

Sido-Kanhu Murmu University, Dumka

Choice Based Credit System Regulations

Title & Commencement: These regulations will be called the SKMU Regulations for CBCS and Continuous Assessment Grading Pattern (CAGP) for UG Programmes. These regulations shall come into force from the academic year 2017-18.

Choice Based Credit System is an instructional package developed to suit the needs of students to keep pace with the developments in higher education worldwide taking him/her out of isolated compartmentalized learning environment. The student in this system has considerable freedom in choosing courses and so making his / her own personalized programme/ bouquet in a cafeteria mode keeping in mind necessary requirements of a major course. Except for the compulsory and core courses of the subject of his / her major, he / she is free to choose courses of his /her choice. The programme is considered completed when the student cumulates the requisite number of successful credits (passed), i.e. at least 140 credits for an undergraduate degree in Honours Program and 120 credits in General Program.

Eligibility:

For Admission:

A pass in the Senior Secondary (+2) Examination (Academic Stream) conducted by Jharkhand Intermediate Academic Council or an examination accepted as equivalent thereto.

Choosing Program Study Courses:

Under the Choice Based Credit System, each student of an undergraduate program will study the following courses:

1. **Core Course:** A course, which should compulsorily be studied by a candidate as a core requirement is termed as a Core course. In simple words, Core course may be considered a course in which a student prefers to do specialisation.
2. **Elective Course:** Generally a course which can be chosen from a pool of courses and which may be very specific or specialized 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. In traditional language, an elective course may be described as Subsidiary paper.
3. **Discipline Specific Elective (DSE) Course:** Discipline specific elective course is that course which is offered by the core discipline/subject of the student. Each such course falls within the domain of core discipline. The student has to study such courses in addition to his core course.
4. **Generic Elective (GE) Course:** Such course injects the inter-disciplinary component within the undergraduate degree course. Students have to choose courses from other disciplines within the same faculty.
5. **Ability Enhancement Courses (AEC):** The Ability Enhancement (AE) Courses may be of two kinds: Ability Enhancement Compulsory Courses (AECC) and Skill Enhancement Courses (SEC).

- (a) "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.
- (b) SEC courses are value-based and/or skill-based and are aimed at providing hands-on-training, competencies, skills, etc. These courses may be chosen from a pool of courses designed to provide value-based and/or skill-based knowledge.

□ **Introducing Research Component in Under-Graduate Courses**

Project work/Dissertation 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.

For the Degree:

A regular candidate shall have to undergo the prescribed courses of study in a College affiliated to Sido-Kanhu Murmu University and should have passed the examinations prescribed and fulfil such conditions as have been prescribed there for.

Duration (Time Frame):

The UG programme for a regular student shall be for a minimum period of three years and a maximum of five years from the date of admission of the candidate. Each academic year shall comprise of two semesters, viz. Odd and Even semesters. Odd Semesters shall be from June / July to October / November and the Even Semester shall be from November / December to April / May.

Semesters

An academic year comprising 180 working days in the least is divided into two semesters, each semester having at least 90 working days. With six working days in a week this would mean that each semester will be having $90 \div 6 = 15$ teaching / working weeks.

Credit

The term 'credit' refers to the weightage given to a course, usually in terms of the number of instructional hours per week assigned to it. This explains why usually 'credit' is taken to mean 'credit hours'. The credit also determines the volume of course contents and delivery of programme such as lectures, tutorials, practicals, assignments etc.

For the purpose of credit determination, instruction is divided into three components:- **Lectures (L)** – Classroom lectures of one hour duration.

Tutorials (T) – Special, elaborate instructions on specific topics (from Lectures) of one hour duration.

Practicals (P) – Laboratory of field exercises in which the student has to do experiments or other practical work of two hour duration. Each one of these components is considered as equal to one credit.

One lecture (*L*) as well as one Tutorial (*T*) of one hour a week is considered as one credit, whereas one Practical (*P*) of two hours a week is considered as one credit. The total weightage given to a course in terms of credits will be equal to $L + T + P$, where *L* is the number of one hour Lectures per week, *T* is the number of one hour Tutorials per week, and *P* is the number of two hour Practical per week. This can be written in symbols as: $C = L + T + P$ Where, *C* is the credit weightage for a

particular course. The total minimum credits required for an under graduate degree programme is one hundred and forty (140).

