



DRAFT ADVISORY

FOR ADMISSION & EVALUATION

IN

**4-year Undergraduate Programme
and**

3-year Undergraduate Programme

Under Curriculum and Credit Framework for

Undergraduate Programmes

Based on

National Education Policy, 2020

(To be approved by the Competent Authority)

(w.e.f Academic Session 2023-24)

WEST BENGAL STATE UNIVERSITY
DRAFT ADVISORY FOR ADMISSION TO UG PROGRAMMES
UNDER NEP 2020 (2023-24)

1. Scope & Coverage

This draft advisory shall supersede the existing regulation for 3-year (Six semester) Bachelor of Arts/Science/Commerce programme under the Choice based Credit System (CBCS).

The University provides following three undergraduate programmes w.e.f. the academic session of 2023-24 under the Curriculum and Credit Framework for Undergraduate Programmes (CCFUP) based on NEP 2020.

This advisory will be provisionally effective from the academic session 2023- 24.

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 182 Credits) (See Table 1).
- (ii) 4-year Bachelor's degree (Honours with Research) with Major a chosen discipline in the field of Arts/Science/Commerce/Management (8 semesters with 182 Credits). Students need to complete a research project of 15 credits in areas of their Major discipline in the 4th year of studies. (See Table I A)

B. Multidisciplinary programmes

- (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 126 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.

Course of studies provided he/she has also passed with English as a subject.

- In any case, where there is an ambiguity regarding the admissibility of a particular examination at 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 programme 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 2020 or later are eligible for admission in Honours curricula. Similarly a student who have passed Higher Secondary (or equivalent) examination in the year 2017 or later is eligible for admission in 3 year Multidisciplinary program.
- However, in exceptional cases a candidate may be allowed for admission after 3 years of the previous qualifying examination, but, within 3 years after discontinuation from a recognized regular Course of Study. Those desirous to do so will seek permission from the University Authority. *This exception is valid for both 4-year (Hons/Hons. with Research) and 3-year Multidisciplinary UG programmes of study.*
- 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 subjects** 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 subject of 100 marks, 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 programme of study**, aggregate marks shall be calculated by **adding the marks of top four subjects 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 subject of 100 marks, it may be taken into account for the purpose of determining the aggregate marks.

3. Eligibility Criteria

A candidate taking up Honours in a subject must have obtained:

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

OR

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

OR

50% marks in the aggregate when the candidate has not studied the subject 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 subject/related subjects at the previous qualifying examination (10+2 level) for being eligible for admission in the Honours programme of study.

However, if in any Honours subject, 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 subject. 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 the Higher Secondary (10+2) examination or its equivalent from the All India Boards/Councils or State Boards/Councils including Open Schools and vocational studies,

are eligible for study 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:**

A candidate is required to choose **any three subjects** from **one or two broad** category of disciplines as offered by the concerned college.

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 vocational course of 4 credits or a 4-credit work-based learning/internship/apprenticeship

during the summer vacation of the first year. 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 course will get a UG certificate.

- (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 vocational course of 4 credits or a 4-credit work-based learning/internship/apprenticeship during the summer vacation of the second year. 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 in 4 year UG programme; similarly, a student opting for 3 year multidisciplinary course will get a diploma in 3 year UG programme. Diploma will be offered in Science/Arts/Commerce as per their Major subjects in the 4-year programme or choice of subjects in the 3-year Multidisciplinary programme.*
- (C) 3-year UG Degree with Major:** *Students who wish to undergo a 3-year UG programme will be awarded UG Degree in the Major discipline after successful completion of three years, securing the first 142 credits (Table 1, 1A) which includes 4-credit of summer internship/apprenticeship. The candidate will be awarded a BSc/BA/B.Com degree with Major in a specific subject eg. BSc with Physics Major.*
- (D) 3-year Multidisciplinary UG Degree:** *A student may also opt for a 3-year multidisciplinary UG degree by securing a total credit of 126 (See Table 2) with 30 credits from each of the three disciplines. Students who wish to undergo a 3-year Multidisciplinary UG*

programme will be awarded UG Degree (B.A./B.Sc./B.Com.) after successful completion of three years, securing 130 credits (Table 2) which includes 4-credit of internship/apprenticeship.

