



PONDICHERRY UNIVERSITY

CHOICE BASED CREDIT SYSTEM

REGULATIONS

EXPANSION • EXCELLENCE • EQUITY

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REGULATIONS

1. PREAMBLE

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 Program 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 program of Study and facilitate in running the academic programs.

2. SCOPE AND COVERAGE

1. The CBCS is applicable to all full-time Post Graduate, Five year integrated Post Graduate and M. Phil. Programs of study approved by the Academic Council.
2. It is also applicable to any other Program 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 Program of study is as approved by the Academic Council and specified in Information Brochure of the University.

3. CREDITS AND COURSES

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 program 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 shall 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 Program of Study within minimum of 3 semesters and maximum of 8 semesters. Integrated 5 year PG program 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 Programs are given in the Table 1.

TABLE 1.

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. (Nano Science & Technology) and M.Tech. (Electronics)/ Any other 2 year P.G. Programme not mentioned below	48 to 60	12 to 24	72
2	M.Com., M.A. Economics	68 to 78	12 to 22	90
3	All M. B. A programmes / M.Tech. (Nano Science & Technology)	72 to 86	14 to 28	100
4	M.C.A.	72 to 90	18 to 36	108
5	5 year Integrated P.G.	148 to 162	30 to 44	192
6	M.Phil. Programme	30	6	36
7	M.Tech. (Electronics)	70	3	73

3.3. COURSES

1. The courses offered under a Program of Study are designated as Hard Core and Soft Core.
2. A course designated as Hard Core for a particular Program of Study must invariably be completed by the student to receive the degree in that program. The Hard Core Course cannot be substituted by any other course.
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 Program 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. In the event of failure in a Soft-core course the student can substitute the soft core by an equivalent course offered by the parent or other department within or outside the School.
5. The courses offered for Integrated 5 year PG and other PG programmes carry 2 or 3 or 4 credits. Normally no theory course shall have more than 4 credits.
6. PG programs wherein Project Work is included 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).

4. REGISTRATION

1. Each student, on admission shall be assigned to a Faculty Advisor who shall advise her/him about the academic programs and counsel on the choice of courses consideration the academic background and student's career objectives.
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 for the Semester.
3. The student has to seek the consent of each teacher offering the courses in a Registration Card (Annexure I). The student should meet the criteria for prerequisites to become eligible to register for that course.
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. If a student finds that he/she has registered for more courses than possible to study in a semester, he/she can drop one or more of courses before the end of 3rd week of the semester.
- 6) A student, to retain his status, should register for at least a minimum of 12 credits in a semester.

7. Students shall have to register for the courses for the semester within first week of a semester.
8. The maximum number of students to be registered in each course shall depend upon the physical facilities available.
9. 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 instructor who is offering the course and the time slot may be made available in the University website.
10. In any department preference for registration shall be given to those students of that department for whom the course is a Hard core course.
11. 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.
12. Normally, every Lecture-based course shall, normally be given by one teacher.
13. No course shall be offered unless a minimum of 3 students are registered.

5. INTRODUCTION OF COURSES

5.1 COURSE STRUCTURE AND SYLLABUS

1. The Course Structure shall prescribe the minimum eligibility, Semester wise list of courses, total credits for each Program 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 Reprints of papers, e-Books, Published Reports and the Monographs, etc. relevant to the course and printed made available to teachers and students.

3. 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 the course number and this can be 2, 4, 6 or 8. For example, EASC (423) stands for a course offered by the Department of Earth Sciences, at 4th level, i.e., for students who have already completed three years of tertiary education, and offered in the even semester.
4. The Course Structure and Syllabus of each PG programme shall be approved and recommended by the Program Committee to Board of Studies (BOS) and School Board and then the Academic Council.
5. 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.
6. 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 Program 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 are to be decided within the prescribed limit (please see 3.3 (5 & 6)).
2. Registration for Hard Core courses are 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 Program 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.

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 a detailed Teaching plan, Evaluation of answer papers of Internal and External examination, preparation of grades, etc.
3. Teachers shall undertake to associate with organizing practical Lab sessions, Field visits, Industrial Tours and guide Project Work.

6. EVALUATION

6.1 BREAKUP OF INTERNAL/ EXTERNAL END SEMESTER EXAMS:

1. All subjects in a PG programme shall carry an Internal Assessment component to the extent of 40 marks and End Semester for 60 marks.
2. In case of Laboratory /Field/Project work based subjects, appropriate distribution of marks for Practical Record/ Project Report, Practical end-Semester exam, Viva, if any by the respective Programme Committee.
3. A student shall not be permitted to repeat any course only for the purpose of improving the grade.

