CENTRAL UNIVERSITY OF TAMIL NADU

Regulations of Choice Based Credit System

Preamble

The University Grants Commission (UGC) has initiated several measures to bring equity, efficiency and excellence in the Higher Education System of country. Also, the UGC has formulated various regulations and guidelines from time to time to improve the higher education system and maintain minimum standards and quality across the Higher Educational Institutions (HEIs) in India. The Action Plan proposed by UGC outlines the enhancement of academic standards and quality in higher education include innovation and improvements in curriculum, teaching-learning process, examination and evaluation systems, through Semester system, Choice Based Credit System (CBCS), Comprehensive continuous internal assessment and Grading system among other reforms.

The semester system accelerates the teaching-learning process and enables vertical and horizontal mobility in learning. The credit based semester system provides a 'cafeteria' type approach and the flexibility in designing curriculum and assigning credits based on the course content and hours of teaching. The Choice Based Credit System (CBCS) adopts an interdisciplinary approach in learning and enables students to learn at their own pace to complete a programme of study, choose electives from a wide range of courses across departments/ centres, undergo additional courses and acquire more than required number of credits. The CBCS facilitates transfer of credits earned in different Departments/Centres of other recognized / accredited universities or institutions of higher education in India and abroad. The CBCS also allows to complete a part of programme in the parent university andget enrolled in another recognized university.

Through the Choice Based Credit System a student obtains a degree in a particular programme of study by accumulating the required number of credits prescribed for that degree. Each course is assigned with a fixed number of credits based on the contents to be learned. The number of credits earned by the student reflects the knowledge or skill acquired by him / her. Comprehensive continuous internal assessment reduces the weightage on the semester-end examination so that students enjoy a de-stressed learning environment. CBCS also provides enhanced learning opportunities, ability to match students' scholastic need and aspirations and responds to the educational and occupational aspirations of students. The grade points earned for each course reflects the student's proficiency in that course. The assessment, including projects and examinations, is continuous and internal.

1. **Definitions of Key Words**

   1.1. **Academic Year:** Two consecutive (one odd + one even) semesters constitute one academic year.
   1.2. **Semester:** Each semester will consist of 15-16 weeks of academic work equivalent to 90 actual teaching days. In a bi-semester system, an academic year consists of two semesters. The odd semesters may be scheduled from June/July to November/ December, and even semester from November/ December to April/May.
   1.3. **Programme:** An educational programme leading to award of a Degree, diploma or certificate in a discipline.
   1.4. **Course:** Usually referred to, as 'papers' is a component of a programme or in other words "Course" refers to a subject offered under the degree programme. Each course is identified by a unique course code and course title. All courses need not carry the same weight. The courses should define learning objectives and students learning outcomes. A course may be designed to comprise lectures/ tutorials/laboratory work/

field work/ outreach activities/ project work/ vocational training/viva/ seminars/term papers/assignments/ presentations/ self-study etc. or a combination of some of these.

1.5. **Choice Based Credit System (CBCS):** The CBCS provides choice for students to select from the prescribed courses (core, elective or minor or soft skill courses).

1.6. **Credit:** Credit defines the quantum of content/syllabus prescribed for the course. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or 1.5 hours of practical work/field work per week.

1.7. **Credit Point:** It is the product of grade point and number of credits for a course.

1.8. **Credit Based Semester System (CBSS):** Under the CBSS, the requirement for awarding a degree or diploma or certificate is prescribed in terms of number of credits to be completed by the students.

1.9. **Grade Point:** It is a numerical weight allotted to each letter grade on a 10-point scale.

1.10. **Letter Grade:** It is an index of the performance of students in a said course. Grades are denoted by letters O, A+, A, B+, B, F,FA, AE and AU.

1.11. **Semester Grade Point Average (SGPA):** It is a measure of performance of work done in a semester. It is ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places.

1.12. **Cumulative Grade Point Average (CGPA):** It is a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters. It is expressed up to two decimal places.

1.13. **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.

2. General instructions

Students are advised to follow the instructions given below:

2.1 Every student is expected to attend the orientation programme of CBCS organized by the University and understand the system thoroughly before selecting the elective courses.

2.2 Schedule of orientation modules conducted for freshers' will be intimated by the University/ department/ centre at the time of commencement of the classes.

2.3 Each student, on admission shall be assigned to a mentor who will a permanent faculty member of the respective department. The mentor shall advise the student about the academic programmes and counsel on the choice of courses considering the academic background and student's career objectives.

2.4 It is mandatory for every student to register the courses, in a Registration form, which (s)he plans to take up for the semester. The card is prepared in triplicate: student copy; department copy and section copy. The students shall submit the department copy and section copy to their parent department and retain the student copy for their records. The departments shall forward the section copy to the administration.

2.5 Registration cards form the basis for a student to undergo Comprehensive continuous internal assessment and end-semester examination.

2.6 Credits are assigned based on the structured distribution shown for every courses and programmes.

2.7 There will be a co-ordinator office for CBCS and the overall co-ordination in successfully conducting these courses with proper inter-departmental linkages will be ensured by the CBCS implementation committee. Circulars and notices will be issued by the committee, whenever needed. In addition, they may also be scrolled in the University web-site.

3. Scope and Coverage

3.1 The CBCS is applicable to all full-time courses including but not restricted to Two year Post Graduate, Five year integrated Post Graduate, M. Tech, M. Phil. and Ph.D Programmes of study approved by the Academic Council.

3.2 It is also applicable to any other Programme of study approved by the Academic Council that has been prescribed to follow the CBCS pattern.

