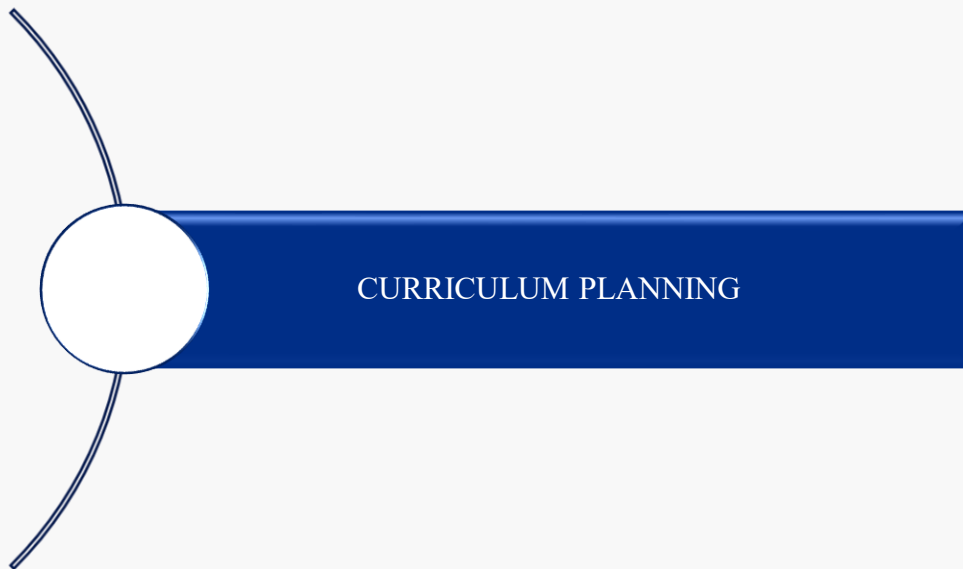




St. Bede's College Shimla
(UGC-NAAC "A+" Grade Re-Accredited)

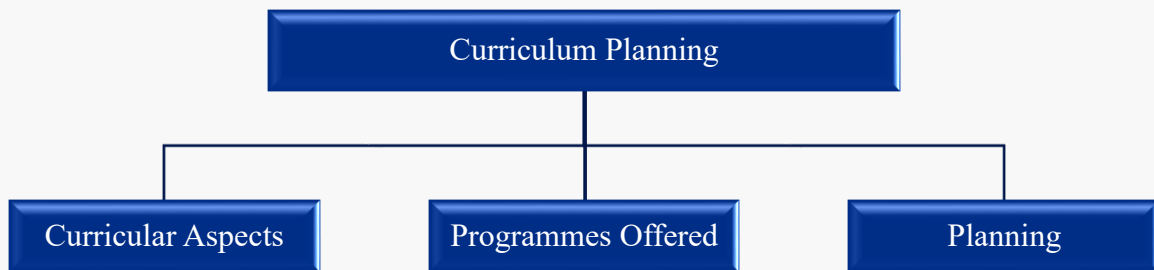
CRITERION 1

1.1.1 THE INSTITUTION ENSURES EFFECTIVE CURRICULUM PLANNING AND DELIVERY THROUGH A WELL-PLANNED AND DOCUMENTED PROCESS INCLUDING ACADEMIC CALENDAR AND CONDUCT OF CONTINUOUS INTERNAL ASSESSMENT





St. Bede's College Shimla





St. Bede's College Shimla

Curricular Aspects

ICT

Well Equiped Laboratories

Campus whizz, INFLIBNET, N-LIST

LMS

Incubation Centre

Auditorium

Smart Classrooms

Library

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St. Bede's College Shimla

Planning

CBCS Implementation

College Calendar

Department Calendar

Minutes of Meeting

Work Loads

Master Time Table

Classroom / Laboratory Time Time Table

Teaching Plans

BACK



St. Bede's College Shimla

CBCS Implementation

हिमाचल प्रदेश विश्वविद्यालय
(राष्ट्रीय मूल्यांकन एवं प्रत्यायन "ए" ग्रेड विश्वविद्यालय)
शैक्षणिक शाखा, समरहिल शिमला-5

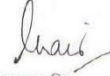
नस्ति संख्या 7-1/2004 हि0प्र0वि0वि0 (सौ.)

दिनांक 17 APR 2017

"अधिसूचना"

शैक्षणिक परिषद की स्थायी समिति की बैठक दिनांक 15.12.2016 में यथा स्थान प्रस्तुत मामलें पर शैक्षणिक सत्र 2016-17 से मार्क्स स्कीम लागू करने का निर्णय लिया गया जिसका सार निम्न प्रकार से है:-

"स्नातक स्तर पर सत्र 2016-17 से मार्क्स स्कीम मामले पर भी विस्तारपूर्वक चर्चा की और सर्वसम्मति से यह निर्णय लिया गया कि स्नातक स्तर के समस्त पाठ्यक्रमों में मार्क्स स्कीम 70:30 के अनुपात में दर्शाई जाए। विज्ञान विषयों में भी जहाँ प्रैक्टिकल करवाया जाता है उन विषयों में थ्योरी (Theory) के 50 अंक प्रैक्टिकल (Practical) के 20 अंक एवं सी.सी.ए. (C.C.A.) के 30 अंक होंगे एवं अनुपात 70:30 (ESE & CCA) ही रहेगा।"



कुलसचिव
हि0प्र0वि0वि0शिमला-5

दिनांक: 17 APR 2017

प्रतिलिपि सूचनार्थ व आगामी कार्रवाई हेतु:-

1. हिमाचल प्रदेश विश्वविद्यालय से सम्बन्धता प्राप्त सभी सरकारी/गैर सरकारी महाविद्यालय के प्राचार्य।
2. अधिष्ठाता अध्ययन, हि0प्र0वि0वि0 शिमला-5.
3. समस्त विभागाध्यक्ष, शिक्षण विभाग, हि0प्र0वि0वि0 शिमला-5.
4. परीक्षा नियंत्रक, हि0प्र0वि0वि0 शिमला-5.
5. निदेशक, बी.बी.ए./बी.सी.ए./आई.सी.डी.ओ.एल, हि0प्र0वि0वि0 शिमला-5/क्षेत्रीय केन्द्र, धर्मशाला, जिला कांगडा, हि.प्र./प्राचार्य, सांध्यकालीन महाविद्यालय, शिमला-1.
6. उप/सहायक कुलसचिव/अनुभाग अधिकारी, प्रशासन/गोपनीय/संचालन/मूल्यांकन/पुनर्मूल्यांकन/परीक्षा शाखा (स्नातक), हि0प्र0वि0वि0 शिमला-5.
7. वेब एडमिन, संगणक केन्द्र परीक्षा शाखा, हि0प्र0वि0वि0 शिमला-5 से आग्रह है कि उक्त अधिसूचना को हिमाचल प्रदेश विश्वविद्यालय की वेबसाइट पर अपलोड किया जाए।
8. विशेष निजी सचिव, कुलपति महोदय/कुलसचिव, हि0प्र0वि0वि0 शिमला-5.


