



OSMANIA UNIVERSITY  
HYDERABAD - 500 007

No. 55/M/Acad.I/2017

Dated: 1) -04-2017

The Dean

Faculty of Pharmacy  
Osmania University  
Hyderabad.

Sub: Osmania University - Choice Based Credit  
System (CBCS) - Report of the committee to  
frame Rules, Regulations and Guidelines -  
2016 - 2017 for undergraduate courses -  
Communication - Reg.

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Sir / Madam,

With reference to the subject cited, I am to inform you that the Standing Committee of the Academic Senate at its meeting held on 23-03-2017 has resolved to approve the recommendations of the committee to frame Rules & Regulations and guidelines on adoption of CBCS at undergraduate level Osmania University with effect from the academic year 2016-2017 (copy enclosed).

This is for your information and necessary action.

Yours Sincerely

Copy to

1. The Principal, Affiliated Colleges
2. The Head, Dept. of \_\_\_\_\_, O.U.
3. The Chairperson, BoS. in \_\_\_\_\_, O.U.
4. The Controller of Examinations, O.U.
5. The Addl. Controller of Examinations (UG/PG/Prof/Conf.), O.U.
6. The Supt. Unit-II to note the action taken on item No.8

✓ The Director (I.S.) with a request to  
place the same in the file.

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**OSMANIA UNIVERSITY UG COURSES  
CHOICE BASED CREDIT SYSTEM (CBCS)  
RULES & REGULATIONS**

*(approved by the Standing Committee of the Academic Senate on 23.03.2017)*

These Regulations shall be called Osmania University regulations governing Undergraduate Programmes under the Choice Based Credit System (CBCS). The Choice Based Credit System is offered only to the students admitted in Constituent Colleges and Affiliated Colleges of Osmania University from the Academic Year 2016-2017.

These Regulations shall come into force from the Academic Year 2016-2017

1. **Definitions:**

In these Regulations, unless the context otherwise requires:

- a. "University" means Osmania University
- b. "Undergraduate programmes" means UG degree courses in the Faculties of Science, Arts, Social Sciences and Commerce
- c. "Student" means student admitted to undergraduate programmes under these Regulations
- d. "Degree" means undergraduate Degree
- e. "Board of Studies" means UG Board of Studies of the University in the discipline/subjects concerned
- f. "Academic Senate" means Academic Senate of Osmania University
- g. "Fee" means the fee prescribed by the University for the undergraduate programmes from time to time
- h. "Credit" means the unit by which the course work is measured. In these Regulations one credit means one hour of teaching work or two hours of practical work per week for 15 weeks in a Semester
- i. **Grade letter** is an index to indicate the performance of a student in a particular course (Paper). It is the final evaluation of a student's performance by a student in a course/paper. Grade letters are assigned to students based on the range of marks awarded in a course/paper.
- j. **Grade Point** is the weightage allotted to each grade letter depending on the range of marks awarded in a course/paper.

  
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- k. Credit Points refer to the product of number of credits multiplied by the Grade Point for a given course/paper
- l. Semester Grade Point Average (SGPA) refers to the performance of the student in a given semester. SGPA is based on the total credit points earned by the student in all the courses and the total number of credits assigned to the courses/papers in a Semester.
- m. Cumulative Grade Point Average (CGPA) refers to the Cumulative Grade Point Average weighted across all the semesters (6 semesters)


## 2. CHOICE BASED CREDIT SYSTEM (CBCS) IN UG COURSES

### Main features of the Choice Based Credit System (CBCS):

- i. All the UG Departments in the Faculties of Science, Social Sciences, Arts, Commerce of the constituent and affiliated colleges of OU shall participate in this Choice Based Credit System (CBCS) from the academic year 2016-17.
- ii. In the CBCS system continuous evaluation of the students in all the semesters is done through Internal Assessment Examinations, assignments, etc.
- iii. Course contents of each UG programme are designed to meet the ever changing requirements of the industry/job market/needs of society.
- vii. Each paper/course is assigned a specific number of credits. The marks secured by a student are converted into grade points and credit points. The performance of a student in a semester is expressed as Semester Grade Point Average (SGPA) and the combined performance of a student in all the Six Semesters of the UG programme is expressed as Cumulative Grade Point Average (CGPA).

