14 June 2019

To All The Principals of Affiliated Colleges

Notification regarding implementation of the UG-CBCS scheme

s is for all concerned to NOTE the following with reference to the implementation of the UG-CS in all affiliated colleges under GU.

1. All the Principals are hereby requested to make NOTE of the updates given in the weblink http://web.gauhati.ac.in/syllabus-ug-cbcs or http://web.gauhati.ac.in/syllabus (can also be accessed from GU's primary website at https://gauhati.ac.in) on a day-to-day basis. Important updates are given daily on the above weblink.

2. There is a section on **FAQ** (Frequently Asked Questions) in the above web page, which should address most of the doubts about the new CBCS.

3. We have published the **List of Subjects** along with a section on **Dual Stream Subjects** in the above web page. All the Principals are requested kindly to visit these relevant pages and also bring into the notice of concerned colleagues.

4. If syllabi of some subjects are missing or appear to be taken down from the web page, it means that they are being updated or being finalised. Kindly give us some time to re-instant the pages.

5. Finally, though we have taken the utmost care to put up information on the right order and correctly, some inadvertent mistakes are bound to be there. Esteemed colleagues are hereby requested kindly to bring into our notice about anything they find wrong or inconsistent.

6. All communications regarding the implementation of UG-CBCS in colleges SHOULD be directed to cbcs@gauhati.ac.in. We shall try to reply to your queries within a day.

Madhurjya P Bora
Coordinator, UG-CBCS, GU

Honourable VC. GU

GAUHATI UNIVERSITY

Gopinath Bardoloi Nagar
Guwahati – 781014
Assam: India

NOTIFICATION
07-03-2019

It is notified for information to all concerned that the meeting of the Coordination Committee on Under Graduate Choice Based Credit System (CC-UGCBCS) held on 27/02/2019 recommends the constitution of "UGCBCS Board" for all affiliated colleges for effective implementation of CBCS from the session 2019-20. The "UGCBCS Board" may be constituted with the Principal as the Chairman and a designated coordinator from among the teachers.

This has approval of the Hon'ble Vice-Chancellor, G.U. dated 03-03-2019.

Sd/-
Academic Registrar
Gauhati University

GU/Acad/ 716 — 1126

Date: 07-03-2019

Copy for information & necessary action to:
1. All Principals, Affiliated Colleges under Gauhati University
2. The Registrar, G.U.
3. The Finance Officer, G.U.
4. The Secretary, University Classes, G.U.
5. The Dean of the Faculties, Gauhati University
6. All the Head of the Department of Gauhati University
7. The Controller of Examinations, G.U.
8. The Deputy Controllers of Examinations, G.U.
9. Director, IDOL, G.U.
10. The Director, CDC, G.U.
11. The System Officer, G.U. with a request to upload the same in the G.U. website
12. Secy to the Hon'ble Vice Chancellor G.U.

Academic Registrar
Gauhati University

18 May, 2019

To the Principals of Affiliated Colleges
A Summary Sheet for UG-CBCS

We are pleased to release a **Summary Sheet** for Gauhati University UG-CBCS implementation Scheme from the upcoming Academic Session (2019-20) in all Undergraduate Degree Courses under Gauhati University.

A college *may* choose to include this Summary Sheet in their Admission Brochure (or Prospectus for Courses) for the benefit of the student. The Summary Sheet is available in the weblink:

http://web.gauhati.ac.in/syllabus-ug-cbcs/summary

All the Principals of affiliated colleges are also hereby requested, kindly to ensure that the faculty members are familiar with the scheme and the respective syllabus. The syllabi are expected to be released by the end of the month of May, 2019 through the weblink:

http://web.gauhati.ac.in/syllabus

Madhurjya P Bora
Academic Registrar (i/c)

13 May, 2019

To the Principals of Affiliated Colleges
Notification regarding UG-CBCS

It is for notification to all concerned that the **CBCS** (Choice Based Credit System) for all under-graduate degree courses under Gauhati University will be implemented from the next Academic Session i.e. **August 2019 - July 2020**.

In this regard, the UG-CBCS Regulations of Gauhati University, 2019 will be followed subject to some minor amendment related to the grading system. All the syllabi will be made available in due course of time. The UG-CBCS Regulations can be downloaded from the website http://web.-gauhati.ac.in/syllabus.

This notification has the approval of the Honourable Vice Chancellor, GU.

Madhurjya P Bora
Academic Registrar (i/c)

CC
1. Honourable VC, GU
2. Registrar, GU
3. Secretary, University Classes
4. IUMS

Dr Madhurjya P Bora, Professor of Physics
Academic Registrar (i/c)

Tel : +91-98540-63419   Email : academic@gauhati.ac.in
Mail : Office of the Academic Registrar, Gauhati University, Guwahati, Assam 781014, India

REGULATIONS OF
CHOICE BASED CREDIT SYSTEM (CBCS)
FOR POST GRADUATE PROGRAMMES
GAUHATI UNIVERSITY
(As Ratified by the Academic Council, Gauhati University in its meeting held on 31.5.2016)

1. The Choice Based Credit System (CBCS)

The CBCS is a system of study offered in higher education institutions that follow a semester system in the programme of study. According to the UGC guidelines on adoption of Choice Based Credit System, the semester system of study 'accelerates the teaching-learning process and enables vertical and horizontal mobility in learning.' A credit based semester system allows an institution to assign credits to a course in terms of the *relative weight* of the course contents and the *hours* of teaching necessary to complete the curriculum for a course. CBCS offers the following benefits:

(a)   Allows flexibility in curriculum design

(b)   Offers a broader scope of learning in higher education

(c)   Enables choice of courses from another discipline that is of interest to the student

(d)   Enables students to learn at their own pace

(e)   Provides for additional credits beyond the compulsory ones for interested students

(f)   Allows students to gain additional skills

(g)   Creates awareness about interdisciplinary perspectives during the Master's Programme

(h)   Lays a sound foundation for future interdisciplinary Ph.D. research

2. Post graduate CBCS programmes

A post graduate degree programme shall be of four semesters covering two academic years, and a post graduate diploma programme shall comprise two semesters covering one academic year.

i)   1st and 3rd semesters: 1 August – 31 December

ii)   2nd and 4th semesters: 1 January – 30 June

3. Structure of courses and credits of the CBCS programmes

(i)   The term 'post graduate programme' is used to denote programmes such as M.A., M.Sc., M. Com., M.B.A. or M.Ed. and such other post graduate degree programmes comprising a duration of two years or four semesters, and post graduate diploma and certificate programmes offered by Gauhati University departments, institutes and centres of study under CBCS, comprising a minimum duration of one year or two semesters.

