

Chapter -III

Regulations for Choice Based Credit System

[R.101 –r . 200]

R. 101: The Choice Based Credit System (CBCS) provides a ‘cafeteria’ type approach in which the students can take courses of their choice, learn at their own pace, undergo additional courses and acquire more than the required credits, and adopt an interdisciplinary approach to learning.

R. 102: CBCS is a learner centred system. It is based on learning outcomes of each course and workload estimation for achieving the learning outcome. Learning outcomes describe what a learner is expected to know, understand and be able to do after successful completion of a process of learning.

R. 103: Workload indicates the time students typically need to complete all learning activities (such as lectures, seminars, projects, practical work, self-study and examinations) required to achieve the expected learning outcomes. The estimation of workload must not be based on contact hours only (i.e. hours spent by students on activities guided by teaching staff). It embraces all the learning activities required to achieve the expected learning outcomes, including the time spent on independent work, compulsory work placements, preparation for assessment and the time necessary for the assessment. A seminar and a lecture may require the same number of contact hours, but one may require significantly greater workload than the other because of differing amounts of independent preparation by students.

R. 104: The Choice Based Credit System (CBCS) and Credit Framework for Skill Development (CFSD) shall be applicable for ALL courses leading to Certificate, Diploma, Advance Diploma, B.Voc., PG Diploma, M.Voc, Integrated M.Voc., Credit Certificate and other courses including up-skilling and re-skilling courses being offered by the university and its affiliated colleges.

R. 105: **Credit Allocation:** Credit allocation is the process of assigning a number of credits to qualifications/programs or to educational components. Credits shall be allocated on the basis of the typical workload necessary to achieve the required learning outcomes. The credit allocation will be based on following rule.

1 Credit = 30 Hours workload

R. 106: Credits will be classified as **Skill Credits** or **General Credits** based on nature of the educational component of a course.

R. 107: Academic session of the University and teaching in university and its affiliated colleges will commence from July 1 and last working day of teaching will be April 30, every year.

R. 108: **Semester:** There will be two semesters in One Year. Each semester will consist of 15-18 weeks of academic work equivalent to 90 actual teaching days. The **पावस PAVAS** semester may be scheduled from July to December and **बसंत BASANT** semester from January to May every year.

R. 109: **पावस PAVAS Semester** may commence from First of July. It may involve several festival off and a Diwali break of ten days so End of Semester Examination(EoSE) shall commence from first working day of Dec. (i.e. Dec 1, if not holiday) and Semester break from Dec. 22, to Dec. 31 every year.

R. 110: **बसंत BASANT semester** may commence from First of Jan. 1. It will NOT involve any midterm break so EoSE may commence from first working day of (i.e. May. 1, if not holiday) and summer break from May 15, to Jun. 30 every year.

R. 111: **Credit Allocation to a Program:** Minimum Credit Requirement for qualifying a Program is described in table below.

Duration	Minimum Skill Credits	Maximum General Credits	Minimum Total Credits
One Semester Certificate (NSQF Level 4)	18	12	30
Two Semester, One Year Diploma (NSQF Level 5)	36	24	60
Four Semester, Two Year Advance Diploma(NSQF Level 6)	72	48	120
Six Semester, Three Year Bachelor Degree B.Voc. (NSQF Level 7)	108	72	180
Two Semester, One Year PG Diploma ((NSQF Level 8)	60	0	60
Four Semester, Two Year Master Degree M.Voc. (NSQF Level 9)	120	0	120
Six Semester, Thre Year Master Degree M.Voc. (NSQF Level 9)	180	0	180
Ten Semester/Five year Integrated Master Degree Integrated M.Voc.	228	72	300

R. 112: Credit Allocation to educational components of a program: The allocation of credits to a single educational components will be performed as part of curriculum design. There are two distinct approaches for the credit based curriculum design, namely, (i) modular approach, and (ii) flexible approach. University will be employing the hybrid approach involving both in curriculum design .

