

# **PONDICHERY UNIVERSITY**

## **CHOICE BASED CREDIT SYSTEM REGULATIONS**

**(EFFECTIVE FROM 2017-18 ONWARDS)**

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# **CHOICE BASED CREDIT SYSTEM**

## **REGULATIONS**

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### **1. PREAMBLE**

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The Choice Based Credit System (CBCS) enables a student to obtain a degree by accumulating required number of credits prescribed for that degree. The number of credits earned by the student reflects the knowledge or skill acquired him / her. Each course is assigned with a fixed number of credits based on the contents to be learned. The student also has choice in selecting courses out of those offered by various departments. The grade points earned for each course reflects the student's proficiency in that course.

The CBCS enables the students to earn credits across departments and provides flexibility in duration to complete a Programme of study. The CBCS facilitates transfer of credits earned in different Departments/Centers of other recognized / accredited universities or institutions of higher education in India and abroad. In this System student representatives take part in designing the curriculum for a Programme of Study and facilitate in running the academic Programmes.

### **2. SCOPE AND COVERAGE**

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- 1) The CBCS is applicable to all full-time Post Graduate and Five year integrated Post Graduate study approved by the Academic Council
- 2) It is also applicable to any other Programme of study approved by the Academic Council that has been prescribed to follow the CBCS pattern
- 3) The learning and evaluation is on Semester pattern
- 4) Eligibility, qualifications and admission procedure for each Programme of study is as approved by the Academic Council and specified in Information Brochure of the University.

### **3. CREDITS AND COURSES**

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#### **3.1. Contact hours**

- 1) One credit shall mean one period of teaching for theory or two periods for laboratory / practical course per week in a semester (of 16 weeks)

- 2) One teaching period shall be for 60 minutes duration including 10 minutes for discussion/movement;
- 3) One credit shall be assigned to one week of field training Programme where the students spend the entire duration in the field along with the faculty member(s);
- 4) Up to two credit shall be assigned to one month of Internship undergone in a Company/ Organization/Institutions approved by the Faculty Advisor / Head of the Department;
- 5) One Tutorial hour per week may be conducted in addition to regular contact hours for both Hard core and Soft core theory Courses.

### **3.2. Number of credits**

- 1) The core credits for any M. A. / M. Sc./ MBA Programme (inclusive of Hard-core, Soft-core and Project work) shall be in the range specified in Table 1 given below.
- 2) A candidate who has successfully completed all the Hard Core courses and a Project work, if any, and accumulated not less than minimum number of Credits prescribed shall be eligible to receive the Degree.
- 3) The normal duration of any PG Programme is 4 semesters. However students have the flexibility to complete the PG Programme of Study within minimum of 3 semesters and maximum of 8 semesters. Integrated 5 year PG Programme students shall be permitted to graduate in 8 semesters and not more than 16 semesters.
- 4) The minimum credits required for the award of degree in various PG Programmes are given in the Table 1.

**Table I**

S.No	Program	Hard-core Courses credits	Soft-core Courses credits	Total (Minimum credits required for award of the degree)
1	M. A. / M.Sc. / All M. Tech. except M.Tech (ECE) / Any other 2 year P.G. Programme not mentioned below	48 to 60	12 to 24	<b>72</b>
2	M.Com.,	68 to 78	12 to 24	<b>90</b>
3	All MBA programmes	72 to 86	14-28	<b>100</b>
4	M.C.A.	72 to 90	18 to 36	<b>108</b>
5	5 year Integrated P.G.	148 to 162	30 to 44	<b>192</b>
5.1	Exit option for UG degree in 5 year Integrated P.G.			<b>120</b>
6	M.Tech (Electronics & Communication Engineering)	59	15	<b>74</b>

**3.3. Courses**

- 1) The courses offered under a Programme of Study are designated as Hard Core and Soft Core.
- 2) A course designated as Hard Core for a particular Programme of Study must invariably be completed by the student to receive the degree in that Programme. The Hard Core Course cannot be substituted by any other course. Any other paper chosen by the candidate either within department or outside department will be treated as softcore course with respective credit assigned to the paper.
- 3) A student needs to earn certain number of minimum credits by successfully completing Soft core courses to receive the degree (Please see Table I).
- 4) The soft core courses are to be chosen from (a) a list of courses marked as Soft core courses for a particular Programme of Study and (b) any course offered by a Centre/Department/School under CBCS as Soft-core Course with the advice of his/her Faculty Advisor.
- 5) Dropping of soft-core courses shall be accepted within a period of three weeks only. Afterwards the student has no option to drop it. If, the Department is not offering that specific soft-core paper, the Programme Committee may take a decision on this issue.