(ii)   The term 'Course' shall mean one paper in one semester.

(iii)   Each semester will carry 24 minimum credits. In addition, there will be an optional Value Added course (defined in Section 4 below) per semester. The translation of credits into contact hours in a semester is shown in Section 5 below.

(iv)   **For each post graduate degree programme,** the 24 minimum credits (and the optional Value Added course, if such a course is offered by a department) will translate into 28 contact hours per week (averaged from two 25-hour weeks and the rest of the 30-hour weeks in a semester) for a minimum of 15 weeks (equivalent to 90 days) per semester, to make a total of 96 credits for the two year programme. The credits of each semester (barring the credits of the 'Value Added' courses, which shall be accounted for differently, as outlined in subsequent paragraphs) will be accounted for in the calculation of the Semester Grade Point Average (SGPA) at the end of a semester, and the Cumulative Grade Point Average (CGPA) at the end of the four semester programme. The CCS of these departments shall be free to recommend the design of their curriculum subject to two requirements viz. (i) the minimum credits in a semester is 24 and (ii) the total working hours is a minimum of 28 per week. [For the sake of convenience, departments may offer 4 courses (besides the 'Value Added' courses) that carry equal weight of 6 credits per semester to make up the minimum number of 24 credits].

(v)   The additional number of credits per semester accruing from the Value Added courses will not be included in the calculation of the SGPA or the CGPA, but will be recorded in the Grade Card as 'Satisfactory' or 'Unsatisfactory' (which may be further illustrated through a series of performance descriptors) according to whether a student completes the credit requirements for that paper, i.e. the student satisfies the departmental requirements for that course. A certificate will be issued against the value-added course completed satisfactorily by the student.

(vi)   **For each post graduate diploma programme,** the 24 minimum credits (and the optional Value Added course, if such a course is offered by a department) will translate into 28 contact hours per week (averaged from two 25-hour weeks and the rest of the 30-hour weeks in a semester) for a minimum of 15 weeks (equivalent to 90 days) per semester, to make a total of 48 credits for the one year programme. The credits of each semester (barring the credits of the 'Value Added' courses, which shall be accounted for differently, as outlined in subsequent paragraphs) will be accounted for in the calculation of the Semester Grade Point Average (SGPA) at the end of a semester, and the Cumulative Grade Point Average (CGPA) at the end of the four semester programme. The CCS of these departments shall be free to recommend the design of

their curriculum subject to two requirements viz. (i) the minimum credits in a semester is 24 and (ii) the total working hours is a minimum of 28 per week. [For the sake of convenience, departments may offer 4 courses (except the 'Value Added' courses) that carry equal weight of 6 credits per semester to make up the minimum number of 24 credits].

(vii)   The additional number of credits per semester accruing from the Value Added courses (totaling 8 credits in a PG diploma programme) will not be included in the calculation of the SGPA or the CGPA, but will be recorded in the Grade Card as 'Satisfactory' or 'Unsatisfactory' (which may be further illustrated through a series of performance descriptors) according to whether a student completes the credit requirements for that paper, i.e. the student satisfies the departmental requirements for that course.

(viii)   In case of collaborative programme, the provision for inter institutional credit transfer will be retained by the university subject to compatibility of the credit earned per courses and approval of the *Equivalence Committee* of Gauhati University.

4. Nature and nomenclature of courses

All post graduate programmes under CBCS will have the following components:

(a) COURSES

The CCS of each department shall design the curriculum of each program. It shall consist of a number of courses (referred to as 'papers' in the existing semester system). It shall be mandatory for each course to be classified as 'Core Course', 'Elective Course', 'Open Course' or 'Value Added Course' as per the nomenclature given below.

i)   **Core Courses (Ideally 6 Credits in each course per semester):** These are compulsory subject-specific courses in all semesters for all students registered for a particular post graduate programme. A core course may also take the form of a dissertation/ project work/ practical training comprising laboratory work, field work, seminars etc. The number of Core courses per semester shall be fixed by the department/institute/centre CBCS committee. The total credits in a semester including Core/Elective/Open courses will be a minimum of 24.

ii)   **Elective Courses (Ideally 6 Credits in each course per semester)**: These are a pool of intra-departmental courses within the discipline offered ideally in the **second & third semesters/ third & fourth semesters**, for students of the same department/institute/centre to acquire specialized or advanced knowledge or skills in an area supportive to the main discipline. Every student will be required to choose one elective course per semester out of the pool of courses offered by the parent department in the third and fourth semesters. Like the Core

courses, the number of credits for the Elective course will be determined by the department, provided the total number of minimum credits per semester is 24, and the minimum number of working hours per week in a semester is 28. In the event of an elective course being offered also as open course then the paper will have to compulsorily carry 6 credits.

iii) **Open Courses (mandatory 6 credits in each course per semester):** These are courses offered by a department/institute/centre ideally in the **second & third semesters/ third & fourth semesters** that may be taken by students of other disciplines to give them an exposure to a subject, or to develop their proficiency/ skill in that discipline or domain. Open courses are subject specific courses designed and administered by department faculty, and deemed to be of interest to students of other disciplines as well as those of the parent department/discipline.

All Open courses will carry equal credits (6 credits per course) across disciplines, and every student will study one Open course per semester. A student may choose an Open course from his/her own discipline or from any other discipline, subject to the availability of total seats for that course as determined by the department/institute/ centre offering that course.

The decision of whether an Open course may be offered *only* to students of other departments, or to students of other departments *as well as* students of the parent department, will be taken by the department, and the Open course designed accordingly.