(E) 4-year UG Degree (Honours): Candidates must secure 105 credits in his /her major discipline out of the total 182 credits to obtain a Bachelor degree (Honours) in his/her major discipline (See Table1). Nomenclature of degree for 4 year UG Programme (Hons) will be based on the Major subject of choice. For example, if a student takes Physics as his Major he will get BSc degree whereas a student taking History Major will get a BA degree. The degrees to be offered after the completion of 4 year UG programme will be BSc (Hons), BA (Hons) and B.Com (Hons).

(F) 4-year UG Degree (Honours with Research): Students who secure 75% marks or above in the first six semesters and wish to undertake research at the undergraduate level can choose a research stream in the fourth year. The students who secure 182 credits, including 15 credits from a research project/dissertation (Table 1A), will be awarded UG Degree (Honours with Research). Such a candidate must secure 90 credits out of the total credits of 182 from discipline-specific major courses (Table 1A) and also 15 credits through a Research project to be awarded a Bachelor degree (Honours with Research) in his/her major discipline. He/she should do a research project or dissertation under the guidance of a faculty member of that college in the Major discipline. Such candidates must submit a Thesis/Dissertation to the University for evaluation followed by a Viva-Voce examination. The concerned candidate must score 150 or above out of the 300 marks allotted for Research/Dissertation work to qualify for the degree of UG Honours with research in his/her major discipline.

7. Broad Category 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: Sociology, Political Science, History, Economics, Education, Psychology, Geography, 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 subjects; Travel & Tourism Management, Advertising & Sales Promotion.

[Note:

- **TTM & ASP can be taken by student from any stream apart from Commerce & Management. A student will get BA or B. Com degree according to his/her subject combination.**
- **Students opting for Psychology, Geography & Economics when chosen as Major subject in a 4 year UG programme will obtain BSc degree; whereas in 3 year Multidisciplinary programme the degree nomenclature will depend on the choice of other 2 Core subjects.]**

Groups of Subjects:

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, Bio-chemistry

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 subjects

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

Note:

(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 Course of Studies, a candidate is required to choose any three Core subjects from among the broad category of disciplines from among Group-I to Group-VIII as above by taking not more than one discipline from any of the groups mentioned above. However, the choice of the three subjects will have to be made as stated hereunder:

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

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 subjects.
14	Environmental Science	14	Chemistry/Physics/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

9. Structure of the 4-year Undergraduate Programme (Honours)

Table1: Semester-wise and Course category-wise distribution of credits

SEM	Major (DSC)	Minor	MDC	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)	VA-1 (3)		27
II	DS-2(5)	MA-2(5) MB-2(5)	MD-2 (3)	AE-2 (3)	SE-2 (3)	VA-2 (3)	(4**)	27
Exit with certificate								(4**) + 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)						(4**)	20
Exit with diploma								(4**) + 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)						(4**)	20
Exit with Major	75	30	9	9	9	6		(4**)+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	4	182

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.

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

Structure of the 4-year Undergraduate Programme (Honours with Research)

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

SEM	Major (DSC)	Minor	MDC	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)	VA-1 (3)		27
II	DS-2(5)	MA-2(5) MB-2 (5)	MD-2 (3)	AE-2 (3)	SE-2 (3)	VA-2 (3)	(4**)	27
Exit with certificate								(4**) + 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)						(4**)	20
Exit with diploma								(4**) + 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)						(4**)	20
Exit with Major	75	30	9	9	9	6	(4**)	(4**) + 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	19	182

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.

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

Structure of the 3-Year Multidisciplinary UG Programme

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

SEM	Core course(A)	Core course(B)	Core course (C)	MDC	AEC	SEC	VAC	Inten-ship	Total credits
I	MA-1(5)	MB-1(5)	MC-1(5)		AE-1(3)		VA-1(3)		21
II	MA-2(5)	MB-2(5)	MC-2(5)		AE-2(3)		VA-2(3)	(4**)	21
Exit with Certificate									(4*)+ 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)		(4**)	21
Exit with diploma									(4**)+ 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)		(4**)	21
Credits	30	30	30	9	9	12	6	4	(4**)+ 126

MA: Core course from discipline 1,

MB: Core course from discipline 2

MC: Core course from discipline 3.