- 6) The courses offered for Integrated 5 year PG and other PG programmes shall carry 2 or 3 or 4 credits. Normally no theory course shall have more than 4 credits.
- 7) Project Work of PG programmes may carry 4 or 5 credits. Up to 12 credits can be assigned if an entire semester is assigned for Project work. The Project includes submission of a written Project Report and a Viva-voce examination (one credit is assigned for the Viva-voce).
- 8) While choosing the soft core the student can keep in mind that the chosen paper is
  - a. Supportive to the discipline of study.
  - b. Providing an expanded scope
  - c. Enabling an exposure to some other discipline/ domain
  - d. Nurturing student's proficiency/skill

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#### **4. REGISTRATION**

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- 1) Each student, on admission shall be assigned to a Faculty Advisor.
- 2) With the advice and consent of the Faculty Advisor the student shall register for a set of courses he/she plans to take up in each Semester.
- 3) The student has to seek the consent of each teacher offering the courses for registration.
- 4) No student shall be permitted to register for courses exceeding 30 credits per semester. However, registration for Repeat courses is allowed in excess of this limit.
- 5) A student, to retain his status, should register for at least a minimum of 12 credits in a semester.
- 6) Students shall have to register for the courses within first week of a semester.
- 7) The maximum number of students to be registered in each course shall depend upon the physical facilities available.
- 8) The information on list of all the courses offered in every department specifying the credits, the prerequisites, a brief description of syllabus or list of topics, the faculty who is offering the course and the time slot may be made available in the University website.
- 9) In any department, preference for registration shall be given to those students of that department for whom the course is a Hard core course.

- 10) The registration for the soft core course shall be on first come first served basis, provided the student fulfills prerequisites for that course, if any. The number of students to be registered shall be based on the class room and laboratory capacity. Every effort shall be made by the Department/Centre to accommodate as many students as possible.
- 11) No soft core course shall be offered unless a minimum of 5 students are registered.

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## **5. INTRODUCTION OF COURSES**

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### **5.1 Course Structure and Syllabus**

1. The Course Structure shall prescribe the minimum eligibility, Semester wise list of courses, total credits for each Programme of Study, including, Theory, Practical, Field-work, Project work and Viva- voce examinations, etc.
2. Detailed syllabus for all courses offered by the Department shall be prepared in a specific number of units along with full details of Text Books, Reference Books, Web based resources, Reference of papers, e-Books, Published Reports, Monographs, etc. relevant to the course and made available to teachers and students. Each course shall have a title and course code. The course code shall consist of four alphabets representing the Department /Centre, and three numerals. The first numeral stands for level of the course, the second numeral stands for odd or even semester and third numeral is the serial number of the course.
3. The Course Structure and Syllabus of each PG programme shall be approved and recommended by the Programme Committee to Board of Studies (BOS) and School Board and then the Academic Council.
4. New hard-core or soft-core course proposed by a Faculty member is to be first considered and approved in the Programme Committee of the Department and BOS and then to be placed before the School Board and Academic Council for approval.
5. The syllabi of courses need to be revised to keep in tune with recent developments in knowledge and inventions. Minor revision of the already approved Syllabus of any course with proper justification shall be considered and recommended by the Programme Committee through the Chairperson of School Board to the Academic Council. However, the Chairperson of the Academic Council may approve the revisions to facilitate implementation of the revised syllabi in a timely manner.

### **5.2.1 Hard core course**

1. A Hard core subject may be a Theory, Practical, Field based or Project Work based subject which is a compulsory component in the Course Structure. Based on the quantum of time required for teaching – learning the number of credits for each subject is to be decided within the prescribed limit (please see 3.3 (6 & 7)).
2. Registration for Hard Core courses is also open to students of other departments provided they meet the prerequisites.
3. A Course may be treated as a Hard core or Soft Core Course for students of other department as per the requirement of Programme of Study.

