



WEST BENGAL STATE UNIVERSITY

(Barasat, North 24 Parganas)

**Undergraduate Programmes Regulations 2025  
(Based on National Education Policy 2020)**

**FOR ADMISSION & EVALUATION**

**in**

**4-year Undergraduate Programme  
and**

**3-year Undergraduate Programme**

**Under Curriculum and Credit Framework for**

**Undergraduate Programme**

**(w.e.f. Academic Session 2025-26)**

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2/8/25

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Jt. Convenor,  
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*2/8/2025*

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**PART-I**  
**WEST BENGAL STATE UNIVERSITY**  
**REGULATIONS FOR ADMISSION TO UG PROGRAMMES**  
**UNDER NEP 2020 effective from (2025-26)**

**1. Scope & Coverage**

The University provides following three undergraduate programmes w.e.f. the admission of 2025-26 under the Curriculum and Credit Framework for Undergraduate Programmes (CCFUP) based on NEP 2020 and subsequent and also in compliance with “**Recommendations of the Expert Committee to Review the Notification on the Specification of Degrees and Suggest New Degree Nomenclature(s)**” released on June 2023

**A. Single Major programmes**

- (i) 4-year Bachelor's degree (Honours) with Major in a chosen discipline in the field of Arts/Science/Commerce/Management (8 semesters with 180 Credits) (See Table 1).
- (ii) 4-year Bachelor's degree (Honours with Research) with Major in a chosen discipline in the field of Arts/Science/Commerce/Management (8 semesters with 180 Credits). Students need to complete a research project of 15 credits in areas of their Major discipline in the 4<sup>th</sup> year of studies. (See Table IA)

**B. Multidisciplinary Programmes (MDP)**

- (iii) 3-year Bachelor's degree with Multidisciplinary Programme of studies in Life Sciences/ Physical sciences/ Mathematical & Computer Sciences/ Social Sciences/ Humanities/ Commerce & Management (6 semesters with 128 credits. (See Table 2)

**2. Eligibility for admission in the UG Programmes:**

- A candidate who has passed the Higher Secondary (10+2) or its equivalent level examination is eligible to seek admission to the First Semester of the Eight Semester B.A./B.Sc./B.Com./BBA (Hons and Hons. with Research) or B. A. Music. (Hons. and Honours with Research) or in the First Semester of Six semester Multidisciplinary B.A./B.Sc./B.Com. Programme of studies **provided he/she had English as a subject in his/her Higher secondary or equivalent level,**

- In any case, where there is an ambiguity regarding the acceptability of a particular examination as equivalent to the Higher Secondary (10+2) level of study, the matter shall be referred to the Equivalence Committee of the University who shall determine the eligibility of the said examination.

- However, no candidate, opting for Honours shall be allowed for admission in the course after a lapse of more than 3 years from the year of passing the previous qualifying examination. Those desirous to do so need to seek prior permission from the University

authority. Students desiring admission in 3-year Multidisciplinary Program shall get a total lapse of not more than 6 years. The year of admission shall not be taken into account while calculating 3 years from the year of passing the previous qualifying examination. As an example, any student successfully completing Higher Secondary (or equivalent) level education in 2022 or later are eligible for admission in Honours curricula in 2025. Similarly, a student who has passed Higher Secondary (or equivalent) examination in the year 2019 or later is eligible for admission in 3-year Multidisciplinary Program.in 2025.

- For the purpose of determining eligibility for admission to the **4-year Honours Course**, aggregate marks shall be calculated by **adding the marks of top four disciplines** in order of marks secured by a candidate. However, marks in **compulsory Environmental Education/Studies shall not be taken into account** for calculation of aggregate marks. If the subject "Environmental Science" is studied as an elective discipline, it may be taken into account for the purpose of determining the aggregate marks.

- For the purpose of determining eligibility for admission to the **3-year Multidisciplinary UG Program of study**, aggregate marks shall be calculated by **adding the marks of top four discipline in order of marks secured by a candidate**. However, **marks in compulsory Environmental Education/Studies shall not be taken into account** for calculation of aggregate marks. If the subject "Environmental Science" is studied as an elective discipline, it may be taken into account for the purpose of determining the aggregate marks.

### **3. Eligibility Criteria**

**A candidate taking up Honours in a discipline must have obtained:**

- A minimum of 50% marks in the aggregate and 45% marks in the discipline or related discipline at the previous qualifying examination. In case of Music (Hons.) 45% marks in the aggregate and 45% marks in the discipline Music in the previous qualifying examination

**OR**

55% marks in the subject or related discipline in the previous qualifying examination.

**OR**

50% marks in the aggregate when the candidate has not studied the discipline in his/her previous qualifying examination provided all other clauses are satisfied

- Candidates belonging to the Scheduled Caste or Scheduled Tribe category must have obtained 40% marks in the aggregate and 40% marks in the discipline /related disciplines at the previous qualifying examination (10+2 level) for being eligible for admission in the Honours program of study.

However, if in any Honours discipline, the number of applications is so low that even the permitted intake of the college cannot be filled up, then the Principal/Teacher-in-charge may use his/her discretionary power to relax the minimum

requirement criteria for admission in that particular discipline. A written communication in that regard must reach the Registrar for consideration of that decision for final approval by the Vice Chancellor of the University and the decision will be communicated to the Dept. of Higher Education, Govt. of West Bengal.

#### 4. Candidates from other Boards

A. Students, who have passed examination equivalent to the Higher Secondary (10+2) from the All-India Boards/Councils or State Boards/Councils including Open Schools. Students from vocational studies, are eligible for the admission in the Multidisciplinary Programme at the UG level.

B. Students who have passed the Higher Secondary (10+2) examination or its equivalent from the All-India Boards/Councils (i.e. CBSE, ISC and National Institute of Open Schooling) are not required to submit the Migration Certificate for getting Registration under this University.

C. Any dispute regarding eligibility criteria would be resolved by the Equivalence Committee set up by the University or by the Executive Council in its absence.

#### 5. Choice of Courses

##### (A) 4-Year UG (Honours/Honours with Research) programme of study:

Candidates will have to choose a single major discipline and any two minor disciplines and the requisite numbers of AEC, SEC, MDC & VAC along with internship as shown in Table 1 & 1(A). The combination of major and two minor disciplines for the students admitted in 4-year UG (Honours/ Honours with research) will be decided by the concerned college.

##### (B) 3-Year Multidisciplinary Undergraduate (UG) Programme of study (MDP):

A candidate is required to choose **any three disciplines** from **one or two broad** categories of disciplines as offered by the concerned college. (See section 7 for categories)

#### 6. Nomenclature of Degrees

As per the UGC guidelines the given nomenclatures for degrees are to be followed until further intimation from the UGC:

(A) UG Certificate: Students who opt to exit after completion of the first year and have secured the first 54 credits (Table 1, 1A) or have secured the first 42 credits (Table 2) will be awarded a UG certificate if, in addition, they complete one internship course of 2 credits. These students are allowed to re-enter the degree programme within three years and complete the degree programme within the stipulated maximum period of seven years. The student enrolling in 4 year UG programme will get a **certificate in UG (Major)**; similarly, a student opting for 3 year multidisciplinary Programme will get a **UG certificate in Multidisciplinary Program**. UG Certificate

will be offered in Science/Arts/Commerce as per their Major discipline in the 4-year programme or choice of discipline in the 3-year Multidisciplinary programme.

(B) UG Diploma: Students who opt to exit after completion of the second year and have secured the first 98 credits (Table 1, 1A) or have secured the first 84 credits (Table 2) will be awarded the UG diploma if, in addition, they complete one internship course of 2 credits. These students are allowed to re-enter within a period of three years and complete the degree programme within the maximum period of seven years. The student enrolling in 4-year UG programme will get a **diploma (Major)**, similarly, a student opting for 3-year multidisciplinary Programme will get a **diploma in a Multidisciplinary Program**. Diploma will be offered in Science/Arts/Commerce as per their Major discipline in the 4-year programme or choice of discipline in the 3-year Multidisciplinary programme.

(C) 3-year UG Degree with Major (Honours): Students who wish to undergo a 3-year UG programme with a Major will be awarded UG **(3 years Honours) Degree in the Major discipline** after successful completion of three years, securing the first 140 credits (Table 1, 1A) which includes 2-credit of internship. *The candidate will be awarded a BSc/BA/B. Com (3 years Honours) degree with Major in a specific subject eg. BSc (3 years Honours) with Physics Major.*

(D) 3-year Multidisciplinary UG Degree: A student after successfully completing a 3-year multidisciplinary programme by securing a total credit of 128 (See Table 2) with 30 credits from each of the three chosen disciplines will be awarded UG **Degree (B.A./B.Sc./B.Com.)** which includes 2-credit of internship.

(E) 4-year UG Degree (Honours): Candidates must secure total 180 credits to obtain a Bachelor degree (Honours) in his/her major discipline (See Table1) which includes 2-credit of internship.

(F) 4-year UG Degree (Honours with Research): Students who secure 75% marks or above the first six semesters in aggregate and wish to undertake research at the undergraduate level can choose a research stream in the fourth year. The students who secure 180 credits, including which 2-credit of internship and 15 credits from a research project/dissertation (Table 1A), will be awarded UG degree (Honours with Research). He/she should do a research project or dissertation under the guidance of a full-time faculty member in a substantive post (with doctorate degree) of the Major discipline concerned (or any allied discipline) of that college or an affiliated college under WBSU or concerned department of WBSU. Such candidates must submit a Thesis/Dissertation to the University for evaluation followed by a Viva-Voce examination. The concerned candidate must score 50% marks or above allotted for Research/Dissertation work to qualify for the degree of UG Honours with research in his/her major discipline.

Nomenclature of degree for 3/4-year UG Programme (Hons) will be based on the

*stream*<sup>1</sup> of chosen **Major discipline**. For example, if a student takes Physics as his Major he will get B.Sc. degree whereas a student taking History Major will get a BA degree. The degrees to be offered after the completion of 3- or 4-year UG programme will be B.Sc. (Hons), B.A (Hons) and B.Com (Hons).

