

**PONDICHERY UNIVERSITY**

**CHOICE BASED CREDIT SYSTEM**

**REVISED REGULATIONS**

**(EFFECTIVE FROM ACADEMIC YEAR 2019-2020)**



**February 2019**

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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 prescribed number of credits. The number of credits earned by the student reflects the knowledge or skill acquired. Credits are assigned to each course based on the contents. The student also has choice in selecting courses out of those offered by various Departments/Centres. The grade point earned in each course reflects the student's proficiency.

The CBCS enables the students to earn credits across Departments/Centres and provides flexibility in duration to complete a Programme of study. The CBCS facilitates transfer of credits earned in different Departments/Centres 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.

The CBCS is managed by Pondicherry University Student Academic Management System (PU-SAMS), an online platform that works on the principle of differential access and need-to-know basis.

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## 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 and admission procedure for each Programme of study under CBCS shall be approved by the Academic Council and specified in the Information Brochure of the University.

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### 3. COURSES AND CREDITS

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#### 3.1. Course Structure and Syllabus

1. The Course Structure shall prescribe the minimum eligibility, Semester wise list of courses, including, Theory, Laboratory, Field work, Project work etc., and total credits for each Programme of Study
2. Detailed syllabus for all courses offered by the Department/Centre 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.
3. Each course shall have a title and a unique 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 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. The syllabi of courses shall be revised at least once in three years to keep up with developments. Teachers can carry out minor revisions within the outline of the syllabus to include latest developments in the course, while retaining the title and code of the course. Such minor revisions should be approved by Programme Committee before implementation.
5. New course proposed by a Faculty member is to be first considered and approved in the Programme Committee of the Department/Centre and BOS and then to be placed before the School Board and Academic Council for approval.

#### 3.2. Courses

1. The courses offered under a Programme of Study are designated as Hard Core and Soft Core courses.
2. A course designated as Hard Core course for a particular Programme of Study must invariably be completed by students to receive the degree in that Programme.

3. In addition to Hard Core courses, students are required to earn a minimum number of credits from Soft Core courses (please see Table 1) to receive the degree.
4. A course offered by a Department/Centre may be treated as a Hard Core or Soft Core course for students of other Departments/Centres as per the requirement of the Programme of Study.
5. Soft Core courses can be chosen from (a) a list of Soft Core courses prescribed for a Programme of Study and (b) any course offered by a Centre/Department/School under CBCS as Soft Core course, with the advice of Faculty Advisor.
6. While choosing a Soft Core course students should keep in mind that the chosen course will: (a) support the discipline of study; (b) provide an expanded scope; (c) enable an exposure to some other discipline/domain; and (d) nurture the student's proficiency/skill.
7. Each Hard Core and Soft Core course offered for 5 year Integrated PG and 2 year PG programmes shall normally carry 2, 3 or 4 credits.
8. Project Work of PG programmes may normally carry 4 or 5 credits, however, if a semester is assigned entirely for Project work it may carry up to 12 credits.

### 3.3. Online Courses

1. Students may pursue online courses through SWAYAM platform, with the approval of Programme committee of respective Department/Centre, and these will be treated as Soft Core courses.
2. Though the host institute may award more credits to an online course, the maximum number of credits assigned to an online course shall not exceed 3 credits, and the minimum shall be 2 credits. Course code for online courses and the number of credits assigned to each course will be approved by the Programme Committee of respective Department/Centre, and these will be uploaded in the PU-SAMS portal.
3. A student will be permitted to pursue online courses up to a maximum of (a) 12 credits in 2 year PG Programmes, (b) 15 credits in 3 year PG Programmes like MCA, and (c) 24 credits in 5 year Integrated PG Programmes. However, during one semester a student will not be permitted to register for more than 5 credits of online courses.

4. SWAYAM Counsellors of each Department/Centre that facilitates online courses through the SWAYAM platform, shall obtain marks from the host institution. Grades will be awarded by the Programme Committee of respective Department/Centre.
5. Attendance will not be applicable for SWAYAM courses and therefore hall ticket will not reflect these courses.
6. Students will be permitted to drop online course within the time limit prescribed in the Academic Calendar.

### 3.4. Number of credits

- 1) The minimum number of credits required to be earned by students of M.A./M.Sc./MBA Programmes shall be in the range specified in Table 1.
- 2) A candidate who has passed in all the Hard Core courses and Project Work (if any) and accumulated not less than the minimum number of Credits prescribed shall be eligible to receive the Degree.
- 3) The normal duration of 2 years PG Programme is 4 semesters. However, students have the flexibility to complete the PG Programme within a minimum of 3 semesters and maximum of 8 semesters. The normal duration of Integrated 5 years PG Programme is 10 semesters. The students, however, can earn the minimum number of credits in 8 semesters or in not more than 16 semesters.

**Table 1:** Minimum prescribed credits for the award of PG degree

Sl.No.	Programme	Credits for Hard Core Courses	Credits for Soft Core Courses	Minimum credits required for award of degree
1	M.A./M.Sc./M.Tech. (except M.Tech ECE) / Any other 2 year P.G. Programme not mentioned below	48 to 60	12 to 24	72
2	M.Com.	68 to 78	12 to 24	90
3	M.B.A.	72 to 86	14-28	100
4	M.C.A.	72 to 90	18 to 36	108
5	5 year Integrated PG Programmes	148 to 162	30 to 44	192
5.1	Exit option to get UG degree in 5 year Integrated PG Programmes			120
6	M.Tech. (Electronics & Communication Engineering)	53	21	74

### 3.5. 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 having about 15 weeks of teaching.
2. One teaching period shall be for 60 minutes duration including 10 minutes for discussion/movement.
3. Field training course conducted by faculty members will carry one credit for every one week of such training.
4. Internship/Training for one month in an institution/company/organization approved by the Programme Committee will carry 2 credits.
5. One Tutorial hour per week may be conducted in addition to regular contact hours for both Hard core and Soft Core theory Courses.

