



## 1. PREAMBLE

The Govt. Of Andhra Pradesh Government has initiated several measures to transform the state into a knowledge Hub. As a part of these measures to improve the academic standards and quality in higher education, many innovative methods, techniques are being implemented in the curriculum, teaching-learning process, examination and evaluation process to achieve higher admirable standards and quality in Higher Education in Andhra Pradesh. The classroom teaching/learning process is carried out effectively with the help of online sources. The department of Higher Education, A.P and the APSCHE has constituted various committees to achieve the goal of academic excellence in Higher Education. The Universities in Andhra Pradesh are following different ways/ approaches/systems in respect of conducting examinations, evaluation and grading. The College follows the Choice Bases Credit System for undergraduate programs (*B.A./B.Sc./B.Com., etc.,*) and PG programmes (*M.A./M.Sc./M.Com., etc.,*). It is desirable to introduce uniform grading system throughout AP to facilitate student's mobility from one University to other. Further, this will help the employers/organization to assess the performance of students.

### 1. TITLE:

These regulations shall be called "Choice Bases Credit System". In short, it will be referred to as "AP CBCS Regulations 2015".

### 2. CHOICE BASED CREDIT SYSTEM:

**Choice Based Credit System (CBCS)** provides cafeteria type approach in which the students can choose course papers of their interest, learn at their own pace, undergo additional courses as audit courses and acquire more skills and adopt an interdisciplinary approach in learning. This approach suits the needs of students to keep pace with the development in higher education and quality assurance in the light of globalization in higher education.

### 3. PROGRAM:

Programme means a set of required number of Semesters for the award of a UG/PG/Diploma of a University/Degree College in Andhra Pradesh.

**4. SEMESTER:**

Semester means a term consisting of a minimum number of 450 contact hours, distributed over 90 instructional days in 16 weeks. In each semester, 16 weeks are meant for teaching and another additional 5 weeks are utilized for conduct of examination and evaluation purpose. 36 working periods spread over to 6 days in a week. However, instructional days may be reduced up to 72, when necessary, with increased instructional hours per course per week. An academic year is divided into two semesters. Semesters will be known as either ODD Semester or EVEN semester. The Semester from June/July to October/November will be called ODD Semesters of I, III and V and similarly the semester from November/December to March/April are called EVEN Semesters of II, IV and VI. Each semester requires 90 instructional days and 60 instructional hours for each subject.

**5. COURSE DURATION:**

The maximum duration permitted to any student to successfully complete THREE YEAR Degree Programme shall be SIX CONSECUTIVE and FOUR CONSECUTIVE academic Semesters from the year of admission into the first year UG and PG Programmes respectively.

**6. CREDIT:**

Credit is a unit by which the course work is measured. Credit defines the quantum of contents/syllabus prescribed for a course, determines the number of hours of instruction required per week. One credit is equivalent to one hour of teaching (*Lecture or Tutorial*) or two hours of practical work / field work per week.

- In each of the courses, credits will be assigned on the basis of the number of lectures / tutorials / laboratory work and other forms of learning required for completing the course contents in maximum 16 week schedule.
- The norms for assigning credits to a course for a duration of one semester shall be as follows:
  - i One credit for every one hour of lecture/tutorial per week
  - ii One credit for every two hours of practical work/seminar per week
  - iii 4 credits in a semester for project work.
- The instructional days as worked out by the UGC for one academic year are 180 working days and 90 days per semester.
- UG Programmes have minimum five Theory Papers and three Labs (in the case of Science courses) and two Foundation courses. It means a UG student has to complete 30 to 32 credits in each semester.

- PG Programmes have minimum of Three core papers and three labs (in the case of science courses) and two foundation courses. It means a PG student has to complete 24 credits in each semester.

