



CHOICE BASED CREDIT SYSTEM
(CS)

(w.e.f. Academic Year 2013-14)

For

SEMESTER PATTERN

Post Graduate (PG) Programs

(Affiliated Colleges & Institutes)

Handbook

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*MESSAGE FROM
HON. VICE CHANCELLOR, UoP*

*The world of today is full of competition in each and every field. In order to cop-up with the needs of the time it has become necessary to prepare ourselves in tune with the norms and practices accepted and implemented across the globe. As such, one of the important aspects is to add a value to a postgraduate degree by imparting a knowledge based and hands-on experience training to the students. This very aspect demands the choice based credit system for the PG programs. The Credit System (CS) not only nurtures a student to put his best efforts for touching the heights of excellent education based knowledge but also allows to carry the credits earned from one University to the other in India and abroad as well. In fact, there are as many aspects that are of great importance in the CS but **CONTINUOUS ASSESSMENT** is the backbone and so it has to be handled with care so as to visualize a student with potential for excellence. Our University has jumped into this well of 21st century education with a firm footing of CS from the academic year 2013-14. I am confident that the teachers involved in the implementation part would shoulder the responsibility & add values to it.*

This handbook of CS is prepared to facilitate the aims and objectives of the system and the teachers as well as students would testimony the lucidity and essence of it.

Dr. W. N. Gade

PREAMBLE

In pursuance of the decision to implement Credit System at the Post Graduate level and ensure continuous assessment, the UoP has decided to incorporate the Credit System (CS) under Semester Pattern in all its affiliated colleges and recognized institutions where postgraduate programs are conducted.

The Hon. Vice-Chancellor Professor W. N. Gade and the authorities of University of Pune, namely, the members of

the Management Council, the Deans of Faculties, the Members of the Academic Council, and the chairmen of the board of studies are the pillars in shaping the system for the cause of the benefit to the students.

Of course, all the teachers are committed to handle the credit system for the better and result oriented output in the enhancement of knowledge level of each and every student.

Down the line of 2/3 years, the University is keen to inculcate the system and observe the overall development of its students.

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CS- Choice Based Credit System

ESE- End of Semester Examination

GPA- Grade Point Average

CGPA- Cumulative Grade Point Average

Committee

The authorities of the University of Pune constituted a committee for studying and preparing the general rules and regulations for the implementation of the Credit System (Semester Pattern) to the postgraduate programs conducted at the affiliated colleges of the University of Pune.

- 1. Principal N. S. Nikam (Chairperson)*
- 2. Professor Pandit Vidyasagar*
- 3. Dr. E. B. Khedkar*
- 4. Dr. K. C. Mohite*
- 5. Dr. Sudhakar Jadhavar*
- 6. Dr. G. K. Kharate*
- 7. Professor Saroj Ghaskadbi*
- 8. Dr. V. B. Gaikwad, Convener*

After a series of meetings and consultations with the experts, the committee prepared a draft and thereafter the implantation year was finalized as 2013-14. The first four parts is an essence of the said draft.

1. General administration

- 1.1 These rules and regulations shall be applicable for the conduct of CS initially for 3 years from the A.Y. 2013-14 and will not be applicable to the students admitted prior to A.Y. 2013-14.
- 1.2 In the academic year 2015-16, Hon. Vice Chancellor will appoint a committee to review the system and revise these guidelines and rules.
- 1.3 There shall be a CS Coordination Committee. Director, BCUD shall be the Chairperson of the Coordination Committee and the Hon. Vice Chancellor constituted the committee as follows:

1. *Dr. V. B. Gaikwad, Director, BCUD – Chairman*
2. *Prin. Nandkumar Nikam*
3. *Professor Sanjeev Sonawane*
4. *Dr. Ashok Chaskar*
5. *Dr. Gautam Bhong*
6. *Dr. K. C. Mohite*
7. *Dr. Rashid Shaikh*
8. *Dr. G. K. Kharate*
9. *Dr. Sudhakar Jadhvar*
10. *Dr. P. D. Choudhari*
11. *Dr. E. B. Khedkar*
12. *Dr. Aditya Abhyankar*
13. *Dr. Deepak Mane*
14. *Professor Suhas Palshikar*
15. *Professor Saraj Ghaskadli*

This Committee shall take all decisions arising pertain to these rules and the implementation of CS at PG Centers of affiliated colleges.

2. Conduct of the Credit System

2.1 The post-graduate degree will be awarded to those students who earn the minimum number of credits as follows:

Name of the Faculty	Total credits	Average credits per semester
<i>Science, Engineering, Pharmacy, Management, Technology</i>	100	25
<i>Arts & Fine Arts, Social Sciences, Commerce, Law, Education, Physical Education</i>	64	16/32*

(*-applicable to the faculty of Education & Physical Ed.)

