SAVITRIBAI PHULE PUNE UNIVERSITY (SPPU)
(Formerly University of Pune)

CREDIT SYSTEM (CS)
For
SEMESTER PATTERN
Post Graduate Programs

Handbook
(Updated Version)

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MESSAGE FROM
HON. VICE CHANCELLOR, SPPU

The world of today is full of competition in each and every field. In order to cop-up with the needs of the time it has become necessary to prepare ourselves in tune with the norms and practices accepted and implemented across the globe. As such, one of the important aspects is to add a value to a postgraduate degree by imparting a knowledge based and hands-on experience training to the students. This very aspect demands the choice based credit system for the PG programs. The Credit System (CS) not only nurtures a student to put his best efforts for touching the heights of excellent education based knowledge but also allows carrying the credits earned from one University to the other in India and abroad as well. In fact, there are as many aspects that are of great importance in the CS but CONTINUOUS ASSESSMENT is the backbone and so it has to be handled with care so as to visualize a student with potential for excellence. Our University has jumped into this well of 21st century education with a firm footing of CS from the academic year 2013-14 for the PG programs conducted at affiliated colleges also. I am confident that the teachers involved in the implementation part would shoulder the responsibility & add values to it.

This handbook of CS is prepared to facilitate the aims and objectives of the system and the teachers as well as students would testimony the lucidity and essence of it.

Dr. W. N. Gade

PREAMBLE

In pursuance of the decision to implement Credit System at the Post Graduate level and ensure continuous assessment, the SPPU has decided to incorporate the Credit System (CS) under Semester Pattern in all its affiliated colleges and recognized institutions where postgraduate programs are conducted.

The Hon. Vice-Chancellor and the authorities of University of Pune, namely, the members of the Management Council, the

Deans of Faculties, the Members of the Academic Council, and the chairmen of the board of studies are the pillars in shaping the system for the cause of the benefit to the students.

Of course, all the teachers are committed to handle the credit system for the better and result oriented output in the enhancement of knowledge level of each and every student.

Down the line of every 2/3 years, the University is keen to inculcate the system and observe the overall development of its students.

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1. General administration

1.1   These rules and regulations shall be applicable for the conduct of CS for the Departments on the Campus of SPPU (implemented in AY 2001-02) as well as for the affiliated colleges and institutes (implemented in AY 2013-14).

1.2   ==As per the UGC directives, 10 point scale is applicable from the academic year AY 2015-16== (not applicable to the students admitted before the AY 2015-16).

1.3   CS Coordination Committee.

1. *Director, BCUD – Chairman*
2. *Deans of faculties - Members*
3. *HoD s from Campus(02) - Members*
4. *Professors from Campus(02) - Members*

This Committee shall take all decisions arising pertain to these rules and the implementation of CS.

2. Conduct of the Credit System

2.1 The Post-Graduate Degree will be awarded to those students who earn the minimum number of credits as follows:

Name of the Faculty	Total credits	Average credits per semester
Science, Engineering, Pharmacy, Management, Technology	100	25
Arts & Fine Arts, Social Sciences, Commerce, Law, Education*, Physical Education*	64	16

(* - will be as per the directives of Education Council)

- In a case, where the PG program duration is of one year, such a program shall consist of minimum 40 credits.

- Except the credits for practical courses, wherever applicable, a student can register for less number of courses in a semester subject to the condition that such a student will have to complete the degree in a maximum of four (five) years for 2 years (3 years) program. This facility will be available subject to the availability of concerned courses in a given semester and with a maximum variation of 25 % credits (in case of fresh credits) per semester.

2.2 The proportion of Laboratory courses shall be around 40 % of the total credits of a PG program. Project work, if included, shall consist of NOT more than 10 % of the total number credits for PG programs in Science, Engineering, Technology, Management, Pharmacy and 05 % of the total number of credits for other PG programs.

2.3 One credit will be equivalent to 15 clock hours of teacher-student classroom contact in a semester. There will be no mid-way change allowed from Credit System to Non-credit (external) System or vice versa.

2.4 A post graduate teacher in a subject shall be affiliated to only ONE post graduate center at any given time and for only one subject.

2.5 For the routine conduct of the CS in a PG Department on the campus of SPPU, HoD will be the Chairperson and the teachers (employees of SPPU) in the Department will be the members.