## 7. GRADING SYSTEM:

It is a numerical weight allotted to each letter grade on a 10 point scale. After adding the internal marks (maximum 25 marks for UG & maximum) to external marks (maximum 75 marks), the marks secured by a student from maximum 100 will be converted into a letter grade. The grade points are the numerical equivalent of letter grade assigned to a student in the 10 points scale. The Grades Classification is as follows

Marks	Grades	Performance Classification	Class.
95 - 100	O	Outstanding	Distinction
85 - 94	E	Excellent	
75 - 84	A	Very Good	
60 - 74	B	Good	First
50 - 59	C	Average	Second
40 - 49	D	Pass	Third
<40	F	Fail	Fail

## 8. PROGRAMME STRUCTURE:

### 9.1. COURSE:

A Course is a component (a paper) of a programme. A course may be designed to involve lectures / tutorials / laboratory work / seminar / project work / practical training / report writing / Viva-voce, etc. or a combination of these, to meet effectively the teaching and learning needs and the credits may be assigned suitably. The programme will consist of (A) Core courses & Elective courses; and (B) Foundation courses & Skill Based Courses.

### 9.2. CORE COURSE:

**Core courses** are those, knowledge of which is deemed essential for students registered for a particular Programme. A student shall have to choose the required courses from the list of core courses identified by the concerned Faculty. Core courses shall be spread over all the semesters.

**9.3. ELECTIVE COURSES:** A student shall choose the elective course depending upon his interest and choice. These courses are restricted to semesters V /VI of Third year only.

**9.4 FOUNDATION/SKILL BASED COURSES:** Courses, in this category, are aimed at enhancing the professional competency of students and increasing their employment prospects. This category includes courses in (i) Communication Skills (ii) Spoken English (iii) Personality Development, (iv) Environmental, Ethics, etc.

**9.5 Curriculum Development as per APSCHE guidelines:**

**9.5.1 UG Courses:**

Semester system and Choice Based Credits System (CBCS) were introduced in all degree programmes in all Autonomous undergraduate colleges in the State in 2015-16. Based on the feedback, the APSCHE took up and completed the review of the syllabi of 15 common subjects and three programmes in April, 2016. The APSCHE also got prepared syllabi for Electives and Cluster Electives (III Year) for these subjects/programmes. The revised syllabi and syllabi prepared for Electives of these subjects and programmes were communicated to the universities on 31, May 2016 for implementation from 2016-17. The common subjects are, Mathematics, Physics, Electronics, Computer Sci/IT, Chemistry, Botany, Zoology (BSc), Economics, History, Political Science, Public Administration, Special English, Special Telugu (BA), General English and General Telugu (Language subjects). The three programmes are B.Com, BBA and BCA. The syllabi of the Foundation Courses were also revised and communicated.

The College BOS was requested to do a similar exercise, at their level, in respect of all the other remaining subjects (other than the above common subjects) like Microbiology, Biochemistry, Biotechnology, Sociology, Social work, Special Hindi, Special Urdu etc. The following are a few guidelines for the purpose. The need to get the syllabi of Electives/Cluster Electives also prepared for these remaining subjects.

1. The following format (with core and elective papers) has been used for the Domain (Discipline) Specific Subjects (Course) in case of all the common subjects. The same format shall be used for the other remaining subjects.
2. All the core syllabus of the subject shall be completed in the six Core papers distributed in the first five semesters. Papers VII and VIII will be Electives.
3. The core papers introduced in 2015-16 may be reviewed, if necessary, to rectify mistakes and to reduce the excess load, if any.
4. The Universities shall prepare the syllabi for Electives and Cluster Electives in various subjects themselves on the lines of the common subjects and as mentioned below.
  - a. Papers VII and VIII will be Electives for any domain subject and both the papers will be offered in the same VI Semester of the final year.