कुलसचिव

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St. Bede's College Shimla

File No-7-1/2004-HPU (Acad) Himachal Pradesh University

Academic Branch

To

Dated:26-07-2018

1. All the Principal of Govt./Non Govt. Affiliated/Associated with the H.P.University, Shimla-5 with the request to upload the same from University Website www.hpuniv.nic.in
2. The Controller of Examination, H.P.U., Shimla-5.
3. The D.R./A.R.Exam (UG)/ S.O. Exam (U.G.) I,II, III/Conduct/Secrecy/ Re-evaluation/ Evaluation/ RME, H.P.University, Shimla-5.
4. Incharge Computer Centre, H.P.U., Shimla-5.

Subject: Proceedings of the meeting for switching over from CBCS semester system to Annual system
13.06.2018.

Sir/Madam

Please find enclosed a copy of the Proceedings of the meeting of Deans of the Faculties and Chairpersons/ Directors of the Teaching Departments/Institutes for switching over from CBCS semester system to CBCS annual system held on 13-06-2018 for information and necessary action.

Yours faithfully

Sd/-

(K.K.Sharma)HAS Registrar

Encls. As above

Endst. No. even

Dated:26-07-2018

Copy forwarded for information:-

1. Dean of Studies, H.P.University, Shimla-5.
2. All the Deans, H.P.University, Shimla-5.
3. All the Chairmen/ Chairperson/ Director/ of the Teaching Departments, H.P.University, Shimla-5.
4. The Web Admin, H.P.University , Shimla-5 to upload the letter alongwith its enclosures.

Sd/-

Registrar

**Himachal Pradesh University (NAAC Accredited
'A' Grade University) Office of the Dean of
Studies**

Proceedings of the meeting of Deans of the Faculties and Chairpersons /Directors of the Teaching Departments/Institutes for switching over from CBCS semester system to CBCS annual system on 13.6.2018 at 12.15 PM in Committee Room under the Chairpersonship of the Hon'ble Vice- Chancellor.

A meeting of Deans of the Faculties and Chairpersons /Directors of the Teaching Departments/Institutes for switching over from CBCS semester system to CBCS annual system on 13.6.2018 at 12.15 PM in Committee Room under the Chairpersonship of the Hon'ble Vice- Chancellor.

The following were present:-

1. Prof. Arvind Kalia, Dean of Studies.
2. Prof. (Mrs.) Sushma Sharma, Dean, Faculty of Life Sciences.

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**Himachal Pradesh University
(NAAC Accredited 'A' Grade University)
Office of the Dean of Studies**

Proceedings of the meeting of Deans of the Faculties and Chairpersons /Directors of the Teaching Departments/Institutes for switching over from CBCS semester system to CBCS annual system on 13.6.2018 at 12.15 PM in Committee Room under the Chairpersonship of the Hon'ble Vice- Chancellor.

A meeting of Deans of the Faculties and Chairpersons /Directors of the Teaching Departments/Institutes for switching over from CBCS semester system to CBCS annual system on 13.6.2018 at 12.15 PM in Committee Room under the Chairpersonship of the Hon'ble Vice- Chancellor.

The following were present:-

1. Prof. Arvind Kalia, Dean of Studies.
2. Prof. (Mrs.) Sushma Sharma, Dean, Faculty of Life Sciences.
3. Prof. (Mrs.) Sudarshna Rana, Dean, Faculty of Education.
4. Prof. Pawan Garga, Dean, Faculty of Environment Development and Sustainability Studies.
5. Prof. Mahavir Singh, Dean Faculty of Engineering.
6. Prof. Jeet Ram Sharma, Dean, Faculty of Performing & Visual Arts.
7. Prof. (Mrs.) Kaushalya Chauhan, Dean, Faculty of Languages.
8. Prof. (Mrs.) Sarswati Bhalla, Chairperson, Dept. of Hindi.
9. Prof. Sikander Kumar, Chairperson, Dept. of Economics.
10. Prof. Duni Chand, Chairperson, Dept. of Bio-technology.
11. Prof. Anand Sagar, Chairperson, Dept. of Bio-Sciences.
12. Prof. (Mrs.) Mamta Mokta, Chairperson, Dept. of Pub. Administration.
13. Prof. (Mrs.) Suvarcha Chauhan, Chairperson, Dept. of Chemistry.
14. Prof. Surinder Kumar Sharma, Chairperson, Dept. of Physical Education.
15. Prof. N.S. Negi, Chairperson, Dept. of Physics.
16. Prof. K.L.Bansal, Chairperson, Dept. of Computer Science.
17. Prof. Sonia Khan, Director, IVS.
18. Prof. (Mrs.) Ranjna Bhan, Chairperson, Dept. of Education.
19. Prof. S.S.Narta, Director,UCBS.
20. Prof. Raghuvinder Singh , Director, UILS.
21. Prof. Him Chatterjee, Chairperson, Dept. of Visual Arts/Yoga Studies.
22. Prof. B.K.Shivram, Chairperson, Dept. of History.
23. Prof. Rajesh Sharma, Chairperson, Dept. of Mathematics.
24. Prof. Devinder Sharma, Chairperson, Dept. of Commerce.

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25. Prof. Ramesh Kumar Chauhan, Chairperson, Dept. of Political Science.
26. Dr. (Mrs.) Rekha Sharma, Associate Professor, Chairperson, Dept. of English.
27. Dr. Anita Sharma, Associate Professor, Chairperson, Dept. of Psychology.
28. Dr. Vikas Dogra, Associate Professor, Chairperson, Dept. of Journalism & Mass Communication.
29. Dr. Anurag Sharma, Associate Professor, Dept. of Geography.
30. Dr. Ashwani Kumar, Dept. of Sociology.
31. Dr. J.S.Negi, Controller of Examinations, HHPU.
32. Dr. Mukesh Kumar, Incharge, Computer Centre.