In 3-year Multidisciplinary programme the degree nomenclature will depend on the choice of **2 Core disciplines** for example, if two of the chosen three disciplines are from categories belonging to science stream then the degree will be 3-year B.Sc. in Multidisciplinary program. Psychology, Geography & Economics will be treated as science disciplines in this context.

## 7. Broad Categories of Disciplines

(i) **Physical Sciences:** Chemistry, Physics, Electronics.

(ii) **Life Sciences:** Bio-chemistry, Botany, Zoology, Physiology, Molecular biology & Bio-technology, Microbiology, Food & Nutrition, Fishery Science, Anthropology, Environmental Science.

(iii) **Mathematical and Computer Sciences:** Mathematics, Statistics, Computer Science, Computer Application.

(iv) **Social Sciences:** (a) **Discipline treated as Science:** Economics, Geography, and Psychology

**Social Sciences:** (b) **Discipline treated as Arts:** Sociology, Political Science, History, Education, and Agriculture & Rural Development.

(v) **Humanities:** English, Bengali, Hindi, Urdu, Sanskrit, Arabic, Defence Studies, Film Studies, Physical Education, Human Rights, Women Studies, Human Development, Philosophy, Journalism & Mass Communication, NCC, Music.

(vi) **Commerce & Management:** Accounting, Finance, Business Economics, Management and all other allied disciplines; Travel & Tourism Management, Advertising & Sales Promotion.

### Note:

1. Students opting for Psychology, Geography & Economics when chosen as Major discipline in a 4-year UG programme will obtain B.Sc. Degree

2. Categories (i)-(iv) (a) : Science stream

3. Categories (iv)(b) and (v) : Arts stream

4. Category (vi) : Commerce stream.

## 9. Groups of discipline:

**Gr. I:** Physics, Zoology, Education, Film Studies, Physical Education, Human Rights, Women Studies, NCC

**Gr. II:** Mathematics, Human Development, History, Environmental Science

**Gr. III:** Chemistry, Sociology, Defense Studies, Music, Arabic, Sanskrit, Biochemistry

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1 Defined in Section 7.

**Gr. IV:** Botany, Economics, Food & Nutrition

**Gr. V:** Political Science, Electronics, Fishery Science, Agriculture & Rural Development.

**Gr. VI:** Geography, Molecular Biology & Biotechnology, Psychology, Philosophy, Microbiology, Journalism & Mass Communication

**Gr. VII:** Statistics, Physiology, English

**Gr. VIII:** Anthropology, Computer Science, Bengali, Hindi, Urdu, Computer Application

**Gr. IX:** Commerce and allied discipline

**Gr. X:** Management and allied discipline with related specializations like Finance, Marketing, Human Resource Management, Systems and Operations.

*(A) For the 4-year UG Programme with Honours, a candidate is required to choose his/her Major in a discipline and two other disciplines for Minor courses, from among Group-I to Group-VIII as above by taking not more than one discipline from any of the groups mentioned above.*

*(B). For the 3-year Multidisciplinary Programme of Studies, a candidate is required to choose any three Core disciplines from among the broad categories of disciplines mentioned as above by taking not more than one discipline from any of the groups also in compliance with section 5(B) mentioned above.*

*Example, the choice of the three disciplines will have to be made as stated hereunder:*

- *For B.Sc. 3-year Multidisciplinary Programme, a candidate is required to choose three Core disciplines from among Group I to VIII by taking not more than one subject from the same group and at least two science disciplines.*
- *For the B.A. 3-year Multidisciplinary Programme of Studies, a candidate is required to choose three Core disciplines from among Group I to VIII by taking not more than one subject from the same group and at least two discipline from Humanities and/or Social Sciences.*
- *For B.Com 3-year Multidisciplinary Programme at least two core discipline to be chosen from Commerce and allied discipline maintaining NEP norm.*

*One cannot choose 3 disciplines from 3 different streams namely Commerce, Science and Humanities. At least two disciplines will be from the same stream and the stream from which two discipline are chosen will determine the name of the degree.*

### **8. Mandatory Subject Requirement (at H. S. level)**

A candidate shall be allowed to take up the major discipline(s) under heading "A" if he/she had passed the subject(s) under heading "B" in the previous qualifying examination. \*

Sl. No	A	Sl. No	B
1	Mathematics	1	Mathematics
2	Statistics	2	Statistics/ Mathematics
3	Physics	3	Physics and Mathematics
4	Chemistry	4	Chemistry and Mathematics
5	Zoology	5	Zoology/ Biology/Biotechnology/Life Science
6	Botany	6	Botany/Biology/Biotechnology/Life Science
7	Physiology	7	Physiology/Biology/Biotechnology/Life Science
8	Anthropology	8	Anthropology/Biology/Biotechnology/Life Science
9	Molecular Biology	9	Chemistry/Physics and Biology/Biotechnology/Life Science
10	Microbiology	10	Chemistry/Physics and Biology/Biotechnology/Life Science
11	Computer Science	11	Mathematics/ Computer Science & Physics
12	Electronics	12	Electronics/Physics and Mathematics
13	Commerce	13	Accountancy/ Business Economics and all other allied discipline.
14	Environmental Science	14	Chemistry/Physics/Biology /Life Science /Mathematics/Geography/
15	Food & Nutrition	15	Chemistry and Biology/Life Science
16	Agriculture & Rural Development	16	Physics/ Chemistry/Biology/Economics/Anthropology/ Mathematics/Geography/Sociology
17	Geography	17	Geography/Economics/Statistics/Mathematics/Biology
18	Economics	18	Mathematics
19.	Management	19	Finance/Marketing/Human Resource/Systems & Operations
20	Fishery Science	20	Biology/ Biotechnology/Chemistry/Food & Nutrition/Physics/Life Sciences
21	Computer Applications	21	Computer Applications/Computer Science/Mathematics
22	Human Development	22	Any subject
23	Psychology	23	Any subject
24	BBA		Any discipline

\* The respective UGBOS reserves the right to modify the essential discipline options, as mentioned above, from time to time.

## 9. STRUCTURE OF THE 4-YEAR UNDERGRADUATE PROGRAMME (HONOURS)

**Table 1: Semester-wise and Course category-wise distribution of credits**

SEM	Major (DS)	Minor	IDC	AEC	SEC	VAC	Internship	Total Credits
I	DS-1(5)	MA-1(5) MB-1(5)	MD-1 (3)	AE-1 (3)	SE-1 (3)	VAC (3)		27
II	DS-2(5)	MA-2(5) MB-2(5)	MD-2 (3)	AE-2 (3)	SE-2 (3)	VAC (3)	(2**)	27
Exit with certificate								(2**) + 54
III	DS-3(5)	MA-3(5) MB-3(5)	MD-3 (3)	AE-3 (3)	SE-3 (3)			24
IV	DS-4(5),DS-5(5) DS-6(5),DS-7(5)						(2**)	20
Exit with diploma								(2**) + 98
V	DS-8(5),DS-9(5) DS-10(5), DS-11(5)							20
VI	DS-12(5), DS-13(5) DS-14(5), DS-15(5)						(2**)	20
Exit with Major	75	30	9	9	9	6		(2**)+138
VII	DS-16(5) DS-17(5)	SMA(5) SMB (5)						20
VIII	DS-18(5) DS-19(5) DS-20(5) DS-21(5)							20
Credit	105	40	9	9	9	6	2	180

DS: Discipline specific core course,

MA: Minor discipline1, MB: Minor discipline2

SM: Special Minor courses from the two different disciplines either MA or MB, but of higher level.

IDC: Inter-disciplinary Course

VAC: Value Added Course, AE: Ability Enhancement Course, SE: Skill enhancement Course

**Credit distribution:**

(a) Lab-based Courses: L=3, T/P =2, (b) non-Lab based courses: L=4,T/P=1

(c) Field-based courses: P = 5,

(d) Music as a Major/Minor discipline, credit distribution: L = 1/2, P = 4/3

\*\* The semester in which internship is to be completed is flexible. However, before obtaining the certificate/diploma/ 3-year Hons/ 4-year Hons internship must be completed and the corresponding credit needs to be earned.

#### **STRUCTURE OF THE 4-YEAR UNDERGRADUATE PROGRAMME (HONOURS WITH RESEARCH)**

Table1A: Semester-wise and Course category-wise distribution of credits

SEM	Major (DSC)	Minor	IDC	AEC	SEC	VAC	Internship/ Research	Total Credits
I	DS-1(5)	MA-1(5) MB-1(5)	MD-1 (3)	AE-1 (3)	SE-1 (3)	VAC (3)		27
II	DS-2(5)	MA-2(5) MB-2 (5)	MD-2 (3)	AE-2 (3)	SE-2 (3)	VAC (3)	(2**)	27
Exit with certificate								(2**) + 54
III	DS-3(5)	MA-3(5) MB-3(5)	MD-3 (3)	AE-3 (3)	SE-3 (3)			24
IV	DS-4(5), DS-5(5) DS-6(5), DS-7(5)						(2**)	20
Exit with diploma								(2**) + 98
V	DS-8(5), DS-9(5) DS-10(5), DS-11(5)							20
VI	DS-12(5), DS-13(5), DS-14(5), DS-15(5)						2**)	20
Exit with Major	75	30	9	9	9	6	(2**)	(2**) + 138
VII	DS16(5) , DS-17(5)	SMA(5) SMB (5)						20
VIII	DS-18(5),						15	20
Credit	90	40	9	9	9	6	17	180

DS: Discipline specific core course,

MA: Minor discipline1, MB: Minor discipline2

SM: Special Minor courses from the two different disciplines either MA or MB, but of higher level.

IDC: Inter-disciplinary Course

AE: Ability Enhancement Course, SE: Skill enhancement Course

Credit distribution:

(a) Lab-based Courses: L=3, T/P =2, (b) Non-Lab based courses: L=4, T/P=1

(c) Field-based courses: P = 5,

(d) Music as a Major/Minor discipline, credit distribution: L = 1/2, P = 4/3

\*\* The semester in which internship is to be completed is flexible. However, before obtaining the certificate/diploma/ 3-year Hons/ 4-year Hons with research internship must be completed and the corresponding credit needs to be earned.