1. Table-1: Format for UG Programme Courses without Practical component;

Year	Semester	Paper	Category	Hrs/ wk	Credits	Marks	Internal	External
1	I	I	Core	5	4	100	25	75
	II	II	Core	5	4	100	25	75
2	III	III	Core	5	4	100	25	75
	IV	IV	Core	5	4	100	25	75
3	V	V	Core	5	4	100	25	75
		VI	Core	5	4	100	25	75
	VI	VII	Elective (A) or (B) or (C)	5	4	100	25	75
		VIII	Cluster Electives (A1+A2+A3) or (B1+B2+B3) Or (C1+C2+C3)	5	4	100	25	75
				5	4	100	25	75
				5	4	100	25	75

**\*A-3 or B-3 or C-3 may be Project work/Internship**

- b. At Paper -VII, a student will pursue three Electives one each from the three domain subjects. For example, an MPC student will study one each Elective from Mathematics, Physics and Chemistry as individual Elective paper VII. He/she will choose from the multiple individual Electives offered for each subject. It is desirable that atleast three alternate Electives are offered in each domain subject.
- c. Whereas, as Paper -VIII, the student will study a Cluster of three Electives in one domain subject instead of one Elective from each domain as in Paper-VII. Each cluster will contain all the three papers from the same subject. While each domain subject offers Cluster Electives the college/student will choose one of the domain subjects based on the faculty and other resources. These three papers will cover a stream and will give a wider learning experience to the students. For example, as Paper -VIII, an MPC student will pursue all the three papers belonging to Physics (VIII-A-1,2 &3 or VIII-B-1,2&3 or...) from out of alternate Clusters of Electives of Physics and will not study Mathematics and Chemistry. Or he/she studies only Mathematics and not Physics and Chemistry and so on. However, if a college has the required faculty and facilities it can offer clusters belonging to all the three domain subjects to their students. In such a case, some students study Mathematics Cluster, some other students Physics Cluster and the remaining students Chemistry Cluster.

Table-2: Format for UG Programme Courses with Practical Component;

Year	Semester	Paper	Nature	Hrs/Wk	Credits	Marks	Exams	
							Int	Ext
I	I	I	Core	4	3	100	25	75
			Lab	2	2	50	-	50
	II	II	Core	4	3	100	25	75
			Lab	2	2	50	-	50
II	III	III	Core	4	3	100	25	75
			Lab	2	2	50	-	50
	IV	IV	Core	4	3	100	25	75
			Lab	2	2	50	-	50
III	V	V	Core	3	3	100	25	75
			Lab	2	2	50	-	50
		VI	Core	3	3	100	25	75
			Lab	2	2	50	-	50
	VI	VII	Electives	3	3	100	25	75
			Elective (A)	2	2	50	-	25
			Lab or					
			Elective (B)					
			Lab or					
			Elective (C)					
			Lab					
		VIII	Cluster Electives	-				
			A	3	3	100	25	75
			Paper VIII-A-1	3	3	100	25	75
			Paper VIII-A-2	3	3	100	25	75
			Paper VIII-A-3	2	2	50	-	50
			Lab-1	2	2	50	-	50
			Lab-2	2	2	50	-	50
			Lab-3 or Project Work					
			Cluster Electives-B or Cluster Electives-C					

- d. The College has to accommodate the facility of studying Cluster Electives in all colleges designing appropriate examination schedules
- e. The list of Electives and Cluster Electives for each subject, along with their syllabi, for Papers VII & VIII shall be displayed in the websites of all universities to be chosen by the colleges.
- f. The colleges will choose the Electives for Papers VII & and Clusters for paper VIII and those Electives will be offered in the college.
- g. The selection of Electives may be at the college level and even at the student level if the colleges can afford suitable staff and facilities. The universities shall be obliged to consider the choice of the college/students.
- h. Further, a college may identify its own novel and useful or locally relevant Electives, prepare syllabi/curricula, in consultation with the affiliating university or local experts, and offer the same to its students after the approval of the affiliating university concerned. They can have internship arrangement also.