3.3 The learning and evaluation is on semester pattern.

3.4 Eligibility, qualifications and admission procedure for each Programme of study is as approved by the Academic Council and specified in the CUTN Information Brochure.

3.5 Foundation course consists of English, Language, Value Education, and Personality Development. A student can opt for any one of the languages.

4. Programmes of Study

The list of programmes offered by the University are,

4.1 Integrated M.Sc. Programmes (after 10+2)
- 4.1.1 Five-Year Integrated M. Sc. Programme in Mathematics
- 4.1.2 Five-Year Integrated M. Sc. Programme in Physic
- 4.1.3 Five-Year Integrated M. Sc. Programme in Chemistry
- 4.1.4 Five-Year Integrated M. Sc. Programme in Life Sciences
- 4.1.5 Five-Year Integrated M. Sc. Programme in Economics*

4.2 Two Years M.Sc. Programmes
- 4.2.1 M.Sc. Chemistry
- 4.2.2 M.Sc Computer Science
- 4.2.3 M. Sc. General Economics**
- 4.2.4 M. Sc. Financial Economics**
- 4.2.5 M. Sc. Actuarial Economics**
- 4.2.6 M. Sc. Environmental Economics**
- 4.2.7 M. Sc. Applied Quantitative Finance**

4.3 Two Years M.Tech. Course
- 4.3.1 M.Tech. Material Science***

4.4 Two Years M.A Programmes (after Graduation):
- 4.4.1 M.A. English Studies
- 4.4.2 M.A. Hindi
- 4.4.3 M.A. Media and Communication
- 4.4.4 M.A. Social Work
- 4.4.5 M.A. Classical Tamil Studies

4.5 Research Programmes
- 4.5.1 Ph.D in Mathematics
- 4.5.2 Ph.D in Physics
- 4.5.3 Ph.D in Chemistry
- 4.5.4 Ph.D in Life Sciences
- 4.5.5 Ph.D in Economics
- 4.5.6 Ph.D in English
- 4.5.7 Ph.D in Tamil

4.6 Two Year B.Ed. Programme

4.7 Undergraduate Programmes
- 4.7.1 Bachelor of Performing Arts (Music)*** - 4 Years
- 4.7.2 B. Sc. (Textiles)#*** - 3 Years

*Academic Mentoring by Madras School of Economics, Chennai

** Conducted at Madras School of Economics, Chennai
***Programmes provisionally proposed from the academic year 2016-2017.
#Conducted at SVPISTM, Coimbatore

5. Types of Courses

The courses offered under a Programme of Study will be;

5.1 Core Course:-

5.1.1 There will be a Core Course in every semester. This is the course which should compulsorily be studied by a candidate as a core requirement to complete the requirement of a degree in a said programme/ discipline of study. The Core Course cannot be substituted by any other course.

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

5.1.3 Dissertation/Project: A core course designed to acquire special/advanced knowledge, such as Project work/ Dissertation work is carried out by a candidate on his/her own with an advisory support from the faculty member. The Project work/ Dissertation work involving application of knowledge in solving/analyzing/ exploring a real life situation/difficult problem can be of two types,

    5.1.3.1   Minor Project work (4-8 credits)
    5.1.3.2   Major Project work (10-12 credits)

5.2 Elective Course:-

An Elective course is generally a course that can be chosen from a pool of courses and are;

- Very specific or specialized or advanced to the discipline/ subject of study
- Supportive to the discipline/ subject of study
- Providing an expended scope
- Enabling an exposure to some other discipline/subject/domain
- Nurturing candidate's proficiency/skill.

An elective course may be;

5.2.1 **Discipline Specific Elective (DSE) Course:** Elective courses may be offered by the main discipline/subject of study is referred to as Discipline Specific Elective.

5.2.2 **Generic Elective (GE) Course:** An elective course chosen generally from an unrelated discipline/subject, with an intention to seek exposure/ add generic proficiency 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.

5.2.3 **Ability Enhancement Courses (AEC):** The Ability Enhancement (AE) Courses may be of two kinds: Ability Enhancement Compulsory Courses (AECC) and Skill Enhancement Courses (SEC).

    5.2.3.1 **Ability Enhancement Compulsory Courses(AECC):** These are the courses based upon the content that leads to Knowledge enhancement, such as, Environmental Science, English, Other Languages, MIL Communication, Disaster Management etc. These are mandatory for all Integrated masters and Undergraduate programs.

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

5.2.4 The students will choose any course offered by a Centre/Department/School under CBCS as Elective Course with the advice of his/her Faculty Mentor and the course instructor.

5.2.5 In the event of failure in DSE and/or SEC course the student can substitute it by an equivalent course offered by the parent department/centre only.

5.2.6 In the event of failure in a generic elective course the student can substitute it by an equivalent course offered by the parent or other department within or outside the School with the advice of his/her Faculty Mentor and the course instructor.

5.2.7 **AECC** should compulsorily be studied by a candidate to complete the requirement of a degree in a said programme/ discipline of study. AECC cannot be substituted by any other course.

5.3 Modular Course:

These courses will be subject/ paper specific and will be designed by the departments offering the programme. These courses will have no separate component of End Semester Evaluation. Advanced topics in the areas where the student is specializing can be offered as modular courses. Normally these topics are the ones which are of current interest and cannot be included in the core

5.4 Audit Course:

A student has an option of auditing some courses, grades obtained in such a course shall not be counted towards the calculation of grade point average.