While for a PG Department in colleges/institutes, Dean of the concerned faculty shall be the Chairperson and the constitution of faculty wise committee shall be as follows:

1. *Dean of the Faculty – Chairman*
2. *Two HoD's of the Post Graduate centers from the respective faculty nominated by the Hon. Vice Chancellor*
3. *One HoD/Professor/Subject expert from the Post Graduate Department of the University Campus nominated by the Hon. Vice Chancellor*
4. *Director, BCUD - Coordinator*

2.6 Among the minimum number of credits to be earned by a student to complete a Post Graduate Degree program (100/64 credits), the student will have to earn minimum 75% credits from the parent Department (subject) and the remaining up to 25 % credits could be earned from the parent Department (subject) or any subject/s of any faculty conducted at other PG Department/ PG Center. In any case, a student will have to earn compulsory credits from the parent Department (subject) over and above.

3. Examination Rules

3.1   Assessment shall consist of CA-Continuous assessment and ESE(ETE)-End of Semester(Term) Examination with an equal weightage of 50%.

3.2   The concerned teacher is responsible for conduct and evaluation towards CA and shall announce at the beginning of the course about the mechanisms under which CA would take place. However, the ESE (ETE) shall cover the entire syllabus prescribed for that course.

3.3   The CA towards 50% marks will be a continuous activity and at least two written tests (for 60-80% marks out of CA marks) must be conducted in addition to at least two following mechanisms (for 20-40% marks out of CA marks) for a full course of 4/5 credits.

Journal/Lecture/Library notes, Short Quizzes, Seminar presentation, Assignments, Extension Work, An Open Book Test (book to be decided by the concerned teacher), Mini Research Project by an individual student or a group of students

A teacher may devise a mechanism other than written test in addition to above in order to flourish the course contents.

a) It is mandatory for a teacher to hand over the assessed answer sheets to the respective students well before the commencement of the ESE (ETE).

b) It is also mandatory to declare the score gained by all the students in a course towards CA on the notice board duly signed by the concerned teacher of the course and the HoD/Principal/Director.

3.4 ESE (ETE) for the remaining 50% marks will be conducted by SPPU.

3.5 A student has to obtain 40 % marks taken together of CA and ESE (ETE) with a minimum of 30% in each of these separately.

3.6 A student will have to obtain a minimum aggregate of 40% marks in each course to be counted for the minimum number of credits required for the completion of the program.

3.7 If a student misses an internal assessment examination he/she will have a second chance with the endorsement of the HoD/Principal/Director in consultation with the concerned teacher. Such a second chance shall not be the right of the student.

3.8 a) If a student is declared as "PASS" in a course (Grade other than F), then the student cannot choose/reappear that course unless appearing under "CLASS/GRADE IMPROVEMENT" for ESE (ETE) only.
CA is not available for a course in which the student has been declared as "PASS".
b) If a student is declared as "FAIL" (Grade F) in a course, then the student is allowed to choose such a course, with CA and ESE (ETE) both, only in a semester in which the course is conducted, irrespective of the previous score in CA.

Otherwise, the student may appear only for ESE (ETE) in that course in any of the following/forthcoming semester, provided that the student has scored at least 15% of the total 100% (or 30% of the 50% of the total marks) in CA.

Explanation:

$X = 100\%$

CA score	ESE/ ETE Score	CA+ ESE/ETE	Result
≥15% of X	≥15% of X	≥40% of X	PASS/Earned Credits with Grade
≥15% of X	≥15% of X	<40% of X	FAIL/No Credits Earned

Y = Course,

Odd-Sem = First Half/Semester of an Academic Year

Even-Sem = Second Half/Semester of an Academic Year

Semester in which Y is conducted	Status of the Y for a student	Future scope for improvement in Y
Odd-Sem	PASS	Under CLASS IMPROVEMENT only
	FAIL	The student can appear for ESE (ETE) in any subsequent semester, provided the student has scored ≥ 15% of X. OR The student can choose/register Y with CA and ESE (ETE) both in an Odd-Sem.
Even-Sem	PASS	Under CLASS IMPROVEMENT only
	FAIL	The student can appear for ESE (ETE) in any subsequent semester, provided the student has scored ≥ 15% of X. OR The student can choose/register Y with CA and ESE (ETE) both in an Even-Sem.

c) In case of 3.8(b), the maximum duration available to register/reappear for a course will be as follows.

