

No.RU/BOG-CIR/2013-14

Date: 16.12.2013

**NOTIFICATION**

Whereas, the draft “**REVA University Regulations for Choice Based Credit System (CBCS) and Continuous Assessment Grading Pattern (CAGP) for Post Graduate Degree Programs, 2013**” were placed before the Academic Council, the Board of Management, and the Board of Governors in the meetings held on 16.05.2013 at 11.00 am, 18.05.2013 at 10.30 am and 11.12.2013 at 2:00 pm respectively.

Whereas, the Academic Council, the Board of Management and the Board of Governors in the above stated meetings have unanimously approved the said draft Statutes and the same are assented by the Chancellor on 16.12.2013.

Accordingly, the “**REVA University Regulations for Choice Based Credit System (CBCS) and Continuous Assessment Grading Pattern (CAGP) for Post Graduate Degree Programs, 2013**” attached at **Annexure – A** are notified and these Statutes come into force from the date of assent of the Chancellor.



**REGISTRAR**

To,

1. All the Directors of various schools of REVA University
2. Director-Planning
3. Dean, Research and Innovation
4. Registrar(Evaluation)
5. CWC to: Hon’ble Chancellor, the Vice-Chancellor
6. Office copy.

**REVA UNIVERSITY REGULATIONS FOR CHOICE BASED CREDIT SYSTEM (CBCS) AND CONTINUOUS ASSESSMENT GRADING PATTERN (CAGP) FOR POST GRADUATE DEGREE PROGRAMS, 2013**

**1. Title and Commencement:**

These Regulations shall be called the “**REVA UNIVERSITY REGULATIONS FOR CHOICE BASED CREDIT SYSTEM (CBCS) AND CONTINUOUS ASSESSMENT GRADING PATTERN (CAGP) FOR POST GRADUATE DEGREE PROGRAMS, 2013**”.

These Regulations shall come into force from the academic year 2013-14.

**2. The Programs :**

The following programs and all P G programs to be instituted and introduced in REVA University in coming years shall follow these regulations.

**(1) M.Tech :**

Advanced Embedded Systems,  
Advanced Information Technology,  
Advanced Power  
Advanced Software Engineering and Project Management  
Data Engineering and cloud computing  
Computer Aided Structural Engineering,  
Advanced Geo technology  
Information Security  
Machine Design and Dynamics  
Distributed and mobile computing  
Wireless Communication & Networking

**(2) M.Sc:**

Applied Mathematics, and Chemistry.

**(3) M.Com: (Commerce)**

**(4) MBA:**

Business Administration, Banking and Finance,  
Actuarial Management

(5) **MBA (Post BE/B Tech):**

Techno-administration and Engineering Management

**3. Definitions:**

**Course :** Every course offered will have three components associated with the teaching-learning process of the course, namely:

(i) L= Lecture (ii) T= Tutorial (iii) P= Practice, where:

**L** stands for **Lecture** session consisting of classroom instruction.

**T** stands for **Tutorial** session consisting participatory discussion / self study/ desk work/ brief seminar presentations by students and such other novel methods that make a student to absorb and assimilate more effectively the contents delivered in the Lecture classes.

**P** stands for **Practice** session and it consists of Hands on Experience / Laboratory Experiments / Field Studies / Case Studies that equip students to acquire the much required skill component.

In terms of credits, every **one hour session of L amounts to 1 credit per Semester** and a minimum of **two hour session of T or P amounts to 1 credit per Semester**, over a period of one Semester of 16 weeks for teaching-learning process. **The total duration of a semester is 20 weeks inclusive of semester-end examination.**

**A course shall have either or all the three components.** That means a course may have only lecture component, or only practical component or combination of any two or all the three components.