Open courses may be newly developed courses by department faculty for the purpose of enhancement of knowledge or skills of students of other disciplines. **An Open course may also be an existing course** (i.e. a paper offered in the existing semester system by the department) that the DAC decides to offer to students of other departments considering its intrinsic value in the development of knowledge and skills. This Open course (i) *may not* be chosen by any student of the parent department or (ii) *may be chosen by a few* students of the parent department, while the rest of the students of the department opt for Open courses offered by other departments. **All Open courses will carry a fixed 6 credits per semester.**

iv) **Value Added Courses (ideally 4 credits in each course per semester)**: These are *optional* courses offered by a department/institute/centre in all semesters to students of their own discipline or to students of other disciplines to give them an exposure to a subject related to the core discipline, or to develop their proficiency and skills in that discipline or domain. A **Value Added** course is an *optional* course that a department may offer in every semester *in addition to* the compulsory Core/Elective/Open courses, if the department feels their course *adds value* to a student's existing knowledge base / behavior / development of personality.

A student may choose any Value Added course from his/her own discipline or from another discipline, subject to the total number of seats available in that discipline for such courses. However, preference may be given to students of the same department/institute/centre. As mentioned in Section 3 (v) and (vii) above, Value Added courses are not graded courses, but will be recorded in the Grade Card as Satisfactory or Unsatisfactory and an additional certificate to the effect will be awarded.

(b) COURSE CODES

(i) Post graduate degree programmes

A course in a post graduate degree programme of study may use the following code:

Name of the programme (first three letters)	Semester number (one numeral)	Course serial number (two digits)	Number of credits (one numeral)
XYZ	1	01	6
ECO	1	02	6
POL	4	04	4

Thus **ECO 1026** = M.A. (Economics) First semester Course No. 2 comprising 6 credits, or

POL 4044 = M.A. (Political Science) Fourth semester Course No. 4 comprising 4 credits.

(ii) Post graduate diploma programme

A course in a post graduate diploma programme of study may use the following code:

Name of the programme (first three letters)	Diploma symbol	Semester number (one numeral)	Course serial number (two digits)	Number of credits (one numeral)
XYZ	D	1	01	6
ECO	D	1	02	6
POL	D	2	04	4

Thus **ECOD 1016** = M.A. Diploma (Economics) First semester Course No. 1 comprising 6 credits, or **POLD 2044**= M.A. Diploma (Political Science) Second semester Course No. 4 comprising 4 credits.

5. Credits and attendance

(a) THE NOTION OF 'CREDIT'

Credits may be defined as

(i) The quantum of contents/ syllabus prescribed for a course, and

(ii) The number of hours of instruction required per week.

Credits for a course will be assigned on the basis of the number of lectures/ tutorials/ laboratory work and other forms of learning required to complete the course contents in a semester, such as class assignments, mini projects, term papers, seminar presentations, field work, group discussions, performance in co-curricular activities, and so on.

Credits are calculated in the following way:

1 Credit = (i) 1 lecture (L) per week (equivalent to 1 contact hour per week), or

(ii) 1 tutorial (T) per week (equivalent to 1 contact hour per week), or

(iii) 1 practical (P) per week (equivalent to 2 contact hour per week)

For example, if a course has 6 credits, this translates into a minimum of 90 (6 contact hours x 15 weeks) hours of teaching in a semester.

The number of contact hours will vary for practical courses, where 1 credit equals 2 contact hours (i.e. teaching hours).

The total number of credits for individual Core and Elective courses per semester of post graduate programmes shall be determined by the department/institute/centre CBCS Board, subject to the approval of the Academic Council and/or other statutory bodies concerned, and totalling a minimum of 24 credits per semester. The number of credits for Open courses, however, has been fixed at 6 for ease of interdisciplinary administration and calculation of grades.

(b) CREDITS AND CONTACT HOURS

Every week of contact hours (as per the number of working days specified in the Academic Calendar for Gauhati University) will be as follows:

Number of contact hours from Monday to Friday and a minimum of two working Saturdays = 28
Therefore, the minimum number of compulsory contact hours per week = 28

The distribution of 24 credits into a 28 (or more) contact hours per week in a semester will be shown by individual departments in their class timetables.

i. **For departments offering post graduate programmes without practical courses,** but offering an optional Value Added course every semester, the minimum required contact hours per week (a minimum of 28) per semester may be calculated as

24 Credits = 24 contact hours (Lecture / Tutorial of one contact hour duration each).

Credits for the Value Added course = to be adjusted during the 4 minimum remaining contact hours

Total working hours = (a minimum of) 28

Departments offering post graduate programmes without practical courses, but willing to offer Value Added courses, may thus accommodate such a course through the additional 4 minimum contact hours per week that are not accounted for during calculation of the 24 minimum graded credits, making a total of minimum 28 contact hours.

ii. **For departments offering post graduate programmes without practical subjects,** but *not* offering an optional Value Added course every semester, the minimum required contact hours per week (a minimum of 28) per semester may be calculated as

24 Credits = 24 contact hours (Lecture / Tutorial of one contact hour duration each).

Additional course work (through tutorials comprising class assignments, mini projects, term papers, seminar presentations, field work , group discussions, performance in co-curricular activities, and some such academic activity) = 4 minimum remaining contact hours

Total working hours = 24 (credited) + 4 = (a minimum of) 28

Departments offering post graduate programmes without practical courses, but not offering Value Added courses, may thus accommodate the additional 4 minimum contact hours per week that are not accounted for during calculation of the 24 minimum graded credits by giving students other academic activities as suggested above, making a total of minimum 28 contact hours.

iii. For departments offering post graduate programmes with practical subjects, *and also* offering an optional Value Added course every semester, the minimum required contact hours per week (a minimum of 28) per semester may be calculated as

One Credit = One contact hour (Lecture or Tutorial), or 2 contact hours (Practical) = total minimum 28 contact hours per week.

Value Added course = additional working hours per week.

Thus, departments offering post graduate programmes with practical courses that also offer Value Added courses may accommodate such a course through additional contact hours per week.

iv. For departments offering post graduate programmes with practical subjects, *but not* offering an optional Value Added course every semester, the minimum required contact hours per week (a minimum of 28) per semester may be calculated as

One Credit = One contact hour (Lecture or Tutorial), or 2 contact hours (Practical) = total minimum 28 contact hours per week.

Departments with practical courses that *do not* offer Value Added courses may translate minimum necessary 24 credits into a minimum 28 contact hours per week through their Core/Elective/Open courses, without making provisions for any extra contact hours.

(c) DISTRIBUTION OF CREDITS

The distribution of credits per course per semester will be in the following pattern:

- All **Core** courses will ideally carry 6 credits per semester, but departments that wish to explore other possibilities - depending on the design of the courses and the nature of student engagement desired - may offer Core courses of fewer or more credits. The total number of *minimum graded credits* per semester, however, must be 24.

