



MAHATMA GANDHI UNIVERSITY
CHOICE BASED CREDIT SYSTEM (CBCS)
RULES & REGULATIONS FOR PG PROGRAMMES

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

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

1. **Definitions:**

In these Regulations, unless the context otherwise requires:

- a. **“University”** means Mahatma Gandhi University
- b. **“Post Graduate programmes”** means master’s degree courses in the Faculties of Science, Arts, Social Sciences and Commerce and Business Management.
- c. **“Student”** means student admitted to Post Graduate programmes under these Regulations
- d. **“Degree”** means Post Graduate Degree
- e. **“Board of Studies”** means PG 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 Post Graduate 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 No. 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 (4 semesters).
2. **CHOICE BASED CREDIT SYSTEM (CBCS) IN PG COURSES**
- Main features of the Choice Based Credit System (CBCS):**
- a. A Post Graduate student has a choice of selecting two interdisciplinary courses/papers one each in III and IV semesters offered by other Departments/Faculties.
 - b. All the PG Departments in the Faculties of Science, Social Sciences, Arts and Commerce shall participate in this Choice Based Credit System (CBCS) i.e. the student has the choice of selecting two courses offered by any other Department of the same Faculty or a Department of any other Faculty, depending on his/her interest, needs and long term goals.
 - c. Each PG Department designs, offers and teaches two courses/papers i.e. one during Semester-III and another during Semester-IV for the students admitted in other PG Departments. These two courses/papers are designated as Choice Based /Interdisciplinary (ID) which carry a weightage of $2 \times 4 = 8$ credits.
 - d. In the CBCS system continuous evaluation of the students in all the semesters is done through Internal Assessment Examinations, assignments, Seminars, Project Work etc.
 - e. The student shall do a project work during the IV semester as a part of the regular course work, for which ever programme it is applicable.
 - f. Course contents of each PG programme are designed to meet the ever changing requirements of the industry/job market/needs of society.
 - g. Each paper/course, Seminar and Project work 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 Grade Point Average (GPA) and the combined performance of a student in all the four semesters of the PG programme is expressed as Cumulative Grade Point Average (CGPA).

CBCS Course Structure

- a. PG Courses in the CBCS are offered within the existing Semester pattern.
- b. There shall be Four Semesters in each PG course. The duration of an Academic year consists of two semesters, each of 15 weeks for teaching.
- c. The Academic session in each semester will provide 90 teaching days
- d. There shall be three categories of courses/papers in the PG programmes:
 - i. Compulsory/core courses/papers.
 - ii. Elective/specialization courses/papers (wherever applicable)
 - iii. Two Choice Based/Interdisciplinary courses/papers with 4 credits each in III and IV Semesters, offered by other Departments/Faculties
- e. Each course / paper shall have a character code which indicates
 - i. The Department
 - ii. The Semester
 - iii. The Course No. / Paper No
- f. The student shall compulsorily deliver one seminar lecture in each of the Semesters from the core subject which will be evaluated.
- g. The detailed PG course structure for each Department will be designed by the Board of Studies of the Department and finalized by the respective Faculty and approved by the Academic Senate of the University from time to time.
- h. **Choice Based/Interdisciplinary courses/papers:**
 - i. In the first and second semester the students will pursue Add-On Courses for 2 Credits and in the third and fourth semester they pursue Inter-Disciplinary Courses for 4 Credits.
 - ii. Students admitted in a PG Course under MGU Jurisdiction shall take the choice based / interdisciplinary courses offered by the Departments / Faculties of that approved and listed from time to time, subject to stipulation as to the minimum (10 students) and maximum (50 students) ceiling strengths in each interdisciplinary course.
 - iii. The list of courses/papers offered and the detailed syllabus of all the

Departments shall be displayed on the Notice Board of the Departments concerned, Website of the Department and also in the MGU Website www.mguniversity.ac.in. The list of Add-on courses and Inter-Disciplinary courses for the academic year 2016 – 17 is enclosed in the Appendix – A.

