CHOICE BASED CREDIT SYSTEM

GUIDELINES FOR PG COURSES IN AFFILIATED COLLEGES

Academic Section

Pondicherry University

2019

Major Highlights

- CBCS - Courses are offered in credit mode
    - Hard Core courses are Compulsory subjects.
    - Soft Core courses also include Electives.
- Audit and Non- Audit courses.
- Minimum 72 credits for two year PG programme.
- Ten credits of Non- Audit courses. Completion of them is a pre-requisit for the award of Degree.
- PG BOS prepares the course structure and syllabus for both hard core and elective /soft core courses.
- Two streams of electives are to be chosen by the college.
- Six subjects out of 8 soft core/elective subjects is the choice to students.
- Bridge courses, Skill development courses, Credits from MOOCS courses, participation in NSS/NCC/Village Camps etc., and other extension activities to be undertaken during Summer and winter vacation.
- Facility for credit transfer from MOOC courses.
- Programme Committee to supervise the implementation of CBCS.
- Internal marks 40% , End semester 60%. Aggregate passing minimum is 50 marks.
- All Internal Assessment tests are to be Centralised.
- COE organises the End-semester examinations during pre-determined dates.
- Maximum period for completing a two year PG programme is 2+2=4 years.
- Remedial coaching for weaker students and for those who are taking up arrear.
- Faculty Coordinators for each activity.

CONTENTS

CBCS GUIDELINES FOR AFFILIATED COLLEGES FOR PG PROGRAMMES
(ARTS & SCIENCE COLLEGES)

1. <u>Objectives:</u>

Choice Based Credit System (CBCS) at Post Graduate programmes, is aimed at

    i. Offering Courses on **<u>Credit mode</u>** and enrich the quality of Teaching- Learning at Higher Education level.

    ii. Encouraging faculty to design and develop **<u>newer Electives/Soft Core Courses.</u>**

    iii. Enabling **<u>Students to make a choice</u>** between different streams of Soft Core/Elective courses

    iv. Facilitating **<u>credit transfer</u>** from courses offered through SWAYAM / MOOCs platforms.

2. <u>Credit Based Courses:</u>

- ➢ **Credits:** CBCS defines different courses offered in a PG Programme in terms of Credits.

- ➢ **Teacher Contact:** A Credit refers to the number of hours that a teacher contact is required per week for a given subject

- ➢ **Classification of Courses:** Based on contents of syllabus and level of difficulty of Teaching – learning process, credits are assigned. For example,

Credits	Nature of Course
4 Credits Course	Problem Solving/Model Building/ Advanced Theory based subjects with Mathematical Derivations, etc.
3 Credits Course	Theory courses for knowledge and development of Core skills
2 Credits Course	<u>Laboratory</u> based/field study based subjects. These subjects also include Viva, Presentation/Seminar etc.

2.1. Hard Core and Soft Core:

➢ **Hard core:** Subjects which are basic and essential to a programme are called Hard Core (Compulsory) courses.

➢ **Soft core:** Courses which are open for only a select group of students who opted for a specific specialization are called Soft Core/Elective courses.

➢ **Specialization:** Soft Core courses are designed and offered by a team of teachers of a programme based on their specialization.

➢ **MOOCs:** Soft Core courses also include all those subjects offered by a department for the benefit of all Students of the College. For Example., courses on Environment Studies, Science for common man, Finance for Non Finance students, Basics of Business, Basics of Computer Programming, etc. These also include related subjects available in MOOCs and SWAYAM platforms.

2.2. Audit and Non-Audit Courses:

➢ **Audit :** Audit courses refer to all those subjects for which Credits earned will be taken into consideration for the calculation of CGPA and declaration of results. Audit courses include Hard Core as well as Soft Core subjects. Regular classes will be conducted for all Audit courses.

➢ **Non–Audit :** Non – Audit course refers to courses/activities which shall be completed by the student, but the Credits earned are not considered in the calculation of CGPA. The non – Audit courses are to be completed by students at their own initiative. These include participation in Skill development workshops, NSS/NCC and Sports activities, participation in awareness camps conducted in adopted villages by the college. These also include completion of select courses through MOOCs/SWAYAM platforms. A course completion certificate is needed from HoD or Faculty Coordinator.