R. 113: Modular Approach: Within this predefined structure, the Board of Studies (BoS) or Committee of Courses (CoC) defines appropriate and feasible learning outcomes and describe the learning activities, on the basis of the standard size of the components. The estimated workload must be consistent with the number of credits allocated to that component. By standardising the size of components, university allow for more flexible, multidisciplinary and interdisciplinary pathways among programmes. Predefined Modular Structure for Minimum number of Credit Required for a program is recommended as given in *Annexure A* for Diploma/ Advance Diploma/ Bachelor degree.

R. 114: Flexible Approach: The Board of Studies and Committee of Courses will have freedom to incorporate credits in addition to the Predefined Structure using Flexible Approach. This procedure may result in different numbers of credits being attributed to single components of a programme. The students can opt for credits to the level permissible otherwise from this set of courses in lieu of predefined structure. However, the student will have to ensure credit accumulation equal to or more than minimum prescribed for a program. Seminar, Projects and Research Credits will be incorporated in this manner in addition to specific elective courses recommended by BoS or CoC.

R.115: Workload Estimation: Workload estimation must be done realistically. It shall calculate not only the time spend by the students in lectures or seminars but also the time they need for individual learning and the preparation of examinations etc. The following shall be considered for workload estimation.

1. The contact hours for the educational component (number of contact hours per week x number of weeks)
2. The time spent in individual or group work required to complete the educational component successfully (i.e. preparation beforehand and finalising of notes after attendance at a lecture, seminar or laboratory work; collection and selection of relevant material; required revision,

study of that material; writing of papers/projects/dissertation; practical work, e.g. in a laboratory or in field study)

3. The time required to prepare for and undergo the assessment procedure (e.g. exams) and the time required for obligatory placement(s) if applicable.

4. Other factors to take into consideration

For example:

(i) the entry level of students for whom the programme (or its components) is designed;

(ii) the approach to teaching and learning and the learning environment (e.g. seminars with small groups of students, or lectures with very large numbers of students), and

(iii) and type of facilities available (e.g. Smart class room, demonstration, laboratory, e-resources).

Since workload is an estimation of the average time spent by students to achieve the expected learning outcomes, the actual time spent by an individual student may differ from this estimate. Individual students differ: some progress more quickly, while others progress more slowly.

R. 116: Whatever the method for credit allocation, the main element determining the number of credits shall be the estimated workload needed to achieve the expected learning outcomes. Proper credit allocation should be part of the internal and external quality assurance for higher education institutions. The workload of a course unit is based on the total amount of tasks a student is expected to do as part of the overall programme of study. Complexity of material or importance of the topic should never play a role when credits are allocated.

R. 117: BoS shall define and specify the learning outcomes of each programme component, describe the learning activities and estimate the workload typically needed for a student to complete these activities.

R. 118: **Credit Calculation for Theory Course:** 30 Hours of Academic Activity per credit shall involve (i) 15 Hours of Lecture or both Lecture and Tutorial at College/Department/Center and (ii) 15 hours of preparation beforehand, finalising of notes after attendance at a lecture, collection and selection of relevant material; study of that material; required revision, preparation for assessment, undergoing assessment. Thus One contact hour per week be assigned per credit in the time table for regular course. For example,

for three Credit Theory Course, three hours of Lecture /Tutorial be allotted in the time table per week.

R. 119: One hour of Diagnostic Assessment and Four hour of Formative Assessment with 10 hours of Content Delivery through Lecture may be included in workload estimation for each credit of theory course.

R. 120: **Diagnostic Assessment** means assessment which occurs at the beginning of the course or before a unit of instruction, to identify whether students have the prerequisite knowledge, understanding, or skills; provide information to assist in planning appropriate learning opportunities; identify student interests; identify misconceptions.

R. 121: **Formative Assessment** means ongoing assessment that keeps students, and educators informed of students' progress; provide direction to students in how to improve their learning; encourage students to take responsibility for their own progress; provide teachers with information upon which instructional modifications can be made; help teachers understand the degree to which students are achieving the learning expectations.

