

**UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI**

UGC(Minimum Standards of Instruction for the Grant of the Master's Degree through Formal Education) Regulations, 2003.

(In supersession of Notification No. F.1-117/83(CP) dated December 1998)

In exercise of the powers conferred by clause (f) of sub-section (1) of Section 26 of the UGC Act 1956 (No. 3 of 1956), the University Grants Commission makes the following Regulations, namely: Short title, application and commencement:

1. Short title, application and commencement:
 - 1.1 These Regulations may be called the University Grants Commission (Minimum Standards of Instruction for the Grant of the Master's Degree through Formal Education) Regulations, 2003.
 - 1.2 These shall apply to all universities established or incorporated by or under a Central Act, a Provincial Act, or a State/Union Territory Act, and all institutions recognized by or affiliated to such Universities and all institutions deemed to be universities under Section 3 of the UGC Act 1956.
 - 1.3 These shall come into force from the date of their publication in the official Gazette.
2. Admission:
 - 2.1 No student shall be eligible for admission to a Master's degree programme in any of the faculties unless he/she has successfully completed three years of an undergraduate degree or earned prescribed number of credits for an undergraduate degree, through the examinations conducted by a university/autonomous institution or possesses such qualifications as recognized by the concerned university as equivalent to an undergraduate degree.
 - 2.2 In case of integrated Master's Degree Programmes of five or more years, no student shall be eligible for admission unless he/she has successfully passed the examination conducted by a board/university at the Plus Two level of schooling (either through formal schooling for 12 years or

through open school system) recognized by the Central/State Government for this purpose or its equivalent.

- 2.3 The admission shall be made on merit on the basis of criteria notified by the university, keeping in view the guidelines/norms in this regard issued by the UGC and other statutory bodies concerned and taking into account the reservation policy issued by the government concerned from time to time.
- 2.4 Student enrollment shall be in accordance with the academic and physical facilities available keeping in mind the norms regarding the student-teacher ratio, the teaching-non-teaching staff ratio, laboratory, library and such other facilities. The in-take capacity shall be determined at least six months in advance by the university/institution through its academic bodies in accordance with the guidelines/norms in this regard issued by the UGC and other statutory bodies concerned so that the same could be suitably incorporated in the admission brochure for the information of all concerned.
- 2.5 Depending upon the academic and physical facilities available in the institutions, the university may allow an institution to admit a certain number of students directly to the second year of a Master's degree programme, if the student has either (a) successfully completed the first year of the same programme in another institution, or (b) already successfully completed a Master's degree programme and is desirous of and academically capable of pursuing another Master's degree programme in an allied subject.

3. Teacher:

- 3.1 No person shall be appointed to a teaching post if he/she does not fulfill the minimum qualifications prescribed for recruitment as per the Regulations in this regard notified from time to time under Section 26 (1)(e) of the UGC Act 1956.
- 3.2 Every teacher shall participate in teaching, which may include any or all of the following: lectures, tutorials, laboratory sessions, seminars, fieldwork, projects and other such activities.
- 3.3 Every teacher shall also give general assistance to students in removing their academic difficulties; and participate in the invigilation and evaluation work connected with tests/examinations; and take part in extra-curricular, co-curricular and institutional support activities as required.
- 3.4 The workload of a teacher shall take into account activities such as teaching, research and extension, preparation of lessons, evaluation of

assignments and term papers, supervision of fieldwork as also guidance of project work done by the students. The time spent on extension work, if it forms an integral part of the prescribed course, shall count towards the teaching load. The total workload and the distribution of hours of workload for the various components shall be in accordance with the guidelines issued by the UGC and the other statutory bodies concerned in this regard from time to time.

4. Working Days:

- 4.1 Every university enrolling students for the first degree programme shall ensure that the number of actual teaching days on which classes such as lectures, tutorials, seminars, and practicals are held or conducted is not less than 180 in an academic year, excluding holidays, vacations, time set apart for completing admissions and time required for conduct of examinations.
- 4.2 The timetable on working days shall be so drawn up that the physical facilities are adequately utilized and not used only for a few hours in a day.
- 4.3 The total periods provided for contact teaching shall not be less than 30 hours a week.
- 4.4 The time provided for practicals, field work, library, utilization of computer and such other facilities, shall not be less than 10 hours a week.

