

OFFICE OF THE CONTROLLER OF EXAMINATIONS
Jamia Hamdard
Hamdard Nagar, New Delhi

JH/Exams./2021

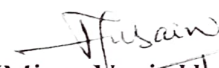
December 2, 2021

NOTIFICATION

Subject: Guidelines for Choice Based Credit System (CBCS) And Online SWAYAM (Study Webs of Active-Learning For Young Aspiring Minds/ MOOCs (Massive Open Online Courses) Courses-2021.

Please find enclosed herewith the Guidelines for Choice Based Credit System (CBCS) And Online SWAYAM (Study Webs of Active-Learning For Young Aspiring Minds/ MOOCs (Massive Open Online Courses) Courses-2021 These Guidelines have been passed by the The 168th Meeting of the Standing Committee of the Academic Council [SC 158 (6)] dated 12.10.2021.

As per the decision of the SC of the Academic Council, it is requested to all Deans of Schools and concerned Heads of the Departments to incorporate these Guidelines in Byelaws of all Programmes of their Schools/ Departments. In case any obscurity or difficulty, Prof. S. Raisuddin, Director, IQAC or undersigned may be contacted.


(Mirza Vazir Hussain)
Controller of Examinations

Copy to:

1. All Deans of Schools
2. Prof. S. Raisuddin, Director, IQAC
3. Head, Department of Rehabilitation Sciences
4. Head, Department of Computer Sciences
5. Principal, Ruffaida College of Nursing
6. All Heads of the Departments of School of Chemical & Life Sciences
7. Head, Department of Islamic Studies, SHSS
8. Head, Department of Management, SMBS
9. Head, Department of Health Management, SMBS
10. PS to Vice Chancellor (For information please)

**JAMIA HAMDARD
(DEEMED TO BE UNIVERSITY)**

**HAMDARD NAGAR
NEW DELHI**



**GUIDELINES FOR CHOICE BASED CREDIT SYSTEM (CBCS) AND ONLINE
SWAYAM (STUDY WEBS OF ACTIVE –LEARNING FOR YOUNG ASPIRING
MINDS/ MOOCS (MASSIVE OPEN ONLINE COURSES) COURSES 2021**

AS APPROVED BY THE

**158TH MEETING OF THE STANDING COMMITTEE OF THE ACADEMIC
COUNCIL HELD ON 12TH OCTOBER 2021**

JAMIA HAMDARD
HAMDARD NAGAR, NEW DELHI

GUIDELINES FOR CHOICE BASED CREDIT SYSTEM (CBCS) AND ONLINE
SWAYAM (STUDY WEBS OF ACTIVE-LEARNING FOR YOUNG ASPIRING MINDS)/
MOOCs (MASSIVE OPEN ONLINE COURSES) COURSES -2021

Jamia Hamdard has already adopted CBCS regulations based on UGC guidelines in 29th Meeting of the Academic Council held on 10.8.2015. These Regulations are implemented for all the programmes of the University except for the programmes which are covered by regulatory councils and council regulations. If there are no any specific regulations from the Council/Board/Statutory Body, then Jamia Hamdard regulations should be implemented. In continuation of adopted CBCS Regulations in 2015, detailed guidelines with some modifications are mentioned here in view of the SWAYAM (Study Webs of Active-Learning for Young Aspiring Minds)/MOOCs (Massive Open Online Courses) Online Courses under Govt. of India's NEP (New Education Policy) adopted by the UGC (University Grants Commission). These Guidelines are broadly based on 'UGC Guidelines on Adoption of Choice Based Credit System' passed by the 29th Academic Council dated 10.8.2015, 'Implementation of the Choice Based Credit System' dated 27.1.2015, Status Report about Implementation of the Choice Based Credit System (CBCS) in Jamia Hamdard passed by the 29th Academic Council dated 10.8.2015, UGC Instructional Template for Facilitating Implementation of Choice Based Credit System; UGC Regulations on Minimum Course Curriculum for Undergraduate Courses Under Choice Based Credit System 2019.