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

10. Curricular components of the undergraduate programme

In accordance with NEP Curriculum & Credit Framework 2020 the undergraduate programmes governed by this Advisory 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 & Table1A.

- **Multidisciplinary Course (MDC) :**

All UG students are required to undergo 3 different introductory-level courses relating to any of the 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 subjects.

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

**** FOR BBA COURSES MDC WILL BE PROVIDED BY THE CONCERNED UG-BOS.**

Categories	Multidisciplinary Courses 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/Mass Media & Communication.
4.	Travel & Tourism/Commerce/Management/Advertisement & Sales Promotion
5.	Defence 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.

- ◆ *Students are required to choose three different SEC courses in their 1st, 2nd and 3rd semester of study from a pool of courses offered by the college.*
- ◆ *For AEC, they have to study three courses (each of 3 credits) of English and Modern Indian language (MIL) in their 1st, 2nd and 3rd semesters of study. In semester 1 students will take English or MIL; in semester 2 they will study a course in MIL. Those who cannot study MIL will choose English as MIL; in semester 3 all students are to study a course in English.*
- ◆ *For 3 year Multidisciplinary UG programme 2 SECs from one discipline (SEC1 &2) and 2 from another discipline (SEC 3&4) will have to be taken.*

**** FOR BBA COURSES SEC WILL BE PROVIDED BY THE CONCERNED UG-BOS.**

- **Value Addition 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. The colleges will choose two out of the three VACs offered by the university as mentioned hereunder.

- VAC 1--Environmental Studies (Theoretical)**
- VAC2--Introduction to Cyber Security (Theoretical)**
- VAC3--Value of Yoga and Meditation in Life (Theoretical + Practical)**

Students will be required to pursue or study two value-added courses (VAC), one in their 1st and another in their 2nd semester out of the above 3 VA courses.

• **Internship:**

A course requiring students to participate in a professional activity or work experience, or cooperative educational activity with an entity external to the educational institution, normally under the supervision of an expert of the given external entity. 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 4-credit internship in a lab, industrial organization, R & D lab, or through community engagement, NSS, NCC as organized by the college. The student must complete a 4-credit internship by his/her 5th semester of study.

Note: It is advisable to complete internship after the appropriate even semester within the gap between the end semester examination and result publication. 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 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 8th 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 experimental 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 project 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 take transfer to another college, which satisfies the above conditions for offering Honours with research in the 7th semester depending on availability of seats.

11. Marks allotted for attendance:

University has allotted equal credit-based weightage to attendance for both lab and non-lab based subjects. Those with less than 55% attendance will be barred from appearing in the university examination.

12. BBA (Bachelor of Business Administration):

- i) The minimum qualification for admission to the 1st year of the B.B.A. course shall be a pass in Higher Secondary (General/Vocational) from West Bengal Council of Secondary Education or any other equivalent qualification recognized by the West Bengal State University with at least 55% marks for General Candidates (50% for S.C./S.T. Candidates). There shall be no common Admission Test; instead College(s) shall hold group discussions followed by interview for such admission. There shall be option to the Colleges for holding Written Admission Test.
- ii) The medium of instruction for the B.B.A. course shall be English and candidates will have to answer the examination papers in English only.
- iii) B.B.A. Course shall be an 8 semester course extending over four academic years. Candidates will pass out with Honours/Honours

with research.

13. 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 chose 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.

14. 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 coursework 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 only a lecture component or a 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 course in practicum or lab work, community engagement and services, and fieldwork in a semester mean two-hour engagement per week. In a semester of 15 weeks duration, a one-credit practicum in a course is equivalent to 30 hours of engagement.
- A one-credit of Seminar or Internship or Studio activities or Field practice/projects or Community engagement and service means two-

hour engagements per week. Accordingly, in a semester of 15 weeks duration, one credit in these courses is equivalent to 30 hours of engagement.