- All **Elective** courses that are offered to students of the same department/programme of study will ideally carry 6 credits per semester, but departments may offer Elective courses of fewer or more credits. The total number of *minimum graded credits* per semester, however, must be 24. If an **Elective** course is also offered as an **Open** course, it will have to mandatorily carry 6 credits.

- All **Open** courses will mandatorily carry a fixed number of 6 credits per semester for ease of interdisciplinary administration and calculation of grades.

- **Value Added** courses should ideally carry 4 credits, but departments that wish to explore other possibilities - depending on the design of the courses, their relative value for students and the nature of student engagement desired - may offer Core courses of fewer or more credits.

   Since Value Added courses are not graded courses, their credit value will not reflect on the *minimum graded credits* per semester that has been fixed at 24.

(d) CREDITS AND ATTENDANCE

(i) To be awarded credit in Core, Elective, Open and Value-added courses, students must have 100% attendance.   In other words, the attendance of all courses including the Value Added courses, if offered by a department, shall be counted and accounted for in full while determining if the student has met the minimum attendance norms of Gauhati University.

(ii) However if attendance of a student is below 100 percent but equal or above a threshold of 75 percent the concerned department may consider permitting the defaulting student to sit for the end semester examination subject to compensating the shortfall in attendance by additional academic activities as decided upon by the DAC of the department.

(iii) A student failing to have at least 75 percent attendance will not be allowed to sit for the end semester examination and hence have to discontinue the programme.

(e) LEAVE OF ABSENCE

A student having less than 75% attendance will not be allowed to appear in the End-Semester Examination (ESE) or continue with the programme, except in the following cases:

(i) **Medical leave**: Any student securing less than 75% due to medical reasons will have to apply for medical leave in a prescribed form (within seven days) accompanied by clear reason(s) for absence to the authorized functionaries. The completed form will have to be supported by a Medical Certificate from an authorized medical practitioner. The DAC of every department will examine each case of medical absence individually and decide whether it merits exemption. However, the minimum attendance after accounting for medical leave granted will still have to be 75%. *Under no circumstances will a student be allowed to appear for the end semester examination or continue with the programme if his/her attendance, after consideration of medical leave, falls below 75%.*

(ii) **Prescribed co-curricular activities (CCA)**: For absence due to participation in prescribed co-curricular activities (e.g. NCC, NSS, Youth festivals, sports etc.), the claim for CCA leave will have to be made in a prescribed form and supported by authenticated certificates from the University authorities. Only those students whose names are on the list of students made available by the Director of Students' Affairs, Gauhati University, and endorsed by the Secretary, University Classes, Gauhati University, as being allowed to participate in such activities, will be considered for CCA leave. The DAC of every department will examine each individual case of such CCA leave applied for, and decide whether it merits exemption. However, the minimum attendance after accounting for CCA leave granted will still have to be 75%. *Under no circumstances will a student be allowed to appear for the end semester examination or continue with the programme if his/her attendance, after consideration of leave for co-curricular activities, falls below 75%.*

6. Duration of programme and course

(a) POST GRADUATE DEGREE PROGRAMMES

The minimum duration for completion of a two year post graduate degree programme in any subject is four semesters. Every student will necessarily have to study for four semesters to obtain a post graduate degree in the subject.

(b) POST GRADUATE DIPLOMA PROGRAMMES

The minimum duration for completion of a one year post graduate diploma programme in any subject is two semesters. Every student will necessarily have to study for two semesters to obtain a post graduate diploma in the subject.

7. Model programme structures

(a) MODEL PROGRAMME STRUCTURE I (comprising 24 graded credits + 4 non-graded credits)

Below is a *model structure of a post graduate degree programme without practical courses* of four semester duration *that **includes** an optional Value Added course*, where the total number of credits per semester equals:

- 24 credits (compulsory & graded), comprising four Core courses of 6 credits each in the first two semesters, and four Core/Elective/Open courses of 6 credits in the third and fourth semesters.
- 4 credits (value added & not graded), comprising one optional Value Added course of 4 credits

Lect.	= No. of lecture sessions per week each of one hour,
Tut.	= No. of tutorial sessions per week each of one hour,
Prac.	= No. of practical sessions per week each of two hours,
Cre.	= No. of credits for the course,
Hrs.	= Total no. of contact hours of the course per week.

FIRST SEMESTER								
COURSE CODE	**COURSE NAME**	**COURSE TYPE**	**Lect.**	**Tut.**	**Prac.**	**Cre.**	**Hrs.**	**Nature**
ABC 1016	Abc	Core	5	1	0	6	6	Graded
ABC 1026	Def	Core	5	1	0	6	6	Graded
ABC 1036	Ghi	Core	5	1	0	6	6	Graded
ABC 1046	Jkl	Core	5	1	0	6	6	Graded
ABC 1054	Mno	Value Added	4	0	0	4	4	Not graded
Semester Total			**24**	**4**	**0**	**24+4**	**28**	

SECOND SEMESTER								
COURSE CODE	**COURSE NAME**	**COURSE TYPE**	**Lect.**	**Tut.**	**Prac.**	**Cre.**	**Hrs.**	**Nature**
ABC 2016	Abc	Core	5	1	0	6	6	Graded
ABC 2026	Def	Core	5	1	0	6	6	Graded
ABC 2036	Ghi	Core	5	1	0	6	6	Graded

ABC 2046	Jkl	Core	5	1	0	6	6	Graded
ABC 2054	Mno	Value Added	4	0	0	4	4	Not graded
Semester Total			**24**	**4**	**0**	**24+4**	**28**	

THIRD SEMESTER								
COURSE CODE	COURSE NAME	COURSE TYPE	**Lect.**	**Tut.**	**Prac.**	**Cre.**	**Hrs.**	**Nature**
ABC 3016	Abc	Core	5	1	0	6	6	Graded
ABC 3026	Def	Core	5	1	0	6	6	Graded
ABC 3036	Ghi	Elective	5	1	0	6	6	Graded
ABC 3046	Jkl	Open	5	1	0	6	6	Graded
ABC 3054	Mno	Value Added	4	0	0	4	4	Not graded
Semester Total			**24**	**4**	**0**	**24+4**	**28**	