### CBCS Course Structure

- a. UG Courses in the CBCS are offered within the Semester pattern
- b. There shall be six semesters in each UG course. The duration of an Academic year consists of two semesters, each of 15 weeks of teaching.
- c. The Academic session in each semester is from May to August.
- d. The period of the odd semesters shall be from September to April, even semesters shall be from December to April.
- e. There shall be five categories of courses/papers as follows:
  - i. AECC
  - ii. CC
  - iii. DSC
  - iv. DSE
  - v. SEC
  - vi. GE

  
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- f. Each course/paper shall have a character code which indicates
- The Department
  - The Semester
  - The course No./Paper No
- g. The detailed UG course structure for each Department will be designed by the UG Board of Studies of the Department and finalized by the Faculty and approved by the Standing Committee of the Academic Senate of the University from time to time.
- j. **Skill Enhancement Course SEC (Choice Based):**
- Each department shall offer one SEC paper in each of the Semesters III, IV, V and VI. Students shall choose one SEC paper from a pool of 3 for BA and BSc. based on their optionals. For B.Com the pool will consist of 2 SEC papers per semester out of which the student has to do only one.

k. **Generic Elective GE:**


Each department has to offer a Generic Elective in Semester VI to students of other departments. Student has to select one of them.

3. **Attendance:**

- 75% of attendance is compulsory for all students. A student shall be considered to have satisfied the requirement of attendance for appearing for the semester end examination, if he/she has attended not less than 75% of the number of classes held upto the end of the semester including tests and practicals etc.
- However, there is a provision for condonation of attendance for the students who have attendance between  $\geq 65\%$  and  $< 75\%$  on Medical Grounds on payment of a fee and production of medical certificate.
- If a student represents his/her institution, University, State or Nation in Sports, NCC, NSS or Cultural or any other officially sponsored activities, he/she shall be eligible to claim the attendance for the actual number of days participated subject to a maximum of 20 days in a semester on the specific recommendations of the concerned authority and approval of the Principal of the College concerned.
- A student who does not satisfy the requirement is not eligible to be permitted to take internal assessment as well as the semester end examinations.

4. **Medium of Instruction**

The medium of instruction shall be English/Telugu/Urdu/Hindi

  
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## Credits, Grade Letter, Grade Points and Credit Points

Credit means the unit by which the course work is measured. In these Regulations one credit means one hour of teaching work or two hours of practical work per week.

Grade Letter is an index to indicate the performance of a student in a particular course (Paper). It is the transformation of actual marks secured by a student in a course/paper. It is indicated by a Grade letter O, A, B, C, D, E, F. There is a range of marks for each Grade Letter. In case the student is absent for any exam, Ab is indicated in the memo in place of the Grade Letter.

Grade Point is weightage allotted to each grade letter depending on the marks awarded in a course/paper

### Award of Grades

Range of % of Marks	Grade Letter	Grade Point
≥ 85 to 100	O	10
≥ 70 to < 85	A	9
≥ 60 to < 70	B	8
≥ 55 to < 60	C	7
≥ 50 to < 55	D	6
≥ 40 to < 50	E	5
< 40	F	0
Absent	Ab	-

### Semester Grade Point Average (SGPA)

Credit Points for the paper = No. of Credits assigned for the paper x Grade Point secured for that course/Paper

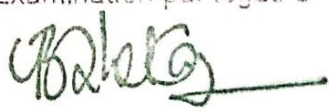
SGPA indicates the performance of a student in a given Semester. SGPA is based on the total credit points earned by the student in all the courses and the total number of credits assigned to the courses/papers in a Semester.

$$SGPA = \frac{\sum (LetterGradePoints) \times (Credits)}{\sum (Credits)}$$

$$CGPA = \frac{\sum (SGPA) \times (Credits)}{\sum (TotalCredits)}$$

Note: SGPA is computed only if the candidate passes in all the papers (minimum 'E' grade in all the Papers)