5.5 Extension Activity

5.5.1 It is compulsory for every 5 year integrated PG student to participate in any one of the following programmes for a period of not less than two years (4 semesters) and acquire additional credits.
   5.5.1.1 NSS
   5.5.1.2 NCC
   5.5.1.3 Sports Club
   5.5.1.4 Youth Red cross (YRC)
   5.5.1.5 Community development
   5.5.1.6 Other service organizations in the University in the school or department level.

5.5.2 The above activities shall be conducted outside the regular working hours of the University

5.5.3 All students have to put in a minimum attendance of 40 hours per year in the extension activity which shall be duly certified by the head/ head(i/c)/co-ordinator / chairperson of the concerned department / activity. If a student lacks 40 hours of attendance in the first year, he/she shall have to compensate the same during the subsequent years. Students those who complete minimum attendance of 40 hours in One year will get HALF A CREDIT and those who complete the attendance of 80or more hours in Two Years will get ONE CREDIT, which would be the maximum for the Compulsory Extension Activity.

5.5.4 The student's performance shall be examined by the faculty in-charge of extension activities along with the head/ head (i/c)/co-ordinator/ chairperson of the concerned department / activity and any one faculty member of outside the concerned department / activity on the following parameters.

    5.5.4.1 15% of marks for Regularity of attendance

    5.5.4.2 55% of marks for Active Participation in classes/camps/games/special Camps/programmes in the Department /District/ State/ University activities.

    5.5.4.3 10% of marks for Exemplary awards/Certificates/Prizes.

    5.5.4.4 20% of marks for Other Social components such as Blood Donations, Fine Arts, etc.

5.5.5 The grade obtained by the student shall be incorporated in the grade sheet to be issued at the end of the semester.

5.5.6 Physically challenged students who are unable to participate in any of the above activities shall be required to take a test in the theoretical aspects of any one of the above activity and be graded and certified accordingly.

6. Types of Courses

Types of Courses	Short Form
Core Course	CC
Discipline Specific Elective Course	DSE
Ability Enhancement Compulsory Courses	AEC
Skill Enhancement Courses	SEC
Generic Elective Course	GE
Audit Course	AU
Modular Course	MC
Extension Activity	EA

7. Credits

7.1 Credit defines the quantum of content/syllabus prescribed for the course. It may be a unit prescribed for a course and is determined by the number of hours of instruction required per week. Thus, in each course credits will be assigned on the basis of the number of hours required per week for lectures/tutorials/lab work/field work to complete the course in a single semester.

        1 credit = 1 hour of direct teaching per week

        1 credit = 2 hours of lab work/field work/project work per week

Thus, 1 credit course requires 1 hour per week during a 15 week semester and accordingly a 3 credit or 4 credit courses requires 3 or 4 hours per week during a 15week semester.

7.2 A course of study may have only lecture (L) component or only practical/practice (P) component or combination of any two or all the three components. The third being Tutorial (T) component.

7.3 The total credits earned by a student at the end of semester upon successfully completing the course is L+T+P.

7.4 **Course Components (LTP)**

` Each level of certification for a given duration has a typical structure of courses of study with well-defined name for each course/paper, instruction hours per week translated into

credits, marks for comprehensive continuous assessment and term end examination as percentage of total marks/grades.

7.4.1 Lecture Sessions are the current mode of delivering the content

7.4.2 But here course offered is delivered through three components of teaching learning process:

Lecture Session-L
Tutorial Session-T
Practical/Practice Session-P

However, Tutorial Session Consists of participatory discussion/desk work/ problem solving/ brief seminar on a topic or any such other novel method that makes learners absorb and assimilate more effectively the contents delivered in a lecture session.

Normally, the tutorial sheets prepared by the teacher are distributed in advance to help learner prepare for interaction systematically.

Practical/Practice session consists of hands on experience/ laboratory experiments/ Field Studies/Case studies that equip students to acquire the much required skill component

7.4.3 The credit pattern of the course shall be indicated as L: T: P format.

For example, a 4 credit course format could be:

4:0:0 1:2:1 1:1:2 1:0:3 1:3:0
2:1:1 2:2:0 2:0:2 3:1:0 3:0:1
0:2:2 0:4:0 0:0:4 0:1:3 0:3:1

7.4.4 A course of 3 credits may be so designed that; all 3 credits are assigned for theory or 2 credits for theory and 1 credit for lab work/ field work/ project work or 1 credit each for Theory, Tutorial and lab work/ field work/ project work.

7.4.5 A course of 2 credits may be designed either 2 credits for theory or 2 credits for lab work/ field work/ project work.

7.4.6 The Concerned Board of Studies shall choose the convenient credit pattern for every course based on the requirement. However, generally a full course shall be 3 or 4 credits.

7.5 The courses offered for 5 year integrated PG and other PG programmes carry 2, 3, 4 or 5 credits. Normally no theory course shall have more than 5 credits. Typically a course will comprise of 5 (five) units.

7.6 PG programmes wherein project work is included may carry 4 to 8 credits. Up to 12 credits can be assigned if an entire semester is assigned for Project work. The Project includes submission of a written Project Report and a Viva-voce examination (one credit is assigned for the Viva-voce).

7.7 The total number of minimum credits for any M. A. / M.Sc./M.Tech/ Phd Programme (inclusive of Core, Elective(s) and Project work) shall be in the range specified in **Table 8.1**given below.

7.8 A candidate who has successfully completed all the Core courses and a Project work, if any, and accumulated not less than minimum number of Credits prescribed shall be eligible to receive the Degree.