FOURTH SEMESTER								
COURSE CODE	COURSE NAME	COURSE TYPE	**Lect.**	**Tut.**	**Prac.**	**Cre.**	**Hrs.**	**Nature**
ABC 4016	Abc	Core	5	1	0	6	6	Graded
ABC 4026	Def	Core	5	1	0	6	6	Graded
ABC 4036	Ghi	Elective	5	1	0	6	6	Graded
ABC 4046	Jkl	Open	5	1	0	6	6	Graded
ABC 4054	Mno	Value Added	4	0	0	4	4	Not graded
Semester Total			**24**	**4**	**0**	**24+4**	**28**	

(b) MODEL PROGRAMME STRUCTURE II (comprising 24 graded credits)

Below is a *model structure of a post graduate degree programme without practical courses* of four semester duration *that **does not** include an optional Value Added course*, where the total number of credits per semester equals:

- 24 credits (compulsory & graded), comprising four Core courses of 6 credits each in the first two semesters, and four Core/Elective/Open courses of 6 credits in the third and fourth semesters.

    Lect. = No. of lecture sessions per week each of one hour,

    Tut. = No. of tutorial sessions per week each of one hour,

    Prac. = No. of practical sessions per week each of two hours,

    Cre. = No. of credits for the course,

    Hrs. = Total no. of contact hours of the course per week.

FIRST SEMESTER								
COURSE CODE	COURSE NAME	COURSE TYPE	Lect.	Tut.	Prac.	Cre.	Hrs.	Nature
ABC 1016	Abc	Core	5	1+1*	0	6	6+1*	Graded

ABC 1026	Def	Core	5+1*	1	0	6	6+1*	Graded
ABC 1036	Ghi	Core	5+1*	1	0	6	6+1*	Graded
ABC 1046	Jkl	Core	5	1+1*	0	6	6+1*	Graded
Semester Total			**20+2***	**4+2***	**0**	**24**	**28**	

SECOND SEMESTER								
COURSE CODE	COURSE NAME	COURSE TYPE	Lect.	Tut.	Prac.	Cre.	Hrs.	Nature
ABC 2016	Abc	Core	5+1*	1	0	6	6+1*	Graded
ABC 2026	Def	Core	5	1+1*	0	6	6+1*	Graded
ABC 2036	Ghi	Core	5	1+1*	0	6	6+1*	Graded
ABC 2046	Jkl	Core	5	1+1*	0	6	6+1*	Graded
Semester Total			**20+1***	**4+3***	**0**	**24**	**28**	

THIRD SEMESTER								
COURSE CODE	COURSE NAME	COURSE TYPE	Lect.	Tut.	Prac.	Cre.	Hrs.	Nature
ABC 3016	Abc	Core	5	1+1*	0	6	6+1*	Graded
ABC 3026	Def	Core	5+1*	1	0	6	6+1*	Graded
ABC 3036	Ghi	Elective	5+1*	1	0	6	6+1*	Graded
ABC 3046	Jkl	Open	5	1+1*	0	6	6+1*	Graded
Semester Total			**20+2***	**4+2***	**0**	**24**	**28**	

FOURTH SEMESTER								
COURSE CODE	COURSE NAME	COURSE TYPE	Lect.	Tut.	Prac.	Cre.	Hrs.	Nature
ABC 4016	Abc	Core	5+1*	1	0	6	6+1*	Graded
ABC 4026	Def	Core	5	1+1*	0	6	6+1*	Graded
ABC 4036	Ghi	Elective	5	1+1*	0	6	6+1*	Graded
ABC 4046	Jkl	Open	5	1+1*	0	6	6+1*	Graded
Semester Total			**20+1***	**4+3***	**0**	**24**	**28**	

*Since in this model structure, the 24 graded credits account for only 24 contact hours, the additional 4 (average) working hours per week have been accounted for in terms of extra working hours distributed across the week, according to the nature of academic activity envisaged for that course. For example, courses ABC 4026, ABC 4036 and ABC 4046 in the fourth semester require students to engage in group activities in their tutorial groups, some of which may be in self-study mode.

c) **MODEL PROGRAMME STRUCTURE III   (comprising of 24 graded credits)**

Below is a **model structure of a post graduate degree programme WITH practical courses** of four semester duration, where the total number of credits per semester equals 24 credits (compulsory &

graded), comprising four Core courses of 6 credits each in the first two semesters, and Core/Elective/Open courses of ideally 6 credits in the third and fourth semesters.

Note: Individual departments may offer courses with varying credits in the third and fourth semesters, provided the minimum total credits are 24 and the minimum contact hours are 28.

(Lect. = Lecture   Tut. = Tutorial   Prac. = Practical   Cre. = credits   Hrs. = No. of contact hours)

(Lect. = No of lecture sessions per week each of one hour,

Tut. = No of tutorial sessions per week each of one hour,

Prac.= No of practical sessions per week each of two hours,

Cre.= no of credits for the course,

Hrs. = Total no of contact hours of the course per week .)

FIRST SEMESTER								
COURSE CODE	**COURSE NAME**	**COURSE TYPE**	**Lect.**	**Tut.**	**Prac.**	**Cre.**	**Hrs.**	**Nature**
DEF 1016	Bc1	Core	5	1	0	6	6	Graded
DEF 1026	ef 1	Core	5	1	0	6	6	Graded
DEF 1036	hi 1	Core	5	1	0	6	6	Graded
DEF 1046	Kl1 (Practical)	Core	0	0	6	6	12	Graded
Semester Total			**15**	**3**	**6**	**24**	**30**	

SECOND SEMESTER								
COURSE CODE	COURSE NAME	COURSE TYPE	**Lect.**	**Tut.**	**Prac.**	**Cre.**	**Hrs.**	**Nature**
DEF 2016	Bc2	Core	5	1	0	6	6	Graded
DEF 2026	ef 2	Core	5	1	0	6	6	Graded
DEF 2036	hi 2	Core	5	1	0	6	6	Graded
DEF 2046	Kl2	Core	0	0	6	6	12	Graded
Semester Total			**15**	**3**	**6**	**24**	**30**	

THIRD SEMESTER								
COURSE CODE	COURSE NAME	COURSE TYPE	**Lect.**	**Tut.**	**Prac.**	**Cre.**	**Hrs.**	**Nature**
DEF 3016	Bc3	Core	5	1	0	6	6	Graded
DEF 3026	ef 3	Core	5	1	0	6	6	Graded
DEF 3036	hi 3	Elective/Open	5	1	0	6	6	Graded