Total Number of Courses to be Studied by the Students in Undergraduate Programmes in Sido-Kanhu Murmu University, Dumka

A course is a structured set of instructions that are imparted to a student on the basis of a syllabus or a framework decided beforehand and has the sanction of different academic bodies like Board of Studies, Faculty and Academic Council. The term 'course' is applied to indicate a logical part of the subject matter of the programme and is invariably equivalent to the subject matter of a "paper" in the conventional sense.

The UG programme consists of a number of courses. A candidate has to complete a total of 140 credits covering Common papers, Core papers, Support elective papers as detailed below:

1. Core Course:

A student may choose any subject as his/her core course. In core course, as per UGC guidelines, a student will have to study 14 papers.

2. Elective Course:

Each student will have to choose from a list of prescribed courses as elective courses. Elective courses will be of the following two types:

(a) Discipline Specific Elective Course:

As the title suggests, each student will have to choose these courses from the discipline of his core course. In this category he/she will have to choose a total of 4 papers.

(b) Generic Elective or Interdisciplinary Elective Course:

Each student will have to choose a total of 4 courses from other disciplines being taught in the University/ College as general electives. Such courses must be chosen from a list of courses offered by other disciplines within the faculty of their core course.

3. Compulsory Courses:

Each student registered for study in undergraduate program of this University will have to study the following two subjects as compulsory courses –

(a) Environmental Science – 1 paper

(b) English / MIL Communication – 1 paper

4. Skill Enhancement Courses:

In this category, a student will have to choose from a list of courses offered by the College as skill enhancement courses. He/she will have to study two papers in such a course.

Total number of papers in Undergraduate program of Sido-Kanhu Murmu University = 14 + 4 + 4 + 2 + 2 = 26 papers

Credit Details:

As the new version of learning will be based on choice based credit system, credit will be given to the students for successfully completing their courses from the university. In the undergraduate program of this university, the nature of credit distribution will be as follows

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A. Credit Distribution for Courses with Practical Papers

Sl. No.	Name of Course	Papers	Credit in each paper	Total No. Of Credits
1.	Core Course (Theory)	14	4	56
2.	Core Course (Practical)	14	2	28
3.	Discipline Specific Elective Course (Theory)	4	4	16
4.	Discipline Specific Elective Course (Practical)	4	2	8
5.	Generic Elective/ Interdisciplinary (Theory) (Students should choose 2 subjects with 2 papers each.)	4	4	16
6.	Generic Elective / Interdisciplinary (Practical)	4	2	8
7.	Skill Enhancement Courses	2	2	4
8.	English / MIL Communication	1	2	2
9.	Environmental Science	1	2	2
10.	Total number of credits			140

B. Credit Distribution for Courses with only Theory Papers

Sl. No.	Name of Course	Papers	Credit in each paper	Total No. Of Credits
1.	Core Course (Theory)	14	5	70
2.	Core Course (Tutorial)	14	1	14
3.	Discipline Specific Elective Course (Theory)	4	5	20
4.	Discipline Specific Elective Course (Tutorial)	4	1	4
5.	Generic Elective/ Interdisciplinary (Theory) (Students should choose 2 subjects with 2 papers each.)	4	5	20
6.	General Elective / Interdisciplinary (Tutorial)	4	1	4
7.	Skill Enhancement Courses	2	2	4
8.	English / MIL Communication	1	2	2
9.	Environmental Science	1	2	2
10.	Total number of credits			140

N. B.: Wherever there is practical; there will be no tutorial and vice-versa.

Undergraduate Program (General Course)

In CBCS, students enjoy freedom to opt for courses according to their interest and capability. So they are free to pursue their study in undergraduate degree program either opting for Honours in a particular course or opting for a General Course.

