

OSMANIA UNIVERSITY PG COURSES
CHOICE BASED CREDIT SYSTEM (CBCS)
RULES & REGULATIONS

(approved by the Standing Committee on 17.7.2009)

These Regulations shall be called Osmania 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 Constituent Colleges (excluding District PG Colleges and Affiliated Colleges of OU) of Osmania University from the Academic Year 2009-2010.

These Regulations shall come into force from the Academic Year 2009-2010

1. **Definitions:**

In these Regulations, unless the context otherwise requires:

- a. **“University”** means Osmania University
- b. **“Post Graduate programmes”** means master’s degree courses in the Faculties of Science, Arts, Social Sciences and Commerce.
- 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 Osmania 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,B,C,D,E,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

- k. **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.
- l. **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):

- i. **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.**
- ii. **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.**
- iii. **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. (In the case of one year PG courses such as MCJ and M.Li.Sc. they are offered in their first and second semesters). These two courses/papers are designated as Choice Based /Interdisciplinary (ID) which carry a weightage of $2 \times 4 = 8$ credits.**
- iv. **In the CBCS system continuous evaluation of the students in all the semesters is done through Internal Assessment Examinations, assignments, Seminars, Project Work etc.**
- v. **The student shall do a project work during the IV semester as a part of the regular course work**
- vi. **Course contents of each PG programme are designed to meet the ever changing requirements of the industry/job market/needs of society.**
- vii. **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. (I and II semesters MCJ and M.LSc. are considered to be equivalent to III and IV semesters respectively, of M.A, M.Sc, and M.Com).
- c. The Academic session in each semester will provide 90 teaching days
- d. The odd semesters period shall be from July to November and even semesters shall be from December to April.
- e. 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 (I and II Semesters in case of MCJ and M.Li.Sc.), offered by other Departments/Faculties
- f. Each course/paper shall have a character code which indicates
 - i. The Department
 - ii. The Semester
 - iii. The course No./Paper No.The interdisciplinary paper is given the code ID/Department code/Semester number/pool number. For example, the interdisciplinary course offered by Chemistry Department, University College of Science, OU Campus in the 3rd semester is ID/CHEM/III-SEM/POOL-I, while that offered by the Chemistry Department of Nizam College and PG College, Saifabad is ID/CHEM/III-SEM/POOL-II
- g. The student shall compulsorily deliver one seminar lecture in each of the III and IV Semesters from the core subject which will be evaluated.
- h. In the IV Semester, a student shall compulsorily undertake a project work leading to dissertation and the credits for this shall be 4 to 6. The project work is a part of the regular course work of the PG programme in the IV semester.
- i. 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 .
- j. **Choice Based/Interdisciplinary courses/papers:**
 - i. The campus and constituent colleges are divided into three pools with respect to the Interdisciplinary Papers (ID):
 - a. Pool-I includes all the PG Departments in Campus (except Law and Business Management) and PG College, Secunderabad.
 - b. Pool-II includes all the PG Departments of Nizam College and PG College, Saifabad.
 - c. Pool-III includes all the PG Departments of University College for Women, Koti.

Students admitted in a PG Course under a particular pool shall take the choice based/interdisciplinary courses offered by the Departments/Faculties of that pool only, subject to stipulation as to the minimum (10 students) and maximum (50 students) ceiling strengths in each interdisciplinary course.