### **5.2.2 Soft core course**

1. A Soft core course may be a Theory, Practical, Field based or Project Work, which is optional for the students to register.
2. Students can exercise their choice among a set of Soft core courses from the list of Soft core courses specified for each Programme of study.
3. Students have a choice to register for Soft Core Courses offered by any Department under the advice of the Faculty Advisor.
4. Students may be advised to choose Soft Core
  - (a) Supportive to the discipline of study
  - (b) Providing an expanded scope
  - (c) Enabling an exposure to some other discipline/domain
  - (d) Nurturing student's proficiency/skill
5. Students can be allowed to register to audit a course for knowledge enhancement if they wish to learn. Auditing refers to having the required attendance but an exemption from internal assessment and end semester examinations. Such Courses can be marked as AUD in grade card to indicate that student has audited.
6. Based on students' requirements a department could request or float a foundation course which could be a non-credit course. For example if a PG programme of a department requires a basic course in a language, such a course could be offered by the department or the department can request the relevant language department to offer the course. The performance of students in non-credit Foundation Course shall be graded as Satisfactory or Unsatisfactory instead of the letter grade and this will not be counted for the computation of SGPA/CGPA. (page 5 of UGC guidelines)



### 5.3 Teachers work load

1. Every faculty member shall be assigned workload as per the UGC norms.
2. In addition to regular handling of classes, teachers are required to participate in preparation of detailed Syllabus, designing Teaching plan, Evaluation of answer papers of examination, preparation of grades, etc.
3. Teachers shall undertake to associate with organizing practical Lab sessions, Field visits, Industrial Tours and guide Project Work.
4. Faculty Members of the Department shall actively involve in all the academic activities of the department such as organizing National Events, Seminars, Guest Lectures, etc.

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## 6. EVALUATION

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### 6.1 Breakup of Internal/ End Semester Exams:

1. All theory courses in a PG programme shall carry an Internal Assessment component of 40 marks and End Semester component of 60 marks.
2. In case of practical courses involving Laboratory/Field/Project work, appropriate distribution of marks for Practical Record/ Project Report, Practical end-Semester exam, Viva etc. may be decided by the respective Programme Committee.

### 6.2. Break up of Internal Assessment Marks

Each teacher shall organize a continuous assessment of each of the courses assigned to him/her. The internal assessment marks shall be given as per the following breakup:

Internal Assessment Tests / Term Papers / Quizzes (Minimum two)	= 30 marks
Seminars/ Assignments/ Case Demos/ Presentations/ Write ups/ Viva, etc.	= 10 marks
Internal Total	= 40 marks

### 6.3. Internal Assessments

A schedule of Internal Assessment tests may be prepared at the beginning of each semester. Internal Assessment marks shall be displayed a week before the conduct of end

semester examination and all corrected answer papers shall be given back to students with comments, if any. It is mandatory for all students to participate in all the Internal Assessment tests and in various course-work related activities for award of the above marks.

#### **6.4. End- semester examinations and Evaluation**

1. End Semester examination shall be conducted for all courses offered in the department. The duration of the end semester examination shall be 3 hours.
2. A schedule of End Semester examinations will be prepared and displayed by the department at least one month ahead of the conduct of the examination.
3. No student who has less than 70% attendance in any course shall be permitted to attend the end-semester examination and he/she shall be given grade of FA – failure due to lack of attendance. He/she shall be required to repeat that course. The HOD shall ensure that the candidate is informed about lack of attendance before the commencement of examination and confirm that such candidates are not permitted to write the exam.
4. End-semester Examination shall be conducted by the Department by assigning the responsibility of question paper setting, invigilation and valuation of answer papers to the course teachers. Wherever project/viva-voce evaluation is involved, a nomination may be obtained from the Dean concerned. The Dean may nominate a faculty from the sister departments / any other department in the University. Each teacher shall prepare the question paper, which should cover all the units of syllabus.
5. The Dean of the concerned school in consultation with HOD shall at Random scrutinize the question paper of the End Semester Examinations to ensure consistency and quality in the Academic Standards of the Questions and coverage of the syllabus.

#### **6.5. Consolidation of Marks**

Programme Committee consisting of VC's nominee and other members shall take up the consolidation of Internal Assessment marks and End-Semester marks and prepare a consolidated Marks Statement.

In order to declare the pass, a Student should get

- a) A minimum of 40% marks in end-semester exam, and
- b) A minimum of 50% marks in aggregate when Internal Assessment and End-Semester marks are added.

## **6.6. Supplementary Exam**

- a) A failed student who meets the attendance requirement and has a minimum of 40% in internal assessment mark may be permitted to register for the next end-semester examination in the following semester itself or in any semester of his/her choice.
- b) Students who have failed due to insufficient attendance and / or less than 40 % Internal Assessment marks should repeat the course as and when it is offered.

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## **7. PROGRAMME COMMITTEE**

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Every academic department of the University shall have a Programme Committee for implementing and monitoring the CBCS. The Programme Committee shall consist of a nominee of the Vice Chancellor who will be from a related discipline/department, all teachers offering the Hard and Soft core-courses for the Programmes of study and one student representative per class. The Head of the Department shall be the ex-officio Chair person.