The following examples illustrate the calculation of Grade Points, Credit Points and Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA). The percentage of marks shown in column III is the marks secured by the student in the Internal Assessment and Semester End Examination put together

  
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Example: BSc/B.com/BA - Semester - I

Course/paper	Credits	% of Marks	Grade Letter	Grade Point	Credit Points = Credits x Grade Points)
Paper-I (Theory)	4	60	B	8	$4 \times 8 = 32$
Paper-II (Theory)	4	50	D	6	$4 \times 6 = 24$
Paper-III (Theory)	4	70	A	9	$4 \times 9 = 36$
Paper-IV (Theory)	4	75	A	9	$4 \times 9 = 36$
Paper-V (Practicals)*	4	75	A	9	$4 \times 9 = 36$
Paper-VI (Practicals)*	4	80	A	9	$4 \times 9 = 36$
Total	24				200

Note: \*: The number of practical papers and the credits assigned may vary from one Course to other.

Total Credit Points obtained for all the papers in the Semester-I = 200  
Total Credits assigned to all the papers in the Semester-I = 24

SGPA =  $\frac{\text{Total Credit Points in the Semester-I}}{\text{Total Credits in the Semester-I}} = \frac{200}{24} = 8.33$

Total Credits in the Semester-I

SGPA for Semester-I = 8.33

Similarly, semester II, III, IV, V and VI should be calculated as per the above procedure.


#### Cumulative Grade Point Average (CGPA)

CGPA refers to the Cumulative Grade Point Average weighted across all the semesters (6 Semesters). CGPA is obtained by dividing the total number of credit points (CPTs) in all the semesters by the total number of credits in all the Semesters. The final result at the end of all the semesters is declared in the form of CGPA.

Note: CGPA is calculated only when the candidate passes in all the papers of all the semesters.

Example: BSc/B.Com/B.A

I Semester: Total CPTs = 200 Total Credits = 24

  
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III Semester:	Total CPTs	=	213	Total Credits =	25
IV Semester:	Total CPTs	=	218	Total Credits =	26
V Semester :	Total CPTs	=	216	Total Credits =	24
VI Semester :	Total CPTs	=	210	Total Credits =	22


$$\text{CGPA} = \frac{\sum \text{Total CPTs of Semester I, II, III, IV, V, VI}}{\sum \text{Total Credits of Semester I, II, III, IV, V, VI}}$$

In the present example.

$$\text{CGPA} = \frac{200+212+213+218+216+210}{24+24+25+26+24+22} = 1269/145 = 8.75$$

## 8. EVALUATION METHOD

1. Semester End Examination of Ability Enhancement Compulsory Course (AECC) shall be conducted by the University and its marks shall be a part of SGPA and CGPA.
2. AECC has 2 credits and will be evaluated for 50 marks: 10 marks internal assessment (10 MCQs and 10 FIBs of half mark each); 40 marks for Semester End exam (Section A: 10 marks - 2 short answers of 5 marks each, one from each unit; Section B: 30 marks - 2 long answers of 15 marks each, from each unit with internal choice).  
(AECC - I Course: Environmental Studies - The framing of syllabi, question paper, paper setting, panel of examiners and other confidential related work will be taken up by the Chairperson, BGS, Bangalore.  
AECC - II Course: Gender Sensitization - The framing of syllabi, question paper, paper setting, panel of examiners and other confidential related work will be taken up by the Chairperson, BGS, Bangalore.
3. Pattern of internal evaluation in UG Core and Elective papers (4 and 2 mark courses / papers) is 2 internal assessment tests of 15 marks each to be averaged and 1 assignment of 5 marks for a total of 20 marks. Each internal assessment question paper consists of 10 MCQs of ½ mark each; 10 FIBs of ½ mark each; 5 short answers of 1 mark each.
4. No assignments for any 3 credit core / elective course / paper.
5. **NO INTERNAL EXAM** for practical courses. Each 1 Credit Practical examination is evaluated at the end of the semester for 25 marks. Evaluation by internal examiners for I, III & V Semesters and for II, IV & VI End Semesters by external examiners

  
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6. Pattern of Semester End Exam for UG Core and Elective papers( 4 and 5 credit courses / papers):

a. For ARTS, COMMERCE AND SOCIAL SCIENCES:

