

REGULATION NO. 16
UNIVERSITY GRANTS COMMISSION

Bahadur Shah Zafar Marg,
New Delhi - 110 002

No.F.1-117/83(CP)

March 11, 1985

NOTIFICATION

In exercise of the powers conferred by Clause (f) of sub-section (a) of Section 26 of the University Grants Commission Act, 1956 (No. 3 of 1956), the University Grants Commission makes the following regulations, namely :-

1. *Short title, application and commencement :*

(1) These regulations may be called the University Grants Commission (the minimum standards of instructions for the grant of the first degree through formal education in the faculties of Arts Humanities, Fine Arts, Music, Social Sciences, Commerce and Sciences) Regulations, 1985.

(2) They shall apply to every University established or incorporated by or under a Central Act, Provincial Act or a State Act, and all Institutions recognised under clause (f) of Section 2 of the University Grants Commission Act, 1956 and every Institution deemed to be university under Section 3 of the said Act.

(3) They shall come into force on June 1, 1985.

2. *Admission/Students :*

(1) No student shall be eligible for admission to the Ist Degree Course in these faculties unless he successfully completed 12 years schooling through an examination conducted by a board/University. The admission shall be made on merit on the basis of criteria notified by the Institutions after taking into account the reservation order issued by the government from time to time.

(2) Student enrolment shall be in accordance with the number of teachers and physical facilities available.

(3) No student shall be eligible for the award of the first degree unless he has successfully completed a three year course; this degree may be called the B.A./B.Sc./B.Com (Honours) degree as the case may be;

Provided that no student shall be eligible to seek admission to the Master;s Course in these faculties, who has not successfully pursued the first Degree Course of three years duration ;

Provided further that where the universities are unable to change over to a three year course, they may, as a transitory measure, award a B.A./B.Sc./B/.Com (Pass) degree on successful completion of a two year course, but that no student of this stream shall be eligible admission to the Master's Course unless he has undergone a further one year bridge course and passed the same.

3. Working days :

(1) Every University enrolling students for the Ist Degree course shall ensure that the number of actual teaching days does not go below 180 in an academic year.

Explanation :

The working days shall exclude holidays and vacations, the time set apart for completing normal admission, time required for the preparation and conduct of examinations but shall include the days on which classes such as lectures, tutorials, seminars, practicals etc. are held or conducted.

(2) The total periods provided in the time table shall not be less than 40 clock hours a week. The time-table on working days shall be so drawn up that physical facilities are adequately utilized, and not used only for a few hours a day.

(3) The University shall not only lay down the syllabus for each course but also the manner of its implementation, namely, through number of lectures, tutorials, laboratory sessions, seminars, field work, projects etc. Students shall be encouraged to study some part of the syllabus themselves shall be given assignments so as to make them use the library or laboratory etc.

(4) When student offers a combination of courses -

- (i) It shall be ensured that the total weekly work load on the student is not more than 30 clock hours a week, thus enabling him to undertake some study at his own initiative or to prepare his tutorials, seminars etc;
- (ii) the total work load on a student shall also be adequate so as to keep him busy ;
- (iii) lectures shall be supplemented by tutorials and/or problem solving sessions (which shall be around 25% of the lecture work load), term papers etc., so that a student derives maximum benefit from his programme of study.

(5) Minimum number of lectures, tutorials, seminars, practicals etc., which a student shall be required to attend before being eligible for appearing at the examinations shall be as prescribed by the University which on an average shall not be less than 75% of the total number of lectures, tutorials, seminars, practicals etc.

4. Examination:

- (1) The University shall adopt the guidelines issued by the University Grants Commission from time to time in regard to the conduct of examination.
- (2) There shall be both continuous sessional evaluation in addition to semester/year in examination. The marks or grade obtained in continuous sessional evaluation shall be shown separately in the grade card along with percentile ranking. Each grade card shall indicate the name of the college from which the candidate appeared in the examination. Further more, the University shall develop a dependable system of checks and controls on marks or grades awarded insessional work.

Explanation :

Percentile rank refers to the percentage of all the examinees in the course who had the same or higher percentage of marks or grade in the examination.

- (3) The examination question papers shall be framed so as to ensure that no part of the syllabus is left out of study by a student.
- (4) No semester/year-end examination shall be held unless the university is satisfied that atleast 73% of the course work indicated under sub-regulation 3 (3) has been actually conducted.

5. Teachers

- (1) No teacher shall be appointed who does not fulfill the minimum qualifications prescribed for recruitment as per University Grants Commission (Qualifications required of a person to be appointed to the teaching staff of a University or other Institutions affiliated to it, Regulations 1982) notified under Section 26 (i)(2) of the University Grants Commission Act, 1956.
- (2) Every teacher shall be available in the institution on a working day during the period prescribed and shall in addition to participating in teaching as indicated in sub-regulation 3 (3) undertake examination/ test/ evaluation/ invigilation work, general assistance to students in removing their academic difficulties, and participate in extra-curricular and institutional support activities, as required.
- (3) The work load of a teacher shall take into account teaching, research and extension activities, preparation of lessons, evaluation of assignments, term papers etc., and shall be in accordance with the guidelines issued by the University Grants Commission from time to time.

Provided that the time spent on extension work where it form's an intergral part of the course prescribed shall count towards the teaching load :

Provided further that no teacher shall be expected to lecture for more than three clock hours per day.

(4) The number of full-time and/or part time teachers shall be provided, keeping in view the total institutional work load as provided in sub regulation 3 (5), teachers work load in sub regulation 5 (3) and class size in sub regulations 6 and 6 (2).

(5) The group for tutorials shall not normally be more than 15 or 20 students.

(6) A teacher shall not be expected to supervise more than 20-25 students in a laboratory class.

6. Physical facilities :

(1) Every University shall pay down norms in respect of class-rooms, laboratories, library, canteen/cafeteria, hostel accommodation etc., and all institutions admitted to its privileges shall adhere to the same the University while prescribing these facilities as a condition of affiliation, shall keep in view that guidelines of the University Grants Commission in this regard.

(2) The lecture-classes shall normally not exceed 80 students, unless, in special cases, the university has accommodation for larger classes and makes available audiovisual arrangements for effective lecturing accompanied by tutorial classes.

7. Information

Every University shall furnish to the University Grants Commission information relating to the observance of these regulations in the form prescribed for the purpose. The information shall be supplied to the University Grants Commission within 60 days of the close of the academic year.