3. <u>Total Credits of a PG Programme:</u>

The minimum number of credits that a student is expected to complete over a period of four or six semesters for a given PG Degree Programme are as follows. BOS may suggest more than this minimum in case of certain Professional courses.

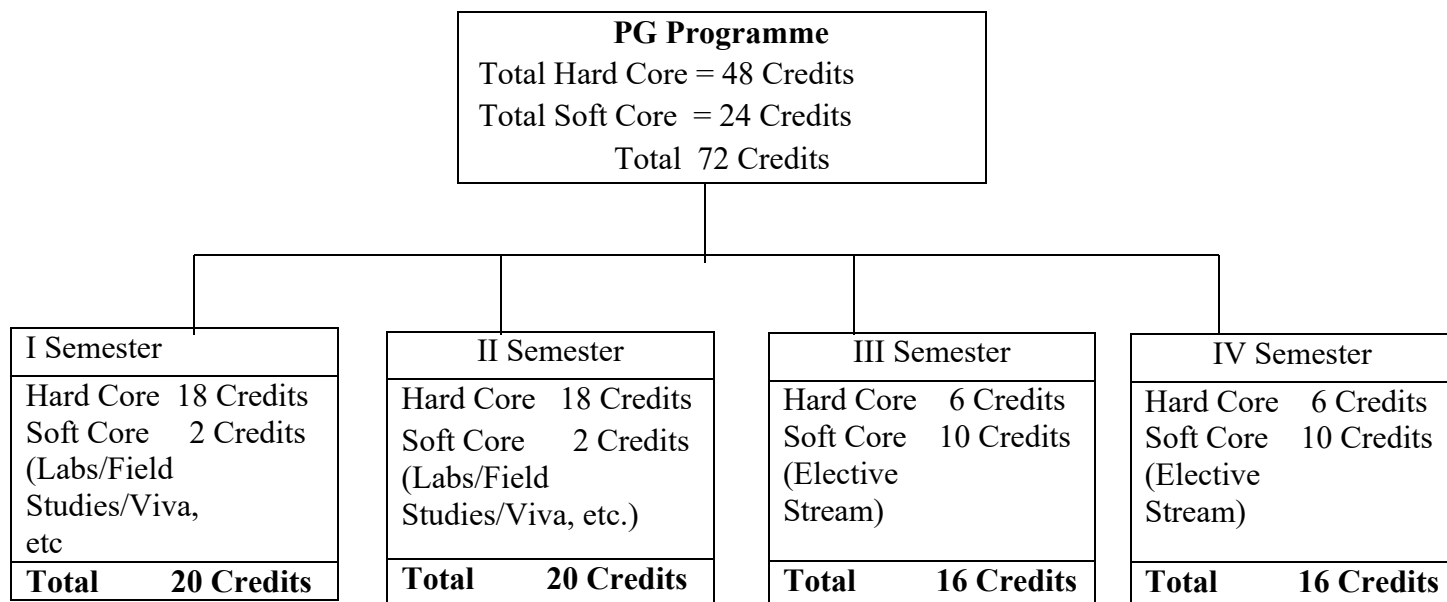| Sl. No.	Programme	Hard Core	Soft Core	Total Credits
1.	MA, M.Sc, M.Com	48	24	72
2.	MBA	68	32	100
3.	3 year MCA	72	36	108
4.	One year PG Diploma /M.Phil / LLM Degree	24	12	36

(Every Core subject is to be taught for prescribed number of hours. In addition to regular classroom teaching there should at least 2 hours of Tutorals additionally. In case of Lab subject every 2 credit Lab requires 6 hours of Lab supervision. Accordingly Teacher workload to be calculated.)

4. <u>Course Design</u>

➢ **UGC Model Curriculum:** All Hard Core courses are compulsory courses. Soft Core courses are Elective streams with internal choice. All courses are designed by a team of experts in a PG Board of studies (BOS) meeting based on latest UGC/AICTE Model Curriculum/ NET/CSIR/Civil Services syllabus.

➢ **Specialization subjects:** Soft Core Courses are designed based on Skill requirements of Employers/ Career objectives of students and market trends. Specializations of existing Faculty are also taken into consideration in designing Soft Core courses.

