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Sankalchand Patel Vidyadham, Visnagar – 384315.

CHOICE BASED CREDIT SYSTEM REGULATIONS

(W.e.f. 2016-17)

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CONTENTS

Sr. No.	Title	Page No.
1.	Preamble	03
2.	Title	03
3.	Scope and Coverage	03
4.	Commencement	04
5.	Definitions	04
6.	Admission	06
7.	Registration	06
8.	Validity of students registration	07
9.	Credits and courses	07
10.	Evaluation – marks and grading system	09
11.	Backlogs and promotion (Detention Rule)	13
12.	Gracing marks	13
13.	Declaration of end semester result	14
14.	Amendments of Results	14
15.	Reassessment and rechecking	14
16.	Grade card	15
17.	UFM (unfair means during examinations)	15
18.	Eligibility for Award of the Degree.	16
19.	Award of Class.	16
20.	Power to modify and remove difficulties	16

1. PREAMBLE

The Choice Based Credit System (CBCS) enables a student to obtain a degree by accumulating required number of credits prescribed for that degree. The number of credits earned by the student reflects the knowledge or skill acquired by him / her. Each course is assigned with a fixed number of credits based on the contents to learn. The student also has choice in selecting courses out of those offered by various departments. The grade points earned for each course reflect the student's proficiency in that course.

The CBCS enables the students to earn credits across departments and provides flexibility in duration to complete a Program of study. CBCS makes education broad-based and at par with global standards. One can take credits by selecting unique combinations. CBCS offers flexibility for students to study at different times and at different institutions to complete one course. Credits earned at one institution can be transferred to another institution. In this System student representatives may also take part in designing the curriculum for a program of study and facilitate in running the academic programs.

2. TITLE

These regulations shall be referred as "Choice Based Credit System Regulations" for Sankalchand Patel University (SPU). In short, it will be referred to as "SPU CBCS REGULATIONS 2016".

3. SCOPE AND COVERAGE

- 3.1 The CBCS shall be applicable to all regular, professional and general Undergraduate (UG) and Post Graduate (PG) programmes offered by all the faculties, departments and constituents institutes of Sankalchand Patel University. However in case of separate guidelines prescribed by any statutory regulatory body, this regulations shall not be applicable.
- 3.2 It shall also be applicable to any other Program of study approved by the Academic Council that has been prescribed to follow the CBCS pattern unless the separate guidelines specified by the University for any such Program.
- 3.3 These regulations provide definitions of key terms, critical concepts, mechanisms for calculations, role of various boards and committees, and the evaluation system.
- 3.4 Eligibility, qualifications and admission procedure for each Program of study is as approved by the Academic Council, if not prescribed otherwise by any statutory regulatory body.

4. COMMENCEMENT

These regulations shall come into force with effect from the admissions commencing from Academic year 2016-2017.

5. DEFINITIONS

5.1 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).

5.2 PROGRAM: An educational programme leading to award of a Degree, diploma or certificate.

5.3 SEMESTER: Each semester will consist of 15-18 weeks of academic work equivalent to 90 actual teaching days. The odd semester may be scheduled from July to December and even semester from January to June.

5.4 ACADEMIC YEAR: Two consecutive (one odd + one even) semesters constitute one academic year.

5.5 ACADEMIC WEEK: 'Academic Week' is a unit of five or six working days during which distribution of work is organized respectively.

5.6 COURSE: 'Course' is a component (a paper) of a program. A course may be designed to involve lectures / tutorials / laboratory work / seminar / project work/ practical training / report writing / Viva-voce, etc. or a combination of these, to meet effectively objective/outcome of course/program and the credits may be assigned suitably.

5.7 LETTER GRADE: 'Letter Grade' is an index of the performance of students in a said course. Grades are denoted by letters like O, A+, A, B+, B, C, P, F and AB.

5.8 CREDITS: Credit is a kind of weightage given to the contact hours to teach the prescribed course, which is in a modular form. Normally one credit is allocated to 15 contact hours per semester.