At the very outset Prof. R.S.Chauhan, Hon'ble Vice-Chancellor welcomed all the faculty members. Thereafter, Hon'ble Vice-Chancellor apprise the members about the decision of the Government and meeting with Hon'ble Education Minister for introduction of annual system at Under-graduate level (B.A/B.Sc/B.Com) under (CBCS). The following decisions were taken:

1. It was decided that all the Chairpersons/Directors of the Teaching Departments/Institutes will finalize the syllabus and convene the meeting of Board of Studies (UG) within a week's time consultation with the Dean of the Faculty concerned.
2. The broad outline/template /structure of the annual system was provide to the members as a guidelines. The total credits for the pass course at Under-graduate level is 132 and for Honours courses at Under-graduate level is 148.
3. Eligibility for admission:
Eligibility conditions for the BA/B.Sc/B.Com shall be same as provided in the Ordinances for annual system.
4. Lecture Conditions:
The lecture conditions shall be as provided in HPU Ordinance 6.2(a) to (d).
5. IA/CCA and Term End examinations will be in consonance with the existing RUSA provisions i.e. 70% in theory and 30% in CCA/IA for Arts and Commerce where practicals are not involved. For Sciences and the subjects/courses where practicals are involved it will be 50% in theory 20% in Practical and 30% in CCA/IA. This will not be applied in case of ICDEOL students. The percentage of marks obtained in theory examinations shall proportionately be given to the students of ICDEOL for CCA/IA component as is being done at present.

For determining CCA following procedure shall be applicable:

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- i) 5 marks for attendance.
 - ii) 5 marks for class test to be taken on completion of 40% syllabus by the class teacher.
 - iii) 10 marks for house test to be taken on completion of 75% of syllabus.
 - iv) 10 marks for assignments, tutorials, general behaviour of student.
6. The minimum passing marks will be 40% in aggregate . However, 35% each in Internal Assessment and Final Examinations will be compulsory. For practicals 40% passing marks will be compulsory and if a candidate fails to obtain 40% marks in practicals will be treated as fail in that subject.

A candidate failing in either one or two subjects/papers will be given compartment in that subjects/papers and will be eligible for promotion to the next class. He/She will appear in the subject/paper in which he/she got the compartment. He/She will have two chances(one at the supplementary stage and one at the annual stage), available to him to clear his/her compartment in subjects/papers. He/She will not be awarded the degree until he/she clears all his/her courses within five years from the date of his/her admission to a particular course. A candidate failing in three or more subjects/papers will be treated as fail in that year and has to repeat the entire year.

The success full candidates will be classified on the combined results of the Part-I, II, III examinations as follows:

First Division: 60% marks or more in the aggregate

Second Division: 50% marks but less than 60%

Third Division: Less than 50%

7. The result shall be declared as per the present practice on absolute grading .
8. The grace marks under the annual system will be allowed as per provisions of the Ordinances for annual system.
9. Re-evaluation: Re-evaluation shall be applicable as per provisions of H.P. University Ordinance for annual system.
10. The students shall be required to complete the degree within 5 years.
11. Course contents will be the same as are at present in force. For annual system the course contents of 1st and 2nd semester shall together be taken into consideration and the final examinations shall be held in the month March/April every year and the supplementary examinations shall be held in the month of September/October every year.

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For further details can see: Instructional template for facilitating implementations of Choice Based Credit System (CBCS) dated 10.4.2015 on UGC website:<https://www.ugc.ac.in>

The Hon'ble Vice-Chancellor permitted and authorised the Chairperson of the Board of Study(UG) to call and consult the college teachers/experts even before that meeting of Board of Study to finalize the syllabus.

The meeting ended with a vote of thanks to the Chair.

(Approved)
Sd/-
Hon'ble Vice-Chancellor

Sd/-
(Prof. Arvind Kalia)
Dean of Studies.

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St. Bede's College Shimla

Himachal Pradesh University

Shimla – 171 005.

CHOICE BASED CREDIT SYSTEM (CBCS)

Regulations

(For the Under Graduate (UG) Programmes)

1. Eligibility

(i) For Admission:

- a. A pass in the Higher Secondary (+2) Examination (Academic Stream) conducted by the H.P Board of School Education or an examination accepted as equivalent thereto by the various bodies of the H.P. University
- b. Provided that the candidates who have passed the qualifying examination with arts / humanities stream shall be given preference in admission to B.A. programme.
- c. Provided that the candidates who have passed the qualifying examination with science stream shall be given preference in admission to B.Sc. / B.C.A programme.
- d. Provided that the candidates who have passed the qualifying examination with commerce stream shall be given preference in admission to B.Com. / B.B.A programme.
- e. Provided that the candidates who have passed the qualifying examination with Mathematics as one of the subjects shall be given preference in admission to B.C.A programme.

Note: At the time of admission each student will identify a **major (main)** subject in which he / she will concentrate and the **minor (allied)** subject which he / she would like to study. Major would be the subject in which the student will have to take **core courses (hard and soft core and / or elective)** as defined below prescribed by the concerned UG Board of Studies and the Faculty. Major once defined would not be changed unless the student quits a programme and joins a new programme. Minor, on the other hand, would be the subjects that would be chosen by the student out of a number of subject combinations (at least two subjects in each subject combination) suggested and approved by the UG BoS and Faculty of a student's major. In these subjects the student will be required to accumulate a certain minimum number of credits in order to qualify for the UG degree.

(ii) For the Degree:

- a. The candidate shall have to undergo the prescribed courses of study in a College affiliated to the H.P. University for a period not less than three academic years (and not more than five academic years), passed the examinations prescribed and

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- fulfilled such conditions as have been prescribed therefor.
- For the degree (B.A. / B. Sc. / B.Com. / B.C.A. / B.B.A.) the student will have to cumulate a minimum of 120 successful credit hours of coursework over a minimum of three and a maximum of five years from the date of admission.
 - Provided that not more than three attempts will be allowed to pass a course.

2. Duration (Time Frame):

The UG (TDC) programme is for a minimum period of three years and a maximum of five years from the date of admission of the candidate. Each academic year shall comprise of two semesters, viz. Odd and Even semesters. Odd Semesters shall be from June / July to October / November and the Even Semester shall be from November / December to April / May. There shall be in each semester not less than 90 working days with 450 teaching clock hours (each working day having 5 teaching clock hours).