## Structure of the 3-Year UG Multidisciplinary Programme

**Table 2: Semester-wise and course category-wise distribution of credits**

SEM	Core course (A)	Core course (B)	Core course (C)	IDC	AEC	SEC	VAC	Inter nship	Total credits
I	MA-1(5)	MB-1(5)	MC-1(5)		AE-1(3)		VAC (3)		21
II	MA-2(5)	MB-2(5)	MC-2(5)		AE-2(3)		VAC (3)	(2**)	21
Exit with Certificate									(2*)+ 42
III	MA-3(5)	MB-3(5)	MC-3(5)		AE-3(3)	SE-1 (3)			21
IV	MA-4(5)	MB-4(5)	MC-4(5)	MD-1(3)		SE-2(3)		(2**)	21
Exit with diploma									(2**)+ 84
V	MA-5(5)	MB-5(5)	MC-5(5)	MD-2(3)		SE-3(3)			21
VI	MA-6(5)	MB-6(5)	MC-6(5)	MD-3(3)		SE-4(3)		(2**)	21
Credits	30	30	30	9	9	12	6	2	(2**)+ 126 =128

MA: Core course from discipline 1,

MB: Core course from discipline 2

MC: Core course from discipline 3.

IDC: Inter-disciplinary Course

AE: Ability Enhancement Course, SE: Skill enhancement Course

Credit distribution:

(a) Lab-based Courses: L=3, T/P =2, (b) Non-Lab based courses: L=4,T/P=1

(c) Field-based courses: P = 5,

(d) Music as a Major/Minor discipline, credit distribution: L = 1/2, P = 4/3

\*\* The semester in which internship is to be completed is flexible. However, before obtaining the certificate/diploma/ 3-year degree internship must be completed and the corresponding credit needs to be earned.

## 10. Curricular Components of the Undergraduate Programme

In accordance with NEP Curriculum & Credit Framework 2020 the undergraduate programmes governed by this regulation contain the following course components:

- **Major and Minor disciplines**

*Major discipline is the discipline or subject of main focus and the degree will be awarded in that discipline. Students should secure the prescribed number of credits (about 50% of total credits) through core courses in the major discipline.*

*Minor discipline helps a student to gain a broader understanding beyond the major*

discipline.

In addition to major and minor disciplines, a student admitted in the 4-year Undergraduate programme (Hons./ Hons. with research) has to take the following courses as shown in Table 1 & Table 1A.

• **Interdisciplinary Course (IDC):**

*All UG students are required to undergo 3 different introductory-level courses choosing not more than ONE from of the following broad disciplines given below. These courses are intended to broaden the intellectual experience and form part of liberal arts and science education. Students are not allowed to choose or repeat courses already studied at the higher secondary level (12th class) and those chosen as major and minor discipline.*

The university will provide a list of courses under the following 5 categories. Students will be asked to choose 3 different IDCs in 3 semesters from the pool of courses offered by the college.

Categories	Interdisciplinary Course from the following disciplines
1.	Life Sciences, Chemistry, Physics, Electronics, Anthropology, Geography
2.	Mathematics, Statistics, Computer Application, Economics, Computer Science
3.	Library Science & Digitization, Journalism
4.	Travel & Tourism, Commerce, Management, Advertisement & Sales Promotion
5.	Defense Studies, Psychology, Human Rights, Education, Sociology, Political Science/ Philosophy, History, Film Studies, Physical Education, Women Studies, Music, Human Development, NCC

• **Ability Enhancement Course (AEC):**

*Students are required to achieve competency in a Modern Indian language and in the English language with special emphasis on language and communication skills. These courses aim at enabling the students to acquire and demonstrate the core linguistics skills, including critical reading and expository and academic writing skills, that help students articulate their arguments and present their thinking clearly and coherently.*

• **Skill Enhancement Course:**

*These courses are aimed at imparting practical skills, hands-on-training, soft skills to enhance the employability of the students.*

*Each of the AEC and SEC courses shall carry 3 credits.*

- **SECs for 4-Year Undergraduate Programme - Students are required to choose three SEC courses in their 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> semester of study. students of the 4-Year programme will take 2 SECs from the Major discipline in the first and the second**

*semesters, and a third SEC in the third semester from either of the Minor disciplines as per his/her choice.*

- *SECs for 3-Year Multidisciplinary Programme - Students are required to choose four SEC courses in their 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> semester of study. Two SECs from one chosen core discipline in 3<sup>rd</sup> & 4<sup>th</sup> semesters and another 2 SECs from another chosen core discipline in the 5<sup>th</sup> and 6<sup>th</sup> semesters will have to be taken.*
- *SEC 1 is to be offered in the odd semesters and SEC 2 in the even semesters. There should not be any violation of this rule to facilitate the process of registration.*
- *For AEC, they have to study three courses (each of 3 credits) of English and Modern Indian language (MIL) in their 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> semesters of study. English is to be chosen as at least one of these three courses.*
- **SEC or IDC courses shall have to be selected only from those offered by the University.**

#### **VALUE ADDED COURSES (VAC):**

These are courses that will help develop all capacities of human beings – intellectual, aesthetic, social, physical, emotional, and moral in an integrated manner. Each of these courses carries 3 credits.

*Students will be required to study the mandatory VAC (Environmental Education ) in the first year. Additionally any one from the below-mentioned value-added courses (VAC) in the other semester of the same year.*

The student will choose *from either of the two VACs* offered by the university as mentioned hereunder.

- **VAC2--Introduction to Cyber Security (Theoretical)**
- **VAC3-- Indian Knowledge System (IKS): Value of Yoga and Meditation (Theoretical + Practical)**

#### **INTERNSHIP:**

*A course requiring students to participate in a professional activity or work experience, or cooperative educational activity or research activity, with an entity external to the educational institution, normally under the supervision of an expert of the given external entity. **Internship is not another skill enhancement course. A key aspect of the internship is induction into actual work situations.** Internships involve working with local industry, government or private organizations, business organizations, artists, crafts persons, and similar entities to provide opportunities for students to actively engage in on-site experiential learning.*

The student has the option to complete a 2-credit internship in a research project

(of any research Institute or university or college), industrial organization, R & D lab, or through community engagement, as organized by the college. The student must complete a 2-credit internship by his/her 5<sup>th</sup> semester of study.

*Note: If a student wants to leave the course with a certificate/diploma/degree, s/he should obtain the result from the college on showing the internship certificate. For a 3/4-year Honours a student should complete the internship within the first 6 semesters.*

- **FINAL YEAR RESEARCH PROJECT / DISSERTATION:**

A student selected for pursuing 4-year Honours with Research programme is required to complete a research project and submit a dissertation to the University for examination and evaluation in the 8<sup>th</sup> semester. This research project/dissertation work carries 15 credits.

**\*\* Conditions to be met by colleges offering a 4 year UG degree (Honours with Research) in a Major discipline:**

- a. The departments of the college offering a 4-year UG degree (Honours with research) must have the required infrastructure such as adequate library facility, access to internet, access to journals, computer lab and software, laboratory facilities to carry out research work.
- b. A full-time teacher in a substantive post holding a doctoral degree in a discipline will be able to act as supervisor for 15 credit research projects at the UG level. Colleges with one faculty in a discipline capable for supervising the UG research project may take (if he/she considers it necessary) another co-supervisor from a different college under WBSU.
- c. If a student becomes eligible for pursuing Honours with research in a college that lacks required infrastructure and eligible PhD supervisors, he/she may complete his/ her research under the supervision of a faculty of any college affiliated to WBSU or respective department of WBSU after availing proper permission from both the HEIs and intimation to the university.

**11. Marks allotted for attendance:**

**University has allotted equal credit-based weightage to attendance for both lab and non-lab-based discipline. Those with less than 60% attendance will be barred from appearing in the university examination and will need to repeat the semester.**

**12. Music as Major and Minor Subject:**

- A i)** A candidate taking up Music as Major must get 45% marks in the aggregate and 45% marks in the subject Music, in the pre-qualifying examination.

**OR**

ii) 50% marks in the subject Music at the pre-qualifying examination.

**OR**

(iii) 45% marks in aggregate when the candidate has not studied the subject Music in the Pre-qualifying exam. Such candidates shall be admitted on the basis of the Admission Test/Screening to be conducted by the College Authority Concerned.

**B) Music as a Core course in 3-year Multidisciplinary UG Programme:** Any student can choose music as core subject and such a candidate shall be admitted on the basis of the Admission Test/Screening to be conducted by the concerned College Authority.

### **13. Credit hours for different types of courses:**

- The workload relating to a course is measured in terms of credit hours. A credit is a unit by which the expanse of the course is measured. It determines the number of hours of instruction required per week over the duration of a semester (minimum 15 weeks).
- Each course may have lecture and tutorial component or a lecture and practicum/laboratory component or a lecture, tutorial, and practicum/laboratory component, or only practicum component. For example, a three- credit lecture course in a semester means three one-hour lectures per week with each one-hour lecture counted as one credit. In a semester of 15 weeks duration, a three-credit lecture course is equivalent to 45 hours of teaching.
- One credit for tutorial work means one hour of engagement per week. In a semester of 15 weeks duration, a one-credit tutorial in a course is equivalent to 15 hours of engagement.
- A one-credit in practicum or lab course, community engagement and services, fieldwork, Studio activities or Field practice/projects in a semester mean two-hour engagement per week. In a semester of 15 weeks duration, a two-credit practicum in a course is equivalent to 60 hours of engagement.
- A one-credit of Internship means two-hour engagements per week. Accordingly, in a semester of 15 weeks duration, 2 credit in this course is equivalent to 60 hours of engagement.
- A course can have a combination of lecture credits, tutorial credits, and practicum credits.

➤ Lab-based Subject: (Total 5 Credits)

Theory-3 credits (45 Hours); Practical-2 credits (30x2=60 Hours)

➤ Non-Lab-based Subject: (Total 5 Credits)

Theory-4 credits (60 Hours); Tutorial-1credit (15 Hours)

### **14. Duration of the Programmes:**

*The duration of the UG programme (Honours/ Honours with research) is 4 years or 8 semesters.* Students who desire to undergo a 3-year UG Programme will be allowed to exit after completion of the 3rd year. Students may be permitted to take a break from the study during the period of study but the total duration for completing the programme shall not exceed 7 years. *The duration for Multidisciplinary UG Programme is 3 years.* The rule for total duration of completion of the programme is same as above.

