

**C. U. Shah University, Wadhwan City**  
**Regulations Governing Academic Programmes under**  
**Choice Based Credit System (CBCS) 2013**

*W. E. F. July 2013*

These Regulations shall be called C. U. Shah University Regulations governing Academic Programmes under the Choice Based Credit System (CBCS). These Regulations shall be effective from the Academic Year 2013 – 2014.

The Choice Based Credit System is offered to all the regular students admitted to C. U. Shah University from the Academic Year 2013 – 2014.

**Choice Based Credit System (CBCS)**

**Preamble**

C.U. Shah University perceives education, which is an instrument of integrated human development, as seeking to serve the following objectives vis-à-vis preparing students to be future citizens of our country:

- to develop one's cognitive abilities, emotional quotient, spiritual quotient, and moral character essential for one to be a good human being;
- to develop capacity to participate meaningfully in activities aimed at transforming one's social milieu positively and contributing one's mite to it; and
- to contribute towards healthy and holistic development of the society and the nation.

The essential ingredients of education including freedom, quality, excellence and relevance necessitate a reconsideration of the present system of education and the quality of its products. True education creates self directed learners, weaning them away from dependence on external agencies and pressures to make them life-long learners.

Our Country's XI Five Year Plan had proposed various measures for academic reforms in higher education and, in the same manner; the Report of The National Knowledge Commission to the Nation in 2008 – 2009 sought a revamp in Higher Education through academic and administrative reforms.

**UGC Directives**

The UGC has directed that the universities in the country implement recommendations which are aimed at focusing on the following aspects:

- Semester System
- Choice Based Credit System
- Curriculum Development
- Examination Reforms
- Administrative Reforms

**The Semester System** encourages students to study round the year and get the benefit of continuous evaluation and end-semester university examinations rather than examinations conducted annually.

The C. U. Shah University has opted for a bi-semester system wherein an academic year is divided into two semesters, with Odd Semester (I, III ... Semesters) scheduled from mid-June to mid-December, and Even Semester (II, IV ... Semester) from mid-December to mid-May every year.

**The Choice Based Credit System** is a flexible system of acquisition and imparting of knowledge based on the choices. It provides opportunities to students and teachers to have more space for choosing courses suiting their academic preferences and interest. These preferences ensure freedom as value in education. The essential ingredients of good education process, as stated earlier, include freedom, quality, excellence and relevance. More explicitly, the CBCS has the following advantages:

- Enhancing learning opportunities.
- Abilities to match students' scholastic needs and aspirations.
- Inter / Intra institutional transferability of students.
- Part completion of an academic programme in the institution of enrolment and part in a specialised institution.
- Improvement of educational quality towards excellence.
- Flexibility for working students.
- Standardisation and compatibility across the country.

Just as the students need to study round the year with more responsibility for their own learning, so do the teachers need to update themselves constantly and shift their teaching-learning paradigms vis-à-vis classroom practices. The focus now is on learning, rather than teaching. So, teachers will be required to evolve and adapt such patterns of interaction that lead to real learning on the part of the learners.

#### **1. Need and Justification for CBCS:**

The introduction of the CBCS is in response to the UGC directive contained in DO letter No.F.1-2/2008 (XI Plan) dated 31 January 2008 addressed to the Vice Chancellors of all the Universities in the country on "New Initiatives under the XI Plan – Academic Reform in the Universities", asking them to implement academic reform; and DO letter No.F.1-2/2008 (XI Plan) of March 2009 from the Chairman, UGC reminding them of the "Action Plan for Academic and Administrative Reform". Universities, Colleges and other Institutions in India were required to 'draw a road map with action plan in time bound manner, subject to maximum of two years' or by March 2011.

The Government of Gujarat realised the need for initiating reforms in various sectors and thus took the UGC mandated reforms in higher education quite seriously to come out with the Gujarat Initiatives for Academic Reform. After these initiatives, the Government of Gujarat Education Department issued a circular No.CBC-262011-918-KH dated 11<sup>th</sup> April 2011.

#### **2. Choice Based Credit System (CBCS) in Degree and Diploma Programmes:**

##### **2.1 Definitions**

- **University** means C.U. Shah University, Wadhwan City, Dist. Surendranagar, Gujarat.
- **Academic Programmes** means Degree / Diploma (Undergraduates and Post graduates) in the Faculties of
  - Technology and Engineering
  - Computer Science
  - Pharmaceutical Sciences
  - Education
  - Management Studies
  - Commerce
  - Science
  - Arts and Humanities
  - Law
- **Student** means student admitted to an Academic Programme under these Regulations.

