SVKM'S NMIMS (Deemed to be University)
CHOICE BASED CREDIT SYSTEM (CBCS)
Guidelines

In 2022-23, No offerings of first year UG courses for CBCS, due to difference in Academic calendars.

The CBCS offering is a concept which is in line with international academic system. The selection of CBCScourses across different streams will enable students to get the knowledge of other domains.

Home School – The School in which the student is admitted.
Host School – The School in which the student attends the CBCS course.
(e.g. Student of MPSTME (home school) studying in ASMSOC (Host school))

Admission Criteria:

1. The CBCS offerings of courses will be opted from a UG Program to UG program and PG Program to PG Program across all schools.

2. UG & PG students should be offered courses where the grading system is same, i.e. Students studying in courses having absolute grading should be only offered courses where there is absolute grading & students studying in courses having relative grading should be only offered courses where there is relative grading.

3. The UG students of 4th & 5th year can take CBCS courses of 4th and 5th year of UG program and PG program.

4. The UG students of 1st year and PG students of Term I of 1st year are not eligible to opt CBCS courses.

5. If a Student from Semester/Trimester system takes a CBCS course from Trimester/Semester, thecredits will be calculated according to Home School.

6. CBCS is Optional. Students may opt for the course from the bouquet of courses offered in CBCS in lieu of a course/s dropped (as defined in their school's course structure) or take the courses offered by their own Schools.

7. Students studying in the school where teaching/exam scheme is governed by Council, can take only extra credit courses as their grading pattern and passing standards are very different.

8. Students from each school will be allowed to choose course / s from the bouquet of CBCS courses in lieu of course / s that can be dropped as per their course structure duly approved by AcademicCouncil.

9. The students are also allowed to choose CBCS courses as an additional subject for extra credits asa credit course or audit course.

10. However, no more than 1 course can be chosen per semester for extra credits.

11. **Credit Mapping**: Credits taken should be equal to or more than the credits dropped. E.g.
    a) One course of 4 credits can be taken in lieu of 4 credit course.
    b) One course of 4 credits can be taken in lieu of one course of 3 credits.
    c) Two courses of 2 credits can be taken in lieu of one course of 4 credits OR Two courses of 2 credit + 3 credit can be taken in lieu of one course of 4 credits.
       (In the selection process, if student is selected only for one course of 2 credits, then student cannot drop the subject of 4 credits).

d) Where 2 or more than 2 courses are taken in lieu of single course dropped the credit of each individual course should be less than the credit of dropped course.

12. CBCS courses that the student opts for will follow the academic calendar of Host school. Student should take CBCS course in the very semester / trimester, he/ she drops the course.

13. Each course in the bouquet of courses will indicate number of seats available against them.

14. Bouquet of courses for both the terms will be displayed for students on Student portal. The registration / cancellation will be open for CBCS Courses for the first Term from first week of Juneto fourth week of June, similarly for second term registration / Cancellation will be open from second week of November to fourth week of November.

Schedule of Registration and Cancellation of CBCS courses for Term I on Students Portal will be as below:

Start date of Registration	: 15th June, 2022
End date of Registration	: 30th June, 2022
1st Round of Allocation of course	: 1st July, 2022 (Result declaration)
1st Cancellation from / to	: 8th July to 10th July, 2022 (12:00 Midnight)
2nd Round of Allocation of course	: 11th July, 2022 (Result declaration)
2nd Cancellation from / to	: 12th July to 13th July, 2022 (12:00 Midnight)
3rd Round of Allocation of Course	: 14th July, 2022 (Result declaration)
Final Round of cancellation	: 15th July to 24th July, 2022 (12:00 Midnight)
Publish Final report	: 25th July, 2022 (Declaration of final Enrolled students)

15. If number of students enrolled are more than number of available seats, the selection of studentswill be on the basis of their CGPA of previous Academic year and availability of preference givenby the student.

16. The eligible students list finalized by each school should not have students with live ATKT as onlast day of registration.

17. The students will be registered through Student Portal. The team of student portal will prepare the online registration form. The Deputy Registrar (Academics) will inform all Deans once link is ready on student portal and students will be informed to initiate online registration.

18. Each School should give a course outline / brief description of the courses being offered includingICA / TEE components which can be uploaded on Students portal.

19. Student will be given one-week window after 3rd round of allocation of course to finalize their registration. Final date of cancellation will be **24th *July, 2022*. The students cannot opt out of the course once the list is finalized and shared with host school. If cancellation is done after publishing final report of enrolled students (i.e. after 25th July, 2022), the transcript will show <u>ABSENT</u> for this subject.**

Academic Guidelines:

20. The Home school will verify the course wise registered students of their respective school in SAPand will finalize the list of students from their school and will send final list to host school to conduct the course/s on the day of the commencement of the CBCS course.

21. The Central Academic office will create module code for all the CBCS courses.

22. The Teaching scheme of all CBCS courses will be prepared by Host School in the format given bythe Central Academic office.

23. The Central Academic office will share the Teaching Scheme of all CBCS offering with respectiveDeans & Exam Dept.

24. All pre-requisites in SAP will be done by home school.
25. The students of other schools will be booked in SAP by host school only.

26. The classes for such courses will be merged with existing classes conducted / scheduled at the host school.

27. On the basis of number of course offered, the concerned host school will make the provision of offering the said course in the time table, do the faculty allocation in consultation with concernedschool HOD and will coordinate the conduct of classes.

28. The CBCS courses can be offered in a lecture mode/ workshop mode or any other pre- defined mode as mentioned in their course outline.

29. *The timing of the classes to be conducted for CBCS course will be either in the morning between 7:00 AM to 9:00 AM or in the evening between 4:30 PM to 6:30 PM.*
The classes will be scheduled / conducted in host school as per date and timings mentioned in Time Table shared by host school.