The CBCS provides an opportunity for the students to choose courses from the prescribed courses comprising core, elective/minor or skill based courses. The Choice Based Credit System (CBCS) enables a student to obtain a degree by accumulating prescribed number of credits. The number of credits earned by the student reflects the knowledge or skill acquired. Credits are assigned to each course based on the contents. The student also has choice in selecting courses out of those offered by various departments. The grade point earned in each course reflects the student's proficiency. The CBCS enables the students to earn credits across departments and provides flexibility in duration to complete a

Programme of study. The CBCS facilitates transfer of credits earned in different Departments/Centers of other recognized / accredited universities or institutions of higher education in India and abroad. In this system, student representatives take part in designing the curriculum for a programme of Study and facilitate in running the academic programmes. The courses can be evaluated following the grading system, which is considered better than the conventional marks system. This will benefit the students to move across institutions within India to begin with and across countries. The uniform grading system will also enable potential employers in assessing the performance of the candidates. In order to bring uniformity in evaluation system and computation of the Cumulative Grade Point Average (CGPA) based on student's performance in examinations, Jamia Hamdard has already formulated the guidelines of grading system following the UGC Guidelines for the same.

DEFINITION OF KEY CONCEPTS

Academic Year: The duration of two consecutive (one odd and one even) semesters constitute one academic year.

Choice Based Credit System (CBCS): The CBCS provides choice for students to select from the prescribed courses (core courses, discipline specific electives, generic elective, ability enhancement compulsory courses, skill enhancement courses, mandatory non-CGPA courses etc.).

Template: CBCS templates suggested by UGC for different UG and PG programmes which provide guidelines for course structure and syllabus.

Program: An educational program leading to award of a degree, diploma or certificate.

Programme Outcome PO: This is Graduate/Post Graduate Attributes of the student. These are statements that defines outcomes of a program which make students realize the fact that the knowledge and techniques learnt in this course has direct implication for the betterment of society and its sustainability.

Course Outcome CO: Course Learning Outcomes are specific and measurable statements that define the knowledge, skills, and attitudes learners will demonstrate by the completion of a course.

Course: Usually referred to, as 'paper' is a component of a program. All courses need not carry the same weight. However, the courses of same nature would have uniform credit pattern for wider choice and mobility of students in opting the courses. Each course should define learning objectives and learning outcomes. A course may be designed to comprise 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 some of these.

Credit Based Semester System (CBSS): Under the CBSS, the requirement for award of degree or diploma or certificate has been prescribed in terms of number of credits to be completed by each student. **L-T-P:** The prescribed hours/week during a semester for Lecture-Tutorial-Practical (L-T-P) to a particular course.

Theory classes shall have a compulsory component of lectures and tutorials. The faculty members are to use a variety of pedagogical tools ranging from conventional lecture mode to more participatory and demonstration techniques with new methods of teaching using technologies.

Practical work refers to lab work, project work, field/industry visit, teaching practice, internship, field practicum (concurrent fieldwork, individual conference, group conference, seminar presentation and skill lab), and media lab, block placement and like discipline specific components.

Credit(C): A unit by which the course work is measured. It determines the number of hours of instructions 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. For

example a course with assigned weekly L-T-P: 3-0-2 or 3-1-0 shall be equivalent to 4 credits.

A **SIX (6) credits** theory course requires a minimum duration of 90 hours of teaching in a semester (1credit/hour*6hours/week*15 weeks).

A **FOUR (4) credits** theory course requires a minimum duration of 60 hours of teaching in a semester (1credit/hour*4hours/week*15 weeks).

A **TWO(2) credits theory course** requires a minimum duration of 30 hours of teaching in a semester (1credit/1hour*2hours/week*15 weeks). A two credits practical course requires a minimum duration of 60 hours of practical work in a semester (1credit/2hours*2hours/week*15 weeks).

Letter Grade (LG): It is an index of the performance of students in a said course. Grades are denoted by letters O, A+, A, B+, B, C, P and F. The Letter Grades, Grade Points and scale of UGC have been adopted in JamiaHamdard. Grading is done using Letter Grades as qualitative measure of achievement in each Course like: O (Outstanding), A+ (Excellent), A (Very Good), B+ (Good), B (Above Average), C (Average), P (Pass), F (Fail) and Ab (Absent), based on the percentage (%) of marks scored in (CIE+SEE) of the Course and conversion to Grade.

Grade Point (GP): It is a numerical weight allotted to each letter grade on a 10-point UGC scale viz. O=10, A+=09, A=08, B+=07, B=06, C=05, P=04, F=00 & Ab=00.

Credit Point (CP): The numerical value obtained by multiplying the grade point (GP) by the no. of credit (C) of the respective course i.e. $CP = GP \times C$.

Cumulative Grade Point Average (CGPA): It is a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits

of all courses in all the semesters. It is expressed upto two decimal places.

Semester Grade Point Average (SGPA): It is a measure of performance of work done in a semester. It is ratio of total credit points (CPs) secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed upto two decimal places.