5.8.1 In each of the courses, credits will be assigned on the basis of the number of lectures / tutorials / laboratory hours and other forms of learning required for completing the course contents in maximum 18-week schedule.

5.8.2 The instructional days, as worked out by the UGC, for one academic year are 180 working days, i.e. 90 days per semester.

5.8.3 Mechanism of Credit Calculation: As per Sankalchand Patel University standard, 1Credit = 15 hours of lectures / tutorials / practical; or however it may change in case specified otherwise.

5.8.4 Contact hours will include all the modes of teaching and it includes forms like lectures / tutorials / laboratory work / fieldwork or other forms. In determining the number of hours of instruction required for a course involving laboratory / field-work, 1 hour of laboratory / field work is generally considered equivalent to 1 hour of lecture, or specified separately for any course for this purpose.

5.9 CREDIT POINT, (CP): Credit point is the value obtained by multiplying the grade point (GP) by the credit (C): $CP = GP \times C$.

5.10 GRADE POINT, (GP): Grade point is a round number indicating the numerical equivalent of the letter grade as prescribed in 10.3.

5.11 SEMESTER GRADE POINT AVERAGE (SGPA):

Semester Grade Point Average (SGPA) is the value obtained by dividing the sum of credit points (CP) earned by a student in various courses taken in a semester by the total number of credits earned by the student in that semester. SGPA shall be rounded off to the nearest two decimal places.

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

Where, C_i is the number of credits of the i^{th} course

G_i is the grade point scored by the student in the i^{th} course

5.12 CUMULATIVE GRADE POINT AVERAGE (CGPA):

Cumulative Grade Point Average (CGPA) is the value obtained by dividing the sum of credit points in all the courses earned by a student for the entire programme, till date, by the total number of allocated credits till date. CGPA shall be rounded off to the nearest two decimal places. CGPA indicates the comprehensive academic performance of a student in a programme.

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

Where, S_i is the SGPA of the i^{th} semester

C_i is the total number of credits in i^{th} semester

An overall letter grade (Cumulative Grade) or class for the entire programme shall be awarded to a student depending on his/her CGPA.

6. ADMISSION

Admission to all programmes shall be as per the existing rules and regulations of the University. Eligibility criteria for admission shall be as announced by the University from time to time. Students shall be admitted to a particular programme based on the marks/grades scored in the qualifying examination(s).

The maximum number of students to be admitted to a programme shall be determined by the competent authority from time to time. The constituent institution shall make available to all students, a brochure listing all the courses offered by it. Detailed syllabi shall be made available on the University/College websites. The University shall prepare a common calendar for the conduction of the courses, indicating the schedule of courses, continuous and end-semester examinations/evaluation, etc. The University and its constituent institutes shall ensure that the calendar is strictly followed.

7. REGISTRATION

- 7.1 Each student, on admission shall be assigned to a Faculty Advisor/Counsellor/Mentor who shall advise her/him about the academic programs and counsel on the choice of courses considering the academic background and student's career objectives.
- 7.2 With the advice and consent of the Faculty Advisor, the student shall register for a set of courses he/she plans to take up for the semester.
- 7.3 The student should meet the criteria, the prerequisites, for becoming eligible to register for the course.
- 7.4 No student shall be permitted to register for courses exceeding the numbers of credit as prescribed for a semester or as specified from time to time. However, registration for repeat courses is allowed in excess of this limit.
- 7.5 Students shall have to register for the courses of the semester within first 15 days of a semester.
- 7.6 The maximum number of students to be registered in each course shall depend upon the physical facilities available. No course shall be offered unless minimum number of students are registered as per the rules at that point of time.
- 7.7 The information on list of all the courses offered in every department specifying the 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 on the University/Institute website.
- 7.8 In any department, preference for registration shall be given to those students of a department for whom the course is a Fundamental Course.

7.9 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 capacity of infrastructure and resources. Every effort shall be made by the Department/Institute to accommodate as many students as possible.

8. VALIDITY OF STUDENTS ENROLMENT

Validity of student's Registration (Enrolment) in a particular course shall be valid up to double the duration of a particular course / programme. However, if a student is not in a position to complete the course within the duration specified, then he / she will be required to write an application as a special case, to Hon. Provost for granting the extension.