➢ **Lab based/ Field based subjects:** Four sets of elective Soft Core courses shall be designed by the BOS Each set is called Elective stream with six to eight Soft Core subjects in each. Soft Core subjects may include Theory subjects, Lab Practicals, Field study based subject, Internship based subjects, Project works, Seminars-Cum-Viva subjects. All Soft Core courses carry either 3 or 2 credits only. BOS prescribes Course objectives, Learning outcomes, Detailed syllabus, Basic Text Books, Course Materials, Web based resources, Model Internal Assessment Test papers and End Semester model Question papers along with a Panel of Examiners who can set and evaluate Answer papers from other Universities for each subject.

4.1.Typical Course Design (for 72 Credits)

Post Graduate BOS in consultation with the Faculty working in PG Departments of affiliated colleges may design a Course Structure as follows

PG Programme
Total Hard Core = 48 Credits
Total Soft Core = 24 Credits
Total 72 Credits

I Semester	II Semester	III Semester	IV Semester
Hard Core 18 Credits Soft Core 2 Credits (Labs/Field Studies/Viva, etc	Hard Core 18 Credits Soft Core 2 Credits (Labs/Field Studies/Viva, etc.)	Hard Core 6 Credits Soft Core 10 Credits (Elective Stream)	Hard Core 6 Credits Soft Core 10 Credits (Elective Stream)
Total 20 Credits	**Total 20 Credits**	**Total 16 Credits**	**Total 16 Credits**

4.2 . Breakup of Hard and Soft core:

PG Level Course structure thus contains a minimum of

14 Hard Core Subjects	-	48 Credits
6 Soft Core Subjects (Theory)	-	12 Credits
6 Labs/Project Works/ Field studies/Viva, etc	-	12 Credits
TOTAL	**-**	**72 Credits**

4.3. Non – Audit Courses Winter/Summer Activities

Co-curricular and Extracurricular: In addition to the above Course structure of 72 Credits, every Post Graduate student is expected to complete 10 Credits worth of Non-Audit Courses during Summer and Winter Vacation so as to become eligible to get his/her PG Degree from Pondicherry University. The tentative list of Non-Audit courses are as follows:

Sl.No	Non-Audit Courses	Credits
1.	Skill Development/Soft skills workshops (one/two) (Min Duration : 15 days)	2 Credits
2.	Innovations and Entrepreneurship Development Workshops Industry – Interface, Incubation and Start-Up Programmes (Training for 15 days)	2 Credits
3.	Village Adoption/Awareness camps, SHG, Basic Literary Clubs (15 days)	2 Credits
4.	NSS/NCC Camp/Swatch Bharat/ Traffic Maintenance Activities/ Government schemes (2 weeks)	2 Credits
5.	Participation in Seminars / Conferences/ Inter collegiate Meets /Science Day Celebrations, etc (Any 4 events for 15 days)	2 Credits
6.	Completion of any one/two MOOCS/ SWAYAM Courses (30 hours)	2 Credits
	Any 10 Credits	

Completion Certificate needed: A certificate of completion for each activity shall be issued by the HOD/Faculty Co-ordinator or Principal of the College which is needed to be submitted to Programme Committee, before the candidate is allowed to take up his final Semester exam.

4.4. Format for Course Structure of 2 Year PG Programme offered at Affiliated Colleges

Bridge Courses: Bridge courses are to be designed to give Basics for students for different streams from different Colleges students under different Universities. This courses are offered for first 15 days of the I Semester. These include Communication Skills, Problem Solving, Computer Programming and domain background subjects.

Sl. No	Course Code	Course Title	Nature	No. of Credits
1.	301		Hard Core	0 Credits
2.	302		Hard Core	0 Credits
3.	303		Hard Core	0 Credits
4.	304		Hard Core	0 Credits
				No Credits

Regular Courses:

I Semester (Audit Courses)

Sl. No	Course Code	Course Title	Nature	No. of Credits
1.	411		Hard Core	4 Credits
2.	412		Hard Core	4 Credits
3.	413		Hard Core	4 Credits
4.	414		Hard Core	3 Credits
5.	415		Hard Core	3 Credits
6.	416		Soft Core (Lab/Project work)	2 Credits
				20 Credits

Co-curricular: Winter Project 1: 15 Days (Non Audit Course)

II Semester (Audit Courses)