DEF 3046	Kl3	Core (Practical)	0	0	6	6	12	Graded
Semester Total			**15**	**3**	**6**	**24**	**30**	

FOURTH SEMESTER								
COURSE CODE	COURSE NAME	COURSE TYPE	Lect.	Tut.	Prac.	Cre.	Hrs.	Nature
DEF 4016	Bc4	Core	5	1	0	6	6	Graded
DEF 4026	ef 4	Core	5	1	0	6	6	Graded
DEF 4036	hi 4	Elective /Open	5	1	0	6	6	Graded
DEF 4046	Kl4	Core (Practical)	0	0	6	6	12	Graded
Semester Total			**15**	**3**	**6**	**24**	**30**	

d) **MODEL PROGRAMME STRUCTURE III**   (comprising 24 graded credits + one non graded course of varying credits)

Below is a *model structure of a post graduate degree programme WITH practical courses* of four semester duration *with an optional Value Added course* in the first and second semesters, where the total number of credits per semester equals 24 credits (compulsory & graded), comprising four Core courses of 6 credits each in the first two semesters, and Core/Elective/Open courses of ideally 6 credits in the third and fourth semesters.

Note: Individual departments may offer courses with varying credits in the third and fourth semesters, provided the minimum total credits are 24 and the minimum contact hours are 28.

Lect.   = No. of lecture sessions per week each of one hour,

Tut.   = No. of tutorial sessions per week each of one hour,

Prac.   = No. of practical sessions per week each of two hours,

Cre.   = No. of credits for the course,

Hrs.   = Total no. of contact hours of the course per week.

FIRST SEMESTER								
COURSE CODE	COURSE NAME	COURSE TYPE	Lect.	Tut.	Prac.	Cre.	Hrs.	Nature
DEF 1016	Bc1	Core	5	1	0	6	6	Graded
DEF 1026	ef 1	Core	5	1	0	6	6	Graded
DEF 1036	hi 1	Core	5	1	0	6	6	Graded
DEF 1046	Kl1	Core (Practical)	0	0	6	6	12	Graded

DEF1053	Mn1	Value Added	2	1	0	3	3	Not graded
Semester Total			**15+2**	**3+1**	**6**	**24+3**	**30+3**	

SECOND SEMESTER								
COURSE CODE	COURSE NAME	COURSE TYPE	**Lect.**	**Tut.**	**Prac.**	**Cre.**	**Hrs.**	**Nature**
DEF 2016	Bc2	Core	5	1	0	6	6	Graded
DEF 2026	ef 2	Core	5	1	0	6	6	Graded
DEF 2036	hi 2	Core	5	1	0	6	6	Graded
DEF 2046	Kl2	Core (Practical)	0	0	6	6	12	Graded
DEF2054	Mn1	Value Added	2	2	0	4	4+4	Not graded
Semester Total			**15+2**	**3+2**	**6**	**24+4**	**30+4**	

THIRD SEMESTER								
COURSE CODE	COURSE NAME	COURSE TYPE	**Lect.**	**Tut.**	**Prac.**	**Cre.**	**Hrs.**	**Nature**
DEF 3016	Bc3	Core	5	1	0	6	6	Graded
DEF 3026	ef 3	Core (Practical)	0	0	6	6	6	Graded
DEF 3036	hi 3	Elective	5	1	0	6	6	Graded
DEF 3046	Kl3	Open	6	0	0	6	12	Graded
Semester Total			**15**	**3**	**6**	**24**	**30**	

FOURTH SEMESTER								
COURSE CODE	COURSE NAME	COURSE TYPE	**Lect.**	**Tut.**	**Prac.**	**Cre.**	**Hrs.**	**Nature**
DEF 4016	Bc4	Core	3	1	0	4	4	Graded
DEF 4026	ef 4	Core	3	1	0	4	4	Graded
DEF 4036	hi 4	Elective	3	1	0	4	4	Graded
DEF 4046	Kl4	Open	6	0	0	6	6	Graded
DEF 405	Mn5	Core (Practical)	0	0	6	6	12	Graded
Semester Total			**15**	**3**	**6**	**24**	**30**	

e) **COURSE STRUCTURE TEMPLATE**

In addition to a programme structure, post graduate programmes in CBCS will present the following details of individual courses (papers) for every semester:

- Course title and code
- Total marks and number of Credits
- Distribution of credits (L-T-P) into number of contact hours
- Course description (objectives, learner level, teaching plan, evaluation plan)
- Course content (units, marks, contact hours)
- Readings (essential readings and further readings

A detailed template is provided in the Appendix.

8. Evaluation and grading

(a) EVALUATION

All courses (Core, Elective, Value Added and Open) will be evaluated under the following two components:

- **Internal Assessment (IA)** ideally accounting for 20% of the final marks that a student gets in a course; and

- **End-Semester Examination (ESE)** ideally accounting for the remaining 80% of the final marks that the student gets in a course.

Departments that wish to follow an alternative system of distribution of marks for IA and ESE (such as 40/60 distribution of marks for different courses in every semester) may opt for such a system.

(i) Internal Assessment (IA)

Internal evaluation will ideally comprise 20% of the final marks of the student in a course. It will include:

(ia)   mid-semester sessional examinations

The departments may hold one mid-sessional examination; alternatively, they may hold two mid-sessional examinations

and

(ib)   other evaluation tools

These may include class assignments, mini projects, term papers, seminar presentations, field work , group discussions, performance in co-curricular activities, and so on.

The question papers for the sessional examination(s) will be set and evaluated by the teacher of the course. Evaluated answer scripts will be shown to the students after the marks have been recorded.

(ii) End-Semester Examination (ESE)

The end-semester examination (ESE) will ideally comprise 80% of the final marks of the student in a course. The ESE will be of three hours duration and will cover the whole syllabus of the course. For the odd semesters, the ESE will be in the month of November/December and for the even semesters it will be in the month of May/June.

A candidate who does not pass in any course(s) in the ESE, or is unable to appear in the ESE, other conditions being fulfilled, will be awarded an 'F' (Fail) grade. Such a student will be permitted to appear in the failed course(s) or re-appear in the entire ESE, in the subsequent ESE to be held in the

following November/ December or May/June provided that a student shall get a maximum of three consecutive chances (whether appeared or not) to clear a particular course and the examination.