5. All the universities and colleges shall follow the spirit and advantages of CBCS pattern and utilize it to a maximum extent for the benefit of the student and society. The separation of syllabus into Core and Electives and the facility of „choice“ to the student under CBCS are to be effectively utilized, especially in offering useful and skill/job-oriented Electives in multiple numbers, utilizing the local resources and opportunities.
6. As per the UGC Guidelines, the course (paper) curriculum should define learning objectives and learning outcomes. Further, a course (paper) shall contain, apart from Lectures, tutorials/laboratory work/field work/ outreach activities/ project work/ vocational training/ viva/ seminars/ term papers/ assignments/ presentations/ self-study etc. or a combination of these as a part of curriculum. This is also applicable to Core papers for promoting domain skills. Hence, the curriculum of each paper shall be designed accordingly.
7. The Universities are requested to limit their syllabi of PG Entrance Tests to the Core papers. The Electives are intended to enhance the job/work oriented experience, knowledge and skills in the local, regional or global contexts.
8. The effective implementation of the spirit of CBCS will enhance the much desirable competencies of degree students.

#### **9.5.2 PG Courses:**

##### **Classification of Courses:**

The courses of each specialization of study are classified into Core Courses, Elective Courses and Foundation courses. It is mandatory for a student to complete successfully all the **Core and Elective courses** pertaining to his/her of specialization of study.

##### **A. Core Course:**

There may be a core course in every semester. This is the course which is to be compulsorily studied by a student as a core requirement to complete the requirement of a programme in a said discipline of study.

##### **B. Elective Course:**

Elective course is a course which can be chosen from a pool of papers. It may be:

- Supportive to the discipline of study
- Provide a expanded scope
- Enable an exposure to some other discipline/domain
- Nurture students“ proficiency/skill

B.1An elective may be “Generic Elective” focusing on those courses which add generic proficiency to the students. These electives shall be “Discipline centric”. Three or Four papers may be offered, of which Two may be choosen.

B.2An elective may be “Open Elective” and shall be offered for other Discipline only. At least one paper must be chosen for study as mandatory. More than one paper may be studies through self study

#### Foundation Courses:

The Foundation Courses may be of two kinds: Compulsory Foundation and Elective foundation, “Compulsory Foundation” courses are the courses based upon the content that leads to knowledge enhancement. They are mandatory for all discipline. Elective Foundation courses are value-based and are aimed at man-making education.

Table 3: Format for UG Programme Courses

Sl.No	Component sof Study	Title of the Cours e	Title of the Paper	Credi tHrs / Week	No. of Credit s	CIA Marks	SEE marks	Total
1	Core	1	Mandatory	6	4	20	80	100
2		2		6	4	20	80	100
3		3		6	4	20	80	100
4	Generic Elective	4a	Opt 2	6	4	20	80	100
		4b						
		4c		6	4	20	80	100
		4d						
5	Open Elective	5a	Opt 1	6	4	20	80	100
		5b						
		5c						
Total				36	24	120	400	600

For Practical oriented PG Courses 2 core papers and 2 core paper practicals are mandatory

#### 9.5.3. REVISION OF SYLLABUS

The BOS meetings are conducted two times in every academic year, before the commencement of odd semesters and even semesters. The purpose of BOS meeting is to redesign / change not less than 20% of syllabus adhering to the guidelines of the UGC. The local needs of the students and the global requirements are taken into account while effecting the changes in the syllabus. The syllabus of both UG and PG courses are changed duly indicating the subject code and year for future reference.

#### 10. INTERNAL ASSESSMENT:

10.1 The performance of the students in each semester shall be evaluated paper wise. The

Scheme of instruction and Examinations shown below shall be followed



Paper category		Internal Assessment Marks	Semester End Exam. Marks
Theory	UG Programmes	25	75
	PG Programmes	20	80
	Practical's	-	50

**10.2** In Theory papers two tests to be conducted for the Internal Assessment and best of two teststo be taken. First test shall be conducted in the middle of the Semester and second test shall be conducted at the end of the Semester. Internal Assessment for UG Programmes will be as followed.