Semester: Each semester shall consist of 15-18 weeks of academic work equivalent to 90/100 actual teaching days. The odd semester may be scheduled from July to December and even semester from January to June.

Program Span (PS): It is the maximum duration in which student has to complete the programme. It shall be additional two years after the duration of the programme. $(n+2)$ where n is the duration of the programme.

Course Structure and Syllabus

Applicability: CBCS will be implemented for all the programmes of Jamia Hamdard except for those programmes where curriculums is framed and regulated by regulatory council/board. To design the course structure guidelines are provided in the templates of various UG programmes in the UGC website. Basing on this Board of Studies (BOS) should design the course structure by specifying course outcome and programme outcome.

1. The Course Structure shall prescribe the minimum eligibility, Semester wise list of courses, including, Theory, Laboratory, Field work, Project work etc., and total credits for each Programme of Study. The Programme specific outcome should be clearly spelt out in the course structure.
2. Detailed syllabus for all courses offered by the Department shall be prepared in a specific number of units along with full details of Text Books, Reference Books, Web based resources, Reference of papers, e-Books, Published

Reports, Monographs, etc. relevant to the course and made available to teachers and students. Course outcome of each course of the programme should be clearly mentioned in the course structure and syllabus.

3. Each course shall have a title and a unique course code. The first two digits will represent the year of commencement of present byelaws of the programme. The next three alphabets referring the programme, two alphabets referring type of course (viz, CC, AE, GE, DE, SE etc) and three numerals (first number indicating the semester and other two digits indicating the course code). For Example, 21MBACC101, 21MBACC102, 21MBA AE104, 21MBASE105, 21MBADE106 etc. The Course Structure and Syllabus of each programme shall be approved and recommended by the Board of Studies (BOS) and School Board and then the Academic Council.
4. The syllabi of courses shall be revised at least once in three years to keep up with developments. HoD/Dean can carry out minor revisions within the outline of the syllabus to include latest developments in the course, while retaining the title and code of the course. Such minor revisions should be approved by Academic Council.
5. New course proposed by a School/Department is to be first considered and approved in the BOS (Board of Studies) and then to be placed before the School Board and the Academic Council for approval. Total Course structure and syllabus of all semesters of the programme is to be approved by the Academic Council before launching the programme.
6. All the students should be apprised of Specific programme outcomes and Course outcomes of each paper in compulsory orientation programmes in the first year after admission.

Outline of Choice Based Credit System:

1. **Core Course:** A course, which should compulsorily be studied by a candidate

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as a core requirement is termed as a Core course. SWAYAM/ MOOCs Courses should not be applicable/ available in the Core Course. Core Course are mandatory as decided by the School/ Department.

2. **Elective Course:** Generally a course which can be chosen from a pool of courses and which may be very specific or specialized or advanced or supportive to the discipline/ subject of study or which provides an extended scope or which enables an exposure to some other discipline/subject/domain or nurtures the candidate's proficiency/skill is called an Elective Course.

2.1 Discipline Specific Elective (DSE) Course: Elective courses may be offered by the main discipline/subject of study is referred to as Discipline Specific Elective. The University/Institute may also offer discipline related Elective courses of interdisciplinary nature (to be offered by main discipline/subject of study). Discipline Specific Elective (DSE) is offered by the main discipline/subject of study. DSE course can be chosen from a pool of courses and may be very specific or advanced or specialized or supportive to the discipline/ subject of study or provides an extended scope or enables an exposure in applied discipline/ subject/ domain related to core course and helps the candidate's proficiency / skill in the core areas of discipline. SWAYAM/MOOCs Courses are made available in the Discipline Specific Elective (DSE) Course. The SWAYAM/ MOOCs Courses are to be decided by the School/Department. The list of Discipline Specific Elective (DSE), Generic Elective, SWAYAM / MOOCs Courses etc. to be offered and chosen by the students semester wise subject wise and programme wise is to be sent to the Controller of Examinations at the commencement of each semester. The School/Department should also sent Electives Courses chosen by the students Semester wise and Programme wise.

Dissertation/Project: An elective course designed to acquire special/advanced knowledge, such as supplement study/support study to a

project work, and a candidate studies such a course on his own with an advisory support by a teacher/faculty member is called dissertation/project.

2.2 Generic Elective (GE) Course: An elective course is chosen generally from an unrelated discipline/subject, with an intention to seek exposure is called a Generic Elective. A student has to select one of them among the pool of courses identified by the Department/ Institution/ University. SWAYAM and MOOCs Courses are made available in the Generic Elective (GE) Course.