### 15. SWAYAM Courses:

SWAYAM Courses: The University may allow up to 20% of the total courses being offered in a particular program in a Semester through the online learning courses offered through SWAYAM platform subject to the following conditions:

- The course contents should be alike;
- The length of the course (in terms of teaching hours) should not be less than the replaced offline course.
- The courses are not offered in the College;
- There is non-availability of suitable teaching staff to run the course in the College.

The University shall give the equivalent credit weightage to the student for the credits earned through online learning credit courses through SWAYAM platform. *However, the college will have to seek permission from the university at the beginning of the semester, if the college wants to replace regular class-teaching by Swayam course. Swayam courses will be allowed only for SEC, IDC and VAC but not for Major and Minor disciplines.*

### Mechanism for Computation of Work-load:

The following mechanism shall be adopted for computation of work load in a semester comprising 15/16 weeks.

- (a) 1 Credit = 1 Theory period of one hour duration/week;
- (b) 1 Credit = 1 Tutorial period of one hour duration/week;
- (c) 1 Credit = 1 Practical period of two hours duration/week;
- (d) 1 Credit = Internship period of two hours duration/week

### 16. Qualification Levels and Credit Requirements:

- For 4-year UG Honours/Honours with Research

Semester	Qualification Title	Minimum Credit Requirements
Completion of Sem VI	(3-years Honours) Bachelor's Degree with Major in a discipline	138+2 (internship)

<b>Completion of Sem VIII</b>	(4-year Honours) Bachelor's Degree / (4-year Honours with research) Bachelor's Degree in a discipline	<b>180 (including Internship)</b>
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- **For 3-year Multidisciplinary UG Program: Minimum Credit Requirement 126+2 (internship)**

#### **17. Course Registration:**

At the beginning of every Semester, all the students shall be required to register for the Courses specified for that Semester of the Programme in the Office of the Controller of Examinations in the prescribed forms with payment of fees as prescribed by the University from time to time.

#### **18. Post-admission Stipulations:**

- Colleges have the freedom to hold any number of tests and examinations of its own students. However, colleges will not hold any elimination/qualifying test in the midway for students admitted to the different Course of Studies.
- The evaluation and assessment pattern under CCFUP based on NEP 2020 will be regulated as per provisions of the present regulation or any emergent modification published before the time of the said examinations. Any dispute regarding the above would be resolved by the relevant Examination rules and regulations set up by the University or by the Executive Council.
- It is expected that the semester examinations will be held every six months as per the academic calendar which will be duly intimated in advance by the University.

#### **19. Foreign Nationals:**

The candidate (**Foreign Nationals**) will have to show "Original Copy" of Certificate of Madhyamik (or equivalent), Certificate of Higher Secondary (or equivalent) and original Passport (along with Student Visa) at the time of admission. **Foreign Nationals will have to pay the fees five times higher than the Indian Nationals.** Their papers must be duly endorsed by the local Embassies/Consulates/High Commissions, whichever is applicable and their visa period must cover the period required to complete the course. Equivalence of the qualification obtained in a foreign country will be decided as per UGC equivalence portal.

#### **20. College Transfer:**

Transfer of candidates from one affiliated college to another will be possible as per

the provisions laid out in the regulation of NEP 2020 based CCFUP system which will be in force at the relevant time. However, in all cases such transfers will be effected after due approval of the application of the candidate concerned along with requisite non-refundable fees to the University administration without contravening the provisions of the Regulation in force. *All applications for transfer have to be made to the University authority within 30 consecutive days of commencement of the relevant semester. The applications must also contain the attendance of the student in that semester.* The University reserves the right to approve or reject such applications of transfer and it cannot be treated as a matter of right on behalf of the applicant concerned.

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**PART-II**  
**WEST BENGAL STATE UNIVERSITY**  
**Regulations FOR EVALUATION OF UG PROGRAMMES**  
**UNDER NEP 2020 w.e.f. (2025-26)**

- The student can re-enter within 3 years (not in the same session) to complete the program within 7 years.
- All disputes relating to evaluation will be resolved by the local jurisdiction.
- Since this a credit point-based evaluation system there is no linear relationship between the full marks of a component and the credit allotted.
- The distribution of the Courses and the marks for the different components have been done in a manner such that the University component and the College component of the Weighted Grade Point is exactly same for students pursuing both Lab and Non-Lab based courses.
- **MAJOR & MINOR/CORE**
- **FOR LAB BASED course: THEORY (3 credit) + PRACTICAL (2 credit)**  
**MARKS ALLOTTED: 50 (Theory) + 50 (Practical)**

Theory: Total marks = 50

- The total marks for the theoretical component shall be 50 which will be evaluated in two parts, a) 40 marks by the University in the form of an End Semester Examination b) 10 marks by the concerned college as a form of continuous assessment/mid semester examinations.

Practical - Total Marks 50

- The total marks shall be 50 of which 40 marks will be evaluated by the University and 10 marks will be evaluated by the respective colleges.
- The End Semester examinations for Core courses (Major) will be conducted by the university, and will consist of 40 marks which will be sub-divided as follows: Lab Note Book -5, End semester evaluation -35 (by a method as decided by the respective BOS). The other 10 marks will be sub-divided as follows: Attendance (considering both the theory and the practical classes) -5, Continuous Assessment/Internal Assessment (CA/IA)-5
- However, End semester examinations of the Minor courses and Core courses (3-year Multidisciplinary) will be evaluated by the college as per guidelines from the respective BOS, and will consist of 40 marks in a method as decided by the respective BOS. The other 10 marks will be sub-divided as follows: Attendance (considering both the theory and the practical classes) -5, CA/IA-5.

**Final marks out of 50 in this course will be decided by the formula  $(3 \times M_T + 2 \times M_L)/5$ , where  $M_T$  is the marks obtained in the theoretical**

component and  $M_L$  is the marks obtained in the practical component.

- **FOR SURVEY/ PROJECT/ FIELD BASED COURSE** (where nature of the course is Practical; without any theory component): **PRACTICAL (5 credit)**

**MARKS ALLOTTED: 50 (Practical)**

- The total marks shall be 50 of which 40 marks will be evaluated by the University and 10 marks will be evaluated by the field supervisor/ respective colleges.
- The End Semester examinations for Core courses (Major) will be conducted by the university, and will consist of 40 marks which will be sub-divided as follows: Field report-10, presentation-15, Viva-voce-15 (by a method as decided by the respective BOS). The other 10 marks will be sub-divided as follows: Attendance (considering both the fieldwork and related classes) -5, Continuous Assessment/Internal Assessment during fieldwork (CA/IA)- 5

- **FOR NON-LAB-BASED course: THEORY (4 credit) + TUTORIAL (1 credit)**

**MARKS ALLOTTED: 50 (Theory) + 50 (Tutorial)**

Theory: Total marks = 50

- The total marks for the theoretical component shall be 50 which will be evaluated by the University in the form of an End Semester Examinations.

Tutorial - Total Marks 50

- The total marks shall be 50 which will be evaluated by the respective colleges.
- The evaluation of the 50 marks by the college will be sub-divided as follows: Attendance-10, Presentation / Home assignment-20, CA/IA (Written Examination)- 20.

**Final marks out of 50 in this course will be decided by the formula  $(4 \times M_T + 1 \times M_{TU})/5$ , where  $M_T$  is the marks obtained in the theoretical component and  $M_{TU}$  is the marks obtained in the tutorial component**

➤ **PASS MARKS**

- For lab-based course the student will have to secure 40% in theoretical and 40% in practical *separately* in order to qualify and obtain **at least 3 out of 5 marks in attendance**.
- If a candidate fails to obtain at least 40% in the laboratory component then he/she needs to reappear only in the end semester component of the concerned laboratory course for a fresh evaluation. The internal component (marks allotted by the college) will be carried forward.
- If a candidate fails to obtain at least 40% in the theoretical component then he/she needs to reappear only in the end semester component of the course for a fresh evaluation. The internal component (marks allotted by the college) will be carried forward.
- For courses without practical the student must secure 40% in a paper in the final weighted

average marks and **6 out of 10 in attendance**. If a candidate fails to obtain at least 40% then he/she needs to reappear only in the end semester component of the course for a fresh evaluation. The internal component (marks allotted by the college) will be carried forward.

➤ **IDC—50 MARKS**

Evaluation by colleges. Evaluation pattern to be decided by the respective UG-BOS.

➤ **SEC—50 MARKS**

- Evaluation by colleges. Evaluation pattern to be decided by respective UG-BOS.

➤ **AEC—50 MARKS**

- End semester examinations on the basis of 25 MCQ will be taken by the university.

➤ **VAC—50 MARKS**

- End semester examination on the basis of 25 MCQ will be taken by the university for courses on Environmental Studies & Introduction to Cyber security. However, they will be evaluated by the college and college will send the corresponding marks.
- For Indian Knowledge System (IKS): Value of Yoga and Meditation an end semester examination on 16 MCQ (Full marks 32) questions will be taken by the university but the answer scripts will be corrected by the college. The colleges will send both the theoretical and practical marks on 18 to the university.
- Questions from all VAC courses will be set in each of the first two semesters. **There will be a separate UG-BOS for each of the 3 VAC courses.**

**\*\* ALL VAC COURSES ARE THEORETICAL EXCEPT Indian Knowledge System (IKS): Value of Yoga and Meditation (2 CR THEORY + 1 CR PRACTICAL)**

➤ **HONOURS WITH RESEARCH**

- Students who secure a 75% or above in aggregate the first six semesters and wish to undertake research at the undergraduate level can choose a research stream in the fourth year for obtaining a Bachelor degree (Honours with Research) in his/her major discipline.
- Such candidates must secure **90 credits** out of the total credits of **180** from discipline-specific major courses and also needs to secure 15 credits through a Research project to be awarded a Bachelor degree (Honours with Research) in his/her major discipline.
- A student selected for pursuing 4-year Honours with Research programme is required to complete a research project and submit a dissertation to the concerned university department for examination and evaluation in the 8<sup>th</sup> semester.
- **The concerned UG-BOS will form a board comprising one university faculty, one external expert and the supervisor. This research project/dissertation work carries 15 credits and 150 marks.**
- The concerned candidate must score **75** or above out of the 150 marks allotted for

Research/Dissertation work for being awarded the degree of UG Honours with Research in his/her major discipline.