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 (two) **2 x 15 = 30**

Seminars/ Assignments/ Case Demos/ Presentations/
Write ups/ Viva, etc. **1x 10 = 10**

Internal Total **40**

6.3. INTERNAL ASSESSMENTS

A schedule of Internal Assessment tests shall be prepared at the very beginning of the semester. Internal Assessment marks shall be displayed within a week from the date of conduct of 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

1. An End Semester examination shall be conducted for all courses offered in the department. The duration of the end semester examination shall be for 3 hours.
2. A schedule of End Semester examinations 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 shall be given grade of FA-failure due to lack of attendance. He shall be asked to repeat that course the next time it is offered.
4. Each teacher shall prepare a model question paper, a Panel of External examiners and submit the same to the Head of the Department by

6th week of the Semester. The question paper should cover all the units of syllabus. Head of the Department shall coordinate the question paper setting work / conduct of exams/ consolidation of marks and Grades and provisionally publish the Results with the approval of Dean of the School.

6.5. CONDUCT OF END-SEMESTER EXAMS AND EVALUATION

1. End-Semester Examination shall be conducted by the Department by inviting Question Papers from the External Examiners.
2. Question Papers may be moderated for the coverage of syllabus, pattern of questions by an End-Semester Examination Committee chaired by Head of the Department one day before the commencement of end-semester Examinations. All Question Papers shall be neatly printed and sealed in the presence of HOD.
3. An alternative Question paper should also be made available for any contingency.
4. Internal Examiner shall prepare a detailed scheme of valuation.
5. The answers papers of end-semester examination should be evaluated by the Internal Examiner immediately after the completion of exam and the Award sheet should be submitted to HOD in a sealed cover before the same papers are kept for second valuation by External Examiner.
6. In case of difference of more than 15 % of marks the answers paper shall be revalued by the Examination Committee and marks awarded by this committee shall be taken as final.
7. HOD shall invite 3-9 External Examiners to evaluate all the end-semester answer scripts on a prescribed date(s). Practical Laboratory exams are to be conducted involving External Examiners.
8. Programme Committee shall consolidate the marks awarded by Internal and External Examiners and award grades.

6.6. CONSOLIDATION OF MARKS

Programme Committee consisting of Vice-Chancellor's nominee and External Examiners shall take up the consolidation of Internal Assessment marks and End-

Semester marks (average of both Internal and External Evaluation) 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.

6.7. SUPPLEMENTARY EXAM

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

7. PROGRAMME COMMITTEE

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 Chairman.

7.1. ACTIVITIES OF THE PROGRAMME 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 recommends a Panels of External Experts to Dean of the School for Question paper setting, Evaluation of answer scripts, project reports and conduct of Viva Voce examinations.
3. Programme Committee shall review and recommend for infrastructure requirements for smooth conduct of teaching-learning activities and to carry out research in every Department.
4. Programme Committee provides an opportunity for individual teachers to initiate steps to float new courses, new methods of teaching, ICT implementation, etc.
5. 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. RIGHTS

The Committee shall have the right to make suggestions to individual teachers on teaching methodology and assessment procedure to be followed in his course. It shall be the duty of the Committee to bring to the knowledge of the Dean and Vice Chancellor any difficulty encountered in the conduct of the classes or any other pertinent matters.

7.3. 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, with external examiners if available, shall finalize and recommend the grades for all courses of that semester. In this meeting student members shall not take part.

8. SCHOOL BOARD

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 shall approve the Panel of external examiners for paper setting and evaluation, based on the recommendations of the Programme Committee of each department. 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 programs under CBCS regulations.

9. GRADING AND GRADE CARD

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 within 15 days. If a student wishes to look at the evaluated answer scripts he/ she can approach the concerned teacher within a week of declaration of the provisional results.

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.

Range of Marks in %	Letter Grade	Points for Calculation of GPA/ CGPA
X to (X-K)+1	A+	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.

Range of Marks in %	Letter Grade	Points for Calculation of GPA/ CGPA
81-100	A+	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

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, A+ 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	A+	86	A+	85	A+
72	A	80	A	83	A+
70	A	80	A	80	A+
68	A-	80	A	80	A+
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	A-
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	B
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 = 4.666667		k = 6		k = 5.833333	

Marks	Grade	Marks	Grade	Marks	Grade
78 - 74	A+	86 - 81	A+	85 - 80	A+
73 - 69	A	80 - 75	A	79 - 74	A
68 - 64	A-	74 - 69	A-	73 - 68	A-
63 - 59	B+	68 - 63	B+	67 - 62	B+
58 - 55	B	62 - 57	B	61 - 56	B
54 - 50	C	56 - 50	C	55 - 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.

10. POWER TO MODIFY AND REMOVE DIFFICULTIES

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 of the Academic Council to amend, modify or repeal any or all of the above.