

KOLHAN UNIVERSITY
CHAIBASA
CBCS REGULATION FOR
UNDERGRADUATE PROGRAMME



DRAFT REGULATIONS FOR
CHOICE BASED CREDIT SEMESTER
SYSTEM (CBCS) 2017

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1. TITLE

1.1 These regulations shall be called “**CHOICE-BASED CREDIT SYSTEM REGULATIONS, 2017**” (CBCS) for Undergraduate (UG) Programme.

2. SCOPE

2.1 The regulations provided herein shall apply to all regular, professional, vocational and general Undergraduate (UG).

2.2 These regulations shall be reviewed as and when Distance Education and private programmes will be offered by the University.

3. PREAMBLE

3.1 The University Grants Commission (UGC), the National Assessment and Accreditation Council (NAAC), the Distance Education Council (DEC) and even the National Knowledge Commission (NKC) have time and again come out with recommendations for improving the quality and effectiveness of Higher Educational Institutions (HEIs) in India. The ministry of Human Resource Development at the Central level and the Ministry of Higher & Technical Education, Government of Jharkhand have also repeatedly stressed on the need for universities to pay prompt attention to some of the weaknesses that plague the system and undermine its very credibility. The Kolhan University, in consonance with the aforesaid bodies, hereby resolves to develop a system of Choice-Based Credit System aiming at an overall improvement in the higher education system. To bring in the desired uniformity, in grading system and method for computing the cumulative grade point average (CGPA) based on the performance of students in the examinations, the Kolhan University hereby formulates these guidelines.

4. INTRODUCTION OF CHOICE-BASED CREDIT SYSTEM

4.1 The Choice-Based Credit System (CBCS) provides an opportunity for the students of Kolhan University to choose courses from the prescribed courses comprising core/major, elective/minor elective or skill based courses. The courses shall be evaluated following the uniform grading system, as recommended by the UGC, to enable students to move across institutions within India and even across countries. The uniform grading system will also enable potential employers in assessing the performance of the candidates. CBCS essentially implies a restructuring of the curriculum into smaller measurable entities or ‘modules’ with the hours required for studying/‘learning’ these modules. These modules can be combined in different ways so as to qualify for a Certificate, Diploma or Degree. Thus, CBCS:

4.1.1 Represents a much-required shift in focus from teacher-centric to learner-centric education since the workload estimated is based on the investment of time in learning, not in teaching.

4.1.2 Helps to record course work and to document learner workload realistically since all activities are taken into account - not only the time learners spend in lectures or seminars but also the time they need for individual learning and the preparation of examinations etc.

- 4.1.3 Segments learning experience into calibrated units, which can be accumulated in order to gain an academic award.
- 4.1.4 Helps self-paced learning. Learners may undertake as many credits as they can cope with/without having to repeat all the courses in a given semester if they fail in one or more courses. Alternatively, they can choose other courses and continue their studies.
- 4.1.5 Affords more flexibility to the learners allowing them to choose inter-disciplinary courses.
- 4.1.6 Respects 'Learner Autonomy'. Allows learners to choose according to their own learning needs, interests and aptitudes.
- 4.1.7 Makes education more broad-based. One can take credits by combining unique combinations. For example, if a learner is studying music, he/she can also simultaneously take a course in Business Management.
- 4.1.8 Facilitates Learner Mobility. Offers the opportunity to study at different times and in different places. Credits earned at one institution can be transferred to another.
- 4.1.9 Helps in working out twinning programmes.
- 4.1.10 Is beneficial for achieving more transparency and compatibility between different educational structures.
- 4.1.11 A credit system can facilitate recognition procedures as well as access to higher education for non-traditional learners.

5. DEFINITION OF TERMS

- 5.1 Academic Year:** A sum of two consecutive (one odd + one even) semesters constitute one academic year. The annual teaching days for CBCS should not be less than 180 working days.

Semesters	UG
Odd Semester: 1 st semester	July – December
Odd semesters: 3 rd , 5 th semester	June – October/November
Even Semesters: 2 nd , 4 th , 6 th semesters	December – April

- 5.2 Academic Week:** 'Academic Week' is a unit of six working days during which distribution of work is organised from five to six hours of one hour duration on each day.
- 5.3 Course:** A course (a Paper) is essentially a component of a 'programme' and may be conceived of as a composite of several learning topics taken from a certain knowledge domain, at a certain level. A course may be designed to involve lectures / tutorials / laboratory work / seminar / project work/ practical training / report writing / Viva voce etc. or a combination of these, to meet effectively the teaching and learning needs and the credits may be assigned suitably.

- 5.4 Credit:** The term ‘credit’ refers to the weightage given to a course, usually in terms of the number of instructional hours per week per semester. This explains why usually ‘credit’ is taken to mean ‘credit hours’. The credits also determine the volume of course contents and delivery of programme such as lectures, tutorials, practicals, assignments etc. One credit is equivalent to one hour of teaching/lecture/tutorial or two hours of practical work/field work per week per semester. For the purpose of credit determination, instructions are divided into three components:**Lectures (L),Tutorials (T)** and**Practicals (P)**. The total weightage given to a course in terms of credits will be equal to $L + T + P$. This can be written in symbols as: $C = L + T + P$ Where, C is the credit weightage for a particular course. The fallacy of assigning credits to a course purely based on how many lectures (contact hours) are conducted for a learner at a certain level needs to be avoided. However, number of credit should never be greater than the number of lectures per week per semester in any case. For instance, a 4-credit course will require 4 to 6 hours of lectures per week per semester. Although there is no hard and fast rule regarding how many credit points a single course should have, by and large a course may be assigned anywhere between 2 to 8 credit points. Though credits are not directly related to marks as thumb rule,we may consider 1 credit = 25 marks. Credit score earned by a student for any elective paper has to be included in the student’s overall score tally irrespective of whether the paper is offered by the parent university (degree awarding university/institute) or not.
- 5.5 Credit Point (P):** It is the value obtained by multiplying the grade point by the credit. ($P = G \times C$)
- 5.6 Cumulative Grade Point Average (CGPA):** It is a measure of overall cumulative performance of a student over all semesters. It is the value obtained by dividing the sum of credit points in all the courses earned by a student for the entire programme, by the total number of credits. CGPA shall be rounded off to two decimal places. CGPA indicates the comprehensive academic performance of a student in a programme. An overall letter grade (Cumulative Grade) for the entire programme shall be awarded to a student depending on his/her CGPA.
- 5.7 Course Exemption:**Occasionally, two academic programmes offered by a single university or by more than one university may have some common or equivalent course-content. The learner who has already completed one of these academic programmes is then allowed to skip these ‘equivalent’ courses when registering for the new programme. He is then ‘exempted’ from ‘re-learning’ the common or equivalent content area and from re-appearing for the concerned examinations. It is thus taken for granted that the learner has already collected in the past the credits corresponding to the exempted courses.
- 5.8 Credit Transfer:** Apart from maintaining an account of credits acquired by a learner over a period of time for a wide range of courses, the main idea behind implementing the credit system is to make provision for learner mobility. Credit Transfer means that credits earned at one institution for one or more courses under a given programme are accepted under another programme either by the same institution or another institution. In practice