Sl. No	Course Code	Course Title	Nature	No. of Credits
1.	421		Hard Core	4 Credits
2.	422		Hard Core	4 Credits
3.	423		Hard Core	4 Credits
4.	424		Hard Core	3 Credits
5.	425		Hard Core	3 Credits
6.	426		Soft Core (Lab/Project work)	2 Credits
				20 Credits

Extra Curricular: Summer Project : 45 Days (Non Audit Course)

III Semester   (Audit Courses)

Sl. No	Course Code	Course Title	Nature	No. of Credits
1.	511		Hard Core	3 Credits
2.	512		Hard Core	3 Credits
3.	513		Soft Core	3 Credits
4.	Elective Soft core 1		Soft Core	3 Credits
5.	Elective Soft core 2		Soft Core	2 Credits
6.	Elective Soft core 3		Soft Core Labs	2 Credits
				16 Credits

Winter Project 2 : 15 Days (Non Audit Courses)

IV Semester   (Audit Courses)

Sl. No	Course Code	Course Title	Nature	No. of Credits
1.	521		Hard Core	3 Credits
2.	522		Hard Core	3 Credits
3.	523		Soft Core	3 Credits
4.	Elective		Soft Core	3 Credits
5.	Elective		Soft Core	2 Credits
6.	Elective		Soft Core (Labs)	2 Credits
				16 Credits

Hard Core - 48
Soft Core - 24   **Total** : **72 Credits**

II.   Alternative Courses for Soft core subjects:s

Sl.No	Code	Title	Nature	Credits
1.	416		Soft core	2
		Credit Tr from MOOCs	Soft core	2
2.	426		Soft core	2
		Credit Tr from MOOCs	Soft core	2
3.	513		Soft core	3
		Credit Tr from MOOCs	Soft core	3
4.	523		Soft core	3
		Credit Tr from MOOCs	Soft core	3

III.   LIST OF ELECTIVE STREAMS

Each stream refers to those subjects which enable the learners to Specialize in a given field

Elective stream 1

Sl. No	Course Code	Course Title	Nature	No. of Credits
1.	531		Soft Core Paper 1	3 Credits
2.	532		Soft Core Paper 2	3 Credits
3.	533		Soft Core Paper 3	3 Credits
4.	534		Soft Core Paper 4	3 Credits
5.	535		Soft Core Paper 5	3 Credits
6.	536		Soft Core Paper 6	3 Credits
7.	537		Soft Core Paper 7	2 Credits
8.	538		Soft Core Paper 8	2 Credits

Elective stream 2

Sl. No	Course Code	Course Title	Nature	No. of Credits
1.	541		Soft Core Paper 1	3 Credits
2.	542		Soft Core Paper 2	3 Credits
3.	543		Soft Core Paper 3	3 Credits
4.	544		Soft Core Paper 4	3 Credits
5.	545		Soft Core Paper 5	3 Credits
6.	546		Soft Core Paper 6	3 Credits
7.	547		Soft Core Paper 7	2 Credits
8.	548		Soft Core Paper 8	2 Credits

Elective Stream 3

Sl. No	Course Code	Course Title	Nature	No. of Credits
1.	551		Soft Core Paper 1	3 Credits
2.	552		Soft Core Paper 2	3 Credits
3.	543		Soft Core Paper 3	3 Credits
4.	554		Soft Core Paper 4	3 Credits
5.	555		Soft Core Paper 5	3 Credits
6.	556		Soft Core Paper 6	3 Credits
7.	557		Soft Core Paper 7	2 Credits
8.	558		Soft Core Paper 8	2 Credits

Elective Stream 4

Sl. No	Course Code	Course Title	Nature	No. of Credits
1.	561		Soft Core Paper 1	3 Credits
2.	562		Soft Core Paper 2	3 Credits
3.	563		Soft Core Paper 3	3 Credits
4.	564		Soft Core Paper 4	3 Credits
5.	565		Soft Core Paper 5	3 Credits
6.	566		Soft Core Paper 6	3 Credits
7.	567		Soft Core Paper 7	2 Credits
8.	568		Soft Core Paper 8	2 Credits

- Each College shall choose any Two streams of electives from out of 4 streams designed by BOS. No college is permitted to offer only one elective stream.
- In each stream, students shall choose any 6 Soft Core subjects out of 8 Soft Core subjects based on availability of teachers and their specialization.
- No course will be offered if less than 5 Students choose it.