R. 122: It is recommended that in a theory course credit of components should not be too small (one or two credit). It is also advised not to make components too large (more than 4), as that may inhibit interdisciplinary studies and restrict the choices available within study programmes. Continuous assessment becomes very difficult in such cases as more than one faculty members are involved in teaching. Further, very large components are problematic for mobile students at all levels – institutional, national or international.

R. 123: **Credit Calculation for Practical/Laboratory/Field Work Course:** 30 Hours of Academic Activity per credit shall involve 22.5 Hours of Laboratory / Field Work and 7.5 hours of preparation beforehand and writing of report after laboratory/field work, preparation for assessment, undergoing assessment.

R. 124: The **Practical/Laboratory/Field Work courses** are preferably of even credits, i.e. 2 or 4 or 6. So that, three contact hours per week are assigned for two credit of course. Thus a Four Credit Laboratory/Field Work Course means Six hours of Laboratory / Field Work be allotted in the time table per week.

R. 125: **Credit Calculation for Seminar/Project Course:** 30 Hours of Academic Activity per credit shall involve 5 contact hours with Faculty

Member for discussion and guidance, and 25 hours of preparation beforehand, selection of relevant material, study of that material, laboratory or field work if required, analysis of studied material, writing of report, preparation of presentation for assessment, undergoing assessment.

R. 126: The aim of the seminar is to give students an exposure to recent developments and advance topics of research interest. Normally course shall be of one or two credit only for seminar.

R. 127: The aim of **Project Work/ Field Study** is to introduce students to undertake a specific project in the subject for pursuing theoretical, practical and /or computational areas of the project. The project work or Field Study is to be undertaken under guidance of a Teacher or an experience suitable person with proven record in the concerned field of project. Project work shall be of higher credits four or six for proper accomplishment of the study.

R. 128: No teacher shall be permitted to guide more than five students in a semester for Seminar supervision. The guiding teacher will make continuous internal assessment of the Seminar. At the End of Semester Examination (EoSE) the Seminar will be evaluated and credits will be awarded by a Board of Three Examiners appointed by Board of Studies/ CoC including the guide.

R. 129: **Credit Calculation for Industrial Training/On Job Training/ Self Training Course:** 30 Hours of Academic Activity per credit shall involve full 30 hours of involvement in industrial training/ on job training/ self training including writing of report, preparation of presentation for assessment, undergoing assessment.

R. 130. Industrial training and On Job Training will be under a mentor or supervisor. The mentor or supervisor will be continuously making assessment of training work accomplished by trainee for the Continuous Assessment. Self Training wherever permitted will not involve a mentor or supervisor on site. The continuous assessment of achievements of training objectives will be made by the Faculty supervisor appointed by the college concerned.

R. 131 : The aim of **Industrial Training/On Job Training** is to introduce students to undertake on job experience in the applications of skills acquired. The On-Job-Training shall be of higher credits for proper accomplishment of

the work experience. The Industrial training shall be for minimum two months wherever incorporated and maximum six months in a stretch.

R. 132: No contact hour per week be assigned in the time table for Seminar or Project Work or Field Study or On-Job-Training or Industrial Training or Self Training . The consultation hours with faculty will be decided by the faculty supervisor at his/her own end.

R. 133: **Credit Calculation for Self Study Course:** 30 Hours of Academic Activity per credit shall involve 30 hours of self study. No contact hour per week be assigned per credit in the time table for self study course. The student may appear in this mode in a regular course if after fulfilling the eligibility of attendance in previous semester(s) he/she has not appeared in the examination, or fail in the examination or he/she wish to improve grades.

R. 134: Recognition of Prior Learning will be converted into credit by the Committee constituted for the purpose by the Academic Council and will be counted in award of degree as per recommendation approved by the Academic Council.

