

पुणे विद्यापीठ

दूरध्वनी क्रमांक :

०२०-२५६९१२३३

२५६०१२५८

२५६०१२५९



शैक्षणिक विभाग

गणेशखिंड, पुणे-४११००७.

टेलिग्राफ : 'युनिपुणे'

फॅक्स : ०२०-२५६९८००७

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दिनांक : २६/११/२००८

संदर्भ क्र. : सीपी/६८८३

परिपत्रक क्र. २९०/२००८

विषय:—पुणे विद्यापीठांतर्गत शैक्षणिक विभागातील पदव्युत्तर अभ्यासक्रमासाठीच्या श्रेयांक पध्दती (क्रेडीट सिस्टीम)च्या नियमावलीबाबत

या परिपत्रकाद्वारे सर्व संबंधितास विद्यापीठ अधिकार मंडळाने घेतलेल्या निर्णयानुसार कळविण्यात येते की, शैक्षणिक वर्ष २००८-०९ पासून पुणे विद्यापीठांतर्गत शैक्षणिक विभागातील पदव्युत्तर अभ्यासक्रमासाठीच्या श्रेयांक पध्दती (क्रेडीट सिस्टीम) च्या नियमावलीत सुधारणा करण्यात येत आहे.

(सोबत: सुधारित नियमावली)


संचालकांकरिता
(म.वि.वि.मं.)

पुणे विद्यापीठाचे सर्व शैक्षणिक विभागप्रमुख यांना विनंती की, सदर परिपत्रकाचा आशय सर्व संबंधितांच्या, प्राध्यापक व विद्यार्थी यांच्या निदर्शनास आणून द्यावा.

प्रत माहितीसाठी व पुढील योग्य त्या कार्यवाहीसाठी :

- १) मा. अधिष्ठाता, सर्व विद्याशाखा, पुणे विद्यापीठ, पुणे-४११ ००७.
- २) मा. विभागप्रमुख, सर्व शैक्षणिक विभाग, पुणे विद्यापीठ, पुणे
- ३) मा. अभ्यासमंडळाचे सदस्य, पुणे विद्यापीठ, पुणे-४११ ००७.
- ४) मा. परीक्षा नियंत्रक, परीक्षा विभाग, पुणे विद्यापीठ, पुणे-४११ ००७.
- ५) मा. संचालक, म.वि.वि.मं., पुणे विद्यापीठ, पुणे-४११ ००७.
- ६) मा. संचालक, स्पर्धा परीक्षा केंद्र, पुणे विद्यापीठ, पुणे-४११ ००७.
- ७) मा. संचालक, आंतरराष्ट्रीय विद्यार्थी केंद्र, पुणे विद्यापीठ, पुणे-४११ ००७.
- ८) मा. उपकुलसचिव, परीक्षा (१ व २), पुणे विद्यापीठ, पुणे-४११ ००७.
- ९) मा. सहा.कुलसचिव, शैक्षणिक प्रवेश विभाग, पुणे विद्यापीठ, पुणे-४११ ००७.
- १०) मा. सहा. कुलसचिव, नियोजन व विकास विभाग, पुणे विद्यापीठ, पुणे-४११ ००७.
- ११) मा. सहा. कुलसचिव, शैक्षणिक पात्रता विभाग, पुणे विद्यापीठ, पुणे-४११ ००७.
- १२) मा. सहा. कुलसचिव, परीक्षा समन्वय कक्ष, पुणे विद्यापीठ, पुणे-४११ ००७.
- १३) मा. सहा. कुलसचिव, परीक्षा (एस अॅण्ड टी) विभाग, पुणे विद्यापीठ, पुणे-७.
- १४) मा. सहा. कुलसचिव, गोपनीय कक्ष, पुणे विद्यापीठ, पुणे-४११ ००७.
- १५) मा. सहा. कुलसचिव, सभा व दप्तर विभाग, पुणे विद्यापीठ, पुणे-४११ ००७.
- १६) मा. कायदा अधिकारी, कायदा विभाग, पुणे विद्यापीठ, पुणे-४११ ००७.
- १७) मा. जनसंपर्क अधिकारी, पुणे विद्यापीठ, पुणे-४११ ००७.
- १८) मा. कक्षाधिकारी, बहिस्थ: विभाग, पुणे विद्यापीठ, पुणे-४११ ००७.
- १९) मा. कक्षाधिकारी, संलग्नता विभाग, पुणे विद्यापीठ, पुणे-४११ ००७.
- २०) मा. कक्षाधिकारी, शिक्षक मान्यता कक्ष, पुणे विद्यापीठ, पुणे-४११ ००७.
- २१) मा. प्रमुख विद्यापीठ उप केंद्र : अहमदनगर, नाशिक.

