATION AND PHOTOCOPY OF THE ANSWER SCRIPT**

**6.9.1 Retotalling:** PG Students not eligible for applying retotalling of their answer script.

**6.9.2 Revaluation:** All current batch students who have appeared for their Semester Examinations are alone eligible for Revaluation of their answer scripts; Passed out students are not eligible for Revaluation.

**6.9.3 Photocopy of the answer scripts:** Students who have applied for revaluation can download their answer scripts from the University Website after fifteen days from the date of publication of the results.

**6.10.** The examination and evaluation for MOOCs will be as per the requirements of the Courses and will be specified at the beginning of the Semester in which such courses are offered and will be notified by the University.

## **7. CLASSIFICATION OF SUCCESSFUL STUDENTS**

**7.1.** Students who secured not less than 60 % of aggregate marks (Internal + External) in the whole examination shall be declared to have passed the examination in the **First Class**. All other successful Students shall be declared to have passed in **Second Class**. Candidates who obtain 75% of the marks in the aggregate (Internal + External) shall be deemed to have passed the examination in **First Class with Distinction**, provided they pass all the examinations (theory papers, practical, project and viva-voce) prescribed for the course in the First appearance.

## **8. RANKING**

**8.1.** Students who pass all the examinations prescribed for the program in the first appearance itself are alone eligible for Ranking / Distinction, Provided in the case of candidates who pass all the examinations prescribed for the program with a break in the First Appearance due to the reasons as furnished in the Regulations under 5 are only eligible for Classification.

## **9. CONCESSIONS FOR DIFFERENTLY-ABLED STUDENTS**

**9.1. Dyslexia students:** For students who are mentally disabled, having disability and mental retardation, who are slow learners, who are mentally impaired having learning disorder and seizure disorder and students who are spastic and cerebral Palsy, the following concessions shall be granted, Provided the request is duly certified by the Medical Board of

the Government Hospital/ General Hospital/ District headquarters Hospitals.:

**a.** One-third of the time of paper as extra time in the examination

**b.** Leniency in overlooking spelling

**c.** Amanuensis for all PG programme provided the request is duly certified by the Medical Board of the Government Hospital/ General Hospital/ District headquarters Hospitals and they shall be declared qualified for the degree if they pass the other examinations prescribed for the degree.

## **9.2. Visually Challenged Students**

**a.** Exempted from paying examination fees.

**b.** A scribe shall be arranged by the college and the scribe be paid as per the college decision.

## **10. MAXIMUM PERIOD FOR COMPLETION OF THE PROGRAMS TO QUALIFY FOR A DEGREE**

**10.1.** A Student who for whatever reasons is not able to complete the programme within the normal period (N) or the Minimum duration prescribed for the programme, may be allowed two years period beyond the normal period to clear the backlog to be qualified for the degree. (Time Span = N + 2 years for the completion of programme.)

**10.2.** In exceptional cases like major accidents and child birth, an extension of one year be considered beyond maximum span of time (Time Span = N + 2 +1 years for the completion of programme).

**10.3.** Students qualifying during the extended period, shall not be eligible for **RANKING**.