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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 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 status, should register for at least 12 credits in a semester while registering within normal duration of 2 year PG and 5 year Integrated PG Programmes.
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. Registration for Hard Core course offered by a Department/Centre is also open to students of other Departments/Centres provided they meet the prerequisites.



9. The information on list of courses offered by every Department/Centre shall be made available in the PU-SAMS portal.
10. In any Department/Centre, preference for registration shall be given to those students of that Department/Centre for whom the course is a Hard core course.
11. The registration for 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. No soft core course shall be offered unless a minimum of 5 students are registered.
13. After registration, the students shall be permitted to drop courses within the time limit prescribed in the Academic Calendar.

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## 5. EVALUATION

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### 5.1 Internal and End Semester Marks:

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 et. may be decided by the respective Programme Committee.

### 5.2. 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)	: 30 marks
Seminars/Assignments/Case Demos/Presentations/ Write ups/ Viva, etc.	: 10 marks
Total	: 40 marks

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 students to participate in all the Internal Assessment tests and in various course-work related activities for award of the above marks.



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

1. End Semester examination shall be conducted for all courses offered in the Department/Centre. 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/Centre about 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 FA grade- failure due to lack of attendance. He/she shall be required to repeat that course.
4. End-semester examinations shall be conducted by the University Department/Centre by assigning the responsibility of question paper setting, invigilation and single valuation of answer papers to the course teachers.

### **5.4 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.

### **5.5 Supplementary Exam**

- a. A student who gets F grade in a course shall be permitted to register for the supplementary exam in the following semester itself and, if required, in subsequent semesters.
- b. A student who gets F grade in a course shall be given an option either to retain the previously awarded Internal Assessment mark or to improve it, and the higher mark out of these two options will be considered for the supplementary exam.
- c. A student who gets FA grade in a course due to insufficient attendance should repeat the course as and when it is offered.

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## **6. PROGRAMME COMMITTEE**

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Every academic Department/Centre of the University shall have a Programme Committee for implementing and monitoring the CBCS. The Programme Committee shall consist of all teachers of the Department/Centre, a nominee of the Vice Chancellor who will be from a related

discipline/department, and one student representative from each class. The Head of the Department/Centre shall be the ex-officio Chairperson.

#### **6.1. Duties and Responsibilities of the Programme Committee:**

1. It shall be the duty and responsibility of Programme Committee to implement the CBCS guidelines in all Programmes of Study offered by a Department/Centre. The Committee shall review and monitor 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 carry out research..
3. Programme Committee provides an opportunity for individual teachers to initiate steps to float new courses, new methods of teaching, ICT implementation, etc.

#### **6.2. Frequency of Meeting**

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/Centre in that semester, and in this meeting student members shall not take part.

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### **7. 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/Centre. Grades shall be awarded as indicated below (**Section 7.1**) 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/Centre shall display the provisional grades approved by Programme Committee within a week after the meeting. If a student wishes to look at his/her evaluated answer script, he/she can approach the concerned teacher or Head of the Department/Centre within a week of declaration of the provisional results, and the evaluated answer script will be shown to the student. The extant procedure notified by the University shall be followed for rectifying totaling error, mistake due to unvalued answer, and for reevaluation of answer script. Thereafter the results shall be communicated to the Dean for approval.

### 7.1. 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 shall 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 shall be awarded as given in Table II.

Table II

Range of marks in %	Letter Grade	Grade Point for calculation of SGPA
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	
Failure due to lack of attendance	FA	

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.

For courses in which the number of students who have secured 50 marks and above is less than 10, and for all courses in which students appear for supplementary exams, irrespective of the number of students who appear in supplementary exam of a course, grades shall be awarded as given in Table III.

Table III

Range of marks in %	Letter Grade	Grade Point for Calculation of SGPA
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	
Failure due to lack of attendance	FA	



Semester Grade Point Average (SGPA) will be calculated as weighted average of grade points secured by the student in all the courses passed by him/her in a semester. The weights are the number of credits for each paper. For example, if a student gets A grade in a 4 credit course, B+ grade in a 2 credit course, A+ grade in a 3 credit course and F grade in a 3 credit course during a semester, SGPA will be calculated as follows:  $(8 \times 4 + 7 \times 2 + 9 \times 3) / (4 + 2 + 3) = (32 + 14 + 27) / 9 = 73 / 9 = 8.11$ . Hence, the credits earned by the student in the semester will be 9, and SGPA will be 8.11. Cumulative Grade Point Average (CGPA) shall be calculated as weighted average of SGPA and credits earned by the student in consecutive semesters.

On successful completion of 5 year Integrated PG Programme and 2 year PG Programme, by earning prescribed number of credits (Table 1), students with a CGPA of 9.00 and above who passed all the courses in first attempt shall be awarded the degree in First Class with Distinction. University Rank in a PG Programme will be awarded to the student who secures the highest CGPA in a batch and passed all the courses in first attempt. Students with CGPA of 7.00 and above shall be placed in First Class, and students with CGPA between 5.00 and 6.99 shall be placed in Second Class.

## 7.2. Grade Card

1. The University 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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## 8. EXIT OPTION IN 5 YEAR INTEGRATED PG 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 Ability Enhancement Compulsory Courses (AECC) such as Environmental Science and English Communication/Modern Indian Language Communication.
- (3) The minimum number of credits to be completed for a 3 year UG degree is 120, including hard core, soft core and mandatory courses.

- (4) The students shall be permitted to exercise Exit Option any time after 3 years.
- (5) 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 PG Programme.

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