 (b) GRADING SYSTEM

The absolute grading system shall be applied in evaluating the performance of post graduate students. A candidate shall have to secure at least a P grade to pass in a semester, with the total grades including internal evaluation marks as well as end semester examination marks. The In-semester examinations grades (i.e. the SGPA obtained in the first, second and third semesters) shall be carried over for calculating the CGPA of the programme.

The following grading system shall be applied to indicate the performances of students in terms of letter grade and grade points:

Percentage of marks obtained in a course in a semester (IA + ESE)	Letter Grade	Grade Point	Result
90-100*	O(Outstanding)	10	
80-90	A+ (Excellent)	9	
70-80	A (Very Good)	8	
60-70	B+ (Good)	7	
50-60	B(Above Average)	6	
40-50	C(Average)	5	
30-40	P (Pass)	4	
Below 30	F (fail)	0	
	Ab (Absent)	0	Incomplete

*Exclusive class interval technique is used here. For example, the class interval 50-60 includes candidates scoring percentage of marks starting from 50 up to any percentage less than 60.

For example, 59.6 marks will fall in the class interval 50-60 (translated into letter grade C), while 60.1 will fall in the interval 60-70 (translated into letter grade B)

A student is considered to have completed a course successfully and earned the prescribed credits if he/she secures a letter grade other than F (Failed) or Ab (Absent).

If a candidate secures 'F' grade in a course, he/she shall have to clear it in the next examination for that semester to be held in the next academic year. A student shall get a maximum of three consecutive chances (whether appeared or not) to clear a particular course and the semester, and obtain the degree.

If a student secures 'F' grade in Project Work/ Dissertation/ assignment / practicals etc., he/she shall have to re-submit it after necessary revisions as suggested by the examiners/course teacher, on the next attempt permitted as per the rules.

A student must secure a CGPA of 5 or above to successfully complete the programme.

'Ab' grade shall be awarded to a candidate if he/she has not fulfilled the following requirements:

(i)   If a candidate fails to appear in any course(s) in an end semester examination.

(ii) If a candidate fails to submit the project work/dissertation / assignment of an end semester examination.

(iii) If a candidate is certified as not eligible to appear in any course(s) in an end semester examination by the course teacher(s) due to insufficient attendance in lectures, tutorials, practical sessions or field work.

The total grades in a semester shall be indicated by a **Semester Grade Point Average (SGPA)** and the continuous grades from the first semester onwards shall be indicated by a **Cumulative Grade Point Average (CGPA).**

The **SGPA** is the ratio of the sum of the **Honour Points** for each course 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.

SGPA (S_j) = $\sum (C_{ij} \times G_{ij}) / \sum C_{ij}$ where

S_j = SGPA of the jth semester

C_{ij} = number of credits for the ith course of the jth semester,

G_{ij} = grade point obtained by the student in the ith course of the jth semester.

The **Honour points** for each course are the product of the number of **Credits** for that course and the **Grade points** obtained by the student in that course.

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

CGPA = $\sum S_j/4$ (in case of a PG degree program with 4 semester) and

CGPA = $\sum S_j/2$ (in case of a PG diploma program with 2 semester)

The above formulae shall be used in case all the semesters have equal credits. In case different semesters have different credits (unequal credits), weighted average shall be used to compute CGPA as follows :

CGPA = $\sum W_j S_j / \sum W_j$, where W_j is the total credit of the jth semester.

(c) GRADE SHEET

The Grade Card issued at the end of the semester to each student will contain the following:

a. The credits earned for each course registered for that semester.

b. The performance in each course indicated by the letter Grade and marks scored by a student in that course.

c. The Honour point for each course

d. Semester Grade Point Average (SGPA) and

e. The Cumulative Grade Point Average (CGPA).

f. **The CGPA of the topper of the batch will be indicated in all mark sheets to indicate the relative position of the student in the class.**

(d) PROPOSED ROLL NUMBER SCHEME

The system of offering students a cafeteria of courses in different semesters (Value Added and Open courses) to enhance their knowledge and skills is a complex system that involves very efficient management across departments and disciplines. For ease of tabulation and record keeping of the marks obtained by a student for calculation of SGPA & CGPA, a unique roll number scheme has been proposed for all students in CBCS. This scheme is expected to be especially helpful in the sorting of VA and Open course students into their parent departments at the time of calculation of the SGPA/CGPA.

Proposed roll number scheme: illustration (e.g. 001/17/ECO)

UNIQUE NUMBER (THREE DIGITS)	YEAR (LAST TWO DIGITS)	SUBJECT (FIRST THREE LETTERS)
001	17	ECO

Here, **001/17/ECO** would refer to the *first roll number* of the series assigned to a student appearing in the end semester (ESE) examination of the M.A. *Economics* programme admitted in the year *2017.*

9. Guidelines for departments seeking to opt for CBCS

The new CBCS structure for post graduate programmes under Gauhati University shall become operational from the next academic year beginning in August, 2016. Any department interested to shift from the existing semester system for post graduate programmes to CBCS shall have to sign an Expression of Interest and comply with the guidelines formulated (which also includes redesigning the course structure and obtaining approvals through the prescribed structures) for the smooth conduct of CBCS. Departments that find themselves unable to fulfill the criteria and guidelines for programmes under CBCS may opt for CBCS later.

Departments that wish to join CBCS shall be called **CBCS departments.** Such departments will have to

(i) sign an expression of interest agreeing to comply with the CBCS guidelines (such as offering Value Added/Open courses, syllabus revision and upgrading every three years or designing courses in a prescribed format etc.) and

(ii) fulfill the conditions (academic, infrastructural or managerial) set by the CC-CBCS for offering Value Added and Open courses.

CBCS departments can participate in CBCS in the following ways:

(i) By offering full degree/diploma programmes under CBCS, which will include (a) offering a minimum of 24 graded credits-per- semester programme, (b) offering VA /Open courses for students of other departments, and (c) willing to send their students to other departments for VA/Open courses

(ii) By offering Value Added and / or Open courses to students of other departments, without offering a 24 credits-per-semester degree/diploma CBCS programme

(iii) By allowing students of their existing post graduate degree/diploma programme to attend VA/Open courses in other departments.