this means that it is accepted that a certain chunk of learning has already been successfully completed by a learner. This acceptance of earlier acquired credits may be reflected in one of two ways: (i) Direct Performance Transfer, or(ii) Course exemption.

- 5.9 Dimensions of Credit Transfer:** Credit Transfer may be conceived of as operating along two planes: lateral (or horizontal) and vertical. When an individual having successfully completed the courses included in an academic programme at a certain level, is allowed to transfer his achievement in some of these courses to another same-level academic programme having these courses in common, this may be referred to as ‘Horizontal or Lateral credit transfer’. This would mean in practice that credit transfer takes place between two certificate level programmes, two diploma level programmes, two degree-level programmes or two post-graduate level programmes. For example, a learner completing his B.Sc. (Computer Science / Electronics) degree from Pune University may seek Horizontal / Lateral Credit Transfer for the common courses while securing admission to the B.C.A (Bachelor in Computer Applications) programme in the same university. ‘**Vertical credit transfer**’, sometimes referred to as ‘**Career Laddering**’ may be said to occur when an individual’s performance in some courses within a certain academic programme at a particular level is carried over to a higher-level academic programme having these or equivalent courses in common. Making a provision for ‘upward mobility’ of the learner is the rationale behind this dimension of credit transfer. An example of this would be when in a conventional university, a learner completing a Diploma programme in Engineering gets direct admission to the Second Year in an Engineering degree programme.
- 5.10 Grade Point:** Grade point is an integer indicating the numerical equivalent of the letter grade on a 10-point scale.
- 5.11 Lecture:**This consists of classroom dialogues and discussions of one hour duration between teacher and learners.
- 5.12 Letter Grade:** It is an index of the performance of students in a said course. Grades are denoted by letters like O, A, A+ etc.
- 5.13 Non-Academic Credit (NAC):** NAC refers to credits earned for Extra–Curricular Activities (ECA). Extra credits may be awarded to a student for achievements in co-curricular activities carried out outside the regular class hours, as decided by the University. These credits shall not be counted while considering the minimum credits for completing the programme. The University shall frame detailed guidelines for the award of co-curricular credits and grades.
- 5.14 Programme:**A Programme is a set of courses that are linked together in an academically meaningful way and generally ends with the award of a Certificate or Diploma or Degree depending on the level of knowledge attained and the total duration of study. Over the years, most of the Universities have been using the term ‘Course’ to indicate what is meant here by ‘Programme’. In order to use common nomenclature, therefore, let us refer to B.A, B.Sc and B.Com as Programmes, and not Courses.

- 5.15 Performance Transfer:** When a learner who has successfully completed a certain academic programme, is allowed to transfer his past performance to another academic programme having some common courses, performance transfer is said to have taken place. In such cases, the grades or marks obtained by the learner in the common courses of the earlier completed programme are reflected unchanged in the new programme. Thus for example, if two academic programmes have 3 common courses, the grades (or marks) in each of them would be reflected in the same way when considering the new academic programme.
- 5.16 Practical:** This consists of hands on experience/ laboratory experiments/ Field Studies/Case studies of two hours duration that equip students to acquire the much required skill component.
- 5.17 Semester:** An academic year comprising 180 working days, divided into two semesters, each semester having at least 90 working days over a period of 14 to 15 weeks. Therefore, with six working days in a week, this would mean that each semester will be having $90 \div 6 = 15$ teaching / working weeks (approx.). Considering that each teaching day has 5 teaching / working hours, a teaching week would have $5 \times 6 = 30$ working / teaching hours and each semester will have $30 \times 15 = 450$ teaching hours available for each student.
- 5.18 Semester Grade Point Average (SGPA):** Semester Grade Point Average (SGPA) is the value obtained by dividing the sum of credit points (P) earned by a student in various courses taken in a semester by the total number of credits earned by the student in that semester. SGPA shall be rounded off to two decimal places.
- 5.19 Teaching:** Teaching involves lectures, tutorials and practicals interspersed with continuous comprehensive assessment in the form of quizzes, assignments, group discussions, class tests, seminars etc. followed by mid-term test.
- 5.20 Tutorial:** This consists of participatory discussion/desk work/ problem solving/ brief seminar on a topic or any such other novel method of one hour duration that makes learners absorb and assimilate more effectively the contents delivered in a lecture session.
- 5.21 Transfer Agreement:** This is an agreement that must be made between two institutions (a sender and receiver) that specifies how the sending institution's course or programme will be accepted (for transfer of credits) at the receiving institution.
- 5.22 Types of Credit Transfer:** Besides the fact that credit transfer may operate along either of the two above-mentioned plans, it may also be seen as being of one of two **types: intra-institutional or inter-institutional.** When the process of credit transfer takes place *within* a university or institution, it may be called intra-institutional credit transfer; on the other hand, when the credit transfer process operates *across two or more* institutions, this may be viewed as inter-institutional credit transfer. Both inter-institutional / intra-institutional credit transfer may operate across levels- vertical or horizontal. Thus, the following four possible combinations of credit transfer emerge: **Intra-institutional lateral credit transfer, Intra-institutional vertical credit transfer, Inter-institutional lateral credit transfer, and Inter-institutional vertical credit transfer.**

5.23 Transcript or Grade Card or Certificate: Based on the grades earned, a grade certificate shall be issued to all the registered students after every semester. The grade certificate will display the course details (code, title, number of credits, grade secured) along with SGPA of that semester and CGPA earned till that semester.