The total credits earned by a student at the end of the semester upon successfully completing the course are L + T + P. **The credit pattern of the course is indicated as L: T: P.**

If a course is of 4 credits then the different credit distribution patterns in L: T: P format could be:

4 : 0 : 0, 1 : 2 : 1, 1 : 1 : 2, 1 : 0 : 3, 1 : 3 : 0,  
2 : 1 : 1, 2 : 2 : 0, 2 : 0 : 2, 3 : 1 : 0, 3 : 0 : 1,  
0 : 2 : 2, 0 : 4 : 0, 0 : 0 : 4, 0 : 1 : 3, 0 : 3 : 1,

*The concerned BoS will choose the convenient Credit Pattern for every course based on the requirement. However, generally, a course shall be of FOUR Credits and occasionally may be of TWO Credits.*

Different Courses of Study are labeled and defined as follows:

**Core Course:**

A course which should compulsorily be studied by a candidate as a core-requirement is termed as a Core course. The CORE courses of Study are of TWO types, viz – (i) Hard Core Course, and (ii) Soft Core Course.

(i) **Hard Core Course:**

The **Hard Core Course** is a Core Course in the main discipline / subject of study that the candidates have to study compulsorily.

(ii) **Soft Core Course:**

A Core course may be a **Soft Core** if there is a choice or an option for the candidate to choose a course from a pool of courses from the main discipline / subject of study or from a sister/related discipline / subject which supports the main discipline / subject.

**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. Elective courses may be offered by the main discipline / subject of study or by sister / related discipline / subject of study. A Soft Core course may also be considered as an elective.

**Open Elective Course:**

An elective course chosen generally from other discipline / subject, with an intention to seek exposure is called an **Open Elective Course**.

**Self Study Elective Course:**

An elective course designed to acquire a 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 is called a **Self Study Elective**.

**Project work/Dissertation:**

Project work/Dissertation work is a special course involving application of knowledge in solving / analyzing /exploring a real life situation / difficult problem. A project work up to **FOUR** credits is called **Minor Project** work. A project work of **SIX** or **EIGHT** credits is called **Major Project** work. **Dissertation** work can be of **TEN** or **TWELVE** credits. **A Project/Dissertation work may be a hard core or a soft core as decided by the BoS concerned.**

**4. Eligibility for Admission:**

- 4.1 Candidates possessing a degree of any University, equivalent thereto and complying with the eligibility criteria shown in Annexure – I, are eligible for admission to Post-graduate degree programs mentioned in Regulation No.2 above.

**5. Scheme and Medium of Instructions:**

- 5.1 A **Post-graduate / Masters Degree** program is of **4 Semesters - two years duration**. A candidate can avail a **maximum of 8 successive semesters** (including blank semesters, if any) – **4 years (in one stretch) to complete Masters degree**. A candidate opting for **Blank Semester(s)** should have to study the prevailing courses offered by the department when he / she continues his / her studies.
- 5.2 The medium of instruction shall be English.
- 5.3 **A candidate has to earn a minimum of 76 credits, for successful completion of a Master's Degree** with a distribution of credits for different courses as given in the following table.

<b>Course Type</b>	<b>Credits</b>
Hard Core	A minimum of 42, but not exceeding 52
Soft Core	A minimum of 16
Open Elective	A minimum of 04

Every course including project work, practical work, field work, self study elective should be entitled as **Hard Core or Soft Core or Open Elective** by the BoS concerned.

- 6.4 A candidate can enroll for a **maximum of 24 credits per semester**.
- 6.5 **Only such candidates who register for a minimum of 18 credits per semester in the first two semesters and complete successfully 76 credits in 4 successive semesters shall be considered for declaration of ranks, medals and are eligible to apply for student fellowship, scholarship, free ships and hostel facilities.**

5.6 **Add on Proficiency Diploma:**

In excess to the minimum of 76 credits for masters degree in the concerned discipline / Subject of study, a candidate can opt to complete a minimum of 18 extra credits to acquire **add on proficiency diploma** in that particular discipline / subject along with the masters' degree.