- iv. The PG students shall register for the Choice Based/Interdisciplinary Courses during the II Semester of study in consultation with mentors/ student advisors.
- v. The student has to give the I & II preference for the ID courses, which he/she desirous to choose in the III and IV semesters

3. **Attendance:**

- a 75% of attendance is compulsory to all the students. A student shall be considered to have satisfied the requirement of attendance for appearing the semester end examination, if he/she has attended not less than 75% of the number of classes (both regular and interdisciplinary courses) held upto the end of the semester including tests, seminars and practicals etc.
- b However, there is a provision for condonation of attendance for the students those who have put up the attendance between 65% and 74% 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, except for PG programmes in Languages

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

Credits, Grade Letter Grade Points, 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.

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 84	A+	9
60 to 69	A	8
55 to 59	B+	7
50 to 54	B	6
40 to 49	C	5
Less than 40	F	0

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.

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: Faculty of Science - Semester – 1

Course/paper	Credits	% of Marks	Grade Letter	Grade Point	Credit Points = Credits x Grade Points)
Paper-I (Theory)	4	60	A	8	4 x 8 = 32
Paper-II (Theory)	4	50	B	6	4 x 6 = 24
Paper-III (Theory)	4	70	A+	9	4 x 9 = 36
Paper-IV (Theory)	4	75	A+	9	4 x 9 = 36
Paper-V (Practicals)*	4	75	A+	9	4 x 9 = 36
Paper-VI (Practicals)*	4	80	A+	9	4 x 9 = 36
Foundation Course	2	80	A+	9	2 x 9 = 18
Seminar	1	80	A+	9	1 x 9 = 9
Total	27				227

Note: * The number of practical papers and the credits assigned may vary from one Department to the other Department in Science Faculty

Total Credit Points obtained for all the papers in the Semester- I = 227

Total Credits assigned to all the papers in the Semester-I=27

$$SGPA = \frac{\text{Total Credit Points in the Semester-I}}{\text{Total Credits in the Semester-I}} = \frac{227}{27} = 8.41$$

SGPA for Semester- I = 8.41

Similarly SGPA for all semesters are calculated.

Cumulative Grade Point Average (CGPA)

CGPA refers to the Cumulative Grade Point Average weighted across all the semesters (4 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.

Ex: Faculty of Science

I Semester:	Total Cpts	=	227	Total Credits	=	27
II Semester:	Total Cpts	=	212	Total Credits	=	27
III Semester:	Total Cpts	=	213	Total Credits	=	29
IV Semester:	Total Cpts	=	218	Total Credits	=	29

$$CGPA = \frac{\text{Total Cpts of Sem I} + \text{Total Cpts of Sem II} + \text{Total Cpts of Sem III} + \text{Total Cpts of Sem IV}}{\text{Total Credits of I Sem} + \text{Total Credits of II Sem} + \text{Total Credits of III Sem} + \text{Total Credits of IV Sem}}$$

OR

$$CGPA = \frac{(SGPA \text{ of I Sem} \times \text{Credits of Sem I}) + (SGPA \text{ of Sem II} \times \text{Credits of Sem II}) + (SGPA \text{ of Sem III} \times \text{Credits of Sem III}) + (SGPA \text{ of Sem IV} \times \text{Credits of Sem IV})}{\text{Total Credits of I Sem} + \text{Total Credits of II Sem} + \text{Total Credits of III Sem} + \text{Total Credits of IV Sem}}$$

$$CGPA = \frac{227 + 212 + 213 + 218}{27 + 27 + 29 + 29} = 7.77$$

Note: The result of the successful candidates shall be classified as follows:

- | | | |
|------|---------------------------------|-------------------------|
| 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.

A similar calculation need to be made for each and every Programme with the number of credits and accordingly SGPA for each semester is calculated and the CGPA for the entire programme need to be arrived.

6. **Certificate Courses (Optional) :**

The student can enroll in Certificate Courses such as:

- i. MOOCs, Swayam, NPTEL
- ii. Rural Engagement Projects
- iii. Tally

offered by the various Departments of the University. The classes for these Certificate Courses are held before or after the regular college hours. A special fee for these courses will be prescribed by the University.

7. **COMPULSORY ADD- ON EXTRA-DISCIPLINARY COURSES IN POST-GRADUATE COURSES UNDER CBCS**

A large number of students admitted in Post-Graduate courses of the University are not well equipped with writing and speaking skills in English language for various reasons. There is a need for enhancing the understanding of areas such as Human Rights, Environment, Ethical values. Further, the students need to be trained in soft skills including personality development. It is also important for the student to understand the grassroot level problems in the society and provide him/her a sense of participation in community development.