- In a case, where the PG program duration is of one year, such a program shall consist of minimum 40 credits.
- Except the credits for practical courses, wherever applicable, a student can register for less number of courses in a semester subject to the condition that such a student will have to complete the degree in a maximum of four (five) years for 2 years (3 years) program. This facility will be available subject to the availability of concerned courses in a given semester and with a maximum variation of 25 % credits (in case of fresh credits) per semester.

2.2 The proportion of Laboratory courses shall be around 40 % of the total credits of a PG program. Project work, if included, shall consist of NOT more than 10 % of the total number credits for PG programs in Science, Engineering, Technology, Management, Pharmacy and 05 % of the total number of credits for other PG programs.

2.3 One credit will be equivalent to 15 clock hours of teacher-student classroom contact in a semester. There will be no mid-way change allowed from Credit System to Non-credit (external) System or vice versa.

2.4 A post graduate teacher in a subject shall be affiliated to only ONE post graduate center at any given time and for only one subject.

2.5 For the routine conduct of the CS, Dean of the concerned faculty shall be the Chairperson. The constitution of faculty wise committee shall be as follows:

- 1. Dean of the Faculty – Chairman*
- 2. Two HoD's of the Post Graduate centers from the respective faculty nominated by the Hon. Vice Chancellor*
- 3. One HoD/Professor/Subject expert from the Post Graduate Department of the University Campus nominated by Hon. Vice Chancellor*
- 4. Director, BCUD - Coordinator*

2.6 Among the minimum number of credits to be earned by a student to complete a Post Graduate degree program (100/64 credits), the student will have to earn minimum 75% credits from the parent Department (subject) and the remaining up to 25 % credits could be earned from the parent Department (subject) or any subject/s of any faculty conducted at other PG Department/ PG Center. In any case, a student will have to earn compulsory credits from the parent Department (subject) over and above.

3. Examination Rules

3.1 Assessment shall consist of Continuous assessment (CA) and End of Semester Examination (ESE). Each shall have an equal weightage of 50 %.

3.2 The teacher concerned shall announce at the beginning of the course about the mechanisms under which CA would take place. However, the ESE shall cover the entire syllabus prescribed for that course.

3.3 The CA towards 50% marks will be a continuous activity and at least two written tests must be conducted for a full course of 4/5 credits and the teacher should select a variety of mechanisms for evaluation such as:

- i. Written Test (not more than one or two for each course as applicable)
- ii. Term Paper
- iii. Journal/Lecture/Library notes
- iv. Seminar presentation
- v. Short Quizzes
- vi. Assignments
- vii. Extension Work
- viii. An Open Book Test (with the concerned teacher deciding which books are to be allowed for this purpose)
- ix. Mini Research Project by an individual student or a group of students

The concerned teacher in consultation with the Head of the PG Department shall decide the nature of questions for a Written Test.

- 3.4 ESE for the remaining 50% marks will be conducted by the UoP.
- 3.5 A student has to obtain 40 % marks in the combined examination of CA and ESE with a minimum passing of 30 % in both these separately.
- 3.6 To pass the degree program, a student will have to obtain a minimum aggregate of 40% marks (E and above in grade point scale) in each course.
- 3.7 If a student misses an internal assessment examination he/she will have a second chance with the endorsement of the Principal in consultation with the concerned teacher. Such a second chance shall not be the right of the student.
- 3.8 CA marks will not change. A student cannot repeat CA. In case s/he wants to repeat CA, then s/he can do so only by registering the said course during the semester in which the course is conducted and up to 4 years (2 years program) or 5 years (3 years program) as the case may be, provided the student was failed in that course.

- 3.9 Students who have failed in a course may reappear for the ESE only twice in the subsequent period. The student will be finally declared as failed if she\he does not pass in all credits within a total period of four years. After that, such students will have to seek fresh admission as per the admission rules prevailing at that time.
- 3.10 A student cannot register for the third/fourth semester, if she/he fails to complete 50% credits of the total credits expected to be ordinarily completed within two semesters.
- 3.11 There shall be a revaluation of the answer scripts of ESE but not of CA as per Ordinance No.134 A & B.
- 3.12 While marks will be given for all examinations, they will be converted into grades. The semester end grade sheets will have only grades and final grade sheets and transcripts shall have grade points average and total percentage of marks (up to two decimal points). The final grade sheet will also indicate the PG Center to which the candidate belongs.

4. Assessment and Grade point average

4.1 **The system of evaluation will be as follows:** Each CA and ESE will be evaluated in terms of marks. The marks for CA and ESE will be added together and then converted into a grade and later a grade point average.

4.2 Results will be declared for each semester.

4.3 After the gain of minimum number of credits towards a completion of a PG program, a student will get a grade sheet with total grades earned and a grade point average.

