



MAHATMA GANDHI UNIVERSITY
NALGONDA-508254
UG COURSES CHOICE BASED CREDIT SYSTEM (CBCS) 2016-17 ONWARDS
RULES & REGULATIONS

These Regulations shall be called Mahatma Gandhi University regulations governing Undergraduate Programmes under the Choice Based Credits System (CBCS). The Choice Based Credit System is offered only to the students admitted in Constituent Colleges and Affiliated Colleges of Mahatma Gandhi University from the Academic Year 2016-2017.

These Regulations shall come into force the Academic Year 2016-2017.

1. Definitions:

In these Regulations, unless the context otherwise requires.

- a. "University" means Mahatma Gandhi University.
- b. "Undergraduate Programme" means UG degree course.
- c. Student means student admitted to undergraduate programmes under these regulations.
- d. "Degree" means undergraduate Degree
- e. "Board of Studies" means UG Board of Studies of the University in the discipline/subjects concerned
- f. "Academic Senate" means Academic Senate of Mahatma Gandhi University
- g. "Fee" means the fee prescribed by the University for the undergraduate programmes from time to time
- h. "Credit" means the unit by which the course work is measured, In these Regulations one credit means one hour of teaching work or two hours of practical work per week for 15 weeks in a Semester.
- i. Grade letter is an index to indicate the performance of a student In a particular course (Paper). It is the transformation of actual marks secured by a student in a course/paper. Grade letters are O, A+, A, B+, B, C and F
- j. Grade Point is the weightage allotted to each grade letter depending on the range of marks awarded in a course/paper
- k. Credit Points refer to the product of number of credits multiplied by the Grade Point for a given course/paper
- l. Semester Grade Point Average (SGPA) refers to the performance of the student in a given semester SGPA is based on the total credit points earned by the student in all the courses and the total number of credits assigned to the courses/papers in a Semester.
- m. Cumulative Grade Point Average (CGPA) refers to the Cumulative Grade Point Average weighted across all the semesters (6 semesters).

2. CHOICE BASED CREDIT SYSTEM (CBCS) IN UG COURSES

Main features of the Choice Based Credit System (CBCS)

- i. All the UG Departments in the Faculties of Science, Social Sciences, Arts, Commerce of the constituent and affiliated colleges of MGU shall participate in this Choice Based Credit System (CBCS) from the academic year 2016-17.
- ii. In the CBCS system continuous evaluation of the students in all the semesters is done through Internal Assessment Examinations, assignments, etc.
- iii. Course contents of each UG programme are designed to meet the ever changing requirements of the industry/job market/needs of society.
- iv. Each paper/course is assigned a specific number of credits and the marks secured by a student are converted into grade points and credit points. The performance of a student in a semester is expressed as Semester Grade Point Average (SGPA) and the combined performance of a student in all the six semesters of the UG programme is expressed as Cumulative Grade Point Average (CGPA).

CBCS Course Structure

- a. UG Courses in the CBCS are offered within the Semester pattern
- b. There shall be six semesters in each UG course. The duration of an Academic year consists of two semesters, each of 15 weeks of teaching
- c. The Academic session in each semester will provide 90 teaching days
- d. The period of the odd semesters shall be from July to November and the even semesters shall be from December to April
- e. There shall be five categories of courses/papers In the UG programmes:
 - i. AECC - Ability Enhancement Compulsory Course
 - ii. CC – Compulsory Course
 - iii. DSC - – Discipline Specific Course
 - iv. DSE - – Discipline Specific Elective
 - v. SEC - Skill Enhancement Course
 - vi. GE - Generic Elective
- f. Each course / paper shall have a character code which indicates
 - i. The Department
 - ii. The Semester
 - iii. The Course No. / Paper No
- g. The detailed UG course structure for each Department will be designed by the UG Board of Studies of the Department and finalized by the Faculty and approved by the Standing Committee of the Academic Senate of the University from time to time.
- h. All the UG Students should compulsorily study Ability Enhancement Compulsory Courses in the first two semesters. The list of these courses in the mentioned in the enclosed Appendix – A.
- i. Skill Enhancement Course SEC (Choice Based):

The entire UG Programmes are categorised into Mathematics, Bio-Sciences, Commerce and Arts Streams. Two Skill Enhancement Courses are identified for

each stream for III, IV, V and VI Semesters. The students of the particular stream need to choose a course/paper to study it as Skill Enhancement Course for the semester. The List of Skill Enhancement Courses identified are enclosed in the Appendix - A

j. **Generic Elective GE:**

The Generic Electives are to be pursued in V and VI Semesters. The Skill Enhancement Courses of other streams offered in V and VI semesters shall be the Generic Elective for the stream. The list is mentioned in the Appendix – A.