6. LEVEL OF CERTIFICATION

Level	Level of Certification	Minimum Duration	Eligibility	Number of Credits
0	Short term courses	less than 6 weeks	10+2	24 credits
1	Certificate Courses	One semester	10+2	24 credits
2	Diploma Courses	Two semester	10+2	36 credits
3	a)UG Honours courses	Six semester	10+2	140 credits
	b) UG Program	Six semester	10+2	120 credits

7. PROGRAMMES UNDER CBCS

The levels of the various programmes have been designed as per the UGC guidelines. The various programmes conducted at the various levels shall be codified for convenience. The programmes are listed below:

7.1 Under Graduate Programmes

- 7.1.1** Bachelor of Science (Honours) in Physics, Chemistry, Mathematics, Zoology, Botany, Geology, and Statistics.
- 7.1.2** Bachelor of Science (Vocational Honours) in Information Technology (IT), and Environment and Water Management.
- 7.1.3** Bachelor of Arts (Honours) in English, Bengali, Hindi, Odia, Urdu, Sanskrit, Maithli, History, Geography, Political Science, Economics, Philosophy, Home Science, Sociology, Anthropology, TRLand Psychology.
- 7.1.4** Bachelor of Arts (Undergraduate Vocational Programme) in Mass Communication & Video Production.
- 7.1.5** Bachelor of Commerce (Honours) in Accountancy, and Corporate Management.
- 7.1.6** Bachelor of Commerce (Undergraduate Vocational Programme) in Business Administration, Principles and Practice of Insurance (PPI), Advertising Sales Promotion and Sales Management (ASPSM), Retail Management (RM), and Office Management and Secretarial Practice (OMSP).
- 7.1.7** Bachelor of Science (B.Sc) , Arts(B.A) and Commerce (B.Com) Programme.

8. SCHEME OF COURSES UNDER CBCS FOR UNDERGRADUATE COURSES

Three types of courses are adopted by the Kolhan University under CBCS. These are- Core Courses, Elective Courses and Ability Enhancement Courses (Foundation Courses).

8.1 Core Course: A course, which should compulsorily be studied by a candidate as a core requirement is termed as a Core course.

8.2 Elective Course: 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/subject of study or which provides an extended scope or which enables an exposure to some other discipline/subject/domain or nurtures the candidate's proficiency/skill is called an Elective Course.

8.2.1 Discipline Specific Elective (DSE) Course: Elective courses may be offered by the main discipline/subject of study is referred to as Discipline Specific Elective. The University/Institute may also offer discipline related Elective courses of interdisciplinary nature (to be offered by main discipline/subject of study).

8.2.2 Dissertation/Project: An elective course designed to acquire special/advance knowledge, such as supplement study/support study to a project work, and a candidate studies such a course on his own with an advisory support by a teacher/faculty member is called dissertation/project.

8.2.3 Generic Elective (GE) Course: An elective course chosen generally from an unrelated discipline/subject, with an intention to seek exposure is called a Generic Elective.

P.S.: A core course offered in a discipline/subject may be treated as an elective by other discipline/subject and vice versa and such electives may also be referred to as Generic Elective.

8.3 Ability Enhancement Courses (AEC): The Ability Enhancement (AE) Courses may be of two kinds: Ability Enhancement Compulsory Courses (AECC) and Skill Enhancement Courses (SEC). "AECC" courses are the courses based upon the content that leads to Knowledge enhancement; i. Environmental Science and ii. English/MIL Communication.

These are mandatory for all disciplines. SEC courses are value-based and/or skill-based and are aimed at providing hands-on-training, competencies, skills, etc.

8.3.1 Ability Enhancement Compulsory Courses (AECC): Environmental Science, English Communication/MIL Communication.

8.3.2 Skill Enhancement Courses (SEC): These courses may be chosen from a pool of courses designed to provide value-based and/or skill-based knowledge.

Optional Project work/Dissertation: It is considered as a special course involving application of knowledge in solving / analyzing /exploring a real life situation / difficult problem. A Project/Dissertation work would be of 6 credits. A Project/Dissertation work may be given in lieu of a discipline specific elective paper in 6th Semester.

9. CREDIT SCHEME FOR CBCS IN B.SC. HONOURS

Course	Credits	
	<u>Theory+ Practical</u>	<u>Theory + Tutorial</u>
I. Core Course (14 Papers)	14x4= 56	14x5=70
Core Course Practical / Tutorial (14 Papers)	14x2=28	14x1=14
II. Elective Course (8 Papers)		
A.1. Discipline Specific Elective (4 Papers)	4x4=16	4x5=20
A.2. Discipline Specific Elective Practical/ Tutorial (4 Papers)	4x2=8	4x1=4
B.1. Generic Elective/ Interdisciplinary (4 Papers)	4x4=16	4x5=20
B.2. Generic Elective Practical/ Tutorial (4 Papers)	4x2=8	4x1=4
III. Ability Enhancement Courses		
1. Ability Enhancement Compulsory Courses (AECC) (2 Papers of 2 credit each)	2x2=4	2x2=4
Environmental Science English/MIL Communication		
2. Skill Enhancement Courses (SEC) (Minimum 2) (2 Papers of 2 credit each)	2x2=4	2x2=4
	Total credit = 140	Total credit = 140

*Institute should evolve a system/policy about General interest/Hobby/Sports/NCC/NSS/related courses on its own.