4.4 Marks/Grade/Grade Point

Marks	Grade	Grade Point
100 to 75	O: Outstanding	06
74 to 65	A: Very Good	05
64 to 55	B: Good	04
54 to 50	C: Average	03
49 to 45	D: Satisfactory	02
44 to 40	E: Pass	01
39 to 0	F: Fail	00

4.5 Final Grade:

(C)GPA	Grade
05.00-6.00	O
04.50-04.99	A
03.50-04.49	B
02.50-03.49	C
01.50-02.49	D
00.50-01.49	E
00.00-00.49	F

4.6 'B' Grade is equivalent to atleast 55% of the marks as per circular No.UGC- 1298/[4619]UNI-4 dated December 11, 1999.

4.7 A seven point grade system [guided by the Government of Maharashtra Resolution No. NGV-1298/[4619]/UNI.4 dt. December 11, 1999 and the University regulations] will be followed uniformly for Science, Arts, Mental, Moral and Social Sciences. The corresponding grade table is detailed in II.14 above.

4.8 If the (C)GPA is higher than the indicated upper limit in the three decimal digit, then higher final grade will be awarded (e.g. a student getting (C)GPA of 4.492 may be awarded 'A' grade).

- 4.9 There will be only final compilation and moderation at CGPA (Final) level. While declaring the result, the existing relevant ordinances are applicable. There is also a provision for verification and revaluation in case of verification, the existing rules will be applicable. The revaluation result will be adopted if there is a change of at least 10 % marks and in the grade of the course.
- 4.10 For grade improvement a student must reappear for ESE for a minimum 30 credits in case of Science, Engineering, Technology, Management and Pharmacy, 20 credits for other faculties and 12 credits in case of one year degree program. These courses will be from the parent Department (subject). A student can appear only once for the Grade Improvement Program only after the successful completion of PG Degree program and at the end of the next academic year after completion of the Degree and within two years of completion of the Degree.
- 4.11 The formula for (C)GPA will be based on Weighted Average. The final CGPA will not be printed unless a student earns minimum 100 credits, 80 credits or 64 credits, as the case may be, from the courses at PG programs.

4.12 The description for the grades is as follows:

O: Outstanding: Excellent analysis of the topic, (75% and above)

Accurate knowledge of the primary material, wide range of reading, logical development of ideas, originality in approaching the subject, Neat and systematic organization of content, elegant and lucid styl;

A: Very Good: Excellent analysis of the topic (65 to 74%)

Accurate knowledge of the primary material, acquaintance with seminal publications, logical development of ideas, Neat and systematic organization of content, effective and clear expression;

B: Good: Good analysis and treatment of the topic (55 to 64%)

Basic knowledge of the primary material, logical development of ideas, Neat and systematic organization of content, effective and clear expression;

C: Average: Some important points covered (50 to 54%)

Basic knowledge of the primary material, logical development of ideas, Neat and systematic organization of content, good language or expression;

D: Satisfactory: Some points discussed (45 to 49%)

Basic knowledge of the primary material, some organization, acceptable language or expression;

E: Pass: Any two of the above (40 to 44%)

F: Fail: None of the above (0 to 39%)

4.13 One credit is equivalent to 20-25 marks for evaluation purpose.

4.14 There will be an evaluation of each course by students at the end of every semester. *(Sample format enclosed for course evaluation by students)*

Relevant circulars from which these rules are compiled and modified

- 187/2001 (12-7-2001) for both M. A. and M. Sc.
- 168/2002 (14-6-2002) & CBH/5422 of 29-8-2002 in continuation of 168/2002 for Social sciences and Humanities
- 125/2004 (22-3-2004) addition to 168 of 2002
- 296/ 2006 (5-8-2006) for all departments

5. Modus Operandi of Evaluation under Credit System- 2 years programs

- 5.1 Each regular student will normally appear for all the 25% credits in a semester out of the minimum number of credits required to obtain a degree.
- 5.2 A student who wishes to register to the third /fourth semester should have gained at least 50% credits out of the total number of credits offered at the first and second semester of the first year.
- 5.3 Evaluation of each credit will be in two parts, namely CA and ESE.
- 5.4 A course may be of 1 or 2 or 3 or 4 or 5 credits.
- 5.5 The evaluation of a course means the evaluation of total number of credits of that course. As such, all the credits taken together of a particular course will be evaluated in two parts CA and ESE.
- 5.6 Weightage for CA would be 50% and for ESE would be 50%.
- 5.7 A course will be evaluated in the form of 50 marks for CA and 50 marks for ESE.
- 5.8 A student will gain all the credits of a course after having obtained minimum 40 marks from CA(minimum 15 out of 50) and ESE(minimum 15 out of 50) taken together and will get the

respective grade and grade points in the respective course. Otherwise, a student will get grade F (Fail) in that respective course and will not gain any credits or grade points towards that course.