- ii. The list of courses/papers offered and the detailed syllabus of all the Departments in a given Pool will be displayed on the Notice Board of the Departments concerned, Website of the Department and also in the OU Website, www.osmania.ac.in.
- iii. The PG students shall register for the Choice Based/Interdisciplinary Courses during the II Semester of study in consultation with mentors/ student advisors.
- iv. 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,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	B	8
55 to 59	C	7
50 to 54	D	6
40 to 49	E	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	B	8	4 x 8 = 32
Paper-II (Theory)	4	50	D	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
Total	24				200

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 = 200

Total Credits assigned to all the papers in the Semester-I = 24

$$\text{SGPA} = \frac{\text{Total Credit Points in the Semester-1}}{\text{Total Credits in the Semester-1}} = \frac{200}{24} = 8.33$$

SGPA for Semester-1 = 8.33

Example: **Semester – 2**

Course/paper	Credits	% of Marks	Grade Letter	Grade Point	Credit Points = Credits x Grade Points)
Paper-I (Theory)	4	70	A	9	4 x 9 = 36
Paper-II (Theory)	4	65	B	8	4 x 8 = 32
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
Total	24				212

Total Credit Points: 212

Total Credits: 24

$$\text{SGPA} = \frac{\text{Total Credit Points in the II- Semester}}{\text{Total Credits in the II- Semester}} = \frac{212}{24} = 8.81$$

SGPA for II- Semester = 8.81

Example: **Semester – 3**

Course/paper	Credits	% of Marks	Grade Letter	Grade Point	Credit Points = Credits x Grade Points)
Paper-I (Theory)	4	60	B	8	4 x 8 = 32
Paper-II (Theory)	4	50	D	6	4 x 6 = 24
Paper-III (Theory)	4	70	A	9	4 x 9 = 36
Paper-IV (Theory) (ID)	4	75	A	9	4 x 9 = 36
Seminar	1	20/25x100=80	A	9	1 x 9 = 9
Paper-V (Practicals)	4	80	A	9	4 x 9 = 36
Paper-VI (Practicals)	4	90	O	10	4 x 10 = 40
Total	25				213

Total Credit Points: 213

Total Credits: 25

$$\text{SGPA} = \frac{\text{Total Credit Points in the Semester-3}}{\text{Total credits in Semester -3}} = \frac{213}{25} = 8.52$$

SGPA for Semester-3 = 8.52

Example

Semester – 4

:

Course/paper	Credits	% of Marks	Grade Letter	Grade Point	Credit Points = Credits x Grade Points)
Paper-I (Theory)	4	60	B	8	4 x 8 = 32
Paper-II (Theory)	4	50	D	6	4 x 6 = 24
Paper-III (Theory)	4	70	A	9	4 x 9 = 36
Paper-IV (Theory) (ID)	4	75	A	9	4 x 9 = 36
Seminar	1	80	A	9	1 x 9 = 9
Paper-V (Practicals)	4	80	A	9	4 x 9 = 36
Project work	5	80	A	9	5 x 9 = 45
Total	26				218

Total Credit Points: 174

Total Credits: 26

$$\text{SGPA} = \frac{\text{Total Credit Points in the Semester-4}}{\text{Total Credits in the Semester-4}} = \frac{218}{26} = 8.38$$

SGPA for Semester-4 = 8.38

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 = 200 Total Credits = 24

II Semester: Total CPTs = 212 Total Credits = 24

III Semester: Total CPTs = 213 Total Credits = 25

IV Semester: Total CPTs = 218 Total Credits = 26

$$\text{CGPA} = \frac{\text{Total CPTs of Semester-1} + \text{Total CPTs of Semester-2} + \text{Total CPTs of Semester-3} + \text{Total CPTs of Semester-4}}{\text{Total Credits of Semester-1} + \text{Total credits of Semester-2} + \text{Total credits of Semester-3} + \text{Total Credits of Semester-4}}$$

OR

[SGPA of I Semester x Total Credits of I Sem]. +[SGPA of II Semester x Total Credits of II Sem] +[SGPA of III Semester x Total Credits of III Sem]. + [SGPA of IV Semester x Total Credits of IV Sem].