R. 135. Certificates obtained by students from National and International Academic Institutions, Universities, Corporate Certifying Agencies of repute will be considered for credit exemptions and credit calculation by inclusions in university credit register for award of Certificate, Diploma, Advance Diploma, PG Diploma, Degree programs on recommendations of Board of Studies/ Director, Skill education after approval by the Academic Council.

R. 136: Transfer of Credits earned at any other university will be permitted as per agreement with the other university duly approved by the Academic Council and Board of Management. Credits can also be transferred from one program of this university to other if approved by the Vice-Chancellor.

R. 137: There shall be six types of credit courses, namely, (i) Skill Compulsory, (ii) Skill Elective, (iii) General Foundation, (iv) General Elective, (v) Open Elective, (vi) Generic Elective, (vii) Add-On courses.

R. 138: **Skill Compulsory (SC) Courses:** This is the course which is to be compulsorily studied by a student as a core requirement to complete the requirement of a skill programme in a said discipline of study with the specific core skill subject. These are the courses based upon the content that leads to skill or knowledge enhancement in the core discipline. The course shall be evaluated by Letter Grade so that affecting GPA. These are mandatory courses

for the specific skills based course for award of the Certificate, Diploma, Advance Diploma or Bachelor or PG Diploma or Master degree courses.

R. 139: Skill Elective (SE) Course: This is the course which is related to the core skill subject but which is NOT to be compulsorily studied by all the student as a core requirement to complete the requirement of a programme in a said discipline of study with that core subject. Thus these courses are discipline centric but NOT compulsory for all students. Such course provides an expanded scope of knowledge in advance or frontier area of the core skill subject and are supportive of the discipline of the study. These are the courses which will lead to specialization in some fields of the discipline of the study of core subject. These courses will give an edge in the core discipline. The course shall be evaluated by Letter Grade so that affecting GPA.

R. 140: General Foundation (GF) Courses: These are General Courses forming a bouquet for the Certificate, Diploma, Advance Diploma or Bachelor degree courses. Qualifying a prescribed number of GF courses will be mandatory. The course shall be evaluated by Letter Grade so that affecting GPA.

R. 141: General Elective (GE) Course: General Elective Course is the course which is NOT associated with the Core skill Subject but which is provided as a course to add general education to the students, or value-based general education in any discipline of study. The course shall be evaluated by Letter Grade so that affecting GPA. These may include courses based upon the content that leads to skill or proficiency in arts, music or sports or knowledge enhancement with a modern/ humanist perspective. These may also include Generic Elective Courses on Ethics, Humanism, Theory of Knowledge, Design, Innovation, Development Economics, Contemporary World, Technology and Society, and Entrepreneurship.

R. 142: Open Elective (OE) Course: This is the course which is NOT to be compulsorily studied by a student as a core requirement to complete the requirement of a programme in a said discipline of study with the chosen core subjects. These are the courses from any other program of higher education which will either give an exposure to some other discipline/domain or will nurture students proficiency or skill or will promote interdisciplinary expertise. These courses will give an edge in the interdisciplinary fields of study. The course shall be evaluated by Letter Grade so that affecting GPA. Any course

available in any teaching unit affiliated to university as SC, SE may be allowed to students as Open Elective.

R. 143: **Open Elective Courses** shall NOT make more than 25% of credit accumulated for meeting minimum credit requirement of a program. However a students may accumulate more Open Elective course in Credits if number of credits exceeds the minimum credit requirement of program by the same number of credit as it is exceeding.

R. 144: Massive Open Online Courses (MOOCs) approved by UGC will be considered as Open elective course.

R.145: MOOC being offered by other International or National agencies will be considered as Open Elective only if the same has been approved by the Academic Council on recommendation of Board of Studies or Director, Skill Education,

R. 146: **Add On Course:** This is the course which is opted in addition to requirement of a program with a view to get an exposure to some other discipline/domain or to nurture students proficiency or skill. The courses will be add on to the minimum requirement of credit of a program. These are the course which will promote exposure in diverse areas. The course may be evaluated by Letter Grade but not affecting GPA. Any course that can be taken as Open Elective or Generic Elective may be added as Add On Course in credit accumulation.