- Plagiarism check for dissertation/project report should be done by the candidate from the university library against a fee (if applicable), and the report should be attached with the dissertation/report maintaining UGC norms. Dissertation with similarity index and AI check more than 10% and 4 respectively (as per UGC norms) will be referred back to the concerned board for decision.
- A full-time teacher in a substantive post holding a doctoral degree in a discipline (or, an allied discipline) will be able to act as supervisor for 15 credit dissertation/ research project at the UG level. Colleges with one faculty in a discipline capable for supervising the UG research project may take another co-supervisor from a different college under WBSU or concerned department of WBSU.
- **Evaluation of the Dissertation/Project report to be done separately by the supervisor and the external experts assigned by the concerned Board and an average of the two marks to be allotted. The presentation and viva-voce will be evaluated jointly by a board of external experts, suggested by the concerned UGBOS. Any faculty who is a supervisor of any candidate appearing for the said examination will not be a member of the board.**

#### **Guidelines for Dissertation/Project Report:**

- Maximum Word count- 5000 excluding bibliography
- Font—Times New Roman 12
- Line Spacing—1.5
- Referencing—Any standard referencing format as per subject requirement (MLA/Chicago/APA or as deemed suitable)
- Footnotes/Endnotes wherever applicable.

#### **Evaluation of Dissertation/Project Report:**

- Dissertation/Project Report—100
- Presentation—25
- Viva Voce—25

#### **GUIDELINES FOR 2-CREDITS INTERNSHIP PROGRAMME / WORK-BASED PROGRAMME AS PER UCCF**

- As per UGC recommendations and corresponding amendments made from time to time.

[For 4-Years' Undergraduate Programme with Major/Research and/or for 3 Years' Undergraduate Programme with Multidisciplinary Programmes]

## Internship as per NEP 2020

It has been envisaged in the National Education Policy 2020 (NEP 2020) that a student shall undergo internship at the undergraduate level. This course, as enshrined in the NEP2020 will require a student to undergo “professional activity or work experience, or cooperative education activity with an entity external to the education institution”, normally this activity will be under the supervision of an expert belonging to the external institution/agency. Such an agency maybe industry, government organizations/NGOs, commercial organization, research laboratories, a full-time teacher with active research profile in a different college or any university, crafts persons etc. Students shall also be expected to maintain daily logs detailing their day-to-day activity in details along with a 1000 words report.

### Objectives of Internships

The main aim of the internship is to expose the student to “real-life” working situation or as per NEP, “on-site experiential learning”. Briefly the following objectives may be put forward:

- To experience in professional environment, **which otherwise cannot be simulated in a classroom.**
- To explore career alternatives and obtain **hands on training.**
- **To apply knowledge to practice**
- To explore and put to test one’s potentialities
- To develop respect towards a profession
- To develop integrate work culture in character
- To work in a group for a common goal
- To develop communication skills and working in a group
- To develop the art of reporting/registering/documenting an activity
- To develop self confidence and self respect

### Guidelines for organizing Internship

As per present UCCF a student intended to do the internship can engage herself/himself in an internship as delineated under UGC norms.

### Assigning the Students for Internship

The students entitled for the Internship must be duly nominated/assigned by the HOD of the concerned Department from, choices mentioned in Table 1, and should be forwarded by the competent authority of the College.

Step 1: It is advisable that the college procure proper written agreement of the institution/agency (please refer to Table1) well in advance of the commencement of the internship. The College may take a prior survey of the student’s need/interest/choice.

Step 2: There should be a proper documentation of the allocation of the internship eg. Allocation letter/ consent letter from institution/agency under which the internship will be performed. All such documentation should be preserved by the College.

Step3: Students joining letter to the internship program issued by host institution/agency should be preserved by College.

Step 4: The host College must ensure the submission of a detailed project report (1000 words) describing the objectives, the work done during the internship and its practical/social impact. The student shall also maintain a daily log book detailing her/his daily activity. This report should also mention the total hours spent in the activity.

Step 5: After successful completion of Internship, the College along with the host institution/agency (under which the internship was completed) will evaluate the students' performance.

Step 6: Certificate of completion and experience should be issued by College along with the host institution/agency (under which the internship was completed).

### **Important points for evaluation**

The daily log book is to be signed by candidate and supervisor under whom the internship is being done. This shall serve as proof of attendance and shall be required to be submitted to the College.

Evaluation should take into account:

1. Regularity and timely attendance (maintained in log book)
2. Proper documentation (as per 1000 words report and log book)

### **Allocation of Marks**

The total marks allocated will be 50 marks sub-divided into:

1. The Internship Mini Project Report – 30 Marks
2. Viva-voce by college 20 Marks

### **➤ LETTER GRADE & GRADE POINT:**

#### **1. Letter Grade and Grade Point:**

The 10-point grading system of the UGC, as described below, will be adopted for assessment and examination of the performance of students in various courses of the undergraduate programmes.

**Letter Grade** is used to signify the level of qualitative/quantitative academic achievement of a student in a Course, while the **Grade Point** is used to indicate the numerical weight of the Letter Grade on a 10-point scale. Letter Grades 'O' to 'P' indicate successful completion of a Course, while Letter Grades 'F' and 'Ab' indicate 'fail' and 'Absent' respectively.

**Table : Letter Grades and Grade Points**

Letter Grade	Grade Point	% of Marks	Grade Point	Description
O (Outstanding)	10	90 – 100	9.0 – 10.0	Outstanding
A+ (Excellent)	9	80 – less than 90	8.0 – less than 9	First Class Exemplary
A (Very Good)	8	70 – less than 80	7.0 – less than 8	First Class Distinction
B+ (Good)	7	60— less than 70	6.0 – less than 7	First Class
B (Above Average)	6	55 – less than 60	5.5 – less than 6	High Second Class
C (Average)	5	50 – less than 54	5.0 – less than 5.4	Second Class
P (Pass)	4	40 – less than 50	4.0 – less than 50	Pass
F (Fail)	0	Less than 40	Less than 4.0	Fail
Ab	0	---	---	Absent

If P is the percentage of marks obtained then the Grade point is  $P/10$

**COMPUTATION OF SGPA AND CGPA:**

The UGC recommends the following procedure to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

- i. The SGPA is the ratio of the sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e.

$$\text{SGPA (Si)} = \sum(C_i \times G_i) / \sum C_i$$

Where  $C_i$  is the number of credits of the  $i^{\text{th}}$  course and  $G_i$  is the grade point scored by the student in the  $i^{\text{th}}$  course.

#### Example for Computation of SGPA

Semester	Course	Credit	Letter Grade	Grade point	Credit Point (Credit x Grade)
I	Course 1	3	A	8	3 X 8 = 24
I	Course 2	4	B+	7	4 X 7 = 28
I	Course 3	3	B	6	3 X 6 = 18
I	Course 4	3	O	10	3 X 10 = 30
I	Course 5	3	C	5	3 X 5 = 15
I	Course 6	4	B	6	4 X 6 = 24
		20			139
	SGPA				139/20=6.95

- ii. The Cumulative Grade Point Average (CGPA) is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e.

$$\text{CGPA} = \sum(C_i \times S_i) / \sum C_i$$

where  $S_i$  is the SGPA of the  $i^{\text{th}}$  semester and  $C_i$  is the total number of credits in that semester.

#### Example for Computation of CGPA

Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6
Credit: 21 SGPA: 6.9	Credit: 22 SGPA: 7.8	Credit: 25 SGPA: 5.6	Credit: 26 SGPA: 6.0	Credit: 26 SGPA: 6.3	Credit: 25 SGPA: 8.0

## COURSE CODING WITH EXAMPLES

### ➤ Principle behind subject coding under NEP (Total 10 places):

- First 3 letters: Existing subject code
- 4<sup>th</sup> to 6<sup>th</sup> letters: Nature of course

MIN – Minor Subject; DSC – Discipline specific core in 4 yr UG; SEC – Skill enhancement course—HSE/GSE (H for Hons/G for 3 yr Multidisciplinary); COR – Core paper in Multidiscipline 3 yr UG; RES-Research; MDC-multidisciplinary courses—

HMD/GMD; VAC-value added courses; EE – Environmental Education, AEC-ability enhancement courses—HAE/GAE; INTERN-Internship; SMC –Special Minor for Hons.

- 7<sup>th</sup> Letter: Semester No.
- 8<sup>th</sup> & 9<sup>th</sup> Letters: Course No.
- 10<sup>th</sup> Letter: Type of course (T; P; M). [T-theoretical; P-practical; M-mixed type]
- **Code for Major, Minor & Core Papers:**  
Examples—HINDSC101T; ENGMIN202T; HISCOR404T
- **Coding for Environmental Education course:**
  - Environmental Education – VAC 1 (EVEVAC101T)/ (EVEVAC201T)
  - **Coding for Value added courses:**
  - Introduction to Cyber Securities – VAC 2 (ICSVAC102T)/ (ICSVAC202T)
  - Indian Knowledge System (IKS): Value of Yoga and Meditation – VAC 3 (VYMVAC203M)/ (VYMVAC103M)
- **Hons with Research :** eg. ENGRES801T/ GEORES801M
- **Internship**—INTERN301M/ INTERN101M
- **Special Minor in 7<sup>th</sup> Semester for Honours Students:**  
Egs. EDUSMC701; ENGSMC701T
  
- **For IDC, AEC & SEC-- H: Honours; G: Multidisciplinary and M for Minor. In case of IDC and SEC the same course will have multiple codes.**
- IDC in 3<sup>rd</sup> Semesters for Hons-- example  
ECOHMD301M i.e, Economics as IDC in 3<sup>rd</sup> Sem;
- IDC for Multidisciplinary Programme at Sem-6<sup>th</sup>—example  
EDUGMD601M i.e, Education as MDC in 6<sup>th</sup> Semester.
- A detailed example is worked out with Life Science IDC.  
LIFHMD101M if taken in Sem I for Honours or Honours with Research  
LIFHMD201M if taken in Sem II for Honours or Honours with Research  
LIFHMD301M if taken in Sem III for Honours or Honours with Research  
LIFGMD401M if taken in Sem IV for Graduation in Multidisciplinary Program  
LIFGMD501M if taken in Sem V for Graduation in Multidisciplinary Program  
LIFGMD601M if taken in Sem VI Graduation in Multidisciplinary Program
- SEC in Multidisciplinary UG Programme in Sem 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup> (2 course in Sem- 3, 4 from one discipline and 2 courses in Sem-5,6 from another discipline). Examples: ENGGSE301M & ENGSE402M/ CEMGSE501M & CEMSE602M
  
- SEC in Honours Course\_in Sem 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> (3 SEC courses will have to be taken.). Examples: ENGHSE101M, ENGHSE202M, PLSMSE301M.
  