Total Credits of I Semester + Total credits of II Semester
+ Total credits of III Semester + Total Credits of IV Semester

In the present example.

$$\text{CGPA} = \frac{200+212+213+218}{24+24+25+26} = 843/99 = \mathbf{8.51}$$

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 |
| iii. | Second Division: | CGPA from 6.00 to 7.99 |
| iv. | Pass Division: | CGPA from 5.00 to 5.99 |

Example: Faculty of Arts, Social Sciences & Commerce - Semester – 1

Course/paper	Credits	% of Marks	Grade Letter	Grade Point	Credit Points = Credits x Grade Points
Paper-I	5	60	B	8	5 x 8 = 40
Paper-II	5	50	D	6	5 x 6 = 30
Paper-III	5	70	A	9	5 x 9 = 45
Paper-IV	5	60	B	8	5 x 8 = 40
Paper-V	5	50	D	6	5 x 6 = 30
Total	25				185

Total Credit Points: 185

Total Credits: 25

$$\text{SGPA} = \frac{\text{Total Credit Points in the Semester-1}}{\text{Total Credits in the Semester -1}} = \frac{185}{25} = 7.40$$

Total Credits in the Semester -1

SGPA for Semester-1 = 7.40

Example

Semester –2

Course/paper	Credits	% of Marks	Grade Letter	Grade Point	Credit Points = Credits x Grade Points
Paper-I	5	70	A	9	5 x 9 = 45
Paper-II	5	50	D	6	5 x 6 = 30
Paper-III	5	70	A	9	5 x 9 = 45
Paper-IV	5	60	B	8	5 x 8 = 40
Paper-V	5	50	D	6	5 x 6 = 30
Total	25				190

Total Credit Points: 190

Total Credits: 25

$$\text{SGPA} = \frac{\text{Total Credit Points in the II - Semester}}{\text{Total Credits in the II - Semester}} = \frac{190}{25} = 7.60$$

Total Credits in the II - Semester

SGPA for II - Semester = 7.60

Example

Semester – 3

Course/paper	Credits	% of Marks	Grade Letter	Grade Point	Credit Points = Credits x Grade Points
Paper-I	5	70	A	9	5 x 9 = 45
Paper-II	5	50	D	6	5 x 6 = 30
Paper-III	5	70	A	9	5 x 9 = 45
Paper-IV	5	60	B	8	5 x 8 = 40
Paper-V ID	4	50	D	6	4 x 6 = 24
Seminar	1	80	A	9	1 x 9 = 9
Total	25				193

Total Credit Points: 193

Total Credits: 25

$$\text{SGPA} = \frac{\text{Total Credit Points in the Semester-3}}{\text{Total credits in the Semester-3}} = \frac{193}{25} = 7.73$$

SGPA for Semester-3 = 7.73

Example

Semester – 4

Course/paper	Credits	% of Marks	Grade Letter	Grade Point	Credit Points = Credits x Grade Points
Paper-I	5	70	A	9	5 x 9 = 45
Paper-II	5	50	D	6	5 x 6 = 30
Paper-III	5	70	A	9	5 x 9 = 45
Paper-IV Project	5	60	B	8	5 x 8 = 40
Paper-V-(ID)	4	80	A	9	4 x 9 = 36
Seminar	1	80	A	9	1 x 9 = 9
Total	25				205

Total Credit Points: 205

Total Credits: 25

$$\text{SGPA} = \frac{\text{Total Credit Points in the IV - Semester}}{\text{Total Credits in the IV - Semester}} = \frac{205}{25} = 8.20$$

SGPA for IV - Semester = 8.20

CGPA

Example: Faculty of Arts, Social Sciences & Commerce

I Semester:	Total CPTs	=	185;	Total Credits	=	25
II Semester:	Total CPTs	=	190;	Total Credits	=	25
III Semester:	Total CPTs	=	193;	Total Credits	=	25
IV Semester:	Total CPTs	=	205;	Total Credits	=	25

$$\text{CGPA} = \frac{185+190+193+205}{25+25+25+25} = 773/100 = \mathbf{7.73}$$

6. Certificate Courses (Optional) :

The student can enroll in Certificate Courses such as:

- i. English Language Communication and Soft Skills,
- ii. Computer Applications
- iii. Personality Development
- iv. Foreign languages (e.g. German, French, Russian, etc)
- v. Web Technology,
- vi. Entrepreneurship,
- vii. TV Journalism .