- i. 5 Credit Course / Paper (80 marks): Section 'A' (20 marks) consists of 8 Short Answer Questions (at least one from each unit) out of which 5 questions are to be answered. Each question carries 4 marks. Section 'B' (60 marks) - 5 long answer / essay type questions of 12 marks each with internal choice (2 to be set per unit).
- ii. 4 Credit Course / Paper (80 marks): Section 'A' (20 marks) consists of 8 Short Answer Questions (two from each unit) out of which 5 questions are to be answered. Each question carries 4 marks. Section 'B' (60 marks) - 4 long question answer / essay type questions with internal choice (2 to be set per unit). Each question carries 15 marks.

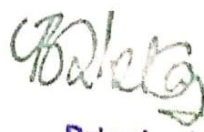
b. For SCIENCE:

- i. 4 Credit Course / Paper: (80 marks): Section 'A' (20 marks) consists of 8 Short Answer Questions (two from each unit) out of which 5 questions are to be answered. Each question carries 4 marks. Section 'B' (60 marks) - 4 long question answer / essay type questions with internal choice (2 to be set per unit). Each question carries 15 marks.
- ii. 3 Credit Course / Paper (60 marks): Section 'A' (15 marks) consists of 8 Short Answer Questions (at least two from each unit) out of which 5 questions are to be answered. Each question carries 3 marks. Section 'B' (45 marks) - 3 long answer/essay type questions of 15 marks each with internal choice (2 to be set per unit).

The marks secured by the student in the Internal tests, assignments, Seminars, practicals, project work and semester-end examinations are converted into SGPA and CGPA.

9. Improvement of Grades and Completion of the Course

- i. Candidates who have passed in a theory paper/ papers, but have not appeared again for theory paper/papers only once in the next semester to improve his/her grade, by paying the fee prescribed by the University. If the candidate improves his/her grade, then his/her new grade will be taken into consideration for the award of HONORS. If the candidate does not improve his/her grade, then his/her previous grade will be taken into consideration. Candidates who have not improved their marks/grade in the internal tests, assignments, seminars and Project Work.



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of Course:

Rules of promotion are as under:

Sl. No.	Semester	Conditions to be fulfilled for Promotion
1.	From Semester-I to Semester-II	Undergone a Regular Course of Study of Semester-I and registered* for the Semester-I examination.
2.	From Semester-II to Semester-III	a) Undergone a Regular Course of study of Semesters-I and II. and b) The number of backlogs if any, of Semester-I and II taken together, shall not exceed 50% of the total number of papers/subjects prescribed for Semesters-I and II.
		Number of papers/ subjects prescribed for Semesters-I & II
		Number of backlogs permitted
		BA 12
		6
		B.Sc 18
		9
		B.Com 14
		7
3.	From Semester-III to Semester-IV	Undergone a Regular Course of study of Semester-III and registered* for Semester-III examination.
4.	From Semester IV to V	a) Undergone a Regular Course of study of Semesters-I, II, III and IV b) The number of backlogs if any, of Semester-I, II, III and IV taken together, shall not exceed 50% of the total number of papers/subjects prescribed for Semesters-I, II, III and IV.
		Number of papers/ subjects prescribed for Semesters-I, II, III and IV
		Number of backlogs permitted
		BA 24
		12
		B.Sc 36
		18
		B.Com 28
		14
5.	From Semester-V to Semester-VI	Undergone a Regular Course of study of Semester-V and registered* for Semester-V examination.

\* Registration means obtaining a Hall Ticket for the said examination.

The procedure to be followed for granting readmission to the students in the following cases:

- (1) A student who did not put in the required number of papers in the examination and thus detained
- (2) A student who did not pass in the required number of papers and thus detained



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- (3) A student after completing a semester/year did not continue their studies in the next immediate semester/year on personal /health grounds but desired to continue his/her studies after a short break
- (4) A student who has put in not less than 40% of attendance in a Semester and not registered for the examination, can take re-admission in the same semester.
- (5) Candidates who, after completing a semester / year of the course but taken T.C to join some other course and come back to continue the earlier course


In all the above cases, readmission is permissible provided they are within the period of three years. Further, the approval of the university has to be obtained in respect of those students who take TC to join some other course and come back for readmission in the same college

All the readmissions including such of those students who take TC and come back, shall be granted by the Principals of the concerned colleges directly subject to the fulfillment of the following conditions stipulated by the University.