9. CREDITS AND COURSES

9.1 Contact hours

- 9.1.1 One credit shall mean one period of teaching for theory or one / two periods for laboratory / practical per week in a semester.
- 9.1.2 One teaching period shall be for duration of 60 minutes.
- 9.1.3 One credit shall be assigned to one week of field training program where the students spend the full-time in the field.
- 9.1.4 Up to two credit shall be assigned to one month of Internship undergone in a Company/ Organization/Institutions approved by the Faculty Advisor / Head of the Department.

9.2 Number of credits

- 9.2.1 The credits for any Programme (inclusive of Fundamental, Elective and Project work / Laboratory work etc.) shall be in line with the guidelines of the UGC.
- 9.2.2 A candidate who has successfully completed all the courses and Project work, if any, and has accumulated not less than minimum number of Credits prescribed, shall be eligible to receive the Degree. The normal duration of UG programme is 6 or 8 semester and PG Programme is 4 semesters or as applicable as per respective disciplines.

9.3 Courses

- 9.3.1 The courses offered under a Program of Study may be of three kinds: Core, Elective and Foundation
- 9.3.2. **Core Course:** - There may be a Core Course in every semester. This is the course which is to be compulsorily studied by a student as a core requirement to complete the requirement of a programme in a said discipline of study. A course designated

as core course for a particular Program of Study must invariably be completed by the student to receive the degree in that program. The core course cannot be substituted by any other course.

9.3.3 **Elective Course:** - Elective courses is a course which can be chosen from a pool of papers. It may be:

- Supportive to the discipline of study
- Providing an expanded scope
- Enabling an exposure to some other discipline / domain
- Nurturing student's proficiency / skill

An elective may be "Generic Elective" focussing on those courses which add generic proficiency to the students. An elective may be "Discipline centric" or may be chosen from an unrelated discipline. It may be called an "Open Elective"

A student needs to earn certain number of minimum credits by successfully completing Elective courses to receive the degree.

The Elective courses are to be chosen from (a) a list of courses marked as Elective courses for a particular Program of Study and (b) any course offered by a Centre/Department/Faculty under CBCS as Elective Course. In the event of failure in an Elective Course, the student can substitute the Elective Course by an equivalent course offered by the parent or other department within or outside the Faculty.

9.3.4 **Foundation Course:** - The Foundation Courses may be of two kinds: Compulsory Foundation and Elective Foundation. "Compulsory Foundation" Courses are the courses based upon the content that leads to Knowledge enhancement. They are mandatory for all disciplines. Elective Foundation courses are value-based and are aimed at man-making education.

9.3.5 **Non Credit Courses / Open Courses**

A Non Credit Course / open course is the course which does not have weightage of credit. It can also be a non-exam course where evaluation shall be as either satisfactory or non-satisfactory completion. Courses in this category aim at enhancing the professional competency or awareness of students towards the nation. This category includes but not restricted to Ethical practice in engineering, computer applications and management, event management and leadership, disaster management, environmental science, etc. and other as may be specified time to time.

10. EVALUATION – MARKS AND GRADING SYSTEM

Evaluation will be done on a continuous basis. The student's performance in a course will be evaluated by assigning a letter grade. For each course, the weightage for Continuous Assessment and University Assessment shall be as per the examination scheme of particular programme of concerned faculty duly approved by Academic Council. The component of the course will be evaluated by the instructor on the basis of exam, assignments, seminars, quizzes, attendance, practical work, viva-voce etc. as announced at the beginning of the course. For Continuous Assessment it is preferred to have continuous evaluation of students. For each course, the passing marks will be as decided by the Academic Council.

10.1 Continuous Assessment (CA) / Internal Assessment (IA)

A schedule / pattern of Continuous Assessment shall be prepared at the beginning of the semester and displayed on the student notice board by the institute and in academic calendar on website of Institute. Continuous Assessment marks shall be displayed within a week from the date of conduct of evaluation. It is mandatory for all students to participate in all Continuous Assessment and in various course-work related activities for award of the marks as per teaching scheme.