Credit score earned by a student for any elective paper has to be included in the student's overall score tally irrespective of whether the paper is offered by the parent university (degree awarding university/institute) or not.

PS: A core course offered in a discipline/subject may be treated as an elective by other discipline/subject and vice versa and such electives may also be referred to as Generic Elective.

3 Ability Enhancement Courses (AEC): The Ability Enhancement (AE) Courses may be of two kinds: Ability Enhancement Compulsory Courses (AECC) and Skill Enhancement Courses (SEC).

3.1 Ability Enhancement Compulsory Course (AECC): These courses are the courses based upon the content that leads to Knowledge enhancement; SWAYAM/MOOCs Programmes are not available in the Ability Enhancement Courses (AEC).

These are mandatory courses for all disciplines of UG programmes.

- i) Environmental Studies
- ii) English/MIL Communication

The two AECC courses are of 2 credits each are mandatory and maintain uniformity in the syllabus examination for all and streams at UG level.

3.2 Skill Enhancement Courses (SEC): These courses may be chosen from a pool of

courses designed to provide value-based and/or skill-based knowledge. SWAYAM and MOOCs Programmes are available in the Skill Enhancement Courses (SEC). The Skill Enhancement Courses are value-based and/or skill-based and are aimed at providing hands-on-training, competencies, skills etc.

These Skill Enhancement Courses may be chosen from a pool of courses as decided by BoS. The Department may also include Skill Enhancement Courses suggested by UGC/ or SWAYAM/MOOCs.

*** Introducing Research Component in Under-Graduate Courses**

Project work/Dissertation is considered as a special course involving application of knowledge in solving / analyzing /exploring a real life situation / difficult problem. A Project/Dissertation work would be of 6 credits. A Project/Dissertation work may be given in lieu of a discipline specific elective paper. Project Work is designed to acquire special/advanced knowledge that supplement Support the study, and a student carries out such a advisory support by a project on his own choice with an faculty member. It is considered as a special course application involving of knowledge in solving/ analyzing/ exploring a real life situation/ difficult problem.

The Department/ Institution has to offer the project work in Semester - VI or otherwise student can opt the optional paper offered by the Department, which carry 4 credits. Research Methods paper of two credits should be made integral to all dissertation, in case such a paper has not been taught in the preceding semesters.

The Institution/ College has to create Research and Innovation Cell and appoint Officer a Nodal or Coordinator to facilitate the Project Work and also to monitor the progress.

4 Additional Credit Courses: Credits under Non-CGPA (NSS/NCC/Sports)

Interested students may enroll in various co extracurricular activities like NCC/NSS/Sports. At least 2 credits each will be given in an activity for one year. Additional credits may be shown in their transcripts after certification by concerned officer.

Implementation Guidelines:

1. The CBCS may be implemented in all the Schools of Jamia Hamdard, wherever applicable. (where the regulatory body has not prescribed a syllabus). These Schools will follow common minimum curriculum as fixed by the UGC and given in the templates of programmes in UGC website. The allowed deviation from the syllabi being 20% at the maximum.
2. The Schools may be allowed to finally design their own syllabi for the core and elective papers subject to point no. 1. Further, they can add to the list of elective papers they want to offer as per the facilities available.
3. Credit score earned by a student for any elective paper has to be included in the student's overall score tally irrespective of whether the paper is offered by the parent department/school or not.
4. For the introduction of AE Courses, they may be divided into two categories: a) AE Compulsory Courses: The Schools participating in CBCS system may have common curriculum for these papers. There may be one paper each in the 1st two semesters viz. (i) English/MIL Communication, (ii) Environmental Science. b) Skill Enhancement Courses: The Schools may decide the papers they may want to offer from a common pool of papers decided by UGC or they may choose such papers themselves in addition to the list suggested by UGC. The Schools may offer one paper per semester for these courses.
5. The School/Department may plan the number of seats per elective paper as per the facility and infrastructure available.