In view of the above, the following two **compulsory add on courses** in the PG curriculum in the four semesters, each course with two credits shall be done by every PG student

Semester - I ; Communicative English and Soft Skills

Semester-II : Human Values and Ethics

Each of the add on courses shall have 12 teaching periods (contact hours) in each semester. Each period shall be of one and half hours duration. i.e 18 hours of teaching .Further each of these courses shall have 12 hours of self study . Each of these add on courses are assigned two credits./50 marks The student is to be provided with course material/ video lessons/material.

The students shall be divided into batches. The contact classes shall be held by spreading them during the entire semester. Further, the classes allotted for this purpose are shown in the Time Table and the schedule will be mentioned in the CBCS almanac. Each of the add on courses shall have one internal assessment test (10 marks) and semester end examination (40 marks)

A pass in the examination in these two courses/papers and getting 2 x 2 credits is a **must** for the student to get the PG Degree. Course done by the student is shown in the memo of marks semester wise. The grades/credit points however shall not be included in the SGPA and CGPA calculations.

Curriculum development and teaching shall be done by the concerned Departments as detailed below:

Communicative English and Soft Skills

Department of English

Practical Ethics, Human Rights, Environment awareness

Director, College of Development Council, Mahatma Gandhi University

8. **Evaluation Methods**

a. **Theory Examinations**

- i. Out of the total marks for each course/paper 20% marks shall be earmarked for continuous assessment (internal assessment/assignments) and remaining 80% for the semester-end examinations.
- ii. There shall be one semester-end examination of three hours duration. Each answer script of semester end examination (theory) shall be valued by one internal and one external for all the semesters. The marks awarded to that answer scripts shall be the average of these two evaluations. If the difference in marks between the two evaluations is 20% or more of the marks, such scripts shall be assessed by a third examiner (internal). Average of the highest of the two valuations will be taken.

iii. The pass marks in each paper shall be 40%. There is no separate pass mark for internal assessment. A candidate has to secure a minimum of 40% of marks in the semester-end examination plus internal examination put together to pass a paper.

b. Practical Examination:

In the case of Science faculty, there shall be practical examination at the end of every semester. The pass marks for each 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.

c. Internal Assessment Tests:

For each paper/course in a semester there shall be two internal assessment tests and one assignment

1. 1st Internal assessment Test be conducted at the end of the 9th Week of Instruction (Covering 2/3 Units of the Syllabus)
2. 2nd Internal assessment Test be conducted in the fifteenth week of instruction (Covering the rest of the syllabus/Units)
3. The two tests each shall consist of ten concepts / short answer questions for two marks each ie., $10 \times 2 = 20$ Marks
4. Two tests should be conducted per paper per semester without any retest. Average of the two tests should be considered.
5. The evaluated answer scripts should be shown to the student concerned and the counter signature of the student is to be obtained.
6. The evaluated Internal Assessment answer sheets along with the marks awarded should be submitted to the Examination Branch Mahatma Gandhi University within a week without fail.
7. There shall be no separate Grade points for internal tests.
8. Thus the, total marks for internal assessment and assignment shall be 20 marks for each paper in all the semesters including the interdisciplinary/choice based papers.
9. The duration of the internal assessment test shall be 60 minutes. There shall be no internal assessment test for practicals.
10. The paper for internal assessment tests is set by the teacher(s) who is

(are) teaching the subject/paper in that semester.

- II. 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.

The proposed scheme of the internal assessment is applicable to all the subjects where the maximum marks are 100 for each paper. However, in the subjects where the maximum marks are different from 100 marks, the scheme is to worked out proportionately.

d. Seminar Lectures:

A PG student shall deliver one seminar lecture from the **core subject** per semester in the I, II, III and IV Semesters with a weightage of 25 marks or one credit each. Out of these 25 marks, 15 marks shall be allotted for the write up of the topic of the seminar and 10 marks for the presentation. The seminar topic for a semester shall be allotted by the Department during the semester of study only. The seminar lecture is expected to train the student in self study, collection of relevant matter from the books and Internet resources, editing, document writing, typing and presentation. The list of the seminar lectures to be delivered in the departments during the semesters shall be prominently displayed in the Notice Board of the Department. Seminar lecture programme is allotted two hours per week in the time table. The seminar lectures are open to all the students and faculty of the Department. The text of the seminar lecture must be typed and should be of at least 4 to 5 pages, which is evaluated for 15 marks and should be deposited in the Department Seminar Library and also be made available in the Department website.