10.2 University Assessment (End Semester Examinations) (UA) / External Assessment (EA)

- 10.2.1 An End Semester examination shall be conducted for all courses (except open courses) offered in the constituent Institutions of the University.
- 10.2.2 The Principal of the College where the centre of examination is located act as Centre In-charge and shall be responsible for the smooth conduct of examination as per the guidelines of University examination. He/ She shall ensure strict vigilance against the use of unfair means by the students and shall be responsible for reporting such cases to the University.
- 10.2.3 A schedule of End Semester examinations be prepared and displayed by the Exam Section of the University at least 15 days ahead of the conduct of the examination.
- 10.2.4 A student who has less than 70% of attendance shall not be permitted to attend the end-semester examination. Such a student shall be given grade 'F' -failure due to lack of attendance. For any valid reason such as medical fitness if attendance falls below the specified limits, a student may write application to the Principal. In such cases, a Principal shall obtain approval from the Faculty Dean and Hon. Provost so as to allow the student in examination.

- 10.2.5 End-Semester Examination shall be conducted by the university by inviting Question Papers from the External Examiners as well as Internal Examiners.
- 10.2.6 The Board of studies shall recommend, the panel of paper setters and / or examiners. Selection of one paper randomly from the set of available papers for administration will be done confidently by examination section.
- 10.2.7 Question Papers may be moderated for the coverage of syllabus; pattern of questions, difficulty level, etc. as decided by a Board of Studies before commencement of end-semester Examinations.
- 10.2.8 An alternative Question paper should also be made available for any contingency.
- 10.2.9 “University Assessment” of practical work (along with Viva-Voce) for the subject as per teaching scheme of UG Program shall be conducted by Internal Examiner from respective institute for the students except final year.
- 10.2.10 The “University Assessment” of practical work (along with Viva-Voce) for the subject of final semester / year as per teaching scheme of UG program shall be conducted by External Examiner & Internal Examiner.
- 10.2.11 In case of backlog in University Assessment except final sem. / year, the practical & Viva-Voce Examination shall be conducted by Internal Examiner along with regular students.
- 10.2.12 University assessment of practical work (along with Viva-Voce) for the subjects as per the teaching scheme of PG program, shall be conducted by a panel of external and internal examiners.

10.3 Grading system

Grading constitutes the core of CBCS, as it tries to reduce the subjective element in Assessment/evaluation and there by prevents any disadvantage to student. Grade is an index of the performance of a student in a particular course. Based on the marks obtained through Continuous Assessment and University assessment, each student is awarded a final letter grade at the end of the semester, in each Course. Grade point is the weightage allotted to each grade depending on the range of marks in % marks obtained in a course.

10.3.1 The letter grades and the corresponding grade points, as recommended by UGC, are as follows:

% Marks	Grade	Grade point	Description
90.00 and Above	O	10	Outstanding
80.00-89.99	A+	9	Excellent
70.00-79.99	A	8	Very Good
60.00-69.99	B+	7	Good
50.00-59.99	B	6	Above Average
45.00-49.99	C	5	Average
40.00- 44.99	P	4	Pass
Less than 40	F	0	Fail
Failure due to non-appearance in examination	AB	0	Absent

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

In case of unsatisfactory status, student has to repeat the same subject and obtain satisfactory status for the award of degree.

10.3.3 Students failing in the university assessment shall be given the option to appear in remedial examination arranged by the University. The Continuous Assessment marks shall be carry forwarded or opportunity shall be given to repeat the course in line with the policy of detention due to lack of attendance in which student shall secure the Continuous Assessment marks.

10.3.4 The SPU adopts grading system wherein the marks are converted to grades, and every semester results will be declared with semester grade point average (SGPA) and Cumulative Grade Point Average (CGPA). The CGPA will be calculated every subsequent semester.

10.3.5 A student is considered to have successfully completed a course and earned the credits if he / she secured a letter grade other than F or Ab in that course. A letter grade F or Ab in any course implies a failure in that course.