7.9 The minimum credits required for the award of degree in various PG Programmes are given in the **Table 8.1**.

7.10 An integrated master's student needs to earn certain number of minimum credits by successfully completing the courses to receive the degree (Please see **Table 8.2**).

7.11 The minimum credits required for the award of degree in various UG Programmes are given in the **Table 8.3**.

7.12 The minimum credits required for the award of degree in BPA (Music) is given in the **Table 8.4**.

8. Program wise Distribution of Credits

8.1. **Scheme for Choice Based Credit System for all PG and PhD Programs**

S.No	Programme of Study	Core Courses credits	Elective Courses credits	Total (Minimum credits required for award of the degree)
1	M.A. /M.Sc.	48 to 60	12 to 24	72
4	M. Tech	72 to 86	14 to 28	100
5	PhD	6-10	8-6	12

8.2. **Scheme for choice based credit system for Integrated Master Programs**

SEMESTER	CORE COURSE	Ability Enhancement Compulsory Course (AECC)	Skill Enhancement Course (SEC)	Discipline Specific Elective (DSE)	Total
I	Parent Dept. a (5) Other Dept. 1a (5) Other Dept. 2a (5)	ENG (3) ENV Sci (2)			20
II	Parent Dept. b (5) Other Dept. 1b (5) Other Dept. 2b (5)	ENG (3) MIL (2)			20
III	Parent Dept. c (5) Other Dept. 1c (5) Other Dept. 2c (5)	LANG (3) DM (2)			20
IV	Parent Dept. d (5) Other Dept. 1d (5) Other Dept. 2d (5)	LANG (3) Anti-Corruption (2)			20
V VI VII VIII IX X	72 (64-72)		8 (4-8) [SEC should be 2 credit courses only. ie., 2:0:0; 0:2:0]	36 (36-48)	116
Total	124-132	20	4-8	36-48	196

8.3. **Scheme for choice based credit system for Under Graduate Programs**

SEMESTER	CORE COURSE	Ability Enhancement Compulsory Course (AECC)	Skill Enhancement Course (SEC)	Discipline Specific Elective (DSE)	Total
I	Parent Dept. a (5)	ENG (3)			20

	Core Course	AECC	SEC	DSE	Total
	Other 1a (5)	ENV Sci (2)			
	Other 2a (5)				
II	Parent Dept. b (5)	ENG (3)			20
	Other 1b (5)	MIL (2)			
	Other 2b (5)				
III	Parent Dept. c (5)	LANG (3)			20
	Other 1c (5)	DM (2)			
	Other 2c (5)				
IV	Parent Dept. d (5)	LANG (3)			20
	Other 1d (5)	Anti-Corruption (2)			
	Other 2d (5)				
V	Parent Dept. d (5) or DSE-1d (5)		SEC-1 (2)	DSE-1a(3)	20
				DSE-1b (5)	
				DSE-1c (5)	
				DSE-1d (5)	
VI	Parent Dept. e (5) or DSE-2d (5)		SEC-2 (2)	DSE-2a (3)	20
				DSE-2b (5)	
				DSE-2c (5)	
				DSE-2d (5)	
Total	60-70	20	4	26-36	120

8.4. **Scheme for choice based credit system for BPA (Music) Programs**

SEMESTER	CORE COURSE	Ability Enhancement Compulsory Course (AECC)	Skill Enhancement Course (SEC)	Discipline Specific Elective (DSE)	Total
I	15	ENG (3) ENV Sci (2)			20
II	15	ENG (3) MIL (2)			20
III	15	LANG (3) DM (2)			20
IV	15	LANG (3) Anti-Corruption (2)			20
V					
VI	14-24	0	0-6	36-46	60
VII					
VIII					
Total	70-80	20	0-6	36-46	140

9. Student Counselling

To help the students in planning their course of study and for general advice on the academic programme, the Head of the Department will attach a certain number of students to a member of the faculty who shall function as faculty mentor for those students throughout their period of study. Such faculty mentor shall advice the students, give suggestions for the courses to be taken by the students during each semester.

10. Duration

10.1. The minimum duration for completion of any PG Programme shall be 4 semesters (2 academic years) and the maximum duration shall be 8 semesters (4 academic years). The minimum duration for completion of any Integrated P.G Programme shall be 10 semesters (5 academic years) and the maximum duration shall be 14 semesters (7 academic years).

10.2. In respect of candidates who had discontinued for a valid reason (with the permission of competent authority) and are readmitted to the programme by the School, the period for which such candidates had discontinued shall not be counted while calculating the maximum period prescribed in **clause 10.1**.

10.3. A semester(s) may be declared a zero semester(s) in case of a student who could not continue with the programme during that period due to illness and hospitalization or due to accepting a foreign scholarship/fellowship or any other valid reason accepted by the Vice-Chancellor subject to the fulfilment of requirements as laid down by the relevant rules. Such zero semester(s) shall not be counted for calculation of the duration of the programme in case of such a student.

11. Registration

11.1. Each student, on admission shall be assigned to a mentor who shall be a permanent faculty member of the respective department. The faculty mentor shall advise her/him about the academic programmes and counsel on the choice of courses consideration the academic background and student's career objectives.

11.2. With the advice and consent of the Faculty Mentor the student shall register for a set of courses he/she plans to take up for the Semester.

11.3. The student has to seek the consent of each teacher offering the courses in a Registration Card **(Annexure I).** The student should meet the criteria for prerequisites to become eligible to register for that course.

11.4. No student shall be permitted to register for courses exceeding 30 credits per semester. However, registration for **Repeat/Redo** courses is allowed in excess of this limit.