5.7 **Add on Proficiency Certification:**

In such of **add on proficiency certification** the cases wherein, a candidate opts to **earn at least 4 extra credits** in different discipline(s) / subject(s) in addition to a minimum of 76 credits at Masters level as said above then an **add on proficiency certification** will be issued to the candidate by listing the courses studied and grades earned.

5.8 **Bachelor Honors Degree / PG Diploma:**

A candidate admitted to Masters program can exercise an option to exit with **Bachelor Honors degree / PG diploma after earning 40 credits successfully.**

## 6. Continuous Assessment, Earning of Credits and Award of Grades.

The evaluation of the candidate shall be based on continuous assessment. The structure for evaluation is as follows:

6.1 Assessment and evaluation processes happen in a continuous assessment mode. However, for reporting purposes, a semester is divided into 3 discrete components identified as C1, C2, and C3.

6.2 The performance of a candidate in a course will be assessed for a maximum of 100 marks as explained below.

6.2.1 The first component (C1), of assessment is for 25 marks. This will be based on test, assignment and seminar. During the first half of the semester (i.e. by 8<sup>th</sup> week), the first 50% of the syllabus will be completed. This shall be consolidated during first three days of 9<sup>th</sup> week of the semester. A review test based on C1 if any to be conducted/ assessment in any other form to be done be completed in the beginning of the 9<sup>th</sup> week and academic sessions

should continue for C2 immediately after completion of process of C1. Beyond the 9th week, making changes in C1 is not permitted.

- 6.2.2 The second component (C2), of assessment is for 25 marks. This will be based on test, assignment, and seminar. The continuous assessment and scores of second half of the semester (9<sup>th</sup> to 17<sup>th</sup> week) will be consolidated during last three days of 17th week of the semester. During the second half of the semester the remaining units in the course will be completed. A review test based on C2 if any to be conducted/assessment in any other form to be made has to be completed during last three days of the 17th week of the semester.

The 18<sup>th</sup> week shall be for revision of syllabus and preparation for the semester - end examination. The semester - end examination of 2 hours duration for each course shall be conducted during 19<sup>th</sup> & 20<sup>th</sup> week. This forms the third/final component of assessment (C3) and the maximum marks for the final component will be 50.

Valuation shall be undertaken concurrently and results be announced latest by the end of 22<sup>nd</sup> week.

This shall be the practice and process to be followed both in odd semesters and even semesters.

- 6.2.3 The outline for continuous assessment activities for Component-I (C1) and Component-II (C2) will be proposed by the teacher(s) concerned before the commencement of the semester and will be discussed and decided in the respective Departmental Council. The students should be informed about the modalities well in advance. The evaluated courses/assignments during component I (C1) and component II (C2) of assessment are immediately returned to the candidates after obtaining acknowledgement in the register maintained by the concerned teacher for this purpose.

6.2.4 **Provision for Appeal:**

If a candidate is not satisfied with the evaluation of C1 and C2 components, he / she can approach the **Grievance Cell** with the written submission together with all facts, the assignments, test papers etc, which were evaluated. He / She can do so before the commencement of semester-end examination. The Grievance Cell is empowered to recommend to the Board of Management to revise the marks if the case is genuine and is also empowered to levy penalty as prescribed by the university on the candidate if his/her submission is found to be baseless and unduly motivated. This Cell

may recommend taking disciplinary /corrective action on an evaluator if he/she is found guilty. The decision taken by the Grievance Cell is final.

**For every program there will be one Grievance Cell.** The composition of the grievance Cell is as follows.

1. **The Registrar (Evaluation)** ex-officio Chairman / Convener
2. **One Senior Faculty Member** (other than those concerned with the evaluation of the course concerned) drawn from the department/discipline/college and/or from the sister departments/sister disciplines.
3. **One Senior Faculty Member / Subject Expert** drawn from outside the University department.