C. Details of papers and credits in undergraduate program (B. Sc.) or in Subjects of other disciplines with practical papers in General course will be as follows:

Sl. No.	Name of Course	Papers	Credit in each paper	Total No. Of Credits
1.	Core Course (Theory) (Students should choose 3 subjects with 4 papers each)	12	4	48
2.	Core Course (Practical)	12	2	24
3.	Discipline Specific Elective Course (Theory) (Students should choose 2 subjects with 2 papers each.)	4	4	16
4.	Discipline Specific Elective Course (Practical)	4	2	8
5.	Generic Elective/ Interdisciplinary (Theory)	2	4	8
6.	Generic Elective / Interdisciplinary (Practical)	2	2	4
7.	Skill Enhancement Courses	4	2	8
8.	English / MIL Communication	1	2	2
9.	Environmental Science	1	2	2
10.	Total number of credits			120

D. Details of papers and credits in undergraduate program (B. A.) in General course will be as follows:

Sl. No.	Name of Course	Papers	Credit in each paper	Total No. Of Credits
1.	Core Course (Theory) (Students should choose 3 subjects with 4 papers each.)	12	5	60
2.	Core Course (Tutorial)	12	1	12
3.	Discipline Specific Elective Course (Theory) (Students should choose 2 subjects with 2 papers each.)	4	5	20
4.	Discipline Specific Elective Course (Tutorial)	4	1	4

5.	Generic Elective/ Interdisciplinary (Theory)	2	5	10
6.	Generic Elective / Interdisciplinary (Tutorial)	2	1	2
7.	Skill Enhancement Courses	4	2	8
8.	English / MIL Communication	1	2	2
9.	Environmental Science	1	2	2
10.	Total number of credits			120

E. Details of papers and credits in undergraduate program (B. Com.) in General course will be as follows:

Sl. No.	Name of Course	Papers	Credit in each paper	Total No. Of Credits
1.	Core Course (Theory)	12	5	60
2.	Core Course (Tutorial)	12	1	12
3.	Discipline Specific Elective Course (Theory)	4	5	20
4.	Discipline Specific Elective Course (Tutorial)	4	1	4
5.	Generic Elective/ Interdisciplinary (Theory)	2	5	10
6.	Generic Elective / Interdisciplinary (Tutorial)	2	1	2
7.	Skill Enhancement Courses	4	2	8
8.	English / MIL Communication	1	2	2
9.	Environmental Science	1	2	2
10.	Total number of credits			120

Dissertation or Project Work

Any student pursuing undergraduate degree course in any program either in Honours Course or General Course may opt for dissertation or project work in place of one discipline specific elective paper in 6th Semester. As it will replace one discipline specific elective paper, it will carry the same number of credits for the students i.e. 6 credits.

Credit Allocation for Extra Curricular Activities:

Students will be encouraged to engage actively in extra-curricular activities so that all round development of their personalities may be ensured. Obviously, credit needs to be allocated for such vital activities undertaken by the students. Distribution of credits for such activities will be done in the following manner:

Sr. No.	Name of the activity	Credit Allocation
1.	NSS	4 Credits
2.	NCC	4 Credits
3.	Sports (Students must have been selected to represent the College team or participated at national or international levels)	4 Credits
4.	Music, Dance and other cultural activities (Students must have been selected to represent the College team or participated at national or international levels)	4 Credits
5.	General Interest Courses	4 Credits

Teaching Plan (Semester wise) for Choice Based Credit System in Undergraduate Program (Honours)

Semester	Core Course	Compulsory Course	Skill Enhancement Course	Discipline Specific Elective	General Elective
I	Core1 Core2	English	SEC1		
II	Core3 Core4	Environmental Science	SEC2		
III	Core5 Core6 Core7				GE1A GE2A
IV	Core8 Core9 Core10				GE1B GE2B
V	Core11 Core12			DSE1 DSE2	
VI	Core13 Core14			DSE3 DSE4	

Teaching Plan for Choice Based Credit System in Undergraduate Program (General)

Semester	Core Course	Compulsory Course	Skill Enhancement Course	Discipline Specific Elective	General Elective
I	Core1A Core2A Core3A	English			
II	Core1B Core2B Core3B	Environmental Science			
III	Core1C Core2C Core3C		SEC1		
IV	Core1D Core2D		SEC2		