11.5. If a student finds that he/she has registered for more courses than possible to study in a semester, he/she can drop one or more of courses before the end of 3rd week of the semester.

11.6. A student, to retain his/ her status, should register for at least a minimum of **12** credits in a semester.

11.7. Students shall have to register for the courses for the semester within the deadline as in the academic calendar.

11.8. The maximum number of students to be registered in each course shall depend upon the physical facilities available.

11.9. The information on list of all the courses offered in every department specifying the course code, course title, credits, the prerequisites, a brief description of syllabus or list of topics, the instructor who is offering the course and the time slot may be made available in the University website.

11.10. Students shall refer to the course hand out provided by the respective department in the university website before registering for the courses.
P.S.: All departments shall provide a brief write-up about each paper (Course Hand Out), outlining the salient features, learning objectives, course outcome, pre-requisites.

11.11. In any department preference for registration shall be given to those students of that department for whom the course is a Core course.

11.12. The registration for the Elective course shall be on first come first served basis, provided the student fulfils prerequisites for that course, if any. The number of students to be registered shall be based on the class room and laboratory capacity. Every effort shall be made by the Department/Centre to accommodate as many students as possible.

11.13. Normally, every Lecture-based course shall, normally be given by one teacher.

11.14. No course shall be offered unless a minimum of 3 students are registered, except for contact courses offered to PhD students.

12. Attendance

12.1. Students are required to attend at least 75% of the classes actually held, seminars, sessionals and practical in each courses of study as may be prescribed and at least 60% in the redo course. Attendance shall not be mandatory for students repeating only the end semester examination.

12.2. Students absenting from classes continuously for 10 days and more will be liable to have his name removed from the rolls of the University. Absence on medical reasons should be supported by a certificate which has to be submitted with 5 working days after recovery/ re-joining after illness.

(P.S: All Medical certificates obtained from physicians outside CUTN should be validated by the medical officer or equivalent of CUTN. The Validated Medical certificate(s) submitted after 5 working dates shall not be considered by CUTN)

12.3. Students who opt to audit a course within the Department or outside, provided (s)he satisfies the prerequisites, are also required to have 75% of attendance.

12.4. No student who has less than 75% attendance in any course shall be permitted to attend the end-semester examination and (S)he shall be given grade of FA-failure due to lack of attendance.

12.5. (S)he shall be asked to redo that course by enrolling for it the next time it is offered.

12.6. Papers set for each examination will follow the regulations and syllabi in force at the time.

12.7. Condonation of shortage of attendance below 75% may be considered by the Vice Chancellor on valid medical reasons and other reasons such as personal calamities on case to case basis.

13. Assessment and Examination

The Continuous Internal Assessment and End Semester Examination, will form the basis for Evaluating/ grading the student performance in each paper/ course.

Breakup of Continuous Internal Assessment (CIA)/ End Semester Examination

13.1 All theory subjects in UG and PG programme shall carry a Continuous Internal Assessment (CIA) component to the extent of 40 marks and End Semester for 60 marks.

13.2 All subjects in the PhD programme shall carry a Continuous Internal Assessment (CIA) component to the extent of 20 marks and End Semester for 80 marks.

13.3 In case of Core Laboratory course, the Continuous Internal Assessment (CIA) will be the only component. Appropriate distribution of marks for Practical Record/ Report/ Observation, Attendance, experiment proficiency, Viva, if any by the respective BoS.

14. Continuous Assessment

14.1. Continuous Internal assessment shall be done by the faculty member responsible for the courses.
14.2. There shall at least be two tests of different forms including tutorials; periodic class test as objective/ essay/ viva-voce; quiz type; class/ home assignment; term paper; class seminar; group discussion etc. per course in addition to the examination at the end of each semester.
14.3. The tests shall be spread throughout the semester but 15 days before the commencement of End semester examination.
14.4. At least 50% weight shall be on written form of tests.
14.5. The schedule of Internal Assessment tests shall be prepared at the very beginning of the semester.
14.6. It is mandatory for all students to participate in all the Internal Assessment tests and in various course-work related activities for the award of the marks.
14.7. The result of the continuous assessment of the students shall be communicated to students immediately after the assessment.
14.8. If a student remains absent or scores low or nil marks in CIA, he/she shall not be permitted to reappear for internal assessment after the semester is over.
14.9. In case of the student who fails to appear in the End semester examination but secure a pass mark in Internal Assessment (continuous evaluation) of the course, marks of CIA of the student will remain valid for that course until he/she obtains a pass mark in the end semester examination.
14.10. A record of such assessment procedure will be maintained by the department and shall be open for clarification by the students. Students will have the right to appeal to the Head of the Department/ Dean of the School in case of glaring disparities in marking.
14.11. The final result in each semester shall calculated on the basis of this continuous assessment and performance in the end semester examination.

15. End Semester Examination

15.1. An End Semester examination shall be conducted for all courses offered in the department. The duration of the end semester examination shall be for 3 hours.
15.2. A schedule of End Semester examinations be prepared and displayed by the Department/ Centre/ Concerned Section at least one- month ahead of the conduct of the examination.
15.3. Each faculty offering courses to first two years (first 4 semester) of all 5 year Integrated PG programme shall prepare a model question paper, a panel of external examiners and submit the same to The CoE, CUTN, through the Department's End-Semester Examination Committee (DESEC) chaired by a department faculty member by 8th week of the Semester. The question paper should cover all the units of syllabus. *(P.S: All 4 to 5 members of the committee including the chairperson can be decided by the respective departments. The position of chairperson of the DESEC is on rotation and chairperson will hold the position for a maximum period of three years).*

15.4. The Chairperson, DESEC shall coordinate the conduct of exams/ consolidation of marks and Grades and with the approval of the concerned Head of the Department or equivalent send and the consolidated marks and grades to the Controller of Examination to provisionally publish the Results.