3. Attendance:

- a. 75% of attendance is compulsory for all students. A student shall be considered to have satisfied the requirement of attendance for appearing for the semester end examination, if he/she has attended not less than 75% of the number of classes held upto the end of the semester including tests and practical's etc.
- b. However there is a provision for condonation of attendance for the students who have attendance between $\geq 65\%$ and $< 75\%$ on Medical Grounds on payment of a fee and production of medical certificate
- c. If a student represents his/her institution, University, State or Nation in Sports NCC, NSS or Cultural or any other officially sponsored activities, he/she shall be eligible to claim the attendance for the actual number of days participated subject to a maximum of 20 days in a Semester based on the specific recommendations of the Head of the Department and Principal of the College concerned.
- d. A student who does not satisfy the requirements of attendance shall not be permitted to take internal assessment as well as the Semester end examinations.

4. **Medium of Instruction**

The medium of instruction shall be English/Telugu/Urdu/Hindi

5. **Award of Grades, SGPA, CGPA**

Credits, Grade Letter, Grade Points and Credit points

Credit means the unit by which the course work is measured. In these Regulations one credit means one hour of teaching work or two hours of practical work per week

Grade Letter is an index to indicate the performance of a student in a particular course (Paper). It is the transformation of actual marks secured by a student in a course/paper. It is indicated by a Grade letter O, A, B, C, D E and F, There is a range of marks for each Grade Letter, In case the student is absent for any exam, **Ab** is indicated in the memo in place of the Grade Letter.

Grade Point is weightage allotted to each grade letter depending on the marks awarded in a course/paper

Award of Grades

Range of % of Marks	Grade Letter	Grade Point
85 to 100	O	10
70 to < 85	A+	9
60 to < 70	A	8
55 to < 60	B+	7
50 to < 55	B	6
40 to < 50	C	5
< 40	F	0
Absent	Ab	-

SEMESTER GRADE POINT AVERAGE (SGPA)

Credit points for the paper = No. of credits assigned for the paper X grade point secured for that course/paper

SGPA indicates the performance of a student in a given semester. SGPA is based on the total credit points earned by the student in all the courses and the total number of credits assigned to the courses /papers in a semester.

$$SGPA = \frac{\sum(\text{LetterGradePoints}) \times (\text{Credits})}{\sum(\text{Credits})}$$

$$CGPA = \frac{\sum(SGPA) \times (\text{Credits})}{\sum(\text{Total Credits})}$$

Note: SGPA is computed only if the candidate passes in all the papers (gets a minimum 'E' grade in all the Papers)

The following examples illustrate the calculation of Grade Points, Credit Points and Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA). The percentage of marks shown in column III is the marks secured by the student in the Internal Assessment and Semester End Examination put together.

Example: BA – Semester-I

Course/paper	Credit	% of Marks	Grade Letter	Grade Point	Credit Point = Credits x Grade
AECC – I	2	60	A	8	2 x 8 = 16
CC – IA	5	50	B	6	5 x 6 = 30
CC - 2A	5	70	A+	9	5 x 9 = 45
DSC – 1A	5	75	A+	9	5 x 9 = 45
DSC-2A	5	75	A+	9	5 x 9 = 45
DSC-3A	5	80	A+	9	5 x 9 = 45
Total	27				226

Note: For few courses, practical component may persistent and in all such cases a similar calculation like above need to calculated for each and every applicable practical paper with one Credit. And the number of practical papers may vary from one programme to another.

Total Credit Points obtained for all the papers in the Semester-I = 226
 Total Credits assigned to all the papers in the Semester-I = 27

$$SGPA = \frac{\text{Total Credit Points in the Semester-I}}{\text{Total Credits in the Semester-I}} = \frac{226}{27} = 8.37$$

SGPA for Semester- I = 8.37

Similarly, semester II, III, IV, V and VI should be calculated as per the above procedure.

The same calculating procedure need to be used for the calculation of SGPA for all other **undergraduate** programmes.

CUMULATIVE GRADE POINT AVERAGE (CGPA)

CGPA refers to the Cumulative Grade Point Average weighted across all the semesters (6 Semesters) CGPA is obtained by dividing the total number of credit points (CPTs) in all the semesters by the total number of credits in all the Semesters. The final result at the end of all the semesters is declared in the form of CGPA.

Note: CGPA is calculated only when the candidate passes in all the papers of all the semesters.