3. Programmes:

- B.A. (Arts / Humanities / Languages)**
 - English, Hindi, Sanskrit, Urdu, Punjabi, and other regional languages.
 - Economics, Political Science, Sociology, Psychology, History, Philosophy, Geography, Mathematics, Statistics.
 - Music, Visual Arts, Drama / Theatre, Social Work, Journalism & Mass Communication, Foreign Languages, Public Administration.
- B.Sc. (Sciences / Physical Sciences / Bio-Sciences)**
 - Physics, Chemistry, Botany, Zoology, Geology, Geography, Astronomy.
 - Mathematics, Statistics, Computer Science, Computer Applications, Information Technology.
 - Home Science, Industrial Electronics, Microbiology, Bioinformatics, Biotechnology, Biochemistry, Healthcare & Nutrition, Astro-Physics.
- B.Com. / B.B.A. (Commerce / Management)**
 - Commerce, Management.

Provided that the following minor subject combinations will be allowed with different major subjects:

Major Subject	Minor Subject Combinations Permitted
One of the Languages	1. One of the Languages other than the major. 2. One Social Science or Science Subject.
One of the Social Science / Humanities Subject	1. One of the languages or social sciences. 2. One of the Science Subjects.
Physics	1. Mathematics. 2. One of the Science or Social Science subjects.
Chemistry	1. Physics. 2. One of the Science or Social Science subjects.



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Botany	1. Zoology. 2. One of the Science or Social Science subjects.
Zoology	1. Botany. 2. One of the Science or Social Science subjects.
Geology	1. Mathematics or Physics or Chemistry. 2. One of the Science or Social Science subjects.
Geography	1. Mathematics or Physics or Chemistry. 2. One of the Science or Social Science subjects.
Astronomy	1. Mathematics or Physics or Chemistry. 2. One of the Science or Social Science subjects.
Mathematics	1. Physics or Chemistry or one of the Social Sciences 2. One of the science or Social Science subjects.
Computer Science, Computer Applications, Information Technology	1. Mathematics. 2. One of the Science or Social Science subjects.
Any of the applied Sciences	1. One of the Science Subjects. 2. One of the Social Science subjects.
Commerce	1. Management. 2. One of the Science or Social Science subjects.
Management	1. Commerce. 2. One of the Science or Social Science subjects.

4. The CBCS System:

All the above mentioned Programmes (named after the Core subject (major / main) chosen by the student) shall be run on Choice Based Credit System (CBCS). It is an instructional package developed to suit the needs of students to keep pace with the developments in higher education worldwide. The student in this system has considerable freedom in choosing courses and so making his / her own personalized programme. Except for the compulsory and core courses of the subject of his / her major, he / she is free to choose courses of his /her choice. The programme is considered completed when the student cumulates the requisite number of successful credits (passed), i.e. at least 120 credits for an undergraduate degree.

5. Courses in Programmes:

The UG (TDC) programme in a college affiliated to the HPU will comprise the following categories of courses:

- (i) Compulsory Courses.
- (ii) Core Courses.
- (iii) Elective Courses.



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- (iv) General Interest and Hobby Courses.
- (i) **Compulsory Courses:** A student enrolled in an undergraduate programme will have to pass some compulsory courses. These compulsory courses are of three kinds –
- (a) Languages –
 - a. Compulsory English
 - b. Compulsory Hindi
 - (b) Social Science –
 - a. Compulsory Social Science
 - b. Compulsory Geography
 - c. Compulsory Indian Constitution
 - (c) Science –
 - a. Compulsory Basic Science
 - b. Compulsory Environmental Science

A minimum of three and a maximum of six compulsory courses are to be passed by all students enrolled for a UG degree. However,

- a student majoring in English will NOT do Compulsory English.
- a student majoring in Hindi will NOT do Compulsory Hindi.
- a student majoring in Sociology will NOT do Compulsory Social Science.
- a student majoring in Geography will NOT do Compulsory Geography.
- a student majoring in Political Science and Public Administration will NOT do Compulsory Indian Constitution.
- a student majoring in Physics and Chemistry will NOT do Compulsory Basic Science, and
- a student majoring in Botany, Zoology and Geology will NOT do Compulsory Environmental Science.

All compulsory courses will be three credit hours each. Thus, a maximum of $3 \times 6 = 18$ credit hours will be accumulated by a student by doing compulsory courses.

A minimum of three compulsory courses ($3 \times 3 = 9$ credits) will have to be done by each UG student to qualify for the UG degree.

- (ii) **Core Courses:** In each subject being taught in the colleges affiliated to the HPU there will be identified by the concerned UG Boards of Study (BoS) and Faculty some courses which will be required to be passed by all students majoring in the concerned subject. These are called core courses. Core courses can be of two kinds –
- (1) **Hard Core Courses**, which have to be done without exception. There will be no choice available.
 - (2) **Soft Core Courses**, in which some degree of choice is available in the sense that he / she has to select a certain number of courses out of the given number (larger than the required) of courses. The student will have to choose a certain number of core courses out of the total available.

In each subject there will be a minimum of fourteen (14) core courses (hard and / or soft). Each core course will be of four credit hours. Thus, a student majoring in the



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programme.

Thus, between 1 and 9 credits can be cumulated by a UG student by passing GI & H courses.

A student accumulating less than the required number of credits (i.e. less than 120 credits) for the award of a UG degree will have to make up for the discrepancy by taking more compulsory courses (if he / she has not already taken the maximum permitted compulsory courses) or elective courses or GI & H courses as the case may be.

At the end of the programme, if a student has accumulated more than the required number of credits (i.e. more than 120 credits) for the award of a UG degree, he / she can be considered for the following by a committee comprising the College Principal, Senior-most teacher of the student's major subject, and / or the senior-most teacher of the student's minor subject:-

- (A) **Major with Emphasis** (to be decided by the Committee) when there are at least 15 credits in excess with a minimum of 'A' grade.
- (B) **Double Major** (second major to be decided by the Committee) when there are at least 30 credits in excess with a minimum of 'A' grade.

The following table gives a summary of an under graduate programme.