	Core3D				
V			SEC3	DSE1A DSE2A	GE1
VI			SEC4	DSE1B DSE2B	GE2

- 1.1 If a candidate takes more than six semesters to complete the required number of credits prescribed for an undergraduate program, then he/she has to pay a nominal extra fee for the credits registered during the spilled over semester(s).
- 1.2 The tuition fee and examination fee of a semester will be in accordance with the number of credits registered in that semester.
- 1.3 A candidate may avail a maximum of two blank semesters in one stretch. However, he/she has to pay a nominal fee for maintaining a semester blank.
- 1.4 The University/College will plan the number of seats per elective paper as per the facility and infrastructure available.
- 1.5 The credit(s) for each theory paper/ practical/ tutorial/ project/ dissertation will be as per the details given in A, B, C, D for undergraduate degree with Honours and undergraduate degree (General Course).
- 1.6 A student may be eligible to take admission in a particular M. A./ M. Sc./ Technical/ Professional course if he/she has obtained 24 credits in the concerned discipline at the undergraduate level.
- 1.7 The University/ College may offer any number of choices for papers from different disciplines under General Elective and Discipline Specific Elective as per the availability of the courses/ faculty.
- 1.8 A student can opt for more number of Elective papers than proposed under the regulations. However, the total credit score earned will not exceed 160 credits for UG Honours and 140 credits for UG Program degree (General Course).

2. CONTINUOUS ASSESSMENT

2.1 The very notion that every **lecture class** will be integrated with **tutorial/practical session**, suggests that the information provided in an abstract form during the lecture class will be assimilated and transformed into knowledge through self-study/assignments to be worked out, to be discussed, presented and/or executed in tutorial/practical sessions. Therefore, every tutorial/practical session provides a slot in which the candidate's performance is assessed and evaluated. The process of such an assessment happens transparently in the presence of the candidate himself/herself.

2.2 A teacher who offers a paper shall be responsible for assessing the candidate in CIA (continuous internal assessment) in that paper. The evaluation of the candidate shall be based on continuous assessment.

Evaluation for each course shall be done by a continuous internal assessment by the concerned course teacher as well as by an end semester examination and will be consolidated at the end of the course.

2.3 Question paper for the mid-term test will be set by the teacher of the course and will be evaluated by him / her. If more than one teacher is teaching the course, they will set paper on rotation basis.

In laboratory courses (having only practical (*P*) component), the students will be tested on the basis of laboratory exercises given by the course teacher concerned. Rest of the procedure will remain the same as above.

2.4 The components for continuous internal assessment will be one mid-term objective test and performance of students reflected through their participation in extracurricular activities.

2.5 The Mid-term/Sessional Test will be held during the eighth week of the semester for the syllabi covered till then.

2.6 The duration of mid-term objective test will be 30 minutes.

2.7 In the test constituting part of continuous internal assessment, marks will be allocated in the following manner in each paper:

Mid-term Test

Objective test (MCQ) – 10 Marks

Performance of students reflected through their participation in extracurricular activities – 5 Marks

Class Room Attendance – 5 Marks

Total Marks in Internal Assessment = 20

2.8 Timely Conduct of Internal Assessment and Submission of Marks

The Principal of a College in consultation with the Head of Department or Head of Post Graduate Department in consultation with the Course Teacher will be responsible for timely conduct of all the components of internal assessment during each semester of a particular course and subsequent submission of marks to the Controller of Examinations of the University.

2.9 Monitoring System for Internal Assessment

A. Each College / University Department will chalk out the plan of internal assessment before the commencement of each semester and inform the University CBCS Board about it. The University CBCS Board will deploy an Observer for the Internal Assessment Test/ Seminar/ Quiz who will monitor the proceedings and submit his/her report to the University CBCS Board after the conclusion of the test.

B. **University CBCS Board:** It will be the responsibility of University CBCS Board to monitor the effective functioning of CBCS both at UG and PG levels. The CBCS Board will be constituted of the following members:

- i. Vice Chancellor - Chairperson
- ii. Pro- Vice Chancellor
- iii. Controller of Examinations – Member Secretary

Two other members of the Board will be nominated by the Vice Chancellor.