- **Degree** means Undergraduate and/or Postgraduate Degree.
- **Diploma** means Diploma offered by the University.
- **Board of Studies** means Board of Studies of the University in a discipline / subject concerned as per the C.U. Shah University Act and Statutes.
- **Academic Council** means Academic Council of the C.U. Shah University.
- **Fee** means the Fee prescribed by the University for the Academic Programmes from time to time.
- **Credit** means a unit by which the coursework is measured. In these Regulations, one credit means one hour of class room teaching or minimum one and half to two hours of practical work per week.
- **Semester** shall constitute of 26 weeks .Each semester shall have fifteen weeks (each week of six days) of direct class room teaching, tutorials, counselling, project work and self learning and evaluation etc.
- **Letter Grade** is an index to indicate the performance of a student in a particular course.
- **Grade Point** is the weighting allotted to each letter grade.
- **Credit Point** refers to the "credits assigned to the course".
- **Semester Grade Point Average (SGPA)** refers to the performance of a student in a given semester. SGPA is ratio of the 'sum of all the products of credit points and grade point earned by the student in all courses of the semester' and the 'total number of credits of all subjects offered in that semester'.
- **Cumulative Grade Pont Average (CGPA)** refers to the performance of the student in all completed semesters and is equal to Cumulative Grade Point Weighted Average.

**2.2 Main features of the Choice Based Credit System:**

- 2.2.1 All the PG Departments / Colleges / Institutes in the relevant faculty of the University shall participate in this Choice Based Credit System (CBCS). A student has the choice of selecting courses offered by the same Department / College / Institute or any other Department / College / Institute of the same faculty or of any other faculty, depending on his / her interest, needs and long terms goals and also feasibility in terms of available expertise and infrastructure.
- 2.2.2 Each Board of Studies shall design and offer courses after the due consideration and approval of the respective academic authorities of the university.
- 2.2.3 A student shall be evaluated through Comprehensive Continuous Assessment (CCA) and Semester End Examination.
- 2.2.4 Each course is assigned a specific number of credits.
- 2.2.5 The total marks secured by a student shall be converted into Letter Grades and Grade Points through relative grading. The performance of a student in a semester shall be expressed as Semester Grade Point Average (SGPA) and the combined performances of the student in all the completed semesters of the academic programme shall be expressed as Cumulative Grade Pont Average (CGPA).

**2.3 CBCS Course Structure**

- 2.3.1 All the courses in the CBCS shall be offered within the Semester pattern.
- 2.3.2 An Academic year shall consist of two semesters, each of 26 weeks, having a minimum of 15 weeks for the direct class room teaching.

**2.4 Course Structure in context of Credit**

The Credit structure related issues of different courses of the faculty shall be considered and decided by the respective Boards of Studies, and other relevant academic bodies.

**2.5 Types of Courses**

There shall be following categories of courses in all the academic programmes:

### **2.5.1 Core Courses**

A Course which shall compulsorily be studied by a candidate to complete the requirements of a degree / diploma in a said programme of study is defined as a core course.

### **2.5.2 Elective Courses**

Generally, a course which can be chosen from a pool of courses and which may be very specific or specialised or advanced or supportive to the discipline of study or which provides an extended scope or which enables an exposure to some other discipline / domain or nurtures the candidates proficiency / skill is called an elective course.

### **2.5.3 Interdisciplinary / Multidisciplinary Courses**

A student admitted in an academic programme under a particular cluster shall have an option to take interdisciplinary (ID) / multidisciplinary (MD) course offered by the Departments / Faculties. For formation of a cluster, two or more departments shall come together for offering ID / MD courses depending on their available expertise and infrastructure.

### **2.5.4 Self Study**

One of the main objectives of the CBCS is to make students discover 'how to learn on their own'. The self study courses shall be offered to realize this objective. A catalogue / list of self study courses shall be designed by different faculties of the University, and after the approval of the appropriate academic bodies, the courses shall be made available to the student for self study. Such a course shall have advisory academic support of the faculties who had proposed the courses.

### **2.5.5 Foundation / Advanced Level Foundation Courses**

These Courses will be with maximum of 2 credits within a semester with special emphasis on proficiency in language particularly in Gujarati and English and use of ICT in Knowledge Management and Vocational Courses for enhancing employability and entrepreneurship among students.

The students shall be divided into batches. The contact classes shall be held by spreading them during the entire semester. Further, the classes allotted for this purpose will be shown in the Time Table and the schedule will be mentioned in the CBCS almanac. Each of the Advanced Level Foundation shall have one semester end Examination.

- English Language Communication and Soft skills
- Computer Application
- Personality Development
- Language Proficiency (Foreign and Indian Language)

### **2.5.6 Add on Courses**

Under CBCS, students shall have freedom to earn more credits than the required in the programme through Add on Courses. For this, they shall be able to opt for the courses already being offered depending on his / her ability and convenience of the concerned department / colleges / institutes. The extra credits earned will be reflected in the grade sheet. Course/s done by a student shall be shown in the grade sheet semester wise. The grades / credit points, however, shall not be included in the SGPA and CGPA calculations.