Sr. No.	Course Component	Number of Courses		Credits Per Course	Total Credits	
		Minimum	Maximum		Minimum	Maximum
1.	Compulsory Courses	3	6	3	9	18
2.	Core Courses	14		4	56	
3.	Elective Courses	10	13	4	40	52 or more
4.	General Interest & Hobby Courses	1	3	1 to 3	1	9
Total		28	36	1 to 4 (variable)	106 or more	135 or more

6. Rules for the Elective Courses

- (i) The undergraduate boards of study (UG BoSs) of the subjects taught in the colleges affiliated to the HPU and the concerned Faculty (with the approval of the Academic Council) will identify a number of courses as elective courses in each subject.
- (ii) All courses (core or elective) of subjects other than a student's major will be considered as elective courses for his / her UG programme. However, a student will be bound to complete the minimum required number of electives from his / her minor subjects (a minimum of 5 courses for each minor) before he /she can opt for other elective courses.
- (iii) Additional Elective courses (elective courses opted for after the minimum requirements have been completed) are open to all students irrespective of whether a student is doing major in Arts, Humanities, Science, Language, Commerce.
- (iv) The Department Committee of the college will decide the elective courses to offer and



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- the size of the class when it is offered. However, it has to be ensured that any elective course is offered at least once every three years.
- (v) The student will be allowed in an elective course on a first-come-first-served basis, with the limit set in the previous rule (Rule v).
 - (vi) The failed candidates in one elective course are permitted to opt for another elective course in any subject or may be permitted to continue with the same elective course when it is offered the next time. However, a candidate failing in a core / elective course shall be allowed a maximum of two more (total of three) attempts to obtain a passing grade, failing which he / she shall be considered 'dropped' from the course.

7. Semesters

An academic year comprising 180 working days in the least is divided into two semesters, each semester having at least 90 working days. With six working days in a week this would mean that each semester will be having $90 \div 6 = 15$ teaching / working weeks. Considering that each teaching day has 5 teaching / working hours, a teaching week would have $5 \times 6 = 30$ working / teaching hours and each semester will have $30 \times 15 = 450$ teaching hours available for each student.

8. Credits

The term 'credit' refers to the weightage given to a course, usually in terms of the number of instructional hours per week assigned to it. This explains why usually 'credit' is taken to mean 'credit hours'.

For the purpose of credit determination, instruction is divided into three components:-

- (3) **Lectures (L)** – Classroom lectures of one hour duration.
- (4) **Tutorials (T)** – Special, elaborate instructions on specific topics (from Lectures) of one hour duration.
- (5) **Practicals (P)** – Laboratory of field exercises in which the student has to do experiments or other practical work of two hour duration.

Each one of these components is considered as equal to one credit. One lecture (L) as well as one Tutorial (T) of one hour a week is considered as one credit, whereas one Practical (P) of two hours a week is considered as one credit. The total weightage given to a course in terms of credits will be equal to $L + T + P$, where L is the number of one hour Lectures per week, T is the number of one hour Tutorials per week, and P is the number of two hour Practical per week. This can be written in symbols as:-

$$C = L + T + P$$

Where, C is the credit weightage for a particular course.

The total minimum credits required for an under graduate degree programme is one hundred and twenty (120).



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9. Course

A course is a structured set of instructions that are imparted to a student on the basis of a syllabus or a framework decided beforehand (and has the sanction of the different academic (Board of Studies, Faculty, Academic Council) and executive (Senate / Executive Council, Finance Committee) bodies of the HPU) extended over a semester as defined above (numbers 2 and 7).

Each course is designed variously under instructions given as Lectures, Tutorials, and Practicals (laboratory and field exercises). Usually these components are referred to as L, T, and P components.

10. Course Evaluation (Evaluation of the Students)

All courses (Compulsory, Core, Elective, and GI & H courses) involve an evaluation system of students that has the following two components:-

- (i) **Continuous Comprehensive Evaluation (CCE)** accounting for 50% of the final grade that a student gets in a course; and
- (ii) **End-Semester Examination (ESE)** accounting for the remaining 50% of the final grade that the student gets in a course.

- (i) **Continuous Comprehensive Evaluation (CCE):** This would have the following components:

- (a) **Classroom Attendance** – Each student will have to attend a minimum of 75% Lectures / Tutorials / Practicals. A student having less than 75% attendance will not be allowed to appear in the End-Semester Examination (ESE).

- Provided that those having between 74% and 65% attendance will apply for exemption in a prescribed form accompanied by clear reason(s) for absence to the authorized functionaries.
- Provided that those having between 64% and 50% attendance will apply for exemption in a prescribed form accompanied by a Medical Certificate from a Government Hospital.
- Provided that exemption from 75% attendance will be given to those participating in prescribed co-curricular activities (e.g. NCC, NSS, Youth Festivals, Sports etc.) to the extent of 25% (making the necessary attendance as 50% in these cases). However, the claim for this exemption should be supported by authenticated certificate from the concerned college authorities.
- Provided further that those getting these exemptions will not be entitled for getting the CCE marks for classroom attendance as given below.

Those having greater than 75% attendance will be awarded CCE marks as follows:-

> 75% but < 80%	1 marks
80% to 85%	2 marks
> 85 but < 90%	3 marks
90% to 95%	4 marks
> 95%	5 marks



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For the Correspondence Courses and Distance Education Courses (through the ICDEOL of the HPU) the same can be done on the basis of the attendance in the personal Contact Programmes (PCPs).

- (b) **Mid-Term Tests** – There will be two mid-term tests, first after 30 teaching days (5 weeks) covering the syllabus covered so far, and second after 60 teaching days (10 weeks) covering the syllabus after the first mid-term test. Each of these mid-term tests will be for 15 marks.

The stationary for the mid-term tests, e.g. the 20-page test booklet, will be provided by the college.

Question paper for the mid-term tests will be made by the teacher of the course and will be evaluated by him / her.

Evaluated test booklets will be provided to the students (shown in the class) and they can be given photocopies of the same for the cost of photocopying.

For the Correspondence Courses and Distance Education Courses (through the ICDEOL of the HPU) the same can be done in an on-line mode through e-mail or other electronic mediums.

- (c) **Seminar / Assignment / Term Paper** – The remaining 15 marks of the CCE will be awarded on the basis of seminar / assignment / term paper etc. that the course teacher might give to the students.

For the Correspondence Courses and Distance Education Courses (through the ICDEOL of the HPU) the same can be done in an on-line mode through e-mail or other electronic mediums.

- (ii) **End-Semester Examination (ESE)**: The remaining 50% of the final grade of the student in a course will be on the basis of an end-semester examination (ESE) that will be for three hours duration and will be covering the whole syllabus of the course.

For the Odd Semesters the ESE will be in the month of October / November and for Even Semesters it will be in the month of April / May.

A candidate who does not pass the examination (ESE) in any course(s) (or due to some reason is not able to appear in the ESE, other conditions being fulfilled, and so is considered as 'Fail'), shall be permitted to appear in such failed course(s)' ESE in the subsequent ESE to be held in the following October / November or April / May as the case may be.

The registration for the ESE will be done at the time of the enrollment for the course at the beginning of the semester. The fee for the ESE will also be collected at that time.