15.5. The end of semester examination shall have assessment from following perspective with respect to all courses:

    (a) Evaluation with respect to knowledge.
    (b) Evaluation with respect to Understanding.
    (c) Evaluation with respect to skill.
    (d) Evaluation with respect to Applications.
    (e) Higher Order Thinking Skills

With respect to all above components, the types of questions can be:

    i. Multiple Choice Questions
    ii. Short Questions
    iii. Long Answer Questions
    iv. Very Long Answer Questions

16. Conduct of End-Semester Exams

16.1. End-Semester Examination for all programmes shall be conducted by the controller of examination by inviting Question Papers from potential examiner(s) and in coordination with the respective Department's End Semester Examination Committee (DESEC).

16.2. Question Papers shall be moderated for the coverage of syllabus and pattern of questions.

16.3. An alternative Question paper should also be made available for any contingency.

16.4. The Examiner(s) shall prepare a detailed scheme of valuation.

17. Evaluation

17.1. The performance of each student enrolled in a programme, other than Ph.D programme will be assessed at the end of each semester. Evaluation of each student enrolled in all programmes will be done under the Grading System.

17.2. The progress of work of the research scholars and their attendance will regularly be evaluated/ monitored by their supervisor(s) and Doctoral Committee and collaborating Institute, if any.

17.3. The final result in each course will be determined on the basis of continuous internal assessment and performance in the end-semester examination.

17.4. The answers papers of end-semester examination should be evaluated by the examiner(s) immediately after the completion of the exam.

17.5. The Students pursuing Integrated Master's Program should pass separately in both the internal and external examinations i.e. the students need to secure 16 (40% of 40) out of 40 marks in the internal tests and 24 (40% of 60) out of 60 marks in the external examinations for theory courses.

17.6. For practical courses, no end semester examinations will be conducted. The final marks for practical courses will be only through Continuous Internal Assessment.

17.7. The Students pursuing Post Graduate Programmes should pass separately in both the internal and external examinations with a minimum of 50% of marks i.e. the students need to secure 30 out of 60 marks in the external examinations and 20 out of 40 marks in the internal tests for theory courses. Similarly, the students pursuing Ph.DProgrammes should pass separately in both the internal and external

examinations i.e. a student need to secure 40 (50% of 80) out of 80 marks in the external examinations and 10 (50% of 20) out of 20 marks in the internal tests for theory courses. However, this has to be aligned with the PhD ordinance of CUTN.

17.8. Students failing to secure the minimum pass percentage marks in internals will not be allowed to take the end semester exam of that particular subject in that semester. (S)he has to **Redo** the course by attend the classes for a semester to gain the pass percentage in the internal tests in order to take the end semester examinations.

17.9. Students failing a course due to lack of attendance have to **redo** the course.

17.10. 'Unsatisfactory' will be mentioned against the audit course in which the student lacks attendance. However, (s)he can redo the course, when is offered, to get the minimum attendance and obtain 'satisfactory'. One Audit course shall not be replaced by any other another equivalent course.

17.11. The student may redo a course to improve his/her internal marks by re-attending classes for the given course. However, the freshly secured internal marks only will be considered for computing the final marks.

17.12. Students failing only in the end semester examination can retain their internal marks and reappear for only the end semester examination, when it is conducted. This would be termed as a "**Repeat**" course.

17.13. Students failing a course due their absence in the end Semester examination can reappear only for the end semester examination, when it is conducted. This would be termed as a "**Repeat**" course.

17.14. A student failing in a course/ paper shall register for that course only when it is offered by the concerned faculty/ department.

17.15. The answer scripts of the semester examinations shall not be returned to the candidates but may be shown by the instructor at the specific request of the student concerned. The result of the continuous assessment of the students will, however, be communicated to students immediately after the assessment.

17.16. At the end of semester examination, wherever required, the teacher concerned along with the Dean / Head of the Department/Centre or equivalent and the chairperson, DESEC may moderate the evaluation.

17.17. Students, who obtain 'F'/'FA'/'AE' Grade or 'Unsatisfactory' in any course, may be permitted to take the Repeat/ Redo the course depending upon their attendance and marks obtained in C.I.A.

17.18. Students who have passed in a course of a semester even with a "C" (or "B") grade shall not be allowed to repeat the end-semester examination or redo the course for improving their grades.

17.19. Re-evaluation is applicable only for theory papers and shall not be entertained for other components such as practical/ Thesis/ Dissertation etc.

17.20. Separate application for every course to be revaluated should be submitted by the candidate in the prescribed form along with the prescribed fee so as to be received by the Controller of Examinations within TWO WEEKS of obtaining the photocopy of the answer-script.

17.21. Re-evaluation of answer-scripts can be sought only with at least one affirmation by a teacher relevant to the subject as mentioned below and that any of the criteria below are satisfied:

• Finds that any answer(s) to question(s) that has/ have not been evaluated

• Finds that the answer-script valuation in full or part is not justified and there is reasonable ground for re-evaluation.

17.22. The application for revaluation shall be submitted to the Controller of Examinations through the Grievance Committee of the concerned Department of study.