Add on Courses shall be optional for students. They shall be offered to equip the students with advanced skills and proficiency. The students shall be provided with course material / video lessons / material. Each of the Add on Courses shall have a Course Co-ordinator.

## 2.6 Naming of Courses

Each courses / paper shall have a character code which indicates:

- First Digit Letter: Level of Programme (1=Certificate, 2=Diploma, 3=PG Diploma, 4=Undergraduates, 5=Postgraduates, 6=M. Phil., 7=Ph. D.)
- Next two Digit Letters: Faculty of University
- Following 2 Digit Number : Semester Number
- Next 3 Letters: Subject Discipline (ENG, MAT, PHY)
- Last 1 Digit: Course Number (1, 2, 3, 4, 5, 6, 7, 8, 9)
- For Example, 4TE01EMT1 would be: 4=Undergraduate level, TE=Faculty of Technology and Engineering, 01=First semester, EMT=Engineering Mathematics, 1=Course Number.

## 2.7 Medium of Instruction

The Medium of Instruction will be as per the University Rules.

## 3. Other Provisions

**3.1 Admissions:** Admission will be granted as per the existing rules and regulations of the University from time to time.

**3.2 Attendance:** Attendance and rules governing attendance will be as per the Norms of the University.

**3.3 Unique Identity Number:** Each student will be assigned a Unique Identity Number at the time of enrolment.

## 4. Evaluation Method

CBCS is student centric not only in the Teaching Learning Process but also in Comprehensive Continuous Assessment (CCA).

### 4.1 Evaluation Scheme

#### Theory and Practical: Internal Test and End-Semester Examination

**4.1.1** The internal test will be conducted by the respective Department / College / Institute. However, the same will be centrally coordinated so that overlapping of examination schedules can be avoided.

**4.1.2** The internal test(s) will have 30% weighting.

**4.1.3** End Semester University Examination will have 70% weighting.

**4.1.4** The marks obtained in the internal test will be taken into account for deciding the final grade in a course.

**4.1.5** As far as possible, external examiners shall be involved for the evaluation of 50% of the total credits in the end semester university examination.

**4.1.6** The duration of theory paper will be as decided in the teaching scheme of the respective course.

**4.1.7** The theory syllabus of each course will have units / paragraphs. The question paper will cover all the units / paragraphs and will offer internal option in questions within the units / paragraphs.

**4.1.8** The appointment of paper-setter/s and examiner/s will be as per the prevalent guidelines of the university.

**4.1.9** The Practical / Seminar / Tutorial / Project / Viva Voce will be conducted as per the examination scheme in the respective curriculum.

**4.1.10** The provision for detaining a student at the end semester University Examination shall be as per existing norms of attendance.

**4.1.11** All other provisions, not covered here in these regulations, shall be as per the exiting norms.

**4.1.12** Individual course will be a separate passing head.

**4.1.13** A candidate who has cleared all the courses under different components meeting the minimum number of credits required will be considered as passed and eligible for the award of respective degree.

**4.1.14** The candidate will be declared as passed with 'first class with distinction', 'first class', 'second class', or 'pass class', in the respective degree / diploma examination based on Cumulative Grade Point Average (CGPA) obtained by the student in the entire program.

## 4.2. Grade Point System

### Grades

A grade point system, as given in the following table, shall be followed for evaluating a candidate in every course.

#### Grade Points

Grade	Qualitative Meaning	Grade Point	Grade	Qualitative Meaning	Grade Point
A+	Outstanding	10.00	C+	Average	6.00
A	Excellent	9.00	C	Below Average	5.00
B+	Very Good	8.00	D+	Pass	4.00
B	Good	7.00	D	Conditional Pass	3.00
			F	Fail	0.00

A student will be given marks both during internal test and also during end-semester university theory and practical examinations.

In each course, **Relative Grading** system will be followed to convert the total marks obtained by each candidate in each course into a letter grade. A class average of around 6.50 should be maintained while applying relative grading.

In case, a student, of undergraduate programme or diploma, gets less than 30 percent marks in one or more component/s of the examination in a particular course, he / she will not be graded in that course till he / she reappears in the said component/s of that course and obtains at least 30 percent in each component.

In case, a student, of postgraduate programme, gets less than 40 percent marks in one or more component/s of the examination in a particular course, he / she will not be graded in that course till he / she reappears in the said component/s of that course and obtains at least 40 percent in each component.

## 4.3 Gracing

Gracing up to 10 percent of the total marks of end-semester university theory examination will be permitted, for each course of all the programmes, for those students who have secured less than 30 percent marks in undergraduate programme or diploma, or less than 40 percent marks in postgraduate programme in end-semester university theory examination. However, total of (i) actual marks obtained by the candidate in the end-semester university theory examination and (ii) the gracing marks will be restricted to 30 percent marks in undergraduate programme or diploma, and 40 percent marks in postgraduate programme. The decision of how many marks gracing to be given in a particular course will rest with the concerned Dean or the Pro Vice-Chancellor or the Vice-Chancellor.