10.3.6 A course successfully completed cannot be repeated, unless the University make appropriate ordinance for the improvement of result.

10.4 Computation of SGPA and CGPA

10.4.1 The Semester Grade Point Average (SGPA):

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

$$\text{SGPA } (S_i) = \Sigma (C_i \times G_i) / \Sigma C_i$$

$$\text{SGPA} = \frac{C_1G_1 + C_2G_2 + C_3G_3 + C_4G_4 + C_5G_5}{C_1 + C_2 + C_3 + C_4 + C_5}$$

Where, C_i is the number of credits of the i^{th} course

G_i is the grade point scored by the student in the i^{th} course

10.4.2 The Cumulative Grade Point Average (CGPA):

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

$$\text{CGPA} = \Sigma (C_i \times S_i) / \Sigma C_i$$

$$\text{CGPA} = \frac{C_1S_1 + C_2S_2 + C_3S_3 + C_4S_4 + C_5S_5}{C_1 + C_2 + C_3 + C_4 + C_5}$$

Where, S_i is the SGPA of the i^{th} semester

C_i is the total number of credits in that semester

The SGPA and CGPA shall be rounded off to 2 decimal points.

11. BACKLOGS AND PROMOTION (DETENTION RULE)

- 11.1 At any point of time, student can have maximum 04 backlogs pending.
- 11.2 If backlogs are more than 04 than new subjects will not be allocated, and he/she will be detained for one year.
- 11.3 Immediate previous semester backlogs shall not be counted for detention purpose.
- 11.4 **Example:** Suppose any student has 1 backlog in 1st Semester, 2 backlogs in 2nd Semester and 3 backlogs in 3rd Semester, and he/she is studying in 4th semester. Now total backlogs are six (06), but for detention purpose only 3 will be counted from Semester 1 & 2; and hence, he/she shall not be considered detained. But when he/she reaches to 5th semester then all the backlogs other than that of 4th Semester will be counted and if he/she has not cleared any of previous backlogs then he/she shall be detained.

12. GRACING MARKS:

12.1 Gracing Rule 01:

A candidate shall be eligible to a maximum of 5 grace marks, provided,

1. He/she has failed in only one course (subject) (Practical/Theory/Head of Passing) of the examination
2. Passes the whole examination by such gracing
3. Gets minimum prescribed marks in the paper/ practical and aggregate for passing by such gracing

12.2 Gracing Rule 02:

In case students is failed in more than One course (subject), than this grace rule shall be applicable to maximum $\frac{1}{4}$ number of courses (subjects) he/she appeared in that examination. Grace marks shall be awarded to a course (subject) / Paper / Practical / Head of passing up to a maximum of 2% of total marks for that course (subject) / paper if, after gracing the candidate gets minimum prescribed marks and passes in the course (subject) / paper.

12.3 Gracing Rule 03:

Grace marks awarded as per Gracing Rule 02 for passing a course (subject) and Gracing Rule 01 for passing the whole examination are shown only in the ledger and not in the statement of grades. However, the symbol ‘*’ shall be indicated in the statement of grades.

12.4 Gracing Rule 04:

A candidate is entitled for grace marks only under any one of the rule either as per Gracing Rule 01 or Gracing Rule 02.

12.5 Gracing Rule 05:

As per this grace rule, Result Review Committee reviews the percentage of passing of students in each of the course (subject) under the subjects of faculty, before final result is declared. If the percentage of passing is very low due to any reasons for a particular course (subject), then Dean of the respective faculty has to put a request note indicating the causes, and shall request to allot grace marks to the failing candidates only. On the basis of a report (Deans' Gracing Report) for each course (subject) Result Review Committee shall decide the gracing marks to be given so that a particular percentage of passing can be achieved. The grace marks may vary depending upon the status of result.

This Grace rule shall be applied on Theory University Assessment (UA)/ External Assessment level only.

13. DECLARATION OF END SEMESTER RESULT

End semester results are declared by University after due course of time from the end of examinations. The results can be viewed on the university website as well as digital university portal.