*Optional Dissertation or project work in place of one Discipline Specific Elective paper (6 credits) in 6th Semester may be opted by the learner.

*Wherever there is a practical there may not be tutorial and vice-versa.

9.1 SCHEME FOR CBCS IN B. SC. HONOURS

Semester	Core Course (14 Papers)	Ability Enhancement Compulsory Course (AECC) (2 Papers)	Skill Enhancement Course (SEC) (2 Papers)	Elective: Discipline Specific Elective (DSE) (4 Papers)	Elective: Generic Elective (GE) (4 Papers)
I	C 1	AECC 1 MIL Communication			GE 1 Basic Mathematics
	C 2				
II	C 3	AECC 2 Environmental Science			GE 2 Computer Application
	C 4				
III	C 5		SEC 1 Current Affairs		GE 3 History & Culture of Jharkhand
	C 6				
	C 7				
IV	C 8		SEC 2 Personality Development		GE 4 Economics
	C 9				
	C 10				
V	C 11			DSE 1	
	C 12			DSE 2	
VI	C 13			DSE 3	
	C 14			DSE 4 Project Work	

10. CREDIT SCHEME FOR CBCS IN B.A./B.COM. HONOURS

Course	Credits	
	Theory+ Practical	Theory + Tutorial
I. Core Course (14 Papers)	14x4= 56	14x5=70
Core Course Practical / Tutorial (14 Papers)	14x2=28	14x1=14
II. Elective Course (8 Papers)		
A.1. Discipline Specific Elective (4 Papers)	4x4=16	4x5=20
A.2. Discipline Specific Elective Practical/ Tutorial (4 Papers)	4x2=8	4x1=4
B.1. Generic Elective/ Interdisciplinary (4 Papers)	4x4=16	4x5=20
B.2. Generic Elective Practical/ Tutorial (4 Papers)	4x2=8	4x1=4
III. Ability Enhancement Courses		
1. Ability Enhancement Compulsory Courses (AECC) (2 Papers of 2 credit each)	2x2=4	2x2=4
Environmental Science English/MIL Communication		
2. Skill Enhancement Courses (SEC) (Minimum 2) (2 Papers of 2 credit each)	2x2=4	2x2=4
	Total credit = 140	Total credit = 140

*Institute should evolve a system/policy about General interest/Hobby/Sports/NCC/NSS/related courses on its own.

*Optional Dissertation or project work in place of one Discipline Specific Elective Paper (6 credits) in 6th Semester may be opted by the learner.

* Wherever there is a practical there will be no tutorial and vice-versa.

10.1 SCHEME FOR CBCS IN B.A./B.COM. HONOURS

Semester	Core Course (14 Papers)	Ability Enhancement Compulsory Course (AECC) (2 Papers)	Skill Enhancement Course (SEC) (2 Papers)	Elective: Discipline Specific Elective (DSE) (4 Papers)	Elective: Generic Elective (GE) (4 Papers)
I	C 1	AECC 1 MIL Communication			GE 1 Basic Mathematics
	C 2				
II	C 3	AECC 2 Environmental Science			GE 2 Computer Application
	C 4				
III	C 5		SEC 1 Current Affairs		GE 3 History & Culture of Jharkhand
	C 6				
	C 7				
IV	C 8		SEC 2 Personality Development		GE 4 Economics
	C 9				
	C 10				
V	C 11			DSE 1	
	C 12			DSE 2	
VI	C 13			DSE 3	
	C 14			DSE 4 Project Work	

11. CREDIT SCHEME FOR CBCS IN UNDERGRADUATE B.SC. PROGRAMME

Course	Credits	
	Theory + Practical	Theory + Tutorials
I. Core Course (12 Papers) 04 Courses from each of the 03 disciplines of choice	12x4= 48	12x5=60
Core Course Practical / Tutorial (12 Practical/ Tutorials) 04 Courses from each of the 03 Disciplines of choice	12x2=24	12x1=12
II. Elective Course (6 Papers) Two papers from each discipline of choice including paper of interdisciplinary nature.	6x4=24	6x5=30
Elective Course Practical / Tutorials (6 Practical / Tutorials*) Two Papers from each discipline of choice including paper of interdisciplinary nature	6x2=12	6x1=6
III. Ability Enhancement Courses		
1. Ability Enhancement Compulsory Courses (AECC) (2 Papers of 2 credits each) Environmental Science English/MIL Communication	2x2=4	2x2=4
2. Skill Enhancement Courses (SEC) (4 Papers of 2 credits each)	4x2=8	4x2=8
	Total credit = 120	Total credit = 120

*Institute should evolve a system/policy about General interest/Hobby/Sports/NCC/NSS/related courses on its own.

*Optional Dissertation or project work in place of one Discipline elective paper (6credits) in 6thSemester may be opted by the learner.

*Wherever there is practical there will be no tutorials and vice –versa.