## 4.4 Passing Criteria

**4.4.1** The students will be required to fulfil following conditions:

- (i) to maintain cumulative grade point average of 4.00 at the end of each academic year,
- (ii) during an academic year, he / she should not have obtained an "F" grade,
- (iii) have fulfilled the requirement of Back-log regulations given under 4.4.2 below.

**4.4.2** In case, a student has obtained grades lower than "D+" (i.e. D or F) and has not been graded (NG) in more than 4 subjects in a semester, then the regulation of the 'Back-logs for detention' will be applicable. This regulation is as under:

**Back-logs for detention:** For the student detention in various semesters, the maximum backlogs a student can carry will be **equal to four at any point of time**. However, it will be based on the declaration of results of remedial examination of the previous semester. As an example, if the student is having 5 backlogs in first semester examination, he / she will be allowed to study in second semester. After the end of 2<sup>nd</sup> semester academic term, remedial examination of 1<sup>st</sup> semester will be conducted and it will be followed by 2nd semester University main examination. On declaration of 1<sup>st</sup> semester remedial examination result, if the student passes one subject out of 5, which leads to 4 backlogs in total, he / she will be allowed to continue his / her 3<sup>rd</sup> semester study as backlogs of first semester are not exceeding 4 in number. In case, number of backlogs continues equal to 5, he / she will not be eligible for his / her study in 3<sup>rd</sup> semester. It is to be noted that in this case, backlogs of 2<sup>nd</sup> semester will not be counted for detention.

Back-log indicates failure in respective subjects. For continuation of study, maximum four backlogs are permitted, excluding back-logs in immediate previous semester.

**A student has to appear for the examination in all the subjects where he / she has obtained "F" grade and / or has not been graded.**

**A student can, however, appear for the examination of the subject/s in which he / she has obtained "D" grade to avoid the possible detention under the clause of the back-logs given above.**

**4.5 Requirements for the Award of a Degree**

To be eligible for award of the degree, a student must complete all courses as prescribed under his / her programme of studies with:

- (i) a minimum Cumulative Grade Point Average of 4.00, and
- (ii) no "F" grade in any subject in any of the semesters of the entire programme.
- (iii) no ungraded subject in any of the semesters of the entire programme.

**4.6 Semester Grade Point Average (SGPA):**

The following mechanism may be used in order to arrive at a grade point for the candidate:

SGPA obtained by a student in any degree programme is in fact a weighted average of the grade points in various courses taken by the student.

For example:

If student has taken following courses, then the SGPA is computed as explained below:

<b>Courses</b>	Course – 1	Course – 2	.....	Course – j	.....	Course – n
<b>Credit</b>	w <sub>1</sub>	w <sub>2</sub>	.....	w <sub>j</sub>	.....	w <sub>n</sub>
<b>Grade Points</b>	m <sub>1</sub>	m <sub>2</sub>	.....	m <sub>j</sub>	.....	m <sub>n</sub>

SGPA = Semester Grade Point Average =  $\sum \{Credits \times Grade Point\} / Total Credits$

#### 4.6 Award of Class

The class awarded to a student with his / her degree will be decided by his / her final CGPA at the end of the final semester as per the following table:

CGPA	Class
CGPA < 4.00	Fail
4.00 <= CGPA < 5.50	Pass Class
5.50 <= CGPA < 6.50	Second Class
6.50 <= CGPA < 7.50	First Class
CGPA >= 7.50	First Class with Distinction

Where Cumulative Grade Point Average (CGPA) is computed as:

$$CGPA = \sum_{x=0}^n \{Credits \times Grade\ Point\} / \text{Total semester credits.}$$

Here the sum is taken over from 1<sup>st</sup> Semester to n<sup>th</sup> Semester of the Programme.

Grade sheets of only the final semester shall indicate the class. In case of all the other semesters, it will simply indicate this as Pass / Fail.

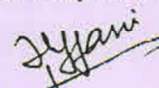
Indicative percentage of marks equivalent to Cumulative Grade Point Average (CGPA) can be assessed as (CGPA – 0.5) X 10.

#### 5 Maximum Time allowed for Completion of a particular programme

Maximum time allowed for completion of a particular programme shall not be more than twice the normal duration of the respective programme. For example, a 6-Semester programme should be completed within not more than 12 semesters.

#### 6 Transcript

A transcript issued to the student at the time of leaving the university will contain a consolidated record of all the courses taken by him / her, grades obtained and the final CGPA.

  
Provost,  
C. U. Shah University  
Wadhwan city

  
Registrar,  
C. U. Shah University  
Wadhwan City