R. 147: Each College/Department/Centre is required to arrange delivery of all compulsory foundation and core courses and special number of elective courses so that the students enrolled for the course can complete twenty percent more credits than minimum number of credits specified for the program. It is NOT binding on the College/Department/Centre to make provision for all elective courses specified in the Course Catalogue for the program.

R. 148: A course is identified by a course code designated by a string of four alphanumeric characters and a course title. In a course code the first alphabetic characters of the string indicate the Faculty The second digit indicates the NSQF level. The third and fourth digit together indicate the specific course serial number under the type.

R147: A sub-component of course, called paper is identified by a paper code designated by a string of six alphanumeric characters and a paper title. In a paper code the first two alphanumeric characters indicates specific skill course or general course discipline, the third numeric characters of the string indicate the level/ semester. The fourth and fifth character together indicate the specific paper with the convention that if second digit is alphabet in case of Skill component then it is an elective paper. The sixth character indicate nature of instructions T (Theory), P (Practical and S (Self/ Project/ On Job/ Others).

R. 148: Students admitted in the First Semester of a course in an Academic session will be register with a unique ID by University for the program to maintain credit register.

R. 149: Students once registered will be allowed to appear in subsequent **बसंत** BASANT and **पावस** PAVAS semester for accumulation of credits and ultimately award of certificate/ diploma/ degree on accumulation of minimum credit required for such award. For admission and appearance in subsequent semester student will NOT be required to earn minimum credit from earlier semesters. As such declaration of the last semester examination result will have no bearing on admission in subsequent semester and its commencement.

R. 150: Credit registration shall be over within seven days of commencement of a Semester and no change except Withdrawal shall be permissible after that date.

R. 151: A student may avail a blank semester. No fees will be payable by student in that semester.

R. 152: A student may register for a minimum of one credit and a maximum of 36 credits in a semester.

R. 153: Credits are always awarded in the context of a coherent programme of study. Credits are not interchangeable automatically from one context to another. In the case of transfer, University must always evaluate the work done or competences obtained before this/these can be included in the university's own degree programme.

R. 154: Credits once earned will stand EARNED in students record unless students applies for an EXIT from the program with or without conferment or award of the degree to the student.

R. 155: **Local Credit Monitoring Committee:** For each program offered by a College/ Department/ Centre there shall be a Local Credit Monitoring Committee (LCMC) consisting of Four Faculty Members associated with the Program with Head/ Coordinator as Chairperson. Student will be required to exercise option as per their wish in all or less or in chosen electives at time of credit registration at beginning of the semester. Allotment shall be done on the basis of feasibility and in non-conflicting manner in accordance of time table for teaching at the unit and EoSE time table published by the University. LCMC will also recommend the credit registration of each student to University. LCMC will also forward recommendation for credit transfer to university. Decision of LCMC shall be binding in case of credit allotment but decision of University will be binding in case of Credit Transfer from MOOC or from other university.

R. 156: **Assessment & Evaluation:** Evaluation will be of two types, namely, Continuous Assessment (CA) and End of Semester Examination (EoSE). Letter Grades in both will be mentioned separately in the grade sheet. The performance in EoSE shall be treated as final measure of competence of students. Performance in CA is not based on evaluation by University so shall be taken as additional information about evaluation of student performed by College/Department/Centre attended by the student.

R. 157: **Continuous Assessment:** Continuous assessment for each course will consist of total 100 marks involving 60 marks on the basis of mid-term test(s), 30 for formative assessment by concerned teacher(s), and 10 for attendance.

R. 158: Ten marks out of maximum ten will be given for attendance over 95%, 9 out of 10 will be given for attendance over 90%; and 8 out of 10 for over 85%, 7 out of 10 for over 80% , 6 out of 10 for over 77% and 5 out of 10 for over 75%/. 2 and zero for attendance less than 75%. The students having attendance less than 75% shall not be permitted to sit in the EoSE.