2.10 Classroom Attendance Incentive: As part of the policy to improve the attendance of students in classes, marks will be awarded for better attendance position in each paper of the course opted

by the student. To ensure fair play in the system, the following criteria will be followed to award marks for attendance -

≥ 75% but < 80% - 1 marks

≥ 80% but <85% - 2 marks

≥ 85 but <90% - 3 marks

≥ 90% but < 95% - 4 marks

≥95% - 5 marks

2.11 End Semester Examination (ESE)

The Controller of Examinations of S. K. M. University will be authorised to conduct the ESE.

2.10 The question paper for the ESE will have the following types of questions:

Part A

Ten objective type multiple choice questions of two marks each.

10 × 2 marks = 20 marks

Part B

Five short answer (100 words) type questions of 4 marks each.

5 × 4 marks = 20 marks

Part C

Eight questions of long answer (500 words) type, of which four is to be attempted. Each question will carry 10 marks.

4 × 10 marks = 40 marks

Total marks (A + B + C) 20 + 20 + 40 = 80 marks

2.12 Grievance Redressal Mechanism

The students will have the right to make an appeal against any component of evaluation. Such appeal has to be made to the Principal of the College on a prescribed form and should clearly state in writing the reason(s) for the complaint / appeal.

The appeal will be placed before the **Grievance Redressal Committee (GRC)**, Chaired by the College Principal, comprising the Head of the Department of the subject, Course Teacher, and a senior Teacher of the Department.

The Committee will consider the case and may give a personal hearing to the appellant before deciding the case. The decision of the Committee will be final.

3. DURATION

a) Three Academic sessions divided into six semesters. The duration of Semester **I, III** and **V** shall be from July to December (**6** months). The duration of Semester **II, IV** and **VI** shall be from January to June (**6** months).

b) A candidate who fails to clear all the semester examinations in a maximum period of five academic sessions from the date of his/her first admission in first semester shall have to take admission in the first semester afresh if he/she desires the degree.

4 . a) Total Minimum Credits Required

- (i) Honours Course: 140
- (ii) Pass Course/ General:120

b) **Total Marks:** Honours - 2450
 General - 2150

c) **Pass Marks:** A minimum of 40% in theory and practical papers separately; and 50% in the dissertation paper. The marks obtained in all the theory papers of a Core Subject in a semester shall be added to determine pass marks, but a candidate who fails to secure pass marks in the core subject may clear that particular paper only the marks of which will fetch him/her at least 40% in the aggregate of all the core papers of that semester.

Table- 7: Total Numbers of Papers and Marks: Honours subjects with Practical/ Without Practical

(The Table below shows the number of papers in Honours subjects with Practical/without Practical.)

Semester	Papers	Marks
I	06/04	300
II	06/04	300
III	07/05	500
IV	07/05	500
V	06/04	400
VI	06/04	400 +50
TOTAL	38/26	2450

Table- 8: Total Numbers of Papers and Marks

(The Table shows the number of papers semester wise for General Course with Practical/without practical.)

Semester	Paper	Marks
I	07/04	350
II	07/04	350
III	07/04	350
IV	07/04	350
V	07/04	350
VI	07/04	350+50
TOTAL	42/24	2150

5. Pass Marks

The passing minimum for Continuous Internal Assessment shall be 40% out of 20 marks i.e. 8 marks. The passing minimum for University Examinations shall be 40% out of 80 marks (i.e. 32 marks)

6. **Progression to the Next Semester:** Advancement to the next Semester shall be permitted only with a maximum of two backlog Papers/Subjects from the preceding semester. However, the student shall be allowed to appear at the sixth semester examination only if he/she has cleared all the papers/subjects up to the 3rd semester. If a student has backlog papers in 4th & 5th semester and cleared the 6th semester, the results of the candidate (who has passed the 6th semester examination but not passed the lower semester examinations) shall be declared as NCL (Not Completed Lower Semester examinations). Such candidates shall be eligible for the degree only after completion of all the lower semester examinations within the stipulated maximum time period. Such candidate shall be admitted to the Degree of the year in which he/ she has finally cleared all the papers, but the name of such student shall not be incorporated in the merit list.