If a student is not permitted to appear in the ESE due to shortage of attendance beyond the exemption limit (< 50% attendance), the candidate will be permitted to move to the next semester. Such candidates shall redo the missed semester after completing the rest of the programme.

The question paper for the ESE will be got set by the Controller of Examinations of the HPU by a panel comprising the following:

1. Two teachers in the subject from the colleges where the subject is being taught to be drawn in turn on the basis of seniority.
2. One teacher from the concerned teaching Department of the HPU to be nominated by the Chairperson of the said Department of the HPU.

The question paper will be moderated by a teacher from the concerned teaching



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Department of the HPU to be nominated by the Chairperson of the concerned teaching Department of the HPU.

The question paper for the ESE will have the following pattern:-

Part A

Ten objective type questions (MCQ / True or False / fill in the blanks) for one mark each $10 \times 1 = 10$ marks

Part B

Five short answer (25 words) type questions for two marks each. $5 \times 2 = 10$ marks

Part C

Ten questions of Medium Length Answer (50 words) type, of which five will have to be answered for three marks each. $3 \times 5 = 15$ marks

Part D

Three questions of long answer (400 words) type, of which one is to be attempted for fifteen marks. $15 \times 1 = 15$ marks

Total marks (A + B + C + D) $10 + 10 + 15 + 15 = 50$ marks.

Note: Questions in all parts will be set in a manner as to cover the whole syllabus. Syllabus preferably should be divided into at least five units.

The question paper cum answer books will be printed by the CoE office of the HPU and will have the required number of pages with the necessary space for answer.

The answer books will be evaluated by the course teacher in the College. The teacher will give his / her comment on each answer.

The photocopies of the evaluated answer books will be made available to the students for a fee (to be decided depending on the cost of reproduction per answer book) to be paid in advance.

The students will have the right to make an appeal against any component of evaluation. Such appeal has to be made to the Principal of the College on a prescribed form and should clearly state in writing the reason(s) for the complaint / appeal.

The appeal will be placed before the **Grievance Redressal Committee (GRC)**, Chaired by the College Principal, comprising:

- (1) For cases pertaining to the Major subject (core or elective courses): the Head of the Department, Course Teacher, and a senior Teacher of the Department.
- (2) For cases pertaining to the Electives of the Minor subjects: the Head of the Department (of the Major), Course Teacher, and a senior Teacher of the Department of the Minor subject.

The Committee will consider the case and may give a personal hearing to the appellant before deciding the case. The decision of the Committee will be final.

The marks obtained in the CCE and the ESE will be combined and used for the deciding of the course grade that the student will be getting. Relative grading will be done by the Office of the



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CoE HPU for each course class in all the colleges as is described in the next section.

11. Relative Grading

Relative Grading of the students on the basis of the scores / marks (preferably in per cent form) received from all the colleges, is to be done as explained and described below by the Office of the Controller of Examinations, Himachal Pradesh University.

Based on the precept that the students in a course class are a random sample drawn from a normal population of the students in all such classes anywhere, the students in the given course class will be graded in a relative manner within the context of the class and the categories of the normal distribution. It is well known that in a normal distribution 50% of the values are larger than the mean (μ) and 50% are less than the mean, and that 68% of the values lie between mean and plus / minus one standard deviation (i.e. $\mu \pm \sigma$), 95% of the values lie between mean and plus / minus two standard deviations (i.e. $\mu \pm 2\sigma$), 99.7% of the values lie between mean and plus / minus three standard deviations (i.e. $\mu \pm 3\sigma$), and only 0.26% of the values lie beyond mean plus / minus three standard deviations (i.e. beyond $\mu \pm 3\sigma$). This property of the normal distribution will be used in deciding the grades of the students in a course class (the random sample) in a relative manner for all the students appearing in a particular course in a particular semester in all the colleges affiliated to the HPU, by the Office of the CoE, HPU. For doing this the following steps are to be taken:

1. When all the awards have been received, calculate the mean award (symbolized as \bar{x}) using the formula

$$\bar{x} = (\sum x_i) / n$$

where x_i is the score of student i , n is the total number of students in the class and symbol \sum means summation over the values that follow.

2. Calculate the standard deviation (symbolized as s) of all the awards in the class using the formula

$$s = \sqrt{(\sum (x - \bar{x})^2) / n}$$

3. Divide the students in the class into the following categories:

- i. Category I: $> \bar{x} + 3s$
- ii. Category II: between $\bar{x} + 3s$ and $\bar{x} + 2.5s$
- iii. Category III: between $\bar{x} + 2.5s$ and $\bar{x} + 2s$
- iv. Category IV: between $\bar{x} + 2s$ and $\bar{x} + 1.5s$
- v. Category V: between $\bar{x} + 1.5s$ and $\bar{x} + s$
- vi. Category VI: between $\bar{x} + s$ and \bar{x}
- vii. Category VII: between \bar{x} and $\bar{x} - s$
- viii. Category VIII: between $\bar{x} - s$ and $\bar{x} - 1.5s$
- ix. Category IX: between $\bar{x} - 1.5s$ and $\bar{x} - 2s$
- x. Category X: between $\bar{x} - 2s$ and $\bar{x} - 2.5s$
- xi. Category XI: between $\bar{x} - 2.5s$ and $\bar{x} - 3s$
- xii. Category XII: $< \bar{x} - 3s$

4. Assign the grades to the students in the class as follows:

Category I:	Grade Points 10.0	Letter Grade S+
Category II:	Grade Points 9.5	Letter Grade S
Category III:	Grade Points 9.0	Letter Grade D++
Category IV:	Grade Points 8.5	Letter Grade D+



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Category V:	Grade Points 8.0	Letter Grade D
Category VI:	Grade Points 7.5	Letter Grade A++
Category VII:	Grade Points 7.0	Letter Grade A+
Category VIII:	Grade Points 6.5	Letter Grade A
Category IX:	Grade Points 6.0	Letter Grade B+
Category X:	Grade Points 5.5	Letter Grade B
Category XI:	Grade Points 5.0	Letter Grade C
Category XII:	Grade Points 0.0	Letter Grade F (Fail)
Category XIII:	Incomplete	Letter Grade I
Category XIV:	Audit Pass	Letter Grade P
Category XV:	Audit Fail	Letter Grade X

Notes:

1. Category XIII (Incomplete, with letter grade I) is given to students who are unable to complete the programme and are considered 'dropped'.
2. Categories XIV and XV (Audit Pass with letter grade P and Audit Fail with letter grade X) are given to the students who are auditing (attending the class, but not for grade) the course and are passing or failing respectively. These grades will not be counted for determining the Grade Point Average (GPA) and Cumulated Grade Point Average (CGPA) of the student.