### **7.1. Activities of the Programmme Committee**

#### **Duties and Responsibilities**

1. It shall be the duty and responsibility of Programme Committee to implement the CBCS guidelines in all Programmes of Study prescribed in a Department. It reviews and monitors the implementation of BOS approved Course structure, Coverage of syllabus, Time Table, Distribution of workload of faculty, Conduct of classes, Internal Assessments and End-semester examinations.
2. Programme Committee shall review and recommend infrastructure requirements for smooth conduct of teaching-learning activities and to carryout research in every Department.
3. Programme Committee provides an opportunity for individual teachers to initiate steps to float new courses, new methods of teaching, ICT implementation, etc.

4. Programme Committee may give recommendations on the Non-plan Budget requirements for each Programme of Study under different heads like, a) Teaching aids, b) Invited Lecture, c) Field studies, d) Software subscriptions and renewals, e) Study Tour/ Industrial Visits, etc.

### **7.2. Frequency of Meetings**

The Committee shall meet at least thrice in every semester. At first, in the beginning of the semester to chalk out Time Table, list of courses to offer, etc. Second time, at middle of the Semester to review the progress of academic activities. Last meeting of the Programme Committee shall finalize and recommend the grades for all the courses offered by the department in that semester. In this meeting student members shall not take part.

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## **8. SCHOOL BOARD**

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1. The Dean, who is Chairperson of the respective School Board is the overall in-charge of implementing CBCS in all Programmes of study offered in different departments of the School.
2. Dean, being the Chairman of the School Board shall suggest certain uniform academic practices across all the departments in each School.
3. Dean also gives his approval for Grades and Results.
4. Dean of the respective School shall periodically review the Academic activities of Departments, resolve any issues in conduct of academic Programmes under CBCS regulations.

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## **9. GRADING AND GRADE CARD**

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The Programme Committee shall prepare two copies of the results, one with marks to be sent to the University Office and another for the Department. Grades shall be awarded as indicated below (**Section 9.1**) in a meeting of the Programme Committee to be held at the earliest, not later than 15 days after the last day of semester examinations.

The department shall display the provisional grades approved by Programme Committee within a week after the meeting. If a student wishes to look at the evaluated answer script, he/ she can approach the concerned teacher within a week of declaration of the provisional results. Students can approach the Grievance Committee for issues relating to award of Marks/Grade. The Grievance Committee shall consist of the Dean, the HOD and an external subject expert and the decision by the Grievance committee after examining the paper shall be the final. Thereafter the results shall be communicated to the Dean for approval.

### 9.1. Letter Grades

Performances of students in each paper are expressed in terms of marks as well as in Letter Grades. In case of fractions the marks shall be rounded off to nearest integer. The class interval for the purpose of awarding the grades can be arrived at by dividing the difference between the highest mark secured and the minimum pass mark by 6 as there are six passing grades. The formula is given below:

$$K = (X-50)/6$$

Where, K = class interval, X= the highest mark in the subject.

The grades may be awarded as given in the following Table II.

**Table II**

<b>Range of Marks in %</b>	<b>Letter Grade</b>	<b>Points for Calculate of CGPA</b>
X to (X-K)+1	O	10
(X-K) to (X-2K)+1	A+	9
(X-2K) to (X-3K)+1	A	8
(X-3K) to (X-4K)+1	B+	7
(X-4K) to (X-5K)+1	B	6
(X-5K) to 50	C	5
Below 50	F	0
Failure due to lack of attendance	FA	0

K should not be rounded off to less than two decimal places. The numbers given in Range of Marks column, (X-K), (X-2K), (X-3K), etc., can be rounded off to the nearest whole number.

In courses where the number of students who have secured 50 marks and above is less than 10 then grading may be given based on the Table III.

**Table III**

<b>Range of Marks in %</b>	<b>Letter Grade</b>	<b>Points for Calculate of CGPA</b>
81-100	O	10
71-80	A+	9
66-70	A	8
61-65	B+	7
56-60	B	6
50-55	C	5
Below 50	F	0
Failure due to lack of attendance	FA	0

The GPA and CGPA will be calculated as weighted average of points secured by the student in all the papers registered by him /her. The weights are the number of credits for each paper. For example, a student getting in A+ grade in 4 credit course, A grade in 2 credit course, O grade in a 3 credit course and F grade in a 3 credit course will have a GPA as  $(9 \times 4 + 8 \times 2 + 10 \times 3 + 0 \times 3) / (4 + 2 + 3 + 3) = (36 + 16 + 30 + 0) / 12 = 82 / 12 = 6.83$  out of 10.0; GPA = 6.83. The CGPA shall also be calculated in similar lines taking all subjects taken by the students in all semesters.