- A course can have a combination of lecture credits, tutorial credits, and practicum credits.
 - Lab-based Subject:
Theory-3 credits (45 Hours); Practical-2 credits (30x2=60 Hours); Tutorial-1 credit (15 Hours).
 - Non Lab-based Subject:
Theory-4 credits (60 Hours); Tutorial-1 credit (15 Hours); Field Work-1 credit (30 Hours).

15. 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.

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 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 via online learning credit courses through SWAYAM platform. **However, the candidate will have to seek permission from the university, if he/she wants to replace regular class-teaching by Swayam course. Swayam courses will be allowed only for SEC, MDC and VAC but not for Major and Minor 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 of 1 week

18. Qualification Levels and Credit Requirements:

- For 4 year UG Honours/Honours with Research

Semester	Qualification Title	Minimum Credit Requirements
Completion of Sem VI	Bachelor's Degree with Major in a discipline	138+4(int)
Completion of Sem VIII	Bachelor's Degree with Honours/ Honours with research in a discipline	182

- For 3 year Multidisciplinary UG Program: Minimum Credit Requirement 126+4 (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 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.

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 CCFUP based on NEP 2020 will be regulated as per provisions of the regulation which will be

in force at the time of the said examination. 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.

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 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.

23. Re-admission:

In case of discontinuation of Studies, the candidate concerned can be permitted only fresh admission with the issuance of new Registration (in cancellation of the earlier registration) after submission of an affidavit from a 1st class Judicial Magistrate that he/she has not taken admission under any other University/Institution in the intervening period. All such cases of fresh admission have to be preceded with the cancellation of earlier registration. For all such re-admission the provisions of this regulation in consonance with

the Act and Statute of the University and the guidelines issued by the West Bengal Higher Education Council from time to time should be followed. However, after an exit at the end of the 3rd year after completion of stipulated 6 semesters mentioned in Table.1, the candidate will not have to re-register if he wants to complete the course within 7 years from the date of exit.

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- **The student can enter within 7 years to complete the course but not in the same session after exiting. Intra-college exit will not be allowed.**
- **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 SUBJECTS: 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 by the University in the form of an End Semester Examination.

Practical - Total Marks 50

- The total marks shall be 50 of which 25 marks will be evaluated by the University and 25 marks will be evaluated by the respective colleges.
- The End Semester examination for Core papers (4 year Honours) will be conducted by the university, and will consist of 25 marks which will be sub-divided as follows : Lab Note Book -5, End semester evaluation -20 (by a method as decided by the respective BOS). The other 25 marks will be sub-divided as follows : Attendance (considering both the theory and the practical classes) -5, Continuous Assessment/Internal Assessment (CA/IA)-20.
- The Minor papers (4 year Honours) and Core papers (3 year

Multidisciplinary) will be evaluated by the college as per guidelines from the respective BOS, and will consist of 25 marks in a method as decided by the respective BOS. The other 25 marks will be sub-divided as follows: Attendance (considering both the theory and the practical classes) -5, CA/IA-20.

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 NON LAB-BASED SUBJECTS: 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 Examination.

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 subjects with practical the student will have to secure 40% in theoretical and 40% in practical separately in order to qualify *subject to the condition that out of this qualifying percentage, 30% must be secured in the end semester examination.*

If a candidate fails to obtain at least 40% in the theoretical component then

he/she needs to reappear in a subsequent examination for a fresh evaluation.

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 course for a fresh evaluation. The internal component (marks allotted by the college) will be carried forward.