30. The student's attendance in class, timetable, conduct of classes etc. will be completely managed by each host school academic office.

31. The host school academic office will upload/enter the student's attendance in SAP. The attendance rule will be applicable as per home school.

32. Rescheduling of lectures if any will be done considering the availability of Students.

33. The home school has to submit the list of students for CBCS with subjects chosen (in lieu ofelective/ additional subject) to examination office.

34. The day to day activities to deliver the course will be managed by Host school. However, anycommon matters of action will be coordinated through the University Academic office.

35. Home school should provide CBCS Students list along with z audit report to Central Academicoffice.

36. Z-Audit report of all the programs of each school should reach to Central Academic office **in one lot** after commencement of CBCS courses according to deadline stipulated by the academic office.

37. Central Academic office will check and verify Z-audit report from teaching scheme and submit toExam dept.

Examination Guidelines:

38. The academic office of host school will upload the internal marks of CBCS course in SAP. Hard copy of internal marks of respective students should be submitted to Exam dept. by Home School.

39. The examination passing criteria will be as per Host School.

40. Grading system will be applicable as per host school.

41. Re-examination rules will be applicable as per home school.

42. The Term end examination of all offered courses, as per bouquet of courses, will be conducted by Host school after completion of all the lectures.

43. The SAP team has to ensure that exam time table for CBCS courses opted by students does not clash with any other exam of the home school.

44. Progression rules will be as per home school.

45. For CBCS courses, ICA improvement in the next academic year is not permissible.

46. No Grace marks will be awarded for CBCS Course. However, if CBCS is taken in lieu of a course dropped then CBCS course has to be included for alternate gracing and for count of failed subject for deriving alternate gracing, wherever applicable.

47. Re-exam rules will be applicable as per Home school but conduct will be done by Host school. i.e. if MPSTME student opts for SOC module and fails, he will be allowed to appear in re-exam in next year according to his / her school rules but SOC student studying same CBCS subject together will not be allowed as ATKT rule is not applicable in SOC.

48. If student has opted CBCS course as an additional course and failed to pass this subject after re- examination, student can progress to the next year of the program but transcript will show 'F' grade for that course.

49. Re-examination will be conducted by Host School.

50. The Host school has to provide to examination department the names of internal and external panel of question paper setters in advance.

51. Common Examination calendar across Home / Host school for timely declaration of result.

Passing and Grading of CBCS courses

52. CBCS course taken in lieu of a School course dropped:
The CBCS course taken in lieu of a course dropped from the student's School will be treated at par with the regular courses taken by the student. The passing standards and grading will be of host school. The grade received by a student in the CBCS course will be reflected and added to the student's CGPA.

a) If a student does not give the exam and remains absent an 'Absent' mark is indicated against the CBCS course taken in lieu of a dropped course. The overall grade for the student will be fail. The student will have to take a re-exam as per the School norms. Till such time 'Fail' will be indicated against his overall result.

b) If student fails even after taking the re- exam for a course taken in lieu of a course that the student may have dropped from his/her School, then 'F' is reflected on grade sheet against the CBCS course and the overall grade will be Fail for the term concerned and it will affect the student's progression.

c) In case the student has to repeat a year if the student fails to clear the re-examination then the student will have an option of taking the course of the home School or taking a CBCS course offered in the year of his readmission.

d) If a student has the option of repeating only the course he has failed in as per the passing

standards, then he has the option of taking the same CBCS course he had failed in or the course of the home School, he had dropped.

e) If a student passes in CBCS course taken in lieu of a dropped course, then the grade and passing standards will be of host School and the CBCS course will be reflected in the student's CGPA.

f) A foot note will be displayed on the grade sheet as: 'Choice Based Credit System- course is opted in lieu of the dropped course', for those students who have opted for CBCS.

53. **CBCS course taken as an add on course:**

The CBCS course taken as an add on course by the student over and above the regular courses of the student's School will be treated as extra credit courses. The passing standards and grading will be of host school. The grade received by a student in the CBCS add on course will not be added to the student's CGPA and not affect his/her progression. However, it will be displayed in the Student's transcript.

a) If a student does not give the exam and remains absent an 'Absent' mark is indicated against the CBCS course. However, this will not impact the student's progression and overall grade will be what students get in their School courses without taking into account the CBCS course.

b) If student fails, then 'F' is reflected on grade sheet against the CBCS course however this F will not impact the student's progression and overall grade will be what students get in their School course without taking into account the CBCS course. Even after re-exam of CBCS add on course if a student fails in add on course, the student will still progress as it will not be counted in his/her CGPA.

c) If a student passes in CBCS add on course the grade will be reflected against the CBCS course without being included in his/her CGPA.

d) A foot note will be displayed on the grade sheet as: 'Choice Based Credit System- additional course', for those students who have opted for CBCS.

Others:

1. The bouquet of courses will be developed by Central Academic office in consultation with respective school Dean.

2. Each school will offer course/s to build bouquet of courses. Each course will have pre-defined course outlines, ICE and TEE weightage, fulfilling requirement rules and regulations of each school.

3. Any addition/deletion of courses to be dropped by each school in lieu of CBCS will require approval from the respective BOS and Academic council.

4. Allocation of seats to each school will be decided automatically through the Students' Portal by a formula which will be on the basis of the number of seats offered by each school for CBCS.

5. The school wise & Course wise list of all registered students on Students Portal will be sent to Assistant Registrar / Dy. Registrar of concerned schools by Central Academic Office.

6. Since this is a new initiative, during the process of implementation changes/ updates in the rules may be required. A Transition Committee will be formed to handle all such issues. The recommendations of transition committee will be forwarded for VC's approval. If required, this will subsequently be ratified in the next scheduled Academic council.