Students with a CGPA of 9.0 and above and did not fail in any of the courses taken by him / her shall be awarded Distinction.

A CGPA of 6.0 and above shall be placed in First class.

Student who has secured less than 50% marks in any paper gets F Grade and he is treated as failed in that paper.

### **Model Grade Sheet**

Example 1 - Average performance		Example 2 - Good performance		Example 3 - Skipping of grade	
Marks	Grade	Marks	Grade	Marks	Grade
78	O	86	O	85	O
72	A+	80	A+	83	O
70	A+	80	A+	80	O
68	A	80	A+	80	O
67	A	79	A+	71	A

64	A		78	A+		71	A
64	A		77	A+		70	A
62	B+		76	A+		70	A
62	B+		76	A+		69	A
62	B+		76	A+		68	B+
62	B+		75	A		67	B+
61	B+		74	A		67	B+
61	B+		74	A		65	B+
61	B+		73	A		64	B+
61	B+		73	A		64	B+
61	B+		71	A		62	B
58	B		70	A		61	B
58	B		69	A		60	B
58	B		68	B+		59	B
57	B		68	B+		59	B
56	B		67	B+		59	B
55	B		67	B+		59	B
55	B		67	B+		59	B
55	B		66	B+		58	B
55	B		66	B+		57	B
54	C		66	B+		57	B
54	C		66	B+		56	C
53	C		65	B+		54	C
53	C		64	B+		53	C
53	C		64	B+		53	C
53	C		64	B+		53	C
53	C		63	B+		53	C
51	C		62	B		52	C
50	C		62	B		50	C
50	C		60	B		46	F
50	C		60	B		45	F
50	C		60	B			
50	C		60	B			
50	C		60	B			
50	C		59	B			
50	C		58	B			
50	C		58	B			
50	C		57	B			
20	F		57	B			
K=4.67			K=6			K=5.83	

Marks	Grade	Marks	Grade	Marks	Grade
78 - 74	O	86 - 81	O	85 - 80	O
73 - 70	A+	80 - 75	A+	79 – 74	A+
69 - 65	A	74 - 69	A	73 – 69	A
64 - 60	B+	68 - 63	B+	68 – 63	B+
59 - 56	B	62 - 57	B	62 – 57	B
55 - 50	C	56 - 50	C	56 - 50	C
< 50	F	< 50	F	< 50	F

## 9.2. Grade Card

1. The University Office shall issue a Grade card for the students, containing the marks and grades obtained by the student in the previous semester and Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA).
2. The grade card shall list:
  - a. The title of the courses taken by the student.
  - b. The credits associated with the course.
  - c. The marks and grade secured by the student.
  - d. The total credits earned by the student in that semester
  - e. The GPA of the student.
  - f. The total credits earned by the students till that semester.
  - g. The CPGA of the student.

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## 10. EXIT OPTION IN 5 YEAR INTEGRATED PROGRAMME

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- (1) The Exit Option shall be allowed at the end of 3<sup>rd</sup> year of all 5 year Integrated Programmes with the exception of M.P.Ed Programme and subject to fulfilling mandatory conditions.
- (2) It is mandatory to complete the courses such as English, MIL Communication, Environmental Sciences and Public Administration.



- (3) The Concerned Co-ordinators have to frame the course structure and to arrange classes for the compulsory papers which are to be offered to fulfil the mandated requirements for consideration to issue Bachelor Degree.
- (4) The minimum number of credits to be completed for a 3 year UG degree is 120, including mandatory courses.
- (5) The students should be successful in all the courses (both hard and soft core).
- (6) The students are permitted to exercise Exit Option any time after 3 years. However, the students should have completed minimum required credit for a UG Programme by that time.
- (7) The respective Board of Studies will suggest the nomenclature of appropriate UG degree to the students who are exercising Exit Option.
- (8) Integrated/Dual Degree (name of the first degree - name of the final degree) will be awarded to all students on successful completion of 5 year Integrated Programme.

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#### **11. POWER TO MODIFY AND REMOVE DIFFICULTIES**

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1. Notwithstanding anything contained in the foregoing, the Chairman, Academic Council shall have the power to issue directions or orders to remove any difficulty.
2. Nothing in the foregoing limits the power the A.C. to amend, modify or repeal any or all of the above.