**Rules and Regulations for Credit and Semester System in
Post-Graduate Departments of the University
w.e.f . Academic Year 2008-2009**

I. General Administration of the Credit & Semester System

1. There shall be a Coordination committee for Credit & Semester system, with Director BCUD as its chairperson, consisting of not less than three Heads of teaching Departments. This committee will, from time to time take appropriate policy decisions regarding the functioning of the Credit & semester system and give instructions to the examination section. All matters regarding the conduct of Credit & Semester system shall be referred to this Coordination Committee for decision. Ordinarily, the duration of this Committee shall be for three years.
2. Any issue not covered by this set of Rules and Regulations, but covered by the Rules previously existing, shall be governed by the rules existing before the commencement of these Rules.
3. Any issue arising out of the implementation of the Credit and Semester system which are of a specific nature relating to any particular department shall be resolved by the concerned departmental committee and reported to the Coordination Committee.
4. The Coordination committee shall from time to time consider suggestions received from Heads, Faculty, Students and the Examination Section and wherever the matter pertains to the overall functioning of the credit and semester system, shall recommend new rules, modifications in the existing rules or clarifications thereof.

II. Admission and Conduct of the Credit System

1. The M.A./M.Sc. degree will be awarded to students who complete a total of 64 credits (Social Sciences and Humanities) and 100 credits (Sciences) in a minimum of two years for completing on an average 16 credits per semester (Social Sciences and Humanities) and on an average 25 credits per semester (Sciences). Except practical credits wherever applicable, students may be allowed to complete less courses per semester on a condition they complete the degree in a maximum of four years. This facility will be available subject to the availability of concerned courses in a given semester and with a maximum variation of 25 per cent credits (in case of fresh credits) per semester.
2. A student may offer courses equivalent to 25 per cent credits during each semester from any other department than the one where s/he is registered (subject to Rule II.8.e below). In case a student wishes to take all courses from the parent department s/he can also do so.

3. Each credit will be equivalent to 15 hours.
4. The department can announce seminar courses to introduce students to research done by the faculty. Seminar credits are to be conducted through discussion and presentation by the student and the personal guidance of the teacher. Seminars shall not exceed a maximum of 2 credits.
5. Each department should decide the minimum eligibility for all the credits as well as for seminar credits.
6. The Departmental Committee consisting of all teachers in the department
 - a. will nominate the faculty for each course to be taught in the department;
 - b. will approve the plan for the evaluation prepared by the faculty for the credits concerned as internal continuous assessment of 50 percent from among the 9 given in the III.11 below. Ordinarily the teacher may opt for an internal assessment procedure other than written exams;
 - c. will evolve the norms for evaluating oral examinations whenever necessary in relation to term paper/assignments;
 - d. will be the Board of Examination and will nominate the faculty concerned as the paper setter and examiner for the semester-end examination (50 percent component);
 - e. will decide eligibility norms for students from other departments offering courses at the department;
 - f. will identify the core credits that a student registered in the department must necessarily study to obtain a post-graduate degree in that subject;
 - g. will announce at the commencement of each semester which credits are available to students from other departments;
 - h. will take appropriate decisions in the cases of readmissions of students during transition from Old to Revised syllabus by deciding which credits from the Revised syllabus are equivalent to credits from the Old syllabus;
 - i. will revise the syllabus at least every five years;
 - j. will nominate an examination committee from among faculty members for every academic year where the total existing faculty strength is more than ten;
 - k. In departments where a Departmental Examination Committee (DEC) exists under the Academic Flexibility programme, the DEC will continue to function as before.
7. Regular Students can also audit for extra credits if the departmental committee agrees. A student must at the commencement of the semester communicate which credits s/he is going to audit. Such Audited credits will be mentioned separately in the Grade sheet.
8. Regular students can offer extra courses from their own department or from other departments. In such cases, students shall specify the Extra Credite and this will be so noted on their Grade sheets. However, the grades of the Extra credits shall NOT be counted for arriving at GPA.