The Seminar will be evaluated by two faculty members appointed by the Head of the Department.

e. Project Work (Where ever applicable)

- i. Every PG student shall do the Project work under the supervision of a Teacher. Every PG student shall do an individual project .There is no

provision for group projects.

- ii. The project work and supervisor shall be assigned to the student by the concerned Department during the II semester to enable the student to plan and carry out the work during III and IV semesters
- iii. The project work is assigned 4 to 6 credits and evaluated for 100 marks of which 60% marks are allotted for the dissertation and 40% for the presentation and Viva-Voce
- iv. The project work must be submitted by the student in the 13th week of the IV Semester. The student will be issued hall ticket to appear for the IV Semester end Theory and Practical Examinations only on submission of Project dissertation.
- v. The dissertation must be typed and be limited to 50 to 75 pages of A4 size
- vi. Project work shall be evaluated by an external and one internal examiner which is followed by presentation of work and Viva-Voce
- vii. The evaluation of the project shall be completed before the commencement of IV Semester Theory examinations
- viii. The fee charged towards the expenditure of project work are as follows:

The marks secured by the student in the Internal tests, assignments, Seminars, practicals, project work and semester-end examinations are converted into GPA and CGPA.

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. Such candidates are allowed to appear for improvement examination only once in the next immediate semester examination only. If candidate improves his/her grade, then his/her improved grade will be taken into consideration for the award of GPA only. The improved grade shall not be higher than A+. 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-I 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	a) Undergone a Regular Course of study of Semesters-I and II.	
		and	
		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,	
		Number of papers/subjects prescribed for Semesters-I and II	Number of backlogs permitted
		7/8	4
		9/10	5
		11/12	6
		13/14	7
		15/16	8
		17/18	9
3.	From Semester-III to Semester-IV	Undergone a Regular Course of study of Semester-III and registered* for Semester-III examination.	

* Registration means obtaining a Hall Ticket for the said examination.

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 without appearing for the entrance examination.

(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 double the duration of the course . 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 fulfillment 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 the double the duration of the course 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 PG Degree course within two years from the date of admission.
- 6) Whenever the syllabus is revised, the candidate reappearing shall be allowed for PG Degree examinations according to the old syllabus upto 4 years from the time of his/her admission.
11. The four-semester two -year course should be completed by a student within double duration of the normal course period (i.e. 4 years).
12. Effective Implementation of CBCS system

- i. The University shall issue such orders, instructions, procedures and prescribe such format as it may deem fit to implement the provisions of these Regulations.
- ii. The procedural details/logistics will be given by the University from time to time
- iii. Any unforeseen problems/difficulties will be resolved by the appropriate Bodies of the University, whose decision in the matter shall be final.

Note: All the Campus and Affiliated Colleges of MGU except the professional programmes shall follow these regulations for instructions and evaluation.

Appendix – A for PG Programmes

I Semester – **Add-on Paper** - 50 Marks – 2 Credits

- Communicative English and Soft Skills

II Semester – **Add-on Paper** – 50 Marks – 2 Credits

- Human Values And Professional Ethics

III Semester – **ID Paper** – 100 Marks – 4 Credits

- Disaster Management
- Cultural History of India
- English for Competitive Exams
- Environmental Chemistry
- Telangana Economy
- Chemistry of Biomolecules and Methods of Study
- Concepts of Biotechnology
- Basic Statistics

IV Semester – **ID Paper** - 100 Marks – 4 Credits

- Corporate Social Responsibility
- Applications of Biotechnology
- Indian Economy
- Human Resource Management
- Clinical Biochemistry, Nutrition and Immunology
- Health and Immune System
- Watershed Management
- Chemistry in Day to Day Life