- For subjects without practical the student must secure 40% in a paper *subject to the condition that 30% must be obtained in the end semester examination. In other words, a student securing 40% from internal marks only will not qualify in the examination.*

➤ **MDC—50 MARKS**

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

**** FOR BBA COURSES MDC WILL BE PROVIDED BY THE CONCERNED UG-BOS.**

➤ **SEC—50 MARKS**

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

**** FOR BBA COURSES SEC WILL BE PROVIDED BY THE CONCERNED UG-BOS.**

➤ **AECC—50 MARKS**

- End semester examination 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.
- For Value of Yoga & Meditation an end semester examination on 20 MCQ questions will be taken by the university. The colleges will send practical marks on 10 to the university.
- Questions from all three optional VA courses will be set in each of the first two semesters. **There will be a common UG-BOS for the 3 VA courses which**

will decide names of paper setters, moderators and examiners for Yoga practical.

**** ALL VA COURSES ARE THEORETICAL EXCEPT YOGA & MEDITATION (2 CR THEORY + 1 CR PRACTICAL)**

➤ **HONOURS WITH RESEARCH**

- Students who secure an average of 75% marks and above in 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 **95 credits** out of the total credits of **182** 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 8th 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 300 marks.**
- The concerned candidate must score **150** or above out of the 300 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, and the report should be attached with the dissertation/report maintaining UGC norms. Dissertation with similarity index more than 10% 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 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.
- **Evaluation of the Dissertation/Project report to be done separately by the supervisor and the external expert assigned by the concerned Board and an average of the two marks to be allotted. The presentation and Viva will be evaluated jointly by the supervisor, external expert and university faculty.**

Guidelines for Dissertation/Project Report:

- **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—200**
- **Presentation—50**
- **Viva Voce—50**

➤ **GUIDELINES FOR 4-CREDITS INTERNSHIP PROGRAMME/WORK-BASED VOCATIONAL PROGRAMME AS PER UCCF**

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

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 t/he 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, 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 ones 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 in the fifth (5) semester, can engage herself/himself in an internship under NCC/NSS/Industrial Internship/Research Internship/ local administration as per the following schedule:

Name	Duration	Nature of Internship Project	No. of Credits
Internship Assessment through Projects	120 hours	Intra/Inter-Institutional Activities related to NSS/NCC Or Industrial/NGO/MSME/Rural Internship/Innovation/Incubation Center/ Local administration/Research Laboratory	4

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 word 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	SGPA/CGP A	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

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.

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

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.

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

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
- 4th to 6th 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; AEC-ability enhancement courses—HAE/GAE; INTERN-Internship; SMC –Special Minor for Hons.
- 7th Letter : Semester No.
- 8th & 9th Letters : Course No.
- 10th 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 Value added courses:**

- Environmental Studies – VAC 1 (EVSVAC101T)/(EVSVAC201T)
- Introduction to Cyber Securities – VAC2 (ICSVAC202T)/(ICSVAC102T)
- Value of Yoga and Meditation in Life – VAC3 (VYMVAC203M)/(VYMVAC103M)

➤ **Hons with Research** : Eg. ENGRES801T/GEORES801M

➤ **Internship**—INTERN301M/INTERN101M

➤ **Special Minor in 7th Semester for Honours Students:**

Egs. EDUSMC701; ENGSMC701T

➤ **For MDC, AEC & SEC-- H: Honours; G: Multidisciplinary. In case of MDC and SEC a course will have multiple codes.**

- MDC in 1st, 2nd, 3rd Semesters for Hons-- example ECOHMD301M i.e, Economics as MDC in 3rd Sem; for Multidisciplinary Programme at Sem-4th, 5th, 6th –example EDUGMD601M i.e, Education as MDC in 6th Semester. A detailed example is worked out with Life Science MDC.
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 3rd, 4th, 5th, 6th (2 course in Sem- 3, 4 from one subject and 2 courses in Sem-5,6 from another subject).
Examples ENGGSE301M & ENGSE402M/ CEMGSE501M & CEMSE602M
 - SEC in Honours Course_ in Sem 1st, 2nd, 3rd (3 SEC courses will have to be taken.). Examples ENGHSE101M, BNGHSE202M, PLSHSE303M.
- [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 1st, 2nd, 3rd Semesters English or Modern Indian Language (MIL)-- Bengali, Urdu, Hindi.
Examples ENGHAE101T/ENGGAE101T;HINHAE101T/HINGAE101T.
-