9. University departments will also permit students to be admitted as casual students and enroll themselves for one to sixteen credits (Social Sciences and Humanities) and one to twenty credits (Sciences) per semester.
10. There will be no mid-way change over from credit system to non-credit or external examination or vice versa.

III. EXAMINATION RULES

1. Each course will have:
 - a. 50% of marks as semester-end examination of minimum 30 minutes to maximum 40 minutes per credit and
 - b. 50% marks for internal (i.e. in-semester) assessment.
2. The student has to obtain forty percent marks in the combined examination of In-Semester assessment and Semester-End assessment with a minimum passing of thirty percent in both these separately. This rule will be applicable from the batch admitted in the academic year 2008-09. *However, this rule shall be applied to students admitted in the academic years 2006-07 and 2007-08 if they make a request to the respective Head to this effect.*
3. To pass, a student shall have to get minimum aggregate 40% marks (E and above on grade point scale) in each course.
4. If a student misses an internal assessment examination he/she will have a second chance with the permission of the teacher concerned. Such a second chance shall not be the right of the student; it will be the discretion of the teacher concerned to give or not to give second chance to a student to appear for internal assessment.
5. Students who have failed semester-end exam may reappear for the semester-end exam only twice in subsequent period. The student will be finally declared as failed if s/he does not pass in all credits within a total period of four years. After that, such students will have to seek fresh admission as per the admission rules prevailing at that time.
6. A student cannot register for the third semester, if s/he fails to complete 50% credits of the total credits expected to be ordinarily completed within two semesters.
7. Internal marks will not change. A student cannot repeat Internal Assessment. In case s/he wants to repeat internal s/he can do so only by registering for the said courses during the 5th/the 6th semester whichever is applicable.

8. There shall be Revaluation of the answer scripts of Semester-End examination but not of internal assessment papers as per Ordinance no.134 A & B.
9. Internal Assessment answer books may be shown to the students concerned but not the end-semester answer scripts.
10. While marks will be given for all examinations, they will be converted into grades. The semester end and final grade sheets and transcripts will have only grades and grade points average.
11. In subjects or departments where Project work is part of the credits, the Project will consist of not more than ten percent of the total credits for the degree course.
12. Each credit will have an internal (continuous) assessment of 50% of marks and a teacher must select a variety of procedures for examination such as:
 - i. Written Test and / or Mid Term Test (not more than one for each course);
 - ii. Term Paper;
 - iii. Journal/Lecture/Library notes;
 - iv. Seminar presentation;
 - v. Short Quizzes;
 - vi. Assignments;
 - vii. Extension Work;
 - viii. Research Project by individual students or group of students; or
 - ix. An Open Book Test (with the concerned teacher deciding what books are to be allowed for this purpose.)
13. The system of evaluation will be as follows: Each assignment/test will be evaluated in terms of grades. The grades for separate assignments and the final (semester-end) examination will be added together and then converted into a grade and later a grade point average. Results will be declared for each semester and the final examination will give total grades and grade point average.

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

14. Final Grade Points

Grade Points	Final Grade
05.00-6.0	O
04.50-4.99	A
03.50-4.49	B
02.50-3.49	C
01.50-2.49	D
00.50-1.49	E
00-00-0.49	F

15. Grade Point Average = $\frac{\text{Total of Grade Points Earned} \times \text{Credit hrs for each course}}{\text{Total Credits Hours}}$