18. Evaluation of Project Work

18.1. The Project work of all B.Sc/ B.P.A, Integrated M.Sc/ M.A, M. Tech., M.A and M.Sc students will be evaluated in two phases viz., mid-term and final. The percentage of marks for the Mid-term and final evaluation shall be decided by the concerned Board of Study (BoS).

18.2. The midterm and final evaluation shall be undertaken by the Department Research Committee (DRC) or Board of examiners and the students shall have to present the work done by them.

18.3. The Board of Studies of the concerned Department shall decide the percentage of mark given by the guide and the other members of the DRC.

18.4. A record of decisions by the concerned BoS on the percentage of marks shall be maintained by the department for clarification by the students.

18.5. The qualifying grade for the dissertation/project report/monograph/research paper in all programs offered in CUTN is 'C' (for all Under-Graduate and Integrated Masters Programs) or 'B' (for all Post-Graduate Programs). Students who obtain less than the said grade in the dissertation/project work/monograph/ research paper will be required to rewrite it within such further period as may be allowed by the Board of Studies concerned on the recommendation of the Supervisor(s).

19. Consolidation of Marks

19.1. The results/ statement of marks after moderation, if any, shall be submitted by examiner(s) to the chairperson, DESEC in a sealed cover.

19.2. If there are more than one evaluator for reasons what so ever, then the statement of marks shall be prepared by taking the average of the marks given by the each Evaluator.

19.3. The chairperson, DESEC will consolidate all mark statements of that semester and forward the same to the O/o The Controller of Examination, CUTN through the concerned Dean/Head of the department or equivalent.

20. Grading System

20.1. Grading constitutes the core of CBCS, as it tries to reduce the subjective element in Assessment/evaluation and there by prevents any disadvantage to the student. Grade is an index of the performance of a student in a particular course. It is the transformation of scaled marks secured by a student in a course. Grade point is the weightage allotted to each grade depending on the range of marks awarded in a course.

20.2. The Department End-Semester Examination Committee shall prepare two copies of the results, one with marks to be sent to the O/o The CoE another for the Department.

20.3. Grades shall be awarded as indicated below in a meeting of the Committee to be held at the earliest, not later than 15 days after the last day of semester examinations.

20.4. A student in order to be eligible for the award of Degree in all Undergraduate and Integrated masters' program must obtain a minimum of 'C' grade in each course.

20.4.1. The results of successful candidates will be classified as indicated below on the basis of the Cumulative Grade Point Average (CGPA):

20.4.1.1. CGPA of 8.0 and above and up to 10.0   I Division with Distinction

20.4.1.2. CGPA of 6.5 and above and up to 7.9   I Division

20.4.1.3. CGPA of 6.0and above and up to 6.4 II Division (with more than 55%)
20.4.1.4. CGPA of 5.5 and above and up to 6   II Division
20.4.1.5. CGPA of 5.0 and above and up to 5.4 III Division
 20.4.2. To satisfactorily complete the programme and qualify for the degree, a student must obtain a minimum CGPA of 5. No student with "F"/ "FA"/ "EA" grade(s) on record shall be eligible for award of the degree.
20.5. A student in order to be eligible for the award of the degree in all Post Graduate and PhD programs must obtain a minimum of 'B' grade in each of the courses as well as in the dissertation / project report/ monograph.
 20.5.1. The results of the successful candidates will be classified as below:
 20.5.1.1. CGPA of 8.0 and above and up to 10.0 I Division with Distinction
 20.5.1.2. CGPA of 6.5and above and up to 7.9 I Division
 20.5.1.3. CGPA of 5.5 and above and up to 6.4 II Division
 20.5.1.4. No III Division in these programmes
 20.5.2. To satisfactorily complete the programme and qualify for the degree in all Post Graduate and PhD programs, a student must obtain a minimum CGPA of 5.5. No student with "F"/ "FA"/ "EA" grades on record shall be eligible for award of a degree.
20.6. The division obtained by a student will be entered in his/her provisional cum consolidated marks sheet and the degree certificate

21. Grades and Grade Points

Absolute grading system is followed by Central University of Tamil Nadu. Under this system, the marks are converted to letter grades based on pre-determined mark intervals. The marks in fractions shall be rounded off to the nearest integer. The performances of students in each course is expressed in terms of marks as well as in Letter Grades

The grades may be awarded as given in the following **tables, 20.1 and 20.2**.

Table 20.1: For All Under-Graduate and Integrated Masters Programs

Range of Marks in %	Letter Grade	Grade Point	Description
90 to 100	O	10	Outstanding
80 to 89	A+	9	Excellent
70 to 79	A	8	Good
60 to 69	B+	7	Above Average
50 to 59	B	6	Average
40 to 49	C	5	Pass
Below 40	F	0	Fail
	FA	0	Failure due to lack of attendance
	AE	0	Absent in the End Semester Examination
	AU	none	Audit Course

Table 20.2: For All Post-Graduate and Ph.D Programs

Range of Marks in %	Letter Grade	Grade Point	Description
90 to 100	O	10	Outstanding
80 to 89	A+	9	Excellent
70 to 79	A	8	Good
60 to 69	B+	7	Above Average
50 to 59	B	6	Average
Below 50	F	0	Fail

		FA	0	Failure due to lack of attendance
		AE	0	Absent in the End Semester Examination
		AU	none	Audit Course

The Controller of Examinations publish the provisional grades within 15 days from the date of declaration of result. Re-evaluation of marks by the student can be done as per the regulations of CUTN.