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 grassroots level problems in the society and provide him/her a sense of participation in community development.

In view of the above, the following four **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	: Ethical values, Human Rights, Environment awareness
Semester-III	: Personality development
Semester-IV	: Community Work

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 four courses/papers and getting 2 x 4 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

Departments of Philosophy, Political Science, Environmental Science, Sociology

Personality development and wellbeing

Department of Psychology

Community Work

Department of Sociology, Public Administration, Economics c.

Each of the add on courses shall have a course coordinator

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 two internal examiners in odd semesters and one internal and one external in the even 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%. For odd semesters, practical examinations shall be conducted with internal examiners whereas the even semester 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)

The two tests each shall consist of

1. 10 multiple choice questions carrying 1/2 mark each. (Total 5)
2. 10 fill in the blanks questions carrying 1/2 mark each (Total 5)
3. 5 descriptive questions on concepts carrying 1 mark each (total 5)

Total marks for each test will be 15 and the average of two internal assessment tests is taken.
There shall be no improvement in the internal assessment.
There shall be no separate Grade points for internal tests.

d. Assignments:

Every student shall submit one assignment per paper in a semester. The Topic for the assignment shall be allotted in the 6th week of instruction.. The assignment shall be handwritten (student's own handwriting) Definition/explanation of 20 Key concepts worth 1/4 mark each. The assignment must be submitted for evaluation in the 13th week of instruction.

Total marks for the assignment is $20 \times \frac{1}{4} = 5$

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

The duration of the internal assessment test shall be 60 minutes.

There shall be no internal assessment test for practicals.

The paper for internal assessment tests is set by the teacher(s) who is (are) teaching the subject/paper in that semester.

The answer scripts need not be sent to the University but should be preserved by the respective college for verification for a period of one year. However, the marks of I and II internal assessment tests and assignment should be communicated by the respective Principals of the college to the Controller of Examinations, O.U. within one week from the date of the internal assessment test

The IA.test shall be conducted as per the schedule prescribed by the University. In case a candidate fails to appear for the IA. test for whatever reasons, the test will not be conducted again and he/she has to forego the I.A. test and against the marks column for IA., it will be indicated ABSENT. In such cases where the candidates have not appeared for the I.A. test(s), they are required to secure 40 marks out of 80 marks earmarked for semester end examination to be considered as Passed in that paper

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.

e. Seminar Lectures:

A PG student shall deliver one seminar lecture from the **core subject** per semester in the 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 the III semester shall be allotted by the Department during the II semester of study and that of the IV semester seminar lecture topic is allotted during the III semester. 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 III and IV 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.

f. Project Work:

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:
 - a. For the students of Science Faculty Rs. 1,000/- to be paid in two installments i.e. Rs. 500/- at the time of admission to the course and Rs. 500/- in the III semester
 - b. For the students of Arts, Social Sciences and Commerce Faculty : Rs. 600/- to be paid in two installments i.e. Rs. 300/- at the time of admission to the course and Rs. 300/- in the III semester

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
		9/10
		11/12
		13/14
		15/16
		17/18
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.
- 7) The four-semester two -year course should be completed by a student within double duration of the normal course period (i.e. 4 years). In the case of one year PG course MCJ and M.Li.Sc. it should be completed by a student within two years from the date of admission.

11. **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.
- iv. All CBCS programmes including logistics shall be monitored by a **Central office** established for this purpose and a separate **CBCS almanac** will be issued by the University.

Note: All the District PG Colleges and Affiliated Colleges of OU and the faculties of Business Management and Law will continue to follow old regulations for instructions and evaluation