- [While the courses remain the same the codes will change to indicate the semesters in which they are offered. This is required in a structure that is offering multiple exits.]
  
- AEC for Hons and Multidisciplinary\_in 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> Semesters English or Modern Indian Language (MIL)-- Bengali, Urdu, Hindi.  
Examples: ENGHAE101T/ ENGGAE101T; HINHAE101T/ HINGAE101T.



WEST BENGAL STATE UNIVERSITY

(Barasat, North 24 Parganas)

**Undergraduate Program Regulations 2025  
(Based on National Education Policy 2020)**

**FOR ADMISSION & EVALUATION**

**in**

**3-year Undergraduate Program  
for**

**Bachelor of Vocation (B.Voc.)**

**Under National Skill Qualification Framework (NSQF)**

**(w.e.f. Academic Session 2025-26)**

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**PART-I**  
**WEST BENGAL STATE UNIVERSITY**  
**REGULATIONS FOR ADMISSION TO UG B.VOC. PROGRAM**  
**UNDER NEP 2020 effective from (2025-26)**

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**1. Scope & Coverage**

The University offers academic program for B.Voc. degree w.e.f. the academic session of 2025-26 under the Curriculum and Credit Framework for Undergraduate Programs (CCFUP) based on NEP 2020 and National Skill Qualification Framework (NSQF).

**2. Eligibility for admission in the UG Programs:**

- A candidate who has passed the Higher Secondary (10+2) or its equivalent level examination is eligible to seek admission to the First Semester of Six semester B.Voc. Program of studies.

- In any case, where there is an ambiguity regarding the acceptability of a particular examination as equivalent to the Higher Secondary (10+2) level of study, the matter shall be referred to the Equivalence Committee of the University who shall determine the eligibility of the said examination.

- For the purpose of determining eligibility for admission to the **B.Voc. program**, aggregate marks shall be calculated by **adding the marks of top four disciplines in order of marks secured by a candidate**. However, **marks in compulsory Environmental Education/Studies shall not be taken into account** for calculation of aggregate marks. If the subject "Environmental Science" is studied as an elective discipline, it may be taken into account for the purpose of determining the aggregate marks.

**3. Candidates from other Boards**

A. Students, who have passed examination equivalent to the Higher Secondary (10+2) from the All-India Boards/Councils or State Boards/Councils including Open Schools. Students from vocational studies are eligible for the admission in the B.Voc. at the UG level.

B. Students who have passed the Higher Secondary (10+2) examination or its equivalent from the All-India Boards/Councils (i.e. CBSE, ISC and National Institute of Open Schooling) are not required to submit the Migration Certificate for getting Registration under this University.

C. Any dispute regarding eligibility criteria would be resolved by the

B. Students who have passed the Higher Secondary (10+2) examination or its equivalent from the All-India Boards/Councils (i.e. CBSE, ISC and National Institute of Open Schooling) are not required to submit the Migration Certificate for getting Registration under this University.

C. Any dispute regarding eligibility criteria would be resolved by the Equivalence Committee set up by the University or by the Executive Council in its absence.

#### 4. Choice of Courses

##### **3-Year Vocational Undergraduate (UG) Program of study:**

A candidate is required to choose **any one discipline** as offered by the concerned college.

#### 5. Nomenclature of Degrees

As per the UGC guidelines the given nomenclatures for degrees are to be followed until further intimation from the UGC:

(A) **UG Diploma:** Students who opt to exit after completion of the first year and the first 42 credits (Table 1) will be awarded a **diploma** if, in addition, they complete one internship course of 2 credits. These students are allowed to re-enter the degree program within three years and complete the degree program within the stipulated maximum period of seven years. The student enrolling 3 year Vocational Program will get a **UG diploma in Vocational Program**. UG Certificate will mention the name of the chosen discipline.

(B) **UG Advanced Diploma:** Students who opt to exit after completion of the second year and have secured the first 84 credits (Table 1) will be awarded the UG advanced diploma if, in addition, they complete one internship course of 2 credits. These students are allowed to re-enter within a period of three years and complete the degree program within the maximum period of seven years. The student enrolling in 3-year Vocational Program will get an **advanced diploma in a Vocational Program**. Advanced Diploma will mention the name of the chosen discipline.

(C) **3-year Vocational UG Degree:** A student after successfully completing a 3-year program by securing a total credit of 128 (See Table 1) will be awarded **B.Voc. (discipline) Degree** which includes 2-credit of internship. Example: if the chosen discipline is Broadcast Journalism then the name of the degree will be B.Voc. (Broadcast Journalism).

#### 6. Disciplines offered for B. Voc.

1. Broadcast Journalism
2. Printing and Book Publishing
3. Public Relations

University will update this list by adding or removing disciplines as and when necessary.

*For the 3-year Bachelor Vocational Program, a candidate is required to choose any one Core discipline from list of disciplines mentioned as above.*

## 9. Structure of the 3-Year UG Vocational Program

**Table 1: Semester-wise and course category-wise distribution of credits**

SEM	Core course (A)	Core course (B)	Core course (C)	IDC	AEC	SEC	VAC	Inter nship	Total credits
I	Core-1(5)	Core 2-1(5)	Core 3(5)		AE-1(3)		VAC (3)		21
II	Core -4(5)	Core -5(5)	Core -6(5)		AE-2(3)		VAC (3)	(2**)	21
Exit with Certificate									(2*)+ 42
III	Core -7(5)	Core -8(5)	Core -9 (5)		AE-3(3)	SE-1 (3)			21
IV	Core -10 (5)	Core -11(5)	Core -12 (5)	MD-1(3)		SE-2(3)		(2**)	21
Exit with diploma									(2**)+ 84
V	Core -13 (5)	Core -14 (5)	Core -15(5)	MD-2(3)		SE-3(3)			21
VI	Core -16 (5)	Core -17 (5)	Core -18 (5)	MD-3(3)		SE-4(3)		(2**)	21
Credits	30	30	30	9	9	12	6	2	(2**) + 126 =128

**Core:** Courses on Core discipline

**IDC:** Inter-disciplinary Course

**AE:** Ability Enhancement Course, **SE:** Skill enhancement Course

**Credit distribution:**

(a) Lab-based Courses: L=3, T/P =2, (b) Non-Lab based courses: L=4,T/P=1

(c) Field-based courses: P = 5,

\*\* The semester in which internship is to be completed is flexible. However, before obtaining the certificate/diploma/ 3-year degree internship must be completed and the corresponding credit needs to be earned.

## 10. Curricular Components of the Undergraduate Program

In accordance with NEP Curriculum & Credit Framework 2020 the undergraduate programs governed by this regulation contain the following course components:

*Core discipline is the discipline or subject of main focus and the degree will be awarded in that discipline. Students should secure the prescribed number of through core courses in the major discipline.*

In addition, a student admitted in the 3-year Undergraduate Vocational program has to take the following courses as shown in Table 1.

• **Inter-disciplinary Course (IDC):**

*All UG students are required to undergo 3 different introductory-level courses choosing not more than ONE from of the following broad disciplines given below. These courses are intended to broaden the intellectual experience and form part of liberal arts and science education. Students are not allowed to choose or repeat courses already studied at the higher secondary level (12th class) or any course related to the chosen vocational discipline.*

**The university will provide a list of courses under the following 5 categories. Students will be asked to choose 3 different IDCs in 3 semesters from the pool of courses offered by the college.**

Categories	Interdisciplinary Course from the following disciplines
1.	Life Sciences, Chemistry, Physics, Electronics, Anthropology, Geography
2.	Mathematics, Statistics, Computer Application, Economics, Computer Science
3.	Library Science & Digitization, Journalism
4.	Travel & Tourism, Commerce, Management, Advertisement & Sales Promotion
5.	Defense Studies, Psychology, Human Rights, Education, Sociology, Political Science, Philosophy, History, Film Studies, Physical Education/ Women Studies, Music, Human Development, NCC

- **Ability Enhancement Course (AEC):**

*Students are required to achieve competency in a Modern Indian language and in the English language with special emphasis on language and communication skills. These courses aim at enabling the students to acquire and demonstrate the core linguistics skills, including critical reading and expository and academic writing skills, that help students articulate their arguments and present their thinking clearly and coherently.*

- **Skill Enhancement Course:**

*These courses are aimed at imparting practical skills, hands-on-training, soft skills to enhance the employability of the students.*

***Each of the AEC and SEC courses shall carry 3 credits.***

- **SECs for 3-Year Vocational Program - Students are required to choose four SEC courses in their 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> semester of study.**
- **For AEC, they have to study three courses (each of 3 credits) of English and Modern Indian language (MIL) in their 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> semesters of study. English is to be chosen as at least one of these three courses.**
- **SEC or IDC courses shall have to be selected only from those offered by the University.**

### VALUE ADDED COURSES (VAC):

These are courses that will help develop all capacities of human beings – intellectual, aesthetic, social, physical, emotional, and moral in an integrated manner. Each of these courses carries 3 credits.