5. Syllabus:

- 5.1 Depending upon the curricular pattern, whether the university follows the annual system, the semester system or the trimester system, the entire syllabus of the programme shall be divided into suitable courses spread evenly for the duration of the programme.
- 5.2 The university shall endeavour to introduce a cafeteria approach by working out the division of the entire syllabus of the programme into courses in such a manner that a student can choose the number of courses according to his/her requirements.
- 5.3 The university shall not only lay down the syllabus for each course, but also the manner of its implementation, namely, through lectures, tutorials, laboratory sessions, seminars, field work, projects and such other activities.
- 5.4 Depending upon its nature and level, a course may be assigned a certain number of credits. The credits assigned to the various courses shall also

be indicated in the respective syllabuses. The system of credits shall be in accordance with the guidelines of the UGC and other statutory bodies concerned.

- 5.5 The syllabus for each course shall also indicate the scheme of evaluation/ examination.
- 5.6 The students shall be encouraged to study some part of the syllabus themselves and shall be given assignments, so as to make use of the library, laboratory, internet and such other faculty.
- 5.7 The total workload on a student shall also be adequate so as to provide him/her sufficient academic involvement.
- 5.8 The minimum number of lectures, tutorials, seminars and practicals which a student shall be required to attend for eligibility to appear at the examination shall be prescribed by the university, which ordinarily shall not be less than 75% of the total number of lectures, tutorials, seminars, practicals, and any other prescribed requirements.

6. Examination and Evaluation:

- 6.1 The university shall adopt the guidelines issued by the UGC and other statutory bodies concerned from time to time in respect of conduct of examinations.
- 6.2 The units of evaluation, namely, tests, seminars, presentations, class performance, field work, thesis and the like and the weightage assigned to each of such units in respect of each course shall be determined by the appropriate academic body of the university, and shall be made known to the students at the beginning of the academic session of the year, the semester or the trimester, as the case may be.
- 6.3 The nature of final examination, whether written or oral or both, in respect of each course shall also be made known to the students at the beginning of the academic session.
- 6.4 There shall be continuous sessional evaluation in each course in addition to trimester/semester/year-end examinations, and the weightage for sessional evaluation and examination in respect of each course shall be prescribed by the appropriate academic body, and made known to the students at the beginning of the academic session.
- 6.5 If the university follows grading system, it shall work out and adopt a table of conversion of grades into percentages and vice-versa.

- 6.6 If the fieldwork or project work is prescribed to be an integral part of a course, the weightage assigned to it should reflect the time spent on it.
- 6.7 The question papers for the examinations shall be set in such a manner as to ensure that they cover the entire syllabus of the concerned course.
- 6.8 The tests and examinations shall aim at evaluating not only the student's ability to recall information, which he/she had memorized, but also his/her understanding of the subject and ability to synthesize scattered bits of information into a meaningful whole. Some of the questions shall be analytical and invite original thinking or application of theory.
- 6.9 While the actual process of evaluation shall be confidential, the system of evaluation shall be sufficiently transparent, and a student may be given a photocopy of his/her answer paper, if requested as per procedure laid down in this regard.

7. Physical Facilities:

- 7.1 Every university shall lay down the norms in respect of classrooms, laboratories, library, sports and health facilities, hostel accommodation, canteen/ cafeteria and such other facilities. All the institutions admitted to its privileges shall adhere to the same. While prescribing the norms for such facilities as a condition for affiliation, the university shall keep in view the guidelines/norms issued by the UGC and other statutory bodies concerned.
- 7.2 The lecture classes shall normally have not more than 60 students, unless, in special cases, the institution has accommodation for larger classes and makes suitable audio-visual arrangements for effective lecturing accompanied by tutorial classes. For tutorials, a group shall not ordinarily be more than 20 students.
- 7.3 For laboratory sessions, the size of a group shall depend upon the size of the laboratory, its type related to the specificity of the subject, the facilities available including the possibility or otherwise of controlling and supervising a number of students simultaneously through a central control panel, and such other devices. The ideal number of students for a normal laboratory session in subjects like Physics, Chemistry and Biology is 15. The number for Computer lab, Language lab, etc. may be higher or lower, depending upon the factors referred to above.
- 7.4 The norms laid down by the concerned statutory body shall be followed in the case of laboratories in the professional courses.

8. Award of Degrees:

- 8.1 No student shall be eligible for the award of the Master's degree unless he/she has successfully completed a minimum of two years after the First degree or five years after Plus Two or earned the minimum number of credits prescribed by the university for the programme.
- 8.2 The degree to be awarded may be called the Master's degree in the respective discipline in accordance with nomenclature specified by the UGC under Section 22 (3) of the UGC Act.

9. Information:

Every university shall furnish to the UGC information relating to the observance of the provisions of these Regulations in the form prescribed for the purpose. The information shall be supplied to the UGC within 60 days of the close of the academic year.

(Prof. Ved Prakash)
Secretary