2 years PG Program – Up to 4 (four) years
   (i.e. if a student is registered/admitted for first semester in 2013-14, then the student is allowed to register/reappear up to second semester in 2016-17)

3 years PG Program – Up to 5 (five) years
   (i.e. if a student is registered/admitted for first semester in 2013-14, then the student is allowed to register/reappear up to second semester in 2017-18)

d) In the case of 3.8(b), the number of attempts (excluding registered for first time) available to register/reappear for the course would be 3(three) only, subject to 3.8(c).

e) In an exceptional case, if there are sufficient number of students who wish to register for a course for CA and ESE (ETE) both in which they are failed, then such a course can be conducted in the immediate following semester only, in addition to the courses conducted in that semester. However, there cannot be more than two such courses at a time in that semester.

3.9   The student will be finally declared as failed if the minimum numbers of credits are not earned within a total period of Four and Five years respectively for 2 years PG Program and 3 years PG Program. After that, such a student will have

to seek fresh admission as per the admission rules prevailing at that time.

3.10   A student cannot register for the third/fourth semester, if she/he fails to complete 50% credits of the total credits expected to be ordinarily completed within two semesters.

3.11   There shall be a revaluation of the answer scripts of ESE (ETE) as per Ordinance No.134 A & B, but not of CA.

3.12   While marks will be given for all examinations, they will be converted into grades. The Semester End Grade sheets will be generated by using marks and grades and the final grade sheets and transcripts shall have grade points average and total percentage of marks (up to two decimal points). The final grade sheet will also indicate the PG Department/Center to which the candidate is registered.

4. AssessmentandGradePointAverage

4.1 The system of evaluation will be as follows: Each CA and ESE (ETE) will be evaluated in terms of marks. The marks for CA and ESE (ETE) will be added to convert into a grade and later a grade point average. There is no grade independently for CA or ESE (ETE).

4.2 Result of a student will be declared for each semester after the ESE (ETE) only.

4.3 The student will get a Grade Sheet with total grades earned and a Grade Point Average, after earning the minimum number of credits towards the completion of a PG program (subject to 3.9).

4.4 Marks/Grade/Grade Point w.e.f. AY 2015-16 (10 Point Scale):

Marks	Grade	Grade Point
80-100	O: Outstanding	10
70-79	A+: Excellent	9
60-69	A: Very Good	8
55-59	B+: Good	7
50-54	B: Above Average	6
45-49	C: Average	5
40-44	P: Pass	4
0-39	F: Fail	0
-	Ab: Absent	0

Following will be applicable for all those who are admitted before the AY 2015-16 till they complete the PG program (subject to 3.9).

Marks	Grade	Grade Point
100 to 75	O: Outstanding	06
74 to 65	A: Very Good	05
64 to 55	B: Good	04
54 to 50	C: Average	03
49 to 45	D: Satisfactory	02
44 to 40	E: Pass	01
39 to 0	F: Fail	00

4.5 Final Grade w.e.f. the AY 2015-16 (10 Point Scale):

Grade Point Average	Grade
09.00 – 10.00	O
08.50 – 08.99	A+
07.50 – 08.49	A
06.50 – 07.49	B+
05.50 – 06.49	B
04.25 – 05.49	C
04.00 – 04.24	P
00.00 – 03.99	F

Remark: B+ is equivalent to 55% marks and B is equivalent to 50% marks.

Following will be applicable for all those who are admitted before the AY 2015-16 till they complete the PG program (subject to 3.9).

Grade Point Average	Grade
05.00-6.00	O
04.50-04.99	A
03.50-04.49	B
02.50-03.49	C
01.50-02.49	D
00.50-01.49	E
00.00-00.49	F

4.7   'B' Grade is equivalent to atleast 55% of the marks as per circular No.UGC- 1298/[4619]UNI-4. (Not applicable for 10 point scale)

4.8   A seven point grade system [guided by the Government of Maharashtra Resolution No. NGV-1298/[4619]/UNI.4 and the University regulations] will he followed uniformly for Science, Arts, Mental, Moral and Social Sciences. The corresponding grade table is detailed above.(not appplicale for 10 point scale)

4.9   If the GPA is higher than the indicated upper limit in the three decimal digit, then higher final

grade will be awarded (e.g. a student getting GPA of 4.492 may be awarded 'A' grade). (Not applicable for 10 point scale)

4.10   There will be only final compilation and moderation at GPA (Final) level done at the Department. While declaring the result, the existing relevant ordinances are applicable. There is also a provision for verification and revaluation, subject to the applicable rules at that point of time.