14. AMENDMENTS OF RESULTS

14.1 Due to errors

In any case where it is found that the result of an examination has been affected by errors, the Controller of Examinations shall have power to amend such result in such manner as shall be in accordance with the true position and to make such declaration as is necessary, with the necessary approval of Provost.

14.2 Error means:

- i) Error in computer/data entry, printing or programming and the like.
- ii) Clerical error, manual or machine, in totalling or entering of marks on ledger/register.
- iii) Error due to negligence or oversight of examiner or any other person connected with evaluation, moderation and result preparation.

15. REASSESSMENT AND RECHECKING

15.1 Students have to apply for Re-checking /Re-Assessment of the course (subject) within specified time-limits as specified by Examination section.

- 15.2 Students can apply for Re-checking and Re-Assessment for all semester theory course (subject) of university examination only, by paying non-refundable fees as prescribed by the university time to time.
- 15.3 Rechecking / Re-assessment shall not be permitted in case of practical exam, viva voce, project, continuous assessment and dissertation.
- 15.4 In rechecking, only marks obtained by the student in each question and total marks shall be rechecked. No assessment will be done.
- 15.5 During first reassessment if difference is less than 10% of max. marks of course(subject) (i.e. if total marks are 70 marks, then 7 marks of difference and if the paper is of 80 marks then 8 marks of difference) then no second reassessment will be done and no change of marks will be declared. But if the difference is more than 10%, second reassessment will be done and the result will be the average of higher two out of three evaluations shall be considered as final marks.
- 15.6 Candidate shall abide by the revised result even if is adverse.
- 15.7 The application received after the due date shall not be considered or accepted. The application shall be made in prescribed format of the university along with the applicable fees payable. The application without necessary details shall not be considered by the university.
- 15.8 A student can apply for Re-checking / Re-assessment of his / her own answer book only.
- 15.9 The result shall be changed only, if there is change in the result status in the course/ subject in which the student has applied for Re-assessment otherwise original result shall remain unchanged.
- 15.10 The original result shall be the final result of the student; until, the modified result after reassessment/rechecking is declared by the university authority. (i.e. Examination section).
- 15.11 In all matters concerning Re-checking / Re-assessment of answer book, the decision of the Provost shall be final and binding on all concerned.

16. GRADE CARD

The University shall issue a Grade card for the students, containing the marks and/or grades obtained by the student in the particular semester. The layout and contents of the Grade card shall be as finalised by Academic council of the university time to time.

17. UFM (UNFAIR MEANS DURING EXAMINATIONS)

Students are warned NOT to adopt any “Unfair means (UFM)” during examinations. Cases of adoption of Unfair means and/or any malpractice in an examination shall be reported to the University for taking appropriate action as per the rules of UFM of the University.

18. Eligibility for Award of the Degree.

To be eligible for award of the degree, a student must complete all courses as prescribed under his/her programme of studies with:

- 18.1 Registered and successfully completed the courses and projects as per the curriculum.
- 18.2 Successfully acquired the required credits as specified in the curriculum corresponding to the program of his/her study within the stipulated time duration.
- 18.3 Minimum Cumulative Grade Point Average (CGPA) of 4.00 and
- 18.4 No “F” grade in any subject in any of the semesters of the entire programme.
- 18.5 No disciplinary action pending against him/her.

19. Award of Class.

The class awarded to a student with his/her degree will be decided by his/her final CGPA at the end of the final Semester/Year as per the following table:

CGPA	Award of Class
7.50 and above	First Class with Distinction
6.50 to 7.49	First Class
5.50 to 6.49	Second Class
4.00 to 5.49	Pass Class

Formula for conversion of equivalent percentage of CGPA

$$\text{Percentage marks} = (\text{CGPA} - 0.5) * 10$$

20. POWER TO MODIFY AND REMOVE DIFFICULTIES

- 20.1 Notwithstanding anything contained in the foregoing, the Provost shall have the power to issue directions or orders to remove any difficulty.
- 20.2 Nothing in the foregoing limits the power of the Provost to amend, modify or repeal any or all of the above.