6. An undergraduate degree with Honours in a discipline may be awarded if a student completes 14 core papers in that discipline, 2 Ability Enhancement Compulsory Courses (AECC), minimum 2 Skill Discipline Specific Elective (SEC) and 4 papers each from a list of An undergraduate Program degree and Generic Elective papers respectively.
7. awarded if a student completes 4 core papers each in three disciplines of choice, 2 Ability Enhancement Compulsory Courses (AECC), minimum 4 Skill Enhancement Courses (SEC) and 2 papers each from a list of Discipline Specific Elective papers based on three disciplines of choice selected above, respectively.
8. An Undergraduate program degree in Humanities/ Social Sciences/ Commerce may be awarded if a student completes 4 core papers each in two disciplines of choice, 2 core papers each in English and MIL respectively, 2 Ability Enhancement Compulsory Courses (AECC), minimum 4 Skill Enhancement Courses (SEC), 2 papers each from a list of Discipline Specific Elective papers based on the two disciplines of choice selected above, respectively, and two papers from the list of Generic Electives papers.
9. The credit(s) for each theory paper/practical/ tutorial/ project/ dissertation will be as per the details given in A, B, C, D for B.Sc. Honours, B.A./ B.Com. Honours, B.Sc. Program and B.A./B.Com. Program, respectively.
10. The Schools may offer any number of choices of papers from different disciplines under Generic Elective and Discipline Specific Elective as per the availability of the courses/faculty.
11. Jamia Hamdard may evolve a system/policy about Extra Curricular Activities/ Sports/ NCC/ NSS/ on their own.
12. A student can opt for more number of Elective and AE Elective papers than proposed under the model curriculum of UGC. However, the total

- credit score earned will not exceed 160 credits for UG Honours and 140 credits for UG Program degree.
13. The proposition and semester wise distribution of the above mentioned type of courses should be decided by BoS of respective Department/School as per programme wise templates of course structure given in UGC website. Total No. of credits in a semester may vary. It can be around 20-24 credits per semester or as approved by BoS.
 14. Above CBCS guidelines prepared for UG Programmes may also be implemented for PG Programmes as per approved Byelaws by BoS and Academic Council.

ONLINE/SWAYAM/MOOCs/NPTEL COURSES:

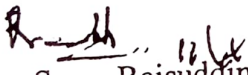
Academic Council may allow the chairman, Board of Studies to approve online credit courses of SWAYAM platform/MOOCs for credit transfer on the recommendation of Head of department. A set of courses can be recommended and approved by the Chairman, Board of studies so that students can start taking these courses from the first year and comfortably complete by the time they graduate as additional subjects to improve their knowledge and skills. It is again recommended that the courses taken by the students be a discipline elective not offered by the university so that they can leverage the online course initiative completely which is to facilitate opportunities in areas of learning for which faculty are not locally available. These courses are not mandatory and interested students may take these courses as additional subjects or in lieu of Electives. These subjects should be under Discipline general/open elective category so that it does not hamper their graduation in case they do not do well in the course. It is suggested that this not be made mandatory for all students. The examination fee of SWAYAM should be borne by the student themselves. These credits may be shown in marksheets/transcripts if chosen in lieu of elective offered by Department or as additional credits

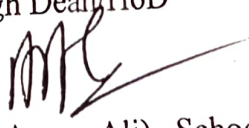
gained by the students. One Academic course coordinator should be appointed by the HOD/Dean of the concerned department /School to look after the selection of courses and implementation of SWAYAM among the students of the department. The Academic Coordinator/ Counsellors will identify the courses from SWAYAM/ MOOCs Courses and get it approved by Dean/HoD.


The details of courses credits earned by the students through SWAYAM/MOOCs should be certified by the academic coordinator and attested by concerned HoD/Dean and the same should be sent to the examination section along with form and award rolls along with the semester award sheets so that these credits can also be included in the same semester marksheet.

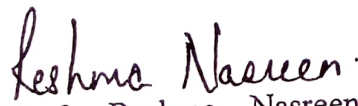
Responsibilities of SWAYAM/MOOCs Coordinators:

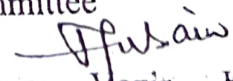
1. Counselling the students regarding choice of online courses.
2. Informing the students about registration of the examination in the SWAYAM
3. Sending the list of elective subjects including the SWAYAM courses Programme wise and Semester wise to the Examination Section.
4. Submission of the attested marks obtained in the Certificate issued by the SWAYAM through Dean/HoD


(Prof. S. Raisuddin),
Director, IQAC,
Chairman of the Committee


(Prof. Asgar Ali), School
of Pharmaceutical
Education & Research,
Member of the Committee


(Prof. Farhan Jalees Ahmad)
Dean, School of
Interdisciplinary Sciences &
Technology, Member of the
Committee


(Prof. Reshma Nasreen)
Dean Students Welfare,
Member of the Committee


(Mirza Mazir Hussain),
Controller of Examinations,
Convener of the Committee