11.1 SCHEME FOR CBCS IN UNDERGRADUATE B.SC. PROGRAMME

Semester	Core Course (12 Paper)	Ability Enhancement Compulsory Course (AECC) (2 Papers)	Skill Enhancement Course (SEC) (4 Papers)	Discipline Specific Elective (DSE) (6 Papers)
I	DSC 1 A	AECC 1 MIL Communication		
	DSC 2 A			
	DSC 3 A			
II	DSC 1 B	AECC 2 Environmental Science		
	DSC 2 B			
	DSC 3 B			
III	DSC 1 C		SEC 1 Current Affairs	
	DSC 2 C			
	DSC 3 C			
IV	DSC 1 D		SEC 2 Personality Development	
	DSC 2 D			
	DSC 3 D			
V			SEC 3 History & Culture of Jharkhand	DSE 1 A
				DSE 2 A
				DSE 3 A
VI			SEC 4 Computer Application	DSE 1 B
				DSE 2 B
				DSE 3 B

**12. CREDIT SCHEME FOR CBCS IN UNDERGRADUATE B.A./ B.COM.
PROGRAMME**

Course	Credits	
	<u>Theory + Practical</u>	<u>Theory + Tutorial</u>
I. Core Course (12 Papers) Four papers – English/MIL Four papers – Discipline 1. Four papers – Discipline 2. Core Course Practical / Tutorial (12 Practicals)	12x4= 48 12x2=24	12x5=60 12x1=12
II. Elective Course (6 Papers) Two papers- Discipline 1 specific Two papers- Discipline 2 specific Two papers- Inter disciplinary Two papers from each discipline of choice and two papers of interdisciplinary nature. Elective Course Practical / Tutorials* (6 Practical/ Tutorials*) Two papers- Discipline 1 specific Two papers- Discipline 2 specific Two papers- Generic (Inter disciplinary) Two papers from each discipline of choice including papers of interdisciplinary nature.	6x4=24 6x2=12	6x5=30 6x1=6
III. Ability Enhancement Courses 1. Ability Enhancement Compulsory Courses (AECC) (2 Papers of 2 credits each) Environmental Science English Communication/MIL 2. Skill Enhancement Courses (SEC) (4 Papers of 2 credits each)	 2x2=4 4x2=8	 2x2=4 4x2=8
Total credit = 120		Total = 120

*Institute should evolve a system/policy about General interest/Hobby/Sports/NCC/NSS/related courses on its own.

*Optional Dissertation or project work in place of one elective paper (6 credits) in 6th Semester may be opted by the learner.

*Wherever there is a practical there will be no tutorial and vice-versa.

12.1 SCHEME FOR CBCS IN UNDERGRADUATE B.A./B.COM PROGRAMME

Semester	Core Course (12 Paper)	Ability Enhancement Compulsory Course (AECC) (2 Papers)	Skill Enhancement Course (SEC) (4 Papers)	Discipline Specific Elective (DSE) (4 Papers)	General Elective (GE) (2 Papers)
I	English/MIL 1	AECC 1 MIL Communication			
	DSC 1 A				
	DSC 2 A				
II	English/MIL 2	AECC 2 Environmental Science			
	DSC 1 B				
	DSC 2 B				
III	English/MIL 3		SEC 1 Current Affairs		
	DSC 1 C				
	DSC 2 C				
IV	English/MIL 4		SEC 2 Personality Development		
	DSC 1 D				
	DSC 2 D				
V			SEC 3 History & Culture of Jharkhand	DSE 1 A	GE 1 Basic Mathematics
				DSE 2 A	
VI			SEC 4 Computer Application	DSE 1 B	GE 2 Economics
				DSE 2 B	

13. ELIGIBILITY FOR ADMISSION UNDER CBCS

13.1 Under-Graduate Degree

13.1. The candidate seeking admission in Honours course must have obtained at least 45% marks in the subject concerned at the Intermediate / equivalent examinations (except compartmental examination).

13.2. The students passing Intermediate / equivalent examination in Science securing 50% marks in aggregate shall be eligible for admission either in Arts or Commerce Honours. Like-wise students who have passed the Intermediate Arts or Commerce, for faculty change they must have also secured 50% marks in aggregate.

“The passing I.A./ +2 examination or equivalent examinations in Arts are allowed to opt for Honours course in any subject in Arts Faculty (Humanities & Social Science). Whether or not the subject was offered at +2 level, in Bachelor of Arts programme (Humanities & Social Science) provided that they have obtained at least 50% marks in aggregate. However, if such students opt for Honours course in one of the subject offered in I.A. / +2 examination or equivalent examination in Arts, they must have obtained at least 45% marks in the subject concerned”. This will be effective form the Academic year 2017-18.

13.3. 85% seats in all undergraduate excluding self-financing degree and diploma courses shall be filled up from, against the student belonging in the territorial jurisdiction Kolhan Unviersity.

Selection for the remaining 15% seats be made open for all i.e. Kolhan University as well as other University students on the basis of merit. These seats shall also be filled up by the students belonging to all categories. For admission in any programme of U.G. and other self-financing course under Kolhan University Constituent College / Affiliated College, the Admission – in-Charge / Principal / HOD must see that 50% of the seats are filled up by open merit (i.e. irrespective of sex / caste etc. or even students belonging to SC/ST/OBC, may complete under this category because of their merit, and the rest 50% of the seats are to be filled up exclusively by the students belonging to the reservation category.

a. Thus, the name of students seeking admission should first be arranged in order of merit. The 50% name of the sanctioned number of seats beadmitte irrespective of caste/community. In the rest 50% of the seat following % of reservation be followed :

- b. Schedule Tribe - 26%
- c. Scheduled Caste - 10%

- d. Other Backward Caste - 14% (BC-I – 8%; BC-II – 6%)
- 13.4. The criteria for admission under the heads Undergraduate programmes shall be the minimum pass marks at the last lower examination. A separate panel for SC/ST and OBC students, based on merit shall be prepared separately. In case some seats remain unfilled by any of these above three categories (ST/SC/OBC) of students the vacant seats shall be filled up in the following manner –
- a. Against the vacant seats of SC, the ST candidates be admitted
 - b. Against the vacant seats of ST, the SC candidates if available, be admitted
 - c. If no candidates of SC and ST are available for admission, the vacant seats be filled up by the students belonging to OBC in addition to their quota.
 - d. If the specific reservation quota for SC/ST/OBC remain unfilled, the admission of general category students be made in order of merit.
- 13.5. A weightage of 10% marks shall be given to the employees/wards of employees of the university (Ward would mean – son/daughter/husband/wife/dependent own brother and sisters) subjects to be the conditions that if should not exceed 10 per cent of the total seats.
- 13.6. A weightage 5% in total marks obtained at the last examination shall be given to all the girls students (Except in Women College) including those who belong to reservation categories. However, the benefit on account of such a weightage in marks shall be restricted to 50% of the total sanctioned seats.
- 13.7. NCC cadets holding “C” Certificate be given weightage of 5% marks over the marks obtained at their respective examination and 3% weightage on “B” Certificate in matter of admission.
- 13.8. The Scouts & Guide recipient of Rastrapati Award shall be given weightage of 5% marks on total marks obtained in the last examination.
- 13.9. A weightage of 2% marks shall be given to trained First Class third stage of Jharkhand State institute of Scout and Guide.
- 13.10. In additional to the above 3% of seats may be allotted for outstanding sports person cultural activates / NSS of all categories who represented the National/State/University at the University College/School level.
- 13.11. 2% seats shall be reserved for widows / wards of armed forces personnel and the reservation policy shall be as stipulated in the Ministry of Defense Letter No. 3547/AS(R)/94 dated 03/06/1994.