12. Determining GPA and CGPA

For each student the Grade Point Average (GPA) and the Cumulated Grade Point Average (CGPA) will be determined by the CoE office of the HPU as follows:

$$GPA \text{ or } CGPA = (\sum C_i G_i) / (\sum C_i)$$

Where, C_i is the credit earned for course i (i varying from 1 to n) and G_i is the grade point obtained by the student in course i (i varying from 1 to n), n being the number of courses passed so far by a student.

At the completion of the UG programme the CGPA will be determined for the following three parts separately:

1. Part I – Compulsory courses.
2. Part II – General Interest and Hobby Courses.
3. Part III – Core Courses and Elective Courses.

In each of these parts, the candidate will be categorized as below:

CGPA	Letter Grade	Classification of the Final Result
9.51 and above	S+	First Class - Exemplary
9.01 to 9.50	S	
8.51 to 9.00	D++	First Class - Distinction
8.01 to 8.50	D+	
7.51 to 8.00	D	



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7.01 to 7.50	A++	First Class
6.51 to 7.00	A+	
6.01 to 6.50	A	
5.51 to 6.00	B+	Second Class
5.01 to 5.50	B	
4.51 to 5.00	C	Third Class
4.50 and below	F	Fail
No Grade	I	Incomplete
No Grade	P	Audit Pass
No Grade	X	Audit Fail

However, for the purpose of declaring a candidate to have qualified for the Degree of Bachelor of Arts / Science / Commerce etc. in the First Class / Second Class / Third Class or First Class with Distinction / Exemplary, the CGPA earned by the candidate in Part III alone will be considered and reported on the Certificate / Transcript.

Provided that all candidates should have secured the passing minimum (i.e. at least 4.51 CGPA) in Part I and Part II to qualify for the UG degree. It will be mentioned in the Certificate / Transcript that the candidate has passed Parts I and II.

13. Conferment of the Bachelor's Degree

The result would be declared by the CoE of the Himachal Pradesh University and the degree conferred. A candidate shall be eligible for the conferment of the Bachelor's degree only if he / she has earned the minimum required credits for the programme prescribed therefor (i.e. 120 credits in total and minimum of 9 credits in Compulsory Courses; 56 credits in Core Courses; a minimum of 40 credits in Elective courses (minimum 20 credits in each of the minor subjects); and a minimum of one credit of GI and H courses).

The University will confer the Degree when these conditions are met.

The top three scorers in each subject will be granted Gold, Silver, and Bronze medals (to the First, Second, and Third ranks respectively) by the HPU.

15. Revision of Regulation and Curriculum

Whenever necessary, the HPU may from time to time revise, amend, and change the regulations and curriculum, after the due approval of the different bodies and authorities of the University.

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Appendix – I

Suggested Undergraduate Programme Structure

Semester	Course	Credit	Cumulated Credits Category-wise
I (Odd)	Compulsory Course I	3	Compulsory – 6 Core – 8 Elective – 8 GI & H – 1 Total - 23
	Compulsory Course II	3	
	Core Course I	4	
	Core Course II	4	
	Elective Course I	4	
	Elective Course II	4	
II (Even)	GI and H Course I	1	Compulsory – 6 (12) Core – 8 (16) Elective – 8 (16) GI & H – 1 (2) Total 23 (46)
	Compulsory Course III	3	
	Compulsory Course IV	3	
	Core Course III	4	
	Core Course IV	4	
	Elective Course III	4	
	Elective Course IV	4	
III (Odd)	GI and H Course II	1	Compulsory – 6 (18) (Complete) Core – 8 (24) Elective – 8 (24) GI & H – 1 (3) (Complete) Total 23 (69)
	Compulsory Course V	3	
	Compulsory Course VI	3	
	Core Course V	4	
	Core Course VI	4	
	Elective Course V	4	
	Elective Course VI	4	
IV (Even)	GI and H Course III	1	Core – 12 (36) Elective – 8 ((32) Core / Elective (additional) - 4 Total 24 (93)
	Core Course VII	4	
	Core Course VIII	4	
	Core Course IX	4	
	Elective Course VII	4	
	Elective Course VIII	4	
V (Odd)	Core / Elective Course (Additional)*	4	Core – 12 (48) Elective – 8 (40) (Complete) Core / Elective (additional) - 4 Total 24 (117)
	Core Course X	4	
	Core Course XI	4	
	Core Course XII	4	
	Elective Course IX	4	
	Elective Course X	4	
VI (Even)	Core / Elective Course (Additional)*	4	Core – 8 (56) Core / Elective (additional) – 20* Total 28 (145)
	Core Course XIII	4	
	Core Course XIV	4	
	Core / Elective Course (Additional)*	4	
	Core / Elective Course (Additional)*	4	
	Core / Elective Course (Additional)*	4	

* Additional core / elective courses can be taken in the Fifth and Sixth Semesters for 'Major with Emphasis' and 'Second Major' as the case may be.



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Appendix – II List of Major Subjects and Courses

UG Programme		Courses
Stream	Major Subject	
B.A. (Arts / Humanities)	Economics	<ol style="list-style-type: none"> 1. Indian Economy Since Independence 2. Statistical Methods for Economics 3. Economic System 4. Mathematical Methods for Economics 5. Money and Financial System 6. Public Finance 7. Economic Theory 8. Comparative Economic Development
	History	<ol style="list-style-type: none"> 1. History of Europe 1780-1945 2. History of the United States of America 1776-1945 3. History of the Modern World 1914-1945 4. Rise of Modern West (Mid 15th to 18th Centuries) 5. History of Himachal Pradesh 1815-1971
	Political Science	<ol style="list-style-type: none"> 1. Western Political Thought 2. International Politics 3. Modern Indian Political Thought 4. Political Theory
	Geography	<ol style="list-style-type: none"> 1. Applied Geography** 2. Population Geography** 3. Economic Geography** 4. Advanced Cartography 5. Regional Geography of the World* 6. Elements of Geomorphology** 7. Climatology** 8. Oceanography 9. Map Projections* 10. Thematic Cartography* 11. Physical Survey 12. Socio-economic Survey 13. Remote Sensing* 14. GIS** 15. Human Geography* 16. Social Geography 17. Cultural Geography 18. Geography of Resources 19. Geographic Thought* 20. Physical Geography*
	Psychology	<ol style="list-style-type: none"> 1. Basic Psychological Process 2. Social Psychology 3. Abnormal Psychology
	Sociology	<ol style="list-style-type: none"> 1. Fundamentals of Sociology 2. Society in India 3. Classical Sociological Thinking 4. Sociological Thought
	Music	<ol style="list-style-type: none"> 1. Vocal Music 2. Instrumental Music 3. Classical Indian Music 4. Western Music