For audit courses 'Satisfactory' or "Unsatisfactory' shall be indicated instead of theletter grade and this will not be counted for the computation of SGPA/CGPA.

22. Computation of Semester Grade Point Average (SGPA)

SGPAindicates the performance of a student in a givensemester. SGPA is based on the total credit points earned by the student in all the courses andthe total numbers of credits assigned to the courses in a semester. The SGPA is the ratio of sum of the product of the number of credits with the gradepoints scored by a student in all the courses taken by a student and the sum of thenumber of credits of all the courses undergone by a student, i.e.,

$$SGPA = \Sigma(C_i \times G_i) / \Sigma C_i$$

whereC_i is the number of credits of the ith course and G_i is the grade point scored by thestudent in the ith course.

22.1 Illustration for SGPA:

Course Title	Course Type	Credit assigned	Marks obtained by student (in %)	Grade letter	Grade point (GP)	Credits assigned x (GP) = Credit Point
Course 1	Core	4	78	A	8	32
Course 2	Core	4	67	B+	7	28
Course 3	Core	4	77	A	8	32
Course 4	Core	4	96	O	10	40
Course 5	Elective	3	86	A+	9	27
Course 6	Core	2	66	B+	7	14
Course 7	Core (Lab)	2	50	B	6	12
		23				**185**

SGPA = 185/23 = 8.04

23. Computation of Cumulative Grade Point Average (CGPA)

CGPA is obtained by dividing the total number of credit points earned in all the semester by the total number of credits in all the semester of a programme, i.e,.

$$CGPA = \Sigma(C_i \times S_i) / \Sigma C_i$$

where S_i is the SGPA of the ith semester and C_i is the total number of credits in that semester.

The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the Grade card/ sheet or transcripts.

22.1 Illustration for CGPA:

Semester 1	Semester 2	Semester 3	Semester 4	Semester 5

Credit: 22	Credit: 22	Credit: 23	Credit: 23	Credit:23
SGPA: 6.9	SGPA:	SGPA:	SGPA:	SGPA:

Semester 6	Semester 7	Semester 8	Semester 9	Semester 10
Credit: 23	Credit: 23	Credit: 23	Credit: 23	Credit: 25
SGPA:	SGPA:	SGPA:	SGPA:	SGPA:

Thus,

$$CGPA = \left(\frac{22 \times 6.9 + 22 \times 7.8 + 23 \times 5.6 + 23 \times 6.0 + 23 \times 6.3 + 23 \times 8.0 + 23 \times 7.0 + 23 \times 7.2 + 23 \times 6.8 + 25 \times 7.0}{22 + 22 + 23 + 23 + 23 + 23 + 23 + 23 + 23 + 25} \right)$$

$$= \frac{1577.1}{230} = 6.85$$

24. Grade Card/ Sheet

The CoE shall issue a Grade card/ sheet to the students, containing the marks and grades obtained by the student in the previous semester and Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA).

The grade card/ sheet shall list:

(a) The title of the courses taken by the student.
(b) The credits associated with the course.
(c) Type of Course
(d) The marks and grade secured by the student.
(e) The total credits earned by the student in that semester
(f) The SGPA of the student.
(g) The total credits earned by the students till that semester.
(h) The CPGA of the student.

25. Provision to appeal

25.1. There shall be a provision for Appeal for a candidate who may be dissatisfied with the marks/ Grade (s)he has been awarded.
25.2. The appeal may be made for C.I.A marks as well as the End of Semester examination. Such appeals will be referred to an Appeals Committee whose decision shall be final.

25.3. **Continuous internal assessment**

25.3.1. In the case of dissatisfaction with C.I.A marks, the students shall approach the concerned department head or equivalent with separate written submission for every course within 3 working days from the declaration of C.I.A marks by the course instructor/ faculty member offering the course.
25.3.2. The student shall not pay any fee for the Appeal on C.I.A marks.

25.4. **End Semester Examination**
25.4.1. (S)he shall approach the Grievance Cell with the written submission within 15 days of the publication of the end semester results.
25.4.2. Appeal for each paper should be made separately.
25.4.3. Fee as prescribed by the University for each course under appeal should be paid.

25.5. The Grievance Committee is empowered to revise the grades if the case is genuine and is also empowered to penalize the candidate if his/her submission is found to be baseless and unduly motivated.

26. Grievance Committee

26.1. Every School shall constitute a Grievance Committee every semester to examine the complaints received from the students regarding their assessment, both C.I.A and End-Semester Examination.

26.2. The committee shall consist of 3 or 4 faculty members from the school with representation from every department of the school.

26.3. The requests for review from the students concerned should reach the Dean of the School concerned through the Head of the Department/Centre within 15 days of the announcement of the results of that assessment.

26.4. If a student is not satisfied with the decision of School level Grievance Committee on his / her grievance, the Dean of the School on a request from the student may refer the matter to the Controller of Examinations for getting the paper evaluated by an external examiner, whose evaluation will be final. The fees for external evaluation in all such cases shall be decided by the University.

27. Awards/Prizes/Medals

27.1. The University will accept donations/endowments from individuals and institutions for instituting awards/prizes/medals/citation etc. However each proposal will have to be considered and recommended by Academic Council for approval of the Executive Council.

28. Transitory Regulations

28.1. Wherever there had been change of syllabi, examinations based on the existing syllabus will be conducted for three consecutive times after implementation of the new syllabus in order to enable the students to clear the arrears. Beyond that the students will have to take up their examinations in equivalent subjects, as per the new syllabus, on the recommendations of the Head of the Department concerned.

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