- 13.12. 3% seats shall be reserved for differently abled persons (Persons with physical disability) which will be distributed as below :
- 1% for persons with vision impairment,
 - 1% for the persons with hearing impairment
 - 1% persons with locomotor disability
- 13.13. 3% seats, over and above the sanctioned strength, will be reserved for meritorious students participating in Youth Festival.
- 13.14. The principal is authorized to admit the wife/son/daughter of military personnel in active service whose family is residing in territorial jurisdiction of Kolhan University in addition to regular sanctioned number of sheet.
- 13.15. The principal is authorized to admit physically handicapped students in UG class in addition to regular sanctioned number of seats.

13.2. Vocational Programmes: Vocational programmes like LL.B., B.Ed., BCA and B.Tech, are to be decided by the respective faculties and their statutory bodies.

14. SCHEME OF EXAMINATION AND ASSESSMENT

14.1 Kolhan University is committed to the cause of fairness in examination and assessment. Each course of a programme necessarily involves an evaluation system consisting of two components: Continuous Internal Assessment (Internal assessment) and End-Semester Examination (External Assessment). A course carrying 3 to 6 credits will be evaluated on 100 marks. However, a course carrying 1 or 2 credits will be evaluated on 50 marks. The performance of a learner shall be evaluated in each course in the following manner:

Continuous Internal Assessment	End-Semester Examination (ESE)	Total
30%	70%	100%
30 Marks	70 Marks	100 Marks
15 Marks	35 Marks	50 Marks

14.2 Continuous Internal Assessment (CIA)

14.2.1 Continuous Internal Assessment is defined as the assessment of the learners on the basis of continuous evaluation as envisaged in the credit based system by way of participation of learners in various academic and correlated activities in the given semester of the programme. Internal Assessment includes Assignments, Seminars, Case Studies, Quizzes, Viva-Voce, Open book test, Unit Tests etc. For each course, there is an individual passing minimum for Internal Assessment as 40% (12 out of 30 marks) and for End-Semester Examination as 40% (28 out of 70 marks). Continuous Internal Assessment will be conducted in and by the concerned college at the Department level involving Externals in case of Viva-Voce. However, the University administration may, for the cause of fairness, intervene or supervise as and when it deems appropriate.

14.2.2 Faculty of Science: Internal Assessment includes Practicals, Assignments, Seminars, Case Studies, Quizzes, Viva-Voce, Open book test, Unit Tests etc. For each course, there is an individual passing minimum for Internal Assessment as 40% (12 out of 30 marks) and for End-Semester Examination as 40% (28 out of 70 marks).

14.2.2.1 Continuous Internal Assessment with 30 marks of courses with practical (for Theory Component):

Sr. No.	Evaluation type	Marks
1	Mid-Term Test (subjective/objective)	15
2	Two Assignments/Case study/Project	10
3	Classroom attendance and active participation with leadership qualities, good manners and articulation in routine class instructional deliveries(case studies/seminars/presentation)	5

14.2.2.2 Practical: Each practical course can be conducted out of 100 marks with 30 marks for internal or out of 50 marks with 15 marks for internal. For a practical course is conducted out of 100 marks:

Sr. No.	Evaluation type	Marks
1	Two best practical	15
2	Viva-Voce	10
3	Classroom attendance and active participation with leadership qualities, good manners and articulation in routine class instructional deliveries(case studies/seminars/presentation)	5

14.2.3 Faculty of Arts and Humanities: The performance of the learners shall be evaluated into two components. The learner's performance shall be assessed by Continuous Internal Assessment with 30% marks in the first component by conducting the Semester End Examinations with 70% marks in the second component.

14.2.3.1 For the courses without Practical:

Sr. No.	Evaluation type	Marks
1	Mid-Term test (subjective/objective)	15
2	Assignments/Projects/Posters/Quiz/Seminar	10
3	Classroom attendance and active participation with leadership qualities, good manners and articulation in routine class instructional deliveries(case studies/seminars/presentation)	5

14.2.3.2 For the courses with Practical:

Sr. No.	Evaluation type	Marks
1	Assignments/Projects/Posters/Quiz/Seminar	15
2	Viva-Voce	10
3	Classroom attendance and active participation with leadership qualities, good manners and articulation in routine class instructional deliveries (case studies/seminars/presentation)	5

14.2.3.3 Faculty of Commerce: The performance of the learners shall be evaluated in two components: Internal Assessment with 30% marks by way of continuous evaluation and by End-Semester Examination with 70% marks by conducting the theory examination.

14.2.3.4 For the Courses without Practical:

Sr. No.	Evaluation type	Marks
1	Mid-Term test (subjective/objective)	15
2	Assignments/Projects/Posters/Quiz/Seminar	10
3	Classroom attendance and active participation with leadership qualities, good manners and articulation in routine class instructional deliveries(case studies/seminars/presentation)	5

14.2.3.5 For the Courses with Practical:

Sr. No.	Evaluation type	Marks
1	Assignments/Projects/Posters/Quiz/Seminar	15
2	Viva-Voce	10
3	Classroom attendance and active participation with leadership qualities, good manners and articulation in routine class instructional deliveries(case studies/seminars/presentation)	5

14.3 End-Semester Examination(ESE)

14.3.1 The question paper for the ESE will be got set by the Controller of Examinations of the Kolhan University by a panel as he/she deems appropriate. The question paper will be moderated by a teacher from the concerned Department nominated by the Head of the Department.