### 6.3 **Setting Questions Papers and Evaluation of Answer Scripts:**

- 6.3.1 Questions papers in three sets shall be set by the internal examiner for a course. Whenever there are no sufficient internal examiners, the Chairperson of the BoE shall get the question papers set by external examiners.
- 6.3.2 The Board of Examiners shall scrutinize and approve the question papers and scheme of valuation.
- 6.3.3 There shall be single valuation for all theory papers by internal examiners. In case, the number of internal examiners falls short, external examiners may be invited.
- 6.3.4 The examination for Practical work/ Field work/Project work will be conducted jointly by two internal examiners. However, the BoE on its discretion can also invite external examiners if required.
- 6.3.5 If a course is fully of (L=0):T: (P=0) type, then the examination for C3 Component will be as decided by the BoS concerned.
- 6.3.6 In case of a course with only practical component a practical examination will be conducted with two examiners (ref: 6.3.4 above). A candidate will be assessed on the basis of a) Knowledge of relevant processes b) Skills and operations involved c) Results / Products including calculation and reporting.
- 6.3.7 The duration for semester-end practical examination shall be decided by the Departmental Council.
- 6.3.8 **Minor Project / Major Project / Dissertation Evaluation**

Right from the initial stage of defining the problem, the candidate has to submit the progress reports periodically and also present his/her progress in the form of seminars in addition to the regular discussion with the supervisor.



At the end of the semester the candidate has to submit Final Report of the project/ dissertation, as the case may be, for final evaluation. Components of evaluation are as follows:

Component – I(C1): Periodic Progress and Progress Reports (25%)

Component – II(C2): Results of Work and Draft Report (25%)

Component– III(C3): Final Evaluation and Viva-Voce (50%). The evaluation of Report is for 30% and the Viva-Voce examination is for 20%.

6.3.9 The schedule of continuous assessment and examinations are summarized in the following Table below.

Component	Period	Syllabus	Weightage	Activity.
C1	1 <sup>st</sup> Week to 8 <sup>th</sup> Week	First 50% (two units)	25%	Instructional process and Continuous Assessment
	First 3 days of 9 <sup>th</sup> Week			Consolidation of C1
C2	From fourth day of 9 <sup>th</sup> Week to first 3 days of 17 <sup>th</sup> Week	Second 50% (remaining two units)	25%	Instructional process and Continuous Assessment Consolidation of C2
	Last 3 days of 17 <sup>th</sup> Week 18 <sup>th</sup> Week			Revision and preparation for semester – end exam
C3	19 <sup>st</sup> Week to 20 <sup>th</sup> Week	Entire syllabus	50%	* Conduct of Semester -end Exams
	21 <sup>st</sup> Week to 22 <sup>nd</sup> Week			Evaluation and Tabulation
	22 <sup>nd</sup> Week			Notification of Final Grades
<b>*Examination and Evaluation shall take place concurrently and Final Grades be announced latest by 22<sup>nd</sup> week</b>				

6.3.10 Finally, awarding the Grades should be completed latest by 22 week of the Semester.

6.3.11 A candidate's performance from all THREE components (i.e. C1,C2,C3) will be in terms of scores, and the sum of all three scores will be for a maximum of 100 marks (25 + 25 + 50).

6.3.12 If X is the marks scored by the candidate out of 50 in C3 in theory examination, if Y is the marks scored by the candidate out of 50 in C3 in Practical examination, and if Z is the marks scored by the candidate out of 50 in C3 for a course of (L=0):T:(P=0) type that is entirely Tutorial based course, then the final marks M in C3 is decided as per the following table.

L.T. P Distribution	Final Marks in C3
L:T:P	$\frac{[(L+T)*X]+[(T+P)*Y]}{L+2T+P}$
L:(T=0):P	$\frac{(L*X)+(P*Y)}{L+P}$
L:T:(P=0)	X
L:(T=0):(P=0)	X
(L=0 ):T :P	Y
(L=0): (T=0):P	Y
(L=0): T:( P=0)	Z

**6.4 Provision to Drop Course / Make up Examination:**

In case a candidate secures less than 30% in C1 and C2 put together in a course, the candidate is said to have DROPPED that course, and such a candidate is **not allowed** to appear for C3 in that course.