5. <u>Programme Committee:</u>

a) CBCS Implementation: Every PG Programme shall have a 'Programme Committee'. It facilitates the implementation of CBCS. It supervises the Academic activities of the department. A Programme Committee meets atleast two times in a semester.

b) Constitution of Programme Committee: All Faculty members in the Department who are offering Hard Core/Soft Core courses are the members of Programme Committee. Two Student Representatives, one each from I year and II year based on their Academic Merit are also co-opted to represent the students views on academic matters.

c) Principal's Nominee: Principal will nominate one faculty from sister departments of the same college, as his nominee.

d) HOD is the Chairman: HOD is the Chairman of the Programme Committee. He keeps a record of minutes of meetings. Other records like allotment of Subjects, Time Table, schedule of Internal Assessment tests, Question papers, etc., are to be maintained by HOD.

e) Course Plan: Faculty are expected to prepare their Course plan, number of sessions of Teaching, Field Projects/ Lab Practical sessions, etc., and place before Programme Committee.

f) Credit Transfer: Credit Transfer from open source courses, method of evaluation for Internal Assessment tests, etc are to be finalized in Programme Committee.

g) Department Activities: Decisions relating to Conduct of special Lectures/Seminars/Conferences / Workshops for the benefit of students, Students Meets, Science Day celebrations, Alumni meets etc., and the requirement of funds for equipments, annual tours are to be finalised in a Programme Committee meetings.

h) Soft Skill Workshops: Every PG Department should make arrangements for organising Skill-workshops for communication and development of Softskills, Industry Interface meets, Campus Placement meets. Smart classrooms are to be created for open source courses, organise Village camps for awareness meets on Government schemes, Climate change, Environment Protection, Girl child, Right to Education, Gender sensitization, etc.,

i) Academic Clubs: Colleges Should organize Research clubs, Technology clubs, Science Exhibitions, Innovation and Patent Workshops, Entrepreneurship Development, etc,

j) Membership in Professional Bodies: The PG Department should join as member in all Professional bodies and conduct at least one annual Seminar on contemporary Topics by inviting experts from professional associations.

k) Workload documentations: All the faculty members are expected to maintain documents relating to number of sessions of teaching (45 hours of direct contact Hours for a 3 credit subject and 60 hours for a 4 credit subject) in every semester

l) Students Attendance: Individual Faculty should also maintain the student's attendance for the sessions handled by them. A minimum 70% attendance is essential to allow a student to appear for the End semester Examination (The same rule is applicable for every Internal Assessment test as well). Students cannot register for subjects where they have shortage of attendance for end- semester exam.

6.Evaluation:

1. Total 100 marks: All Audit courses are evaluated for 100 marks. The Internal Assessment component is for 40 per cent and End semester is for 60 per cent marks.

2. No Internals for Lab/Project Work (Except for Computer Lab Courses) : In case of Practical Lab Exams/Fields study Reports/Project works/Viva Voce examinations there is no Internal Assessment mark. All marks are awarded only in End – Semester examination. The marks should be distributed against Lab Record, Practical Exam, Viva in the ratio of 40:40:20. There shall be a mock test for all Lab courses.

3. Break up of Internal Assessment marks

- Each Theory Course shall have the following Break-up of Internal Assessment Marks

Internal Assessment Tests (Two) 2 x 15   = 15 + 15 Marks
Seminar/Assignment/Prenentation/Viva   = 5 + 5Marks
and attendance   -------------------
         Total   40 Marks

Below 75%	0
75-80%	1
80-85%	2
85-90%	3
90-95%	4
95-100%	5

4. Internal Test Schedule: Internal Assessment Tests for all subjects in a given semester are to be conducted Test at a time. Program Committee prepares the Internal Assessment schedule.

- First Test series is to be conducted in first week of September, 2nd Test series in the second week of October and in third week of November, end-Semester examinations begin.
- In case of even semester (2nd, 4th) the first Internal Assessment test series is in the 2nd week of February and second Internal Assessment test series is in the 3rd week of March and the end Semester exam will be during fourth week of April.
- Internal Assessment Tests shall be conducted centrally for all the subjects in a particular week continuously for both first and second year students.
- The faculty Co-ordinator and HOD will coordinate the paper setting work, room arrangements, invigilation, etc.