Students will be required to study the mandatory VAC (Environmental Education ) in the first year. Additionally any one from the below-mentioned value-added courses (VAC) in the other semester of the same year.

The student will choose from either of the two VACs offered by the university as mentioned hereunder.

- VAC2--Introduction to Cyber Security (Theoretical)
- VAC3-- Indian Knowledge System (IKS): Value of Yoga and Meditation (Theoretical + Practical)

### INTERNSHIP:

*A course requiring students to participate in a professional activity or work experience, or cooperative educational activity or research activity, with an entity external to the educational institution, normally under the supervision of an expert of the given external entity. **Internship is not another skill enhancement course. A key aspect of the internship is induction into actual work situations.** Internships involve working with local industry, government or private organizations, business organizations, artists, crafts persons, and similar entities to provide opportunities for students to actively engage in on-site experiential learning.*

The student has the option to complete a 2-credit internship in a research project (of any research Institute or university or college), industrial organization, R & D lab, or through community engagement, as organized by the college. The student must complete a 2-credit internship by his/her 5<sup>th</sup> semester of study.

***Note: If a student wants to leave the course with a certificate/diploma/degree, s/he should obtain the result from the college on showing the internship certificate.***

### 11. Marks allotted for attendance:

University has allotted equal credit-based weightage to attendance for both lab and non-lab-based discipline. Those with less than 60% attendance will be barred from appearing in the university examination and will need to repeat the semester.

### 12. Credit hours for different types of courses:

- The workload relating to a course is measured in terms of credit hours. A credit is a unit by which the expanse of the course is measured. It determines the number of hours of instruction required per week over the duration of a semester (minimum 15

weeks).

- Each course may have lecture and tutorial components or a lecture and practicum/laboratory component or only practicum component. For example, a three- credit lecture course in a semester means three one-hour lectures per week with each one-hour lecture counted as one credit. In a semester of 15 weeks duration, a three-credit lecture course is equivalent to 45 hours of teaching.
- One credit for tutorial work means one hour of engagement per week. In a semester of 15 weeks duration, a one-credit tutorial in a course is equivalent to 15 hours of engagement.
- A one-credit in practicum or lab course, community engagement and services, fieldwork, Studio activities or Field practice/projects in a semester mean two-hour engagement per week. In a semester of 15 weeks duration, a two-credit practicum in a course is equivalent to 60 hours of engagement.
- A one-credit of Internship means two-hour engagements per week. Accordingly, in a semester of 15 weeks duration, 2 credit in this course is equivalent to 60 hours of engagement.
- A course can have a combination of lecture credits, tutorial credits, and practicum credits.

➤ Lab-based Subject: (Total 5 Credits)

Theory-3 credits (45 Hours); Practical-2 credits ( $30 \times 2 = 60$  Hours)

➤ Non-Lab-based Subject: (Total 5 Credits)

Theory - 4 credits (60 Hours); Tutorial-1credit (15 Hours)

#### **14. Duration of the Programs:**

*The duration of the UG Vocational program is 3-years.* Students may be permitted to take a break from the study during the period of study but the total duration for completing the program shall not exceed 7 years.

#### **16. SWAYAM Courses:**

SWAYAM Courses: The University may allow up to 20% of the total courses being offered in a particular program in a Semester through the online learning courses offered through SWAYAM platform subject to the following conditions:

- The course contents should be alike;
- The length of the course (in terms of teaching hours) should not be less than the replaced offline course.
- The courses are not offered in the College;
- There is non-availability of suitable teaching staff to run the course in the College.

The University shall give the equivalent credit weightage to the student for the

credits earned through online learning credit courses through SWAYAM platform. *However, the college will have to seek permission from the university at the beginning of the semester, if the college wants to replace regular class-teaching by Swayam course. Swayam courses will be allowed only for SEC, IDC and VAC but not Core courses of the disciplines.*

#### **17. Mechanism for Computation of Work-load:**

The following mechanism shall be adopted for computation of work load in a semester comprising 15/16 weeks.

- (a) 1 Credit = 1 Theory period of one hour duration/week;
- (b) 1 Credit = 1 Tutorial period of one hour duration/week;
- (c) 1 Credit = 1 Practical period of two hours duration/week;
- (d) 1 Credit = Internship period of two hours duration/week

#### **18. Qualification Levels and Credit Requirements:**

- For 3-year Vocational UG Program: Minimum Credit Requirement 126+2 (internship)

#### **19. Course Registration:**

At the beginning of every Semester, all the students shall be required to register for the Courses specified for that Semester of the Program in the Office of the Controller of Examinations in the prescribed forms with payment of fees as prescribed by the University from time to time.

#### **20. Post-admission Stipulations:**

- Colleges have the freedom to hold any number of tests and examinations of its own students. However, colleges will not hold any elimination/qualifying test in the midway for students admitted to the different Course of Studies.
- The evaluation and assessment pattern under NSQF based on NEP 2020 will be regulated as per provisions of the present regulation or any emergent modification published before the time of the said examinations. Any dispute regarding the above would be resolved by the relevant Examination rules and regulations set up by the University or by the Executive Council.
- It is expected that the semester examinations will be held every six months as per the academic calendar which will be duly intimated in advance by the University.

#### **21. Foreign Nationals:**

The candidate (**Foreign Nationals**) will have to show "Original Copy" of Certificate of Madhyamik (or equivalent), Certificate of Higher Secondary (or equivalent) and

original Passport (along with Student Visa) at the time of admission. **Foreign Nationals will have to pay the fees five times higher than the Indian Nationals.** Their papers must be duly endorsed by the local Embassies/Consulates/High Commissions, whichever is applicable and their visa period must cover the period required to complete the course. Equivalence of the qualification obtained in a foreign country will be decided as per UGC equivalence portal.

## **22. College Transfer:**

Transfer of candidates from one affiliated college to another will be possible as per the provisions laid out in the regulation of NEP 2020 based NSQF system which will be in force at the relevant time. However, in all cases such transfers will be effected after due approval of the application of the candidate concerned along with requisite non-refundable fees to the University administration without contravening the provisions of the Regulation in force. *All applications for transfer have to be made to the University authority within 30 consecutive days of commencement of the relevant semester. The applications must also contain the attendance of the student in that semester.* The University reserves the right to approve or reject such applications of transfer and it cannot be treated as a matter of right on behalf of the applicant concerned.

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**PART-II**  
**WEST BENGAL STATE UNIVERSITY**  
**Regulations FOR EVALUATION OF UG PROGRAMS**  
**UNDER NEP 2020 w.e.f. (2025-26)**

- The student can re-enter (not in the same session) to complete the program within 7 years.
- All disputes relating to evaluation will be resolved by the local jurisdiction.
- Since this a credit point-based evaluation system there is no linear relationship between the full marks of a component and the credit allotted.
- The distribution of the Courses and the marks for the different components have been done in a manner such that the University component and the College component of the Weighted Grade Point is exactly same for students pursuing both Lab and Non-Lab based courses.

➤ **MAJOR & MINOR/CORE**

- **FOR LAB BASED course: THEORY (3 credit) + PRACTICAL (2 credit)**  
**MARKS ALLOTTED: 50 (Theory) + 50 (Practical)**

Theory: Total marks = 50

- The total marks for the theoretical component shall be 50 which will be evaluated in two parts, a) 40 marks by the University in the form of an End Semester Examination, b) 10 marks by the concerned college as a form of continuous assessment/mid semester examinations.

Practical - Total Marks 50

- The total marks shall be 50 of which 40 marks will be evaluated by the University and 10 marks will be evaluated by the respective colleges.
- The End Semester examinations for Core courses will be conducted by the university, and will consist of 40 marks which will be sub-divided as follows: Lab Note Book - 5, End semester evaluation - 35 (by a method as decided by the respective BOS). The other 10 marks will be sub-divided as follows: Attendance (considering both the theory and the practical classes) - 5, Continuous Assessment/Internal Assessment (CA/IA) -5

**Final marks out of 50 in this course will be decided by the formula  $(3 \times M_T + 2 \times M_L)/5$ , where  $M_T$  is the marks obtained in the theoretical component and  $M_L$  is the marks obtained in the practical component.**

- **FOR SURVEY/ PROJECT/ FIELD BASED COURSE (where nature of the course is Practical; without any theory component): PRACTICAL (5 credit)**

**MARKS ALLOTTED: 50 (Practical)**

- The total marks shall be 50 of which 40 marks will be evaluated by the University and 10 marks will be evaluated by the field supervisor/ respective colleges.
- The End Semester examinations for Core courses (Major) will be conducted by the university, and will consist of 40 marks which will be sub-divided as follows: Field report -10, presentation - 15, Viva-voce -15 (by a method as decided by the respective BOS). The other 10 marks will be sub-divided as follows: Attendance (considering both the fieldwork and related classes) - 5, Continuous Assessment/Internal Assessment during fieldwork (CA/IA) - 5

➤ **FOR NON-LAB-BASED course: THEORY (4 credit) + TUTORIAL (1 credit)**  
**MARKS ALLOTTED: 50 (Theory) + 50 (Tutorial)**

Theory: Total marks = 50

- The total marks for the theoretical component shall be 50 which will be evaluated by the University in the form of an End Semester Examinations.

Tutorial - Total Marks 50

- The total marks shall be 50 which will be evaluated by the respective colleges.
- The evaluation of the 50 marks by the college will be sub-divided as follows:  
Attendance -10, Presentation / Home assignment - 20, CA/IA (Written Examination) - 20.

**Final marks out of 50 in this course will be decided by the formula  $(4 \times M_T + 1 \times M_{TU})/5$ , where  $M_T$  is the marks obtained in the theoretical component and  $M_{TU}$  is the marks obtained in the tutorial component.**

➤ **PASS MARKS**

- For lab-based course the student will have to secure 40% in theoretical and 40% in practical *separately* in order to qualify and obtain **at least 3 out of 5 marks in attendance**.
- If a candidate fails to obtain at least 40% in the laboratory component then he/she needs to reappear only in the end semester component of the concerned laboratory course for a fresh evaluation. The internal component (marks allotted by the college) will be carried forward.
- If a candidate fails to obtain at least 40% in the theoretical component then he/she needs to reappear only in the end semester component of the course for a fresh evaluation. The internal component (marks allotted by the college) will be carried forward.
- For courses without practical the student must secure 40% in a paper in the final weighted average marks and **6 out of 10 in attendance**. If a candidate fails to obtain at least 40% then he/she needs to reappear only in the end semester component of the course for a fresh evaluation. The internal component (marks allotted by the college) will be carried forward.