In case a candidate's class attendance in a course is less than 75% or as stipulated by the University, the candidate is said to have DROPPED that course, and such a candidate is **not allowed** to appear for C3 in that course.

Teachers offering the courses will place the above details in the Department Council meeting during the last week of the Semester, before the commencement of C3, and subsequently a notification pertaining to the above will be brought out by the Chairman of the Department before commencement of C3 examination.

A copy of this notification shall also be sent to the office of the Registrar & Registrar (Evaluation).

6.5 In case a candidate secures less than 30% in C3, he/she may choose DROP/MAKEUP option.

In case a candidate secures more than or equal to 30% in C3, but his/her grade (G) = 4, as per Section 6.10 below, then he/she may be declared to have been conditionally successful in this course, provided that such a benefit of conditional clearance based on G=4 shall be availed for a maximum of 8 credits only for the entire programme of Master's Degree of two years.

In case a candidate secures more than 30 % in C3 but G=4, then he/she may choose DROP/MAKE-UP option.

The candidate has to exercise his/her option immediately within 10 days from the date of notification of results. A MAKE-UP examination will be conducted within 25 days from the date of notification of results. If the candidate still remains unsuccessful after MAKE-UP examination he/she is said to have DROPPED that course.

**6.6 Re-registration for Dropped Course:**

A candidate has to re-register for the DROPPED course when the course is offered again by the department/college if it is a hard core course. The candidate may choose the same or an alternate core/elective in case the dropped course is soft core / elective course. A candidate who is said to have DROPPED project work has to re-register for the same subsequently within the stipulated period. **The details of any dropped course will not appear in the Grade Card.**

**6.7 Provisional Grade Card:**

The tentative / provisional Grade Card will be issued by the Registrar (Evaluation) at the end of every Semester indicating the courses completed successfully. This statement will not contain the list of DROPPED courses.

**6.8 Provision to Withdraw Course:**

A candidate can withdraw any course within ten days from the date of notification of final results. Whenever a candidate withdraws a course, he/she has to register for the same course in case it is hard core course, the same course or an alternate course if it is soft core/open elective.

**A DROPPED course is automatically considered as a course withdrawn.**

**6.9 Challenge Valuation:**

A student who desires to apply for challenge valuation shall obtain a Xerox copy of the answer script by paying the prescribed fee within 10 days after the announcement of the results. He / She can challenge the Grade awarded to him/her by surrendering the Grade Card and by submitting an application along with the prescribed fee to the Registrar (Evaluation) within 15 days after the announcement of the results. This challenge valuation is only for C3 component.

The answer scripts for which challenge valuation is sought for shall be sent to another external examiner. The marks awarded will be the higher of the marks obtained in the challenge valuation and in maiden valuation.

#### 6.10 The Grade and the Grade Point:

The Grade and the Grade Point earned by the candidate in the subject will be as given below.

Marks in Percentage [P]	Grade [G]	Grade Point (GP = V x G)
30-39	4	V*4
40-49	5	V*5
50-59	6	V*6
60-64	6.5	V*6.5
65-69	7	V*7
70-74	7.5	V*7.5
75-79	8	V*8
80-84	8.5	V*8.5
85-89	9	V*9
90-94	9.5	V*9.5
95-100	10	V*10

Here, **P** is the Percentage of Marks ( $P = [(C1+C2)+M]$ ) secured by a candidate in a course which is rounded to nearest integer. **V** is the Credit Value of course. **G** is the grade and **GP** is the Grade Point.

#### 6.11 Cumulative Grade Point Average (CGPA):

Overall Cumulative Grade Point Average (CGPA) of a candidate after successful completion the required number of credits (76) is given by

$$CGPA = \frac{\sum GP}{\text{Total number of Credits}}$$

### 6.12 Classification of Results.

The Final Grade Point (FGP) to be awarded to the student is based on CGPA secured by the candidate and is given as follows.