10.   Operational road map for CBCS

STEP 1   *CONSTITUTING A COMMITTEE*

A Coordination Committee (CC-CBCS) will be constituted to look into the Value Added and Open courses and their administration.

Step 2   *INVITING EXPRESSION OF INTEREST*

An Expression of Interest (EoI) will be invited from departments willing to participate in CBCS. A set of guidelines to help departments understand the nature of involvement proposed, and the information to be filled in the EoI will be circulated to the departments. After receipt of the EoI and the other required documents (if any), the list of participating departments will be finalized, along with the list of Open and Value Added courses.

Step 3   *DEPARTMENT-LEVEL INITIATIVES*

The DACs and PGCCSs of the departments desirous of **(i)** offering post graduate programmes under CBCS **(ii)** offering VA/Open courses for students of other departments and **(iii)** willing to send students to other departments for VA/Open courses will modify their current duties/provisions to incorporate the new provisions for the effective functioning of the CBCS. This will need to be done to help the DACs and PGCCSs effectively look after CBCS matters, including formulating the programme structure and managing VA/Open courses. Along with designing and implementing the programme(s) to be offered, the department DACs will have to consider availability of space and infrastructure to accommodate students from other disciplines that may wish to study the Open and Additional courses.

To help a department manage their CBCS interaction with the CC-CBCS efficiently and effectively, every department is expected to <u>nominate a faculty member</u> to liaise between the department and the CC-CBCS.

Step 4   *SUBMITTING DEPARTMENTAL PROGRAMME STRUCTURE*

The Department Advisory Committee (DAC) will submit their programme structure (or course structure for VA/Open courses in the case of departments that will not offer a full CBCS post graduate degree/diploma programme) , including the number of seats (total seats and seats available for Open and Value Added courses), distribution of credits, contact hours, nature of courses (Core/Elective/Open/Value Added), and so on in time for inclusion in the Gauhati University Prospectus for 2016-17.   The (new or modified) programme structure for post graduate degree programme(s) for every department will follow the existing Gauhati University guidelines for introduction of new post graduate degree programmes of study. The new or modified programme (and/or VA/Open courses) will have to be

- (a) proposed by CCS(PG)   (**First step**)
- (b) approved by the concerned Faculty   (**Second step**)
- (c) placed before the Academic Council for ratification   (**Third and final step**)

Step 5   *CONDUCTING THE ADMISSION PROCESS*

Admission to post graduate programmes under CBCS shall occur along with other post graduate admissions during the month of July every year, or as specified by the Post Graduate Admission Committee, Gauhati University.

Step 6   *COMMENCING CLASSES*

Classes for post graduate programmes under CBCS shall normally commence from the first week of August unless otherwise decided by the Post Graduate Admission Committee. Departments that offer practical courses will have to make arrangements for adequate laboratory space and equipment for Open and Additional courses that are offered to students from other disciplines.

Step 7   *HOLDING END-SEMESTER EXAMINATIONS*

Participating departments under CBCS shall hold end semester examinations within the time frame specified by the office of the Controller of Examinations, Gauhati University, and prepare the results within the stipulated time.

11.   Coordination Committee for CBCS (CC-CBCS)

A Coordination Committee (CC-CBCS) will be constituted to administer the Value Added and Open courses and in general facilitate the roll out of CBCS in the university. The CC-CBCS will act as the nodal agency to liaise with the departments offering such courses, in view of the inter-departmental dimension involved in administering these courses in cafeteria mode. The scope of work of the CC-CBCS will include an **on-going coordination** with the respective departments throughout the programme duration in the following matters:

     i.   Approval of VA and Open courses (prior to the inclusion of the programme in the Prospectus)

    ii.   Determination of adequate space and infrastructure for such courses in the departments

    iii.   Allocation of courses to applicants (keeping in mind matters such as the knowledge and skills necessary for a student to study a particular course)

    iv.   Coordinating the mid- and end- semester examinations for such courses

    v.   Finalization of results and liaising between the departments and the office of the Controller of Examinations for sorting and smooth transfer of students' grades across

(a) Composition of the CC-CBCS

The CC-CBCS shall be constituted before the implementation of CBCS in Gauhati University in the next academic session. The CC-CBCS shall include teachers as well as supporting administrative staff to facilitate documentation and coordination in respect of implementation of the CBCS programmes.

The CC-CBCS will be constituted with the following members:

1. The Vice Chancellor of Gauhati University (Chair)
2. The Deans of the Faculties
3. Academic Registrar
4. Coordinator IQAC
5. The Secretary, University Classes(Convener)
6. The Controller of Examinations
7. Five teachers recommended by the honorable Vice Chancellor

The CC-CBCS will constitute an Executive Committee (a working committee) from among its members to look into the day-to-day administration of the CBCS, matters requiring liaison between departments and the Controller's office, and so on.

(b) FUNCTIONS OF THE CC-CBCS

The CC-CBCS will have the following functions:

(i)   Invite expression of interest from the departments to participate in the CBCS programme.

(ii)   Extend prior approval to any Choice Based Open and Value-Added Courses that is proposed by respective departmental DACs on the basis of the following criteria:

      ● Course content

      ● Availability of space and other infrastructure

- Availability of teachers
- Number of seats available for each course
- Preparation of a course concept note to give prospective students an orientation to the course. The concept note is expected to contain a brief introduction to the course, the value enhancement it will provide to a student's knowledge/skill base, and any opportunities it might provide to the student after post graduation

(iii) Liaise between the department and the CC-CBCS through a DAC nominee from each participating department

(iv) Finalize the intake capacity in choice based programmes

(v) Formulate the modalities for selection into the CB courses and administer the selection process including preparation of the selected list

(vi) Coordinate with the respective DACs in internal evaluation and end semester examination. Also process and transmit the final marks to respective parent departments.

(vii) Coordinate with participating departments regarding attendance of students in the CB courses. The CC-CBCS will be advised by the respective departments in matters of attendance (and shortfall) of students in the BC courses.

However, matters of attendance in intra departmental courses (Core and Elective) shall be dealt with by the respective departments.

12. Grievance Redressal

The CC-CBCS shall be the final point of redressal in matters of grievances pertaining to the CB courses. The CC-CBCS will deal with attendance related issues brought to its attention by the individual departments, concerned students (as a further appellate for students subsequent to the intervention of the concerned Head of Department) and other such matters relating to CB courses.

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