➤ **IDC—50 MARKS**

Evaluation by colleges. Evaluation pattern to be decided by the respective UG-BOS.

➤ **SEC—50 MARKS**

- Evaluation by colleges. Evaluation pattern to be decided by respective UG-BOS.

➤ **AEC—50 MARKS**

- End semester examinations on the basis of 25 MCQ will be taken by the university.

➤ **VAC—50 MARKS**

- End semester examination on the basis of 25 MCQ will be taken by the University for Courses on Environmental Studies & Introduction to Cyber security. However, they will be evaluated by the college and college will send the corresponding marks.
- For Indian Knowledge System (IKS): Value of Yoga and Meditation an end semester examination on 16 MCQ (Full marks 32) questions will be taken by the university but the answer scripts will be corrected by the college. The colleges will send both the theoretical and practical marks on 18 to the university.
- Questions from all VAC will be set in each of the first two semesters. **There will be a separate UG-BOS for each of the 3 VAC courses.**

**\*\* ALL VAC COURSES ARE THEORETICAL EXCEPT Indian Knowledge System (IKS): Value of Yoga and Meditation (2 CR THEORY + 1 CR PRACTICAL)**

**GUIDELINES FOR 2-CREDITS INTERNSHIP PROGRAM / WORK-BASED PROGRAM AS PER UCCF**

- As per UGC recommendations and corresponding amendments made from time to time.

[For 4-Years' Undergraduate Program with Major/Research and/or for 3 Years' Undergraduate Program with Multidisciplinary Programs]

**Internship as per NEP 2020**

It has been envisaged in the National Education Policy 2020 (NEP 2020) that a student shall undergo internship at the undergraduate level. This course, as enshrined in the NEP2020 will require a student to undergo “professional activity or work experience, or cooperative education activity with an entity external to the education institution”, normally this activity will be under the supervision of an expert belonging to the external institution/agency. Such an agency maybe industry, government organizations/NGOs, commercial organization, research laboratories, a full-time teacher with active research profile in a different college or any university, crafts persons etc. Students shall also be expected to maintain daily logs detailing their day-to-day activity in details along with a 1000 words report.

**Objectives of Internships**

The main aim of the internship is to expose the student to “real-life” working situation or as per NEP, “on-site experiential learning”. Briefly the following objectives

may be put forward:

- To experience in professional environment, **which otherwise cannot be simulated in a classroom.**
- To explore career alternatives and obtain **hands on training.**
- **To apply knowledge to practice**
- To explore and put to test one's potentialities
- To develop respect towards a profession
- To develop integrate work culture in character
- To work in a group for a common goal
- To develop communication skills and working in a group
- To develop the art of reporting/registering/documenting an activity
- To develop self confidence and self respect

### **Guidelines for organizing Internship**

As per present UCCF a student intended to do the internship can engage herself/himself in an internship as delineated under UGC norms.

### **Assigning the Students for Internship**

The students entitled for the Internship must be duly nominated/assigned by the HOD of the concerned Department from, choices mentioned in Table 1, and should be forwarded by the competent authority of the College.

Step 1: It is advisable that the college procure proper written agreement of the institution/agency (please refer to Table1) well in advance of the commencement of the internship. The College may take a prior survey of the student's need/interest/choice.

Step 2: There should be a proper documentation of the allocation of the internship eg. Allocation letter/ consent letter from institution/agency under which the internship will be performed. All such documentation should be preserved by the College.

Step3: Students joining letter to the internship program issued by host institution/agency should be preserved by College.

Step 4: The host College must ensure the submission of a detailed project report (1000 words) describing the objectives, the work done during the internship and its practical/social impact. The student shall also maintain a daily log book detailing her/his daily activity. This report should also mention the total hours spent in the activity.

Step 5: After successful completion of Internship, the College along with the host institution/agency (under which the internship was completed) will evaluate the students' performance.

Step 6: Certificate of completion and experience should be issued by College along with the host institution/agency (under which the internship was completed).

### **Important points for evaluation**

The daily log book is to be signed by candidate and supervisor under whom the internship is being done. This shall serve as proof of attendance and shall be required to be submitted to the College.

Evaluation should take into account:

1. Regularity and timely attendance (maintained in log book)
2. Proper documentation (as per 1000 words report and log book)

### **Allocation of Marks**

The total marks allocated will be 50 marks sub-divided into:

1. The Internship Mini Project Report – 30 Marks
2. Viva-voce by college 20 Marks

### ➤ **LETTER GRADE & GRADE POINT:**

#### **1. Letter Grade and Grade Point:**

The 10-point grading system of the UGC, as described below, will be adopted for assessment and examination of the performance of students in various courses of the undergraduate programs.

**Letter Grade** is used to signify the level of qualitative/quantitative academic achievement of a student in a Course, while the **Grade Point** is used to indicate the numerical weight of the Letter Grade on a 10-point scale. Letter Grades 'O' to 'P' indicate successful completion of a Course, while Letter Grades 'F' and 'Ab' indicate 'fail' and 'Absent' respectively.

**Table : Letter Grades and Grade Points**

Letter Grade	Grade Point	% of Marks	Grade Point	Description
O (Outstanding)	10	90 – 100	9.0 – 10.0	Outstanding
A+ (Excellent)	9	80 – less than 90	8.0 – less than 9	First Class Exemplary
A (Very Good)	8	70 – less than 80	7.0 – less than 8	First Class Distinction
B+ (Good)	7	60—less than 70	6.0 – less than 7	First Class
B (Above Average)	6	55 – less than 60	5.5 – less than 6	High Second Class
C (Average)	5	50 – less than 54	5.0 – less than 5.4	Second Class
P (Pass)	4	40 – less than 50	4.0 – less than 50	Pass
F (Fail)	0	Less than 40	Less than 4.0	Fail
Ab	0	---	---	Absent

If P is the percentage of marks obtained then the Grade point is  $P/10$

### **COMPUTATION OF SGPA AND CGPA:**

The UGC recommends the following procedure to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

- i. The SGPA is the ratio of the sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e.

$$SGPA (S_i) = \sum (C_i \times G_i) / \sum C_i$$

Where  $C_i$  is the number of credits of the  $i^{th}$  course and  $G_i$  is the grade point scored by the student in the  $i^{th}$  course.

#### Example for Computation of SGPA

Semester	Course	Credit	Letter Grade	Grade point	Credit Point (Credit x Grade)
I	Course 1	3	A	8	3 X 8 = 24
I	Course 2	4	B+	7	4 X 7 = 28
I	Course 3	3	B	6	3 X 6 = 18
I	Course 4	3	O	10	3 X 10 = 30
I	Course 5	3	C	5	3 X 5 = 15
I	Course 6	4	B	6	4 X 6 = 24
		20			139
	SGPA				139/20=6.95

- ii. The Cumulative Grade Point Average (CGPA) is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e.

$$CGPA = \sum (C_i \times S_i) / \sum C_i$$

where  $S_i$  is the SGPA of the  $i^{th}$  semester and  $C_i$  is the total number of credits in that semester.

#### Example for Computation of CGPA

Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6
Credit: 21 SGPA: 6.9	Credit: 22 SGPA: 7.8	Credit: 25 SGPA: 5.6	Credit: 26 SGPA: 6.0	Credit: 26 SGPA: 6.3	Credit: 25 SGPA: 8.0

## COURSE CODING WITH EXAMPLES

### ➤ Principle behind subject coding under NEP (Total 10 places):

- First 3 letters: Existing subject code (Example BCJ : Broadcast Journalism, PBP: Printing and Book Publishing, PRM: Public Relations)
- 4<sup>th</sup> letter: M : which is indicative of Vocational Course
- 5<sup>th</sup>-7<sup>th</sup>: COR (denoting Core paper)
- 8<sup>th</sup> & 9<sup>th</sup> Letters: Course No.

- 10<sup>th</sup> Letter: Type of course (T; P; M). [T-theoretical; P-practical; M-mixed type]
  - **Internship**—INTERN301M/ INTERN101M (7<sup>th</sup> letter denoting the semester in which the internship is completed)
  - **Coding for Environmental Education course:** (These codes will be centrally given and not by any individual discipline)
    - Environmental Education – VAC 1 (EVEVAC101T)/ (EVEVAC201T)
    - **Coding for Value added courses:**
    - Introduction to Cyber Securities – VAC 2 (ICSVAC102T)/ (ICSVAC202T)
    - Indian Knowledge System (IKS): Value of Yoga and Meditation – VAC 3 (VYMVAC203M)/ (VYMVAC103M)
  - **Special Minor in 7<sup>th</sup> Semester for Honours Students:**  
E.g., EDUSMC701; ENGSMC701T
  - **For IDC, AEC & SEC-- G: Vocational. In case of IDC and SEC the same course will have multiple codes.**
  - IDC for Vocational Program at Sem-6<sup>th</sup>—example  
EDUGMD601M i.e., Education for Vocational course in 6<sup>th</sup> Semester.
  - A detailed example is worked out with Life Science IDC.  
LIFGMD401M if taken in Sem IV for Graduation in Vocational Program  
LIFGMD501M if taken in Sem V for Graduation in Vocational Program  
LIFGMD601M if taken in Sem VI Graduation in Vocational Program
  - SEC in Vocational UG Program in Semester 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup> Examples: BMJMSE301M & BMJMSE402M/ PBPMSE503M & PBPMSE604M
  - AEC for All UG programs will be the same 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> Semesters English or Modern Indian Language (MIL)-- Bengali, Urdu, Hindi.  
Examples: ENGHAE101T/ ENGGAE101T; HINHAE101T/ HINGAE101T.
-