Example: BA

I Semester: Total CPTs = 226	Total Credits = 27
II Semester: Total CPTs = 212	Total Credits = 27
III Semester: Total CPTs = 213	Total Credits = 27
IV Semester: Total CPTs = 218	Total Credits = 27
V Semester : Total CPTs = 216	Total Credits = 28
VI Semester '. Total CPTs = 210	Total Credits = 28

In the present example,

$$CGPA = \frac{226+212+213+218+216+210}{24+24+25+26+24+22} = \frac{1295}{144} = 8.99$$

8. EVALUATION METHOD

1. Semester End Examination of Ability Enhancement Compulsory Course (AECC) shall be conducted by the University and its marks shall be a part of SGPA and CGPA.
2. AECC has 2 credits and will be evaluated for 50 marks: 10 marks internal assessment; 40 marks for Semester End exam.
3. Pattern of internal evaluation in UG Core and Elective papers (4 and 5 credit courses / papers) is two internal assessment tests of 20 (10 × 2) marks each to be averaged. Each internal assessment question paper consists of 10 Concepts/Short answer Questions of two marks each i.e 10×2=20 Marks.
4. Two Internal Assessment / Examinations should be conducted per paper per semester without any retest. Average of two tests to be taken.
5. The Internal Assessment test shall be conducted as per the schedule prescribed by the University. In case a candidate fails to appear for the test for whatever reasons, he/she will be deemed to be detained. However, relaxation is given to conduct retest before last date of the semester in case of absentee due to acute medical reasons and natural calamities.
6. The evaluated answer books should be shown to the student concerned and obtain the counter signature of the student.
7. NO INTERNAL EXAM for practical courses. Each 1 Credit Practical examination is evaluated at the end of the semester for 25 marks. The Evaluations are to be done by both internal and external examiners.
8. For subjects wherever practical examinations exist, the pass marks for such practical paper shall be 50%. The practical examinations shall be conducted with one internal and one external examiners. There shall be no internal assessment test for practical/laboratory work.
9. Improvement of Grades and Completion of the Course:
 - i. Candidates who have passed in a theory paper/papers are allowed to appear again for theory paper/papers only once in order to improve his/her grade, by paying the fee prescribed by the University. If a candidate improves his/her grade, then his/her improved grade will be % taken into consideration for the award of SGPA only. Such improved grade will not be counted for the award of prizes/medals, Rank and Distinction. If the candidate does not show improvement in the grade, his/her previous grade will be taken into consideration. Candidates will not be allowed to improve marks/grade in the internal assessment, seminars and Project Work.
10. Promotion: Re-admission Rules & Maximum Time for Completion of Course:
Rules of promotion are as under:

Sl. No.	Semester	Conditions to be fulfilled for Promotion
1	From Semester to Semester II	Undergone a Regular Course of Study of Semester-I and registered* for the

		Semester-I examination.								
2	From Semester-II to Semester-III	<p>a) Undergone a Regular Course of study of Semesters-I and II. and</p> <p>b) The number of backlogs if any, of Semester-I and II taken together, shall not exceed 50% of the total number of papers/subjects prescribed for Semesters-I and II</p> <table border="1"> <tr> <td>Number of papers/ subjects prescribed for Semesters-I & II</td> <td>Number of backlogs permitted</td> </tr> <tr> <td>BA 12</td> <td>6</td> </tr> <tr> <td>B.Sc 18</td> <td>9</td> </tr> <tr> <td>B.Com 14</td> <td>7</td> </tr> </table>	Number of papers/ subjects prescribed for Semesters-I & II	Number of backlogs permitted	BA 12	6	B.Sc 18	9	B.Com 14	7
Number of papers/ subjects prescribed for Semesters-I & II	Number of backlogs permitted									
BA 12	6									
B.Sc 18	9									
B.Com 14	7									
	From Semester-III to Semester-IV	Undergone a Regular Course of study of Semester-III and registered* for Semester- III examination.								
	From Semester IV to V	<p>a) Undergone a Regular Course of study of Semesters-I, II, III and IV</p> <p>b) The number of backlogs if any, of Semester-I, II, III and IV taken together, shall not exceed 50% of the total number of papers/subjects prescribed for Semesters-I, II III and IV</p> <table border="1"> <tr> <td>Number of papers/ subjects prescribed for Semesters-I, II, III and IV</td> <td>Number of backlogs permitted</td> </tr> <tr> <td>BA 24</td> <td>12</td> </tr> <tr> <td>B.Sc 36</td> <td>18</td> </tr> <tr> <td>B.Com 28</td> <td>14</td> </tr> </table>	Number of papers/ subjects prescribed for Semesters-I, II, III and IV	Number of backlogs permitted	BA 24	12	B.Sc 36	18	B.Com 28	14
Number of papers/ subjects prescribed for Semesters-I, II, III and IV	Number of backlogs permitted									
BA 24	12									
B.Sc 36	18									
B.Com 28	14									
	From Semester - V to Semester - VI	Undergone a Regular Course of study of Semester-V and registered* for Semester - V examination.								