4.11   For grade improvement, 2 year program student will have to reappear for ESE (ETE) only in the courses comprising a minimum of 30 credits in case of Science, Engineering, Technology, Management and Pharmacy; 20 credits for other faculties and 12 credits in case of one year degree program. These courses will be from the parent Department only in which the student has earned the credits. A student can opt for the Grade Improvement Program only after the declaration of earning minimum number of credits and completion of the PG Program (subject to 3.9) within the period of two years from the completion of program.

4.12   The formula for GPA will be based on Weighted Average. The final GPA will not be printed unless a student passes courses for the minimum 100 credits, 80 credits or 64 credits as the case may be.

4.13   The description for the grades is as follows:

O: Outstanding: Excellent analysis of the topic, (80% and above)

Accurate knowledge of the primary material, wide range of reading, logical development of ideas, originality in approaching the subject, Neat and systematic organization of content, elegant and lucid style;

A+ : Excellent : Excellent analysis of the topic (70 to 79%) Accurate knowledge of the primary material, acquaintance with seminal publications, logical development of ideas, Neat and systematic organization of content, effective and clear expression;

A: Very Good: Good analysis and treatment of the topic (60 to 69%) Almost accurate knowledge of the primary material, acquaintance with seminal publications, logical development of ideas, Fair and systematic organization of content, effective and clear expression;

B+: Good: Good analysis and treatment of the topic (55 to 59%)
Basic knowledge of the primary material, logical development of ideas, Neat and systematic organization of content, effective and clear expression;

B: Above Average: Some important points covered (50 to 54%)

Basic knowledge of the primary material, logical development of ideas, Neat and systematic organization of content, good language or expression;

C: Average: Some points discussed (45 to 49%)

Basic knowledge of the primary material, some organization, acceptable language or expression;

P: Pass: Any two of the above (40 to 44%)

F: Fail: None of the above (0 to 39%)

4.14 One credit is equivalent to 20-25 marks for evaluation purpose.

4.15 There will be an evaluation of each course by students at the end of every semester. (Sample format enclosed for course evaluation by students)

Relevant circulars from which these rules are compiled and modified

· 187/2001 (12-7-2001) for both M. A. and M. Sc.

· 168/2002 (14-6-2002) & CBH/5422 of 29-8-2002 in continuation of 168/2002 for Social sciences and Humanities

· 125/2004 (22-3-2004) addition to 168 of 2002

· 296/ 2006 (5-8-2006) for all departments

- UGC D.O. No. F. 1-1/2014(Secy) Dated 12th Nov. 2014

5. Modus Operandi of Evaluation under Credit System-2 years programs

5.1 Each regular student will normally appear for all the 25% credits in a semester out of the minimum number of credits required to obtain a degree.

5.2 A student who wishes to register to the third /fourth semester should have gained at least 50% credits out of the total number of credits offered at the first and second semester of the first year.

5.3 Evaluation of each credit will be in two parts, namely CA and ESE (ETE).

5.4 A course may be of 1 or 2 or 3 or 4 or 5 credits.

5.5 The evaluation of a course means the evaluation of total number of credits of that course. As such, all the credits taken together of a particular course will be evaluated in two parts CA and ESE (ETE).

5.6 Weightage for CA would be 50% and for ESE (ETE) would be 50%.

5.7 A course will be evaluated in the form of 50 marks for CA and 50 marks for ESE (ETE).

5.8 A student will gain all the credits of a course after having obtained minimum 40 marks from CA (minimum 15 out of 50) and ESE (ETE) (minimum 15 out of 50) taken together and will get the

respective grade and grade points in the respective course. Otherwise, a student will get grade F (Fail) in that respective course and will not gain any credits or grade points towards that course.