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	Fine Arts	<ol style="list-style-type: none">1. Applied Art2. Applied Painting3. Applied Sculpture
B.A. (Languages)	English	<ol style="list-style-type: none">1. Drama2. Novel3. Poetry4. Classical Background5. Fiction Across the continents6. Introduction to Phonetics7. Applied Phonetics8. Writing Skills and Broadcasting9. Introduction to Broadcasting Media10. Remedial Grammar11. Conversational English12. Communicative/Functional English13.
	Hindi	<ol style="list-style-type: none">1. Kavaya2. Nibandh3. Upanayasa4. Samanaya Hindi5. Hindi Bhasha Aiwam Sahitya Itihas6. Kavaya Vivechan tatha Nibandh7. Hindi Sahitya ka itihas
	Sanskrit	<ol style="list-style-type: none">1. Bhasha Nipunya I2. Bhasha Nipunya II3. Bhasha Nipunya III
B.Sc. (Sciences)	Physics	<ol style="list-style-type: none">1. Mechanics2. Statistical Physics and Thermodynamics3. Electricity and Magnetism4. Mathematical Physics5. Laser Physics6. Vibration and Waves7. Optics8. Atomic and Molecular Physics9. Solid State Physics10. Electronics11. Nuclear Physics12. Digital Electronics
	Chemistry	<ol style="list-style-type: none">1. Inorganic hemistry2. Organic Chemistry3. Physical Chemistry4. Organic & Physical Probability
	Mathematics	<ol style="list-style-type: none">1. Algebra and Trigonometry2. Calculus3. Vector Analysis and Geometry4. Theory and Optimization5. Discreate Mathematics6. Advnaced Calculus7. Differential Equations8. Mechanics9. Analysis10. Abstract Algebra11. Programming in-'C' and Numerical Analysis



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		12. Elementary Number theory and Abstract Algebra
Zoology		1. Invertebrates I 2. Invertebrates II 3. Invertebrates III 4. Chordata I 5. Chordata II 6. General Zoology 7. Biochemistry 8. Mammalian Physiology 9. Applied Zoology 10. Environmental Biology
Botany		1. Phycology 2. Microbiology 3. Mycology, plant Pathology and Lichens 4. Bryophytes and Pteridophytes 5. Cell Biology and Genetics 6. Plant Physiology 7. Plant Biochemistry 8. Plant Biotechnology 9. Ecology and Utilisation of Plants
Geology		1. Physical Geology 2. Structural Geology 3. Mineralogy 4. Crystallography 5. Palaeontology 6. Historical Geology 7. Geomorphology 8. Applied Geology 9. Hydrogeology 10. Engineering Geology 11. Remote Sensing in Geology 12. Stratigraphy 13. Sedimentology
Geography		1. Applied Geography** 2. Population Geography** 3. Economic Geography** 4. Advanced Cartography 5. Regional Geography of the World* 6. Elements of Geomorphology** 7. Climatology** 8. Oceanography 9. Map Projections* 10. Thematic Cartography* 11. Physical Survey 12. Socio-economic Survey 13. Remote Sensing* 14. GIS** 15. Human Geography* 16. Social Geography 17. Cultural Geography 18. Geography of Resources 19. Geographic Thought* 20. Physical Geography*



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B. Com. (Commerce and Management)	Commerce	<ol style="list-style-type: none">1. Business Communication2. Business Mathematics3. Financial Accounting4. Business Economics5. Business Organisation6. Corporate Accounting7. Business law8. Business Statistics9. Company Law and Secretarial Practice10. Cost Accounting11. Auditing12. Indirect Taxes13. Information Technology and its applications in Business14. Business Environment
	Management	<ol style="list-style-type: none">1. Business Management2. Management Accounting3. Financial Management

* Hard core courses (five to be identified in each subject).

** Soft Core Courses (three to be selected).
Others are to be treated as elective courses.



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Before the implementation the following need be ensured:

1. The UG BoS in all subjects need to reach a consensus that each UG (Bachelor) degree will be awarded when the candidate has successfully completed within a minimum period of three years:
 - (i) 14 Core Courses in the 'Major' subject chosen by him / her;
 - (ii) 10 to 13 Elective Courses in 'Major' / 'Minor' subjects chosen by him / her, provided that in each of his / her 'Minor' subjects he / she has completed at least 5 courses (core or elective);
 - (iii) 3 to 6 Compulsory Courses; and
 - (iv) 1 to 3 General Interest & Hobby Courses.
 2. Each UG BoS will identify:
 - (i) 14 courses as Core Courses (including Hard Core, that are to be done compulsorily by all majoring in the said subject and / or Soft Core, that are to be done with a certain degree of choice); and
 - (ii) a certain number of Elective Courses that would be open to all students (those majoring in the subject or from outside).

Although the total number of courses identified by each Department can vary widely, a minimum of 14 core courses and 6 elective courses (total of at least 20) may be identified by each Department.
 3. Each UG BoS be directed to:
 - (i) Design each course content to provide for the stipulated instruction hours as is envisaged by the credits assigned to the course.
 - (ii) Design each course content to spread evenly over 15 weeks of the semester making the necessary allowance for the mid-term tests and end-semester examination.
 - (iii) Design each course content to be divided in to at least four or five units and preferably two or three sub-units each.
 4. Arrangement should be made to counsel the students to take a combination of Compulsory and Core Courses in the earlier semesters (I and II), do the electives in the middle semesters (III and IV), and go for additional electives and GI & H courses in the last semesters (V and VI).
 5. While making the syllabus it be ascertained that the learning goals and objectives of each Unit / Sub-Unit be clearly stated and each teacher be directed to adhere to these strictly.
 6. In the syllabus the recommended Textbook should be clearly mentioned, as should be the list of supplementary reading and the list of internet sources.
 7. Different levels of courses be identified in an alphanumeric coding system. For instance, Physics courses be prefixed by PHYS; Geography courses be prefixed by GEOG; and so on, and followed by 100-series (e.g. PHYS101, PHYS102 and so on) for undergraduate Certificate, Diploma, and Degree courses; by 200-, 300-, and 400-series (e.g. PHYS201 . . . , PHYS301 . . . , PHYS401 . . . and so on) for post-graduate (Masters, and Post-Masters level courses) courses.
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