14.3.2 A candidate who does not pass the ESE in any course or is not able to appear due to some reason shall be permitted to appear in such failed course in the subsequent semester as the case may be.

14.3.3 The examinees will be allotted three hours for answering these questions.

14.3.4 The question papers for the End Semester Examination (ESE) may have the following patterns:

Part	Particulars	Marks
A	10 objective type questions (MCQ/True-False/Fill in the Blanks etc.) for Two mark each.	10 x 2 = 20
B	8 short answer (25 words) type questions, of which 4 have to be answered for 5 marks each	4 x 5 = 20
C	4 questions of long answer (400 words) type, of which 2 have to be answered for 15 marks each	2 x 15 = 30
		Total = 70

14.3.5 To be eligible for appearing in the final semester exam, a student must have to pass in all subjects/courses in previous semesters.

15. ATTENDANCE AND CONDONATION

- 15.1** Candidates selected for admission to a programme shall have to pursue studies, undertake academic work and appear in the examinations in all the semesters under conditions prescribed by the University.
- 15.2** Instructions in each course shall be in the form of lectures, tutorials, seminars, problem sessions, case studies, group discussions etc. according to needs of each course as may be decided by the Board of Studies concerned. In laboratory courses, instruction shall be in the form of practical work. Practicals include laboratory work, fieldwork, project work/dissertation, workshop practice, surveying, extension work and map-work, if any, prescribed in the course concerned.
- 15.3** Therefore, each course shall be treated as an independent unit for the purpose of calculation of attendance. A student shall be required to attend a minimum of **75% of the total instruction hours** in a course including tutorials and seminars in each semester.
- 15.4** The Head of the Department concerned may condone shortage of a student in attendance below 75% but above 60% in a semester for special reasons to be recorded in writing. A student whose deficiency in attendance in a course is not condoned by the Head of the Department or is not condonable shall not be eligible to appear in the end-semester examination in that course. A student who fails to secure minimum 60% attendance in a course shall be required to repeat that course.
- 15.5** Students engaged in Extra-Curricular Activities (ECA) may be exempted from 75% of attendance, but not below 60% of attendance in any case.

16. LETTER GRADE AND GRADE POINT

- 16.1** Kolhan University adopts absolute grading method for awarding grades in a course.
- 16.2** The University implements a 10-point grading system with the following letter grades as given below:

Grades and Grade Points -

Letter Grade	Grade Point	Marks Percentage
O (Outstanding)	10	100%
A++ (Excellent)	9	90% to 99.99%
A+ (Excellent)	8	80% to 89.99%
A (Very Good)	7.5	75% to 79.99%
B+ (Good)	7	70% to 74.99%
B (Above Average)	6	60% to 69.99%
C (Average)	5	50% to 59.99%
P (Pass)	4	40% to 49.99%
F (Fail)	0	Less than 40%
Ab (Absent)	0	

- 16.3A** student obtaining Grade F shall be considered failed and will be required to reappear in the examination.

16.4 For non credit courses ‘Satisfactory’ or ‘Unsatisfactory’ shall be indicated instead of the lettergrade and this will not be counted for the computation of SGPA/CGPA.

16.5 The Universities can decide on the grade or percentage of marks required to pass in a course and also the CGPA required to qualify for a degree taking into consideration the recommendations of the statutory professional councils such as AICTE, MCI, BCI, NCTE etc.,

Note:

- (a) Symbol ‘N’ in the grade column will indicate that the student has not appeared in the End-semester examination on account of low attendance
- (b) Symbol ‘X’ in the grade column will indicate that the student was absent in the End-semester examination.
- (c) Marks sheet issued to a student getting grade F or symbols N or X in any of the courses shall be marked ‘Provisional’.
- (d) Symbol ‘U’ in the grade column will indicate that the student was found guilty of using unfair means in the examinations.

17. COMPUTATION OF SGPA AND CGPA

17.1 Kolhan University adopts the following procedure to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

17.1.1 The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student in a semester and the sum of the numbers of credits of all the courses undergone by a student, i.e.

$$\text{SGPA (Si)} = \frac{\sum (C_i \times G_i)}{\sum C_i}$$

Where C_i is the number of credits of the i th course and G_i is the grade point scored by the student in the i th course.

17.1.2 The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e.

$$\text{CGPA} = \frac{\sum (C_i \times S_i)}{\sum C_i}$$

Where S_i is the SGPA of the i th semester and C_i is the total number of credits in that semester.

17.1.3 The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

17.2 Illustration for SGPA of a semester

Course	Credit	Grade Letter	Grade Point	Credit Point (Credit x Grade)
Course 1	3	D	8	3 x 4 = 24
Course 2	4	A+	7	4 x 7 = 28
Course 3	3	B+	6	3 x 6 = 18
Course 4	3	O+	10	3 x 10 = 30
Course 5	3	C	5	3 x 5 = 15
Course 6	4	B+	6	4 x 6 = 24
	20			139

Thus, SGPA = $139/20 = 6.95$

17.3 Illustration for Computing CGPA

Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6
Credit: 20 SGPA: 6.9	Credit: 22 SGPA: 7.8	Credit: 25 SGPA: 5.6	Credit: 26 SGPA: 6.0	Credit: 26 SGPA: 6.3	Credit: 25 SGPA: 8.0

$$\text{Thus, CGPA} = \frac{20 \times 6.9 + 22 \times 7.8 + 25 \times 5.6 + 26 \times 6.0 + 26 \times 6.3 + 25 \times 8.0}{20 + 22 + 25 + 26 + 26 + 25} = 6.73$$

17.4 Transcript: Based on the above guidelines on Letter grades, grade points and SGPA and CGPA, Kolhan University will issue the semester-wise transcript indicating the current and previous performance of the student and a consolidated transcript indicating the performance in all semesters.