R. 159: The name of students having attendance less than 75% shall be communicated to university seven days before the commencement of examination, i.e. 24th Nov for Pavas and 24th April for BASANT Semester.

R. 160: **End of Semester Examination (EoSE):** EoSE will carry maximum marks 100. The scheme of Examination for EoSE for each course will be specified in the course catalogue.

R. 161: **Grading:** Ten Point Scale For Letter Grade Letter Grades shall be counted for the computation of SGPA/CGPA. However for Add-On courses non-counting of letter grades in SGPA/CGPA may be permitted.

Letter Grade	Grade Definition	Grade Point
O	Outstanding	10
A+	Excellent	9
A	Very Good	8
B+	Good	7
B	Above Average	6
C	Average	5
P	Below Average	4
F	Fail	0
U	Unfair Means	0
W	Withdrawn	0
X	Absent	0

Credit Earned = Sum of Number of Credits in which student has scored above grades except F,U, W and X.

R. 162: **Absolute Grading System:** This grading system will be used if number of students appearing in EoSE of a course in University is less than 201 and if number of students appearing in CA of course at a College/Department is less than 201.

Grade	Marks Range
O	90%-100%
A+	80%-89.99%
A	70%-79.99%
B+	60%-69.99%
B	50%-59.99%
C	45%-49.99%;
P	40%-44.99%
F	Less than 40%

R. 163: **Relative Grading System:**

This grading system will be used if number of students appearing in EoSE of a course in University is over 200 and if number of students appearing in CA of course at a College/Department is over 200.

Grade	Marks Range
O	Top 5% in Merit
A+	Top 15% excluding 'O'
A	Top 35% excluding 'O', and 'A+'
B+	Top 65% excluding 'O', 'A+', and 'A',
B	Top 85% excluding 'O', 'A+', 'A', and 'B+'
C	Top 95% excluding 'O', 'A+', 'A', 'B+', and 'B'
P	Remaining in the Merit
F	Less than 40%

R. 164: Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) will be calculated on the credit weighted average of the grade points obtained with letter grades countable in GPA based on EoSE only.

$$SGPA = \frac{\sum_{i=1}^n C_i P_i}{\sum_{i=1}^n C_i}$$

Where

C_i : Number of credits earned in the i^{th} course of Semester for which SGPA is to be calculated.

P_i : Grade Point Earned in i^{th} course

i : 1, 2, ..., n represents the different courses in which a student has appeared in EoSE

$$CGPA = \frac{\sum_{i=1}^n C_i P_i}{\sum_{i=1}^n C_i}$$

Where

C_i : Number of credits earned in the i^{th} course of Course till date for which CGPA is to be calculated.

P_i : Grade Point Earned in i^{th} course

i : 1, 2, ..., n represents the different courses in which a student has appeared in EoSE so far.

R. 165: The SGPA, CGPA Letter grades will be assigned as per table given below.

SGPA/CGPA	Letter Grade	Grade Definition
9.5 to 10.00	O	Outstanding
8.50 to 9.49	A+	Excellent
7.50 to 8.49	A	Very Good
6.50 to 7.49	B+	Good
5.50 to 6.49	B	Above Average
4.50 to 5.49	C	Average
4.00 to 4.49	P	Below Average

R. 166: There will be no supplementary/due paper/special examination. The candidates can improve performance in the subsequent EoSE and performance in the next appearance will overwrite earlier performance. Student will have to prepare on his own for improvement. Improvement in CA will not be permitted.

R. 167: **Conversion of CGPA to Percentage:** To convert CGPA to percentage the CGPA be multiplied by Ten. Thus CGPA of 7.22 will get converted to 72.2%

R. 168: The University will issue a complete transcript of credits, grade obtained, and SGPA on declaration of each semester result and a Cumulative Transcript showing all credit details and CGPA on the accumulation of minimum credits required for the award of Certificate/Diploma/Degree when EXIT is sought by the student.

R. 169 to R. 200: *Blank / [to be introduced later]*