Sl. No	Assessment pattern	Evaluation method		Marks Allotted
1 a	I Mid term (Descriptive type)	Conducted for 25	proportionately reduced for 15 marks *Average of 1a and 1b	15
1 b	II Mid term (Descriptive type)	Conducted for 75 marks proportionately reduced for 15 marks		
2	Seminar/Assignment	Submission of Records		05
3	Area Study Programme / Study Project	Submission of Records		05
Total				25

Internal Assessment for PG Programmes will be as followed

Sl. No	Assessment pattern	Evaluation method		Marks Allotted
1 a	I Mid term (Descriptive type)	Conducted for 80 marks	proportionately reduced for 15 marks *Average of 1a and 1b	15
1 b	II Mid term Objective Type	Conducted for 30 marks		
2	Seminar/Assignments/Study projects/Area study programme	Submission of Records		05
Total				20

These marks are to be communicated to the Controller of Examinations Office on or before the commencement of the end Semester examination, by the soft and hard copies.

**10.2** In practical papers, the sessional (Internal Assessment Marks) marks shall be awarded based on day-to-day class work and tests, if any. The procedure shall be decided and announced by the department at the beginning of the semester.

**10.3** In case of Minor Project work/Major Project work, the sessional (Internal Assessment Marks) marks shall be awarded based on the work turned out and presented in, project mid-seminar and submitted in the form of project report.

**11. Semester End Examination:**

Evaluation will be done on a continuous basis. End semester practical examinations shall normally be held before the theory examinations.

- 10.4** For each theory subject there shall be a comprehensive Semester End Examination of three hours duration. Setting of Question papers shall be done by external examiners from the panels recommended by the Board of Studies.
- 11.2** (a) The examiners for Practical examinations and Viva-voce examinations shall be appointed from among the panels submitted by the Chairperson/Chairman of the Board of Studies.
- (b) The examiners for Project report evaluation for Minor/Major Project Works and Viva-voce examination for Minor/Major Project Works shall be appointed from among the panels submitted by the Chairperson/Chairman of the Board of Studies.
- 11.3** For each practical subject, the University Examination shall be conducted by one internal examiner and one external examiner for EVEN semesters only. In the case of ODD semesters the College authorities shall conduct the practicals with two internal examiners as per the University norms.
- 11.4** Viva-voce Examination in Minor/Major Project work shall be conducted by one internal examiner and one external examiner.
- 11.5.** The examiners for Project report evaluation for Minor/Major Project Works and Viva-voce examination for Minor/Major Project Works shall be appointed from among the panels submitted by the Chairperson/Chairman of the Board of Studies.
- 11.6.** The internal examiners for major project work shall have at least five years of teaching experience. The appointments of the teaching faculty working in the colleges should have been approved by duly constituted committee of the University.
- 11.7.** The internal examiners for Practical/Minor/Major Project work Viva-voce examinations shall be appointed on the recommendations of the Head of the Department duly forwarded by the Principal of the respective institution to the Chairperson of the Board of Studies. If none of the teachers in the department is eligible to act as internal examiner, as per the eligibility criteria prescribed, one more external examiner shall be appointed following the University norms.

**12 QUESTION PAPER SETTING:**

The Question papers shall be set by the External for 75 Marks Semester-end Examinations as per the Choice Based Credit System (CBCS). The Semester-end Examination Question papers shall be sent to the respective Principals by the Controller of Examinations.

**13 ATTENDANCE REQUIREMENT:**

Attendance in all the components is compulsory, while pursuing studies in any Semester and shall reckon as,

- 13.1.** A candidate shall be eligible to appear for End semester examination if he/she acquires a minimum of 75% attendance in aggregate in all the subjects during a semester.
- 13.2.** No consideration whatsoever in attendance will be shown to any student for late admission due to any reason. Condonation of shortage of attendance may be recommended provided a student puts in at least 62.5% attendance in all the papers put together, and the Principal is satisfied with the reason for shortage of attendance.
- 13.3.** A student who could not satisfy these requirements of attendance as given in clauses above, in any semester, shall have to repeat that semester.
- 13.4.** Further a student is required to complete the course of study satisfying the attendance requirements in all the six semesters, within a period of first twelve semesters from the time of admission, failing which he/she shall forfeit his/her seat.