18. CONVERSION OF SGPA/CGPA INTO PERCENTAGE

18.1 For the course where the SGPA/CGPA is computed on a 10-point scale, the formula for converting SGPA/CGPA into percentage shall be as follows:

$$\text{Percentage (\%)} = \text{Obtained CGPA}/10 \times 100$$

Illustration: If the SGPA/CGPA is 6.88,
then the percentage will be $(6.88/10) \times 100 = 68.8\%$.

19. EXTRA-CURRICULAR ACTIVITIES (ECA)

19.1 One Credit each shall be awarded for participation in NCC / NSS, Games & Sports and Cultural events on fulfillment of the requirements.

19.2 The minimum requirements for earning the credits under Extra-curricular activities shall be as follows;

S.No	Name of the Activity	Minimum Requirements
1	NCC	a. The cadet should have been involved in minimum 75% of the regular activities as per the annual schedule. b. The cadet should have participated in minimum one NCC Camp. c. The Cadet should have passed the regular NCC test and should be eligible for the award of NCC Certificate.
2	NSS	a. The volunteer should have been involved in minimum 75% of the regular activities as per the annual schedule. b. The volunteer should have participated in minimum one NSS Special Camp organised in the adopted village.
3	Games & Sports	a. The student should have been participated in minimum 75% of the Games and sports activities as per the annual schedule. b. The student should have participated in minimum one event at College or University level competitions and should have secured minimum 3rd place.
4	Cultural Activities	a. The student should have participated in the regular college level cultural programmes. b. The student should have secured minimum 3rd place in the College or University level Competitions.

19.3 The credits of ECA shall not be considered for the minimum number of Credits to be earned by the students for the award of Degree.

19.4 The concerned wing shall have to maintain the relevant records proving the effective participation in the respective activities as per the existing norms of that wing.

19.5 The In-charge of the concerned wing shall have to send the list of students who have fulfilled the requirements satisfactorily to the Controller of Examination by the last week of February in VI semester.

19.6 The Kolhan University reserves the discretion to evolve and revise a system/policy about ECA/General Interest/Hobby/Sports/NCC/NSS/related courses on its own from time to time.

20. GRADE CARD:

20.1 The University under its seal shall issue to the students a grade card on completion of each Semester, which shall contain the following information:

- a. Name of University.
- b. Name of College.
- c. Title of undergraduate/Post Graduate Programme.
- d. Number of Semester.
- e. Name and Register Number of student.
- f. Code number, Title and Credits of each course registered in the Semester.
- g. Consolidated Grade, grade point, letter grade and Credit point in each course opted in each Semester.
- h. The total credits, total credit points and SGPA in the Semester
- i. Details of the audited courses, if any, taken in the Semester.

20.2 Format of the FINAL GRADE CARD and provisional certificate will be prepared by the committee constituted for the purpose by the order of the Vice-chancellor. Degree shall be awarded to successful candidates in the ensuing convocation.

20.3 The Overall Grade Card issued at the end of the final Semester shall contain the details of all courses taken during the entire programme including those taken over and above the prescribed minimum credits for obtaining the degree. Apart from CGPA of the programme, the cumulative grades obtained for Core, Common, Complementary, and Open Courses and the grades obtained for additional courses shall be shown separately in the overall grade card.

21 TRANSITORY PROVISION

Notwithstanding anything contained in these regulations, the Vice-Chancellor shall, for a period of three years from the date of coming into force of these regulations, have the power to provide by order that these regulations shall be applied to any programme with such modifications as may be necessary.

22 AMENDMENT OF REGULATION AND CURRICULUM

Whenever necessary, the Kolhan University (KU) may from time to time revise, amend, and change the regulations and curriculum, after the due approval of the different bodies and authorities of the University.

23 REPEAL

The Regulations now in force in so far as they are applicable to programmes offered by the University and to the student admitted in the Academic Year 2016-17 and to the extent they are inconsistent with CBCS regulations are hereby repealed. In the case of any inconsistency between the existing regulations and these regulations relating to the Choice-Based Credit Semester System in their application to any course offered in a College, the latter shall prevail.

Undergraduate Honours Semester wise distribution of 140 Credits

Semester	C.C	DSE	GE	AECC	SEC	Total Credits
I	6+6 = 12		06	02		20
II	6+6=12		06	02		20
III	6+6 +6=18		06		02	26
IV	6+6 +6=18		06		02	26
V	6+6=12	12				24
VI	6+6=12	12				24
Total Credit	84	24	24	04	04	140

CC=Core Course; DSE=Discipline Specific Elective; GE=Generic Elective; AECC=Ability Enhancement Compulsory Course; SEC= Skill Enhancement Course

Undergraduate (Programme) Semester wise distribution of 120 Credits

Semester	C.C	DSE	AECC	SEC	GE	Total Credits
I	18		02			20
II	18		02			20
III	18			02		20
IV	18			02		20
V		18		02		20
VI		18		02		20
Total Credit	72	36	04	08		120

CC=Core Course; DSE=Discipline Specific Elective; GE=Generic Elective; AECC=Ability Enhancement Compulsory Course; SEC= Skill Enhancement Course

Undergraduate B.A/B.Com (Programme) Semester wise distribution of 120 Credits

Semester	C.C	DSE	GE	AECC	SEC	Total Credits
I	18			02		20
II	18			02		20
III	18				02	20
IV	18				02	20
V		12	06		02	20
VI		12	06		02	20
Total Credit	72	24	12	04	08	120

CC=Core Course; DSE=Discipline Specific Elective; GE=Generic Elective; AECC=Ability Enhancement Compulsory Course; SEC= Skill Enhancement Course