- 1) they should have been promoted to next higher class/semester in which they are seeking readmission.
- 2) they should join the course within 4 weeks in case of semester system from the date of commencement of classes
- 3) they should be able to complete the course within five years from the year of their original admission.
- 4) they should pay the readmission fee as prescribed by the University

**NOTE:** No readmission shall be made after the cut off date (4<sup>th</sup> week in a 15 week semester) under any circumstances. The cut off date for granting readmission shall be reckoned from the date of commencement of classes for different courses as per the almanac communicated by the University every year.

- 5) In the normal course of time a candidate should complete a Degree course within three years from the year of admission.
- 6) Whenever the syllabus is revised, the candidates should be allowed for UG Degree examinations according to the revised syllabus within five years from the time of his/her admission.
- 7) The six-semester three -year course should be completed by a student within 5 years (3 + 2) as per the guidelines of UGC approved by Osmania University Standing Committee of the Academic Senate on 28-01-2013
- 8) Any student from earlier year-wise UG programme seeking readmission from the academic year 2017-18 onwards will have to opt for CBCS semester system.

  
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**Manufacturing Operations and Control:** Cleaning Validation; Sanitation of Manufacturing Premises, Mix-ups and Cross Contamination, Processing of Intermediates and Bulk product, Packaging Operations, Process Deviations, Drug Product Inspection, Expiration Dating, Examination of Labels, Cartons and Other Printed Materials.

**Documentation and Records:** Introduction; Specifications; Master Production and Control Record; Batch Production and Control Record; Important SOPs and Record; Change Control; Site Master File; Change contract format; Product complaint document; Internal audit document; Product recall document; IPQC document; Material receipt; Sampling; Dispensing & Storage document;

**Books and References:**

1. Gupta SC. Fundamentals of Statistics. 6<sup>th</sup> Ed., Himalaya Publishing House, Hyderabad, 2004.
2. Sharma PP. How to Practice GMPs, 4<sup>th</sup> Ed., Vandana Publications Pvt. Ltd., Delhi, 2004.
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5. Basic Tests for Pharmaceutical Substances, WHO, Geneva, All India traveler book seller, India, 1990.
6. The International Pharmacopoeia, Vol. I-II, 3<sup>rd</sup> ed., WHO, Geneva, 1981.
7. Mehra ML. Good manufacturing practices (GMP), University Book Agency.
8. Subrahmanyam. CVS, Pharmaceutical Production and Management, 2005, Vallabh Prakashan, New Delhi.
9. Quality Assurance Manual, DH Shah, Business horizons, New Delhi.
10. Quality Assurance and Quality Management in Pharmaceutical Industry, Y. Anjaneyulu, R. Marayya. Pharma Book Syndicate, Hyderabad
11. Regulatory Guidelines Related to GMP by
  - a. Australian code of GMP for medicinal products, 16<sup>th</sup> Aug. 2002.
  - b. 21 Code of Federal Regulation, parts 210, 211 & 58. (USFDA guidelines)
  - c. MHRA, UK Guidelines on GMP
  - d. GMP Guidelines by Medicines Control Council of South Africa
  - e. Schedule M of D & C Act
12. Sidney H. Willing, GMP for Pharmaceuticals, 5<sup>th</sup> Edition, Marcel Decker Series

  
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11. Effective Implementation of CBCS system

- i. The University shall issue such orders, instructions, procedures and prescribe such format as it may deem fit to implement the provisions of these Regulations.
- ii. The procedural details/logistics will be given by the University from time to time.
- iii. Any unforeseen problems/difficulties will be resolved by the appropriate Bodies of the University, whose decision in the matter shall be final
- iv All CBCS programmes including logistics shall be monitored by a Central office established for this purpose and a separate CBCS almanac will be issued by the University.



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Sd/-  
CHAIRPERSON