7. Extension and Co-curricular and Extra-curricular Based Activities

A student shall opt for one of the activities mentioned below and offered in the college, in each of the first four semesters of the undergraduate programmes. The activity carries a credit each and will be internally assessed for 50 marks.

- N.S.S./N.C.C
- Sports and Games
- Physical Education or Activities related to Yoga

- d) Field study/Industry Implant Training
- e) Involvement in campus publication
- f) Publication of articles in news papers, magazines or other publications
- g) Community work such as promotion of values of National Integration, Environment, Human rights and duties, Peace, Civic sense, etc.
- h) A Small project work concerning achievements of India in different fields
- i) Evolution of study groups/seminar circles on Indian thoughts and ideas
- j) Activity exploring different aspects of Indian civilizations
- k) Involvement in popularization programmes such as scientific temper
- l) Computer assisted/web-based learning and e-library skills
- m) Innovative compositions and creations in music, performing and visual arts, etc.
- n) Other activities such as Cultural Activities or any other activity as prescribed by the University. Evaluation of Co-and Extra Curricular Activities shall be as per the procedure evolved by the university from time to time.

8. Computation of Marks/ Award of Grades:

8.1 Once the marks of the CIA (Continuous Internal Assessment) and end semester Examination for each of the courses are available, they will be added.

8.2 The following table reveals the range of marks and their equivalent Grade Point and Grade Letter

Range of percentage Of marks	Grade Point	Grade Letter
90-100	10	O (Outstanding)
80-89.9	9	A+ (Excellent)
70-79.9	8	A (Very good)
60-69.9	7	B+ (good)
50-59.9	6	B (Fair)
40-49.9	5	C (Average)
40	4	P (Pass)
Less than 40	0	F (Fail)
Absent	0	Ab

8.3 Computation of SGPA (Semester Grade Point Average) and CGPA (Cumulative Grade Point Average)

From the First semester onwards the total performance within a semester and continuous performance starting from the first semester are indicated respectively by Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA).

Computation procedure of SGPA and CGPA may be illustrated by the following tables and formulae:

Semester I

Course	Credit	Grade Letter	Grade Point	Credit Point (Credit X Grade Point)	SGPA=Credit Point/Credit
C1	6	A	8	48	
C2	6	B	7	42	
AECC1	2	C	6	12	
GE1	6	C	6	36	

Total	20			138	138/20 = 6.9
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Semester II

Course	Credit	Grade Letter	Grade Point	Credit Point (Credit X Grade Point)	SGPA=Credit Point/Credit
C3	6	B	7	42	
C4	6	B	7	42	
AECC2	2	C	6	12	
GE2	6	A	8	48	
Total	20			144	144/20 = 7.2

Semester III

Course	Credit	Grade Letter	Grade Point	Credit Point (Credit X Grade Point)	SGPA=Credit Point/Credit
C5	6	A	8	48	
C6	6	O	10	60	
C7	6	A	8	48	
SEC1	2	A	8	16	
GE3	6	O	10	60	
Total	26			232	232/26 = 8.9

Semester IV

Course	Credit	Grade Letter	Grade Point	Credit Point (Credit X Grade Point)	SGPA=Credit Point/Credit
C8	6	B	7	42	
C9	6	A+	9	54	
C10	6	B	7	42	
SEC2	2	A+	9	18	
GE4	6	A	8	48	
Total	26			210	210/26 = 8.07

Semester V

Course	Credit	Grade Letter	Grade Point	Credit Point (Credit X Grade Point)	SGPA=Credit Point/Credit
C11	6	B	7	42	
C12	6	A	8	48	
DSE1	6	O	10	60	
DSE2	6	A+	9	54	
Total	24			204	204/24 = 8.5

Semester VI

Course	Credit	Grade Letter	Grade Point	Credit Point (Credit X Grade Point)	SGPA=Credit Point/Credit

C13	6	A+	9	54	
C14	6	A	8	48	
DSE3	6	B	7	42	
DSE4	6	A	8	48	
Total	24			192	192/24 = 8

Computation of CGPA

CGPA = Sum of Credit Points of all Semesters / sum of total credits

$$= 1120/140$$

$$= 8$$

The SGPA and CGPA shall be calculated only when the student has successfully cleared all the courses of a particular undergraduate program.