CGPA	FGP	
	Numerical Index	Qualitative Index
$4 \leq \text{CGPA} < 5$	5	SECOND CLASS
$5 \leq \text{CGPA} < 6$	6	
$6 \leq \text{CGPA} < 7$	7	FIRST CLASS
$7 \leq \text{CGPA} < 8$	8	
$8 \leq \text{CGPA} < 9$	9	DISTINCTION
$9 \leq \text{CGPA} \leq 10$	10	

Overall percentage =  $10 * \text{CGPA}$  or is said to be 50% in case CGPA is  $< 5$

### 6.13 Final Grade Card:

Upon successful completion of Bachelors Honors / Masters degree a final Grade Card consisting of GRADES of all courses successfully completed by the candidate will be issued by the Registrar (Evaluation)

Procedural Aspects with regard to CBCS – CAGP

1. Students should complete the registration process within a maximum of 10 days from the date of starting/ reopening of the semester, after which changes in the courses registered will strictly be not allowed.
2. A student can register for a **maximum of 24 credits** per semester (Over booking is strictly prohibited).
3. A Soft Core/ an Open Elective will be offered if the minimum strength is 05 (five) at the time of commencement of the course (it may be possible that subsequently in that semester the number of candidates completing the course could turn out to be less than the minimum).
4. A Soft Core/ an Open Elective may be offered even if the strength is less than 5 at the time of commencement, provided that the Department/College shall not ask for additional faculty for the work load arising out of this.
5. If a sequence of Soft Courses in the subsequent semesters is dependent upon a specific stream chosen by candidates, then the condition of minimum strength requirement is applied at the time of commencement of the stream. In the subsequent semesters, even if the number of students falls less than the minimum, the corresponding stream based soft

courses shall be offered for the benefit of remaining students who have chosen the specific stream.

6. Every student should complete a minimum of **four credits** of Open Elective. A student can register for one open elective course per semester during II, III and IV semesters. Therefore at most a student can volunteer to earn a maximum of 12 credits from Open Elective courses.
7. Since all valuation is totally internalized, the valuation work should get completed within a maximum of 10 days from the last day of examination, and the results should be notified latest by 20th day from the last day of examination. Hence, **makeup examination** should get completed latest within the first month of the subsequent semester, i.e. much before the completion of C1 period of subsequent semester.
8. In case, some students( the number will be insignificantly small) register for some subjects(specifically hard core) of both first and third semester courses in odd semester and of both second and fourth semester courses in even semester then the department/college should plan the time table to incorporate it.
9. The C1 score should be finalized latest by 9th week of the semester and **should be submitted to the office of the Registrar – Evaluation**. The C2 score should be finalized latest by 17th week of the semester and **should be submitted to the office of the Registrar – Evaluation**.
10. The candidates dropped because of lack of C1 + C2 score or because of attendance shortage shall not be allowed to appear for C3 examination.
11. If a candidate scores less than 30% in C3 in final examination including the possibility that the candidate could be absent for C3, then such a candidate will be allowed to appear for the immediate make-up examination only.
12. The process of re-registration or registration during spilled over semester (if any) shall be automatic and shall be treated as a normal registration process. So separate directions shall not be issued.
13. All departments should notify the open electives which shall be offered during the upcoming semester in the last month of the on-going semester. The first provisional list of selected candidates for the open elective course should be notified 15 days earlier to the last date of the on-going semester. The second list and finalization of the list of students for open elective of the next semester should happen latest by five days before the last date of closure of the on-going semester. This should be automatically taken care of by the department. Separate circular will not be issued.
14. If a candidate drops any course after the announcement of final grade, it should be brought the notice of the Registrar – Evaluation within 10 days from the date of issue of provisional Grade Sheets.

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