5.9 CA: The teacher would evaluate a student towards a course through interaction throughout the semester which would include one or more (but not less than 4 including compulsory written test/s) of the following mechanisms with their maximum weightage out of 50 marks and this essentially enables the teacher to get positive feedback about a student's overall understanding/ability and in nutshell enhances the teaching-learning process.

- a. Written test – Max 2 with not more than 15 marks for each
- b. Assignment – Max 2 with not more than 5 marks for each
- c. Seminar presentation – 5 marks (not for all the students)
- d. Group discussion – 5 marks (not for all the students)
- e. Extension work – 5 marks (not for all the students)
- f. An open book test – 10 marks (to be conducted in a classroom for not more than 3 questions)
- g. Report/Note on research paper/s or study tours – 5 marks (not for all the students and to be presented in the respective class)

All the CA written test papers/assignments will be made available to the students.

A teacher may propose any other mean towards CA that may suit for a particular course and implement only after the approval of the Departmental Committee constituted by the Principal of the college.

- 5.10 If a student could not attend the CA written test due to some unavoidable reasons then the teacher may consider a request for retest in writing with furnishing the reason of absence.
- 5.11 If a student failed to gain the credits of any course (declared F grade in that course) then the student can reattempt the course with CA (if the course is conducted in that semester) and ESE both or with ESE only (if one has scored 15 in CA) in the subsequent ESEs (max. two such attempts) within a period of 4 years (5 for 3 years programs) from the date of admission for the first semester.
- 5.12 In case a student failed to earn the minimum number of credits required for obtaining a degree within the stipulated period of 4 years (5 years for 3 years programs) then such a student will be declared **INCOMPLETE EXIT** and in such a case the student can seek a fresh admission as per the admission rules prevailing at that time.
- 5.13 The policies and procedures determined by the University of Pune from time to time will be followed for the conduct of Examinations and declaration of the result of a candidate.

5.14 ESE: Each credit will be evaluated for a maximum period of 45 minutes. The following would be an outline for setting the question paper for ESE.

Credits	Duration	Questions to be attempted	Number of Subquestions	Marks for subquestions
1	45 min	1 out of 2	3 (for 2 questions)	4+3+3 or 5+3+2 or 4+4+2
2	90 min	3 out of 5	3 (for 3 questions)	4+3+3 or 5+3+2 or 4+4+2
			2 (for 2 questions)	5+5
3	150 min	4 out of 6	2 (for 4 questions)	4+3+3 or 5+3+2 or 4+4+2
			2 (for 2 questions)	5+5
4/5	180 min	5 out of 8	3 (for 6 questions)	4+3+3 or 5+3+2 or 4+4+2
			2 (for 2 questions)	5+5

Note: A question paper for PG program course of 3/4/5 credits under any Faculty other than Science, Engineering, Technology, Management and Pharmacy may contain a question of 10 marks(1 out of 2) without a subquestion.

5.15 PRACTICAL EXAMINATION:

- a. The duration for the conduct of ESE of a practical course would be same as stipulated in 5.13.
- b. The outline of the distribution of maximum marks for various aspects/mechanisams towards CA is as follows:
 - *Journal – 10 marks*
 - *Viva-voce at the time of submission of each practical – 20 marks*
 - *Group discussion of 5/6 students for testing the understanding level of a student – 10 marks*
 - *Attendance – 5 marks*
 - *Additional practical work of indisciplinary approach – 5 marks*
- c. At least three experiments should be asked for the full course of 4/5 credits and at least two for 2/3 credits.
- d. Certified Journal would be compulsory to appear for the ESE practical course.
- e. There shall be two experts from the parent Department and two examiners (one of which will be external) per batch.

5.16 If a student failed to obtain a grade other than F in a course then such a course will not be taken into account for calculating (C)GPA and overall grade. In fact, all the courses in which a student has passed will be taken into account for calculating the (C)GPA and overall grade.

6 Modus Operandi of Evaluation under Credit System- 3 years programs

MCA/MSc-Tech/3-year Programs:

- 6.0 All the points other than 5.1 and 5.2 above are applicable to these programs also.
- 6.1 Each regular student will normally appear for all the 25 credits in a semester. (For the program of 150 credits in Six semesters)
- 6.2 A student who wishes to register to the third semester/fourth semester should have gained at least 25 credits. (In case 50 credits offered per year)
- 6.3 A student will be considered to have “Completed” the Internship/Industrial Training upon the submission of certificate of completion, duly signed and sealed, from the Organization where the candidate worked during the Internship period. In case a student failed to submit the required certificate of completion duly signed by mentor/Organization then the student will be considered to have “Not Completed” the required internship/industrial training at the time of the declaration of the result. And hence such student will have to undergo the complete training.