5.9 **CA**: The teacher would evaluate a student towards a course through interaction throughout the semester which would include one or more (but not less than 4 including compulsory written test/s) of the following mechanisms with their maximum weightage out of 50 marks and this essentially enables the teacher to get positive feedback about a student's overall understanding/ability and in nutshell enhances the teaching-learning process.

    a. Written test – Max 2 with not more than 15 marks for each

    b. Assignment – Max 2 with not more than 5 marks for each

    c. Seminar presentation – 5 marks (not for all the students)

    d. Group discussion – 5 marks (not for all the students)

    e. Extension work – 5 marks (not for all the students)

    f. An open book test – 10 marks (to be conducted in a classroom for not more than 3 questions)

    g. Report/Note on research paper/s or study tours – 5 marks (not for all the students and to be presented in the respective class)

- A teacher may propose any other mean towards CA (other than written test) that may suit for a particular course and implement only after the approval of the Departmental Committee constituted and approved by the HoD/Principal/Director.

5.10 If a student could not attend the CA written test due to some unavoidable reasons then the teacher may consider a request for retest in writing with furnishing the reason of absence.

5.11 If a student failed to gain the credits of any course (declared F grade in that course) then the student can reattempt the course with CA (if the course is conducted in that semester) and ESE (ETE) both or with ESE (ETE) only (if one has scored 15 in CA) in the subsequent ESEs (ETEs) (max. two such attempts) within a period of 4 years (5 for 3 years programs) from the date of admission for the first semester (subject to 3.9).

5.12 In case a student failed to earn the minimum number of credits required for obtaining a degree within the stipulated period of 4 years (5 years for 3 years programs) then such a student will be declared **INCOMPLETE EXIT** and in such a case the student can seek a fresh admission as per the admission rules prevailing at that time.

5.13 The policies and procedures determined by the SPPU from time to time will be followed for the

conduct of examinations and declaration of the result of a candidate.

5.14 **ESE** (ETE): Each credit will be evaluated for a maximum period of 45 minutes. The following would be an outline for setting the question paper for ESE(ETE).

Credits	Duration	Questions to be attempted	Number of Subquestions	Marks for subquestions
1	45 min	1 out of 2	3 (for 2 questions)	4+3+3 or 5+3+2 or 4+4+2
2	90 min	3 out of 5	3 (for 3 questions)	4+3+3 or 5+3+2 or 4+4+2
			2 (for 2 questions)	5+5
3	150 min	4 out of 6	2 (for 4 questions)	4+3+3 or 5+3+2 or 4+4+2
			2 (for 2 questions)	5+5
4/5	180 min	5 out of 8	3 (for 6 questions)	4+3+3 or 5+3+2 or 4+4+2
			2 (for 2 questions)	5+5

Note: A question paper for PG program course of 3/4/5 credits under any Faculty other than Science, Engineering, Technology, Management and Pharmacy may contain a question of 10 marks(1 out of 2) without a subquestion.

5.15 **PRACTICAL EXAMINATION**:
   a. The duration for the conduct of ESE (ETE) of a practical course would be same as stipulated in 5.13.
   b. The outline of the distribution of maximum marks for various aspects/mechanisms towards CA is as follows:
- *Journal – 10 marks*
- *Viva-voce at the time of submission of each practical – 20 marks*
- *Group discussion of 5/6 students for testing the understanding level of a student – 10 marks*
- *Attendance – 5 marks*
- *Additional practical work of indisciplinary approach – 5 marks*

   c. At least three experiments should be asked for the full course of 4/5 credits and at least two for 2/3 credits.
   d. Certified Journal would be compulsory to appear for the ESE (ETE) practical course.
   e. There shall be two experts from the parent Department and two examiners (one of which will be external) per batch.

5.16 If a student failed to obtain a grade other than F in a course then such a course will not be taken into account for calculating GPA and overall grade. In fact, all the courses in which a student has passed will be taken into account for calculating the GPA and overall grade.

6 Modus Operandi of Evaluation under Credit System - 3 years programs

MCA/MSc(IMCA)/3-year Programs:

6.0 All the points other than 5.1 and 5.2 above are applicable to these programs also.

6.1 Each regular student will normally appear for all the 25 credits in a semester. (For the program of 150 credits in Six semesters)

6.2 A student who wishes to register to the third semester/fourth semester should have gained at least 25 credits. (In case 50 credits offered per year)

6.3 A student will be considered to have "Completed" the Internship/Industrial Training upon the submission of certificate of completion, duly signed and sealed, from the Organization where the candidate worked during the Internship period. In case a student failed to submit the required certificate of completion duly signed by mentor/Organization then the student will be considered to have "Not Completed" the required internship/industrial training at the time of the declaration of the result. And hence such student will have to undergo the complete training.