**14 ACADEMIC REQUIREMENTS:**

- 14.1.** A candidate shall be declared to have passed whole examination of a semester if he/she secures a minimum 40% out of 25 (i.e., 10 marks) of internal marks and 40% out of 75 (i.e., 30 marks) of end semester examination in each theory /practical's.
- 14.2.** If, the candidate is Absent / Failed to secure 40% out of 25 (i.e. 10 Marks) of Internal Assessment Examinations shall invariably secure 40 Marks out of 75 Marks in the end Semester Examinations otherwise such candidate be declared as failed in the Particular Semester.
- 14.3.** SGPA for part-I, part-II and part-III shall be shown separately, for classification in the cumulative Grade Point Average to be given in the Pass Certificates.
- 14.4.** Provision of Grace Marks for Moderation necessarily be maintained, if any candidate fails with one mark in anyone paper, one mark may be added as grace mark to declare a candidate pass in that paper by subtracting one mark from the other paper, if there is any excess marks over and above in any other paper.

**15 AWARD OF DEGREE:**

The UG Degree shall be conferred on a candidate who has satisfied the following:

- 15.2** The candidate must have satisfied minimum attendance requirements as stipulated in clause and minimum academic requirements as prescribed in clause 14 in each of the six semesters of the UG Programme.
- 15.3** The programme of study for the UG (B.A./B.Sc./ B.Com., etc.) Degree shall cover

normally a period of three academic years, comprising of 6 semesters and

**15.4** *No student shall be permitted to complete the course of study of UG Degree earlier than six semesters (3 years) or to take not more than twelve consecutive semesters, failing which he/she shall forfeit his/her seat, w.e.f date of admission.*

#### **16 AWARD OF CLASS:**

**16.2** After a candidate has satisfied all requirements for the award of the degree as specified in clause 15, he/she shall be placed in one of the following classifications after the regular period of study of six semesters.

**Note:** CGPA shall be calculated separately for the following: Part-I, Part-II and Part-III.

**16.3** A candidate before and even after becoming eligible for the award of the Degree, may reappear for the Semester End Examination as and when conducted, in any of the theory subjects which he/she has already passed for the purpose of improving the aggregate. However, this facility cannot be availed by a candidate who has taken the Provisional pass Certificate. Candidates shall not be permitted to appear for University examination in Practical papers including project work for the purpose of improvement.

**16.3.** The marks are converted into grade points of each course (paper) as follows  
Grade Point = ( MS/10), MS denotes the marks secured

### 17 Calculation of Cumulative Grade Point Average (CGPA) and Semester Grade Point Average (SGPA)

Cumulative performance of all the semesters/ semesters together will reflect performance in the whole programme and it will be known as Semester Grade Point Average (SGPA), Cumulative Grade Point Average (CGPA) respectively. Thus SGPA/CGPA are the real indicators of a student's performance of the programme. CGPA is computed as the ratio of total credit points secured by a student in various courses in all semesters and sum of the total credits of all courses in all the semesters. SGP A, CGP A may be computed up to two decimal places. The formulas for calculation of SGPA, CGPA are given below:

$$SGPA = (\sum C_i G_i) / \sum C_i$$

Where  $C_i$   $G_i$ , are credits and grade points of  $i$ th course respectively.

$$CGPA = (\sum C_i S_i) / \sum C_i,$$

Where  $C_i$   $S_i$  are credits and Semester grade points of  $i$ th course respectively

### 18 AMENDMENTS OF REGULATION:

The College may, from time to time, revise, amend, or change the Regulations Scheme of Examinations and Syllabi, whenever necessary.

CGPA	CLASSIFICATION
$7.5 < CGPA < 10$	Distinction
$6.0 < CGPA < 7.4$	First Class
$5.0 < CGPA < 6.0$	Second Class
$4.0 < CGPA < 5.0$	Third Class
$< 4.0$	Fail

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