*Registration means obtaining a hall ticket for the said examination

Award of Divisions/ Distinction:

- | | | |
|------|---------------------------------|-------------------------|
| i. | First Division with Distinction | CGPA from 9.00 to 10.00 |
| ii. | First Division | CGPA from 8.00 to 8.99 |
| iii. | Second Division with 55% | CGPA 7.00 |
| iv. | Second Division | CGPA from 6.00 to 7.99 |
| v. | Pass Division | CGPA from 5.00 to 5.99 |

In awarding the distinction, the additional marks obtained through improvement will not be considered.

Re-admission:

The procedure to be followed for granting readmission to the students in the following cases:

- 1) A student who did not put in the required attendance in a semester/year of a course and thus detained
- 2) A student who did not pass in the required number of papers and thus detained
- 3) A student after completing a semester/year did not continue their studies in the next immediate semester/year on personal /health grounds but desired to continue his/her studies after a short break
- 4) A student who has put in not less than 40% of attendance in a Semester and not registered for the examination, can take re-admission in the same semester
- 5) Candidates who, after completing a semester / year of the course but taken T. C to join some other course and come back to continue the earlier course

In all the above cases, readmission is permissible provided they are within the period of three years. Further, the approval of the university has to be obtained in respect of those students who take TC to join some other course and come back for readmission in the same college.

All the readmissions including such of those students, who take TC and come back, shall be granted by the Principals of the concerned colleges directly subject to the fulfilment of the following conditions stipulated by the University.

- 1) they should have been promoted to next higher class/semester in which they are seeking readmission.
- 2) they should join the course within 4 weeks in case of semester system from the date of commencement of classes
- 3) they should be able to complete the course within five years from the year of their original admission,
- 4) they should pay the readmission fee as prescribed by the University

NOTE: No readmission shall be made after the cut off date (4th week in a 15 week semester) under any circumstances. The cut-off date for granting readmission shall be reckoned from the date of commencement of classes for different courses as per the almanac communicated by the University every year.

- 5) In the normal course of time a candidate is expected to complete UG Degree course within three years from the date of admission.
- 6) Whenever the syllabus is revised, the candidate reappearing shall be allowed for UG Degree examinations according to the old syllabus upto 5 years from the time of his/her admission.
- 7) The six-semester three -year course should be completed by a student within 6 years (3 + 3) as per the guidelines of UGC approved by Mahatma Gandhi University Standing Committee of the Academic Senate.
- 8) Any student from earlier year-wise UG programme seeking readmission from the academic year 2017-18 onwards will have to opt for CBCS semester system.

Appendix – A for Under Graduate Programmes

I Semester

Ability Enhancement Compulsory Course – 50 Marks – 2 Credits
Environmental Studies

II Semester

Ability Enhancement Compulsory Course – 50 Marks – 2 Credits
Gender Sensitization

III Semester –

Skill Enhancement Courses – 50 Marks – 2 Credits
Mathematics Stream: Computations using Excel / Basic Analytical Chemistry
Bio-Sciences Stream: Medical Diagnostics / Basic Analytical Chemistry
Arts Stream: Historical & Cultural Tourism in India / Rural Development
Commerce Stream: Principles of Insurance /E-banking and Financial Services

IV Semester

Skill Enhancement Courses – 50 Marks – 2 Credits
Mathematics Stream: Theory of Equations / Electrical Circuits & Network Skills
Bio-Sciences Stream: Apiculture / Food Adulteration
Arts Stream: Legal Literacy / Office Management
Commerce Stream: Practice of Life Insurance / Banking Technology

V Semester

Skill Enhancement Courses – 50 Marks – 2 Credits
Mathematics Stream: Laplace Transforms / Chemistry of Cosmetics & Perfumes
Bio-Sciences Stream: Mushroom Cultivation Technology / Chemistry of Cosmetics & Perfumes
Arts Stream: Archives and Museums / Interview Skills and Ethics

Commerce Stream: Practice of General Insurance /
International Banking

Generic Elective – 50 Marks – 2 Credits

The Skill Enhancement Courses of other streams will be
Generic Elective for a stream.

VI Semester

Skill Enhancement Courses – 50 Marks – 2 Credits

Mathematics Stream: Sci Lab / Renewable Energy & Energy
Harvesting

Bio-Sciences Stream: Bio-fertilizers / Nursery and
Gardening

Arts Stream: Women & Child Rights / Good Governance

Commerce Stream: Regulation of Insurance Business / Central
Banking

Generic Elective – 50 Marks – 2 Credits

The Skill Enhancement Courses of other streams will be
Generic Elective for a stream.