16. 'B' Grade is equivalent to at least 55% of the marks as per circular No.UGC-1298/[4619]UNI-4 dated December 11, 1999.
17. The formula for GPA will be based on Weighted Average. The final GPA will not be printed unless a student passes courses equivalent to minimum 100 credits, 80 credits or 64 credits as the case may be.
18. A seven point grade system [guided by the Government of Maharashtra Resolution No. NGV-1298/[4619]/UNI.4 dt. December 11, 1999 and the University regulations] will be followed uniformly for Science, Arts, Mental, Moral and Social Sciences. The corresponding grade table is detailed in II.14 above.
19. If the GPA is higher than the indicated upper limit in the three decimal digit, then the student be awarded higher final grade (e.g. a student getting GPA of 4.492 may be awarded 'A').
20. 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 in case of verification, the existing rules will be applicable. The revaluation result will be adopted if there is a change of at least 10% marks and in the grade of the course.
21. For grade improvement minimum 20 credit courses in case of Arts and Social, Mental and Moral Sciences and minimum 30 credit courses in case of Sciences should be taken by the student for grade improvement. These courses will be from the parent department. Grade Improvement Programme will be implemented at the end of the academic year. A student can opt for the grade improvement programme only after the declaration of final semester exam

(i.e. at the end of the next academic year after passing the M.A./M.Sc. examination and within two years of completion of M.A./M.Sc. and only once.

22. The in-semester and end-semester examinations will be of 50% marks each w.e.f the academic year 2006-2007. This will ensure that the students work regularly through the semester.

23. The description for each of the grades will be as follows:

Grade

Proposed Norms

O: Outstanding: Excellent analysis of the topic, (75% 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 styl;

A: Very Good: Excellent analysis of the topic (65 to 74%)

Accurate knowledge of the primary material, acquaintance with seminal publications, logical development of ideas, Neat and systematic organization of content, effective and clear expression;

B: Good: Good analysis and treatment of the topic (55 to 64%)

Basic knowledge of the primary material, logical development of ideas, Neat and systematic organization of content, effective and clear expression;

C: 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;

D: Satisfactory: Some points discussed (45 to 49%)

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

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

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

24. 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

Course:.....

COURSE EVALUATION

The purpose of this evaluation is to assess the teaching programme of the department and plan future teaching. So (1) Be HONEST in your assessment (2) DO NOT SIGN the form (3) Do not consult your friends but respond individually.

Title of the Course (Indicate the part covered)

Encircle the relevant item

(1) Organisation of the lectures

Excellent Good Average Poor Very poor

(2) Proportion of syllabus covered in the class

All of it A part of it Not at All

(3) Preparation for the classes

Excellent Good Average Poor Very poor

(4) Delivery

a) Excellent Good Average Poor Very poor

b) Too fast The right speed Too Slow

c) Too loud The right volume Inaudible

(5) Command over language

Excellent Good Average Poor Very poor

(6) Grading and remarks on assignments

a) Impartial Partial

b) Logical Arbitrary

c) remarks helpful in future irrelevant remarks

d) Too strict balanced Too lenient

(7) The conduct of discussion sessions

a) Excellent Good Average Poor Very poor

b) Encouraging Forbidding

(8) Success in fostering independent thinking among the students

Excellent Good Average Poor Very poor

(9) Is teaching in the classroom essential for this course?

Absolutely necessary Necessary only for some topics

Superfluous

(10) Due to the treatment of the subject matter my interest in this subject has

a) _____ vanished b) _____ decreased

c) _____ remained the same d) _____ increased

e) _____ greatly increased

(11) Does the course relate to current events, recent discoveries and contemporary points of view

Fully Partially Not at All

(12) Does the course include innovative methods of teaching?

Fully Partially Not at All

(13) After taking the course I feel like

- a) _____ doing further studies in this paper
- b) _____ doing faithfully the assigned reference work
- c) _____ doing well what is in the text book
- d) _____ 'mugging' a few topics for the examinations
- e) _____ neglecting the subject altogether

(14) Students' efforts and achievements are appreciated in this course

- a) _____ always b) _____ mostly
- c) _____ rarely d) _____ never

(15) The classes were held

- a) Regularly b) intermittently c) rarely

(16) The class was

- a) Begun on time b) begun late
- a) Extended beyond the scheduled time b) concluded before time

(17) The interaction with teacher(s) was

- a) b)

(18) Suggestions for improvement