5. Two Tests per day in case of internal assessment tests: Usually, tests for 2 subjects shall be conducted in a given day i.e., 10.00 to 11.30 A.M Paper I, 2.00 to 3.30 P.M Paper II, etc. All Internal Assessment tests should be completed within 3 to 4 days No class work during the Internal Assessment Test series.

6. Evaluation in one week days: The Internal Assessment test papers are to be evaluated within one week days and feedback to be given to students. All test papers should be preserved until end semester exams are conducted.

7. **Minimum 40%:** The Passing Minimum for Internal Assessment tests is 40% of 40 Marks.

8. **Re-test Facility:** A Re-test may be conducted for all those failed to secure 16 marks in IA. No re-test will be allowed to those who are irregular, absent without any valid reasons and without any prior approval from all concerned Faculty and HOD.

9. **Consolidated IA Marks:** A Programme Committee meeting (without student representatives) shall be conducted to approve the Internal Assessment marks awarded by all Teachers before submitting to the University.

6.1 End Semester Examinations:

- ➢ **Paper Setting by COE:** For all theory papers, the Controller of Examinations (CEO) of University will arrange for Question papers set by external examiners and also conducts the Examinations by appointing a chief superintendant in each college.

- ➢ **Lab/Project Work Exams:** For all Practical exams/Project works/Viva, an External Examiner appointed by COE and an eligible Internal Faculty of the Department jointly evaluate the performance of students. The Controller of Examinations also appoint an external examiner for all Computer Lab subjects. He evaluates for 60 marks

- ➢ **Passing Minimum**
  - **Aggregate 50 Marks:** The Passing minimum in End-semester Examination is 40% . However, a student should get 50 marks when Internal Assessment and End – semester marks are put together.

  - **Arrear Exam:** A student who failed to secure 50 marks in aggregate is eligible to take up a supplementary exam with, prior Registration to the said course in the following Semester. Students who failed due to shortage of attendance have to repeat the course.

6.2.Letter Grades and CGPA:

Controller of Examinations shall consolidate the Internal Assessment marks and marks secured in the End – semester examinations. He declares the Results both in letter grades and in Figures. The letter grades refer to the following distribution of marks.

Range of Marks	Letter Grade	Weightage in calculating CGPA
91-100	O	10
81-90	A+	9
71-80	A	8
61-70	B+	7
56-60	B	6
50-55	C	5
Below 50	F	0
Failed due to shortage of Attendance	FA	0

6.3. CGPA:

Cumulative Grade Point Average (CGPA) will be calculated as a weighted average of number of credits that a course carries and the value of Grade point, averaged for all the subjects.

6.4. Declaration of Results

The Controller of Examinations (COE) of Pondicherry University is authorized to declare the Results of a programme. Pass classes are worked out as follows:

Pass Class

CGPA	Result
9.0 and above (in first attempt)	Distinction
7.0 and above	First class
5.00 to 6.99	Second class

Maximum time to complete a 2 year PG Programme is 4 years. University Gold medal will be declared not only based on Academic performance of a student but also weightage is given for his participation in curricular co-curricular and extension activities.

7. Role of Principals:

Overall Supervision: The Principal of the College/Director of PG Centre is authorized to resolve operational difficulties in implementing the CBCS. He is also empowered to supervise the quality of the teaching, standards of this evaluation of Internal Assessment tests and Regulate students' attendance, maintain discipline, teachers sincerity in handing classes, conducting remedial classes for weaker students/students with arrear subjects, etc.

Nomination of Faculty Coordinators: Principals are requested to nominate different faculty in each PG Department as Faculty Coordinators for Internal Assessment Tests, Skill Development, Village Adoption. Innovation and Entrepreneurship, NSS/NCC and other Outreach activities, Coordination of SWAYAM / MOOCS Courses, Counselling of students to participate in Technical Seminars/Hackathons, and Campus Placements. Each faculty may be given 2 hours of workload per week for Coordinating the above said works

8.Power to resolve Grievances :

However, the Chairman Academic Council/(Vice–Chancellor of Pondicherry University) has the ultimate authority to interpret, modify and relax any of the above said guidelines and the recommendations of a ovrersight Committee formed for the purpose of implementing CBCS smooth conduct of Academic programmes in affiliated colleges.